

## **AGENDA**

### **ST. PETERSBURG COLLEGE BOARD OF TRUSTEES JANUARY 26, 2021**

ST. PETERSBURG COLLEGE  
EPICENTER (1-453)  
13805 58<sup>th</sup> Street N  
CLEARWATER, FL

**REGULAR MEETING: 9:00 A.M.**

#### **I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

#### **II. RECOGNITIONS**

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Delynda Keefe (*Attending*)
- B. SPC Spotlight
  - 1. New Associate Vice President Facilities Planning and Institutional Services

#### **III. COMMENTS**

- A. Board Chair
- B. Board Members
- C. President
- D. Public Comment pursuant to §286.0105 FS

#### **IV. REVIEW AND APPROVAL OF MINUTES**

Board of Trustees' Meeting of November 17, 2020 (*Action*)

Board of Trustees' Strategic Planning Workshop of December 15, 2020 (*Action*)

#### **V. MONTHLY REPORTS**

- A. General Counsel

#### **VI. STRATEGIC FOCUS**

- A. Legislative Priorities
  - 1. Legislative Update - Mr. Chris Schnoonover, Partner, Capital City Consulting (*Presentation*)\*
- B. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT
  - 1. Spring Enrollment, Fall Success, and Mid-Year Strategic Plan Update– Dr. Sabrina Crawford, Associate Vice President Institutional Research (*Presentation*)

## **VII. CONSENT AGENDA**

### **A. OLD BUSINESS (items previously considered but not finalized)**

### **B. NEW BUSINESS**

#### **1. ADMINISTRATIVE MATTERS**

##### **a. Human Resources**

- i. Personnel Report (*Action*)
- ii. SEIU Adjunct Faculty Union Contract Ratification (*Action*)

##### **b. Naming of Facilities**

- i. Ms. Leslie Honig – Pediatric Bay within the Simulation Center of Excellence in Nursing Education (*Action*)

##### **c. Construction**

- i. Guaranteed Maximum Price (GMP), Project Number 1707-Z-20-1, Remodel Business Tech - CL (*Action*)
- ii. Guaranteed Maximum Price (GMP), Project Number 265-S-20-3, Replace Facade LA Bldg., SPG (*Action*)
- iii. Guaranteed Maximum Price (GMP), Project Number 265-C-19-3, Cooling Tower Replacement, SPG (*Action*)
- iv. Guaranteed Maximum Price (GMP), Project Number 265-U-21-5, BB Roof Restoration, TS (*Action*)
- v. Guaranteed Maximum Price (GMP), Project Number 265-Y-19-2, Parking Lot Storm Drain Replacement, CL (*Action*)

#### **2. GRANTS/RESTRICTED FUNDS CONTRACTS**

- a. U.S. Department of Defense – Innovation Bloc Grant (*Action*)

#### **3. Other**

- a. Funding Transfer Request (*Action*)

## **VIII. INFORMATIONAL REPORTS**

### **A. Direct Support Organization**

1. Leepa-Rattner Museum (LRMA) (*Information*)
2. Institute for Strategic Policy and Solutions (*Information*)
3. St. Petersburg College Foundation (*Information*)

### **B. Palladium at St. Petersburg (*Information*)**

### **C. Operating Budget Report (*Information*)**

### **D. Quarterly Informational Report of Contract Items (*Information*)**

### **E. Quarterly Informational Report of Dell Financials (*Information*)**

### **F. Quarterly Informational Report of Exempt and Non-Exempt Purchases (*Information*)**

**IX. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing – None**

**X. PRESIDENT’S REPORT**

**XI. NEXT MEETING DATE AND SITE**

**February 16, 2021, EpiCenter, 1-453**

**XII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting January 26, 2021, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

Items summarized on the Agenda may not contain full information regarding the matter being considered. Further information regarding these items may be obtained by calling the Board Clerk at (727) 341-3241.

**\*No packet enclosure**

Date Advertised: January 15, 2021



## New AVP, Facilities Planning and Institutional Services

Rodney Wheaton is a native of Washington, D.C. and is a graduate of George Mason University.

For 18 years, Rod worked in residential, commercial, and government construction and facility management. He also worked in historical renovation projects throughout the Washington, D.C. greater metropolitan area.

In 2008 Rod went to work specializing in educational facilities. He began as a Project Manager for Prince William County Schools, where for six years he applied his knowledge in management, renovation, and facility planning.

Since 2015 he has acted as the General Manager of Facility Planning for the Pinellas County School system. For five and a half years, he has been in the District's Facility Planning, Design and Construction department, where he handled projects across the board in budgeting, planning, and educational facility work.



January 18, 2021

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President *(Signature)*  
**SUBJECT:** Personnel Report

Approval is sought for the following recommended personnel transactions:

<b>HIRE Budgeted Administrative &amp; Professional</b>			
Name	Title	Department/Location	Effective Date
Cullers, Christina	Dir, BusSys&StudentAcctg	Admin Info Sys - HR & Finance	12/7/2020 - 6/30/2021
Lora Santana, Hector	AVP, Budgeting	Budgeting & Compliance	11/16/2020 - 6/30/2021
Young, Caroline	Assessment Director	College of Education	1/11/2021 - 6/30/2021
Welsh, Joshua S	Sr Web Analyst/Programmer	Online Learning and Services	12/7/2020 - 6/30/2021

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
Name	Title	Department/Location	Effective Date
Johns, Lolita E	Employment & Internship Coord	Associate Provost Office SPG	12/7/2020 - 6/30/2021
Ghozali, Colleen E	Career & Academic Advisor	Counseling & Advisement TS	11/9/2020 - 6/30/2021

<b>HIRE Budgeted Career Service</b>			
Name	Title	Department/Location	Effective Date
Stewart, Angelica	Security Officer	Campus Security SPG	11/16/2020
Graham, Joshua D	Administrative Svcs Specialist	Provost Office TS	11/9/2020

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
Name	Title	Department/Location	Effective Date
Vygovskiy, Spartak	Sr Security Officer	Campus Security HC	11/9/2020
Stein, Caitlin N	Information Tech Specialist	Enrollment Management DO	12/7/2020
Echols, Chelsea B	Student Support Advisor	Financial Assistance Services	11/2/2020
Gant, Ernest J	PITCH Program Coord	Provost Office DT	11/16/2020

<b>RENEWAL CONTRACT Budgeted Administrative &amp; Professional</b>			
Name	Title	Department/Location	Effective Date
Davanh Sengphrachanh	HR Manager, Employment & Compliance	Human Resources DO	4/1/2021 - 6/30/2021

<b>FACULTY</b>			
Name	Title	Department/Location	Effective Date
Watkins, Stephanie	Faculty, Instr-in-Charge	Baccalaureate Programs	1/11/2021
Shuler, Kristin	Faculty	Emergency Medical Services HC	11/2/2020
Alberts, Amelia H	Faculty	Natural Science CL	1/11/2021
Gamble-Harrell, Latrena T	Faculty	Nursing HC	1/4/2021


<b>SUPPLEMENTAL Temporary</b>			
Name	Title	Department/Location	Effective Date
Hart, Jennifer L	Faculty - supplemental	College of Education	1/11/2021
Jahosky, Michael T	Faculty - supplemental	Humanities & Fine Arts CL	1/6/2021

<b>HIRE Temporary</b>			
Name	Title	Department/Location	Effective Date
Abadal, Lillian M	Adjunct Faculty	Early College/Dual Enrollment	1/11/2021
Alexander, Christina A	Adjunct Faculty	Humanities & Fine Arts TS	1/6/2021
Trevisani, Richard D	Adjunct Faculty	Natural Science CL	12/7/2020
Grabner, Rachel M	Adjunct Faculty	Social & Behavioral Science SE	1/11/2021
Keith, Aaron	Adjunct Faculty	Social & Behavioral Science SE	1/11/2021
Plummer, Carla	Adjunct Faculty, Bach	College of Computer & InfoTech	1/11/2021
Session, Marcus J	Adjunct Faculty, Bach	College of Computer & InfoTech	12/7/2020
Chase, Ashley	Adjunct Faculty, Bach	Ethics CL	1/11/2021
Olsen, Elizabeth	Adjunct Faculty, HTF Nursing	Nursing HC	12/7/2020
Vanworp, Christina L	Adjunct Faculty, HTF Nursing	Nursing HC	12/7/2020
Brown, Kyle J	Contributed Service	Early College/Dual Enrollment	1/11/2021
Caventer, Deborah L	Contributed Service	Early College/Dual Enrollment	1/11/2021
Cooper, Lesley A	Contributed Service	Early College/Dual Enrollment	1/11/2021
Duszynski, Lisa	Contributed Service	Early College/Dual Enrollment	1/11/2021
Soto, Hannah	Contributed Service	Early College/Dual Enrollment	1/11/2021
Toscani, Kris J	Contributed Service	Early College/Dual Enrollment	1/11/2021
Weaver, Andrea	Contributed Service	Early College/Dual Enrollment	1/11/2021
Morgan, Joan C	OPS Career Level 1	Academic & Student Affairs	12/11/2020
Cina, Marsela	OPS Career Level 1	Natural Science SE	12/14/2020
O'Donnell, Sharon E	OPS Career Level 2	Academic & Student Affairs	1/6/2021
Wiley, Amy S	OPS Career Level 7	Human Resources	12/7/2020
Damianov, Boris	OPS Professional	Academic & Student Affairs	12/1/2020
Marshall, Steve	OPS Professional	Academic & Student Affairs	12/1/2020
Palomino, Stephanie J	OPS Professional	Academic & Student Affairs	12/1/2020
Fix, Stephanie J	OPS Professional	Humanities & Fine Arts TS	1/11/2021
Higgins, Debra A	OPS Professional	Provost Office SPG	1/4/2021
Zweifel, Scott M	Professional Trainer	Emergency Medical Services HC	11/15/2020

Jackie Skryd, Chief of Staff, bringing the actions forward, recommends approval.

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President 

**SUBJECT:** SEIU Adjunct Faculty Union Contract Ratification

**Approval and ratification is sought to enter into a union contract with Service Employees International Union (SEIU), for a three year period.**

SEIU was certified as the exclusive representative of those in the bargaining unit (adjunct faculty), pursuant to the provisions of Chapter 447 of the Florida Statutes. The bargaining unit includes all part-time adjunct faculty that teach at least one credit course.

Collective bargaining sessions commenced in early March, 2020 and concluded in mid-November with a draft of a three year union contract covering the traditional terms and conditions of the adjunct faculty union, as well as provisions for periodic consultation and annual reopening of bargaining sessions regarding certain provisions and topics.

The College administrative team negotiated with adjunct faculty representing the union, along with its chief union negotiator, Rick Smith and union representatives/staff. Mark Levitt of the labor and employment firm of Allen Norton & Blue served as the College's chief negotiator, along with a bargaining team consisting of representatives of Academic Affairs, General Counsel's Office, Human Resources, and the President's Chief of Staff.

On December 11, 2020, the College was advised that the union contract was ratified by its eligible voting members. In accordance with the Florida Statutes, the written contract resulting from collective bargaining would then be ratified and executed by the Board of Trustees, if approved. Following full ratification, the union will begin membership administration, including dues collection, and the terms and conditions would go into effect.

**The College administrative team of Vice President, Academic Affairs, Matthew Liao-Troth; Dean, Susan Demers; General Counsel, Suzanne Gardner; Associate General Counsel, Mark St. Louis; and Chief of Staff, Jackie Skryd recommend approval and ratification.**

Attachment

**AGREEMENT**  
Between  
**The Board of Trustees of St.  
Petersburg College**  
And  
**The Service Employees  
International Union  
(SEIU) Florida Public  
Services Union, Change to  
Win**  
**January 1, 2021 through  
December 31, 2023**

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## **PREAMBLE**

This Agreement is entered into by and between The Board of Trustees (the “Board”) of St. Petersburg College (the “College,” the “Employer,” “Management,” or “SPC”) and the Service Employees International Union Florida Public Services Union, Change to Win (“SEIU,” or the “Union”).

SPC and SEIU recognize the College’s mission is to provide the highest quality of educational services to the community served, and each acknowledges the responsibility and obligations of the other toward these objectives. Both pledge their commitment to maintaining the highest level of professional standards of knowledge, integrity and dedication. The foundation for all decisions and actions of the College and SEIU is to provide the highest quality of education for students. The parties agree that SPC is one College and is considered one employer. All terms, conditions, and provisions of this Agreement are to be applied College-wide, unless expressly provided otherwise.

# **ARTICLE 1**

## **RECOGNITION**

### **Section 1.**

Pursuant to and in accordance with all applicable provisions of the Public Employees Relations Act, Chapter 447, Part II, Florida Statutes, the College recognizes the Service Employees International Union Florida Public Services Union, Change to Win, as the exclusive bargaining representative of employees of the College in the bargaining unit defined below.

### **Section 2.**

Pursuant to PERC Certification Number 19E-343, the bargaining unit covered by this Agreement consists of all part-time adjunct faculty employed by the College who teach at least one college credit bearing course.

Excluded from the bargaining unit are all other faculty, including tenured and tenure-track faculty, full-time faculty, instructors for trainings operated by the Southeastern Public Safety Institute, full-time employees of the College who also teach a class as an adjunct instructor, deans, associate deans, provosts, employees covered by any existing collective bargaining agreement at the College, supervisory and managerial employees, and all other employees of the College.

## **ARTICLE 2**

### **ACADEMIC FREEDOM AND RESPONSIBILITIES**

Academic freedom in the collegiate environment is an essential component of teaching and learning. Faculty are afforded the freedom to cultivate a spirit of inquiry in an atmosphere where ideas, opinions and creativity are valued and scholarly analysis encouraged. Faculty are free in their classroom, research and public expression to exercise and embrace academic freedom.

With academic freedom comes academic responsibility. Faculty members shall exercise their academic freedom with integrity, sensitivity, sound judgment, and a conscientious regard for the rights of others and the best interest of the College.

Full time faculty are encouraged to solicit input on curriculum and materials for classes from adjunct faculty.

## **ARTICLE 3**

### **BARGAINING REPRESENTATION AND RIGHTS**

#### **Section 1. Dues Deduction**

SPC will deduct and remit dues to the Union, when authorized, in writing or electronically, on the form included in Appendix A to this Agreement. Authorization for deduction must be received by SPC sixty (60) working days prior to the payroll payment date. SPC will mail a check covering dues deducted from the bargaining unit members from an itemized statement sent by the Union. Such authorization is revocable by the bargaining unit member at any time, upon thirty (30) working days' notice in writing to the SPC Office of Human Resources, with a simultaneous copy provided to SEIU. Authorization shall automatically be in effect again when an employee returns to work after being off payroll or separated. The itemized statements will be sent on the first day of each month and be paid to the SEIU by SPC within thirty (30) working days thereafter.

The Union shall officially notify the College, no later than fifteen (15) working days after any dues change, of the exact amount or percentage of salary of each bargaining unit member's Union dues. Appendix A is hereby incorporated into and made a part of this Agreement.

The Union shall hold the College harmless against any and all claims, demands, and liabilities of any kind whatsoever arising from any action taken or not taken by the Employer, its members, officials, agents, or representatives in complying with this Section or in reliance upon any notice, letter, or written authorization supplied to the Employer pursuant hereto.

#### **Section 2.**

##### **Use of SPC Resources to Conduct Union Business**

Adjunct faculty offices and other work areas may not be used for Union business during the work hours of those involved. For purposes of Union meetings to conduct regular Union business, SEIU may use SPC facilities on a space-available basis at no charge during the hours the College is open by utilizing the established reservation procedures of the College. All costs beyond the room charge will be paid by the SEIU.

The Union may distribute materials, supplied concurrently to administrative professional over Human Resources, that clearly identify that SEIU is the author and responsible for the document. In addition, SEIU may distribute Union messages to the individual e-mail accounts of bargaining unit members so long as: (1) a copy of all messages distributed is supplied concurrently to Human Resources, and (2) all messages clearly identify that SEIU is the author and responsible for its content. SEIU may distribute Union messages to the individual phone mail boxes of bargaining unit members a maximum of once a week, as long as: (1) a copy of all messages distributed is supplied concurrently to Human Resources, and (2) all messages clearly identify that SEIU is the author and responsible for its content. SPC internal mail services, SPC

equipment (including, without limitation, copiers, duplicating processes, printers, etc.), SPC personnel, and/or SPC materials are not to be utilized by SEIU. No commercial or political solicitations, or derogatory or inflammatory material, shall be permitted.

The Union agrees that all posted materials which relate directly to adjunct faculty at SPC, phone mail messages, and e-mail boxes will be limited to official SEIU Union business and restricted to the following: notices of Union meetings, notices of Union elections or appointments, notices of Union recreational or social affairs, results of Union elections, and Union news. This section shall not be interpreted to compromise, in any way, the limitations on solicitation and distribution activity set forth in Section 447.509 Florida Statutes. Such postings and distribution must have SEIU approval, as indicated by the signature of the Union President, or designee, on the materials posted and/or distributed. In the case of e-mail and phone mail, such postings and distribution must originate from a computer or phone mail box (office or home) bearing identification of the Union President, or designee.

### **Section 3. Access to Information**

Upon written request from the SEIU President to the office designated by SPC for such purpose, public records will be made available to the Union for inspection at reasonable times and places. When feasible, such documents will be produced within twenty (20) working days. SPC shall be permitted to charge for such services and for copies as permitted by law.

### **Section 4. Non-discrimination**

SPC recognizes the applicable laws and regulations prohibiting the discrimination or harassment against any faculty member with regard to the material terms of employment because of affiliation with SEIU. Likewise, SEIU will not discriminate against or harass faculty who choose not to join the Union and/or participate in its activities.

## **ARTICLE 4**

### **GENERAL PROVISIONS**

#### **Section 1. Non-discrimination**

The College and SEIU agree that the parties must be exemplary in expression and practice of the democratic ideal. The College and SEIU shall not discriminate against any bargaining unit employee, or applicant for bargaining unit employment or membership in SEIU on the basis of race, religion, color, age, national origin, ethnicity, pregnancy, gender, sexual orientation, gender identity, disability, marital status, genetic information, veteran's status, or membership in or association with the lawful activities of any organization. The College and SEIU agree to comply with all federal, state, and local laws prohibiting discrimination. Complaints of discrimination or harassment should be directed to the Director of Equity, Diversity and Inclusion/Title IX Coordinator. Complaints of discrimination or harassment may be addressed through the procedures provided under state and/or federal law and not through the grievance and arbitration provisions.

#### **Section 2. Severability**

If any word, phrase, or provision of this Agreement or any application thereof shall be declared or rendered null, void, or invalid through court action or federal, state, or local law. Such word, phrase, provision, or application will only be deemed valid and subsisting to the extent permitted by law, but all other words, phrases, provisions and applications will continue in full force and effect. The parties shall mutually agree on a date to re- negotiate in good faith the provisions affected by any such judgment or law.

#### **Section 3. Masculine/Feminine and Singular/Plural Pronouns**

The use of masculine pronouns may be understood to mean feminine pronouns and vice versa, and the use of singular pronouns may be understood to mean plural pronouns in this Agreement. The use of they, them, and their are gender neutral and can be used as well.

# **ARTICLE 5**

## **GRIEVANCE PROCEDURES**

### **Section 1. Purpose**

The parties agree that a prompt and efficient procedure for the investigation and resolution of grievances, in accordance with Chapter 447 of the Florida Statutes, can best promote a harmonious and cooperative relationship between the parties. The orderly process set forth in this Article shall be the sole method for the resolution of grievances.

### **Section 2. Definition**

A grievance is a dispute concerning the interpretation, application, or claimed violation of a specific term or provision of this Agreement.

### **Section 3. Individual/SEIU Grievances**

The Union shall have the right to file and pursue grievances on behalf of individual faculty members, in accordance with this Article. SEIU shall have the right to file and pursue grievances on behalf of itself, in accordance with this Article. SEIU and faculty member grievances shall be filed on forms mutually agreed to by the parties. SEIU and employee grievances shall be filed separately in separate grievance documents.

### **Section 4. Grievance Processing by an Individual or SEIU**

Grievance investigation or processing by an individual grievant or SEIU shall be carried out in the off-duty time of all personnel involved. Investigations or processing of grievances on duty time shall occur only with the prior permission of SPC and under such conditions as SPC shall prescribe.

### **Section 5. Representation**

SEIU shall have the right to represent any employee, upon the employee's request, at any step of this grievance procedure, provided, however, that individual employees may, upon notice to SEIU, initiate and represent themselves in processing their own individual grievances. No resolution of an individually processed grievance shall be inconsistent with this Agreement and, for this purpose, SEIU shall receive prior notice on the resolution of any grievance so processed.

### **Section 6. Non-Applicability of Grievance Procedure**

This grievance procedure cannot be used by the Union or any employee to dispute a decision by the College not to assign course(s) to an employee or to dispute a decision by the College not to offer full-time employment.

## **Section 7. Time Limits and Contents of Grievance**

The time limits set forth in this article are of the essence and must be strictly complied with, but may be extended by mutual written agreement of the parties. A grievant's or SEIU's failure to process a grievance within the time limits set forth in this Article shall mean that the grievance shall be treated as withdrawn. Upon the failure of the College to provide a response within the time limits provided in this Article, the grievant or the Union may appeal to the next grievance step. In order to be eligible for processing, a grievance must be timely filed and contain the following:

1. The name of the grievant, whether it is an individual employee or SEIU.
2. The identification of the event or omission that gave rise to the grievance, the time it occurred, and a short, plain statement of the facts surrounding the grievance, with an explanation of how the contract was violated.
3. The citation of the particular sections and subsections of this Agreement (not articles alone) on which the grievant relies.
4. A statement of the precise relief sought.

## **Section 8. Grievance Process**

Grievances, properly and timely filed, shall be processed in accordance with the following procedure. All references to working days in this section shall exclude official College holidays/recesses applicable to bargaining unit members. A "day" shall conclude at 4:30 p.m.

1. Step I. Within twenty (20) working days of the occurrence of the event or omission giving rise to the grievance, or when the faculty member first knew or reasonably should have known of such act or omission, if that date is later, an eligible grievant shall file the grievance document simultaneously with Human Resources and the Program Dean or immediate supervisor. Within ten (10) working days of the receipt of the grievance, the Program Dean or immediate supervisor shall meet with the grievant in an effort to resolve the problem. The Program Dean or immediate supervisor will be allowed ten (10) working days following the meeting to respond to the grievance in writing. This written response may consist of a notation on the grievance document.
2. Step II. If no written response is received by the grievant at Step I, or if the response is not acceptable to the grievant, the grievant may appeal the grievance to Step II. The appeal must be filed within ten (10) working days of the receipt of the answer from the Program Dean or the immediate supervisor or, if no written answer is received, within ten (10) working days after the expiration of the ten (10) working day period specified in Step I. Such appeal shall be in writing and shall include a copy of the grievance filed at Step I and the Step I response, if any. The Step II filing shall be simultaneously filed with Vice President of Academic Affairs or individual designated to hear grievances at Step II, and Human Resources. Once the grievance document has been properly filed at Step II, there shall be fifteen (15) working days in which to provide a written response to the grievant. The written response may consist of a notation on the grievance document. A meeting to discuss the grievance at Step II may be conducted at the discretion of the Vice President of Academic Affairs, or individual designated to hear grievances at Step II.



Notwithstanding the above, all grievances filed by SEIU shall be initially filed at Step II with the Vice President of Academic Affairs within twenty (20) working days of the occurrence of the event or omission giving rise to the grievance, or when the Union first knew or reasonably should have known of such act or omission, if that date is later.

## **Section 9. Arbitration**

Only those grievances that have been processed through the grievance procedure in strict compliance with all of its requirements may be taken to arbitration. If the grievant is not satisfied with the disposition of the grievance at Step II, or if no answer is received within the fifteen (15) working day period applicable to Step II, the grievance may be submitted to arbitration. The arbitration procedure shall be initiated by filing a written request for arbitration with Human Resources within twenty (20) working days after receipt of written disposition at Step II, or, if no answer is received, within twenty (20) working days after the expiration of the Step II fifteen (15) working day period. A copy of the grievance document must be attached to the request. All references to working days in this Article shall exclude the official College holidays and breaks applicable to bargaining unit members.

- A. If an arbitrator cannot be agreed upon, the Federal Mediation and Conciliation Service (sub-region) will be asked to supply a list of seven names from which the parties will alternately strike names until only one remains. The one remaining shall be the arbitrator. The grieving party will strike first.
- B. Each party shall have the right to reject one list of arbitrators in its entirety.
- C. No arbitrator shall have simultaneously more than one grievance involving this Agreement without the parties' consent.
- D. The arbitration will then proceed in accordance with the reasonable orders and requests of the arbitrator, but subject to the following conditions:
  1. The arbitrator shall not have the power to add to, subtract from, modify, or alter the terms of this Agreement.
  2. In any arbitration involving a question of monetary liability, the parties shall have a right to a reasonable time for briefing the case and a decision shall be due within thirty (30) working days after the date set for filing briefs.
  3. Neither party will present evidence regarding offers to settle or compromise a grievance.
  4. All costs of any arbitration, including the arbitrator's fees and expenses, cost of reports and transcripts (which shall be made available at the request of either party), and cost of meeting rooms shall be borne equally by the College and the grievant or SEIU, unless otherwise agreed by the parties.
  5. The arbitrator's decision shall be final and binding, but only to the extent required by applicable law.
  6. The arbitrator shall be empowered to make reasonable orders so that the matter can be expeditiously resolved but shall accommodate the parties within reason as to hearing dates and continuances, where need is shown.
  7. In cases of individual employees seeking to arbitrate a grievance, the employee will provide a deposit of \$3,500 to the arbitrator within 10 days of his/her selection. Failure to do so will result in the grievance being treated as withdrawn.

## **Section 10. Election of Remedies**

The commencement of a legal proceeding against SPC or any managerial employee of SPC or any member of the Board of Trustees in a court of law or equity, or before the Florida Public Employees Relations Commission, or any other administrative agency, by SEIU or any bargaining unit member, alleging a violation or violations of this Agreement, shall be deemed a waiver by said unit member(s) or SEIU of the ability to resort to the grievance or arbitration procedure contained herein for the resolution of the alleged violation or violations of this Agreement. A grievant electing to have a discrimination complaint resolved through the grievance/arbitration provisions will execute a formal waiver reflecting that selection.

## ARTICLE 6

### MANAGEMENT RIGHTS

#### Section 1. Retention of Management Rights

The Employer retains all powers, rights, authority, duties, and prerogatives conferred upon it by the laws of the State of Florida or enjoyed prior to the execution of this Agreement, except as otherwise stated in this Agreement, which shall include, but are not limited to, the following rights:

1. To establish educational policies and procedures and to ensure the rights and educational opportunities of students;
2. To manage and administratively control the College and its properties, its facilities, and the activities of its employees;
3. To hire all adjunct faculty and, subject to the provisions of law, to determine their qualifications and the conditions of their continued employment, and to promote, assign, and transfer all such faculty;
4. To determine the time and hours of operation and the assignment of all classes and approval of all schedules;
5. To determine the kinds and levels of services to be provided and the methods and means of providing those services, including entering into contract(s) with private vendors for services;
6. To determine staffing patterns;
7. To determine the number and classification of personnel needed;
8. To control and regulate the use of machinery, facilities, equipment, and other property of the College;
9. To determine, establish, increase, reduce, or eliminate the number, location, and operation of programs, departments, divisions, and all other units of the College;
10. To build, move, modify, or close facilities, centers, or campuses;
11. To establish budget procedures and determine budgetary allocations;
12. To determine the methods of raising and using revenue;
13. To take action on any matter in the event of an emergency;
14. To schedule classes and to assign faculty to meet the needs of the students, the community, and the College;
15. To develop, maintain, and enforce administrative rules, procedures, policies, regulations, and practices.

## **Section 2. Implementation and Exercise of Management Rights**

The College agrees to provide notice to the Union electronically of any new or proposed change in Board of Trustees' Rules and Procedures, internal policies or procedures of general application fourteen (14) days prior to implementation, which would affect members of the bargaining unit. Upon request, the parties will negotiate as required by law. Consistent with sound management practice, the College may implement the proposed change while impact negotiations are pending to the extent permitted by Florida law. A request to bargain impact under this Section must identify the negotiable effects of the changes upon the terms and conditions of employment of the impacted employees and be received within fourteen (14) days of the notice, or if no notice is given, within fourteen (14) days of the date a Union representative became aware of such changes shall be considered timely. Such bargaining shall proceed within ten (10) days of request. The College may implement any such changes prior to the exhaustion of the impasse procedure.

## **Section 3. Civil Emergency**

If, in the sole discretion of the College President, it is determined that a civil emergency condition exists, including but not limited to riots, civil disorders, hurricane conditions, public health emergency, or other catastrophes, the provisions of this Agreement may be suspended by the College President during the time of the declared emergency. The College will notify the Union Office as soon as practical.

## ARTICLE 7

### CONDITIONS OF EMPLOYMENT

#### Section 1. No-Strike

The Union agrees not to participate in or endorse strikes, picketing, stoppages, or concerted failure or refusal to perform assigned work by the faculty members covered by this Agreement while this Agreement is in effect.

Any adjunct faculty member who participates in or endorses a strike, a work stoppage, picketing, or concerted failure or refusal to perform assigned work may be disciplined and/or discharged by the College, and the sole and exclusive jurisdiction to review such discipline or discharge shall be provided in the grievance procedure.

It is understood and agreed that, in the event of any violation of this Article, the College shall be entitled to seek and obtain ex parte immediate injunctive relief, provided within 24 hours after receiving written notification from the College that a strike or picketing is in progress on the part of individuals or any group of individuals covered by this Agreement, the Union shall state to the College, in writing, whether it has sanctioned such action. Its prompt disavowal of responsibility, in writing, shall relieve the Union of legal responsibility to the College therefore.

#### Section 2. Outside Employment

The College recognizes that faculty members may engage in outside employment and consultant activities. An adjunct faculty member shall not engage in outside employment or self-employment which:

1. Conflicts with required work hours at the College.
2. Adversely affects College job performance.
3. Might reasonably be considered to conflict with College goals and objectives in the community.

Adjunct faculty members who have outside employment or self-employment shall not solicit business from students. Adjunct Faculty members who have outside employment or self-employment shall not solicit business from employees during employees' scheduled work hours, nor use any College resources, equipment, or supplies for such purposes. The adjunct faculty member may not use his/her position with the College for personal gain through outside employment. This outside employment shall not bring discredit to the College nor should the name of the College be used to acquire an outside position.

### **Section 3. Access to Facilities and Resources**

Adjunct faculty shall have access to facilities and College resources as follows:

1. **Offices.** While the College cannot guarantee offices, it will provide accommodations for adjunct faculty to meet privately with students. Access to offices, including cubicles and shared spaces will vary depending on the campus.
2. **Parking.** Access to parking will vary depending on the campus according to available parking, need for access cards, and other considerations.
3. **Administrative/TechnicalSupport.** The College will provide adjunct faculty with an email username and password for use when actively teaching. Adjunct faculty members shall have access to campus photocopiers and other technology for official class use, and pursuant to the departmental policies regarding such.
4. All adjunct faculty will be able to receive mail at a designated location on campus during the term(s) they are actively teaching.
5. With the approval of the supervisor, adjunct faculty will have access to audio visual/media support which can include videography, photography, and sound engineering.

## **ARTICLE 8 ADJUNCT ROSTERS**

### **Section 1. Statement of Intent**

The purpose of creating and maintaining adjunct rosters at the academic unit level is to facilitate the identification of qualified, available adjuncts, and to provide assurance to those adjuncts included in the rosters that their names will be readily available for consideration when course openings arise. Both parties recognize the benefits of a roster system that promotes familiarity between academic units and adjuncts, as well as increased efficiency in the hiring process, without limiting the academic unit's flexibility to hire the most qualified individuals.

### **Section 2.**

Adjunct rosters will be created and maintained at the academic unit level, and all decisions regarding composition of the adjunct roster will be at the discretion of the Dean or academic unit head.

### **Section 3.**

An Adjunct will be removed from the roster by the Dean or academic unit head if they have not taught within the previous three consecutive academic terms.

### **Section 4.**

Each academic unit will keep a list of Adjuncts included in the Adjunct roster. The list will include each Adjunct's name, as well as any email address or mailing address provided by the Adjunct for contact purposes. Should an Adjunct's contact information change, it will be the Adjunct's responsibility to provide updated contact information to be included in the roster. The academic unit will make the roster available to adjuncts and the Union within a reasonable time upon request.

### **Section 5.**

Nothing in this article creates any right, interest, or expectancy in any future employment beyond the specific terms of an Adjunct's offer letter. Nothing in this Article is interpreted to limit a department's ability to hire the most qualified Adjuncts from outside of the roster.

## **ARTICLE 9 TEACHING ASSIGNMENTS**

### **Section 1.**

Newly hired Adjuncts shall be hired for a minimum of one academic term/session. The College shall have the discretion to assign Adjuncts in subsequent academic terms/sessions; there is no presumption of assignments in future terms/sessions.

### **Section 2.**

Course section assignments to individual Adjuncts may be based on the following, including, but not limited to, academic credentials, relevant professional experience, expertise, skill set in different teaching modalities (i.e. face-to-face, online, hybrid, lecture/lab), prior student evaluations, faculty evaluations and scheduling availability.

### **Section 3.**

Supervisors may discuss tentative assignments for each term with an Adjunct at any time. Actual assignments will be made in writing to each Adjunct at least two weeks before the beginning of the term/semester. Once an assignment has been made in writing, the assignment cannot be cancelled to give as an overload assignment to full time faculty. It is understood that there are cases when assignments could be made less than three weeks before the beginning of the term/semester, however, the majority of class assignments shall be made 3 weeks before the beginning of the term/semester.

### **Section 4.**

Adjuncts who are provided notice of a section assignment for a term within two weeks of the start of the section shall notify the supervisor of their acceptance or refusal of assignment within one working day of receiving the written notice, or the section assignment offered may be rescinded. In the case of notice of a section assignment made prior to the two weeks before the section start, the Adjunct shall notify the supervisor of their acceptance or refusal of assignment within three working days of receiving the written notice, or the section assignment may be rescinded.

### **Section 5.**

If a section that is assigned to an Adjunct in writing is subsequently cancelled within two weeks before the start of the course, and no offer of an alternative section assignment is provided to the affected Adjunct, then the Adjunct shall receive a one-time payment of One Hundred Fifty (\$150) dollars. This provision does not apply to course sections which are reassigned due to an Adjunct exceeding contract hour load maximums.

### **Section 6.**

If the course section is cancelled after the start date of the section, and no other alternative section is available, the Adjunct will be paid the pro-rated amount of the section that has elapsed and a one-time one hundred fifty dollar (\$150) payment.



## **ARTICLE 10**

### **ADDITIONAL WORK ASSIGNMENTS**

College needs may necessitate that additional work assignments be created. These additional work assignments are in addition to the Adjunct's teaching schedule.

- 1) Compensation for bargaining unit members for a work assignment shall be paid at a rate established on the Additional Work Assignment Schedule. Maximum contract hour loads apply.
- 2) The additional work assignment shall be described in an Additional Work Assignment Form. (Appendix B)
- 3) Payroll periods for additional work pay shall be twice monthly corresponding to regular pay dates during the period the additional work is performed.
- 4) An Adjunct may volunteer to participate in College activities. Participation in College activities will not be presumed to be an additional work assignment or eligible for compensation.

## **ARTICLE 11**

### **PREFERENCE FOR FULL-TIME FACULTY POSITIONS**

Adjuncts with at least five years of continuous instruction within the same academic unit or department will be granted a first-round interview for any full-time faculty position which she/he is qualified and has formally applied. In such case, there shall be no guarantee of full time employment.

## **ARTICLE 12**

### **DURATION OF AGREEMENT**

This Agreement shall become effective when ratified by employees in the bargaining unit and by the College. The Agreement will be in effect for three (3) years at the date of becoming effective, subject to the following:

1) Re-openers

This Agreement shall be reopened in July of 2021 and July of 2022 for a period of thirty (30) days for that academic year. The Articles for consideration during the re-opened period are limited to the following:

- a) For Union, Compensation; Article 10, Additional Work Assignments; and Article 9, Teaching Assignments.
- b) For Administration, the Administration shall have the option to choose 3 Articles or specific subsections thereof to negotiate. Administration must propose changes to the chosen Article(s) before the first meeting.

During the thirty (30) day period after July 1, 2021 and then after July 1, 2022, Administration and Union shall meet no less than two (2) times in order to discuss the re-opened Articles. Additional meetings require the agreement of the parties. If the Compensation and Additional Work Assignments Articles, and the Administration's chosen Articles or subsections are not tentatively agreed by the end of the thirty (30) day period, then the parties shall proceed directly to the Board for resolution.

## **ARTICLE 13 ORIENTATION**

Union shall have access to Adjuncts covered by this Agreement at Adjunct Orientation(s). Union will be provided with the opportunity to have a breakout room outside of Adjunct Orientation meeting room(s) to allow interested employees to obtain information about the Union during breaks and before and after the meeting(s).

## **ARTICLE 1 CONSULTATION**

Representatives of the College and the Union will meet quarterly during the regular school year at a time convenient to both parties for the purpose of reviewing the administration of this Agreement and to resolve problems that may arise there from. These meetings are not intended for the purpose of negotiation or to bypass the grievance procedure. Further, each party will submit to the other at least 24 hours prior to the meeting, an agenda covering what it wishes to discuss. A meeting can be cancelled by request of either party, and such request shall not be unreasonably denied.

In witness thereof, the parties hereby agree to the foregoing terms.

On behalf of  
Service Employees International Union

On behalf of  
St. Petersburg College

\_\_\_\_\_  
Name

\_\_\_\_\_  
Katherine E. Cole,  
Chair, Board of Trustees

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date


\_\_\_\_\_  
Tonjua Williams, Ph.D.  
President

\_\_\_\_\_  
Date

January 26, 2021

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Tonjua Williams, President 

**SUBJECT:** Naming of Facilities – Ms. Leslie Honig

**Approval is sought to name one pediatric bay within the Simulation Center of Excellence in Nursing Education (SCENE) in memory of Professor Leslie Honig**

In recognition of the philanthropic contributions made by the Honig Family. We are requesting name one pediatric bay within the Simulation Center of Excellence in Nursing Education (SCENE), located at SPC's Health Education Center in memory of Professor Leslie Honig and her outstanding contributions to education at St. Petersburg College.

Mrs. Honig came to St. Petersburg College in 2001 to work part-time as a clinical instructor in the Nursing Department. A short time later, she earned a full-time position teaching Theory, Pharmacology and Pediatric Nursing classes in addition to clinic instruction.

Her SPC mission was always student success and she spent countless hours of out-of-class time tutoring and supporting her students. In addition, she served tirelessly on the college's Curriculum Committee ensuring the Nursing curriculum was in alignment with accreditation standards. Her family wishes to continue Professor Honig's legacy through a plaque and mural in SPC's Health Education Center where she spent much of her time devoted to teaching nursing students.

In accordance with SPC Board of Trustees Rule #6Hx23-6.14, NAMING OF COLLEGE FACILITIES, the following college-wide committee was created to consider this naming opportunity:


- Bridgette Bello, Trustee
- Eric Carver, Provost
- Louisiana Louis, Dean, College of Nursing
- Jesse A. Turtle, VP Institutional Advancement, Executive Director, Foundation
- Joanne Goot, Community Representative
- Jeanne Seigel, Faculty
- Virginia Schneider, Chair, Nursing

Bridgette Bello, Vice Chair, Board of Trustees and Tonjua Williams., President, and the above named committee members recommend approval.

January 26, 2021

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Approval of Guaranteed Maximum Price (GMP), Project Number 265-C-19-3, Cooling Tower Replacement, SPG

**Authorization is sought to approve the Guaranteed Maximum Price (GMP) of \$797,290.93 and to issue all necessary purchase orders to Kenyon & Partners Inc. for Project Number 265-C-19-3, Cooling Tower Replacement, SPG.**

Kenyon & Partners Inc. was selected through the Continuing Service Contracts for Construction Management & Design Services as approved by the Board of Trustees on April 21, 2020.

Kenyon & Partners Inc. has submitted a GMP of \$797,290.93 for project 265-C-19-3.

Project Description: Replace cooling tower on the St. Petersburg/Gibbs campus.

The anticipated date for substantial completion is 150 calendar days from Notice to Commence being issued.


The College will utilize the Direct Purchase Program for this project to realize cost savings. This savings will be reported to the Board at the time of final accounting.

Dr. Tonjua Williams, President; Janette Hunt, Vice President, Finance & Business Operations; and Diana Wright, Associate Vice President, Facilities Planning & Institutional Services.

January 26, 2021

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Approval of Guaranteed Maximum Price (GMP), Project Number 265-S-20-3, Replace Facade LA Bldg., SPG

**Authorization is sought to approve the Guaranteed Maximum Price (GMP) of \$594,250.00 and to issue all necessary purchase orders to A.D. Morgan Corporation for Project Number 265-S-20-3, Replace Facade LA Bldg., SPG.**

ARC3 Architecture, Inc. has completed the 100% construction documents. A.D. Morgan Corporation was selected through the Continuing Service Contracts for Construction Management & Design Services as approved by the Board of Trustees on April 21, 2020.

A.D. Morgan Corporation has reviewed the 100% construction documents and submitted the GMP of \$594,250.00 for construction project 265-S-20-3.

Project Description: Removal of the existing thin brick surface and foam backboard and installation of a new stucco system on the LA Building of the St. Peter/Gibbs campus.

The anticipated date for substantial completion will be 90 calendar days from Notice to Commence being issued.


The College will utilize the Direct Purchase Program for this project to realize cost savings. This savings will be reported to the Board at the time of final accounting.

Dr. Tonjua Williams, President; Janette Hunt, Vice President, Finance & Business Operations; and Diana Wright, Associate Vice President, Facilities Planning & Institutional Services.

January 26, 2021

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Approval of Proposal, Project Number 265-U-21-5, BB Roof Restoration, TS

**Authorization is sought to approve the Proposal of \$515,707.00 and to issue all necessary purchase orders to Garland/DBS, Inc. for Project Number 265-U-21-5, BB Roof Restoration, TS.**

Garland/DBS, Inc. was selected as part of the Master Intergovernmental Cooperative Purchasing Agreement (MICPA). Garland/DBS, Inc. has submitted a Proposal of \$515,707.00 for project 265-U-21-5.

Project Description: Restoration of the BB roof on the Tarpon Spring Campus with a single ply membrane roof system.

The anticipated date for substantial completion will be 12 calendar weeks from Notice to Commence being issued.


Dr. Tonjua Williams, President; Janette Hunt, Vice President, Finance & Business Operations; and Diana Wright, Associate Vice President, Facilities Planning & Institutional Services.



January 26, 2021

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Approval of Guaranteed Maximum Price (GMP), Project Number 265-Y-19-2, Parking Lot Storm Drain Replacement, CL

**Authorization is sought to approve the Guaranteed Maximum Price (GMP) of \$636,996.36 and to issue all necessary purchase orders to A.D. Morgan Corporation for Project Number 265-Y-19-2, Parking Lot Storm Drain Replacement, CL.**

A.D. Morgan Corporation was selected through the Continuing Service Contracts for Construction Management & Design Services as approved by the Board of Trustees on April 21, 2020.

A.D. Morgan Corporation has reviewed the 100% construction documents provided by Anderson Lane and submitted the GMP of \$636,996.36 for project 265-Y-19-2.

The anticipated date for substantial completion will be 84 calendar days from Notice to Commence being issued.


The College will utilize the Direct Purchase Program for this project to realize cost savings. This savings will be reported to the Board at the time of final accounting.

Dr. Tonjua Williams, President; Janette Hunt, Vice President, Finance & Business Operations; and Diana Wright, Associate Vice President, Facilities Planning & Institutional Services.

January 26, 2021

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Approval of a Guaranteed Maximum Price (GMP), Project Number 1707-Z-20-1, Remodel Business Tech - CL

**Authorization is sought to approve the Guaranteed Maximum Price (GMP) of \$3,072,187.39, data center equipment purchase of \$384,748.60, and to issue all necessary purchase orders to A.D. Morgan Corporation for Project Number 1707-Z-20-1, Remodel Business Tech – CL.**

A.D. Morgan Corporation was selected as the Design Build Contractor to remodel Business Tech at the Clearwater campus through a Selection Committee, as approved by the Board of Trustees on May 19, 2020.

Rowe Architecture, Inc. has completed the 100% drawings. A.D. Morgan Corporation has reviewed the drawings and submitted the GMP of \$3,072,187.39 for project 1707-Z-20-1.

The anticipated date for substantial completion will be 182 Calendar Days from Notice to Commence.


Authorization is also sought to approve the purchase of generator and data center equipment through state contract in the amount of \$384,748.60.

The College will utilize the Direct Purchase Program for this project to realize cost savings. This savings will be reported to the Board at the time of final accounting.

Dr. Tonjua Williams, President; Janette Hunt, Vice President, Finance & Business Operations; and Diana Wright, Associate Vice President, Facilities Planning & Institutional Services.

January 26, 2021

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, Ph.D., President   
**SUBJECT:** U.S. Department of Defense – Innovation Bloc Grant

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Defense, by St. Petersburg College for the Innovation Bloc Grant. Permission is also sought to accept an estimated \$223,622 in funding over a six-month period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

Supporting the goals of the Defense STEM Education Consortium (DSEC) the Department of Defense is seeking to fund projects that assist in broadening STEM literacy and developing a diverse and agile future workforce to power the United States' innovative defense infrastructure. Projects should engage students and educators in meaningful STEM experiences, serve students who are military-connected and under-represented in STEM and connect them to the STEM workforce.

SPC has submitted a proposal to support work-based learning opportunities that prepare well-educated and skilled employees for in-demand STEM careers. The goal of this initiative is to engage and retain underrepresented and veteran students enrolled in STEM-related pathways at SPC and provide them with meaningful career experiences. Activities of this program include job-readiness training and connecting underrepresented and veteran students to summer internships in STEM. Funding will support the students through career workshops, internship stipends and tuition costs.

The estimated period of performance will be from March 1, 2021 – August 31, 2021. The total project budget is projected to be \$223,622 over a six-month period, of which the College anticipates receiving the full amount. See attached Information Summary for additional information.

Michael Ramsey, Dean of Workforce Development; Suzanne L. Gardner, General Counsel; Jason Krupp, Director of Career Connections recommend approval.

Attachment

ks011321

**BOT INFORMATION SUMMARY  
GRANTS/RESTRICTED FUNDS CONTRACTS**

**Date of BOT Meeting:** January 26, 2021

**Funding Agency or Organization:** U.S. Department of Defense

**Name of Competition/Project:** Innovation Bloc Grant

**SPC Application or Sub-Contract:** SPC Application

**Grant/Contract Time Period:** **Start:** 3/01/2021      **End:** 8/31/2021

**Administrator:** Michael Ramsey

**Manager:** Jason Krupp

**Focus of Proposal:**

The Department of Defense is seeking to fund projects that assist in broadening STEM literacy and developing a diverse and agile future workforce to power the United States’ innovative defense infrastructure. SPC has submitted a proposal to prepare well-educated and skilled employees for in-demand STEM careers. Through this initiative, SPC will engage, serve and connect STEM students of underrepresented and veteran populations to the workforce through professional development and work-based learning.

This initiative will support the retention of underrepresented and veteran students enrolled in STEM pathways by providing job-readiness training and connecting them to the workforce through paid summer internships. Project activities will foster confidence in their skills, build relationships with peers and STEM experts, and cultivate a sense of belonging to the industry. Funding will support the students’ professional and technical development so that they are prepared to effectively network with industry experts and perform at the highest level in the STEM workforce.

**Budget for Proposal:**

(Only Major categories—This is an estimated budget description based on expected funding and services for three years. Specific budget categories may vary as the funding amount and/or services change.)

Personnel	\$ 21,622
Fringe	\$ 8,432
Travel	\$ 200
Participant Support Costs (Stipends, Tuition, Scholarships, etc.)	\$ 180,191
Supplies	\$ 2,300
Indirect Costs	<u>\$ 10,877</u>
<b>Total Budget</b>	<b>\$ 223,622</b>

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 223,622  
Total amount from funder: \$ 223,622  
Amount/value of match: Cash: N/A  
In-kind: N/A

Required match or cost sharing: No X Yes  
Voluntary match or cost sharing: No X Yes  
Source of match/cost sharing: N/A  
Negotiated indirect cost: N/A  
(Fixed) administrative fee: N/A  
Software/materials: N/A  
Equipment: N/A  
Services: N/A  
Staff Training: N/A  
FTE: N/A  
Other: N/A

**College Values, Strategic Initiatives and Activities Addressed:**

Value(s):  
1. Student Success  
2. Growth and Empowerment  
3. Equity

Strategic Initiative(s):  
1. Academic Excellence  
2. Economic Mobility

January 26, 2021

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President



**SUBJECT:** Funding Transfer Request

**Approval is sought to transfer \$453,172 from Fund 3 (Auxiliary) to Fund 2 (Student Activities) to comply with an Operational audit finding.**

St. Petersburg College has for many years funded athletic scholarships out of the student activities fees budget. The Auditor General's interpretation of State Statute is that these athletic scholarships must be funded from another source.

The audit period was for calendar year 2019, which had recorded athletic scholarships funded from the student activities fund totaling \$453,172. The recommendation from the audit is that the College reimburse the Student Activities fund that full amount.

Once funds are transferred, the College will be in full compliance. . The College has a plan going forward to fund athletic scholarships from a combination of financial aid fees and support from the Foundation.

Janette Hunt, Vice President Finance and Business Operations, Budgets and Compliance; Mike Meigs, AVP, Business & Financial Services, recommend approval.

## Leepa-Rattner Museum of Art (LRMA)

### January 2021 Report for SPC BOT

#### LRMA Fundraising

- The final six weeks of 2020 saw an increase in LRMA's fundraising. Total revenues came to \$73,090.08.

#### LRMA Collections:

- LRMA's latest exhibition *Abraham Rattner: French Watercolors* is on view now.
- *SPC Visual Arts Faculty Exhibition 2020* is on view through the end of January
- Upcoming exhibitions (February 20<sup>th</sup>) included:
  - *Jared Ragland & Cary Norton: Where You Come From Is Gone - Where You Come From is Gone* explores the importance of place, the passage of time, and the political dimensions of remembrance through the historical wet-plate collodion photographic process. Initially created during Alabama's bicentennial celebration and continued through a commission by the Leepa-Rattner Museum of Art, Jared Ragland and Cary Norton's large-scale images seek to make known a history that has largely been eliminated and make visible the erasure that occurred in the American South between Hernando de Soto's first exploitation of native peoples in the 16th century and Andrew Jackson's Indian Removal Act 300 years later.
  - *Leonard Baskin: Native American Portraits* - Leonard Baskin was a renowned American sculptor, illustrator, printmaker, writer and teacher. Throughout his career, he was committed to figurative art and the theme of human mortality. In the 1960s, Baskin was commissioned by the National Park Service to illustrate a handbook about Custer Battlefield, now known as Little Big-Horn Battlefield. To better understand the rich and complex history of the American Indians, Baskin drew inspiration from the past and present to create a series of raw and expressive portraits for the project. Many of his portraits are based on Frank A. Rinehart's photographs taken in 1898 at the Indian Congress and Trans-Mississippi International Exposition and feature notable leaders of the Apache, Assiniboine, Cheyenne, Comanche and Oglala Sioux Tribes including Geronimo, Kill Spotted Horse and Chief Push Aside. Drawing from two suites of lithographs Baskin created in 1972 and 1993, this selection of eleven portraits merge the past with the present and serve as a powerful reminder of the dignity, strength, and perseverance of human nature.
  - *About Face: Celebrating Diversity* - *About Face* celebrates diversity in contemporary American society through nine portraits that harness the strength and power of cultural identity.



January Report for Spring 2021 ~

## INSTITUTE FOR STRATEGIC POLICY SOLUTIONS

*January 2021*

### **Programs**

**January 29, 2021 1:00 pm to 2:00 pm**

#### **Economic Series I- Institute for Strategic Policy Solutions and Institute for Economic Evolution What's next for U.S. and Global Climate Policy and Action**

Join us as Representative Kathy Castor discusses the Clean Economy Jobs and Innovation Act (H.R. 4447). Rep. Castor is serving her seventh term representing Florida's 14th Congressional District. She will provide prospects and insights on clean energy and what it means under the Biden administration. You can view the flyer [here](#).

**February 18, 2021 (Time TBA)**

#### **Economic Series II- Institute for Strategic Policy Solutions and Institute for Economic Evolution Cultivating B Corps for people, planet, and prosperity**

With more than 3,500 B Corporations in the world and two successful B Corp initial public offerings in 2020, the "business as a force for good" movement is growing. B Corp Certification empowers corporate improvement through metrics that address long-term profitability, climate impact and social justice among others. How can Florida harness this momentum and compete globally by building an economic climate that promotes human flourishing and environmental health.

**February 19, 2021 (11:30 am to 1:00 pm)**

#### **Guardianship Series I- Institute for Strategic Policy Solutions, Fisher and Sauls and the Brennan Law Firm**

##### **What is a Guardianship and when is it appropriate?**

Part I of the series would explore the following issues regarding what is a guardianship, the types of guardianship, when it is appropriate and alternatives to guardianship. Most importantly it will evaluate policy issues related to guardianships.

#### **ISPS-Community Work- Partnership with the St. Petersburg Free Clinic and Urban League**

ISPS, the St. Petersburg Free Clinic, and Urban League completed a summary of needs on Pinellas County in light of COVID. The summary addresses non-profit concerns. We will present this information to [the Legislative Delegation on January 19, 2021](#). You can view the COVID Summary of Needs [here](#).

Kindly follow us on [Facebook](#) and [Instagram](#).

Kimberly G. Jackson, Esq.  
Executive Director  
ISPS



ST. PETERSBURG COLLEGE



**INSTITUTE FOR STRATEGIC POLICY SOLUTIONS**

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**ENHANCE. EDUCATE. ENGAGE.**

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# ISPS Mission

The Institute for Strategic Policy Solutions at St. Petersburg College is dedicated to advancing academic excellence, community engagement, economic vitality and public understanding through high-quality, solutions-directed, non-partisan public policy programs. Its purpose is to enrich the education experience, engage with local government to promote unity and efficiency, facilitate economic activity, and involve citizens in their college and government.

ISPS seeks to educate the community in the following ways:

1. Promote student engagement
2. Enhance civic and community involvement
3. Serve as a center for public discourse
4. Identify economic initiatives

Visit us at <https://isps.spcollege.edu/> or Follow us on:



# Working Together

## South St. Petersburg Group



Watson Haynes  
President  
Pinellas County Urban League



Jennifer Yeagley, M.A.  
Chief Executive Officer  
St. Petersburg Free Clinic



Kimberly G. Jackson  
Executive Director  
Institute for Strategic Policy Solutions

# Objectives for the Group Overall

- 1. Foster connections among organizations working in and/or serving the South St. Petersburg community**
- 2. Enhance support and access to relevant services for individuals in the community**
- 3. Promote cross-sector collaboration**

# Executive Summary

In November, the Institute for Strategic & Policy Solutions partners with the St. Petersburg Free Clinic and the Pinellas County Urban League to convene leaders across sectors whose service areas include South St. Petersburg, as well as Pinellas County more broadly, to better understand the landscape of community need at the current stage of the COVID crisis, encourage collaboration across organizations and prepare for emerging needs as we head into 2021.

The consensus of the group - which included nonprofit sector leaders, funding organizations, leaders in the faith community, elected officials and small business owners - was that meeting basic needs continues to be a critical priority; however, needs beyond the basics of food and shelter, are also at a critical stage.

For example, organizations like the St. Petersburg Free Clinic noted that numbers of individuals served in and through its food programs (through which the organization provides food directly to families, as well as distributes food to partners throughout Pinellas County to do the same) are nearly triple what they were a year ago. Organizations like People Empowering & Restoring Communities (PERC) noted the persistent need for shelter. However, Empath Health indicated that the need for grief counseling was at an all time high; Area Agency on Aging noted the need to address social isolation among seniors; and the City of St. Petersburg spoke to the digital divide among students and the need to ensure access. Additional specifics are further detailed in the following pages.

What we have learned is that COVID has vastly exacerbated a need for *all* services for not just those who are already traditionally underserved, but for those who may have been “holding on” and now find themselves in crisis. As Rev. Watson Haynes, CEO of the Pinellas County Urban League shared: they are seeing an influx of individuals who have been employed for decades, reaching out for services for the first time.

Amid this cacophony of current need is the looming housing crisis. As a result of federal programs drawing to a close, and local funders, whose COVID-related resources were in many cases linked to these federal stimulus programs, having exhausted their COVID crisis funds, the next emergency our community faces is the eviction of thousands of people who have been unable to keep up with their rent or mortgages who may soon face homelessness. Also looming is a mental health crisis, which is expected to coincide with the later stages of COVID as economic distress, isolation, and the ongoing unknowns as to when the crisis will end continue to pile onto those already grasping at scarce and dwindling resources.

The upcoming legislative session can offer critical relief to community across Florida, and specifically, Pinellas County. A coordinated plan that delivers real and immediate aid to individuals, additional funding and resources for service providers, stimulus to small businesses, and consistent communication to Floridians will make the difference in whether and when Pinellas County will recover - and thrive - beyond COVID.

# Discussion Points



- What are you seeing in terms of need at this stage of the COVID crisis?
- What are you doing to meet that need: same work, new work, more communication, additional funding, new initiatives, etc.?
- What do you need to continue effectively meeting current and emerging community needs?
- What are you seeing in terms of need at this stage of the COVID crisis?
- What has changed about what you're doing to meet community need?
- What post-COVID planning are you doing?
- Have any successful collaborations been formed since our last meeting?



# Participants



Ann Marie Winter, Area Agency on Aging Watson  
Haynes, PCUL

Melissa Meshill, Senator Jeff Brandes' Office

Lisa Brody, Bay Area Legal Services

Rebecca Nessen, Metro Inclusive Health

Dorothy Myles, Pinellas Opportunity Council

David Jezek, YMCA of St. Petersburg

Micki Thompson, 2-1-1 Tampa Bay Cares

Julie Rocco, Foundation for a Healthy St. Petersburg

Jane Walker, Daystar

Beth Houghton, Juvenile Welfare Board

Dr. Bilan Joseph, Early Learning Coalition

Shaina Bent, St. Petersburg Free Clinic

Sheryl Zeitler, St. Petersburg Free Clinic

Pattye Sawyer, Pinellas Opportunity Council

Jessica Estevez, Foundation for a Healthy St. Petersburg

Sylvia Acevedo, Gulf Coast JFCS

Michael Jalazo, PERC

Karen Davis-Pritchett, Empath Health

Nikki Capehart, City of St. Petersburg

Tiffany Reddick, Well for Life

Jessica Lews, Former Rep Jennifer Webb's Office, Rep. District 69

Duggan Cooley, Pinellas Community Foundation

Rep. Michele Rayner, District 70

Carl Lavender, Foundation for a Healthy St. Petersburg

Ronnell Montgomery, St. Petersburg Chamber of Commerce

Erik Smith, Inclusivity

### **Area Agency on Aging**

Seniors biggest needs are for food, utilities support, housing and, if not tech savvy, decreasing social isolation. AAA is focusing on meeting basic needs, like increased food delivery.

### **Sen. Brandes' Office**

Increase in need for social services across the board and in particular basic needs: rent payment, housing, utilities, wifi payment, food

### **Bay Area Legal Services**

Providing housing and eviction mitigation services. Changed language in materials to encourage people to contact them before they get evicted so they can try to prevent eviction from happening

### **Pinellas County Urban League**

Seeing a new type of need: folks with long-term employment and working history are suddenly unemployed and in need, where they haven't had need before. Working through the community to meet employment, education and other basic needs

### **JWB**

Stepping up to fund need where COVID CARES support isn't. Eventually this kind of "crisis" funding will drop off and the need for housing in particular will remain high. Concern about this as funding sources aren't readily available for individuals facing eviction.

### **Metro Inclusive Health**

Seeing an increase in need for behavioral health services. Implemented telehealth model/tele case management and using digital and social platforms to create connections

### **Pinellas Opportunity Council**

Providing emergency assistance for housing and other bills. Seeing critical need for basic needs and bills to be covered given significant increase in unemployment. Remote meetings with clients have increased efficiency.

## **2-1-1 Cares**

Has provided 19M in direct assistance over the last six months. 11/13 was the last day to apply for COVID cares assistance.

## **Empath**

Long term care workers are exhausted and burned out. There are many ongoing psycho-social needs among clients. Have been leveraging telehealth and social media. Working with VA on a food drive to meet veterans needs.

## **GCJFCS**

In need of creative ways to support immigrants and/or refugees who do not have documents and need services.

## **YMCA**

Child-care staff are burned out; maintaining necessary protocols is difficult. If anyone knows of anyone who could benefit from neighbor-to-neighbor holiday program, please refer to the YMCA. Working with more partners more broadly than before to meet complex client and community needs.

## **PERC**

Need for hot food, rent and utilities. People are worried about all the support that will run out at the end of December.

## **New Hope Baptist Church**

Need help to support their program providing housing for teens aging out of foster care. Providing rental, utilities and food assistance to neighbors. Also provide clothing first Saturday of every month.

## **Inclusivity**

Focusing on racial equity amid pandemic and in particular the importance of flu shots and continued vigilance around COVID.

## **SPFC**

Continuing to distribute significant amounts of food through We Help food pantry four days per week and delivering food to partners throughout the County. Continuing to increase scope of healthcare services as new patient numbers are increasing. Working on partnerships with American Heart Association and several area civic groups to meet neighborhood-based need.

# Summary of Meetings

## October

- To view the meeting transcript, click [here](#).
- To view the live chat transcript, click [here](#).

## November

- To view the meeting transcript, click [here](#).
- To view the live chat transcript, click [here](#).

# Summary of Needs

- **Providing rapid support to mitigate evictions**
- **Behavioral health supports for adults and children (esp. children who have been in unstable home environments during COVID and are now back in school)**
- **Food distribution partners and access to nutritious food**
- **Financial support for expenses related to home repairs and home improvements**
- **Affordable childcare**
- **Financial support for the payment of HOA fees to avoid eviction**
- **Art supplies for The Well for Life's child/youth programs**
- **Innovative virtual programming solutions involving youth and families (burnout for online platforms is taking its toll)**
- **Need to engage whole families (parents and children) in supports for youth and children**
- **Access to digital technology**
- **Volunteers to support/mentor small business owners**
- **Loosening up of guidelines in terms of who can qualify for different types of community support**
- **The concern about worsening circumstances as the pandemic continues and after CARES funding expires on 1/1 was expressed by multiple partners.**

# Pinellas Community Foundation

## Here are our thoughts and concerns for 2021:

- Food insecurity is on the rise – each of our food banks is letting us know that the number of people seeking help is increasing. More help will be needed in 2021, if this trend continues to hold.
- The CDC Moratorium on Evictions expires on 12/31/20. Unless renewed, there is likely to be a significant increase in eviction actions. We anticipate an increase in evictions in 2021, regardless of the status of the moratorium. Programs are in place through 12/30/20 to assist landlords and tenants in resolving issues, including the payment of back due rent, however, without continued assistance through 2021, evictions will continue at a faster pace than anticipated.
- The impact of COVID-19 on behavioral health is often unseen. Worries and concerns about healthcare and financial issues create the perfect storm that exacerbates and strains good mental health. Social distancing and isolation, although helpful in mitigating COVID-19, create greater behavioral health needs. 2021 requires decisive action from our community to continue addressing behavioral health needs, and if addressed, we can emerge from the pandemic with greater resilience.

# Gulf Coast Jewish Family & Community Services

## **What are you seeing in terms of need at this stage of the COVID crisis?**

- Like many of the organizations in the Tampa Bay area, Gulf Coast JFCS has continued to see the destabilizing impact of COVID. Clients who were once stable and self-reliant have found themselves having to reach out for help. We have seen job loss, depletion of community resources, closure of agencies that we rely on for our work (courts, SSA, USCIS, etc).

## **What are you doing to meet that need: same work, new work, more communication, additional funding, new initiatives, etc.?**

- We continue to lean in on the community for resources, private and public grants, and looking for new partnerships that can strengthen the foundation for the clients we serve.

## **What do you need to continue effectively meeting current and emerging community needs?**

- Financial resources to address the hierarchy of basic needs. Additionally, partnership with new employers, resources, including ones that help support staff dealing with this crisis.

## **Needs on the horizon?**

- These sorts of initiatives like the one spearheaded by Working Together in South St. Petersburg which offers the opportunity to leverage one another's resources, and shared experiences.

# Juvenile Welfare Board of Pinellas County

- Affordable housing
- All available flexibility with SNAP
- ALL available flexibility with Medicaid and CHIP
- Eviction moratorium
- Limited Unemployment benefits
- Appropriate public health strategies - masks, small size groups, etc



# Bay Area Legal Services, Inc.

## 2021 Anticipated Needs (What is on the horizon?)

- Continued funding for Eviction Mitigation efforts as a result of the COVID-19 pandemic. Housing stability and preservation is critical for individuals and families with children. With an anticipated end to Federal CARES ACT dollars, and a possible extension of the CDC Eviction Moratorium, continued funding to provide Eviction Mitigation and Assistance will be needed to prevent a local increase in homelessness
- Support for the work of Medical Legal Partnerships and the positive role that they can play in addressing social determinants of health that area serving as barriers to positive health outcomes for low income and marginalized communities

# YMCA of Greater St. Petersburg

The YMCA of Greater St. Petersburg has always been more than a building. The Y is about people – people from all backgrounds and walks of life who come together to improve their lives, nurture their families and strengthen their community. For more than a century, the Y has played an essential role in helping our community endure during times of uncertainty and societal strain. The current COVID-19 pandemic is another challenge that none of us will soon forget.

In Spring 2020, the YMCA of Greater St. Petersburg teamed up with other regional YMCAs, Feeding Tampa Bay, the St. Petersburg Free Clinic and OneBlood to respond to community needs. We found effective ways to use our collective resources to offer solutions to social voids and help our neighbors through food distributions, blood drives, outreach to isolated seniors and child care for essential workers. We moved several programs to virtual platforms, including our YReads literacy program and key health initiatives such as the Diabetes Prevention Program and Delay the Disease Parkinsons' Program. Although we closed all our locations for more than two months (March-May) to protect the health of our community, we continued to serve kids and families in need through our three YMCA Preschool Academies and YMCA Youth Relief Care for Essential Workers Camp. And even after reopening, the YMCA of Greater St. Petersburg continues to adjust services based on the ongoing pandemic and economic impacts of 2020.

A growing need for our organization is to keep up with the demand for safe, high-quality and affordable child care. While we have the facilities and programs in place to meet the needs, staffing is becoming a greater challenge.

As the largest child care provider in the city of St. Petersburg, offering a nurturing environment for children to learn, grow and develop is a top priority for our organization. Our ability to deliver this vital need is contingent upon hiring and retaining qualified staff. The child care and teaching industry has been greatly impacted by the pandemic, with many industry professionals leaving the field. For those who remain, added demands are leading to burnout. Our current child care and early childhood development team members worked tirelessly -- often working extended hours -- during the spring lockdown, throughout the summer and into the present day with little to no breaks. In summary, competition for good talent has increased and additional resources are needed to acquire and retain staff.

The YMCA of Greater St. Petersburg moves into 2021 with a continued overall focus on youth development, healthy living, and social responsibility. We believe everyone should have access to Y programs and services that help them learn, grow and thrive. There are significant economic and health disparities in our community and we seek to use our influence to convene partners and leverage resources to ensure equitable access for all.

# Empath Health

- Additional funding and increasing the number of permitted enrollees for the PACE ( Program of All Inclusive Care for the Elderly). Many families or residents may be hesitant to place their loved one in a Skilled Facility/Nursing Home. The PACE Program provides services for people 55 and over that have a chronic condition and is eligible for Medicaid/Medicare. The services include Primary Care, Rehabilitative services ( PT/ST/OT), socialization through the Adult Daycare Center and in home support.
- Creative and innovative ways to partner with making our EPIC food pantries more available when people cannot safely travel to our physical pantry and/or our bldgs. need to close. Access to funding that allows for partnerships with delivery services for free or at a greatly reduced rate
- Greater use of and access to technological resources, if clients unable to come to office for support (EPIC and Community Counseling)
- Recruitment and Retention of healthcare staff, (especially RNs), it is essential to have access to PPE ( N95 mask in all sizes) and vaccines
- Flexibility of funders to recognize the impact that the pandemic is having on attaining goals and not being penalized
- Subsidizing the cost for people impacted by grief/loss due to the pandemic that cannot afford the \$20 counseling fee
- Partnering with other community based agencies to utilize our counseling center to support their communities with their grief/loss issues related to the pandemic.

ST. PETERSBURG COLLEGE



**The Institute for Strategic Policy Solutions has been convening conversations on COVID to collect data and gauge the community's needs. We will continue to work with our community partners in the next year to further our mission on providing solutions-directed discussions.**

Visit us at <https://isps.spcollege.edu/> or Follow us on:



# ST. PETERSBURG COLLEGE FOUNDATION BOARD REPORT 12/31/20

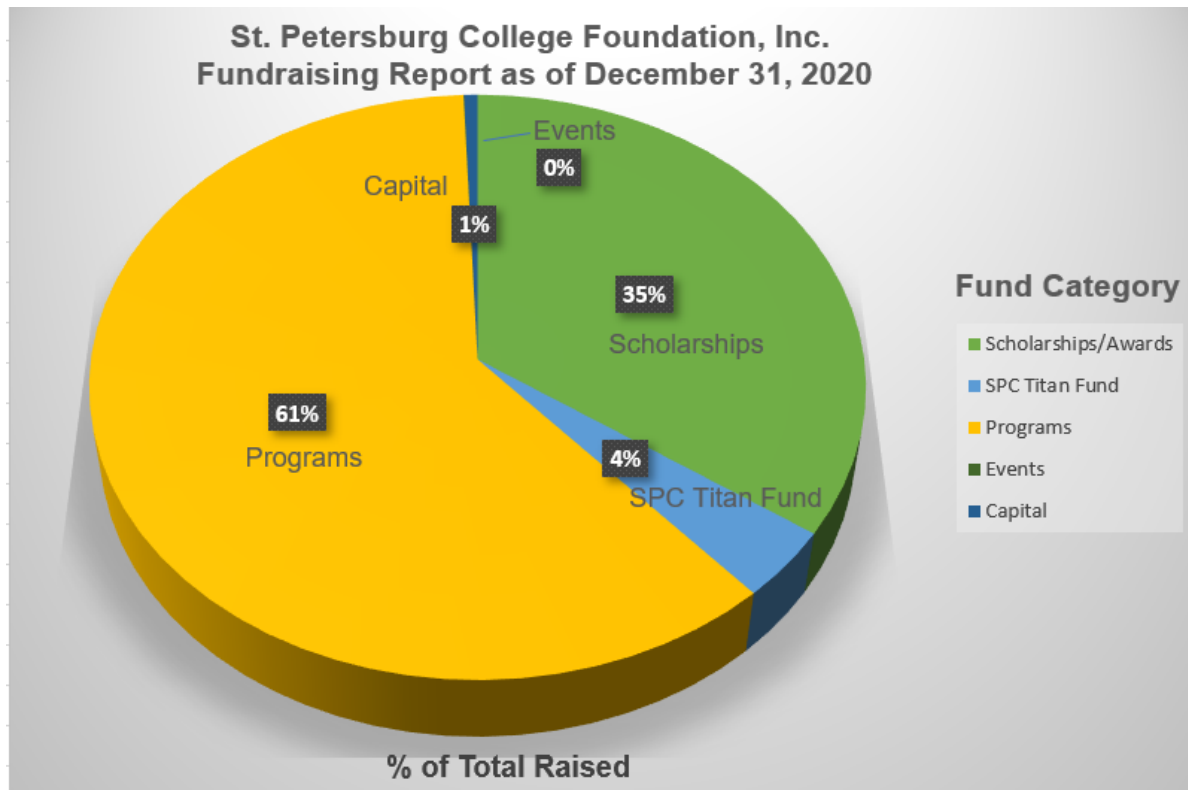
**Board Members:** Joseph G. Blanton, Jaelyn Boland, Josh Bomstein, Johnny V. Boykins, R. Michael Carroll, Beth Horner, Bill McCloud, Mike Meigs (Treasurer), Steven R. Shepard (Chair), Shan Shikarpuri, Nathan Stonecipher (SPCF/BOT), Jesse Turtle (Secretary), Rich Warshof, Richard Winning (Vice Chair) and Tonjua Williams

## Fundraising Report

**Fundraising Goal;** As of December 31, 2020, the Foundation has raised over \$3.2 million in donor contributions. Of this amount:

- \$1,118,981 was raised for SPC student scholarships
- \$1,968,113 for College program support.
- \$124,251 for the SPC Titan Fund

The donations received through December 31, 2020 met 104% of the Foundation’s fundraising goal for the fiscal year ending March 31, 2021.



As of December 31, 2020, the Foundation provided the following support to SPC:

- \$1,635,511 in scholarships to SPC students.
- \$1,298,590 in program support, providing support to such programs as
  - Palladium Theater
  - College of Nursing
  - College of Education
  - Fire Science Department
  - Alumni Association Awards
  - SPC Institute for Strategic Policy Solutions
  - Cecil B. Keene Summer Program
  - Leepa Rattner Museum of Art
  - Students Trip to Tallahassee

**Current Highlights:**

- Helios Education Foundation - \$85,000 to support the Helios Titan Achievement Program.
- KnowBe4 USA - \$45,000 in-kind gift to support the Cybersecurity Resilience Certificate Program.
- Thomas Free - \$37,000 of which \$10,000 designated to support the EMS Scholarship for EMT & Paramedics and \$27,000 designated as the initial gift toward the purchase of the Fire Engine Apparatus Truck.
- Suncoast Credit Union Foundation - \$10,000 to support the Suncoast Credit Union Initiatives including SPC Nurses Pinning Ceremony, Women on the Way Program, Giving Tuesday Virtual Student Concert and the Summer Bridge Program.
- Kate Tiedemann and Ellen Cotton - \$10,000 to support the SPC Titan Fund for Corona Virus expenses.
- Philip and Marilyn Benjamin Family Philanthropic Foundation, Inc. - \$10,000 to support the Dr. Philip Benjamin Memorial Scholarship Fund.
- Florence Weigle Trust - \$7,346 to support the Florence C Weigle Scholarship Fund.
- Father Michael T. O'Brien – Pledged \$25,000 and made his initial gift of \$2,000 to create the Bishop Robert N. Lynch Pinellas Hope Scholarship Fund.
- The Foundation hosted a donor stewardship event to recognize Dr. and Mrs. Gerald Whittaker on December 2, 2020.
- The Foundation hosted a Virtual Student Concert to thank generous donors for their Giving Tuesday donations on December 8, 2020.



## Palladium Board Report January 2021

1. The Palladium continues to provide virtual performances based on our experience in the fall, we know our audiences will not buy tickets when the positivity rate is above five percent.
2. The Palladium has several programs featuring local performers offered for at home viewing in January and February as part of our ***Palladium Live*** series. We continue to add shows to that list.
3. Our partnership with WUSF Radio continues with *Side Door Live* concerts. We aired a concert on December 4<sup>th</sup>, December 24<sup>th</sup> (a special holiday concert) and January 8<sup>th</sup>. These are one-hour audio concerts we recorded with local musicians in our Side Door cabaret prior to the pandemic.
4. The second draft of the architectural and acoustic study of Hough Hall will be provided this month. Once provided, we will review and share with our major donors and peers such as the Florida Orchestra and St. Petersburg Opera for their input.
5. The Palladium's new website and new box office software are both set to go live by January 18<sup>th</sup>.



January 26, 2020

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President

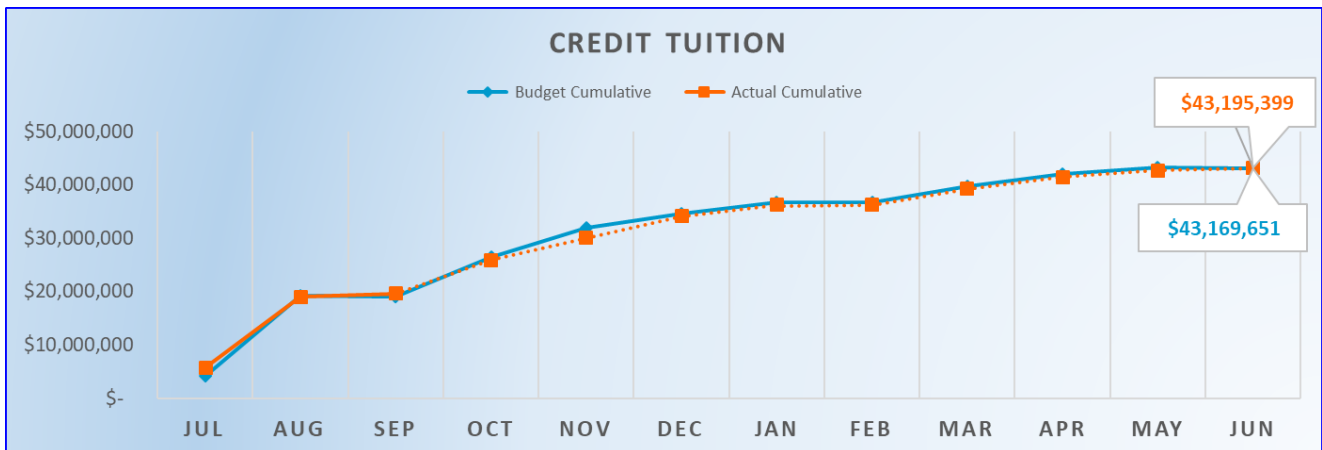
**SUBJECT:** Fiscal Year 2020-2021 College General Operating Budget Report with Tuition Revenue Projections

**The FY20-21 fund 1 operating budget report through December 31, 2020 is attached.**

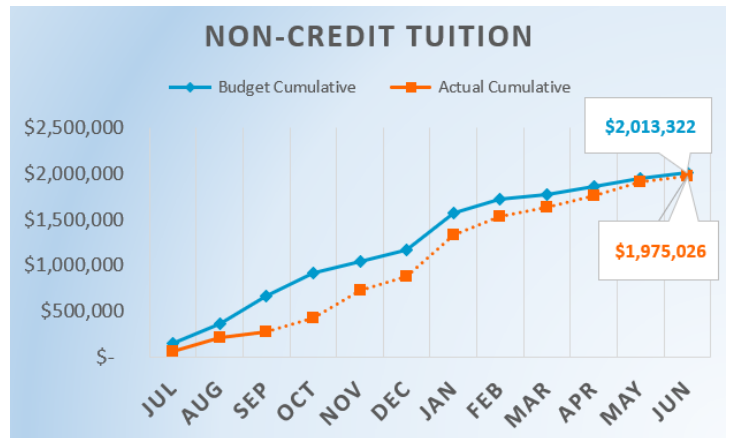
As of December 31, 2020, the overall revenue is \$75.6M, which represents 54% of the operating budget. Personnel expense represents 76.5% of the annual operating budget. As of this report date, personnel expense totals \$52.8M or 49.3% of the total budget. Instructional personnel expenses account for \$43.6M and \$9.2M for Administration personnel expenses. Current and capital expense totals \$11.3M (36.7%) and \$97K (4.8%), respectively. Net balance of revenue less expense is \$11.4M.

**Displayed below are charts for projected tuition revenue. There are three types of tuition revenue; credit tuition, non-credit tuition, and postsecondary adult vocational tuition.**

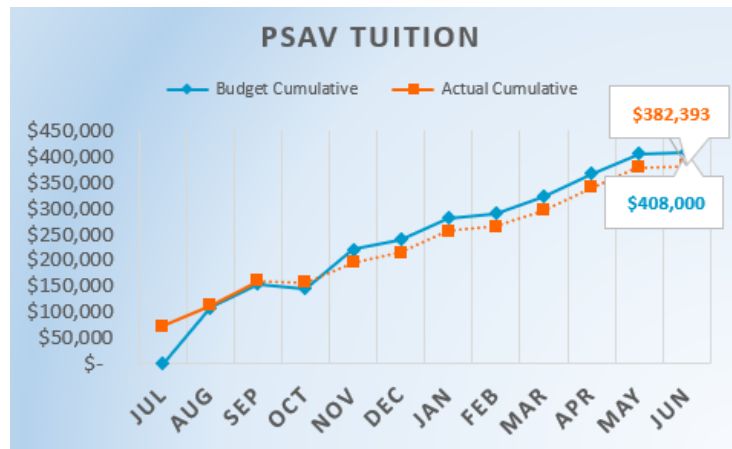
**Credit Tuition Revenue** – The chart below displays the credit tuition portion of the budget to the trending projected amount. As of December 31, 2020, the tuition projection is \$26K above the budgeted amount.



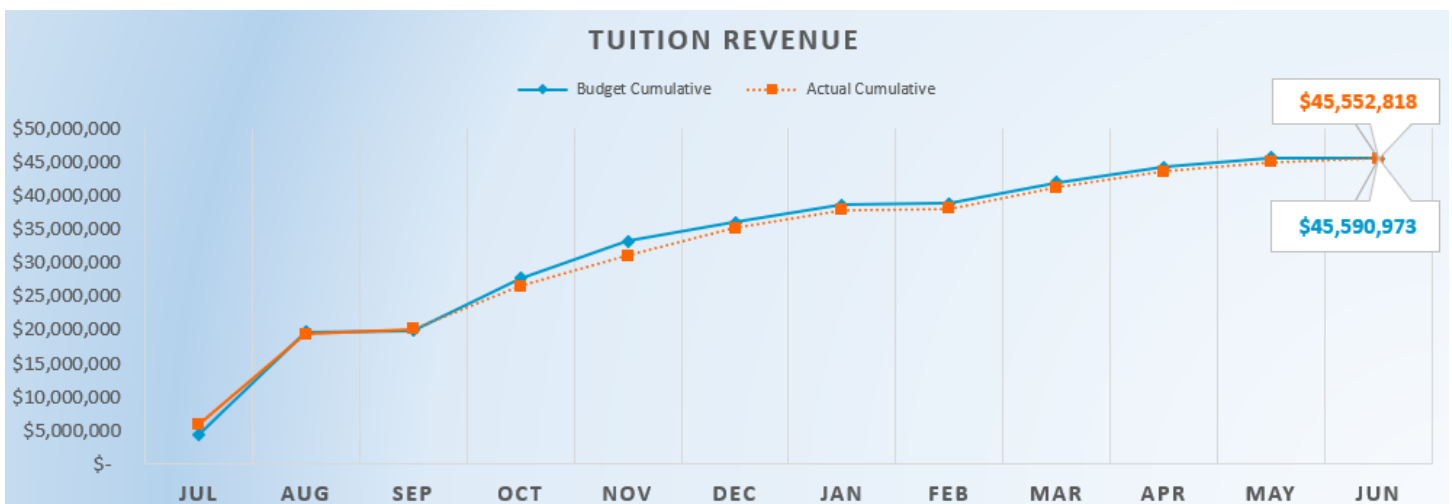
**Non-Credit Tuition Revenue** – The chart to the right displays the non-credit portion of the budget to the trending projected amount. As of December 31, 2020, the tuition projection is \$38.2K below the budgeted amount.



**Postsecondary Adult Vocational Tuition Revenue** – The chart to the right displays the Postsecondary Adult Vocational (PSAV) portion of the budget to the trending projected amount. As of December 31, 2020, the tuition projection is 26K below the budgeted amount.



**Total Tuition Revenue** - The chart below displays the total operating tuition budget to the trending projected amount. As of October 31, 2020, the overall tuition projection is \$38.1K below the budgeted amount.



Janette Hunt, Vice President, Finance and Business Operations; and Hector Lora, AVP, Budgeting, recommend approval.

Attachment

**St. Petersburg College**  
**Operating Budget Report**  
**December 31, 2020**

	Budget	Actual	% of YTD
<b>Revenue</b>			
Student Tuition	\$ 45,590,973	\$ 35,202,476	77.2%
State Appropriation - FCS	\$ 62,444,891	\$ 28,387,227	45.5%
State Appropriation - Lottery	\$ 10,481,424	\$ -	0.0%
State Appropriation - Performance Funding	\$ 2,490,328	\$ 795,485	31.9%
Learning Support Access Fee	\$ 1,448,167	\$ 1,032,042	71.3%
Distance Learning Fee	\$ 3,596,130	\$ 4,501,620	125.2%
Technology Fee	\$ 2,230,419	\$ 1,681,806	75.4%
Lab Revenue Fees	\$ 1,902,742	\$ 1,085,690	57.1%
Industry Certifications	\$ 700,000	\$ -	0.0%
Other Revenues	\$ 4,964,169	\$ 2,336,247	47.1%
Other Student Fees	\$ 732,800	\$ 297,255	40.6%
Fund Transfers In	\$ 2,000,000	\$ 323,572	16.2%
Reserve	\$ 1,424,212	\$ -	0.0%
Total Revenue	<u>\$ 140,006,255</u>	<u>\$ 75,643,420</u>	54.0%

	Budget	Actual	% of YTD
<b>Personnel &amp; Benefits</b>			
Instructional/Faculty-Full time	\$ 23,746,044	\$ 12,658,289	53.3%
Administrative & Professional	\$ 24,429,658	\$ 11,745,668	48.1%
Career Service (includes OT)	\$ 17,667,689	\$ 8,285,446	46.9%
Adjunct	\$ 7,931,912	\$ 4,221,785	53.2%
Supplemental	\$ 4,258,982	\$ 2,597,081	61.0%
Other Personal Services (OPS)	\$ 1,686,557	\$ 594,863	35.3%
Student Assistants	\$ 422,851	\$ 78,163	18.5%
Health Insurance	\$ 14,228,379	\$ 6,140,461	43.2%
Other Benefits	\$ 12,372,915	\$ 6,482,616	52.4%
Other Personnel Expenses	\$ 304,955	\$ -	0.0%
Total Personnel & Benefits	<u>\$ 107,049,942</u>	<u>\$ 52,804,372</u>	49.3%

<b>Current Expense</b>			
Bad Debt/Unemployment	\$ 945,600	\$ (46,469)	-4.9%
Insurance (Non Health)	\$ 2,688,420	\$ 1,854,975	69.0%
Repairs & Maint	\$ 979,626	\$ 409,199	41.8%
Scholarships/Fee Waivers	\$ 2,639,842	\$ 1,281,640	48.5%
Services and Fees	\$ 4,434,188	\$ 1,954,871	44.1%
Materials and Supplies	\$ 3,889,122	\$ 1,205,052	31.0%
Travel	\$ 394,947	\$ 16,543	4.2%
Utilities	\$ 5,195,058	\$ 2,519,853	48.5%
Other Current Expense	\$ 6,118,037	\$ 266,088	4.3%
Tech Expense/Licensing	\$ 3,627,486	\$ 1,870,022	51.6%
Total Current Expense	<u>\$ 30,912,326</u>	<u>\$ 11,331,775</u>	36.7%


<b>Capital</b>			
Computer Refresh Leases	\$ 1,753,697	\$ 52,030	3.0%
Capital Purchases	\$ 290,290	\$ 45,271	15.6%
Total Capital	<u>\$ 2,043,987</u>	<u>\$ 97,302</u>	4.8%

Total Operating	<u>\$ 140,006,255</u>	<u>\$ 64,233,449</u>	45.9%
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<b>Balance</b>	<u>\$ -</u>	<u>\$ 11,409,971</u>	
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January 26, 2021

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, Ph.D., President   
**SUBJECT:** Quarterly Informational Report of Contract Items

This informational report includes executed contracts and/or items that have been approved by either the President or designee during the preceding Quarter and are being reported to the Board pursuant to Board of Trustees' Rule 6Hx23-5.903.

**Section A: Program Related Contracts**

1. Agreement with **American Medical Response, Inc.** to provide clinical experience to students in the Emergency Medical Services Program. The Agreement will commence as soon as possible and continue for a period of two years. There is no cost to the College. This item was approved by Matthew Liao-Troth on November 2, 2020. Department—Emergency Medical Services
2. Amendment to the Affiliation Agreement with **BayCare Health System, Inc.** (BCHS) to add the Clinical Medical Assistant Program which will allow Clinical Medical Assistant students to obtain clinical experience through BCHS hospitals, facilities, and affiliates. The Amendment will commence as soon as possible and is coterminous with the current Agreement which is through September 19, 2021. There is no cost to the College. This item was approved by Matthew Liao-Troth on November 4, 2020. Department—Workforce Education/Allied Health
3. Affiliation Agreement with the **Florida Department of Health, Brevard County** to provide clinical experience to students in the Health Services Administration baccalaureate program. The Agreement will commence as soon as possible and continue for the period of three years. This item was approved by Matthew Liao-Troth on December 1, 2020. Department—College of Health Sciences
4. Affiliation Agreement with the **Florida Department of Health, Orange County Health Department** to provide clinical experience to students enrolled in the Health Services Administration program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Matthew Liao-Troth on December 15, 2020. Department—College of Health Sciences

5. Affiliation Agreement with **HCR Healthcare, LLC** to provide clinical experience to students enrolled in the Physical Therapist Assistant program. The Agreement will commence as soon as possible and continue for the period of one year. There is no cost to the College. This item was approved by Matthew Liao-Troth on October 30, 2020. Department—Physical Therapist Assistant
6. Affiliation Agreement with **Sarasota Memorial Health Care System** to provide clinical experience to students in the BAS Health Services Administration Program. The Agreement will commence as soon as possible and continue unless terminated by either party. This item was approved by Matthew Liao-Troth on October 9, 2020. Department—College of Health Sciences
7. Affiliation Agreement with **St. Petersburg Skin & Laser Center, LLC** to provide clinical experience for one clinical medical assistant student. There is no cost to the College. The Agreement will commence as soon as possible and continue upon completion of the student’s externship. This item was approved by Michael Ramsey on December 9, 2020. Department—Allied Health, Workforce Education
8. Affiliation Agreement with **Wake Forest University Baptist Medical Center and its subsidiaries and affiliates** to provide clinical experience to students enrolled in the Health Services Administration program. The Agreement will commence as soon as possible and continue through November 30, 2023 and thereafter automatically renew for two additional 1-year terms. There is no cost to the College. This item was approved by Matthew Liao-Troth on November 23, 2020. Department—Health Services Administration

**Section B: Contracts above \$100,000 (\$100,001-\$325,000)**

9. Agreement with **Collegiate Enterprise Solutions, LLC dba The Registry** to provide a consultant to perform the duties of the Interim Associate Vice President of Human Resources position. The Agreement will commence on October 19, 2020 and continue through June 30, 2021. The anticipated cost to the College for this period, which includes the Registry fee and consultant’s fee is \$107,000. This item was approved by the President on October 19, 2020. Department—President’s Office
10. Agreement(s) with **Enterprise Fleet Management** that will allow for the leasing and maintenance of multiple vehicles to be used collegewide over the period of five years. In addition, the Agreement(s) provide for the installation and use of telematics devices in the leased vehicles. The anticipated cost to the College over five years for leasing, maintenance and telematics is approximately \$258,341.40. The College will also need to enter into an Agreement with a wireless service provider for use of the telematics devices. The Agreements will commence as soon as possible and continue for the period of five years. This item was approved by the President on October 6, 2020. Department—Facilities Services
11. Agreement with **SpearMC Management Consulting, Inc.** to provide consulting services to implement PeopleSoft Personnel Action Functionalities into SPC PeopleSoft HCM 9.2

application. The Agreement will commence as soon as possible and continue through June 30, 2021. The cost to the College for this period is anticipated to be \$199,660. This item was approved by the President on October 13, 2020. Department—Information Technology—AIS

**Section C: Contracts above \$50,000 (\$50,001-\$100,000)**

12. Amendment to the Agreement with **Calltower, Inc.** for licenses that will add an additional 1,675 staff members to the Microsoft Teams cloud phone user environment. Currently, there are 75 staff members in Information Technology using this cloud-based system. The additional cost to increase licenses under this Agreement will be \$69,656.40 through September 2, 2021. This item was approved by Janette Hunt on December 18, 2020. Department—Information Technology
13. Agreement with **Microsoft Corporation** to continue the Microsoft Premier Services including consulting, training and support for the period of one year. The Agreement covers necessary technical consulting, training and support for current SPC Microsoft related projects such as SharePoint, SQL, etc. The Agreement will commence on November 1, 2020 and continue for the period of one year. The cost to the College for this period will be \$75,775. This item was approved by Mike Meigs for Janette Hunt on October 13, 2020. Department—Information Technology
14. Modification to the Agreement with **Ricoh Americas Corporation** which provides for staffing services and equipment for the College's Marketing & Strategic Communications Department. This modification will revise certain terms of the Master Service Agreement and extend the Agreement for an additional 4 months through March 23, 2021 at a cost to the College of \$59,438.40. Thereafter, the Agreement will automatically renew for additional 4-month periods unless terminated in writing with 30 days' notice. This item was approved by Jesse Turtle on October 26, 2020. Department—Marketing & Strategic Communications
15. Agreement with **Sierra-Cedar, Inc.** to provide PeopleSoft Campus Solutions 9.2 functional testing from January 4, 2021 through March 19, 2021. The cost to the College for this Agreement will not exceed \$77,000. This item was approved by Janette Hunt on December 15, 2020. Department—Information Technology – Business Services
16. Modification to the Agreement with **Sierra-Cedar, Inc.** to provide PeopleSoft (PS) Administrative Support consulting services on a time and expense basis. Services will be performed on a remote basis as requested and may relate to PeopleTools for PS HCM, PS Finance, Campus Solutions, and iHub; PS Cloud Manager configuration; PUM application; and assisting with database clean up using Sierra Cedar's database split utilities. The Agreement was approved through December 31, 2020 at a cost of \$73,980. This modification will extend the Agreement through March 31, 2021 at an additional cost not to exceed \$39,600. This item was approved by Janette Hunt on December 16, 2020. Department—Information Systems – Business Services

17. Agreement with **Waste Pro of Florida, Inc.** to lease a 30 cubic yard reconditioned self-contained compactor with cart dumpster for the Seminole Campus. The Lease will commence as soon as possible and continue for the period of five years. The anticipated cost to the College per year is \$12,600 for a total estimated cost over five years of \$63,000. This includes the monthly cost for the compactor (\$550 per month), plus pull and return costs and disposal charges of \$42.15 per ton. This item was approved by Janette Hunt on December 16, 2020. Department—Facilities Services

**Section D: Contracts above \$10,000 (\$10,001-\$50,000)**

18. Agreement with **Brown & Brown of Florida, Inc.** to provide actuarial services for review of medical insurance, wellness, healthcare reform, compliance, insurance renewals, RFP services, filing and COBRA support. The Agreement will commence January 1, 2021 and continue through December 31, 2021. The cost to the College for this Agreement will be \$45,000. This item was approved by Tonjua Williams on December 11, 2020. Department—Human Resources
19. Agreement with **CAE Healthcare, Inc.** to provide support and maintenance for the CAE iStan and Apollo Nursing for the period of one year. The cost to the College for this Agreement will be \$10,429. The Agreement will continue through December 30, 2021. This item was approved by Matthew Liao-Troth on November 4, 2020. Department—College of Nursing
20. Agreement with **Copperhead Charities, Inc.** for the use of the Tarpon Springs Campus parking lots on April 23 – May 2, 2021 during the Cooperhead Charities Championship Golf Tournament held at Innisbrook Inn and Resort. The College will receive \$5,000 for the use of its parking area and facilities. Additionally, under a separate Agreement, Copperhead Charities will also donate \$37,400 to the SPC Foundation, which will be used for Tarpon Springs Campus student scholarships. The Copperhead Charities will also be using the Tarpon Springs Facilities on April 23 through April 28, from the hours of 6am – 9pm each day as a rapid COVID testing site for their players, staff and officials. This item was approved by Jamelle Conner on December 7, 2020. Department—Golf Tournament Operations
21. Agreement with **Economic Modeling, LLC of Moscow, Idaho** to conduct an economic impact study that includes an Economic Impact Analysis (EIA) and an Investment Analysis (IA). The EIA will examine the direct and indirect multiplier effects that occur as the College, its employees, and students spend money in the region, as well as the economic benefits generated by past students who live and work within the regional community. The IA indicates the strength of the College as an investment from the perspectives of students, taxpayers, and society as whole and projects various benefits into the future, discounts them to current dollars, and compares the present values with the costs of generating the benefits. The Agreement will commence as soon as possible and is anticipated to continue through project completion. The cost to the College for this Agreement will be \$15,000. This item was approved by Matthew Liao-Troth on December 8, 2020. Department—Institutional Effectiveness



22. Agreement with **Laurie Hill** to provide professional consulting services including marketing, sales, and business development for the College's Collaborative Labs. The Agreement will commence as soon as possible and continue through June 14, 2021. The College will pay the consultant \$23,500, inclusive of expenses incurred, over the period of the Agreement. In addition, the consultant will be paid a commission of 10% based on the gross contract price for any business for which the engagement occurs pursuant to the terms of the Agreement. The commission amount is anticipated to be \$15,600. Based on the foregoing, the total anticipated costs for this Agreement are \$39,100. This item was approved by the President on December 3, 2020. Department—Collaborative Labs
23. Agreement with **Intrado Interactive Service** for the renewal of SchoolMessenger Complete for the period of one year. The cost to the College for the renewal period will be \$27,000. Thereafter, the Agreement will automatically renew for successive one-year periods unless either party provides 30 days' written notice prior to the end of the current term. This item was approved by Janette Hunt on November 20, 2020. Department—Information Technology
24. Gift Agreement and Memorandum of Understanding (MOU) with **KnowBe4, Inc.** to enhance educational opportunities for students, specifically to train 1,001 students as Cyber Resilient Professionals and to develop a Cyber Resiliency Program. KnowBe4, Inc. will provide an in-kind gift to the College's Foundation in the amount of \$41,081 in licensing to KnowBe4's security awareness testing and training platform and \$4,500 in consulting services equating to a total value of \$45,581. The donation will allow the College to add courses into its course curriculum and to establish a cybersecurity program for students. The Gift Agreement and MOU will commence upon execution and continue for the period of three years. This item was approved by Matthew Liao-Troth on November 24, 2020 and Jesse Turtle on December 2, 2020. Departments—Academic Affairs and SPC Foundation, Inc.
25. Agreement with **Network for Teaching Entrepreneurship (NFTE)** to provide the rights to use NFTE curriculum materials for the new Entrepreneurship Program to be offered through the College's Workforce Education Department. The cost to the College for this Agreement will be \$25,000. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by the President on October 22, 2020. Department—Workforce Education
26. Agreement with **Optimal Resume** to continue the Optimal Resume Career Learning Modules for another year. The cost to the College for this Agreement will be \$11,419. The Agreement will commence December 14, 2020 and continue through December 13, 2021. This item was approved by Janette Hunt on December 4, 2020. Department—Career Connections
27. Agreement with **Jean E. Pierce** to provide professional services and project management in order to identify organizational resources, challenges and opportunities to establish a successful multi-year strategic plan that develops a plan of economic improvement and self-sufficiency for Black/African males through successful completion of their academic pathways from K-12 through postsecondary education. The project will commence as soon

as possible and continue through May 2021. The cost to the College for this Agreement will be \$37,548. This item was approved by Jamelle Conner on December 18, 2020. Department—Retention Services

28. Agreement with **Savills, Inc.** whereby Savills will perform strategic real estate analysis services and provide a broker value of opinion (BoV), related to nine of the College's properties. The cost to the College for the BoVs will be \$13,500. The Agreement will commence as soon as possible and continue through project completion, estimated to be approximately 90 days from Savills' receipt of necessary data from the College. This item was approved by Janette Hunt on December 17, 2020. Department—Finance and Business Operations
29. Agreement with **Transworld Systems, Inc.** to provide pre-collection services on past due student accounts at a cost of \$8.90 per account. The College anticipates approximately 5,000 accounts during the Agreement period. The cost to the College will be \$44,500; however, Transworld provides a performance guarantee, which meets or exceeds a minimum collection rate of two times the order amount. Transworld will pay the College the difference if the collections do not meet the required threshold. The Agreement will commence as soon as possible and the accounts purchased can be used within 24 months of the contract effective date. This item was approved by Janette Hunt on October 6, 2020. Department—Business Office, DO
30. Agreement with **Turnitin, LLC** to renew the subscription to Turnitin service, which allows educational institutions to check student work for possible textual matches against internet-available resources and its own proprietary database. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for the Agreement will be \$41,931. This item was approved by Matthew Liao-Troth on November 26, 2020. Department—Learning Resources
31. Agreement with the **U.S. House of Representatives** to continue to lease space at the Seminole Campus for **Congressman Charlie Crist**. The Agreement will commence on January 3, 2021 and continue through January 2, 2023. The anticipated annual revenue to the College under this Agreement will be \$10,680. This item was approved by Janette Hunt on December 8, 2020. Department—Finance & Business Operations
32. Agreement with **Wellround Provider Group, P.A. and Mantra Health, Inc.** to provide Telemental Health and Related Technology Professional Services to SPC students seeking mental health assistance. The Agreement will commence as soon as possible and continue through June 30, 2021. Thereafter, the Agreement will automatically renew for subsequent academic years unless terminated by either party with 30 days' written notice. The discounted costs for Year 1 are expected to be approximately \$46,890. Thereafter, if renewed, the fees will increase as agreed to by the parties. Additional approval to continue the Agreement after the first year will be sought at that time. This item was approved by Jamelle Conner on October 30, 2020. Department—Student Affairs

## Section E: Contracts below \$10,000

33. Agreement with **Broadway Play Publishing, Inc.** to provide a performance license for a live nonprofessional stage production of *On the Verge or The Geography of Yearning* to be performed by the Theater/Fine Arts Department on October 22-25, 2020. The cost to the College for this Agreement will be \$400. This item was approved by Matthew Liao-Troth on September 4, 2020. This item is being included on this Report as it was not included on the previous report. Department—Theater/Fine Arts
34. Agreement with **Caldwell Management Solutions** to design and/or facilitate a variety of business and organizational development courses and workshops and provide participant materials. The specific courses provided will be as agreed to by the parties. The courses may be provided to leaders, teams, students, and staff through the College's Workforce Institute. The Agreement will commence as soon as possible and continue through June 30, 2021. The anticipated cost to the College during this period will be \$2,000. This item was approved by Michael Ramsey on December 17, 2020. Department—Workforce Education
35. Agreement with the **City of Clearwater** for the use of the Clearwater Campus parking lot and the first floor of the library as a distribution point for emergency food and water supplies in the event of a hurricane. The Agreement will commence as soon as possible and continue for the period of one year. There is no cost to the College. This item was approved by Stan Vittetoe on October 14, 2020. Department—Provost Office
36. Agreement with the **Community Foundation of Tampa Bay, Inc.** to establish a collaboration framework to advance the work plan of grants or contracts obtained relating to the Complete Tampa Bay Program, including the sharing of data in accordance with the Family Education Rights and Privacy Act. There is no cost to the College. The Agreement will commence upon execution and continue for one-year periods unless terminated by either party. This item was approved by Jamelle Conner and Matthew Liao-Troth on November 10, 2020. Departments—Student Affairs; Academic Affairs
37. Mutual Confidentiality Agreement with **Duke Energy Business Services, LLC** whereby the parties intend to have discussions regarding a possible transaction between Duke Energy and SPC involving potential supplemental lineman training programs. The parties agree to maintain confidentiality of Confidential Information as defined in the Agreement. The Agreement will commence on October 20, 2020 and continue for the period of one year unless terminated by either party. There is no cost to the College associated with this Agreement. This item was approved by Michael Ramsey/Matthew Liao-Troth on October 19, 2020. Department—Workforce - Information & Innovative Technology
38. Agreement with **Elsevier BV** to renew the online access to Critical Care Nursing Clinics of North America; Nursing Clinics of North America; Radiology Clinics of North America; Veterinary Clinics of North America: Small Animals Practice; and the Journal of the American Dental Association. The Agreement will commence as soon as possible and

continue through December 31, 2021. The cost to the College for this Agreement will be \$5,101.37. Department—Learning Resources

39. Agreement with **Films Media Group aka Infobase Learning** to continue to provide access to the films on demand Physical Therapy collection for streamed video content to support the Physical Therapist Assistant Program. The Agreement will commence as soon as possible and continue through December 31, 2021. The cost to the College will be \$891.45. This item was approved by Matthew Liao-Troth on November 16, 2020. Department—Learning Resources
40. Agreement with **Howard Technology Solutions** to provide for the purchase and installation of AV equipment on the St. Petersburg/Gibbs Campus. The Agreement will commence as soon as possible and continue through equipment installation. A one-year services agreement for the equipment is included. The cost to the College will be \$4,648. This item was approved by Janette Hunt on October 12, 2020. Department—Information Systems—AS
41. Agreement with **Howard Technology Solutions** to provide for the installation of 2-way interactive technology in a College of Business (COB) classroom at Epi-Tech. The equipment was previously located at the University Partnership Center (UPC) in a classroom that is under renovation. The UPC and COB will use the EpiTech classroom. The cost to the College for this Agreement will be \$6,181. The Agreement will commence as soon as possible and continue through project completion. This item was approved by Janette Hunt on December 18, 2020. Departments—Facilities Planning & Institutional Services and Information Systems
42. Agreement with **IBM Corporation** for a license to the IBM SPSS Statistics Base Academic for 15 concurrent users and a license to the IBM SPSS Custom Tables Academic for one authorized user. The licenses will also include technical support. The Agreement is for the period of one year at a cost to the College of \$8,497.33. This item was approved by Matthew Liao-Troth on November 10, 2020. Department—University Partnership Center
43. Agreement with **Innovative Learning Center, LLC** to provide Third Party Evaluation services to the College associated with the Biomedical Engineering Technology – Pathways to Medical Device Manufacturing, Networking, and Cybersecurity (BMET) Program, a project that is funded by the National Science Foundation. The Agreement will continue through August 31, 2021 at a cost to the College of \$8,000. This item was approved by Matthew Liao-Troth on October 19, 2020. Department—Natural Sciences
44. Agreement with the **Institute for Economic Evolution (IEE)** to partner with the College's Institute for Strategic Policy Solutions to develop and plan an upcoming virtual series on the topic of Economics. IEE will provide speakers and panelists, payment for the speaker honoraria, identify sponsors and partners, and provide marketing. The College will serve as the host of the event series. The Agreement will commence upon execution and continue through June 1, 2021. The cost to the College for this Agreement will be \$5,000.

This item was approved by Jamelle Conner on December 7, 2020. Department—Institute for Strategic Policy Solutions

45. Agreement with **Intercultural Advocacy Institute** for the continued use of certain rooms at the Tarpon Springs Campus. The renewal period will be from January 19, 2021 through January 18, 2022. The anticipated revenue to the College for this Agreement will be \$3,210.74. This item was approved by Janette Hunt on November 6, 2020. Department—Provost Office
46. Agreement with **JJCI Resource Development Services, Inc.** to provide a Title III Strengthening Institutions Workshop. The date of the Workshop is yet to be determined. The cost to the College for this Agreement will be \$2,500. This item was approved by Jesse Turtle on November 10, 2020. Department—Grants Development
47. Agreement with **John King Music, LLC** to provide a solo acoustic performance via Zoom. The concert will be held on November 20, 2020. This item was approved by Jamelle Conner on November 6, 2020. Department—Student Life & Leadership
48. Agreement with **John King Music, LLC** to provide a solo acoustic performance via Zoom for faculty, staff and students. The performance will be held on January 20, 2021. This item was approved by Jamelle Conner on November 30, 2020. Department—Student Life and Leadership
49. Agreement with **Learning Sciences International, LLC** to provide a subscription to its iObservation products including the full package for Marzano Protocol + Library, the iObservation Fidelity Module Building License, and the iObservation Fidelity Module Building Session Manager Individual License for use at the Collegiate High School SP/G. The cost to the College for this Agreement will be \$1,140. The Agreement is for the period of one year. This item was approved by Matthew Liao-Troth on December 9, 2020. Department—St. Petersburg Collegiate High School
50. Agreement with **Mansfield Power & Gas, LLC** whereby Mansfield will transport natural gas for the eight TECO accounts with the College. The Agreement will commence as soon as possible and continue for the period of two years. The estimated cost to the College over the two-year period is \$15,501.12. This item was approved by Janette Hunt on December 8, 2020. Department—Plant Operational Expense/DO
51. Agreement with **Motorola Solutions, Inc.** to provide maintenance and repairs for radios used in the Fire Science Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$558.09. This item was approved by Matthew Liao-Troth on December 10, 2020. Department—Fire Science
52. Agreement with **National Employers Council d/b/a People Systems** to continue to audit unemployment claims and monitor refunds from the state. The Agreement will commence January 1, 2021 and continue through December 31, 2021. The cost to the College for this

- Agreement will be \$4,800. This item was approved by the President on October 22, 2020. Department—Human Resources
53. Agreement with **Orkin Pest Control** to provide pest control at the Clearwater Campus Library. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$5,376. This item was approved by Janette Hunt on November 20, 2020. Department—Custodial Services
  54. Agreement with **Ovid Technologies, Inc.** to provide a renewal subscription to various electronic products to support the Nursing, Health Services Administration, and Dental Hygiene programs. The Agreement will commence June 30, 2021 and continue for the period of one year. The cost to the College will be \$791. This item was approved by Matthew Liao-Troth on December 14, 2020. Department—District Library
  55. Agreement with **Phillies Florida, LLC** whereby the College will provide access to the two northern parking lots on the Clearwater Campus for fan parking during Phillies Spring Training home games. The Agreement will commence as soon as possible and continue through the end of spring training. In exchange, Phillies Florida will provide in-kind, stadium Billboard outfield signage and two season tickets during the season. There is no cost to the College associated with entering into this Agreement. This item was approved by Janette Hunt on December 8, 2020. Department—Finance & Business Operations
  56. Intergovernmental Agreement with the **Pinellas County School Board** to establish and update collegiate high school programs in dual enrollment for the next school year. The Agreement is for an annual period and is to be executed prior to January 1st of each year. This Agreement is pursuant to Florida Statutes 1007.273 which requires colleges to work with their school districts for this purpose. There is no cost to the College. This item was approved by Matthew Liao-Troth on October 26, 2020. Department—University Partnership Center
  57. Renewal of Agreement with **Pinellas Police Standards Council (PPSC)** for the use of space at the Allstate Center to provide the Police Applicant Screening Service (PASS). Since all recruits entering the law enforcement and corrections academies must be cleared through PASS, the housing of PASS at the Allstate Center continues to be a major advantage to the College's academy programs. Given the foregoing benefits to the College, there is no charge to PPSC for the use of the space. The College also provides janitorial services, four desktop computers and computer support services. The Agreement will commence on October 1, 2020 and continue for the period of one year. This item was approved by Janette Hunt on August 31, 2020. This item is being included on this Quarterly Report as it was not included on the previous report. Department—General Administration/SEPSI
  58. Agreement with **R2B2 Stem, LLC** to provide 16 hours of instruction in Innovation and Invention with Robotics and Engineering to advance the skills in Engineering Design, Robotics, and Programming. The Agreement will commence as soon as possible and continue through completion of the instruction. The cost to the College will be \$1,600.

This item was approved by Jamelle Conner on December 7, 2020. Department—Tampa Bay Bridge to Baccalaureate

59. Agreement with **Springshare, LLC** to continue to provide LibGuides, a template-driven content management system, for use in the College's libraries. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$3,568. This item was approved by Matthew Liao-Troth on November 18, 2020. Department—Learning Resources
60. Agreement with **St. Pete Catalyst** for the purchase of advertising on the St. Pete Catalyst website, social media sites, mobile applications and/or digital newspapers, and/or on its other media/platforms. The Agreement will commence on January 15, 2021 and continue for the period of one year. The cost to the College will be \$12,000, which includes an Impact Council Membership and associated benefits. This item was approved by Mark Strickland on January 4, 2021. Department—Institute for Strategic Policy Solutions
61. Agreement with **Tagboard** to provide basic platform subscription products including license, programming platform, graphics, templates, content organization, and core features as well as support services. These products are for use on the College's website, landing pages and social media projects. The Agreement will commence as soon as possible and continue for the period of two years. The cost to the College for this period will be \$7,500. This item was approved by Jesse Turtle on December 8, 2020. Department—Marketing & Strategic Communications
62. Agreement with the **U.S. House of Representatives** to continue to lease space at the Tarpon Springs Campus for Congressman Gus Bilirakis. The Agreement will commence on January 3, 2021 and continue through January 2, 2023. The anticipated annual revenue to the College under this Agreement will be \$9,975. This item was approved by Janette Hunt on December 14, 2020. Department—Finance & Business Operations
63. Agreement with the **U.S. House of Representatives** to continue to lease space at the Midtown Campus for **Congressman Charlie Crist**. The Agreement will commence on January 3, 2021 and continue through January 2, 2023. The anticipated annual revenue to the College under this Agreement will be \$1,755. This item was approved by Janette Hunt on December 8, 2020. Department—Finance & Business Operations
64. Agreement with **Unity Technologies ApS** whereby the College will participate in the Academic Alliance Program and Unity will provide the College a license and certification package that will allow SPC's College of Computer and Information Technology to offer Unity's Certified Programmer/Certified Expert courses to students. The package includes Unity Certified Instructor for up to five educators; Unity Courseware for thirty students; and Certification for thirty students. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College, which has been discounted for this first year of participation, will be \$4,000. This item was approved by Matthew Liao-Troth on October 8, 2020. Department—College of Computer & Information Technology

65. Agreement with the **University of South Florida** to develop one consolidated Memorandum of Understanding for USF locations (Tampa, Sarasota, St. Petersburg) whereby USF and the College will continue to offer degrees through the University Partnership Center at SPC. The Agreement will commence as soon as possible and be ongoing. There is no cost to the College associated with entering into this MOU. This item was approved by Matthew Liao-Troth on November 23, 2020. Department—University Partnership Center
66. Agreement with the **University of South Florida** to continue the collaborative partnership with the College to fulfill the mission of the Pinellas Access to Higher Education (PATHe) program, which is funded by the State of Florida. The goal and vision of the PATHe program is to provide equitable, flexible, and attainable pathways to promote access to higher education and to increase the number of students attaining post-secondary degrees in Pinellas County, thereby creating avenues of economic mobility for students, filling skill gaps, meeting workforce needs, and improving the overall economic health of Pinellas County. The Agreement will commence as soon as possible and continue for the period of one year. There is no cost to the College. This item was approved by Jamelle Conner on October 1, 2020. Department—Enrollment Services
67. Agreement with the **University of South Florida** and seven other FCS institutions to continue the partnership to work together to expand the two-plus-two baccalaureate graduation path model known as the FUSE Program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved on October 8, 2020 by Jamelle Conner. Department—Student Affairs

Pamela S. Smith, Legal Services Coordinator, prepared this Quarterly Informational Report on contract items not exceeding \$325,000.


Suzanne Gardner, General Counsel, recommends approval.

ps1231201



January 26 2021

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, President   
**SUBJECT:** Quarterly Report of Dell Financial agreements

**Section B: Major Technology Contracts**

1. Agreements with **Dell Financial Services, LLC** to lease UPC battery backup units, network equipment, and virtual / cloud based equipment to support various academic and administrative departments college wide. The lease, **entered into between September 30, 2020 and December 16, 2020** are for a period of 36-60 months. The cost to the College is expected to be approximately \$\$492,885.12. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$4.00. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$492,889.12. Should funds not be appropriated to continue the leases for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 60 days written notice prior to the end of the current fiscal period. These items are being reported to the Board based on its approval of the 2020-2021 Budget on June 16, 2020 (Janette Hunt).

January 26, 20210

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Tonjua Williams, President 

**SUBJECT:** Quarterly Informational Report of Exempt and Non-Exempt Purchases

This informational report includes purchases above Category 2 (currently \$35,000.) but not exceeding Category 5 (\$325,000.) as specified in Board of Trustee's Rule 6Hx23-5.12. These transactions during the preceding quarter have been approved by the President's designee and may be exempt from the bidding procedure pursuant to the State Board of Education Procurement Requirements 6A-14.0734.

Because each transaction stands on its own and does not occur in sequence with other transactions, a cumulative dollar amount is not implied when the same vendor appears more than once on the report. A summary appears at the end of the report, grouping vendors that appear on the report more than once, showing a total for each during the period.

The acronyms "SBE", "BOT" and "ITB" stand for the State Board of Education, the St. Petersburg College Board of Trustees, and Invitation to Bid, respectively.

**The listing is by Purchase Order Number:**

1. **P.O. #111200 – Pinellas Suncoast Transit Authority** – This is in the amount of \$61,913.31 for unlimited transit access. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption I: "Single source...". **Recommended** by Jamelle Conner, Vice President of Student Affairs.
2. **P.O. #111265 – SpearMc Management Consulting Inc.** – This is in the amount of \$199,660.00 for consulting services to implement PeopleSoft functions. **Authority:** RFP SPC 01-20-21 **Recommended** by David Creamer, CTO.
3. **P.O. #111278– Microsoft Corp.** – This is in the amount of \$75,775.00 for support services and fees. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: "Information Technology..." **Recommended** by David Creamer, CTO.
4. **P.O. #111282– Alan Jay Ford Lincoln Mercury Inc** – This is in the amount of \$75,632.00 for police vehicles. **This is grant funded.** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: "Purchases at ..." **Recommended** by Marie Couch, Career Connections.

5. **P.O. #111293– Transworld Systems Inc** – This is in the amount of \$44,500.00 for pre-collection billings. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption, D. State of FL CFO contract. **Recommended** by Mike Meigs, Associate Vice President of Finance and Business Operations
6. **P.O. #111311– Southport Truck Group**– This is in the amount of \$191,300.00 for a Freightliner truck. **This is grant funded. Authority** Florida Sheriff’s contract FSA20-VEH18.0 **Recommended** by Jason Krupp, Career Connections.
7. **P.O. #111345– Enterprise FM Trust**– This is in the amount of \$56,510.28 for leasing and maintenance of several vehicles. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Purchases at ...” **Recommended** by Olin Conrad, Facilities Manager.
8. **P.O. #111401– Ricoh Americas Corp.** – This is in the amount of \$59,438.40 for two print shop employees. **Authority:** Continuation of RFC ID: 17014 **Recommended** by Jesse Turtle, Vice President of Institutional Advancement
9. **P.O. #111419– Collegiate Enterprise Solutions LLC.** – This is in the amount of \$107,000.00 for interim AVP HR consultant fees. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G : “Professional services ...” **Recommended** by Tonjua Williams, President.
10. **P.O. #111425– Fitrev INC.** – This is in the amount of \$86,089.00 for fitness equipment. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Purchases at ...” **Recommended** by Jason Krupp, Career Connections.
11. **P.O. #111433– Singlewire Software LLC.** – This is in the amount of \$51,760.00 for Informacast maintenance. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information Technology...” **Recommended** by David Creamer, CTO.
12. **P.O. #111456– PC Solutions & Integrations INC.** – This is in the amount of \$41,334.00 for phone equipment. **This is grant funded Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption, D, Volusia CTP-750CN. County contract. **Recommended** by David Creamer, CTO.
13. **P.O. #111489–Hillsborough Community College.** – This is in the amount of \$44,137.12 for Reach-Out program expenses. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services **Recommended** by Misty Kemp, Executive Director of Retention Services.
14. **P.O. #111490–State College of FL Manatee- Sarasota.** – This is in the amount of \$44,137.12 for Reach-Out program expenses. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services **Recommended** by Misty Kemp, Executive Director of Retention Services.

15. **P.O. #111491–University of South Florida.** – This is in the amount of \$41,661.27 for Reach-Out program expenses. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services. **Recommended** by Misty Kemp, Executive Director of Retention Services.
  
16. **P.O. #111560–Hill, Laurie L.** – This is in the amount of \$39,100.00 for professional consulting services. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G : “Professional services ...” **Recommended** by Andrea Henning, Executive Director, Collaborative Labs
  
17. **P.O. #111576–Sierra-Cedar Inc.** – This is in the amount of \$77,000.00 for tech support for PeopleSoft. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information Technology...” **Recommended** by David Creamer, CTO.
  
18. **P.O. #111583–Turnitin LLC.** – This is in the amount of \$41,931.00 for plagiarism detection database access. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B. Educational. **Recommended** by Matthew Liao-Troth, Vice President of Academic Affairs
  
19. **P.O. #110943A–Thyssenkrupp Elevator Corp.** – This is in the amount of \$41,672.88 for college-wide elevator maintenance and service. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption, D, NCPA CONTRACT #02-43 **Recommended** by Gary Falasca, Director of Facilities Services
  
20. **P.O. #111353A–Wellround Provider Group PA.** – This is in the amount of \$44,890.00 for mental health services for students. **Authority:** SPC#13-19-20 **Recommended** by Jamelle Conner, Vice President of Student Affairs

**Change Orders listed in numeric order:**

N/A

<b>Summary of Vendors Appearing More Than Once (exclusive of change orders)</b>
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N/A

<b>For Information: Excerpt from Board of Trustees Rule 6Hx23-5.12 Purchasing</b>
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All non-exempt purchases exceeding the Category Two threshold amount [\$35,000] as specified in Section 287.017, Florida Statutes, require a formal sealed competitive solicitation requested from at least three responsible vendors, when possible. In addition, competitive solicitation awards exceeding the Category Five threshold amount [\$325,000] as specified in Section 287.017, Florida Statutes, must be approved by the Board of Trustees. Whenever two or more such solicitations, which are equal with respect to price, quality, and service, are received for the procurement of commodities or services, a solicitation response received from a business that certifies it has implemented a drug-free workplace program as specified in Section 287.087, Florida Statutes, shall be given preference in the award process. In the event it is desired to competitively solicit commodities or services that are included in the exempt from competitive solicitation category, the competitive solicitation must originate through Purchasing.

**The following are exceptions to competitive solicitations:**

A. Purchases under Sections 946.515 (PRIDE) and 946.519 (The State Department of Corrections), Florida Statutes.

B. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, and computer-based instructional software.

C. Library books, reference books, periodicals, and other library materials and supplies.

D. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.

E. Food.

F. Services or commodities available only from a single or sole source.

G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, "professional services" shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.

H. Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video and data and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.

I. Single Source procurements for purposes of economy or efficiency in standardization of materials or equipment.

J. Emergency purchases not in excess of the Category Two threshold [\$35,000] as specified in Section 287.017, Florida Statutes as provided for in P6Hx23-5.123.

**(Rule Authority: State Board of Education Rule 6A-14.0734 Bidding Requirements.)**

This Quarterly Informational Report was compiled by Thomas Russell, Director of Procurement, Asset Management and Auxiliary Services.