AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
MARCH 21, 2023
SPC EPICENTER (1-453)
13805 58th STREET N
CLEARWATER, FL
REGULAR MEETING: 9:00 A.M.

I.   CALL TO ORDER
   A.   Invocation
   B.   Pledge of Allegiance

II.   RECOGNITIONS

   A.   SPC Spotlights
      1. Ms. Norene Kemp – Dean, College of Computer and Information Technology

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 February 21, 2023 *(Action)*

V.   MONTHLY REPORTS
   A.   General Counsel

VI.   STRATEGIC FOCUS

   A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT
      1. Academic Calendar 2024 - Dr. Matthew Liao Troth, Vice President,
         Academic Affairs *(Presentation/Action)*

   B. STRATEGIC PRIORITIES
      1. Campus Climate Survey Overview – Dr. Devona Pierre, Executive Director,
         Organizational Culture and Engagement *(Presentation)*

   C. BUDGET AND FINANCE
      1. SPC Operating – Dr. Hector Lora, Associate Vice President, Budgeting
         (Presentation)

VII. CONSENT AGENDA

   A.   OLD BUSINESS **(items previously considered but not finalized)** – None

B. NEW BUSINESS

    1. ADMINISTRATIVE MATTERS
      a. Human Resources
        i. Personnel Report *(Action)*

      b. Annual Membership Assessment in Florida College System Risk Management Consortium *(Action)*

    2. ACADEMIC MATTERS
      a. Credit Curriculum Changes *(Action)*
      b. Future Accreditor of St. Petersburg College *(Action)*

    3. GRANTS/RESTRICTED FUNDS CONTRACTS
      a. Institute for Museum and Library Services—Museum Assessment Program *(Action)*

      b. U.S. Department of Commerce – Minority Business Development Agency Capital Readiness Program *(Action)*

    4. BIDS, EXPENDITURES, CONTRACTS OVER $325,000
      a. Audiovisual System Purchase, Project Number 1707-N-22-5, Workforce Incubator, TS *(Action)*

VIII. INFORMATIONAL REPORTS
    A. Direct Support Organization
      1. Institute for Strategic Policy and Solutions *(Information)*
      2. St. Petersburg College Foundation *(Information)*

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

    C. Leepa-Rattner Museum of Art (*Information*)

    D. Fiscal Year 2022-2023 College General Operating Budget Report with Tuition Revenue (*Information*)

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

X. PRESIDENT'S REPORT

XI. NEXT MEETING DATE AND SITE

April 18, 2023, SPC Health Education Center, Room Teaching Auditorium

XII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting March 21, 2023, 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

New CCIT Dean – Norene Kemp

- Ms. Kemp came to SPC from Wake Tech Community College (WTCC), where she served as the department head of programming and information sciences for three years. She was responsible for three degree programs including Business Analytics, Computer Programming, and Data Science. Her position included significant collaboration responsibilities with local industry leaders which lead to 100% intern to hire statistics with many of those companies. She grew the department from ten to seventeen full time faculty members and twenty adjuncts.

- Prior to her time at the WTCC, she spent 10 years at Horry Georgetown Community College as a programming professor in Conway, South Carolina, as well as 10 years at Johns Hopkins Bloomberg School of Public Health in Baltimore Maryland as a Technical Project Manager for the Department of Information Systems.

- In addition, she has continued her teaching career at WTCC, and taught for Coastal Carolina University and Concordia University.

March 21, 2023

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President

SUBJECT: Proposed Academic Calendar for 2022-2023

Approval is sought for the 2023-2024 Academic Calendar:

The proposed calendar was developed considering State Board Rules and Calendar Committee guidelines.

F.A.C. 6A-10.019, Required Annual Calendar for Schools and Colleges for Schools and Colleges, defines common calendars for colleges and universities, and requires three (3) common entry periods shall be established so that the first day of classes will fall on or within each of the three (3) periods listed below:

August 10 and August 31.
January 2 and January 11.
May 1 and May 16.

St. Petersburg College's start dates for Fall 2024, fall within the established time periods, therefore a request for an exception is not required.

Spring and Summer 2024 start dates begin outside the established time periods and will require a request for an exception to be sent to the Florida Department of Education (FLDOE) by June 30, 2023.

Matthew Liao-Troth, Vice President for Academic Affairs, and Jamelle Conner, Vice President for Student Services, recommends approval.

Attachment.

ST. PETERSBURG COLLEGE
ACADEMIC DATES for CALENDAR YEAR: 2024*

SPRING 2024	**TERM II – 2023-24 (0630) JANUARY 16 – MAY 10, 2024**
December 11 - Jan 5, 2024	Winter Session
January 2	12-Month Faculty and Staff Report
January 12	30/36 ECH Faculty Report
January 15	Martin Luther King, Jr. Holiday – College Closed
January 16	**Classes Begin – Regular and 8-Week 1 (8W1)**
January 19 - May 5	**Weekend College Classes Begin**
February 12	**12-Week Classes Begin**
March 8	8-Week 1 (8W1) Ends – Approved Grades due in PS by 4 p.m.
March 10-16	Spring Break Holiday – College Closed
March 18	**8-Week 2 (8W2) Begins**
March 29-31	Spring Holiday – College Closed
May 10	**End of term; approved Grades due in PS by 2:00pm**
May 11 (venue dependent)	Commencement

SUMMER 2024	**TERM III – 2023-24 (0635) MAY 20 – JULY 26, 2024**
May 20	30/36 ECH Faculty Report Faculty Report
May 20	**Classes Begin - Regular – 10-Week and 8-Week 1(8W1)**
May 25 – July 21	**Weekend College Classes begin**
May 27	Memorial Day Holiday – College Closed
June 3	**8-Week 2 (8W2) Begins**
June 19	Juneteenth Holiday – College Closed
June 17	**6-Week Classes Begin**
July 4	Independence Day – College Closed
July 12	8-Week 1 (8W1) Ends- Approved Grades due in PS by 2 p.m.
July 26	**End of term; approved Grades due in PS by 2:00pm**

FALL 2024	**TERM 1 – 2024-25 (0640) AUGUST 12 – DECEMBER 6, 2024**
August 8	30/36 ECH Faculty Report Faculty Report
August 12	**Classes Begin – Regular and 8-Week 1 (8W1)**
August 16-December 1	**Weekend College Classes Begin**
September 2	Labor Day Holiday - College Closed
September 9	**12 Week Classes Begin**
October 4	8-Week 1 (8W1) Ends – Approved Grades due in PS by 2 p.m.
October 7	**8-Week 2 (8W2) Begins**
November 11	Veterans Day – College Closed
November 24-30	Thanksgiving Holidays – College Closed
December 6	**End of term; approved Grades due in PS by 2:00pm**
December 7 (venue dependent)	Commencement

*In accordance with Board Rule (6Hx23-1.29)

**FLDOE entry dates:
1. August 10 and August 31
2. January 2 and January 11
3. May 1 and May 16

Approved by BOT:

Appendix A: Administrative Dates

FALL 2023 TERM 1 – 2023 (0625) AUGUST 14 – DECEMBER 8, 2023

April 17	Special Registration Begins
April 19	General Registration
August 11	Welcome Titans Meeting
*October 31	Discovery Day – No Classes
*November 10	Veteran's Day Observed (Friday)
December 4-7	Exam Days
December 9 – Jan. 11, 2024	Winter Break – 30/36 ECH Faculty
*December 18 – Jan. 1, 2024	**Winter Break – 12-Month Faculty/A&P and Staff**

*REVISED 1/2023

SPRING 2024 **TERM II – 2024 (0630) JANUARY 16 – MAY 10, 2024**

October 23, 2023	Special Registration
October 25, 2023	General Registration
May 6-9	Exam Days

SUMMER 2024 **TERM III – 2024 (0635) MAY 20 – JULY 26, 2024**

March 25	Special Registration
March 27	General Registration
July 22-25	Exam Days

FALL 2024 **TERM 1 – 2024 (0640) AUGUST 12 – DECEMBER 6, 2024**

April 15	Special Registration Begins
April 17	General Registration
August 9	Welcome Titans Meeting
October 29	Discovery Day – No Classes
December 2-5	Exam Days
December 7-Jan. 9, 2025	Winter Break – 30/36 ECH Faculty
December 19 – Jan. 1, 2025	Winter Break – 12-Month Faculty/A&P and Staff

Note: Administrative dates are subject to revision and do not require BOT approval

Approved by BOT:

Academic Calendar 2024

SPC St. Petersburg College

In 2024, our Calendar Strategy Continues…

○ Academic Excellence

  ○ Align major holiday breaks with Pinellas County Schools for students' parent and family commitments (minimize distractions to students during terms which improves student success)

○ Employee Engagement and Experience

  ○ Align major holiday breaks with Pinellas County Schools for employees' parent and family commitments

Spring 2024 Term Recommendations

o Spring Term Classes Begin 1/16/24

  o Continue later start week

  o Keep spring break between first and second eight-week terms

o Implications

  o Spring break alignment with Pinellas County Schools

  o Later spring start will allow more enrollment of "New Years Resolution" students after the holidays

  o Later term end will shift summer start to after high school graduation ceremonies for new enrollments in summer

Fall 2024 Term Recommendations

o Fall Term Classes Begin 8/12/24

  o Continue to start and end with traditional days

  o Continue to provide full week Thanksgiving Holidays

o Implications

  o Minimizes negative impacts of distractions on students with family member who have two additional days of Thanksgiving holiday (such as arranging childcare, child at home, or for family travel)

  o Break continues to provide a week of classes before before finals

  o Promotes employee engagement by minimizing negative impacts of family obligations during conflicting holiday times

Summary of Annual Holidays and Breaks

- Winter Break (12/18/23-1/1/24)
- Martin Luther King, Jr (1/15/24)
- Spring Break (3/10/24-3/16/24)
- Spring Holiday (3/29/24-3/31/24)
- Memorial Day (5/27/24)
- Juneteenth (6/19/24)
- Independence Day (7/4/24)
- Labor Day (9/2/24)
- Veterans Day (11/11/24)
- Thanksgiving Holiday (11/24/24-11/30/24)
- Winter Break (12/19/24-1/1/25)

Questions ?

SPC St. Petersburg College

Overview

- Understand campus climate across institution

- Explore student and employee experience

- Inform future strategic initiatives

- Viewfinder Campus Climate Survey

Student Overview

ENROLLMENT AND BACKGROUND INFORMATION

Student Background

- **Degree Type**
  - A.A. - 31%
  - A.S. - 34.8%
  - B.S. - 25.8%
  - Public Safety/Fire Training - .3%
  - Short Term Training – 4.2%
  - Other - 3.9%
- **Enrolled in 12 or more credit hours - 45.8%**
- **First Generation - 50.8%**
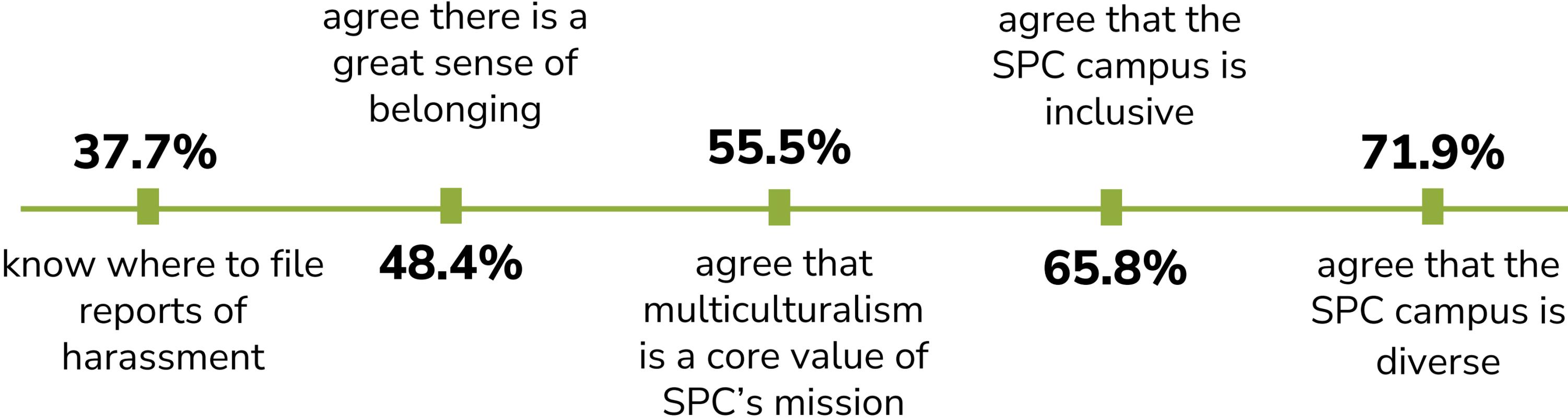
- **Race**
  - 29.7% People of Color
- **Gender**
  - 69.1% Women
  - 23.8% Men
- **Disability – 20%**
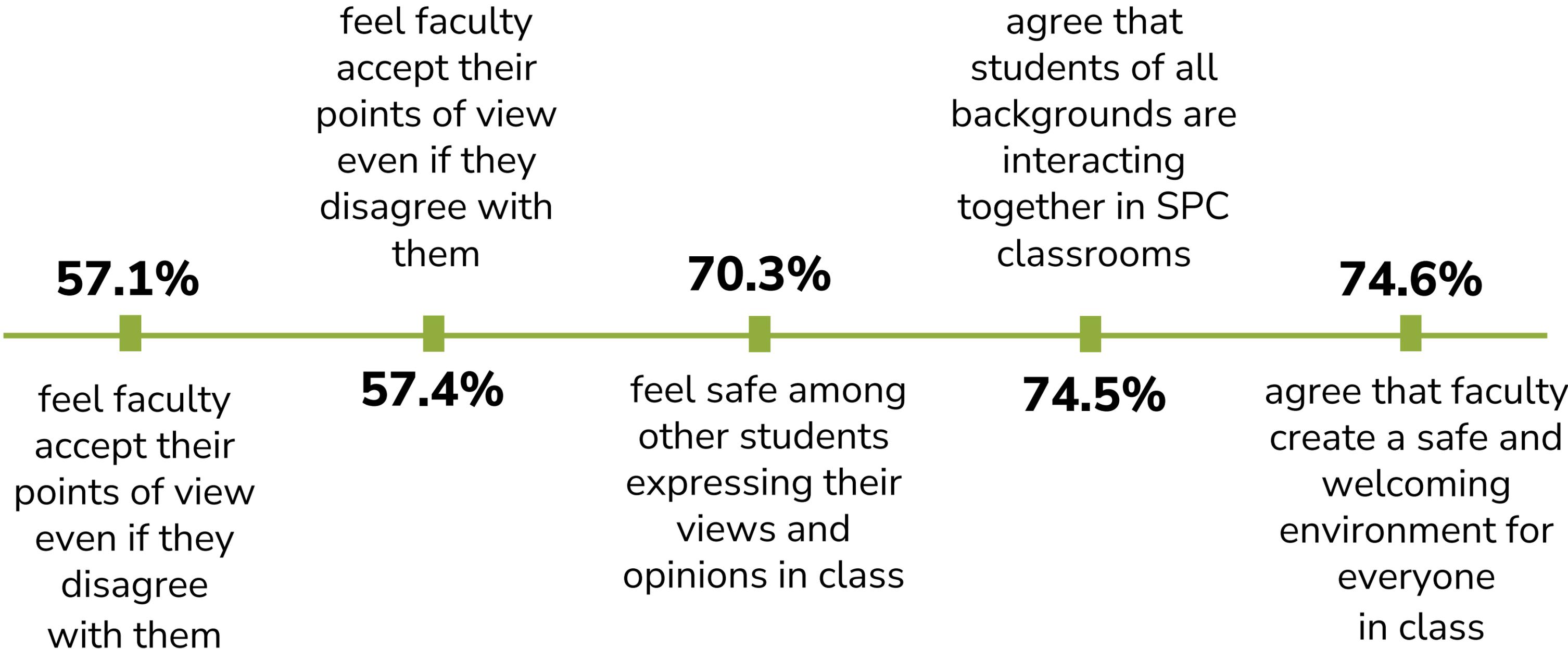- **Military and Veterans – 6.1%**

Campus Climate

STUDENT

37.7%
know where to file reports of harassment

agree there is a great sense of belonging
48.4%

55.5%
agree that multiculturalism is a core value of SPC's mission

agree that the SPC campus is inclusive
65.8%

71.9%
agree that the SPC campus is diverse

Learning Experience

STUDENT

57.1%

feel faculty accept their points of view even if they disagree with them

feel faculty accept their points of view even if they disagree with them

57.4%

70.3%

feel safe among other students expressing their views and opinions in class

agree that students of all backgrounds are interacting together in SPC classrooms

74.5%

74.6%

agree that faculty create a safe and welcoming environment for everyone in class

Employee Overview

ENROLLMENT AND BACKGROUND INFORMATION

Employee Background

- **Employee Type**

  - Career Services/Staff-39.8%

  - Faculty - 26.8%

  - Administrator/A&P - 33.1%

  - Other/OPS - .4%

- **Disability - 9.7%**
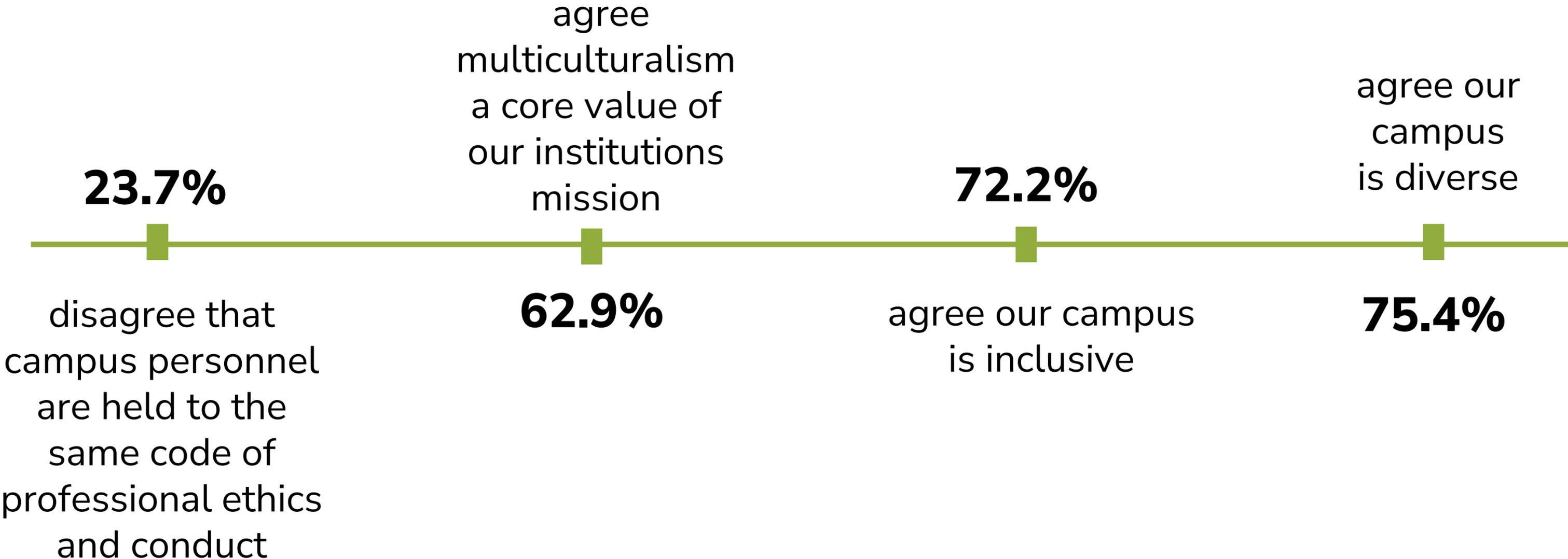
- **Military and Veterans – 5.9%**

- **Gender**

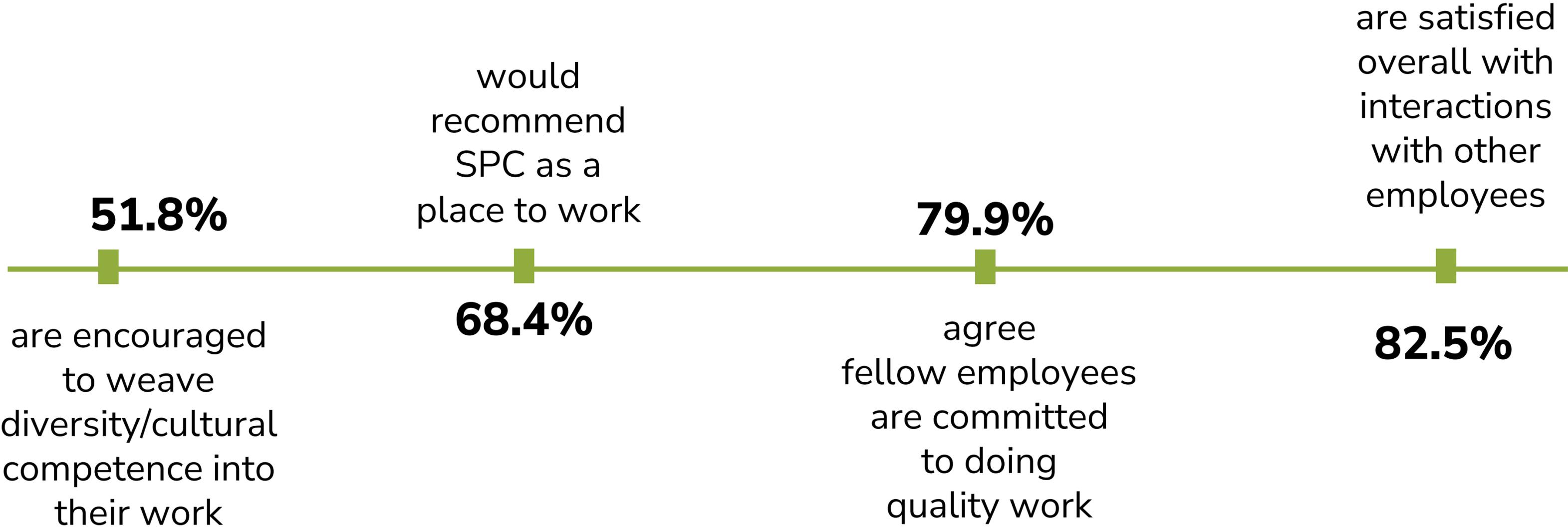 - 59.2% Women

  - 39.3% Men

- **Race**

  - 28.9% of Color

Campus Climate

EMPLOYEE

23.7%
agree multiculturalism a core value of our institutions mission

72.2%
agree our campus is diverse

disagree that campus personnel are held to the same code of professional ethics and conduct

62.9%

agree our campus is inclusive

75.4%

Employee Culture

51.8% are encouraged to weave diversity/cultural competence into their work

would recommend SPC as a place to work **68.4%**

79.9% agree fellow employees are committed to doing quality work

are satisfied overall with interactions with other employees **82.5%**

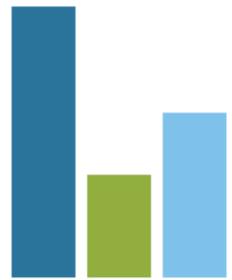**Next Steps**

Next Steps

- Increase survey engagement

- Additional data collection:

  - Focus groups (target campus populations)

  - Use open ended responses and data trends for future collection

- Expand the 'You Belong' campaign

Thank you!

St. Petersburg College Board of Trustees Operating Report

Dr. Hector Lora - AVP, Budgeting
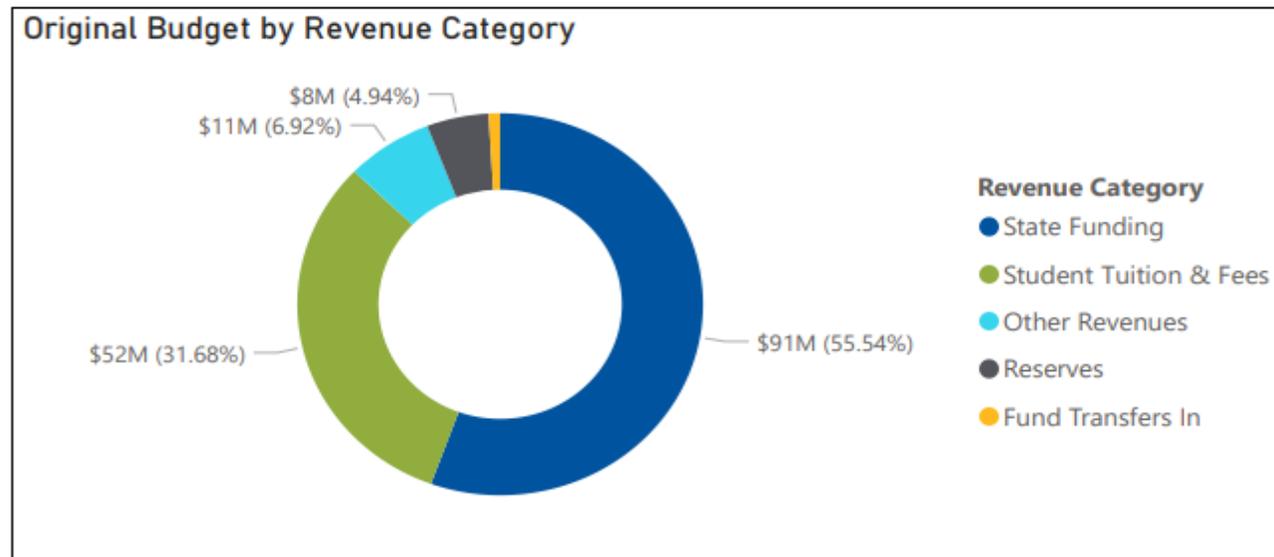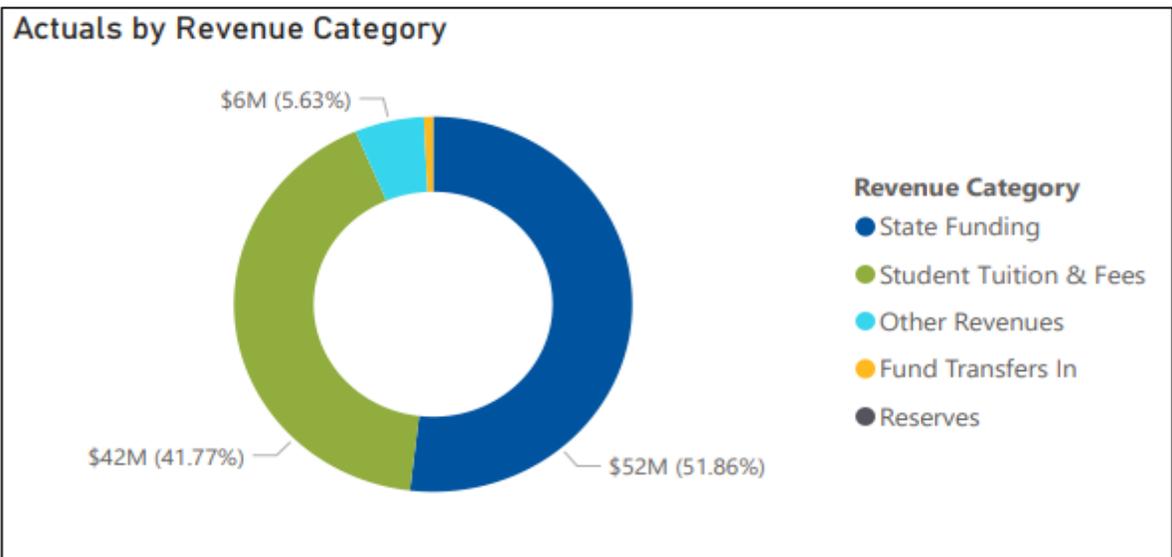
March 21, 2023

Functional Allocations

2022-2023 SPC St. Petersburg College

		$164.1M		$99.96M		Fiscal Year

$164.1M
Budget

$99.96M
Revenues

Fiscal Year
2022-2023

Revenue Category	Budget	Actuals	YTD
⊞ **State Funding**	**$91,118,156**	**$51,840,841**	**56.89%**
⊞ **Student Tuition & Fees**	**$51,981,580**	**$41,748,116**	**80.31%**
⊞ **Other Revenues**	**$11,359,768**	**$5,626,795**	**49.53%**
⊞ **Reserves**	**$8,101,252**	**$0**	**0.00%**
⊞ **Fund Transfers In**	**$1,500,000**	**$742,280**	**49.49%**
Total	**$164,060,756**	**$99,958,032**	**60.93%**

Actuals by Revenue Category

$6M (5.63%)

$42M (41.77%)

$52M (51.86%)

Revenue Category
- State Funding
- Student Tuition & Fees
- Other Revenues
- Fund Transfers In
- Reserves

Original Budget by Revenue Category

$8M (4.94%)
$11M (6.92%)

$52M (31.68%)

$91M (55.54%)

Revenue Category
- State Funding
- Student Tuition & Fees
- Other Revenues
- Reserves
- Fund Transfers In

Source: BI Peoplesoft Financials as of February 28.

Functional Allocations

2022-2023 SPC St. Petersburg College

$164.1M
Budget

$93.11M
Expenses

Fiscal Year

2022-2023

Budget vs . Actuals by Department Function

Department Function	Budget	Actuals	Used
1 Direct Instruction	$62,561,377	$33,979,114	54.31%
3 Public Service	$995	$919	92.36%
4 Academic Support	$26,070,926	$13,379,403	51.32%
5 Student Support	$22,952,552	$11,473,662	49.99%
6 Institutional Support	$26,825,116	$13,823,807	51.53%
7 Physical Plant Operation and Maintenance	$17,607,303	$11,963,940	67.95%
8 Student Financial Assistance	$2,372,798	$2,144,601	90.38%
9 Contingency, Transfers, etc.	$5,669,689	$6,341,415	111.85%
Total	**$164,060,756**	**$93,106,860**	**56.75%**

Actuals by Department Function Category

$34M (36.81%)

$59M (63.19%)

● 1. Instructional Functions ● 2. Administrative Functions

Actuals by Department Function

$12M (12.85%)

$34M (36.49%)

$14M (14.85%)

$11M (12.3...)

$13M (14.37%)

$0M (0%)

Department F...
- ● 1 Direct Instr...
- ● 3 Public Serv...
- ● 4 Academic ...
- ● 5 Student Su...
- ● 6 Institution...
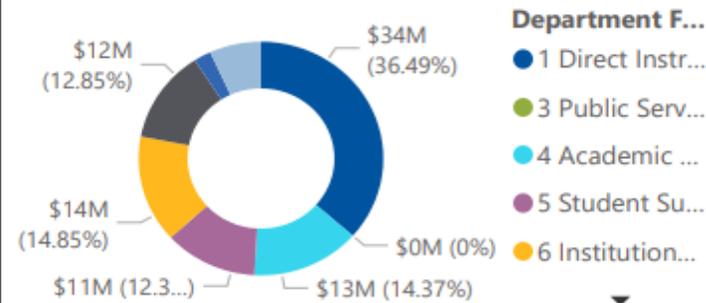
Expense Budget by Department Function

$18M (10.73%)

$63M (38.13%)

$27M (16.3...)

$23M (13.99%)

$26M (15.89%)

$0M (0%)

Department F...
- ● 1 Direct Ins...
- ● 3 Public Ser...
- ● 4 Academic...
- ● 5 Student S...
- ● 6 Institutio...

Actuals and Budget by Expense Rollup

● Actuals ● Budget

$121.152M

$67.726M

$42.338M

$24.121M

$1.259M

$0.000M

Expense Rollup	
5. - Salaries and Benefits	6. - Expenses	7. - Capital Expenses

Source: BI Peoplesoft Financials as of February 28.

Functional Allocations

2022-2023 SPC St. Petersburg College

Budget vs . Actuals by Department Function

Department Function	Budget	Actuals	Used
1 Direct Instruction	$62,561,377	$33,979,114	54.31%
3 Public Service	$995	$919	92.36%
4 Academic Support	$26,070,926	$13,379,403	51.32%
5 Student Support	$22,952,552	$11,473,662	49.99%
Total	**$111,585,850**	**$58,833,097**	**52.72%**

Fiscal Year
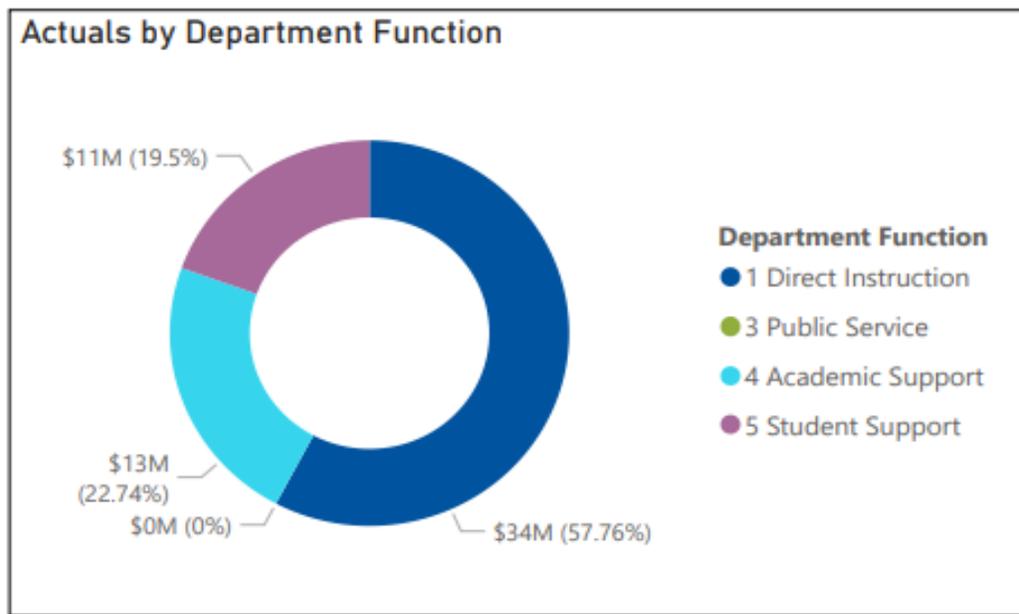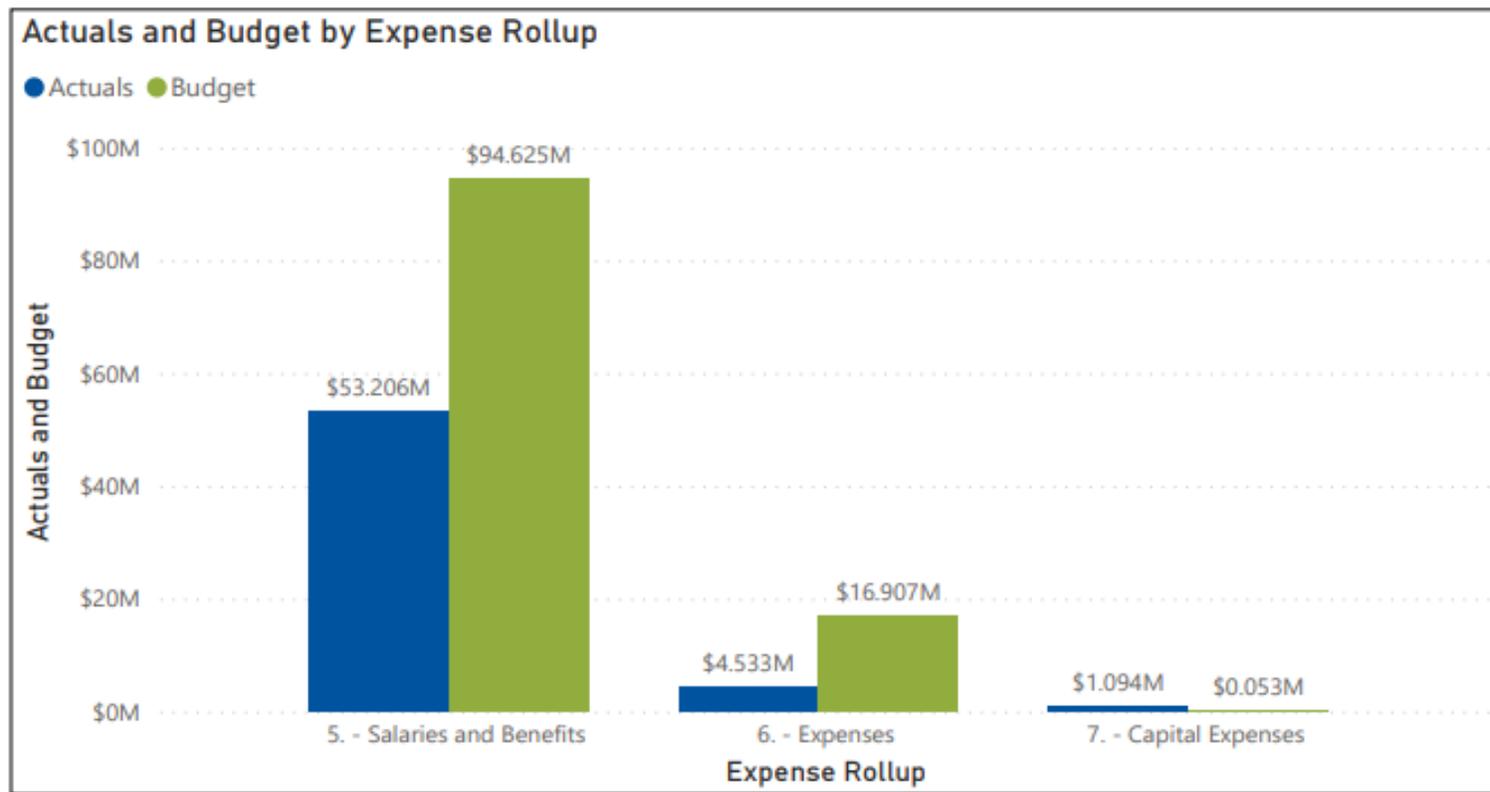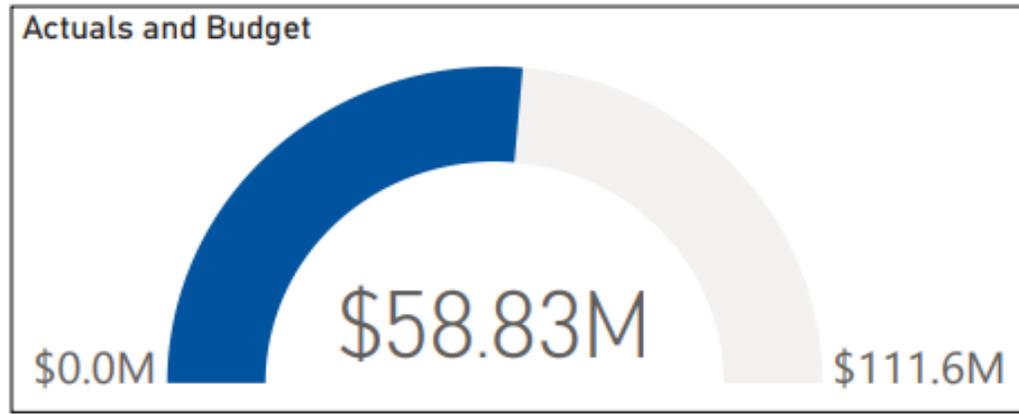
2022-2023

Actuals and Budget

$0.0M $58.83M $111.6M

Actuals and Budget by Expense Rollup

● Actuals ● Budget

- $94.625M
- $53.206M
- $16.907M
- $4.533M
- $1.094M
- $0.053M

Expense Rollup:
5. - Salaries and Benefits
6. - Expenses
7. - Capital Expenses

Actuals and Budget (y-axis): $0M, $20M, $40M, $60M, $80M, $100M

Actuals by Department Function

- $11M (19.5%)
- $34M (57.76%)
- $13M (22.74%)
- $0M (0%)

Department Function
- ● 1 Direct Instruction
- ● 3 Public Service
- ● 4 Academic Support
- ● 5 Student Support

Source: BI Peoplesoft Financials as of February 28.

Functional Allocations

2022-2023 SPC St. Petersburg College

Budget vs . Actuals by Department Function

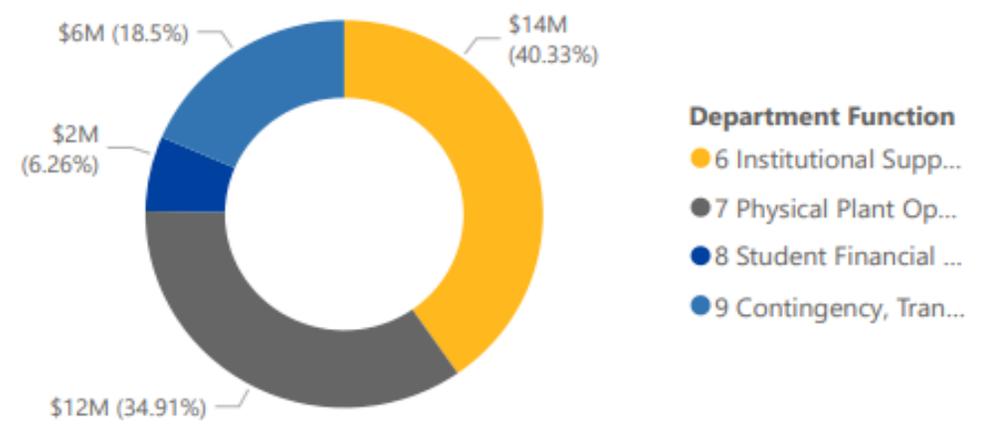| Department Function	Budget	Actuals	Used
6 Institutional Support	$26,825,116	$13,823,807	51.53%
7 Physical Plant Operation and Maintenance	$17,607,303	$11,963,940	67.95%
8 Student Financial Assistance	$2,372,798	$2,144,601	90.38%
9 Contingency, Transfers, etc.	$5,669,689	$6,341,415	111.85%
Total	**$52,474,906**	**$34,273,763**	**65.31%**

Fiscal Year

2022-2023

Actuals and Budget

$0.0M $34.27M $52.5M
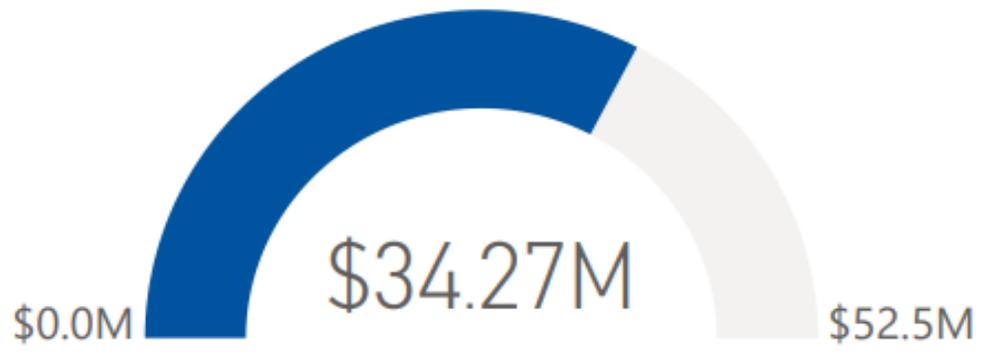
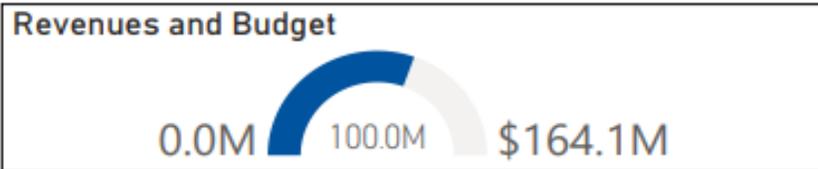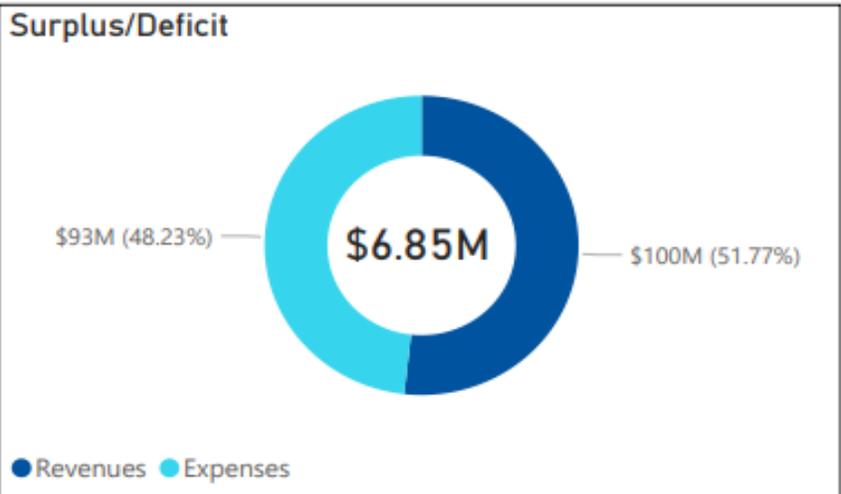## Actuals and Budget by Expense Rollup

● Actuals ● Budget

Actuals by Department Function

$6M (18.5%) $14M (40.33%)

$2M (6.26%)

$12M (34.91%)

Department Function
● 6 Institutional Supp...
● 7 Physical Plant Op...
● 8 Student Financial ...
● 9 Contingency, Tran...

Source: BI Peoplesoft Financials as of February 28.

Functional Allocations

Revenues

60.93% YTD

$99.96M

$6M (5.63%)
$42M (41.77%)
$52M (51.86%)

● State Fun... ● Student ... ● Other Re... ● Fund Tr... ● Reserves

Expenses

56.75% YTD

$93.11M

$34M (36.81%)
$59M (63.19%)

● 1. Instructional Functions ● 2. Administrative Functions

Surplus/Deficit

$6.85M

$93M (48.23%)
$100M (51.77%)

● Revenues ● Expenses

Revenues and Budget

0.0M 100.0M $164.1M

Expenses and Budget

0.0M 93.1M $164.1M

Fiscal Year

2022-2023

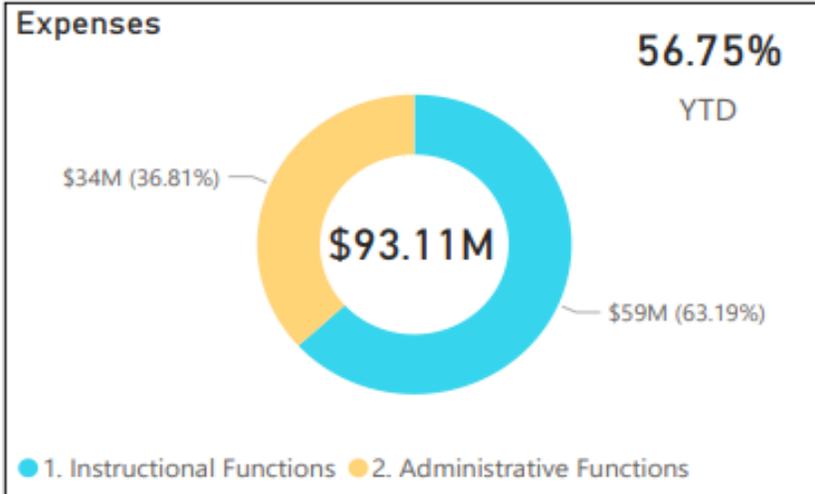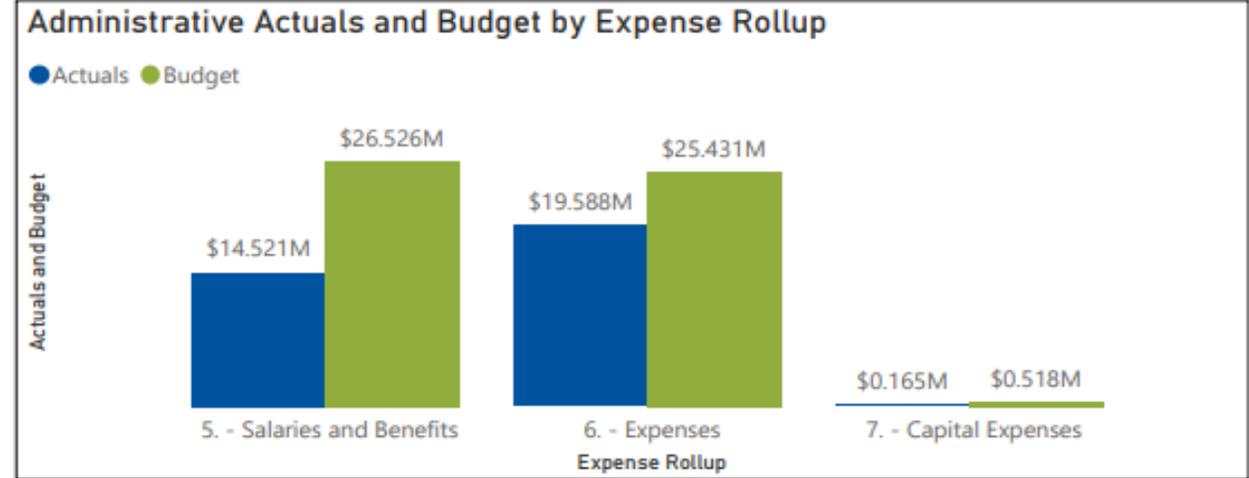## Instructional Actuals and Budget by Expense Rollup

● Actuals ● Budget

Actuals and Budget

$94.625M
$53.206M

$16.907M
$4.533M

$1.094M $0.053M

5. - Salaries and Benefits 6. - Expenses 7. - Capital Expenses

Expense Rollup

Administrative Actuals and Budget by Expense Rollup

● Actuals ● Budget

Actuals and Budget

$26.526M
$14.521M

$25.431M
$19.588M

$0.165M $0.518M

5. - Salaries and Benefits 6. - Expenses 7. - Capital Expenses

Expense Rollup

Source: BI Peoplesoft Financials as of February 28.
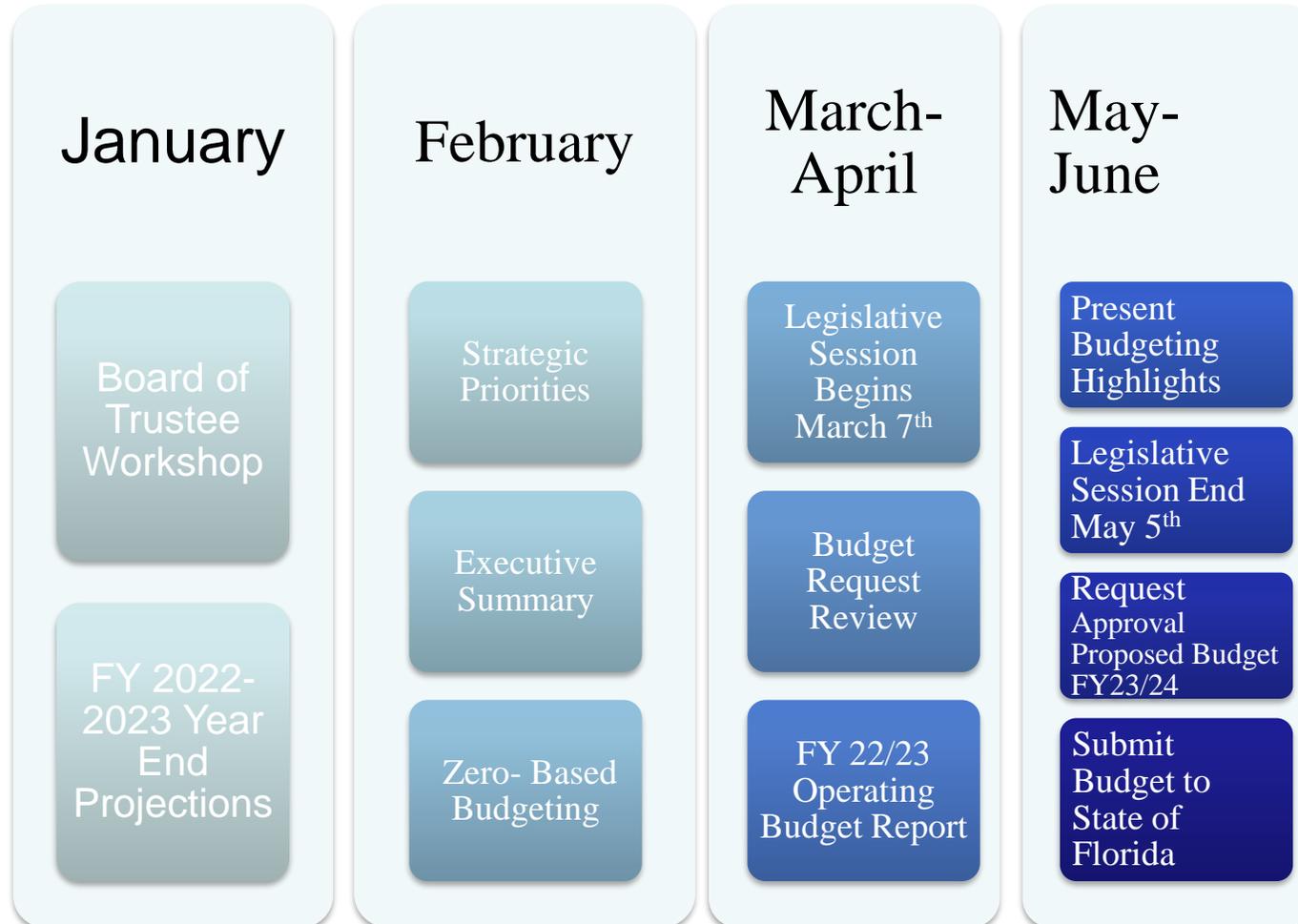
FY 23/24 Budget Highlights
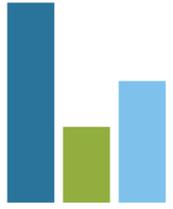
➢ **State Funding**
- **New Funding Model**

➢ **Tuition & Fees**

➢ **Property Insurance Increases**

➢ **Health Insurance Increases**

➢ **Florida Retirement System**
- **Florida Retirement System**

OUR **Budget** OUR **Values**
ST. PETERSBURG COLLEGE

Questions?

March 21, 2023

M E M O R A N D U M

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

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional

Name	Title	Department/Location	Effective Date
Bolich, Donna	Human Resources Training	Assoc. Dir TA & Onboarding	3/6/2023
Davison Jr, Francis M	Administrative Information Sys	Systems Analyst	3/6/2023
Edgeworth, Christina M	Human Resources	HRIS Operations Manager	3/6/2023
Kemp, Norene	Academic Affairs	Dean, College of Computer & IT	2/20/2023

TRANSFER/PROMOTION Budgeted Administrative & Professional

Name	Title	Department/Location	Effective Date
Tietz, Travis D	Information Technology Systems	IT Security Engineer	2/20/2023

HIRE Budgeted Career Service

Name	Title	Department/Location	Effective Date
Buckson, Bruce E	Campus Security SPG	Security Officer	2/20/2023
Carreno, Jairo A	Custodial Services TS	Custodian	2/20/2023
Sengdao, Sabrina R	Student Services	Student Support Advisor	2/20/2023
Clements, Sarah	Administrative Information Sys	Administrative Svcs Specialist	2/20/2023
Hilario, Blanca	Custodial Services TS	Custodian	2/20/2023
Maldonado-Perez, Mia	Custodial Services SE	Custodian	2/20/2023
Al-Hakeem, Rana	Provost Office TS	Student Support Specialist	2/20/2023
Cripe, Felicia L	College Reach Out Program DO	Sr Administrative Svcs Assist	2/20/2023
Joseph, Andrew J	Business Services	Accounting Support Specialist	3/6/2023
Spence-McMillon, Sierra A	Financial Assistance Services	Student Support Advisor	2/20/2023

TRANSFER/PROMOTION Budgeted Career Service

Name	Title	Department/Location	Effective Date
Cintron, Moises A	Custodial Services AC	Lead Custodian	2/20/2023

RENEWAL CONTRACT Budgeted Administrative & Professional

Name	Title	Department/Location	Effective Date

FACULTY

Name	Title	Department/Location	Effective Date
George, Shereena	College of Health Sciences	Faculty	2/20/2023

SUPPLEMENTAL Temporary

Name	Title	Department/Location	Effective Date
Branham, Megan H	Veterinary Technology	Faculty - supplemental	2/20/2023
Leo, Stephen M	Communications CL	Adjunct Faculty	2/20/2023
Hall, Jason	Social & Behavioral Science SE	Contributed Service	3/6/2023
Musco, Marlene	Accessibility Services	OPS Teaching Asst/Interpreter	3/6/2023

HIRE Temporary

Name	Title	Department/Location	Effective Date
Bernier, Jennie	Learning Resources	OPS Career Level 5	3/6/2023
Goodmanson, Austin G	Admissions & Central Records	OPS Career Level 5	2/20/2023
NLN, True	Academic Affairs	OPS Career Level 4	3/6/2023
Adam, Tanya D	Marketing&StrategicCommunicatn	OPS Career Level 5	2/20/2023
Alt, Jennifer B	Admissions & Central Records	OPS Career Level 5	2/20/2023
Lulgjuraj, Leonardo J	Workforce/Professnl Developmnt	OPS Career Level 5	2/20/2023
Pham, Ariana	Admissions & Central Records	OPS Career Level 5	2/20/2023
Baugh, Michael	Athletics	OPS Coach	2/20/2023
Mohammed, Sheriffa N	Workforce/Professnl Developmnt	OPS Career Level 8	3/6/2023

Darryl Wright-Greene, Chief Human resources and Talent Officer, bringing the actions forward, recommends approval.

DG-3/7/23

March 21, 2023

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President

SUBJECT: Annual Membership Assessment in Florida College System Risk Management Consortium

Authorization is requested to pay the St. Petersburg College (SPC) 2023-2024 *membership assessment* in the Florida College System Risk Management Consortium (FCSRMC) for the policy period of March 1, 2023, through February 28, 2024, in the amount of $2,957,774. Because of the uncertainty of future claims, additional assessments have been added for the last couple of years. A breakdown is attached to this memo.

Following are the FCSRMC calculations for the policy period of March 1, 2023, through February 28th, 2024:

Other Coverages and Cost	$504,481
Worker's Compensation Assessment	$331,177
(Experience) Property Value Assessment	$1,530,209
75% Confidence Level Catastrophic Losses	$283,200
75% Confidence Level All Other Losses	$50,987
25% COP Approved Assessment Yr. 4	$257,720
Annual Assessment	$2,957,774

Janette Hunt, Vice President, Finance & Business Operations; Dan Barto, Director of Security, Risk Management & Safety Services; and Kara Schrader-Smith, Risk Management Coordinator, recommend approval.

March 21, 2023

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President *(Jw)*

SUBJECT: Credit Curriculum

The following is a summary of credit curriculum changes for which approval is sought for Summer and Fall 2023 (Terms 0620 and 0625). Changes are for Fall 2023 unless otherwise stated.

New Program Highlights:

Social & Behavioral Sciences:

- **Human Services** (HUMSVC-BS): 120 credit program that will prepare students to pursue entry-level careers or go on to graduate work in disciplines such as human services, counseling, psychology, addiction studies, health sciences, applied behavior analysis, rehabilitative & mental health counseling, and social work.
    - *Job Opportunities: Social and Community Service Manager, Substance Abuse and Behavioral Disorder Counselor, Mental Health Counselor, Rehabilitation Counselor, Community Health Worker*
- **Applied Mental Health** (AMH-ATC): 18 credit program designed to provide retired officers, current officers, other first responders, and students the curricular experience to pursue critical need careers in mental health counseling, psychology, and allied human services.
    - *Job Opportunities: Mental Health Technician, Substance Abuse Counselor, Social and Human Service Assistant, Community Outreach Counselors*

Natural Sciences:

- **Biotechnology Laboratory Specialist** (BIOT-CT): 32 credit program developed to provide a pathway for students who want to enter the Biotechnology workforce without having to complete the A.S. degree or in advance of completing the A.S. degree. Students that complete this CCC would be strong candidates for the Biotechnology Assistant Credential Exam (BACE).
    - *Job Opportunities: Laboratory Assistant, Biotechnician*

College of Business:

- **Business Analyst** (ANLST-ATC): 24 credit certificate that will prepare students for a career in business analytics. Students will learn analytical techniques in statistics, business modeling, and data visualization that will help decision-makers make intelligent data-driven decisions.
    - *Job Opportunities: Business Analyst*

New Transfer Plans: The following transfer plans provide students with a clearly defined path and seamless transition to a Baccalaureate program.

- New College of Florida – Biology
- New College of Florida – Marine Biology
- Sustainability Management (SUSMGT-TR)

Credit Curriculum Updates for Summer and Fall 2023 (0620 and 0625)
Summary of Curriculum Activity in Programs and Courses

NEW/DELETED/MODIFIED PROGRAMS:

Career & Academic Community	New	Modified	Transfer	Deleted	Total
Arts, Humanities, and Design		1			1
Business	1	4	1		6
Communications					0
Education		1			1
Engineering, Manufacturing, and Building Arts				1	1
Health Sciences and Veterinary Technology		2			2
Public Safety, Public Policy, and Legal Studies		3		3	6
Science and Mathematics	1		2		3
Social/Behavioral Sciences and Human Services	2				2
Technology		1			1
Total	4	12	3	4	23

NEW/DELETED/MODIFIED COURSES:

Career & Academic Community	New	Modified	Revitalized	Deleted	Total
Arts, Humanities, and Design		4			4
Business	3	4			7
Communications					0
Education	6	2			8
Engineering, Manufacturing, and Building Arts		1			1
Health Sciences and Veterinary Technology	3	4		4	11
Public Safety, Public Policy, and Legal Studies	3	3			6
Science and Mathematics		3		1	4
Social/Behavioral Sciences and Human Services	3	1			4
Technology					0
Total	18	22	0	5	45

Note: Closed programs follow a three-year teach-out period and deleted courses follow a five-year teach-out period, unless otherwise indicated.

ARTS, HUMANITIES, AND DESIGN

Program Updates:

Program Code	Program Name	Degree Type	Justification
MIRAS-AS	Music Industry/Recording Arts	Associate in Science	Modification of current plan to provide more efficient pathway to graduation and meet the desired skillsets of industry & employers. Replacing 3 credit Capstone course requirement with a MIRA elective option. This will provide for 12 credits of Music or Music Technology electives rather than 9 credits. We will also expand elective options to include a video course, a stagecraft course, and a computer networking protocol course (already established courses taught by other departments). Also removing MUM 1001 from the Major Core and adding in a Computer Competency Support Course requirement instead to reduce the number of alt sat requests.

Course Updates:

Course Prefix	Course Number	Course Title	Rationale
MUM	1629	Audio Mixing Techniques I	Updating Credits, ECH, SCL, course typically offered, and deleting co-requisite lab. These updates bring the course closer in line with similar courses taught at Florida Colleges with similar programs.
PGY	2470C	Themes for Photographers	Since Themes for Photographers is a Capstone course for the Photography Certificate Program, a portfolio component was necessary and added to this course, which collectively represents the program's curriculum outcomes and prepares students to enter the workforce environment.
MUM	2677	Performing Arts and Event Management	Changing the name to remove the term Capstone, as it will no longer function as a Capstone course. Updating the pre-requisites to reflect the correct skillset needed to succeed in this course.
MUM	2603	Advanced Music Production	Updating title by removing Capstone, as this course will no longer function as a capstone experience.

BUSINESS

Program Updates:

Program Code	Program Name	Degree Type	Justification
MGTORG-BAS	Management and Organizational Leadership	Bachelor of Applied Science	New Subplan added - DIGMGT - Digital Marketing Management; Includes 2 new courses - MAN 4054 and MAR 4721. When a search was conducted via the Florida Department of Education for courses in digital marketing strategies, only graduate level courses were available. With the proliferation of digital marketing affecting real world business decisions, a subplan in this discipline is needed.
BUS-AS	Business Administration	Associate in Science	A new subplan is being added, Interdisciplinary Studies (IDSB). It is comprised of 15 business subject prefixes and all lower division courses within those prefixes may be used to complete the 24 credit IDSB subplan. The Interdisciplinary Business subplan will support and become an integral component of the institutional goal of increasing the College of Business completion rates. The new subplan will allow stop-outs to return to the college with the opportunity to complete their degree on a faster pathway that complies with SPC's strategic pillar for economic mobility. Updating Subplan (ENT, MGMT, MKT, SUP) pathways to be more in line with other subplans and possible change in math pathways. Removing MGF 1106 and replacing with STA 2023.
SUSMGT-BAS	Sustainability Management	Bachelor of Applied Science	Based on feedback from non-returning students, we are re-inserting an introductory course, moving MAN 3786 later in the program's course sequence, and revising its course title to better reflect the content of the course.
ACTAP-CT	Accounting Technology Operations	Certificate with Financial Aid Eligibility	GEB 2860 was added to the BUS-AS as an option for students to complete instead of GEB 2940. GEB 2860 is also being added to the certificate in order to keep it embedded in the AS degree.

New Courses:

Course Prefix	Course Number	Course Title	Rationale
GEB	2860	Business Administration	New Course Being Offered as an Alternative to Required Internship. Evaluation of the Learning Objectives for

		Capstone	completing our AS or AA Business Degrees in the past has been an internship. The Capstone will be offered to those who may not have the means, time, or resources to complete an internship.
MAN	4054	Managing for Innovation	There are many institutional courses on innovation processes. However, there are only four management (MAN) courses listed in SCNS that have a concentration on managing the knowledge, processes, and techniques used to create and encourage creativity and innovation in an organizational culture. This course focuses on leadership and management techniques that create environments where innovation and creativity thrive. This includes innovative team dynamics, innovation collaboration, and organizational structure as innovation by design. The outcome is for students to be prepared to create an organizational culture of innovation.
MAR	4721	Digital Marketing Strategy	Using critical thinking and strategic decision making to combine online technologies such as e-marketing, social media, mobile, search engine optimization (SEO), and metrics to enhance brand value and drive marketing exchanges are critical skills for employment in the digital media marketing disciplines. This course is designed to impart knowledge, techniques and strategies that guide digital marketing campaigns and their integration into an overall marketing plan.

Course Updates:

Course Prefix	Course Number	Course Title	Rationale
FIN	4414	Advanced Financial Management	Course title and description updates will better align the class as an extension of the core Financial Management (FIN3403) course. The MLOs will also be updated to better align course objectives using Blooms Taxonomy modeling.
MAR	2101	Social Media Marketing	There are few areas of change that have more velocity and significant impact than technology. Technologies that are used for social media marketing are one of the key areas affecting business outcomes and the skills that marketing students need to meet hiring requirements. Therefore, a review and update of MLOs for this course is necessary to keep up with changes in social media technology and techniques. This update will also provide more current job skills to match the business community's needs.
MAN	4061	Corporate Social Responsibility	This course was part of the major core component when the program started. Later on it was moved to the elective options. New student demographics as well as interest for social and environmental causes have sparked an interest in our students to pursue careers in the corporate social responsibility space. This course will include an update on

		its MLOs to reflect this new market demand and demographics change.	

MAN	3786	Sustainability in the Built Environment	Based on feedback from non-returning students, we are re-inserting an introductory course, moving MAN 3786 later in the Sustainability Management program's course sequence, and revising its course title to better reflect the content of the course.

EDUCATION

Program Updates:

Program Code	Program Name	Degree Type	Justification
EDST-BS	Educational Studies and Community Leadership	Bachelor of Science	COE is adding a new (4th) subplan option - Training and Development. This proposed subplan is consistent with the college's mission as program graduates will be prepared to be successful and achieve economic mobility by creating, administering, and delivering training programs for local business and community organizations.

New Courses:

Course Prefix	Course Number	Course Title	Rationale
EDG	3661	Adult Learning Theory & Curriculum Development	This course was previously approved through C&I and SCNS but was never implemented or offered. Course is now going to be offered through a new subplan, Training and Development. Title is being updated to align to subplan.
EME	4610	Emerging Trends in eLearning	New course development for new Training and Development track within our existing Educational Studies and Community Leadership Degree Program. This proposed track is concentrated on workforce education and consistent with the college's mission to prepare students to be successful and achieve economic mobility.
EME	4673	Foundations of Instructional Design	New course development for new Training and Development track within our existing Educational Studies and Community Leadership Degree Program. This proposed track is concentrated on workforce education and consistent with the college's mission to prepare students to be successful and achieve economic mobility.
EME	4232	Intermediate	New course development for new Training and Development

		Applications of Technology for Educators	track within our existing Educational Studies and Community Leadership Degree Program. This proposed track is concentrated on workforce education and consistent with the college's mission to prepare students to be successful and achieve economic mobility.
EME	4048	Designing for Learning Platforms	New course development for new Training and Development track within our existing Educational Studies and Community Leadership Degree Program. This proposed track is concentrated on workforce education and consistent with the college's mission to prepare students to be successful and achieve economic mobility.
EME	4312	Educational Technology for 21st Century Teaching	New course development for new Training and Development track within our existing Educational Studies and Community Leadership Degree Program. This proposed track is concentrated on workforce education and consistent with the college's mission to prepare students to be successful and achieve economic mobility.

Course Updates:

Course Prefix	Course Number	Course Title	Rationale
EDE	4226	Integrated English Language Arts, Social Studies and Creative Arts for the Elementary Classroom	The course is being revised to more closely align to changes in state K12 curriculum.
EDE	4942	Integrated English Language Arts, Social Studies and Creative Arts for the Elementary Classroom Practicum	The course is being revised to more closely align to changes in state K12 curriculum.

ENGINEERING, MANUFACTURING, AND BUILDING ARTS

Program Deactivations and Teach-Outs:

Program Code	Program Name	Degree Type	Justification	First Term
SIXSG-CT	Six Sigma Black Belt	Certificate without Financial Aid Eligibility	There is currently no enrollment in this program and courses have not been successfully offered since prior to Fall 2020.	Summer 2023 (620)

Course Updates:

Course Prefix	Course Number	Course Title	Rationale
ETI	2610	Six Sigma Methodology and Tools	ETI 1100 was previously added as a prerequisite to have students with a minimum of math skills. This change increased the number of credits required to earn the certificate. Also, the student performance in the course did not improve. The requirement of the prerequisite also may be affecting students in such a way that they do not pursue the certificate at SPC. Therefore, we are removing ETI 1100 as a prerequisite.

HEALTH SCIENCES AND VETERINARY TECHNOLOGY

Program Updates:

Program Code	Program Name	Degree Type	Justification
HSA-BAS	Health Services Administration	Bachelor of Applied Science	Program is removing the three HUS courses that were added to the HUS subplan in preparation for DOE approval of the HUMSVC-BS program. That program has been approved for a Fall 2023 implementation, so there is no longer a need for the courses to remain on HSA-BAS.
VETTC-AS	Veterinary Technology	Associate in Science	This modification was prompted by the need for incoming students to receive the rabies vaccine (or prove immunity), and while making those changes, the program decided that some modification to the admission requirements may increase our application number. We felt that some of the former application requirements were no longer pertinent based on the number of applications received and what courses were required for the application, but not necessarily a good indicator of student success in the program (e.g. speech).

New Courses:

Course Prefix	Course Number	Course Title	Rationale	First Term
STS	2945C	Surgical Technology Clinic II	This course was developed as part of the Surgical Services AS program in collaboration with BayCare. This course is a continuation of 2944C, that will provide students with the opportunity to complete the 120 surgical cases required by CAAHEP for program completion.	Summer 2023 (620)
STS	2954	Surgery	This course was developed as part of the new	Summer

| | | Technology Portfolio II | Surgical Services AS program in collaboration with BayCare. | 2023 (620) |
| STS | 2936 | Surgical Certification Symposium | This course was developed for the new Surgical Services AS program and specifically to prepare students for the certification exam. | Summer 2023 (620) |

Course Updates:

Course Prefix	Course Number	Course Title	Rationale
STS	2324	Surgical Procedures II	One of the surgical specialties (ophthalmic surgery) was left out of the course description and the course objectives. This is being added now.
DEH	2804L	Dental Hygiene IV Clinic	Periodic Course review for updating of current clinical concepts and or techniques. Changing MLOs. *First effective term Summer 2023 (620)
HSC	1524	Introduction to Infectious Disease	If we place a pre req of BSC2085 or BSC1084, students will be more prepared for the course and more successful.
ATE	2612	Animal Medicine	ATE 2631 is vital as a pre-req for the success of students in ATE 2612. MLOs in 2631 must be achieved before students can move onto the more advanced course of ATE 2612.

Course Deactivations:

Course Prefix	Course Number	Course Title	Rationale
ATE	2501C	Professional Development Seminar	ATE 2501C is no longer a course that is offered, and it has not been a required course for some time now. All students have already been taught out.
ATE	3100	Tools For Success	ATE 3052 replaced ATE 3100, ATE 3200, and ATE 3744. No teach-out needed; all students now take ATE 3052 in their first semester.
ATE	4000	Veterinary Technology Precapstone	We are requiring that all students take the new ATE 4940 capstone that replaced ATE 4000 and ATE 4814; no teach-out needed.
ATE	4814	Veterinary Technology Capstone II	We are requiring that all students take the new ATE 4940 capstone that replaced ATE 4000 and ATE 4814; no teach-out needed.

.

PUBLIC SAFETY, PUBLIC POLICY, AND LEGAL STUDIES

Program Updates:

Program Code	Program Name	Degree Type	Justification
EAM-AS	Public Safety	Associate in Science	EAM-AS is being updated to combine content of the FIRE-AS program that is going into teach-out. FIRE-AS will now become a subplan under EAM-AS. The Major Core courses are also changing to reflect the updates to the subplan offerings
CJPSS-AS	Criminal Justice Technology Public Safety Services	Associate in Science	CJPSS-AS is being updated to combine the content of AS programs going into teach-out, including DIGFORN-AS and CST-AS. These two programs will now become subplans under CJPSS-AS. The Major Core courses are also changing to reflect the updates to the subplan offerings.
CST-CT	Crime Scene Technology	Certificate with Financial Aid Eligibility	CJE 2673C is being updated effective Fall 2023 (0625) from 4 credits to 3 credits to fit into the new parent program CJPSS-AS: CT Subplan. Due to this update, the credit hours will be changed for the program from 28 to 27.
PPA-BS	Public Policy and Administration	Bachelor of Science	Removing MAN 4584 Process Improvement Methods from electives; this course is not relevant to the Public Policy and Administration field/profession. Adding PAD 4332 Strategic and Operational Planning and PAD 3311 Program Planning & Evaluation to program electives. Both courses are specific and relevant to the Public Policy and Administration profession. Both would benefit our students in the public service profession. The addition of two electives would provide students with more elective options in our curriculum.

Program Deactivations and Teach-Outs:

Program Code	Program Name	Degree Type	Justification	First Term
CST-AS	Crime Scene Technology	Associate in Science	Program is going into teach-out due to changes in the Public Safety AS degrees. CST will be offered as a subplan to CJPSS-AS effective Summer 2023 (0620).	Summer 2023 (620)
DIGFORN-AS	Digital Forensics and Computer Investigations	Associate in Science	Program is going into teach-out due to changes in the Public Safety AS degrees. DIGFORN will be offered as a subplan to CJPSS-AS effective Fall	Summer 2023 (620)

2023 (0625).

| FIRE-AS | Fire Science Technology | Associate in Science | Program is going into teach-out due to changes in the Public Safety AS degrees. FIRE will be offered as a subplan to EAM-AS effective Summer 2023 (0620). | Summer 2023 (620) |

New Courses:

Course Prefix	Course Number	Course Title	Rationale
PHI	2642	Ethics of Social Diversity	The purpose of this class is to broaden the spectrum of ethics electives currently on offer at SPC. Students need electives in order to graduate from SPC, and we believe that ethics electives help further develop both the critical thinking skills and heightened awareness of social problems necessary for gainful employment and engaged democratic citizenship.
PHI	2647	Ethics in Science and Technology	Supplementary courses in ethics offer further opportunities for students to hone their critical thinking skills, which makes them both more employable and better prepared for roles in larger society. Specifically, the purpose of this course is to help prepare budding scientists, engineers, and other tech students for the ethical pitfalls of their respective fields.
CCJ	2358	Capstone: Criminal Justice Report Writing	This course has been developed as a capstone for our reconfigured criminal justice A.S. degrees. There have been industry requests from several different sectors for a course to improve report writing. This will also improve our ability to obtain an end-of-program assessment. Contact hours are 48 in order to satisfy state requirements.

Course Updates:

Course Prefix	Course Number	Course Title	Rationale
CJE	2645	Introduction to Forensic Science	Upon course review, the approved course outline requires adjustments to the language of the outcomes and objectives.
CJE	2673C	Crime Scene Photography	This course will be a part of a new Public Safety degree program, and credits will be adjusted to match other subplans.
CJE	2940	Internship	Course credits are being changed from 3 to 6 to articulate into the Law Enforcement Subplan of CJPSS-AS. Adding a sentence to the course description to also reflect this update.

SCIENCE AND MATHEMATICS

Course Updates:

Course Prefix	Course Number	Course Title	Rationale
BSC	2362	Field Ecology	Course needs to be broader in scope to allow for more flexibility. We have a number of study abroad courses in the sciences at SPC, and this course is very specific to just the tropical environment. We need to modify it to make it broader to allow this course to be offered for multiple countries instead of just the tropics.
CHM	2045	General Chemistry I	There is a need to update the requirements of this course since we do not review high school transcripts for admittance into the course.
BSC	1005C	Biological Sciences with Lab	Course hasn't been reviewed in 5 years. Updating MLOs.

Course Deactivations:

Course Prefix	Course Number	Course Title	Rationale
BSC	1005	Biological Science	The course has not been offered since 2016, so we would like to formally close this course.

SOCIAL/BEHAVIORAL SCIENCES AND HUMAN SERVICES

New Courses:

Course Prefix	Course Number	Course Title	Rationale
HUS	4553	Multicultural Perspectives in Human Services	This course is being developed as part of the new Human Services BS Program.
HUS	4650	Administration in Human Services	This course is being developed as part of the new Human Services BS Program.
HUS	4945	Human Services Internship	This course is being developed as part of the new Human Services BS Program.

Course Updates:

Course Prefix	Course Number	Course Title	Rationale
DEP	2004	Lifespan Psychology	The suggested revisions for this course reflect changes and updates in the language /terminology used within the discipline and recent developments in research within the field.

TECHNOLOGY

Program Updates:

Program Code	Program Name	Degree Type	Justification
TMGT-BAS	Technology Development and Management	Bachelor of Applied Science	Removing two subplans. The Cybersecurity Defense and Risk Mitigtion (CSDR) sub-plan is now redundant since the introduction of the Cybersecurity BAS program. This sub-plan will be deleted. All courses in the sub-plan are included in the new degree, and will continue to be offered. The Software Assurance (SFTAS) subplan has suffered from low course enrollment since its inception, and program enrollment is not growing. This sub-plan will be deleted. The courses unique to the sub-plan will be in teach-out so current program students may complete.

Five (5) Year Course Deletion

Pursuant to Florida Statute 1007.24, the State Board of Education requires institutions to purge courses listed in the Statewide Course Numbering System (SCNS) that have not been taught by the institution within the past five years. Moreover, SPC Board Rule 6A-10.0331 requires "*the president of each community college shall annually certify to the board of trustees for that university or college that the institution has complied with Section 1007.24, Florida Statutes*."

The following courses (18) will remain Active for Transfer Purposes and un-schedulable in the Course Catalogue:

College/School/Dept.	Course ID	Subject	Catalog	Description
CCIT	010941	CAP	4773	Projects in Data Science
CCIT	001446	COP	1831	Web Scripting CGI/PERL
CCIT	001777	COP	2837	Visual Basic.NET Programming I
CCIT	001780	COP	2838	Visual Basic.NET Programmng II
COB	003189	HFT	2276	Club & Resort Operations
COB	009302	BRC	3203	Banking Reg & Compliance
COE	007449	EEX	3101	Surv Norm/Abnorm Lang & Speech
Comm	010059	ENC	0015	Development Writing I
Comm	003804	IDS	1102H	Honors Interdis Baroque-Modern
Comm	010061	REA	0007	Development Reading I
Comm	006647	SPN	1120H	Honors Elementary Spanish I
Comm	006648	SPN	1121H	Honors Elementary Spanish II
EBA	008318	ETI	1030	Regltry Envrnmnt for Med Devcs
EBA	009473	ETI	2031	Risk Mgmt & Assmt for Med Dev
EBA	009592	ETI	2032	Chg Control & Documentation
Math	009447	MGF	4301	Transitions to Adv Math
Honors	009122	IDH	2028H	Honors College Capstone Semina
Honors	008015	IDH	2029H	Honors College Cornerstone Sem

March 21, 2023

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President

SUBJECT: Future Accreditor of St. Petersburg College

Approval to Research Higher Learning Commission (HLC) as a Future Accreditor for St. Petersburg College:

Following the Federal Government's removal of "regional" restrictions governing accreditation bodies in 2019, the state of Florida passed Senate Bill 7044 during the 2022 legislative session, removing SACSCOC as the specified institutional accreditor for all Florida institutions.

In August 2022, the State Board of Education and the Board of Governors, following from information gathered by a joint Florida College System and State University System task force that interviewed and reviewed materials from the five additional institutional accreditors, suggested that each college or university identify the accrediting body that best aligns with their mission and goals. After a review of the materials, SPC has identified the Higher Learning Commission (HLC) as the best fit for the College in serving our community and students and ensuring successful academic articulation in the future.

This memo seeks the Board of Trustees' approval to continue researching HLC to ensure it aligns with SPC and to transition to HLC as the College's institutional accreditor if appropriate.

Matthew Liao-Troth, Vice President for Academic Affairs, recommends approval.

March 21, 2023

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President (JW)

SUBJECT: Institute for Museum and Library Services—Museum Assessment Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Institute for Museum and Library Services (IMLS) by St. Petersburg College for the Museum Assessment Program (MAP) Grant. Permission is also sought to accept the service benefit over a one-year 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.

The IMLS Museum Assessment Program will assist the Leepa-Rattner Museum of Art (LRMA) in reviewing institutional policies, procedures, and records to serve as a baseline to measure the museum's progress and institutional capacity. Participation in the MAP assessment will create clear guidelines, benchmarks, and expectations regarding administrative roles, processes, procedures, and documents, and serve to more firmly seat LRMA within the overall structure of St. Petersburg College and its holdings. By providing a high-level view of our current positioning, the assessment will serve to focus on common best practices for institutions such as ours and streamline operations around autonomy and intersectionality within the parent organization.

The estimated period of performance will be from April 1, 2023 through March 30, 2024. The total project budget is projected to be $700.00 for a fixed cash match. The grant is a service benefit and holds no cash value.

Jamelle J. Conner, Vice President, Student Affairs; Mia Conza, General Counsel; and Rodrigo Davis, Provost, Tarpon Springs Campus, recommend approval.

Attachment
gms030623

Date of BOT Meeting: March 21, 2023

Funding Agency or Organization: Institute of Museum and Library Services (IMLS)

Name of Competition/Project: Museum Assessment Program (MAP)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** April 1, 2023 **End:** March 31, 2024

Administrator: Dr. Rodrigo Davis

Manager: Christine Renc-Carter

Focus of Proposal:

The Institute of Museum and Library Services strategic methods were created in partnership with the American Alliance of Museums to champion lifelong learning, strengthen community engagement, advance collection stewardship and access, and demonstrate excellence in public service. To that end, the institute's museum assessment program supports future planning by engaging museum staff and primary stakeholders in a low cost, one year assessment program.

Developed specifically to strengthen operations, the program utilizes a peer review format in conjunction with a 4-part self-assessment workbook format to identify current strengths and challenges, then determine where resources and strategies can facilitate synergy, functionally identify and prioritize shared goals, energize staff, and build community rapport. The Leepa-Rattner Museum of Art (LRMA) will participate in the Museum Assessment Program (MAP) with an outcome that will result in institutional improvement of overarching self-identified goals for the museum in three key areas: (1) Have all documentation, including those documents related to the change in status, organized and accessible for the reaccreditation process in November 2023; (2) Strategize and formalize current methods of service delivery and processes toward greater alignment of activities, mission, and resources with parent organization, and provide recommendations and resources for future goals setting; and (3) Create a roadmap for improving functional and strategic aspects of LRMA operations standards to ensure practices are usual and customary industry benchmarks, improve communications between staff, board, and other constituents, and identify key areas of operations or functions that can be strengthened. Operations that currently function well will be optimized, and less obvious or perhaps less frequently performed administrative activities will have stronger indicators for cyclic performance.

This grant program supports LRMA strategic planning and accreditation goals.

Budget for Proposal:

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

Personnel	$ N/A
Fringe	$ N/A
Travel	$ N/A
Contracts and Services	$ N/A
Marketing and Printing	$ N/A
Equipment	$ N/A
Indirect Costs	$ N/A
Total Budget	**$ N/A**

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	$ N/A
Total amount from funder:	$ N/A
Amount/value of match:	Cash: $700.00
	In-kind: N/A
Required match or cost sharing:	No Yes X
Voluntary match or cost sharing:	No X Yes
Source of match/cost sharing:	Foundation
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. Optimize Property Assets
	2. Professional growth, to include policies and procedures
Strategic Initiative(s):	1. Financial Vitality
	2. Promote Employee Engagement, Growth, and Creativity

March 21, 2023

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President

SUBJECT: U.S. Department of Commerce – Minority Business Development Agency Capital Readiness Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Commerce by St. Petersburg College for the Minority Business Development Agency (MBDA) Capital Readiness Program grant. Permission is also sought to accept an estimated $1,962,067 in funding over a four-year period for this proposal and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The U.S. Department of Commerce's MBDA Capital Readiness Program grant is designed to help close the entrepreneurship gap between socially and economically disadvantaged individuals (SEDI) and non-SEDI to create a new era of business growth, hiring and wealth.

SPC has submitted a proposal to support its *One Pinellas Entrepreneurial Network (OPEN)*, to support entrepreneurs and businesses in launching and growing investable and scalable businesses through education, networking and capital building opportunities. With multiple community partners, including subrecipients The Greenhouse and Pinellas County Economic Development, OPEN will develop a coordinated and sustainable entrepreneurial ecosystem through a centralized One Pinellas website that will assess participants and identify needed supports for early-stage incubators and emerging-business accelerators.

The period of performance will be from July 1, 2023 through June 30, 2027. The total project budget is projected to be $1,962,067 over a four-year period, of which the College anticipates receiving the full amount.

Matthew Liao-Troth, Vice President, Academic Affairs; Mia Conza, General Counsel; and Emmanuel Hernandez-Agosto, Dean of the College of Business, recommend approval.

Attachment
gms030623

BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: March 21, 2023

Funding Agency or Organization: U.S. Department of Commerce

Name of Competition/Project: Minority Business Development Agency
                 (MBDA) Capital Readiness Program

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 07/01/23   **End:** 06/30/27

Administrator: Emmanuel Hernandez-Agosto

Manager: TBD

Focus of Proposal:

The goal of St. Petersburg College's MBDA Capital Readiness Program—The One Pinellas Entrepreneurial Network (OPEN)—is to create a coordinated and integrated county-wide entrepreneurial ecosystem as an equity multiplier for socially and economically disadvantaged individual (SEDI) entrepreneurs to offer capacity building, venture capital readiness, access to venture investment and investors, job creation, and network support. Through community and foundation partnerships, OPEN will close identified gaps in accessing ecosystem opportunities for entrepreneurs, and initiate business growth, hiring and family-sustaining incomes. OPEN will primarily offer early-stage incubators with technical assistance; however, emerging-business accelerators will also be supported through referrals to needed services.

The initiative will focus on four main objectives: (1) Recruit SEDI to the OPEN program through targeted partnership connections and sustained efforts; (2) Assess entrepreneurial needs and make referrals to capacity building educational workshops, programs, certificates, certifications, panels, and speakers; (3) Prepare entrepreneurs for capital requests of funding through loans, grants and other resources by development of strong proposals and sharing resources; and (4) Introduce entrepreneurs to peers, mentors, and affinity groups, both formally and informally, to build a refined, aligned, and responsive OPEN network.

Working with multiple partners, including subrecipients The Greenhouse and Pinellas County Economic Development (PCED), OPEN will serve entrepreneurs throughout Pinellas County with an anticipated 400 SEDI entrepreneurs enhancing their businesses through credit and non-credit training held at SPC, the Greenhouse and PCED. Over the four-year grant, funding will be used for project personnel at each location, outreach and recruitment activities such as workshops, information sessions, summer bootcamps and the development of entrepreneurial curriculum. Through matching funds provided by the SPC Foundation, VentureWell Foundation, the Greenhouse and Downtown Center (DTC) SPC operating funds, the project will include scholarships for students and funding to better prepare entrepreneurs for sustainable, successful business ventures.

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

Personnel	$ 419.226
Fringe	$ 54,885
Travel	$ 54,547
Supplies	$ 31,464
Contracts and Services	$1,084,000
Marketing and Printing	$ 69,000
Indirect Costs	$ 248,945
Total Budget	**$ 1,962,067**

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	$2,171,292
Total amount from funder:	$1,962,067
Amount/value of match:	Cash: $171,659
	In-kind: $37,566
Required match or cost sharing:	No Yes **X**
Voluntary match or cost sharing:	No **X** Yes
Source of match/cost sharing:	SPC Foundation
	The Greenhouse
	VentureWell Foundation
	SPC DTC Operating Budget
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Curriculum and supplies:	$17,566
Equipment:	N/A
Services:	N/A
Personnel:	$111,659
FTE:	N/A
Other (Scholarships):	$80,000

College Values, Strategic Initiatives and Activities Addressed:

Value(s):	1.	Community Focus
	2.	Student Success
Strategic Initiative(s):	1.	Community Engagement
	2.	Academic Excellence

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President

SUBJECT: Approval of AudioVisual System Purchase, Project Number 1707-N-22-5, Workforce Incubator, TS

Approval is requested to approve the purchase from The ProMedia Group of Audio Visual Equipment associated with Project Number 1707-N-22-5, Workforce Incubator, TS

The ProMedia Group was selected as part of the cooperative agreement program "TIPS" (The Interlocal Purchasing System) to provide audio visual equipment for Workforce Incubator, TS. Approval is sought to purchase audio visual equipment in an amount not to exceed $413,763. This purchase is outside of the GMP approved at the January 2023 Board of Trustees meeting but is included in the total project budget of $8,156,700.

Janette Hunt, Vice President, Finance & Business Operations; and David Cutler, Executive Director Construction Services, Facilities Planning & Institutional Services; recommend approval.

INSTITUTE FOR STRATEGIC POLICY SOLUTIONS

March 2023

Programs

February 23rd, 2023 via Zoom (1:30 pm to 2:30 pm)
Agriculture in Florida
ISPS hosted a panel discussion to delve into agriculture policy in Florida, workforce issues and challenges in the industry. Mark Trujillo of the Humana Foundation moderated the conversation with Catherine Campbell, PhD, Community Food Systems Specialist, UF IFAS, Monica Petrella, Food Systems Program Coordinator, UF IFAS and Javier Garces, DPM, Professor and Program Director, Valencia College. Around 45 people attended the program live.

March 29th, 2023 @ SPC Veterinary Technology Center (1:00 pm to 2:30 pm)
Community Conversation: Why Dogs are more important than ever before.
Join ISPS and Peter Kageyama, writer, and urbanist from St. Petersburg, Florida as we engage in a community conversation at the SPC – Veterinary Technology Center on the importance that dogs have in our communities.

News

- On March 22nd, ISPS, along with Professor Kelli Stickrath, Chair of Natural Science Department, will co-host a movie screening of "Dear Tampa Bay, Stories from the Gulf Coast" on the SPC Tarpon Springs Campus LY-156 from 6-7:30pm.
- The ISPS Team recently tabled at Volunteer Rush '23, a collaboration with the Gulfport Senior Center and non-profit Seniors in Service to get the 55+ community involved in civic engagement. This collaboration stems from our April 1st, 2022 program, "Engaging Seniors in Civic Life," and our convening of non-profit stakeholders in the aging community on June 29th, 2022.
- Recent Program Coverage:
  - 83 Degrees: Hometown astronaut Nicole Stott mixes art and science at Leepa-Rattner
  - St. Pete Catalyst: Home ownership and the affordable housing puzzle
  - WMNF: Food insecurity solutions reviewed at SPC panel
- ISPS published its February newsletter.
- ISPS Executive Director Kimberly G. Jackson will moderate a Suncoast Tiger Bay conversation on March 1st at the St. Peterburg Museum of History with Brandi Gabbard, St. Petersburg City Council Chair, USF St. Petersburg campus Chancellor, Dr. Christian Hardigree, and Lisa Cane, Chair of Pinellas County School Board around Women's History Month, family, careers and change.

Kindly follow us on:

Kimberly G. Jackson, Esq.
Executive Director
ISPS

Foundation Report

BOT March 2023 Update

Mission Moment

Chanel Respers is a veteran who served for a total of 24 years between both the U.S. Marine Corps and the Army, she Is planning on furthering her carreer in the social work field. She say's " I would like to advocate for the veteran who has been turned down and away from the Veteran's Benefits Administration (VBA) for not understanding what it is that they need to receive the support that they deserve."

Chanel's thank you message to the donor:

Dear Scholarship Sponsor,

I want to off by saying that I am truly honored and thankful for being the named recipient of the O. Marie and Tom Scannell VA Bay Pines Scholarship for the Fall 2021 academic semester at St. Petersburg College.

I am currently a Paralegal Studies major. I plan of furthering my career in the Legal and Social Work field. Once I graduated from St. Petersburg College, I plan on applying to Florida A&M and Florida State University to further my education in the areas I have listed above. I truly am thankful for the financial contribution that you have given to me to get me closer to making this goal a dream come true. Thank you so much for this encouragement and support.
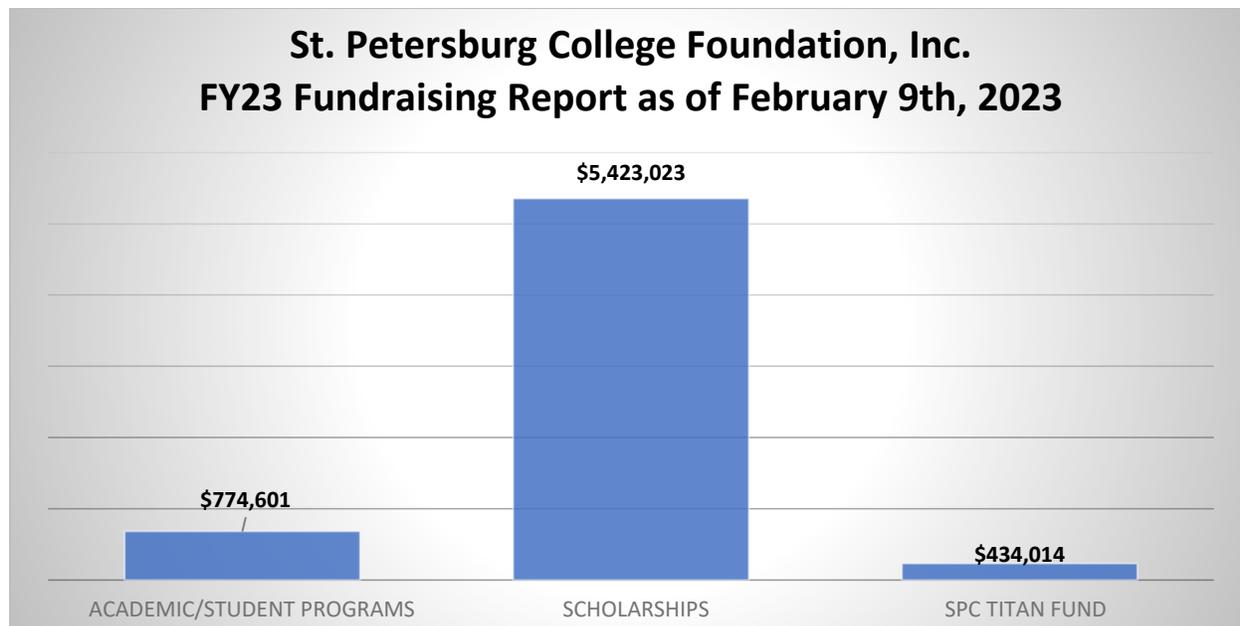
I am a Veteran who has served a total of 24 years between both the United States Marine Corps and Army. I am also an employee at the Veteran's Benefits Administration (VBA) at Bay Pines Regional Office in St. Petersburg. I assist Veterans with the appropriate compensation and benefits under the applicable laws. It is my goal to me able to further my education so that I am qualified and able to apply for key leadership positions within the VBA to make changes, improve and implement benefits offered to Veterans and their families. I believe completing my degree in Law and Social Work along with being a Veteran will provide the advantage needed to articulate the needs of the Veteran population.

Thank you for awarding me the O. Marie and Tom Scannell VA Bay Pines Scholarship.

Sincerely,

Chanel S. Respers

Dashboard

St. Petersburg College Foundation, Inc.
FY23 Fundraising Report as of February 9th, 2023

$5,423,023

$774,601

$434,014

| ACADEMIC/STUDENT PROGRAMS | SCHOLARSHIPS | SPC TITAN FUND |

Fund Category	FY23	FY22
Academic/Student Programs	$ 774,601	$ 3,790,292
Scholarships	$ 5,423,023	$ 3,871,441
SPC Titan Fund	$ 434,014	$ 177,204
Total:	$ $6,394,924	$ 7,838,937

Expense Report:

As of February 28th, the Foundation provided the following support to SPC:

- **$1.5M** in scholarships to SPC students.
- **$1.4K** in program support, providing support to such programs as
  - Alumni Association
  - Academic Affairs Department
  - African American Male Initiative
  - Athletic Boosters
  - Black Girl Magic Event
  - Business Plan & Elevator Pitch Competition
  - College of Education
  - College of Nursing
  - Dental Hygiene Department
  - Fall Enrollment Initiative
  - Grants Department

- Humanities & Fine Arts Department
- Learning Resources Centers
- College Marketing & Communications
- Mental Health Awareness/Allied Health
- Natural Sciences
- Palladium Theater
- Social Justice Initiative
- SPC Collegiate High School
- Veterinary Technology Program
- Welcome Back Titans Event
- Women on the Way & Keys to Manhood
- Workforce Development

Palladium Board Report
March 2023

1. Our Palladium Chamber Series set a new attendance record Tuesday, Feb. 21, when the Julliard String Quartet played to an audience of just under 500 fans on a Wednesday night.

2. The Palladium was asked to present our new promotional video and share our emerging renovation plan open the Downtown Partnership's Development Summit last week before 400 people. The event occurred at the Palladium.

3. With help from a National Endowment Grant, the Palladium will present a night combining jazz and live dance. The show, which features Project Alchemy and the jazz artist Jeremy Carter, happens on April 27 in the Side Door Cabaret.

4. BEACON, the Palladium's dance initiative, returns for its eight year on April 28, with original performances by multiple dancers, choreographers and dance companies from around Tampa Bay.

5. As part of the renovation campaign, we have met with local, state and federal elected officials seeking support and Executive Director Paul Wilborn spoke to the Legislative Delegation meeting at the Clearwater campus in January.

6. The Palladium's Fellowship program, which provides $2,500 stipends to 12 area performers or arts groups, has booked four performances for later this spring, summer and fall, featuring these local performers. This culturally diverse group includes artists working in jazz, pop, dance, chamber music, blues, and new music. Shows will be presented on our mainstage or Side Door in 2023 and 2024.

7. Please see upcoming events at the Palladium: https://mypalladium.org/event-listing/

<div align="center">**Leepa-Rattner Museum of Art (LRMA)**
March 2023 Report of SPC BOT</div>

<u>LRMA Exhibitions</u> –
Current:

> Spring 2023 exhibitions celebrate the Performing Arts. Partnerships include The Palladium and the Morean Art Center in honor of BEACON Dance event and Tom Kramer dance photography showing at multiple venues. Opening Reception on Feb. 24 including a touching dance performance and Q&A with the performers and choreographer. (150 people attended)

- ○ ***ARTS ALIVE! Performance in Art, featuring Fernand Léger's Le Cirque*** (February 25 – May 21, 2023)
  - ▪ More than fifty vibrant works by modern masters from around the world, including Picasso, Calder, Léger, Rattner and more, highlight the performing arts including theater, dance, and the circus.
- ○ ***The Palladium Series: The Other Side of Dance, Tom Kramer Photography*** (February 25 – May 21, 2023)
  - ▪ Photographed during COVID at the Palladium, Kramer's dramatic series explores the possibilities of movement, form, and beauty through dance. Kramer passed away Aug. 11, 2022. Co-marketing and collaborative programs with Palladium and the Morean.
- ○ ***Herb Snitzer: In the Present*** (February 18- June 25, 2023)
  - ▪ Herb Snitzer was a renowned photojournalist, best known for his iconic jazz portraits including Miles Davis, Louis Armstrong and Nina Samone. Snitzer passed away Dec. 31, 2022. Nina Samone and Herb Snitzer tribute at Palladium on 3/2/23.
- ○ ***Structure of Prints: The Dorothy Mitchell Collection*** (Aug. 12, 2022 – March 12, 2023)

Upcoming:
- ○ ***State of the Digital Arts (SODA): Pinellas County Schools, Grades K-8*** (April 1-30, 2023)
  - ▪ SODA features 100 works created by elementary and middle school students in digital arts and video/animation. LRMA welcomes the first student exhibit since before COVID.
- ○ ***Florida CraftArt Permanent Collection*** (June 10-September 3, 2023)
- ○ ***SPC Visual Arts Faculty Exhibition*** (September 23-December 17, 2023)

<u>LRMA Education/Programs</u> – LRMA is collaborating with SPC Faculty to create cross-disciplinary programs. Programs continue to be added. Please visit https://leeparattner.org/calendar/
- Weekly   **Docent tours**: Wednesdays & Sundays at 2:00 p.m.
- Monthly   **Focus Friday lecture series,** first Fridays at noon.
- Jan. 20-Jun. 16   **Leap into Art: Monthly children's story/art hour.** Partner with Palm Harbor Library
- Mar. 9   **Curators Roundtable Virtual Program** with the Morean and LRMA.
- Apr. 13   **Dance-Draw-Write workshop** for students and community with Paula Kramer.
- Apr. 20   **Poetry & Painting with Greg Byrd & Marjorie Greene Graff** (Faculty Collaboration)
- May 11   **Herb Snitzer Gallery Talk** with Robin O'Dell

<u>LRMA in the News</u> –
- Nicole Stott event recap: SPC Promo video and Nicole Stott Program

March 21, 2023

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President

SUBJECT: Fiscal Year 2022-2023 College General Operating Budget Report with Tuition Revenue

The FY22-23 fund 1 operating budget report through January 31, 2023, is attached.

As of February 28, 2023, the overall revenue was $99.96M, which represents 60.93 % of the operating budget. The overall expense was $93.11M, which represents 56.75 % of the operating budget. Personnel expenses represent 73.84 % of the annual operating budget. As of this report date, personnel expenses total $67.72M or 55.9 % of the total budget of personnel expenses. Instructional personnel expenses account for $53.2M and $14.52M for Administration personnel expenses. Current and Capital expenses total $25.39M. The net balance of revenue less expense is $6.85M.
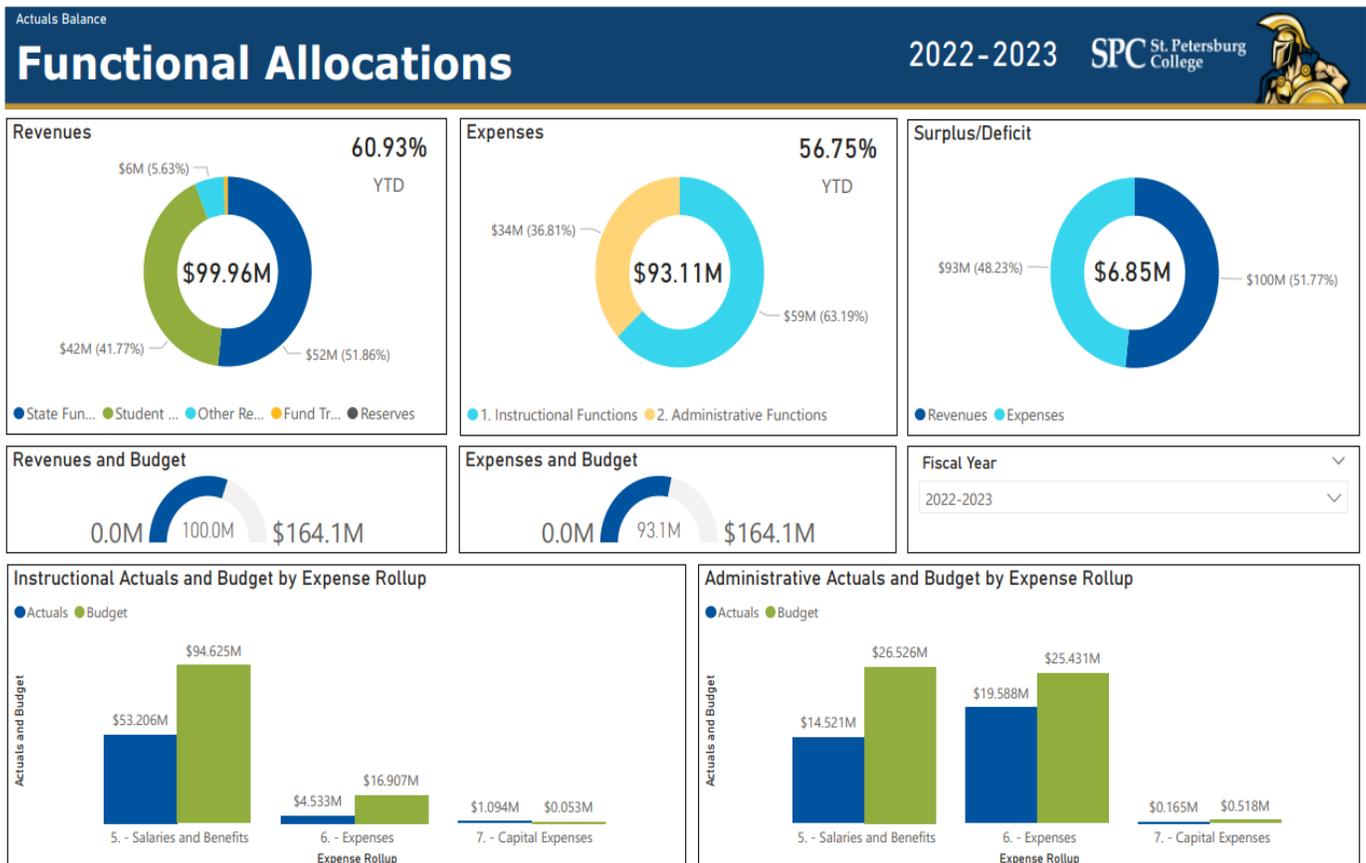
Displayed below are charts for projected tuition revenue. There are three types of tuition revenue: credit tuition, non-credit tuition, and postsecondary adult vocational tuition.
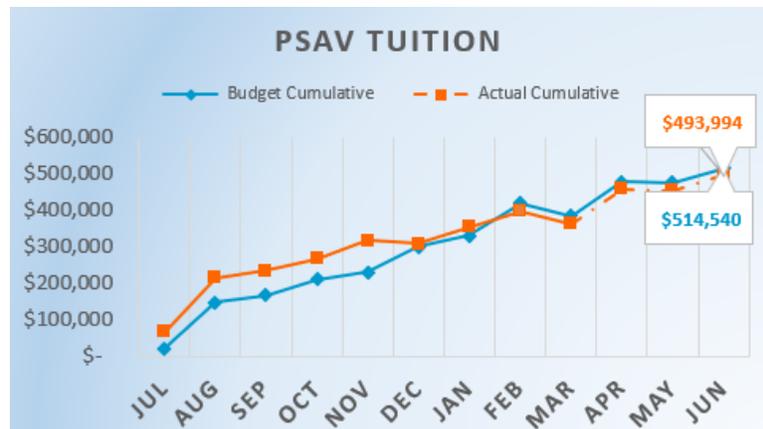
Credit Tuition Revenue – The chart below displays the credit tuition portion of the budget to the trending projected amount. As of February 28, 2023, the tuition projected is $852K below the budgeted amount.
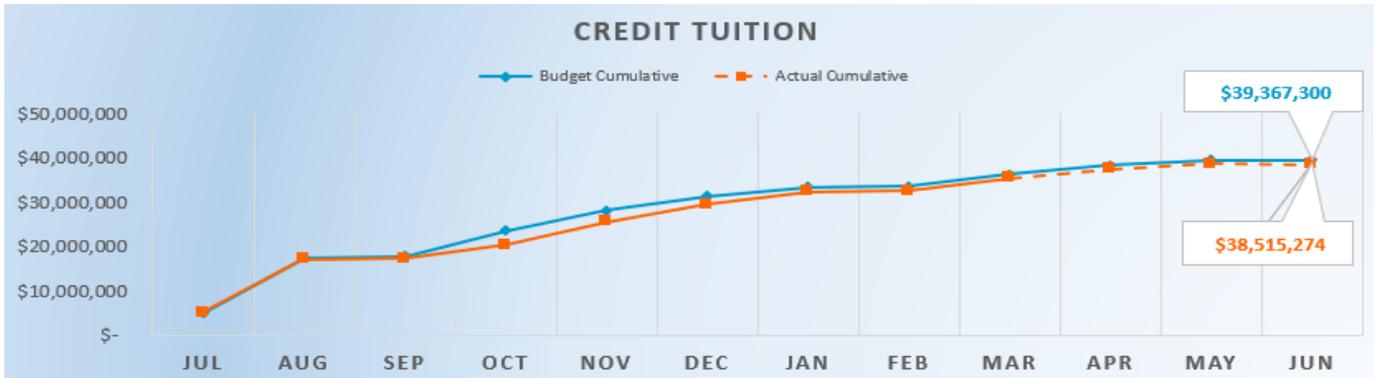

Non-Credit Tuition Revenue – The chart to the right displays the non-credit portion of the budget to the trending projected amount. As of February 28, 2023, the tuition projected is $99K below the budgeted amount.
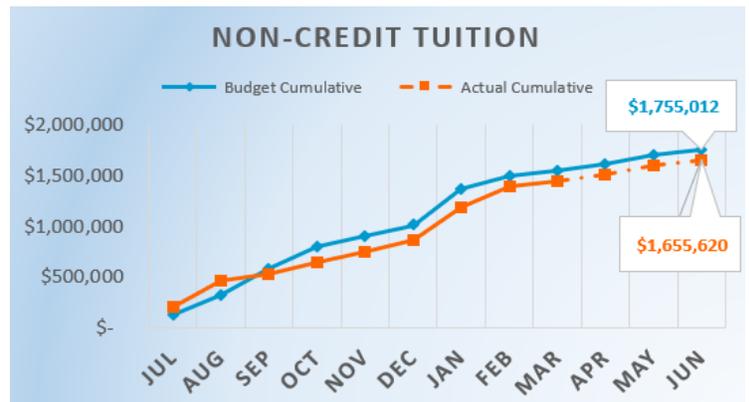
Postsecondary Adult Vocational Tuition Revenue – The chart to the right displays the Postsecondary Adult Vocational (PSAV) portion of the budget to the trending projected amount. As of February 28, 2023, the tuition projection is $20K below the budgeted amount.

Total Tuition Revenue - The chart below displays the total operating tuition budget to the trending projected amount. As of February 28, 2023, the overall tuition projected is $971K below the budgeted amount.
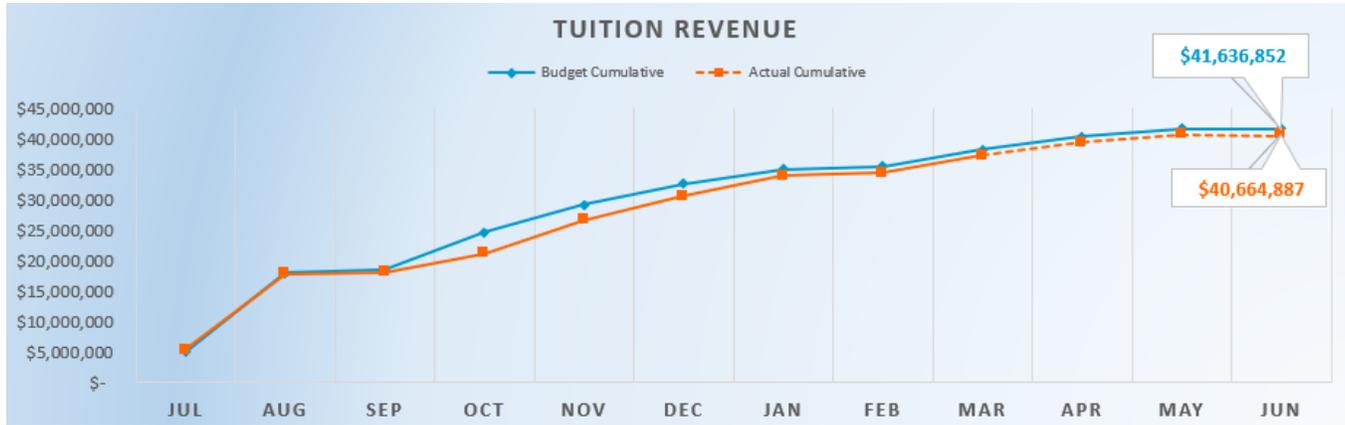
Dr. Hector Lora, Associate Vice President, Budgeting.

Attachment

Operating Budget Report
28-Feb-23

Revenue		Budget		Actual	% of YTD
Student Tuition & Fees	$	51,981,580	$	41,748,116	80%
State Funding	$	91,118,156	$	51,840,841	57%
Other Revenues	$	11,359,768	$	5,626,795	50%
Fund Transfers In	$	1,500,000	$	742,280	49%
Reserve	$	8,101,252			
Total Revenue	$	164,060,756	$	99,958,032	61%

Expenses		Budget		Actual	% of YTD
Instruction	$	62,561,377	$	33,979,114	54%
Public Sevices	$	995	$	919	92%
Academic Support	$	26,071,026	$	13,379,403	51%
Student Support	$	22,952,552	$	11,473,662	50%
Total Instructional	$	111,585,950	$	58,833,097	53%
Institutional Support	$	26,825,016	$	13,823,807	52%
Physical plant Operation and Maintenance	$	17,607,303	$	11,963,941	68%
Student Financial Assistance	$	2,372,798	$	2,144,601	90%
Contigency, Transfer, Etc	$	5,669,689	$	6,341,415	112%
Total Administrative	$	52,474,806	$	34,273,763	65%
Total Operating Expenses	$	164,060,756	$	93,106,860	57%

Balance	$	-	$	6,851,173	

*FY2022-23 excludes Net Pension adjustments.