

MINUTES OF THE MAY 16, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, May 16, 2017 at the St. Petersburg College EpiCenter, 13805 – 58th Street N., Largo, Florida. The following Board members were present: Chair Bill Foster, Vice Chair Nathan Stonecipher, Bridgette Bello, Katie Cole, and Deveron Gibbons. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, May 16, 2017, at the EpiCenter, Room 1-453, 13805 58th Street North, Largo, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

A copy of the agenda may be obtained within seven (7) days of the meeting on the [SPC Board of Trustees website](#) at www.spcollege.edu, or by calling the Board Clerk at (727) 341-3241.

Members of the public are given the opportunity to provide public comment at meetings of the Board of Trustees concerning matters and propositions on the agenda for discussion and Board action. At the Board meeting, in advance of the time for public comment on the agenda, individuals desiring to speak shall submit a registration card to the Board Clerk, Ms. Rebecca Turner, at the staff table. Policy and procedures regarding public comment can be found on the [SPC Board of Trustees website](#) at www.spcollege.edu

If any person wishes to appeal a decision made with respect to any matter considered by the Board, he or she will need a record of the proceedings. It is the obligation of such person to ensure that a verbatim record of the proceedings is made. Section 286.0105, Florida Statutes.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency five business days before the meeting by contacting the Board Clerk at 727-341-3241. If you are planning to attend the meeting and are hearing impaired, please contact the agency five business days before the meeting by calling 727-791-2422 (V/TTY) or 727-474-1907 (VP).

17-093. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
May 16, 2017

EPICENTER MEETING ROOM (1-453)
13805 -58th STREET N.
Largo, FL

REGULAR MEETING: 9:00 AM

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Recognitions/Announcements
 - 1. Introduce New Trustee Bridgette Bello
 - 2. Introduce New Dean of Natural Sciences and Engineering
 - 3. Model United Nations
- B. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Dr. Irving Degraw (*Not Attending*)

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 April 18, 2017 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel
- C. Faculty Governance Organization (FGO) – Dr. Richard Mercadante, Chair
- D. Career Service Employee Council (CSEC) – Ms. Jeanne Trimble, Chair

VI. STRATEGIC FOCUS AND PLANNING

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A. STUDENT SUCCESS AND ACHIEVEMENT

1. Florida College System Data Dashboard – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services (*Presentation*)

B. STUDENT SERVICES

1. Financial Aid Update – Mr. Michael Bennett, Associate Vice President, Financial Assistance Services (*Presentation*)
2. Community Outreach Update - Mr. Reggie Reed, Retention Manager (*Presentation*)

C. BUDGET AND FINANCE

1. Monthly Financial Report – Ms. Janette Hunt, Director, Budget and Compliance (*Presentation*)
2. Lab Fees (*Action*)
3. Fiscal Year 2017-2018 Budget Update – Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology (*Presentation*)

D. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
2. Five Year Educational Plant Survey - Mr. Jim Waechter, Associate Vice President, Facilities, Planning and Institutional Services (*Presentation/Action*)
3. Capital Improvement Plan – Mr. Jim Wacheter (*Presentation/Action*)

E. ACADEMIC MATTERS

1. Quality Enhancement Plan Update – Dr. Sabrina Crawford, Executive Director, Institutional Research Effectiveness, Ms. Heather Roberson, Academic Director, Center of Excellence for Teaching and Learning, Dr. Jennifer Haber, Professor, Communications (*Presentation*)

F. STRATEGIC PRIORITIES

1. Legislative Review – Bill Law, President (*Presentation*)

VII. CONSENT AGENDA

A. OLD BUSINESS (items previously considered but not finalized) -NONE

B. NEW BUSINESS

1. ACADEMIC MATTERS

a. Workforce and Professional Development Curriculum Changes
(Action)

2. Contract Between St. Petersburg College and EdFinancial Services, LLC for
Call Center Operations (Action)

3. GRANTS/RESTRICTED FUNDS CONTRACTS

a. Florida Department of Education – Carl D. Perkins (Action)

b. Florida Education Fund – Center of Excellence (Action)

c. American Association of Community Colleges – MentorLinks
(Action)

VIII. INFORMATIONAL REPORTS – NONE

IX. PRESIDENTIAL SEARCH UPDATE

- Ms. Desiree Woroner, Director, Human Resources Development

X. PUBLIC ACCESS/UNAGENDAED ITEMS

XI. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing – NONE

XII. PRESIDENT'S REPORT

XIII. NEXT MEETING DATE AND SITE

June 20, 2017, Epi Center

XIV. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting May 16, 2017, 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.

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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: May 5, 2017

17-094. Under Item I, Call to Order

The meeting was convened by Chair Foster at 9:00 a.m. The invocation was given by Mr. Stonecipher and was immediately followed by the Pledge of Allegiance.

17-095. Under Item II-A, Recognition/Announcements

Chairman Foster introduced Ms. Bridgette Bello as the newest Trustee. He read the following introduction: *Bridgette Bello, of Seminole, is the president and publisher of the Tampa Bay Business Journal and became the first woman publisher in the newspaper's 25-year history. Previously, she was director of advertising for The Business Journal in Tallahassee.*

Ms. Bello received her Bachelor of Science in Journalism from the University of Florida. She is on the Executive Committee for the Tampa Hillsborough EDC, the Florida Economic Education Business Hall of Fame - Selection Committee, Board of Fellows - University of Tampa, Board of Directors for The Spring of Tampa Bay and St. Petersburg College's College of Business Advisory Committee. She was the St. Petersburg Chamber Business Woman of the Year for 2011. Bello served as a Trustee from May 2013 to May 2015. She was reappointed on April 24, 2017.

Ms. Bello expressed her pleasure at re-joining the St. Petersburg College Board of Trustees.

Dr. Anne Cooper, Senior VP of Instruction and Academic Programs, introduced Dr. Natavia Middleton, the new Dean of Natural Science and Engineering. She read the following introduction: *Dr. Middleton earned her bachelor's degree in Biology from the University of South Carolina and a doctorate in Basic Medical Sciences from the University of South Alabama. Over the past several years, she has worked in higher education in several capacities: a biological sciences instructor, Principal Investigator of a National Science Foundation grant, Interim Dean of Arts and Sciences, and a Program Coordinator. One of her professional interests involves strengthening critical thinking skills for students in STEM. She worked with various leaders of community colleges in South Carolina to propose changes to STEM education to be implemented statewide. In 2015, Natavia joined St. Petersburg College as an academic chair for Natural Sciences. She was appointed Interim Dean of Natural Sciences and Engineering in September 2016.*

Dr. Middleton thanked the Board for the opportunity to serve as Dean.

Several members of the SPC Model United Nations team came forward to present the three awards they received at the meeting in New York. These awards were for two position papers they submitted and the Distinguished Delegation Award, the second-highest award given at the Model UN. A number of the delegates addressed the Board, sharing their experiences and thanking the Board for their support of this program.

Roy Slater, faculty advisor to the team, thanked Dr. Douglas Rivero and Dr. Joseph Smiley for their support of the team as well. Students in attendance were, Dragana Mitric, Shannon Preston, Bonwara Kamara, Josh Clepper, Srebina Bangova, Martha Kamara, and Savannah Strandlof. Mr. Gibbons commended the team for representing St. Petersburg College in such a big way. He also thanked Dr. Tom Furlong for his efforts in supporting the team.

17-096. Under Item II-B, Presentation of Retirement and Motion for Adoption

Dr. Irving Degraw was not present.

17-097. Under Item III, Comments

Opportunity was given for comments from the Board Chair, Board Members, the President and the public.

Chairman Foster commented on the recent graduation ceremony and how he enjoyed seeing the students, families and significant others celebrate the achievements of the graduates. Chairman Foster also attended the SPC Collegiate High School graduation and expressed his fascination that these graduates receive their high school diploma one week and their AA degrees from SPC the next. He also welcomed Dr. Middleton to her new position.

Ms. Cole also commented on the graduation ceremonies as visual and tangible reasons for what the College does.

Mr. Stonecipher shared that he toured the Health Education Center (HEC) with Dr. Eric Carver, Provost. He remarked that it was impressive to see all the different things that take place at the HEC and thanked Dr. Carver.

Mr. Gibbons remarked that at this time, the Board is doing the two most important things that they do for the College: graduation and selecting a competent leader of the College. Mr. Gibbons commented that this is Dr. Law's last graduation and thanked him for his leadership. Mr. Gibbons also congratulated Dr. Middleton and thanked Dr. Cooper for that selection.

Mr. Gibbons shared that he had received many emails regarding the Sign Language Interpretation Program. He asked Dr. Law if the Board could figure out what was broken and he mentioned that he also got a call from Congressman Bilirakis about fixing the program and seeing if there was some way to extend the program into a bachelor's program. He said he understood what the College was up against in the legislature, but due to the number of people affected by the program, he requested a discussion about extending the program.

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Mr. Gibbons also asked Chairman Foster and the Board to consider having a Veterans Affairs Advisory Committee on a college-wide basis that would meet with the President and the Board quarterly to share veterans' needs and concerns. He said that SPC serves more veterans than the whole USF system. He commented that Mr. Jeff Cavanaugh and his team do a good job, but would like the Board to consider adding a Veterans Affairs Advisory Committee.

Chairman Foster answered that he liked the idea of a Veterans Affairs Advisory Committee and said the Board could put it on the agenda for the next month's meeting for consideration. He added that there were some speakers on the agenda later today for the Sign Language Interpretation Program.

Dr. Law shared that there were 1,151 graduates this past Saturday and thanked Dr. Tonjua Williams, Sr. Vice President of Student Services, and her staff for their work on that. He also announced that the College has received the Interior Design Excellence Award for the Education category for the design of the Midtown Center. This award was received from the Florida chapter of the International Interior Design Association.

Dr. Law said he had attended the Faith and Action for Standing Together (FAST) conference. They recognized the College for awarding more than 6,000 certificates through more than 275 training initiatives. He also asked the 2017 Leadership SPC group to stand and be recognized.

17-098. Under Item IV, Review and Approval of Minutes

The minutes of the April 18, 2017 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Mr. Stonecipher moved approval of the minutes as submitted. Mr. Gibbons seconded the motion. The motion passed unanimously

17-099. Under Item V, Monthly Reports

Under Monthly Reports

Mr. Lang shared that he missed graduation due to a fall and commented that it was only the second one he missed in forty years. Ms. Gardner had no report this month.

Dr. Rich Mercadante, President of the Faculty Governance Organization, welcomed Ms. Cole to the Board, and welcomed Ms. Bello back to the Board. He addressed three topics with the Board.

First, Dr. Mercadante addressed faculty hiring. He noted that for a long time, the Faculty Senate has championed increasing the number of full-time faculty. He said in any college, the full-time faculty serve as the life blood of the academic side of the house. He noted that during Dr. Law's tenure, with the support of Dr. Cooper and the support of the Board of Trustees, there have been impressive gains. He noted that seven years ago, there were approximately 309 full-time faculty members and there are currently over 370. He said that while the faculty is aware that the budget is tight, they are hopeful that the gains will not slip away. Dr. Mercadante said that SPC lags

behind the state average. He said that part-time faculty make up 72.6% of faculty across the 28 colleges and St. Petersburg College is about 7% behind the state average with part-time faculty at 79.4%. He shared that in 2011, the College part-time faculty was over 82%. He expressed the hope that in collaboration with the faculty, the College could at least meet the state average in this area.

Dr. Mercadante said he was pleased that progress has been made on faculty/deans collaboration on course scheduling. He said that last fall, the Faculty Senate proposed that the faculty and deans work together to create the best course schedule for the College's students. He said that while some academic departments have moved in the right direction, other departments still had some way to go. He said the hope was that faculty and deans can work more closely in all departments to meet the needs of students, particularly during key registration times. He said that the downward trend in enrollment need not be accepted as inevitable. He expressed that the College can do better and that faculty continue to encourage open dialog on this issue so that students can be offered the best schedule possible.

Dr. Mercadante shared that as the College moves closer to transitioning to a new president, faculty are hoping that many of the gains made over recent years will continue. He said that, in his estimation, Dr. Law's legacy centers on two key issues shared with the Faculty Senate: transparency and collaboration. He continued that so much that was behind the sunshine before Dr. Law arrived is now in full public view. He said that so many of the decisions that were decided without collaboration are now part of a shared process. Dr. Mercadante said his hope is that the new president and the Board of Trustees will ensure that this legacy continues. However, he said that he would be remiss if he did not point out that the College still has a ways to go in making transparency and collaboration the standard operating procedure across the College.

Dr. Mercadante told the Board that, this morning, they would hear concerns from the faculty in the AS Sign Language Interpreter Program (SLIP). He said that regardless where one might stand on the specific substantive issues, one fact is clear. He said that SLIP faculty first learned about the demise of their own workforce program by stumbling on a College webpage announcement. He said that even the notes from the March 30 Sign Language Advisory Board gave no indication of this surprise change. He said that, at the very least, there are some procedural issues that need attention.

Dr. Mercadante said that this issue is not isolated to the Sign Language Interpreter Program and that the same issues with transparency and collaboration exist with the Honors Program. He shared that when the Honors Advisory Committee learned of a behind-the-scenes plan to require students to earn five additional credits for their certificate and degree, the Advisory Council voted unanimously against this. He said that the change still remains. He said that the students now have an additional hurdle to complete a certificate or a degree.

Dr. Mercadante said that members of the same Advisory Council were again surprised when another non-transparent plan emerged to change two separate credit Honors courses into non-credit courses and to have an administrator teach the non-credit courses. He asked, "Again, why the secrecy?" He asked, "If any department is going to change credit courses into non-credit courses, why shouldn't faculty be involved in the discussion from the start?" Dr. Mercadante said

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that he was still unclear whether this change is in line with the SPC Curriculum Instruction Manual or with SACS regulations for making substantial changes in academic programs. He added that SACS standard 3.4.10 states that an institution should place “primary responsibility for the content, quality and effectiveness of its curriculum with its faculty. The route for curriculum approval is typically through the processes controlled by faculty.” He said that those were the exact words from the accreditation board. He expressed his disappointment that faculty were left out of the loop on these important decisions.

Dr. Mercadante said his purpose of sharing the previous examples is to ask respectfully for the Board’s support in continuing the legacy of transparency and collaboration that the Faculty Senate and Dr. Law have embraced. He noted that, in many cases, the College does well in this area; however, he felt that in several recent cases he feared that the College has turned the clock back eight years. He went on to say that, “We need not be at odds with one another, nor do we have to conduct our business behind closed doors.” Dr. Mercadante said that the College is at its best when there is transparency and collaboration. He expressed hope that during the transition, it can be agreed upon to uphold these values and to encourage open dialog among all members of the SPC community. He thanked the Board for its time and welcomed questions.

Mr. Gibbons asked Chairman Foster to add items to the agenda in the next two months where the Board could get information on the average hours in class time, office hours and average salary for faculty. He also asked to know which days of the week the College holds the most classes. He stated that he wanted data to make decisions.

Mr. Gibbons commented that he has asked faculty to bring their issues before the Board, but that now he wants the data and know what the problems are so the College can move forward. Dr. Mercadante agreed.

Chairman Foster asked to receive that data in the Board packet under the heading Transparency Report. He told Dr. Mercadante that the College would not concede that decreased enrollment is inevitable and that the Board strongly desires transparency. He also asked Dr. Mercadante to provide a copy of his remarks to the Board for their review.

Ms. Cole added that the Board would also be looking at the budget and she would like see the numbers to do with adjunct professors and full-time professors, not just time, but salaries and benefits as well.

Ms. Jeanne Trimble, Chair of the Career Service Employee Council (CSEC) provided an update to the Board. She shared that she represents over 600 career service employees. Ms. Trimble shared some accomplishments. She said that the Retiree Emeritus Celebration was held on April 11, 2017, recognizing employees who have made significant contributions to the college mission and have worked for the college for at least ten years and have been retired for at least one year. She said they honored six retirees with over 70 in attendance.

Ms. Trimble said that the Sharepoint site for the CSEC has been updated with a question/idea survey link displayed prominently at the top of the page. Questions and responses from the executive team are available from that link and it has information regarding the award.

Ms. Trimble also reported that every Career Service employee has a Growth Plan with the exception of 14 employees who were hired late in 2016 or 2017. She said the close out of the 2016/17 Growth Plans will be June 30 and the new plans will open July 10. She shared that the system will now include the ability for the employee to alert their supervisor when their Growth Plan is ready for discussion. It provides separate comment boxes for both the employee and the supervisor and contains an area for the supervisor to document specific expectations not included in the job description.

Ms. Trimble also informed the Board that the Employee Appreciation luncheons are in progress. There are eight luncheons to be held at different campuses this month.

17-100. Under Item VI – A, Strategic Focus and Planning

Under Strategic Focus and Planning:

A. STUDENT SUCCESS AND ACHIEVEMENT

1. Florida College System Data Dashboard – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services (*Presentation*)

Dr. Coraggio presented a beta dashboard shared by the Florida College System at the recent Chancellor's Best Practice Summit. He noted that the information is grouped into four categories: Affordability, Access, Achievement/Articulation and Attainment. Dr. Coraggio reviewed each category, comparing St. Petersburg College's results to the national averages and the Florida College System results. He said there were three measures per area.

Under Affordability, Dr. Coraggio shared that since there has been no change in SPC's tuition, the percent change is zero. He reported that students receiving financial aid through Pell Grants has increased 1% nationally and decreased 1% at SPC. He shared that for the last metric, loan default rate, SPC is below the national average, but for fiscal year 2013, St. Petersburg College is below the national average.

For Access, Dr. Coraggio reviewed high school graduation rates and high school graduates enrolling in the Florida College System. He noted that although high school graduation rates are lower in the College's service area, high school graduates in accelerated programs such as International Baccalaureate (IB), Advanced Placement (AP) and Dual Enrollment, as well as high school graduates enrolling at primarily St. Petersburg College as well as other colleges in the Florida College System are above the national averages.

In the area of Achievement/Articulation, Dr. Coraggio noted that full-time student retention rates at St. Petersburg College are above the national average. The Integrated Postsecondary Education Data System (IPEDS) graduation rate looks at the time it takes students to graduate. He noted that IPEDS has added a new metric that looks at 100% of the time where the more traditional

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level looks at 150% of the time, or three years to complete a two-year degree. Dr. Coraggio noted that St. Petersburg College is below the state average and that somewhat reflects the service areas of the colleges that have universities nearby, but he noted that SPC is closing the gap. He emphasized that the numbers are historical, beginning in 2010 through 2012. For AA graduates enrolling in bachelors programs, SPC is exceeding the state average.

In the area of Attainment, SPC is at 48% compared to 46% for the state. Dr. Coraggio noted that this includes a variety of achievements from high school diplomas through graduate degrees. For job placement and continuing education, SPC is about even with the state average across degree types. Dr. Coraggio noted that the most outstanding metric for SPC is the full-time employment earnings metric. He shared that SPC graduates earn higher average salaries across degree types than the state average earnings for graduates.

Ms. Bello asked about the age of the data. Dr. Coraggio answered that much of the data is measured over a number of years and therefore is historical in nature, while other data, like tuition changes, are measured in real time. He said the state and national data is looking at the 2010 cohort and comparing the data over time. He added that SPC has more recent data in its systems.

Mr. Gibbons asked Dr. Coraggio if he could create a binder with these results so that he could take this information to Tallahassee when he speaking to legislators so that they can fight on the College's behalf during the legislative process.

17-101. Under Item VI – B, Student Services

A. STUDENT SERVICES

1. Financial Aid Update – Mr. Michael Bennett, Associate Vice President, Financial Assistance Services (*Presentation*)
2. Community Outreach Update - Mr. Reggie Reed, Retention Manager (*Presentation*)

Mr. Bennett presented that the Financial Aid Office focuses on four areas: students and families, the institution, the community and the Financial Aid Office. He shared that 55-60% of SPC's students receive some type of financial aid and that it is administered by 68 staff members. The Financial Aid Office has focused on a 48-hour turnaround time and has recently put 20 forms online that allow electronic signatures and this greatly reduces the processing time. The office is also providing training in financial literacy and debt management.

Mr. Bennett presented six years of data on the number of students processed and noted that on average, there are approximately 40,000 students receiving financial aid services. He also shared information about the percentages of financial aid grants, scholarships, work and loans. Grants (41%) and Loans (52%) represent the largest sources of financial aid. Mr. Bennett shared that

the overall decline in students receiving financial aid is mostly due to the decline in loans. He noted that last year, the College awarded \$142M.

Mr. Bennett described how the cohort default rate is calculated. He said that a beginning cohort of students going into repayment are followed for the next three years to see how many go into default. He noted that five years ago, some analysis revealed that the College was trending towards 39.1% and 36.4% default rates. Mr. Bennett said that this was a problem because when a College goes above 30% for three years, the federal aid to the college is jeopardized.

Mr. Bennett explained that, in response to this trend, the financial aid staff developed two programs to encourage financial literacy and debt management. Activities included classroom visits and outsourcing support for students. He emphasized that the outsourced support organization has cured 10,024 accounts and has a robust web site that over 9,000 students use to manage their loans.

Mr. Bennett reported that since 2012, there has been a steady decline in student borrowing over five years of \$28M while seeing no decline in the number of Pell Grants dispersed. He explained that the Financial Aid Office also examined the business process to determine the best approach for students. The College looked at academic standing and Satisfactory Academic Progress (SAP) for financial aid. The office aligned these two measures and saw significant improvements, especially in the SAP area. He said that this means that students continue to receive the funding they need. Mr. Bennett shared that he has stated this information across the country. Other schools are stunned by the changes, but they do not have the talent or focus to implement SPC's approach.

Mr. Bennett shared that the Financial Aid Office is working with the community and is looking for ways to enhance financial wellness in the community in the coming years. In addition, he said that the Financial Aid Office provides information to the administration about legislative changes that might affect students. He commented that compliance to laws and regulations has yielded five years of clean audits.

Mr. Bennett reported that the Financial Aid Office has over 500 activities for staff to grow and improve. The staff has had 5,272 hours in professional development hours and the Financial Aid Office supports participation in professional organizations. Mr. Bennett displayed a list of activities that the Financial Aid Office has participated in at the state and national levels that help the College have influence in shaping policy.

Mr. Gibbons asked Mr. Bennett for an update on how the college improved financial aid collections. Mr. Bennett answered that the collections process was outsourced to a company called I3 in 2014 and they have had success in getting students into repayment plans. He said this was important because if the College's default rate exceeds 30% it puts \$130M in federal funding at risk.

Ms. Bello asked if the College has considered partnering with banks. Dr. Law answered that when the College partnered with Fifth/Third Bank, the agreement included workshops to be delivered to students and that the bank has done hundreds of them.

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Mr. Reed presented an update on community outreach efforts. He reported that, since February 20, 2017, there have been 118 high school visits to 1,524 students. As a result, the College received back from participants 231 Getting to Know You (GTKY) Cards. These cards are entered into the Customer Relationship Management (CRM) software system to provide a mechanism for College staff to reach out and encourage enrollment. Mr. Reed shared that there have been many other community outreach sessions since week seven of the semester. Staff participating in outreach are Academic Advisors and Community Relations Coordinators (CRCs).

Mr. Reed explained that the jump in participants in outreach efforts during spring break was attributed to several community events in which the College participated including Wildsplash, Touch a Truck and Explore SPC Week. He noted that there were 900 attendees at the Explore SPC Week that yielded 691 applications, 101 of which have progressed to enrollment.

Mr. Reed noted that 1,655 GTKY cards have been collected since February 20 and there have been 215 applications.

Dr. Law commented that the Board was told in the fall that if there was an event in the community, SPC would be in attendance. He said the College had staff at 265 events. He stressed that the College is working as hard as possible on enrollment. He also noted that many of the participants at these events are juniors who are not ready to apply.

Mr. Reed said that they are talking to high school students of all ages exposing them to SPC for the future. Chairman Foster asked if the events go outside of Pinellas County. Mr. Reed said that the College does not send advisors outside of the county, but the CRC's go occasionally to job fairs. Staff go to both public and private schools in Pinellas County.

Ms. Cole asked who the staff are that support these efforts and Mr. Reed responded that it has been mostly advisors. He acknowledged that recruiting is a new skill set for them and that efforts are being made to support this learning curve. Ms. Bello asked if professional recruiters have been considered and Mr. Reed answered that there are three recruiters on staff. Ms. Bello said that it might be an investment worthy of discussion.

Ms. Bello also asked what could have been done better to improve the percentage of enrollments from the 691 applications. Mr. Reed said efforts are being made to reach out to prospective students to get them to enroll. Dr. Law said this is a work in progress because students applied in May, but that there should be more pay back at the end of the year. He stressed that once the College has the student's name, there is a lot of contact.

Ms. Cole asked if there was a place on the GTKY cards to distinguish first-time touches with the students. Mr. Reed answered that there was not, but last week there was a meeting to discuss different levels of leads to help prioritize efforts.

17-102. Under Item VI - C, Budget and Finance**1. Monthly Financial Report – Ms. Janette Hunt, Director, Budget and Compliance (*Presentation*)**

Ms. Hunt reported that, as of April 30, actual revenues are \$51.7M, a 5.7% decline year over year. She said that the majority of the summer semester revenue has been received and about \$1M will appear in next month's report. Ms. Hunt reported that state appropriations are coming in as expected and that Student Fees are in line with tuition. She reported that total revenue is at \$125.8M, a 3.3% decline year over year.

Ms. Hunt reported a decline in Personnel and Benefits expenses of 1.1% to \$97.6M. She said that the Current Expense of \$20.8M is a 6.8% decline year over year. She reported that Total Capital Expense is down 5.3% to \$1.9M. Ms. Hunt reported that Revenue over Expense is \$5.5M.

2. Lab Fees (*Action*)

Ms. Hunt explained how Lab Fees have been grouped by shared courses and have been reviewed each of the two past years. She said that the number of Lab Fees has been significantly reduced. The proposal to the Board is that one Lab Fee be dropped and seven others be reduced.

The Board considered Personnel Items VI - C.3. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

Mr. Gibbons commented that Governor Scott could veto the entire budget, in which case it would go to the Florida Senate where it could be revised to contain \$400M more.

3. Fiscal Year 2017-2018 Budget Update – Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology (*Presentation*)

Mr. Miles presented the proposed 2017/2018 Budget to the Board. He stated that the final budget depends on what happens in Governor Scott's office. The College was alerted on the final state budget on Monday and the staff has been working to present a College budget for approval by the Board. He noted that recommendations to right-size the budget would be proposed to the Board between now and June.

Mr. Miles reviewed the factors that informed the budget: an increase in health insurance costs, an increase in tuition waivers, a decrease in tuition, a decrease in state appropriations and a reduced reliance on fund balance. Adjustments to the budget were made including health plan modifications, an increase in plan contributions, a decrease in current expense last fall, a decrease in personnel expense this spring and the development of a three-year financial plan. He noted that, most importantly, steps are being made to improve enrollment for tuition purposes. Mr. Miles extended an invitation to the Board members to reach out to him individually and to the College family in large groups should they have questions.

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Mr. Miles stated that estimated revenue has been budgeted down 3.5% due to a projected decrease in enrollment. He shared that state appropriations are budgeted \$1.6M up from the program fund and \$2.4M down from the lottery. Performance funding and Operating cost for new facilities have been budgeted at the same amount as last year. Mr. Miles reviewed other revenue items which have all been budgeted at a lower amount than last year with the exception of industry certifications, which is budgeted at the same amount as last year. Other revenues have also been reduced to \$5M. The Stabilization Reserve has been reduced to \$1.5M to reduce fund balance, a \$673K reduction. Mr. Miles said that total revenues are projected to be \$143M, down \$10.8M year over year.

Mr. Miles reviewed the proposed Expense Budget for 2017/18. He noted that Personnel expenses are the largest expense and are budgeted at \$117.4M, a reduction of \$902K. He shared that Health Insurance will be budgeted at \$15.3M, an increase of \$3.5M. Total Personnel and Benefits is budgeted for \$117.4M, a decrease of \$901.6K.

Mr. Miles presented Current Expenses and said that his office was still working on the travel piece. Travel expenses have increased, but he said that an effort will be made to reduce travel expenses in the coming fiscal year. He noted that Services & Fees and Materials & Supplies contain budget for strategic budget requests such as the revitalizing HR, CRM system and commissioning an assessment of compliance with ADA. The total Current Expense budget has been projected to be \$29.2M, a decrease of \$3.1M year over year.

Mr. Miles told the Board that the Capital Spending budget has been reduced to \$2.8M due to some adjustments to the technology budget. He shared that the total operating Costs for the year are estimated to be \$149.5M, a decrease of \$4.6M year over year. He said that it still leaves a deficit of approximately \$6.2M. He told the Board that efforts are being made to cover that deficit and increase enrollment and recommendations will be made to the Board in June. Mr. Miles said that state appropriations have been cut by \$1.6M, but the biggest impact has been the result of the increase in health insurance costs and the decline in enrollment.

Mr. Stonecipher asked what is being considered in the area of auxiliary revenue. Mr. Miles responded that the College is looking at its current facilities college-wide, especially those that are vacant to see if it is feasible to rent or sell them. He said he would probably include this in upcoming recommendations to the Board in June.

Ms. Bello asked what a single student is worth to the college and how many enrollees are required to support the college. Ms. Cole said she agreed and that if the College could identify a goal, it might make things more tangible. Chairman Foster added that budgeting is an arduous task and it would be up to the Board to make a lot of tough choices to find revenue without raising tuition.

Ms. Cole asked if raising tuition is an option for the Board. Chairman Foster responded that it is restricted by the Governor and one of his highest priorities is to reduce tuition.

17-103. Under Item VI - D, Administrative Matters

The Board considered Personnel Items VI - D.1a. Mr. Stonecipher moved approval. Ms. Cole seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

1. Human Resources
 - a. Personnel Report (*Action*)
2. Five Year Educational Plant Survey - Mr. Jim Waechter, Associate Vice President, Facilities, Planning and Institutional Services (*Presentation/Action*)
3. Capital Improvement Plan – Mr. Jim Wacheter (*Presentation/Action*)

Mr. Waechter presented information regarding the Five-Year Educational Plant Survey. He explained that a report is due to the State in July. He said that all the campuses are visited and inventory is assessed. He said that the plan will include recommendations for replacements and refurbishments. The Five-Year Survey is reviewed for the top three to five priorities and those are presented to the State. Once that is approved, all of the 28 colleges are included in the Legislative Budget Request and that results in PECO allocations.

Mr. Waechter highlighted the top four priorities: the construction of the Student Success Center at the St. Pete/Gibbs campus, Phases I and II of the Health Education Center, and the Library/Learning Support/Academic spaces at the Downtown Center. Mr. Waechter reported that the assumption is that the College will get \$6.5M for the St. Petersburg/Gibbs project. He said that leaves a \$3.5M request for next year.

Mr. Gibbons asked Dr. Law if he thought the College would really get the Health Education Center done in Phase I and II. Dr. Law responded that he did not think it would get done for next year, but advised that it be kept on the agenda.

The Board considered Items VI - D.2-3. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

17-104. Under Item VI - E, Academic Matters

1. Quality Enhancement Plan Update – Dr. Sabrina Crawford, Executive Director, Institutional Research Effectiveness, Ms. Heather Roberson, Academic Director, Center of Excellence for Teaching and Learning, Dr. Jennifer Haber, Professor, Communications (*Presentation*)

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Dr. Crawford explained to the Board that SACS reaffirmation accreditation requires that every the College submits a report on 97 standards every 10 years. The standards are reviewed by volunteers from peer institutions and the resulting report validates to students, employers and others the commitment of the College to quality and continuous improvement. Dr. Crawford presented the timeline of the reaffirmation process which ends with a review by the Board of SACS in June of 2018.

Ms. Roberson reviewed the Quality Enhancement Plan (QEP) basic information with the Board. She reminded the Board that the QEP must be a carefully designed course of action that is a collaborative process with broad-based involvement. It must have a well-defined focused topic or issue tied to student learning or the environment that supports student learning.

Ms. Roberson told the Board that the Ready, Set, Success initiative is the focus for the QEP. The initiative will focus on students who have opted not to take developmental education courses in their first year prior to taking college level courses. She said that the Learning Communities Model using Neighborhoods for Success (N4S) will be led by faculty mentors and success coaches.

Dr. Haber then described the elements under each of the Student Learning Outcomes goals of ready, set and succeed. She shared the timeline for the Need for Success (N4S) pilot, which will begin in the upcoming fall semester. She explained that the pilot will include 60 students at the St. Pete/Gibbs campus. The students will be enrolled in a non-credit course and experience a number of activities that will be led by faculty and a success coach. Dr. Haber explained the five-year rollout plan that will ultimately cover six campuses and up to 810 students.

F. STRATEGIC PRIORITIES

1. Legislative Review – Bill Law, President (Presentation)

Dr. Law reviewed some legislative actions that were recently taken at the State level. He said that Performance Funding of \$30M got funded, but is still a work in progress. Industry certifications has been budgeted at \$10M. The SPC/Gibbs Center building was funded at \$6.5M rather than \$10M. Dr. Law said that the remaining balance of \$3.5M will hopefully come next year. He expressed his gratitude to Senator Latvala for his support.

Dr. Law reported that the baccalaureate caps are set at 15%. He said work is being done on timing on how this will work. He expressed that he thought there is some flexibility in the way the State calculates who is in the 15%. Dr. Law recommended that the College keep moving on this even if the State does not fund the College.

Dr. Law shared that the language on direct support organizations was postponed until 2022. He said that five years from now, the direct support organizations will have to live on their own funds. He said the College is exposed at \$650K and that the House representatives were determined to make this work.

Dr. Law reported that the State created the State Board of Community Colleges that starts on October 1. The chancellor will transition to that board. He said that getting more attention is sometimes the best legislative strategy and that it is helpful to have a representative speak for them.

Dr. Law also reported that the “gun bill” went away early in the session.

17-105. **Under Item VII – A, Old Business**
NONE

17-106. **Under VII-B, New Business**

1. ACADEMIC MATTERS

- a. Workforce and Professional Development Curriculum Changes
(Action)

The Board considered Items VII – B.1a. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

2. Contract Between St. Petersburg College and EdFinancial Services, LLC for
 Call Center Operations *(Action)*

The Board considered Items VII – B.2. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

3. GRANTS/RESTRICTED FUNDS CONTRACTS

- a. Florida Department of Education – Carl D. Perkins *(Action)*
 b. Florida Education Fund – Center of Excellence *(Action)*
 c. American Association of Community Colleges – MentorLinks
(Action)

The Board considered Items VII – B. 3. Mr. Gibbons moved approval. Ms. Cole seconded the motion. The motion passed unanimously.

17-107. **Under XIII, Informational Reports**
NONE

17-108. **Under Item IX, Presidential Search Update**

- Ms. Desiree Woroner, Director, Human Resources Development

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Ms. Woroner reported that the Presidential Search is on schedule and that Dr. Bonahue and Dr. Vittetoe had been interviewed by the Board. She said that Dr. Williams would be interviewing this evening and that the final two candidates, Dr. Henningsen and Dr. Biafora, would be interviewed next week. She said that the Board will meet on May 31 to discuss and decide on a final candidate. Ms. Cole said she would be unable to attend the May 26th interview, but would watch the video.

17-109. Under Item X, Public Access/Unagendaed Items

Seven individuals addressed the Board on the topic of the Sign Language Interpreter Program (SLIP). Chairman Foster informed those who wished to speak before the Board that they would be limited to three minutes each, not to exceed a total of 30 minutes.

Ms. Beth Carlson, Instructor, SLIP, said that the Board had read the letters from the community. She said that those involved with the program were completely unaware of its closing. She said that they understood the reasons, but were given a short amount with to do what they need to do. She shared that the program has been in existence for 25 years and that it averages 400-600 students in ASL and many then go into the Sign Language Interpreter Program. She said that the program is small but there are only three programs in the state of Florida and graduates go right into the workforce. Ms. Carlson said that more time is needed. She said that although they are excited about having a bachelor's program, they have three years to build out and they would like extra time to build a nationally recognized, high-quality program. She said that they have three years to get the students through and develop a bachelor's program at the same time and that it was too much and they would like more time.

Anthony Verdeja, Teaching Assistant/Interpreter and Adjunct, SLIP, expressed that he felt a missing piece of this decision is the comprehension and understanding of what SLIP is doing. He explained that they are professional sign language interpreters. They are part of a professional organization, the Registry of Interpreters for the Deaf, which was established in 1964. The program at SPC has been running for 25 years. He said that the goal of the program, unlike others, is not to come in, take a test and be practioners in the field. He said that the program is trying to educate the interpreter students on what they need to understand about who they are, their own language and their own culture. They also need to understand what it is like to be deaf or hard of hearing and use ASL in their daily life. He asked the Board members if they had ever worked with interpreters in their law firms, businesses, and brewery as well as in the educational system. He said that interpreters are not here to provide services only to the deaf community but also to those who cannot communicate in the other direction. He said that every student who graduates from the program, not only provides services here, but to all of us in St. Pete, Florida, nationally and even internationally. He asked the Board to consider a paradigm shift not only focused on numbers, but also focused on the fact that through sign language interpreters, there is access being provided to all of the people here today and all around the world.

Rosa Rodriguez, Deaf Services Coordinator for the Pinellas Public Library Cooperative, explained that their program has been in existence for 18 years. She said that their program relies heavily on the students to provide the services that move the deaf through their services every day. Ms. Rodriguez said she was also on the Sign Language Interpreter Advisory Board. That board had a meeting on March 30th where they discussed options for their program. She said that three weeks later they discovered that our program would no longer be accepting students. She said she is wondering what the role of the Advisory Board is, what the protocol is and why they were not part of the discussion that the program would be terminated. She said that she found out the program was closing through a student. She said she thought it was a mistake. She said she was here to remind the Board that the students serve the community. She said she receives lots of benefits from the students, and also as the Advisory Board, there are many in the community depending on the program. She asked if there was room for discussion or if there is input the Advisory Board can provide in making this decision.

Beth Engleman said that she is the parent of a profoundly deaf son who attends elementary school in Pinellas County. She is also the Parent Support Specialist at the Family Center on Deafness that is a non-profit agency that serves over 200 deaf and hard of hearing clients every year in Pinellas County. She said that, as a parent, she took all the classes at SPC and went through all the interpreting training program and was fortunate enough to learn American Sign Language through St. Petersburg College and the great staff at the College. She also met the great students that are part of the program. She explained that it was key and instrumental for her to have access in communicating with her son. In that process, she said she met many of SPC's fine students and she sees them in the community. They serve us as interns and volunteer as staff in non-profit agencies. Even more importantly, they serve as educational interpreters in classrooms and as teacher's aides and assistants. Ms. Engleman said it is important as parents to have fine, qualified interpreters. When a program like SPC's closes, they are losing those students in the area. She shared that there are 500 educational interpreters in Florida and almost 6000 students in k-12 students who identify as deaf or hard of hearing. Her organization has been advocating for 15 years to raise the standards for qualified interpreters. She said that Florida is one of only five states that has no standard. She said that by expanding the program, rather than closing it, the College would be raising the caliber even above the state level and providing students with qualified, quality trained interpreters. She encouraged the Board to continue the program if not expand it.

Rachel Goette introduced herself as a student in the SLIP program. She shared that about four years ago, she made a decision to change her life and listen to the little voice to check out the interpreter career. She said that 14 years ago, she went to high school, went to college and got a BA in a degree she did not understand, did not care about and did not really know about. She got a career, became a wife, became a mother, got a mortgage and did all those things a person is supposed to do when they became a grown up. She finally decided to make a change. She asked local interpreters and people in the deaf community and everyone said SPC. She said the program also allows people to be working full time and still go to school. She said that she has had the best instructors. She said that this is the program that produces quality interpreters. Also, she said that SPC is known as a college for students like her who work full time and have responsibilities but are still allowed to better themselves and find a better education. Ms. Goette said that she came to SPC and has been here for four years. She said that she has had the amazing

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opportunity to work with some of the best instructors who are not only willing to work with students one-on-one but she could not say how many hours she has sat in their offices where they were guiding and advising and counseling and showing her how to do interpreting. She said that they are also phenomenal interpreters that she has been able to work with and under them, and when she graduates in December, can call them her colleagues. She said that was exciting and does not happen elsewhere. She said that it is only because of this program that she can say that she knows what she wants to be when she grows up. There is no other program that she could regionally have gotten to, worked full time, afforded and at the same time would allow her to become an interpreter. Ms. Goette thanked the College and the Board for what it has established for the last 25 years. She said it is a quality program that she wants to be a part of. She said that the program has made her a better person and is making her a great interpreter and she hoped that legacy would continue for many students to come.

Mike Henry introduced himself as a full-time instructor for St. Petersburg College for 15 years. He said he has taught American Sign Language on all five campuses where it is offered. He explained that when SPC established the program 25 ago, they followed the very strict Registry for Interpreters for the Deaf guidelines. He said that resulted in a suggested class size for the advanced training classes of only eight students in a class because of the intensity of the training. He suggested that was really what the problem is – the suggested class size is small out of necessity. He said that in spite of that, over the last decade, the program has graduated about 110 sign language interpreting graduates. He said that is quite in excess of the suggested class size. He said the program is robust in the sense that proportional to what the program design is, which is intentionally small, the program has a large number of graduates. Also, he explained that the program appears rather small under the workforce umbrella which has arbitrarily chosen the number of 20 graduates per year to be a valid program. The program is graduating more than the suggested class size and is exceeding the expectation. The program has 137% graduates based on the suggested class size. He said that it is ironic that there would be no budgetary advantage to St. Petersburg College to cutting the program. All of the faculty would remain in the sign language program teaching classes as a foreign language equivalent.

He told the Board that the Tampa Bay area is the second largest concentration of deaf individuals in Florida, second only to St. Augustine, and the fourth largest concentration in the nation. SPC's sign language interpreters facilitate communication at medical facilities, at churches and in public education. There are over 200 deaf students in the Pinellas County public schools and over 520 deaf students in the Hillsborough public schools. He said that one of the challenges that those administrators face every day is that they can never find enough interpreters. The Americans with Disabilities Act requires equal access to communication and the school programs are always desperate for interpreters.

He proposed that SPC's sign language program either be pulled out from under the umbrella of the workforce program which has the 20 graduate per year requirement, or be made somehow an exception to that requirement because St. Petersburg College has a small, valuable jewel to both the community and the school.

Sam Harris introduced himself as a member of the SLIP faculty since 2014. He thanked the community for coming out to show their support, including deaf people, family members, and advocates from different organizations. He said he wanted to discuss something about transparency that seems to have gone missing with the closing of this program. He said that it was a big concern to him, a lack of transparency and he wanted to compare it to Hillsborough Community College. He said they have faculty members who have discussed with Mr. Harris the transition of their interpreting program to their deaf studies program. He said they originally had 175 students in their program and since they did their transition from the spring to the fall, they have lost 100 students in that program. He said they are down to 75 students. He said that scared him and he did not want the same thing to happen at SPC. The SPC program has about 600 to 700 students and there is no clear transition plan for them. He said he didn't want the College to risk losing that same percentage of students without a clear transition plan.

Mr. Harris said that regarding recruiting, SPC sends many students to interpreting programs and they become American Sign Language interpreters. He said the College could lose 300 of them and that would affect revenue if the College cuts this program. He asked the Board to consider his comments.

Ms. Holly Tempe introduced herself as a 2013 graduate of the SLIP program in 2013. She is also a certified interpreter which would not have been possible without the SLIP at SPC. Ms. Tempe said she was a student at SPC approximately 25 years ago. She said that when she began the program she did not know that interpreting was a career. She said that one of the things that SPC addresses in its mission statement is promoting student success through self-discovery. She said that something that was afforded her at the beginning of the SLIP program at SPC was the concept of self-discovery as an interpreter. Being able to take sign language as a foreign language and see that a career was possible out of that foreign language and her passion for communication, providing equal access to everyone, making sure that everyone is on the same page and understands clearly what is happening in the room. She said that was something she did not know was even a possibility.

She said that she left her dreams of becoming an interpreter and later came back to St. Petersburg College to do what she wanted to do and what she felt called to do. There was no place she considered before St. Petersburg College's SLIP program because of the quality of the interpreters and instruction, the support, the community engagement which is critical for developing quality and qualified interpreters. She said there was no place else she could go to obtain the education she received.

Ms. Tempe said that when she graduated in 2013, she graduated with a job in hand. Primarily because of the support she received from the instructors and because of community involvement and engagement which is in some cases mandated by the program and, in all cases, highly encouraged. The deaf community in Tampa Bay is very receptive to student engagement. That is critical to language acquisition which is something that is required to do what we do.

Ms. Tempe told the Board that upon graduation she was fortunate to transfer to the University of North Florida which has a partnership with SPC. She said that she did not know if it is a formalized agreement or not, but it was like a two plus two program. Students do their first two

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years at St. Petersburg College and the second two years at University of North Florida. It's an online/hybrid program. Students go up to campus once a month. She graduated last year in April with her bachelor's degree which is required for national certification.

Ms. Tempe said she was fortunate enough to graduate from St. Petersburg College with both an AA degree and as a SLIP AS degree because it afforded her the opportunity to sit for her national certification, shortly before she graduated with her bachelor's degree and shortly before the national certification was put on hold last year.

This program made possible an entire career and lifestyle that wouldn't have been available otherwise. Not only due to expense and scheduling and, as Rachel mentioned, adult commitments. She said that these are things that are so critical. She added that, as Mr. Henry mentioned, Tampa Bay has the fourth largest population of deaf people in the country. She said that the last thing SPC should be doing is shutting down interpreter training programs. She said that more programs are needed and expanded, if possible, create a four-year degree here at SPC.

Ms. Tempe said that there are three four-year programs in the State of Florida, in Jacksonville, at the University of South Florida and one in Orlando focused on performance interpreting. We have a primary need here to continue this program and expand it.

Chairman Foster asked for questions or comments from the Board. Mr. Gibbons said that he would reiterate that Dr. Law meet with the program leaders to see what can be done to address this issue. Mr. Gibbons said that Dr. Law had already made some suggestions. Chairman Foster: said that the Board would address this at the next meeting and get a report from Dr. Cooper and address these issues as a board so it will be open and transparent.

17-110. Under Item XI, Proposed Changes to BOT Rules Manual – Public Hearing - NONE

17-111. Under Item XII, President's Report

17-112. Under Item XIII, Next Meeting Date and Location

The Board confirmed its next meeting date and location as Tuesday, June 20, 2017, 9:00 a.m., at the EpiCenter.

XII. ADJOURNMENT

Having no further business to come before the Board, Chairman Foster adjourned the meeting at 11:26 a.m.

William D. Law, Jr.
Secretary, Board of Trustees
St. Petersburg College
FLORIDA

Bill Foster
Chairman, Board of Trustees
St. Petersburg College
FLORIDA

Attachments
Board Memos and
Supplemental
Materials

Board of Trustees
Meeting

May 16, 2017

AGENDA

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
May 16, 2017**

EPICENTER MEETING ROOM (1-453)
13805 -58th STREET N.
Largo, FL

REGULAR MEETING: 9:00 AM

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Recognitions/Announcements
 - 1. Introduce New Trustee Bridgette Bello
 - 2. Introduce New Dean of Natural Sciences and Engineering
 - 3. Model United Nations
- B. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Dr. Irving Degraw (*Not Attending*)

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 April 18, 2017 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel
- C. Faculty Governance Organization (FGO) – Dr. Richard Mercadante, Chair
- D. Career Service Employee Council (CSEC) – Ms. Jeanne Trimble, Chair

VI. STRATEGIC FOCUS AND PLANNING

A. STUDENT SUCCESS AND ACHIEVEMENT

1. Florida College System Data Dashboard – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services (*Presentation*)

B. STUDENT SERVICES

1. Financial Aid Update – Mr. Michael Bennett, Associate Vice President, Financial Assistance Services (*Presentation*)
2. Community Outreach Update - Mr. Reggie Reed, Retention Manager (*Presentation*)

C. BUDGET AND FINANCE

1. Monthly Financial Report – Ms. Janette Hunt, Director, Budget and Compliance (*Presentation*)
2. Lab Fees (*Action*)
3. Fiscal Year 2017-2018 Budget Update – Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology (*Presentation*)

D. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
2. Five Year Educational Plant Survey - Mr. Jim Waechter, Associate Vice President, Facilities, Planning and Institutional Services (*Presentation/Action*)
3. Capital Improvement Plan – Mr. Jim Wacheter (*Presentation/Action*)

E. ACADEMIC MATTERS

1. Quality Enhancement Plan Update – Dr. Sabrina Crawford, Executive Director, Institutional Research Effectiveness, Ms. Heather Roberson, Academic Director, Center of Excellence for Teaching and Learning, Dr. Jennifer Haber, Professor, Communications (*Presentation*)

F. STRATEGIC PRIORITIES

1. Legislative Review – Bill Law, President (*Presentation*)

VII. CONSENT AGENDA

A. OLD BUSINESS (items previously considered but not finalized) -NONE

B. NEW BUSINESS

1. ACADEMIC MATTERS

a. Workforce and Professional Development Curriculum Changes
(Action)

2. Contract Between St. Petersburg College and EdFinacial Services, LLC for
Call Center Operations (Action)

3. GRANTS/RESTRICTED FUNDS CONTRACTS

a. Florida Department of Education – Carl D. Perkins (Action)

b. Florida Education Fund – Center of Excellence (Action)

c. American Association of Community Colleges – MentorLinks
(Action)

VIII. INFORMATIONAL REPORTS – NONE

IX. PRESIDENTIAL SEARCH UPDATE

- Ms. Desiree Woroner, Director, Human Resources Development

X. PUBLIC ACCESS/UNAGENDAED ITEMS

XI. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing – NONE

XII. PRESIDENT’S REPORT

XIII. NEXT MEETING DATE AND SITE

June 20, 2017, Epi Center

XIV. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting May 16, 2017, 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: May 5, 2017

II – A.1 New Trustee

Bridgette Bello



Bridgette Bello, of Seminole, is the president and publisher of the Tampa Bay Business Journal and became the first woman publisher in the newspaper's 25-year history. Previously, she was director of advertising for The Business Journal in Tallahassee.

Ms. Bello received her Bachelor of Science in Journalism from the University of Florida. She is on the Executive Committee for the Tampa Hillsborough EDC, the Florida Economic Education Business Hall of Fame - Selection Committee, Board of Fellows - University of Tampa, Board of Directors for The Spring of Tampa Bay and St. Petersburg College's College of Business Advisory Committee. She was the St. Petersburg Chamber Business Woman of the Year for 2011. Bello served as a Trustee from May 2013 to May 2015.

She was reappointed on April 24, 2017.



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II – A.2 Introduce New Dean of Natural Science and Engineering

Dean of Natural Science & Engineering



Dr. Middleton earned her bachelor's degree in Biology from the University of South Carolina and a doctorate in Basic Medical Sciences from the University of South Alabama. Over the past several years, she has worked in higher education in several capacities: a biological sciences instructor, Principal Investigator of a National Science Foundation grant, Interim Dean of Arts and Sciences, and a Program Coordinator.

One of her professional interests involves strengthening critical thinking skills for students in STEM. She worked with various leaders of community colleges in South Carolina to propose changes to STEM education to be implemented statewide.

In 2015 Natavia joined St. Petersburg College as an academic chair for Natural Sciences. She was appointed Interim Dean of Natural Sciences and Engineering in September 2016.



II – A.3 Model United Nations

SPC Model United Nations

Distinguished Delegation Award



The team represented the Plurinational State of Bolivia.

Some of the students who were on the team include:

Dragana Mitric,
Shannon Preston,
Bonwara Kamara, Josh
Clepper, Srebrina
Bangova, Martha
Kamara, and
Savannah Strandlof.

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St. Petersburg College
SPC

V – C Faculty Governance Organization (FGO)

Faculty Governance Organization (FGO)

- Full-Time Faculty Hiring
- Faculty/Deans Collaboration on Course Scheduling
- Future FGO Goals



SPC

SPC St. Petersburg
College

V – D Career Service Employee Council (CSEC)

Career Service Employee Council

Jeanne Trimble
Chair 2016-2017

SPC St. Petersburg
College

Retiree Emeritus Celebration

- Held April 11, 2017
- Honors employees who have made significant contributions to the college mission, and have worked for the college for at least ten years and have been retired for at least one year
- Honored six retirees/70 in attendance

SPC St. Petersburg
College

Carol Baragona, Lolita Brown, Larry Burton,
Kathy Federico, Judith Frock, Gail McLoone



SPC St. Petersburg
College

SharePoint Site Update

- ▶ Home page is up-to-date, with the question/idea survey link prominently at the top of the page

SPC St. Petersburg
College

SharePoint

Welcome to the Career Service Employee Council (CSEC)
Have an idea to improve SPC? Want to enhance the student experience?
Do you have a question you would like to ask Dr. Lee's Executive Team?
Access Survey [HERE](#)

ST. PETERSBURG COLLEGE
TITANS SPC

Steering Committee Meetings

Title	Location	Start Time
(OT/MT/PAU)-CSEC Appreciation Lunch	Palladium Event Room	5/2/2017
(AQ)-CSEC Appreciation Lunch	Desoto Room AC-103	5/4/2017
(TS)-CSEC Appreciation Lunch	TS Room FA-132	5/9/2017
(HBC/VT)-CSEC Appreciation Lunch	HBC Room 177 N & S	5/28/2017
(EL)-CSEC Appreciation Lunch	CL Room ES - 104	5/23/2017
(EP)-CSEC Appreciation Lunch	EP-BOARD ROOM	5/24/2017
(SP)-CSEC Appreciation Lunch	SP	5/25/2017
(RD)-CSEC Appreciation Lunch	SE Conference Center	5/30/2017
CSEC Steering Committee Meeting	EPH-Tech 2-104	6/29/2017
Wage Form Due		6/30/2017

Employee Growth and Success Initiative

- Every Career service employee has a Growth Plan in the system with the exception of 14 employees who were hired late in 2016, or in 2017
- The close out of 2016-2017 Growth Plans will be June 30. New plans will open on July 10.

Employee Growth and Success Initiative

- The system will now include:
 - ❖ A button for the employee to alert their supervisor when the Growth Plan has been input or updated, and is ready for discussion
 - ❖ Separate comment boxes for employee and supervisor
 - ❖ Section for supervisor to document specific expectations not in the job description.

SPC St. Petersburg
College

VI – A.1 Florida College System Data Dashboard

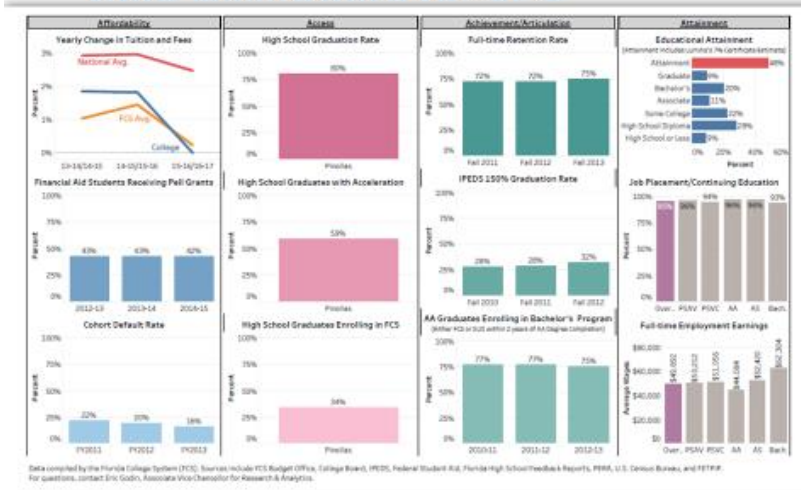


Florida College System Data Dashboard for St. Petersburg College

Board of Trustee Presentation
May 2017



Data Dashboard for SPC



Affordability



Note: Overall state level in red and underlined.

Data compiled by the Florida College System (FCS). Sources include FCS Budget Office, College Board, IPEDS, Federal Student Aid, Florida High School Feedback Reports, PERA, U.S. Census Bureau, and PEPPIR. For questions, contact Eric Gordin, Associate Vice Chancellor for Research & Analytics.



Access



Note: Overall state level in red and underlined.

Data compiled by the Florida College System (FCS). Sources include FCS Budget Office, College Board, IPEDS, Federal Student Aid, Florida High School Feedback Reports, PERA, U.S. Census Bureau, and PEPPIR. For questions, contact Eric Gordin, Associate Vice Chancellor for Research & Analytics.



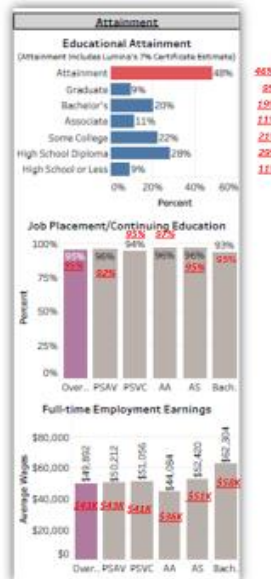
Achievement/ Articulation



Note: Overall state level in red and underlined.

Data compiled by the Florida College System (FCS). Sources include FCS Budget Office, College Board, IPEDS, Federal Student Aid, Florida High School Feedback Reports, PERS, U.S. Census Bureau, and RETSP. For questions, contact Eric Goble, Associate Vice Chancellor for Research & Analytics.

Attainment



Note: Overall state level in red and underlined.

Data compiled by the Florida College System (FCS). Sources include FCS Budget Office, College Board, IPEDS, Federal Student Aid, Florida High School Feedback Reports, PERS, U.S. Census Bureau, and RETSP. For questions, contact Eric Goble, Associate Vice Chancellor for Research & Analytics.

Questions?



VI – B.1 Financial Aid Update



Financial Aid Update

Michael Bennett, Associate Vice President
Financial Assistance Services
May 16, 2017



The slide features a blue ribbon at the top. The main content is on a grey background with a faint watermark of the college seal. On the right is the St. Petersburg College Titans logo, which includes a gold and blue helmet with a plume, surrounded by the text 'ST. PETERSBURG COLLEGE' and 'TITANS' on a banner.



Areas of Focus

FOR STUDENTS & FAMILIES	FOR THE INSTITUTION
FOR THE COMMUNITY	FOR YOU & YOUR OFFICE



The slide features a blue ribbon at the top with the text 'Areas of Focus'. On the left is the St. Petersburg College Titans logo. The central graphic is a circle divided into four quadrants: top-left (blue) for 'FOR STUDENTS & FAMILIES', top-right (green) for 'FOR THE INSTITUTION', bottom-left (purple) for 'FOR THE COMMUNITY', and bottom-right (orange) for 'FOR YOU & YOUR OFFICE'. A faint watermark of the college seal is visible in the background.



55-60% of students receive some form of student aid coordinated by Financial Assistance Services

- Administer ALL financial aid programs – 68 staff
 - 45 full-time, 7 part-time, 10 work study, 5 Peer Advisors and 1 student assistant
 - Use 45 different systems which change frequently to administer FA programs
 - Federal, state and college (Foundation)
 - Grants, Work and loans



Provide timely application processing

- Work queues – 48 hour turn-around
- ProDocs – 20 electronic forms
- Verify eligibility - Verification



Provide financial literacy and debt management strategies

- **It's MY FUTURE!** initiative
- SLS class presentations



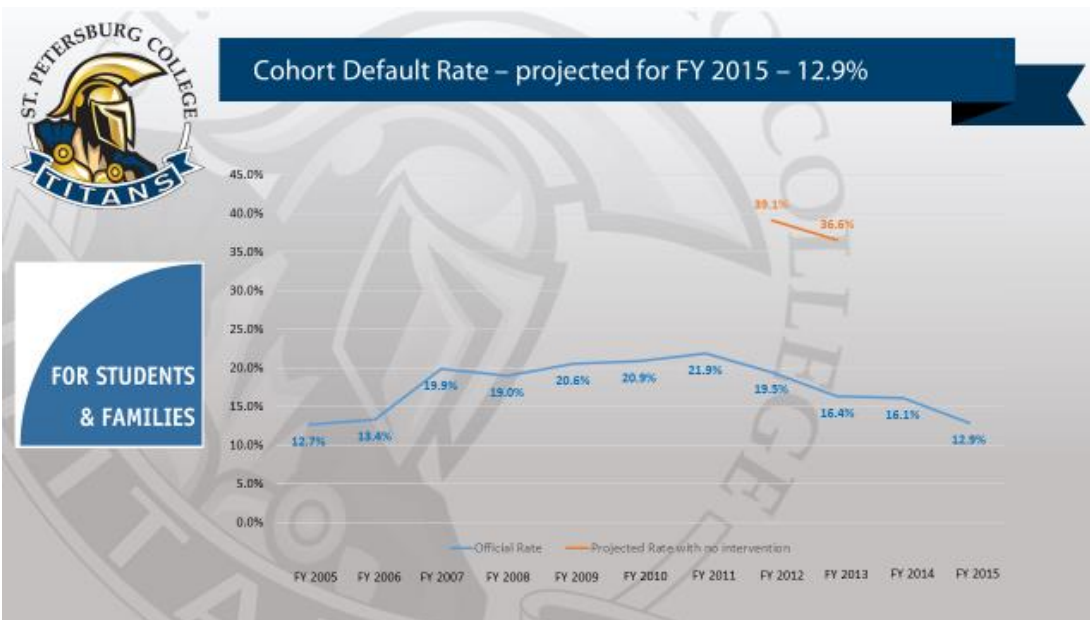
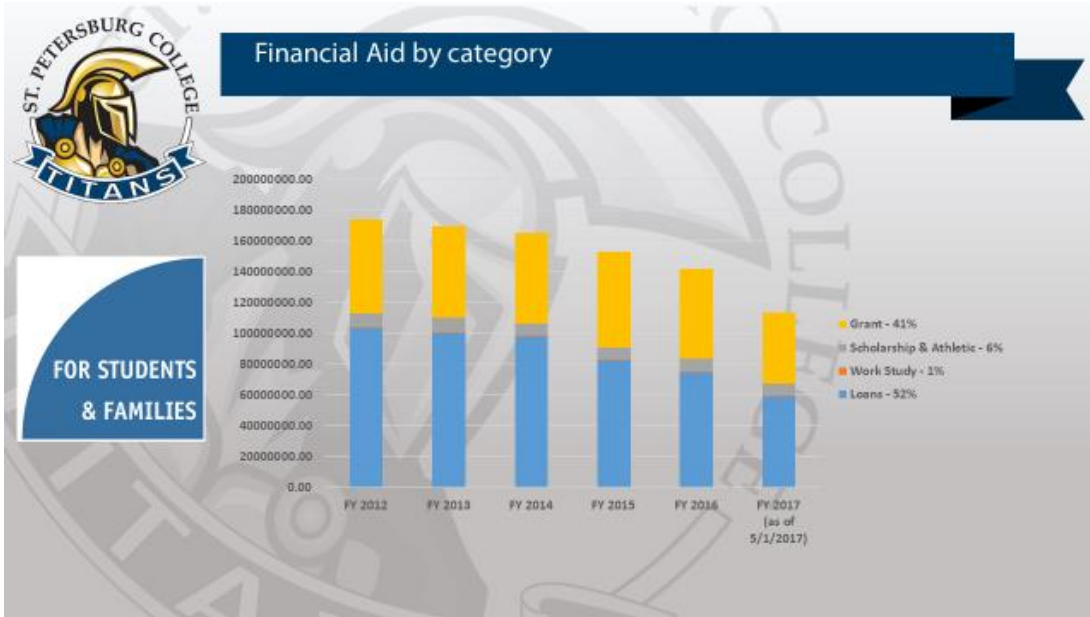
Website & communications for 2016-17

- 100+ webpages, 529,738 communications, 15 publications, social media presence



Financial Aid applicants/awarded







It's MY FUTURE! campaign

FOR STUDENTS & FAMILIES

- Comprehensive program to encourage financial literacy and debt management
- Goals
 - Lower borrowing levels
 - Lower delinquency and default
 - Lower Cohort Default Rate
- Encourage student loan borrowing behavior
 - Don't borrow if you don't have to
 - If you need to borrow, borrow only what you need
- SLS class presentations
- Achieving the Dream – Student Financial Empowerment Project
 - Welcome Back events – 54 events over 2 years
 - Rotation events – 48 events over 2 years
 - Presentations to graduating – 8 events over 2 years



Outsourcing – a World of Difference!

FOR STUDENTS & FAMILIES

Outsourcing student loan help

- Contract started 6/30/2014
- i3 Group
 - Students speak with a live, trained student loan counselor
 - i3 Group makes calls to SPC student loan borrowers to resolve delinquencies by making a payment, changing a repayment plan or obtaining a forbearance or deferment
 - Conduct 3-way moderated conference calls with i3 Group, student and student loan servicer
 - **10,024** cures!
- iontuition™
 - Online portal where students can view loan balance, payment amount, due dates, etc.
 - Activated through single sign-on through MySPC
 - Features: bank-level security, mobile app, live chat, repayment calculators, budgeting tools, cloud storage, notepad for reminders, and private student loan information
 - **8,863** activations!
- Reporting
 - SPC compiles data weekly to monitor activities
 - Monthly conference calls





Dramatically Reduced Student Borrowing!



- **Financial Literacy efforts are working!**
 - Since our high in 2012, we have seen a steady decline in student borrowing (>\$28M over 5 full years!), while seeing no decline in the amount of Federal Pell Grants we disburse



"Program Based" Academic Standing Results – first term in



- Examining Business Processes – WHY?
- Comparison of students from our first term on the new process to one year previous
- Numbers not as significant as FA SAP

Academic Standing Results	Spring 2014	Spring 2015	# Diff	% Diff
Returned to Good Standing	744	986	242	32.5%
Warning Standing	2,665	2,389	-276	-10.4%
Probation Standing	2,462	2,333	-129	-5.2%
Suspension Standing	554	473	-81	-14.6%
Dismissal Standing	92	109	17	18.5%



"Program Based" Academic Standing – Financial Aid

- Dramatic changes in the FAS student population dynamic



FAS SAP Results	Spring 2014	Spring 2015	# Diff	% Diff
Meets SAP	15,798	22,137	6,339	40.1%
Warning SAP	8,259	3,971	-4,288	-52%
Academic plan (not meets SAP)	1,064	605	-459	-43.2%
Not meets SAP	7,202	6,696	-506	-7.0%
% of students in bad SAP status (W,N,A)	16,525 (38%)	11,272 (27.4%)	-5,253	-31.7%

Note: SAP Appeals went down from 2,397 in Fall 2014 to 814 in Fall 2015




2015-16: 191 events reaching 6,274 students



- Serve as a resource for
 - High School counselors
 - Community-based college access programs
 - Faculty
- Provide student employees
 - Community service activities
 - Math and reading tutors for local middle and high schools
- **COMING SOON!** - Educate the community!
 - Financial Wellness Centers on campus
 - Budgeting
 - Financial literacy
 - Financing an education beyond high school








Services to other SPC offices

FOR YOU & YOUR OFFICE

- Provide statistics and a “lens” for data
 - Aid applications and recipients
 - Funding increases and decreases
- Contribute information for public relations and the recruitment of students and staff
- Advocate for adequate funding and reasonable eligibility criteria
- Alert school administration about proposed legislation that would affect the school or students
- Justify institutional budget requests/staffing using data regarding costs and federal aid received

For the institution

FOR THE INSTITUTION

- Ensure compliance with laws and regulations
 - Federal, state and institution levels
- Ensure timely disbursement of funds
- Innovative use of financial aid systems/business processes
- Provide student employment opportunities
 - SPC has 198 on-campus, 7 off-campus and 8 Peer Advisors for the Federal Work Study program
- Provide answers to 10 complaint systems



Professional Development Roadmap

- Professional Development hours – 5,272 hours

2012	2013	2014	2015	2016	2017
89	497	834	1146	1289	1416

- Membership & participation in professional associations
 - Visible leadership roles at national, regional and state level
 - 146 full registrations + 22 one day registrations @ 47 conferences/workshops




Year	FASFAA	SASFAA	NASFAA	FSA	HEUG	INOW	FASFAA Workshops	SASFAA NAOW	OTHER
2012	6	1	3	1+6D	3	1	4	5	
2013	5	2	3	1	2	1	2		
2014	16	2	3	2+14D		1		2	3
2015	9	1+10	2	1	2	1	12	5	10
2016	4	1	4	1	2	1	2	1	
2017	9+10	1	2			3		1	2



Leadership

- Witness for Subcommittee on Higher Education and Workforce Training
- NASFAA – National Chair, Board of Directors, Commission Director, Regional President, Rep-at-Large, Taskforce Chair, & Discussion Group Chair
- NASPA (Student Affairs) – presenter
- SASFAA – Secretary
- FASFAA – President, Past-President, Conference Chair, Membership Chair, New Aid Officer Workshop presenter, Regional workshop presenter & winner of NASFAA Gold Star Award
- FASFAA State Meeting – Federal/State update & presenter
- Leadership St. Pete
- Delta Academy
- College Board – National/Regional Council, Community College Advisory Panel
- Sallie Mae Financial Advisory Board member
- EASFAA – President and presenter
- NJASFAA – President and presenter
- PowerFAIDS National Conference – presenter





ST. PETERSBURG COLLEGE
TITANS

Areas of Focus

FOR STUDENTS & FAMILIES

FOR THE INSTITUTION

FOR THE COMMUNITY

FOR YOU & YOUR OFFICE

Questions?


The graphic features a central circle divided into four quadrants: top-left (blue) for students and families, top-right (green) for the institution, bottom-left (purple) for the community, and bottom-right (orange) for the individual and their office. A dark blue banner at the top contains the text 'Areas of Focus'. The word 'Questions?' is written in a large, bold, blue font across the center. The background includes a faint watermark of the college's seal.

VI – B.1 Community Outreach Update



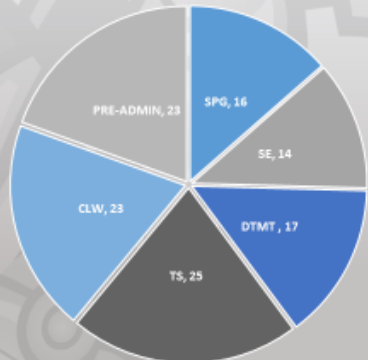
Community Outreach Update

Reggie Reed
Retention Manager
Seminole Campus

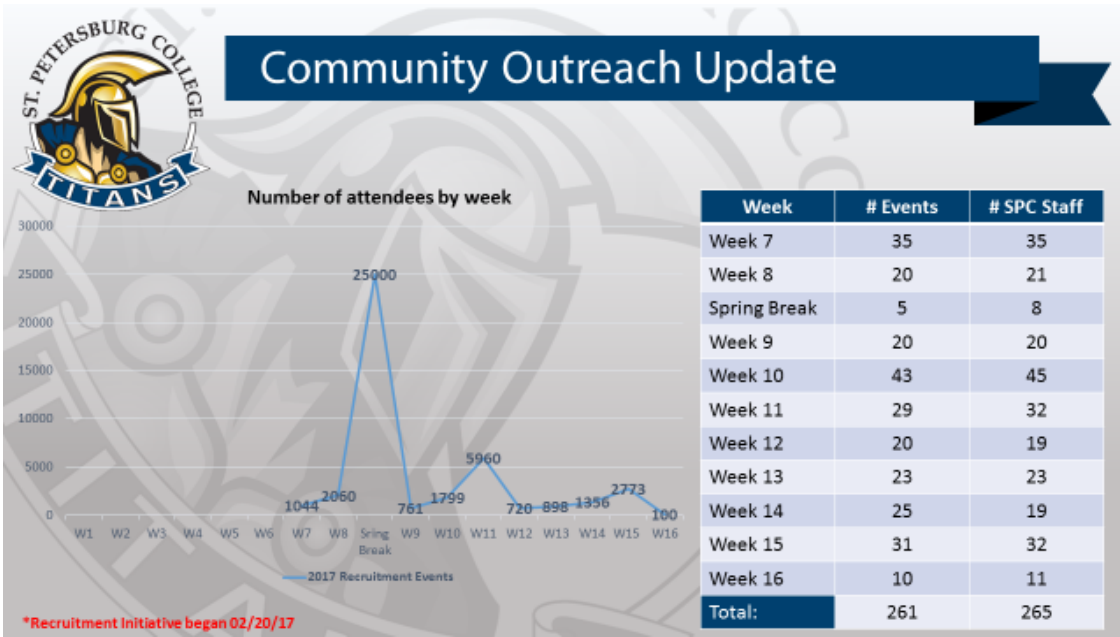



High School Outreach Update

High School Visits by Campus



Total HS Visits: (2/20/17- 05/08/17)	118
Confirmed Headcount:	1524
Getting To Know You Cards:	231



Community Outreach Update

Notable community events

- Wildsplash**
 - 25,000 (confirmed)
 - 88 GTKY
- 3rd Annual Touch A Truck**
 - 700 (confirmed)
 - 193 GTKY
- Explore SPC Week**
 - 900 (confirmed)
 - 691 Applications
 - 101 enrolled for summer or fall

Total GTKY: (2/20/17-05/08/17)	1655
Applications:	215



Community Outreach Update

Questions?

VI – C.1 Monthly Financial Report



SPC St. Petersburg College

Report as of April 30, 2017

	Budget	Actual	% of YTD	YOY
Revenue				
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 51,702,945	91.4%	-5.7%
State Appropriation - CCPF	\$ 51,695,712	\$ 43,315,993	83.8%	0.2%
State Appropriation - Lottery	\$ 16,693,508	\$ 10,016,106	60.0%	0.0%
Performance Funding	\$ 3,652,774	\$ 3,043,977	83.3%	0.8%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,583,949	86.4%	-5.3%
Distance Learning Fee	\$ 3,814,485	\$ 3,567,257	93.5%	-5.3%
Technology Fee	\$ 2,818,596	\$ 2,493,375	88.5%	-5.7%
Lab Revenue Fees	\$ 1,714,401	\$ 1,857,271	108.3%	-3.7%
Industry Certifications	\$ 150,000	\$ -	0.0%	0.0%
Other Revenues	\$ 5,397,200	\$ 4,366,373	80.9%	-7.9%
Other Student Fees	\$ 1,622,007	\$ 699,265	43.1%	-12.2%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	-10.6%
Stabilization Reserve	\$ 2,173,009	\$ -	0.0%	0.0%
PO Rollovers & Accruals	\$ 2,291,443	\$ -	0.0%	0.0%
Total Revenue	\$ 154,102,961	\$ 125,784,164	81.6%	-3.3%

	Budget	Actual	% of YTD	YOY
Personnel & Benefits				
Instructional/Faculty-Full time	\$ 28,899,727	\$ 23,561,522	81.5%	-4.0%
Administrative	\$ 10,275,180	\$ 7,626,919	74.2%	-10.1%
Career (Non-Instructional)	\$ 21,729,661	\$ 16,397,623	75.5%	-1.1%
Professional	\$ 15,874,846	\$ 12,999,311	81.9%	6.8%
Adjunct/Supplemental	\$ 14,341,325	\$ 11,684,799	81.5%	-4.4%
Other Professional OPS	\$ 766,481	\$ 173,307	22.6%	-0.5%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 2,128,439	86.5%	-12.4%
Student Assistants	\$ 428,000	\$ 270,774	63.3%	-12.8%
Health Insurance	\$ 11,854,547	\$ 12,115,415	102.2%	7.2%
Other Personnel Benefits	\$ 11,700,854	\$ 10,611,357	90.7%	0.2%
Total Personnel & Benefits	\$ 118,330,460	\$ 97,569,467	82.5%	-1.1%
Current Expense				
Total Current Expense	\$ 32,341,920	\$ 20,829,974	64.4%	-6.8%
Capital				
Total Capital	\$ 3,430,581	\$ 1,875,988	54.7%	-5.3%
Total Operating	\$ 154,102,961	\$ 120,275,429	78.0%	-2.5%
Revenue over Expense	\$ -	\$ 5,508,735		

Proposed Changes


- Deletion - 1

Discipline	Current Lab Fee	Proposed Lab Fee
Orthotics & Prosthetics UD	\$ 434.28	\$0.00

- Reduction - 7

Discipline	Current Lab Fee	Proposed Lab Fee
College of Education UD	\$ 41.28	\$41.01
College of Education LD	\$ 6.21	\$5.00
Communications (ESL)	\$ 2.60	\$2.06
Communications (ESL Prep)	\$ 20.00	\$16.04
Physical Science	\$ 28.20	\$27.44
Building Arts	\$ 32.42	\$22.13
EMS	\$ 82.30	\$82.04

May 16, 2017

MEMORANDUM**TO:** Board of Trustees, St. Petersburg College**FROM:** William D. Law, Jr., President **SUBJECT:** Fees**Approval is also sought for the following changes to the Lab Fee Schedule.**

Florida Statute 1001.64(10) states that each Board of Trustees shall establish fees. In addition to standard tuition and fees, this authorization extends to user fees, as specified in Florida Statute 1009.23(12(a)). User fees can only be charged to the persons receiving the service and shall not exceed the cost of the services provided. Laboratory fees are considered a user fee. They are intended to cover costs associated with a lab course, such as consumables, additional support personnel to offer class, specialized equipment and software, etc.

Lab Fees by Academic Discipline**Changes:**

Departments	Courses	Current Lab Fee	New Lab Fee
<i>BUILDING ARTS</i>	ARC1126C-ARC2461, BCN1251C-BCN2055, TAR2057C	\$32.42	\$22.13
<i>COLLEGE OF EDUCATION</i>	EDF2085, EME2040	\$6.21	\$5.00
<i>COLLEGE OF EDUCATION BACC</i>	EDE4940-EDE4943, EDG4343, EEX4940, MAE3941-MAE4943, RED3309-RED4519, SCE3941-SCE4943	\$41.28	\$41.01
<i>COMMUNICATIONS (ESL)</i>	EAP1500-EAP1695	\$2.60	\$2.06
<i>Communications (ESL Prep)</i>	EAP0200-EAP0495	\$20.00	\$16.04
<i>EMERGERNCY MANAGEMENT SERVICES (EMS)</i>	EMS1059C, EMS1119L, EMS1411, EMS1522C, EMS2331, EMS2601L, EMS2602L, EMS2664, EMS2665, EMS1421, EMS2659	\$82.30	\$82.04
<i>ENGINEERING TECH</i>	BME1008, CET1114C, CET1175, EET1015C-EET2155C, ETD1320C-EDT2392C, ETM1010C, EET1084C, ETS1412-ETS2930, ETD2372C	\$62.59	\$62.59
<i>FINE ARTS – DIGITAL MEDIA</i>	DIG1710-DIG2580, GRA1206C-GRA2201, DIG1004C, DIG2131, DIG2502C	\$23.30	\$23.30

FINE ARTS – PHOTOGRAPHY	PGY2107C-PGY2940C, PGY2750	\$86.85	\$86.85
SCIENCE (physical)	AST1022L, CHM1025L-CHM2211L, ESC1000C, GLY2010L, OCE2001L, PHY1048L, PHY1049L, PSC1001C, EVR1001C	\$28.20	\$27.44
SCIENCE UD – BIOLOGY	BSC3096-BSC4422C, MCB3020L, PCB4253C-PCB4454C, ZOO3203C-ZOO3733C, BOT3015L, BOT 3143C, BSC3931L, BSC4905C, PCB3023L, PCB3043L, PCB3063L, PCB4723L, ZOO3713L, ZOO4513L	\$100	\$100

Deletions:

O&P UD	PRO3311C, PRO4331C, PRO4350C, PRO4361C, PRO4001C, PRO3801L, PRO3505, PRO4850	\$434.28
SCIENCE (Biological)	BSC2420, BSC2847, PCB2061	\$27.87
O&P TECHNOLOGY AS	PRO1390C, PRO1391C, PRO1411C, PRO2332C	\$302.09
FINE ARTS – DIGITAL MEDIA	DIG2101, DIG2560	\$23.30
FINE ARTS – PHOTOGRAPHY	PGY2110C	\$86.85
SCIENCE UD – BIOLOGY	BSC4910	\$100

Brian Miles, Vice President, Administrative/Business Services and Information Technology, Anne M. Cooper, Senior Vice President, Academic & Students Affairs and Tonjua Williams, Senior Vice President, Student Services, recommend approval.

VI – C.3 Fiscal Year 2017-2018 Budget Update

St. Petersburg College
Board of Trustees
FY17/18 Budget Update

Brian Miles
May 16, 2017

St. Petersburg College
SPC

SPC St. Petersburg College **FY17/18 Estimated Revenue**

Revenue	FY16-17	FY17-18	YOY
	Budget	Budget	Change
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 50,887,002	\$ (5,673,514)
State Appropriation - FCS	\$ 51,695,712	\$ 53,280,152	\$ 1,584,440
State Appropriation - Lottery	\$ 16,693,508	\$ 14,331,049	\$ (2,362,459)
Performance Funding	\$ 3,852,774	\$ 3,852,774	\$ -
Operating Cost for New Facilities	\$ 128,429	\$ 128,429	\$ -
Learning Support Access Fee	\$ 1,834,042	\$ 1,639,890	\$ (194,152)
Distance Learning Fee	\$ 3,814,485	\$ 3,526,830	\$ (287,655)
Technology Fee	\$ 2,818,596	\$ 2,508,569	\$ (310,027)
Lab Revenue Fees	\$ 1,714,401	\$ 1,592,067	\$ (122,334)
Other Student Fees	\$ 1,622,007	\$ 1,092,361	\$ (529,646)
Industry Certifications	\$ 150,000	\$ 150,000	\$ -
Other Revenues	\$ 5,397,200	\$ 5,000,241	\$ (396,959)
Fund Transfers In	\$ 3,556,839	\$ 3,690,662	\$ 133,823
Stabilization Reserve	\$ 2,173,009	\$ 1,500,000	\$ (673,009)
One-Time Non-Recurring Funds	\$ 2,291,443	\$ 325,000	\$ (1,966,443)
Total Revenues	\$ 154,102,961	\$ 143,305,026	\$ (10,797,935)

FY17/18 Estimated Personnel Expenses

Personnel & Benefits	FY16-17	FY17-18	YOY
	Budget	Budget	Change
Instructional/Faculty-Full Time	\$ 28,899,727	\$ 27,979,658	\$ (920,069)
Administrative	\$ 10,275,180	\$ 9,163,236	\$ (1,111,944)
Career (Non-Instructional)	\$ 21,729,861	\$ 20,139,448	\$ (1,590,213)
Professional	\$ 15,874,846	\$ 16,214,186	\$ 339,340
Adjunct/Supplemental	\$ 14,341,325	\$ 13,549,064	\$ (792,261)
Non-Instructional OPS and Overtime	\$ 2,459,839	\$ 2,254,454	\$ (205,385)
Other Professional OPS	\$ 766,481	\$ 739,295	\$ (27,186)
Student Assistants	\$ 428,000	\$ 428,000	\$ -
Health Insurance	\$ 11,854,547	\$ 15,347,587	\$ 3,493,040
Other Personnel Benefits	\$ 11,700,854	\$ 11,613,950	\$ (86,904)
Total Personnel & Benefits	\$ 118,330,460	\$ 117,428,878	\$ (901,582)

FY17/18 Estimated Operating Expenses

Current Expense	FY16-17	FY17-18	YOY
	Budget	Budget	Change
Travel	\$ 629,676	\$ 974,458	\$ 344,782
Repairs & Maintenance	\$ 872,674	\$ 847,976	\$ (24,698)
Rentals/Leases	\$ 445,340	\$ 132,169	\$ (313,171)
Insurance (Non-Health)	\$ 1,708,272	\$ 1,758,811	\$ 50,339
Utilities	\$ 5,800,000	\$ 5,280,366	\$ (519,634)
Services and Fees	\$ 7,734,988	\$ 6,094,232	\$ (1,640,756)
Scholarships/Fee Waivers	\$ 1,559,895	\$ 2,423,463	\$ 863,568
Materials and Supplies	\$ 5,928,526	\$ 5,065,825	\$ (862,701)
Tech Expense/Licensing	\$ 2,805,757	\$ 2,694,386	\$ (111,371)
Bad Debt/Unemployment Comp/Misc	\$ 1,147,782	\$ 1,003,810	\$ (143,972)
Other Current Expense	\$ 3,709,010	\$ 3,000,488	\$ (708,512)
Total Current Expense	\$ 32,341,920	\$ 29,245,584	\$ (3,096,326)
Capital Spending			
Computer Refresh Leases	\$ 2,904,221	\$ 2,377,765	\$ (526,456)
Capital Purchases- Non-Recurring	\$ 526,360	\$ 450,715	\$ (75,645)
Total Capital Spending	\$ 3,430,581	\$ 2,828,480	\$ (602,101)
Total Operating Costs	\$ 154,102,961	\$ 149,502,952	\$ (4,600,009)
Total Remaining Funds	\$ -	\$ (6,197,926)	

Questions?



May 16, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President *wol*

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Brown, Jill C.	Instructional Designer/Facilit	College of Education TS	07/01/17 - 06/30/18

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Gonzalez, Ana Delia	Custodian	Custodial Services AC	4/10/2017
Albright, Sandra Rae	Accounting Support Specialist	Financial Assistance Services DO	4/24/2017
Allen, Tara Lindsey	Student Support Assistant	Learning Resources DT	5/1/2017
Chan, Yim Wah	Sr Library Svcs Technician	Learning Resources SPG	4/17/2017

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Filson, Patrick W	Sr Landscaper	Landscape Services SE	4/8/2017

HIRE Supplemental			
Name	Title	Department/Location	Effective Date
Connelly, Carol A.	Faculty - supplemental	Communications TS	5/15/2017
McColley, Stacey W	OPS Professional	Humanities & Fine Arts SPG	4/24/2017

HIRE Temporary			
Name	Title	Department/Location	Effective Date
Archibald, Lisa Marie	Professional Trainer	Criminal Justice AC	5/1/2017
Bisson, Trevor	OPS Career Level 3	Associate Provost Office SPG	5/1/2017
Bittrich Jr, John T	Professional Trainer	Workforce/Professnl Developmnt DO	3/25/2017
Bohn, Sheri Burmeister	Professional Trainer	Workforce/Professnl Developmnt DO	4/26/2017
Buck, Earnest Dow	OPS Career Level 5	Learning Resources CL	4/3/2017
Chamberlain, John	Adjunct Faculty	Speech - Letters SE	5/15/2017
Gadson, Sanethia Corlette	Professional Trainer	Workforce/Professnl Developmnt DO	4/25/2017
Gittner, Katherine Ann	OPS Career Level 4	Workforce/Professnl Developmnt DO	4/17/2017
Glaros, Kalotina Lukia	Adjunct Faculty	Baccalaureate Programs DO	5/15/2017
Hancock, Justin D	Adjunct Faculty, Bach	Baccalaureate Programs DO	5/15/2017
Hart, Amy E	OPS Career Level 3	Learning Resources SPG	4/28/2017
Hernandez Cruz, Osiris Citlali	OPS Career Level 2	Counseling & Advisement CL	4/27/2017
Kindavong, Bobby Chantharaj	OPS Career Level 1	Custodial Services DO	4/11/2017
Manias, Michelle T	Adjunct Faculty	Baccalaureate Programs DO	5/15/2017
North, Christopher L	OPS Professional	Humanities & Fine Arts CL	4/3/2017
Phulpot, Ryan R	Adjunct Faculty, Bach	Baccalaureate Programs DO	5/15/2017
Serio, Gregory Michael	Professional Trainer	Workforce/Professnl Developmnt DO	4/17/2017
Shaughnessy, Anne Marie	Adjunct Faculty	Foreign Language TS	5/15/2017

Spiegel, Colleen Shirley	Adjunct Faculty	Natural Science TS	5/15/2017
Stanley Jr, Robert W	Adjunct Faculty	Health Information Mgmt HEC	5/15/2017
Zielinski, Brian	Adjunct Faculty	Natural Science CL	5/15/2017

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
Name	Title	Department/Location	Effective Date
Heinze, Nathan	Instructor	College of Computer and Information Tech	05/16/2017 - 05/21/2017

Destination: Dublin, Ireland

The purpose of this trip is for SPC Faculty & Staff to develop a partnership with the Institute of Technology in Tallaght (ITT), Dublin, Ireland. Participant activities will include the following: 1) Develop a study abroad exchange program between SPC and ITT students/faculty; 2) Explore Collaborative Online International Learning opportunities; 3) Develop an agreement whereby SPC graduates of the BAS in Technology Development and Management would articulate into ITT's M.Sc. in Information Technology Management program.

Estimated cost to the College is \$1734.58.

Kirsch, Ramona	Director, International Programs	Center for International Programs	05/16/2017 - 05/21/2017
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Destination: Dublin, Ireland

The purpose of this trip is for SPC Faculty & Staff to develop a partnership with the Institute of Technology in Tallaght (ITT), Dublin, Ireland. Participant activities will include the following: 1) Develop a study abroad exchange program between SPC and ITT students/faculty; 2) Explore Collaborative Online International Learning opportunities; 3) Develop an agreement whereby SPC graduates of the BAS in Technology Development and Management would articulate into ITT's M.Sc. in Information Technology Management program.

Estimated cost to the College is \$1607.61.

Long, John	Academic Chair	College of Computer and Information Tech	05/16/2017 - 05/21/2017
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Destination: Dublin, Ireland

The purpose of this trip is for SPC Faculty & Staff to develop a partnership with the Institute of Technology in Tallaght (ITT), Dublin, Ireland. Participant activities will include the following: 1) Develop a study abroad exchange program between SPC and ITT students/faculty; 2) Explore Collaborative Online International Learning opportunities; 3) Develop an agreement whereby SPC graduates of the BAS in Technology Development and Management would articulate into ITT's M.Sc. in Information Technology Management program.

Estimated cost to the College is \$1738.14.

Setterlind, Sharon	Dean	College of Computer and Information Tech	05/16/2017 - 05/21/2017
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Destination: Dublin, Ireland

The purpose of this trip is for SPC Faculty & Staff to develop a partnership with the Institute of Technology in Tallaght (ITT), Dublin, Ireland. Participant activities will include the following: 1) Develop a study abroad exchange program between SPC and ITT students/faculty; 2) Explore Collaborative Online International Learning opportunities; 3) Develop an agreement whereby SPC graduates of the BAS in Technology Development and Management would articulate into ITT's M.Sc. in Information Technology Management program.

Estimated cost to the College is \$1745.59.

Joyce, Dawn	Instructor	Communications	05/22/2017 - 06/02/2017
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Destination: Sydney, Australia & Auckland, New Zealand

The purpose of this trip is to lead SPC students on a study abroad program to Sydney, Australia & Auckland, New Zealand. Twelve (12) SPC students will participate in the Study Abroad Program to Australia/New Zealand and will receive credit in either LIT2110 (World Literature I) or LIT 2120 (World Literature II). The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives.

Estimated cost to the College is \$1397.59.

Tunceren, Lillian	Academic Chair	Communications	05/22/2017 - 06/02/2017
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Destination: Sydney, Australia & Auckland, New Zealand

The purpose of this trip is to lead SPC students on a study abroad program to Sydney, Australia & Auckland, New Zealand. Twelve (12) SPC students will participate in the Study Abroad Program to Australia/New Zealand and will receive credit in either LIT2110 (World Literature I) or LIT 2120 (World Literature II). The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives.

Estimated cost to the College is \$1627.00.

Gibbons, Deveron	Trustee	Board of Trustees	5/28/2017 - 6/4/2017
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Destination: Havana, Cuba

The purpose of this trip is for Trustee Gibbons to observe and participate in the 2016-2017 Cuba Study Abroad program for SPC students. The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives.

Estimated cost to the College is \$4762.14.

Hernly, Patrick	Academic Chair	Humanities and Fine Arts	5/28/2017 - 6/4/2017
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Destination: Havana, Cuba

The purpose of this trip is to lead SPC students on a study abroad program to Havana, Cuba. Six (6) SPC Music Students will be participating in the Cuba Study Abroad Program and will receive credit in Music Literature MUL 1010 (Music Appreciation). The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives.

Estimated cost to the College is \$4958.88.

Levin, Roxana & Albrecht, Osiris	Instructors	Communications - Foreign Language	06/10/2017 - 07/02/2017
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Destination: Salamanca, Spain

The purpose of this trip is to lead SPC students on a study abroad program to Salamanca, Spain. Twenty-four (24) SPC students will participate in the Study Abroad Program to Spain and will learn the Spanish foreign language and experience Spanish culture. Students will receive credit in one of the following Spanish language courses: SPN1120 (4 credits), SPN1121 (4 credits), SPN2200 (3 credits), SPN2201 (3 credits), SPN2240 (3 credits), SPN2241 (3 credits), or SPN2949 (1-3 credits). The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives. Osiris Albrecht is utilizing personal days after program end date and returning 8/7/17.

Estimated cost to the College is \$6296.67 and \$5714.66


Brian Miles, Vice President, Administrative/Business Services & Information Technology and the Strategic Issues Council Members bringing the actions forward, recommend approval.

ND050117

May 16, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: 5-Year Educational Plant Survey 2017-2022 and related documents

Approval is sought from the Board of Trustees for the attached 5-Year Educational Plant Survey for years 2017-2022, DVE 768 (Division of Career and Adult Education) and Project Priority List.

Every five years, the Board of Trustees for community colleges, colleges and universities, arranges for an Educational Plant Survey pursuant to requirements in Section 9(d) of Article XII of the State Constitution, as amended, and Section 1013.31 Florida Statutes (F.S.). The purpose of the survey is to set in place the formulation of plans for providing sites and facilities, acquiring sites, improving existing facilities and sites for educational programs, student population, faculty, administrators, staff and auxiliary and ancillary services of the college for the next 5-Year period. The process involves a systematic study and evaluation of existing educational facilities collegewide and the determination of future needs to provide appropriate facilities for accommodating educational programs and services for students.

The college's current survey expires June 30, 2017. This new survey, once approved by the State Board of Education's Office of Educational Facilities, will be in effect from July 1, 2017, through June 30, 2022. Modifications to the survey can be made at any time during the five year period via a Spot Survey.

The findings and recommendations contained in a 5-Year Educational Plant Survey report constitute an instrument enabling the Board of Trustees to adopt long-range master plans for all educational plants and related facilities and is the basis for the development of the annual Capital Improvement Plan (CIP) as part of the college's proposed annual budget. All projects must be on the college's approved Educational Plant Survey before they can be included on the Capital Improvement Plan and before the expenditure of Public Education Capital Outlay (PECO), Facilities Enhancement Challenge Grant (FECG), Student Capital Improvement Fee (SCIF), Capital Outlay & Debt Service (CO&DS), and State Board of Education Bond (SBE Bond) monies.

Also, per Section 1013.31 (1), F.S., the Division of Career and Adult Education shall document the need for additional career and adult education programs and the continuation of existing programs before facility construction or renovation related to career or adult education may be included in the Educational Plant Survey of the college that delivers such programs. The college's

Workforce Training Center has submitted this report and it was approved by the Florida Department of Education on May 4, 2017.

The college has completed Master Planning Collegewide as a requirement of the survey and is listed as “on file” at the college per State requirements.

Brian Miles, Vice President, Administrative/Business Services and Information Technology; and Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services.

VI – D.2-3 Five Year Educational Plant Survey and Capital Improvement Plan

SPC St. Petersburg College

**5-YEAR EDUCATIONAL PLANT SURVEY
& CAPITAL IMPROVEMENT PLAN**

SPC St. Petersburg College
Facilities Planning and Institutional Services

FUNDING CYCLE

**5-Year Educational Plant Survey
(2017 – 2022)**

Annual Capital Improvement Plan (CIP)
1. 2018 – 2019
Repeats years 2-5

Legislative Budget Request (LBR)
1. 2018 – 2019
Repeats years 2-5

Allocation of PECO Funding
Repeats years 2-5

SPC St. Petersburg College
Facilities Planning and Institutional Services

FINAL
FLORIDA COLLEGE SYSTEM
CIP - 2 SUMMARY
Capital Improvement Plan and Legislative Budget Request
2018-2019 to 2025-2026

COLLEGE: ST. PETERSBURG COLLEGE
MAINTENANCE, REPAIR & RENOVATION PROJECTS
PRI

#	PROJECT DESCRIPTION	2018-19	2019-20	2020-21	2021-22	2022-23	CIP 5YR TERM
	General Ren/Rep, Roofs, HVAC, ADA, Utilities, Site Improvements - Collegiate	\$3,840,000	\$4,720,000	\$5,135,000	\$3,535,000	\$8,715,000	\$25,745,000
TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS		\$3,840,000	\$4,720,000	\$5,135,000	\$3,535,000	\$8,715,000	\$25,745,000

RENOVATION PROJECTS

#	PROJECT DESCRIPTION	2018-19	2019-20	2020-21	2021-22	2022-23	CIP 5YR TERM
TOTAL RENOVATION PROJECTS		\$0	\$0	\$0	\$0	\$0	\$0

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:

#	PROJECT DESCRIPTION	2018-19	2019-20	2020-21	2021-22	2022-23	CIP 5YR TERM
1	Construct Student Success Center - St. Petersburg-Gibbs Campus	\$3,500,000					\$3,500,000
2	Construct New Building (Phase A) to Relocate Health Programs - Health Education Center	\$2,302,936	\$20,726,452				\$23,029,368
3	Construct New Building (Phase B) to Relocate Health Programs - Health Education Center			\$3,007,903	\$31,263,231	\$3,907,903	\$39,079,037
4	Build out Library Learning Support Academic Spaces - Downtown Center			\$2,621,653			\$2,621,653
TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:		\$5,802,936	\$20,726,452	\$6,529,456	\$31,263,231	\$3,907,903	\$68,250,058
GRAND TOTAL OF ALL PROJECTS		\$9,642,936	\$25,446,452	\$11,664,556	\$34,598,231	\$12,622,903	\$93,975,058

College:
23-ST. PETERSBURG COLLEGE

Survey:
Survey : 2 Version : 1

Status:
Active Pending

COLLEGE WIDE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATED COST
SR.01	Correct deficiencies relating to safety to life, health, and sanitation as identified in the comprehensive Safety Inspection Report pursuant to §4.4(1) and §5(1) SREF.	350,000
SR.02	Necessary modifications for the physically disabled in existing buildings recommended for continued use as provided for in §255.21 F.S.	300,000
SR.03	Replacement of roofs at existing facilities as provided in §1.2(55) SREF and §423.12 Florida Building Code.	5,000,000
SR.04	Replace or purchase of equipment for existing facilities pursuant to §1.2(55) SREF.	2,000,000
SR.05	Provide for sanitation facilities for students, staff, and the public pursuant to §5(1) SREF and §423.2 Florida Building Code.	0
SR.06	Provide for custodial facilities pursuant to §423.20 Florida Building Code.	0
Total :		7,650,000

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATED COST
1.001	Upgrade lock systems to provide lockdown capabilities in all classrooms.	90,000
1.002	Renovate all site lighting	300,000
1.003	Renovate HVAC systems for entire site, including controls	150,000
1.004	Renovate electrical and data distribution system for entire site	75,000
1.005	Renovate signage for entire site	75,000
1.006	Site improvements, provide paved parking,	250,000
EPICENTER Total :		940,000
Total Estimated Cost :		940,000

College:
23-ST. PETERSBURG COLLEGE

Survey:
Survey : 2 Version : 1

Status:
Active Pending

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
2.001	Renovate electrical and data distribution system for entire site.	400,000
2.002	Renovate storm sewer system for entire site	500,000
2.003	Renovate sanitary sewer system for entire site	400,000
2.004	Renovate security and emergency systems for entire site	250,000
2.005	Renovate existing irrigation system for entire site	150,000
2.006	Renovate signage for entire site	250,000
2.007	Renovate site parking areas	500,000
2.008	Renovate domestic waterlines	500,000
2.009	Renovate all site lighting	100,000
2.010	Renovate HVAC sytems for entire site, including controls	1,000,000
CLEARWATER CAMPUS Total :		4,050,000
Total Estimated Cost :		4,050,000

COMMUNITY COLLEGE RECOMMENDATION DETAIL REPORT

Site No: 3
Site Name: ST PETERSBURG/GIBBS

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
3.001	Replace roof at the Palladium	110,000
3.002	Repaint interior of the Palladium theatre	400,000
3.003	Install gate at each parking entrance at the Palladium	15,000
3.004	Renovate site lighting	200,000
3.005	Renovate chilled water system for entire site, including controls	960,000
3.006	Renovate electrical and data distribution system for entire site	850,000
3.007	Renovate security and emergency systems for entire site	175,000
3.008	Renovate irrigation system for entire site	25,000
3.009	Renovate signage for entire site	100,000
3.010	Renovate site parking areas	150,000
3.011	Renovate electrical, data, audio and other general infrastructure upgrades and enhancements at the Palladium	500,000
3.012	Renovate parking area at the Palladium	150,000

College: 23-ST. PETERSBURG COLLEGE **Survey:** Survey : 2 Version : 1 **Status:** Active Pending

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
3.013	Renovate HVAC at the Palladium	250,000
ST PETERSBURG/GIBBS Total :		3,885,000

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
3.014	New Construction: Adding Circulation (5218 NSF)	2,000,970
3.015	Remodeling Building Number - 7, Building Name - GYMNASIUM : Adding Classrooms (81 SS), (2325 NSF), (3302 GSF); Non-Vocational Labs (111 SS), (4440 NSF), (6307 GSF); Dance (4440 NSF, 111 SSC), Classroom (2325 NSF, 81 SSC) and Removing (0 SS), (14075 NSF) Room 0100 (1472 NSF), Room 0100A (41 NSF), Room 0100B (143 NSF), Room 0100C (137 NSF), Room 0100D (120 NSF), Room 0100E (120 NSF), Room 0101 (89 NSF), Room 0102 (120 NSF), Room 0102B (300 NSF), Room 0102C (87 NSF), Room 0102D (86 NSF), Room 0102E (30 NSF), Room 0103 (296 NSF), Room 0103A (132 NSF), Room 0103B (92 NSF), Room 0103C (95 NSF), Room 0103D (902 NSF), Room 0103E (146 NSF), Room 0104 (134 NSF), Room 0104A (92 NSF), Room 0104B (54 NSF), Room 0105 (240 NSF), Room 0105A (225 NSF), Room 0105B (103 NSF), Room 0105C (30 NSF), Room 0105D (5 NSF), Room 0105E (26 NSF), Room 0106 (200 NSF), Room 0107 (93 NSF), Room 0108 (952 NSF), Room 0108A (55 NSF), Room 0109 (93 NSF), Room 0110 (140 NSF), Room 0111 (140 NSF), Room 0111A (140 NSF), Room 0112 (24 NSF), Room 0112A (216 NSF), Room 0112B (99 NSF), Room 0112C (119 NSF), Room 0112D (40 NSF), Room 0113 (900 NSF), Room 0113A (80 NSF), Room 0113B (216 NSF), Room 0113C (128 NSF), Room 0113D (40 NSF), Room 0113E (264 NSF), Room 0114 (4436 NSF), Room 0114A (205 NSF), Room 0114B (178 NSF)	1,900,125
3.016	Remodeling Building Number - 11, Building Name - BENJAMIN ARTS : Adding Classrooms (72 SS), (2025 NSF), (2876 GSF); Non-Vocational Labs (44 SS), (4818 NSF), (6843 GSF); Circulation (2000 NSF), (2841 GSF); Classroom (2025 NSF, 72 SSC), Preparation for the GED Test (3128 NSF, 24 SSC), College Preparatory (1690 NSF, 20 SSC), Circulation (2000 NSF) and Removing (38 SS), (8720 NSF) Room 0102 (210 NSF), Room 0103 (99 NSF), Room 0104 (108 NSF), Room 0105 (81 NSF), Room 0106 (118 NSF), Room 0107 (99 NSF), Room 0108 (498 NSF), Room 0109 (99 NSF), Room 0111 (939 NSF), Room 0111A (53 NSF), Room 0111B (152 NSF), Room 0121 (202 NSF), Room 0121A (207 NSF), Room 0122 (204 NSF), Room 0124 (108 NSF), Room 0125 (111 NSF), Room 0126 (523 NSF), Room 0127 (83 NSF), Room 0128 (2200 NSF), Room 0129 (168 NSF), Room 0130 (312 NSF), Room 0131 (171 NSF), Room 0133 (661 NSF), Room 0135 (654 NSF), Room 0137 (660 NSF)	1,193,805
3.017	Remodeling Building Number - 5, Building Name - JOHNSTON TECH : Adding Audio/Visual (1585 NSF), (2251 GSF); Student Services (698 NSF), (991 GSF); Support Services (3663 NSF), (5203 GSF); Support Services (3663 NSF), Student Services (698 NSF), Audiovisual (1585 NSF) and Removing (0 SS), (5946 NSF) Room 0100 (704 NSF), Room 0101 (656 NSF), Room 0101A (28 NSF), Room 0102 (704 NSF), Room 0103 (640 NSF), Room 0104 (703 NSF), Room 0106 (703 NSF), Room 0128 (897 NSF), Room 0130 (911 NSF)	802,710
ST PETERSBURG/GIBBS Total :		5,897,610
ST PETERSBURG/GIBBS Total Estimated Cost :		9,782,610

College:
23-ST. PETERSBURG COLLEGE

Survey:
Survey : 2 Version : 1

Status:
Active Pending

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
4.001	Renovate HVAC systems for entire site, to include controls to Tracer ES. Replace failed campus hot water loop. Install heat recovery chiller.	725,000
4.002	Renovate signage for entire site	10,000
4.003	Renovate site parking areas	100,000
4.004	Renovate and extend the Wetlands Habitat Trail	300,000
4.005	Renovate site lighting, renovate electrical data distribution system for entire site. Installation of backup generator power for main MDF room located at the TL building.	150,000
SEMINOLE CAMPUS Total :		1,285,000
Total Estimated Cost :		1,285,000

COMMUNITY COLLEGE RECOMMENDATION DETAIL REPORT

Site No: 5
Site Name: TARPON SPRINGS CAMPU

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
5.001	Replacement of metal roof on Agora building.	55,000
5.002	Replacement for half of the Billrakis Building roof (50,000 sf)	1,000,000
5.003	Renovate site lighting	150,000
5.004	Renovate HVAC systems for entire site, complete phase II of chiller plant upgrade by replacing 23 year old chiller and converting to VPF plant.	1,000,000
5.005	Renovate electrical and data distribution system for entire site	75,000
5.006	Renovate security and emergency systems for entire site	300,000
5.007	Renovate irrigation system for entire site	50,000
5.008	Renovate site parking areas	1,000,000
5.009	Renovate signage for entire site	75,000
TARPON SPRINGS CAMPU Total :		3,705,000

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
5.010	New Construction: Adding Classrooms (411 SS), (11550 NSF), (16406 GSF); Classroom (11550 NSF), Custodial (1228 NSF), Library / Study (15218 NSF), Audiovisual (2847 NSF)	11,828,430
TARPON SPRINGS CAMPU Total :		11,828,430
TARPON SPRINGS CAMPU Total Estimated Cost :		15,533,430

College: 23-ST. PETERSBURG COLLEGE **Survey:** Survey : 2 Version : 1 **Status:** Active Pending

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
6.001	Renovate site infrastructure	500,000
BAY PINES CENTER Total :		500,000
Total Estimated Cost :		500,000

COMMUNITY COLLEGE RECOMMENDATION DETAIL REPORT

Site No: 8
Site Name: HEALTH EDUCATION CEN

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
8.001	Renovate site lighting	200,000
8.002	Renovate HVAC systems for entire site, including controls	140,000
8.003	Renovate security and emergency systems for entire site	150,000
8.004	Renovate signage for entire site	10,000
8.005	Renovate site parking areas	750,000
8.006	Renovate HEC Annex upper floors	2,500,000
8.007	Renovate storm sewer system	500,000
8.008	Renovate sanitary sewer system	500,000
8.009	Renovate roof	2,000,000
HEALTH EDUCATION CEN Total :		6,750,000

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
8.010	New Construction: Adding Vocational Labs (160 SS), (28710 NSF), (40780 GSF); Nursing (RN) (28710 NSF), Library / Study (1454 NSF), Auditorium / Exhibition (681 NSF), Audiovisual (9963 NSF)	15,650,010
8.011	New Construction: Adding Vocational Labs (210 SS), (33775 NSF), (47975 GSF); Respiratory Therapy Tech. (4450 NSF), Physical Therapy Assistant (4020 NSF), Radiation Therapy Tech. (5075 NSF), Funeral Services (10725 NSF), Emergency Medical Tech. (5105 NSF), Dental Assisting (4400 NSF), Circulation (31795 NSF), Mechanical / Sanitation (1236 NSF), Custodial (788 NSF), Library / Study (1500 NSF), Student Services (3151 NSF)	27,706,320
8.012	Remodeling Building Number - 67, Building Name - SOUTH ANNEX : Adding Classrooms (300 SS), (8400 NSF), (11931 GSF); Vocational Labs (175 SS), (15400 NSF), (21874 GSF); Support Services (12022 NSF), (17076 GSF); Classroom (8400 NSF, 300 SSC), Miscellaneous Health Education (15400 NSF, 175 SSC), Support Services (12022 NSF) and Removing (0 SS), (36000 NSF) Room 0200 (12000 NSF), Room 0300 (12000 NSF), Room 0400 (12000 NSF)	4,860,000
HEALTH EDUCATION CEN Total :		48,216,330
HEALTH EDUCATION CENTotal Estimated Cost :		54,966,330

College:
23-ST. PETERSBURG COLLEGE

Survey:
Survey : 2 Version : 1

Status:
Active Pending

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
9.001	Renovate HVAC for entire site.	1,500,000
9.002	Dispose of portable and add modular building for driving range area.	250,000
9.003	Renovate Florida room of Allstate building to retrofit for technology, electrical, HVAC systems, add stage and provide ADA access with lift to stage.	400,000
9.004	Renovate electrical and data distribution system for entire site	350,000
9.005	Renovate irrigation system for entire site	50,000
9.006	Renovate signage for entire site	10,000
9.007	Renovate/replace skid pad and driving track	75,000
9.008	Renovate parking areas	75,000
9.009	Renovate Roof	275,000
ALLSTATE CENTER Total :		2,985,000
Total Estimated Cost :		2,985,000

COMMUNITY COLLEGE RECOMMENDATION DETAIL REPORT

Site No: 15
Site Name: DOWNTOWN CENTER

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
15.001	Renovate signage for entire site	200,000
15.002	Renovate site parking areas in the parking garage and renovate garage infrastructure and complete restoration.	250,000
DOWNTOWN CENTER Total :		450,000

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
15.003	New Construction: Adding Classrooms (25 SS), (700 NSF), (994 GSF); Non-Vocational Labs (10 SS), (550 NSF), (781 GSF); Classroom (700 NSF), Computer & Information Systems (550 NSF), Library / Study (2907 NSF), Audiovisual (1175 NSF)	2,044,710
15.004	Renovating Building Number - 501, Building Name - DOWNTOWN CTR (0 SS), (1029 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Retrofit for Technology, Other to Room 0100 (1029 NSF) Renovation Description: Update area to accommodate for advising and career counseling. Update area to accommodate for advising and career counseling.	92,610
DOWNTOWN CENTER Total :		2,137,320
DOWNTOWN CENTER Total Estimated Cost :		2,587,320

College:
23-ST. PETERSBURG COLLEGE

Survey:
Survey : 2 Version : 1

Status:
Active Pending

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
16.001	Repave parking areas where tree roots have lifted asphalt. Seal and stripe parking lot.	50,000
16.002	Renovate HVAC & controls at the Keene Center and Community Center	400,000
16.003	Renovate site lighting	20,000
16.004	Renovate signage	5,000
16.005	Renovate security	30,000
MIDTOWN CENTER Total :		505,000
Total Estimated Cost :		505,000

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
17.001	Dispose of three portables and add three modular buildings to include 1 office and two classroom buildings.	500,000
FIRE TRAINING CENTER Total :		500,000
Total Estimated Cost :		500,000

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
18.001	Renovate signage for entire site	10,000
18.002	Renovate parking area	150,000
18.003	Renovate retention pond	30,000
VETERINARY TECHNOLOG Total :		190,000
Total Estimated Cost :		190,000

REQUEST TO STATE BOARD OF EDUCATION
 FOR APPROVAL OF ORDER OF PRIORITY
 FOR EXPENDITURE OF STATE CAPITAL OUTLAY FUNDS
 ATTACHMENT: PROJECT PRIORITY LIST (PPL)

College: **St. Petersburg College**

Date: **May 16, 2017**

(1) Project Number	(2) Priority Rating Letter	(3) Project Description	(4) Estimated Cost
265-T-17-2	A	Renovate/Remodel Language Arts, Clearwater Campus (Planned)	\$300,000
301-D-17-3	A	Construct Student Success Center, St. Petersburg Gibbs Campus (Planned)	\$25,000,000

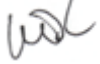
Continue on additional sheets, as needed.

See instructions on page 2 of 3.

May 16, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Capital Improvement Plan (CIP) for FY 2018-2019 through 2022-2023

Approval is sought from the Board of Trustees for the FY 2018-2019 Capital Improvement Plan.

The Capital Improvement Plan (CIP) is the process through which the College requests and receives construction allocations from the Public Education Capital Outlay (PECO) Fund. Each community college, college and university is required to annually submit a five-year plan for its capital outlay needs based upon the 5-year Educational Plant Survey. This is the first CIP based upon our new 5-Year Educational Plant Survey effective July 1, 2017.

Projects must be recommended and approved by the Board of Trustees and a State-validated Educational Plant Survey or Amendment to be included on the annual CIP to obtain Public Education Capital Outlay (PECO), Facilities Enhancement Challenge Grant (FECG), Capital Outlay & Debt Service (CO&DS) and State Board of Education Bond (SBE Bond) funding.

The deadline to submit the CIP to the Division of Florida Colleges is July 3, 2017. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the 2018-19 Capital Outlay Legislative Budget Request.

The CIP is divided into three categories:

Renovation – the general upgrade of an existing facility with no change in use (e.g. new lighting, carpeting, roof, heating, ventilating and air conditioning, and compliance with the Americans with Disabilities Act) and site improvements

Remodeling – the changing of an existing facility by rearrangement of space, use (e.g. offices to classrooms) or any changes that impact exiting

New Construction – Design and Construction of new facilities. This also includes site acquisition

Brian Miles, Vice President, Administrative/Business Services & Information Technology; and Jim Waechter, Associate Vice President, Facilities Planning & Institutional Services, recommend approval.

VI – E.1 Quality Enhancement Plan

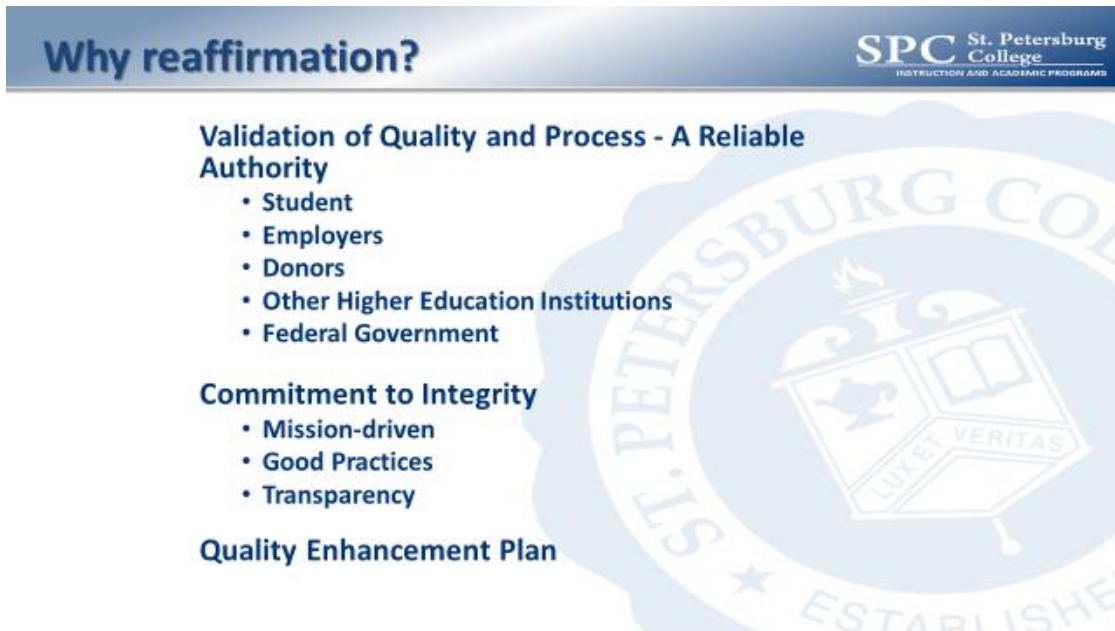


**Southern Association of Colleges and Schools
Commission on Colleges
Accreditation Reaffirmation
and
Quality Enhancement Plan Update**

Sabrina Crawford, IRE Executive Director
Jennifer Haber, QEC Lead Faculty
Heather Roberson, CETL Director

Board of Trustees – May 16, 2017

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS



Why reaffirmation?

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

Validation of Quality and Process - A Reliable Authority

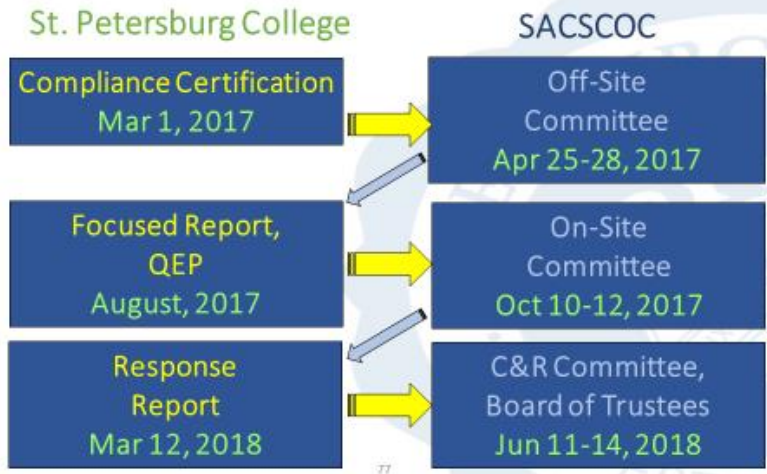
- Student
- Employers
- Donors
- Other Higher Education Institutions
- Federal Government

Commitment to Integrity

- Mission-driven
- Good Practices
- Transparency

Quality Enhancement Plan

Reaffirmation Process



Non-Compliance Issues – Off-Site

Top 10 Most Frequently Cited Principles in Reaffirmation Reviews: 2015 Reaffirmation Class Institutions (N=81)

Review Stage I: OFF-Site Committee			Review Stage II: ON-Site Committee			Review Stage III: C&R Board of Trustees		
Rank	Requirement/Standard	% Institutions in Non-Compliance	Rank	Requirement/Standard	% Institutions in Non-Compliance	Rank	Requirement/Standard	% Institutions in Non-Compliance
1.	3.7.1 (Faculty Competence)	90%	1.	3.3.2 (Quality Enhancement Plan)	59%	1.	3.3.1.1 (IE - Educational Programs)	16%
2.	3.3.1.1 (IE - Educational Programs)	60%	2.	3.3.1.1 (IE - Educational Programs)	31%	2.	3.10.1 (Financial Stability)	7%
3.	3.3.1.2 (IE - Administrative Units)	49%	3.	3.7.1 (Faculty Competence)	25%	3.	3.3.1.2 (IE - Administrative Units)	6%
4.	3.7.2 (Faculty Evaluation)	48%	4.	3.3.1.2 (IE - Administrative Units)	19%	4.	3.3.1.3 (IE - Educational Support)	6%
5.	3.3.1.3 (IE - Educational Support)	47%	5.	3.5.1 (General Education Competencies)	15%	5.	3.5.1 (General Education Competencies)	5%
6.	2.8 (Faculty)	46%	6.	3.3.1.3 (IE - Educational Support)	14%	6.	3.3.2 (Quality Enhancement Plan)	5%
7.	3.3.1.5 (IE - Community/Public Service)	42%	7.	3.3.1.5 (IE - Community/Public Service)	10%	7.	3.7.1 (Faculty Competence)	5%
8.	2.11.1 (Financial Resources)	40%	8.	3.10.1 (Financial Stability)	9%	8.	3.3.1.4 (IE - Research)	4%
9.	3.2.9 (Personnel Appointment)	38%	9.	3.10.3 (Control of Finances)	6%	9.	3.10.3 (Control of Finances)	4%
10.	3.2.14 (Intellectual Property Rights)	38%	10.	3.12.1 (Substantive Change)	6%	10.	3.10.3 (Control of Finances)	2%
Key Descriptive Statistics (Number of Principles Cited Per Institution)			Key Descriptive Statistics (Number of Principles Cited Per Institution)			Key Descriptive Statistics (Number of Principles Cited Per Institution)		
Mean=17.5 SD=9.3	Median=15	Range=37	Mean=2.8 SD=2.6	Median=2	Range=13	Mean=0.7 SD=1.2	Median=0	Range=5

What is a Quality Enhancement Plan (QEP)?

- **Carefully designed** course of ACTION.
- Collaborative process with broad-based involvement.
- **Well-defined** focused topic or issue related to enhancing student learning and/or the environment that supports student learning.



Quality Enhancement Plan (QEP)

Ready, Set, Succeed!

qep.spcollege.edu

Population:

Flexible Opt-out students with at least one developmental education recommendation.

Emphasis:

First-year students (Fall/Spring).

Method:

Learning Communities model: Neighborhoods for Success (N4S) led by faculty mentors and success coaches.

Student Learning Outcomes (SLO) Goal 1:

Ready:

Students will identify their learner mindset, including their expectations, and apply these expectations to their academic goals.

Core Elements

Motivation:

Students will identify why they came to college, their purpose for pursuing a degree, and identify behaviors needed to achieve their goals.

Ownership:

Students will apply their academic goals and commitment to develop behaviors that support and promote successful learning strategies.

Student Learning Outcomes (SLO) Goal 2:

Set:

Students will learn strategies, such as comprehension strategies, time management, and study skills, to help them along their academic path.

Core Elements

Knowledge Monitoring:

Students will identify what they do and do not know and will develop a strategic plan to fill knowledge gaps.

Comprehension:

Students will effectively apply thinking strategies to comprehend course material.

Time Management:

Students will exhibit conscious control over the amount of time spent on specific activities.

Succeed:

Students will show how the learner mindset and learning strategies have helped them in retention, persistence, and completion of their degree or certificate.

Persistence: semester to semester
Retention: fall to fall
Completion: degree or certificate

N4S Pilot overview

- 60 flexible opt-out students total (30 at SPG and 30 at CL) Fall and Spring.
- 2 N4S groups, each led by a Faculty Mentor and Success Coach.
- Non-credit course.
- Incentives for student participation.
- Will complement Career and Academic Communities and tie in activities that promote student engagement along their pathway.

N4S Pilot overview

Semester 1 (Fall)

- Theme: Neighborhood building
- 12-week online class
- 5 modules
- 2 events (Off on the Right Foot and Keep it Going)
- 5 F2F meetings

Semester 2 (Spring)

- Theme: Connections beyond the Neighborhood
- Online class continues (1 module)
- 1 event (Let's Do This)
- 3 F2F meetings

N4S 5 year Rollout

	Campuses	Students	Faculty Mentors	Success Coaches	Peer Mentors	Campus Events
Pilot (2017-18)	2	60	2	2	0	6
Year 1 (2018-19)	3	90	3	3	3	9
Year 2 (2019-20)	6	180	6	6	6	18
Year 3 (2020-21)	6	180	6	6	6	18
Year 4 (2021-22)	6	180	6	6	6	18
Year 5 (2022-23)	6	180	6	6	6	18
Year 1 - Year 5	6	810	27	27	27	81

Questions?



VI – F.1 Legislative Review

Summary of Legislative Action for 2017 Session

Budget/System Issues:

- Reduced funding to colleges by \$30.2 Million attributed to decline in enrollment in Developmental Education. Methodology has not been released but it appears to be a pro-rata reduction rather than based on an FTE change in Dev Ed enrollment reduction.
- Funds were not provided for pay raises for college employees although funds were provided for state employees which would include SUS employees.
- No increase in tuition or fees is authorized.
- Performance funding is continued with \$30,000,000 from the system base and \$30,000,000 from the state.
- Industry Certification performance is continued at \$10,000,000.
- The House raised the issue of college and university fund balances and attempted to cut funding to those institutions with what it considered to be too great a fund balance. SPC was not included as a college with too great a fund balance.

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Summary of Legislative Action for 2017 Session

PECO:**Gibbs Campus Student Services Center:**

- Provided \$6,500,000 out of a requested \$10,000,000 to complete construction. It is believed the balance of \$3,500,000 will be provided next Session. Only one college received more funding than SPC for a construction project and that college jumped from \$1,000,000 to \$10,000,000 during conference and at the highest levels of negotiation. Senator Latvala did his best to secure additional funding for SPC and had included \$10,000,000 in the initial Senate budget.

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System-wide Substantive issues contained in bills which will be sent to the Governor:

- Baccalaureate Caps: Enrollment in Baccalaureate Degree Programs is capped at 15% of a college's total enrollment. SPC was assured language would be included to prevent us being out of compliance this coming Fall but language was not agreed to in conference by the Senate President.
- "2 + 2" Articulation: Agreements are mandated for each college and university. SPC has several agreements in place including the FUSE program which was held up in the House as a model for others.
- New State Board: Renamed the Florida College System as the Florida Community College System and created a new State Board of Community Colleges effective September 1, 2017. Membership is to be appointed by the Governor and confirmed by the Senate. Statutory changes do not reduce current local Board of Trustee powers or duties nor increase state level powers. Powers and duties currently exercised by the State Board of Education are transferred to the new Board.
- Distance learning: Authorization for the state to enter into a multi-state articulation agreement relating to out-of-state student enrollment in distance learning courses passed.

93

System-wide Substantive issues contained in bills which will be sent to the Governor:

- Florida Retirement System: New employees are mandated to join a defined contribution (investment) plan if they have not chosen the defined benefit or other plan within eight months of initial employment.
- Direct Support Organizations: Beginning in 2022, language passed which would prevent state funds from being used for personal services in support of Direct Support Organizations
- Charter Schools: Significant changes in the statutes for charter schools passed and additional funding was provided. None of the changes seem to directly affect the SPC Collegiate High School. The local property tax sharing may have a financial impact but this needs to be studied.


System-wide Substantive issues contained in bills which did not pass:

- No gun bills passed which would have affected the colleges.
- The Dream Act for certain students which passed last year was not amended this Session.

93

May 16, 2017

MEMORANDUM

TO: Board of Trustees St. Petersburg College
FROM: William D. Law, President 
SUBJECT: Workforce and Professional Development

Approval is sought for the recommended changes to Workforce and Professional Development for courses within the 2016-2017 catalog year.

Workforce and Professional Development, Lifelong Learning: Added one new course for an engineering/technology summer camp for middle school or high school children.

- AAP0893 Engineering/Technology Summer Camp

Workforce and Professional Development, CE Health: Added one new course for the Clinical Medical Assistant program. This course is a redesign of the previous Clinical Medical Assistant program previously offered through CE Health.

- HHP0428 Allied Health Bridge

Workforce and Professional Development: Added one new course to prepare a candidate for a position in Instructional Design and/or Instructional Technology.


- TRN0308 Instructional Design/Instructional Technology

Anne Cooper, Senior Vice President, Instruction and Academic Programs, Andrea Henning, Executive Director of Collaborative Labs and the Workforce Institute and Customized Training and Professional Development, recommend approval.

May 16, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Contract between St. Petersburg College and EdFinancial Services, LLC for Call Center Operations

Approval is sought to enter into a contract with EdFinancial Services, LLC to operate the College's Call Center.

Since 2015, St. Petersburg College has outsourced its general advising, registration and financial aid call center operations to Blackboard Student Services Inc. This contract expires on June 30, 2017. In an effort to seek the best value and service for our students, Request for Proposal (RFP) 04-16-17 was issued on February 1, 2017. An Evaluation Committee consisting of nine members from the College was formed to review and score the RFP.

Six vendors participated in the RFP. The top three vendors were invited to do presentations and answer questions from the Evaluation Committee. After thorough review and study of all information, the Evaluation Committee unanimously chose EdFinancial Services. EdFinancial Services has numerous clients of similar size, scope and complexity as St. Petersburg College and is rated very favorably with these institutions.

St. Petersburg College seeks to negotiate a two-year contract with EdFinancial Services not to exceed \$1.4 million. In addition to this cost, there will be a one-time cost of \$2,000 for training and set-up. The estimated annual call volume for the College is 125,000 and the agreement will cap the annual inbound calls at that amount unless the College expressly authorizes additional inbound calls. Additionally, the agreement will require EdFinancial Services to provide the College with monthly and weekly reports showing cumulative data of call volume.


Tonjua Williams, Senior Vice President, Student Services; Patrick Rinard, Associate Vice President, Enrollment Services; and Suzanne Gardner, General Counsel, recommend approval.

pr0504172

May 16, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Florida Department of Education – Carl D. Perkins Vocational and Technical Education Act

Confirmation is sought for a grant proposal, submitted subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Carl D. Perkins Vocational and Technical Education Act funds to continue Postsecondary Vocational programs. Permission is also sought to accept an estimated \$2,388,578 in funding 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.

Perkins Act funding provides for Post-Secondary Vocational (PSV) programs, allowing St. Petersburg College to provide services to students enrolled in Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates and Postsecondary Adult Vocational (PSAV) programs. Specifically, the College will use grant funds to provide:

1. Services to assist special population students in identifying, enrolling and succeeding in the College's Post-Secondary Vocational programs. Special population students include students with disabilities, students who are educationally and economically disadvantaged, single parents, displaced homemakers, single pregnant women, and individuals enrolled in training non-traditional to their gender;
2. Coordination with Pinellas County Schools to develop continuous, articulated program of studies from secondary to postsecondary education including transfer to a four-year university; and
3. Staff development activities relating to the improvement of Post-Secondary Vocational programs, integrating academic and technical education, articulation of technical programs between Pinellas County Schools and SPC, and improvement of services to special population students and gender equity.

The grant is in its tenth year, renewable July 1 of each year. The funding requested could change when final allocations are awarded by the state. Perkins funds are provided to St. Petersburg College on a formula-driven basis. The number of economically disadvantaged students enrolled in Associate in Science Degree and Certificate programs determines the allocation. SPC applied under one category: Postsecondary Vocational (PSV) Programs.

The estimated period of performance will be from July 1, 2017 through June 30, 2018. The College anticipates receiving approximately \$2,388,578 over the one-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; Jason Krupp, Director of Workforce Services; and Lisa Vanover, Career Pathways/Workforce Specialist, recommend approval.

Attachment

ks0502172

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

Date of BOT Meeting:	May 16, 2017
Funding Agency or Organization:	Florida Department of Education
Name of Competition/Project:	Carl D. Perkins Vocational and Technical Education Act
SPC Application or Sub-Contract:	SPC Application
Grant/Contract Time Period:	Start: 7/1/17 End: 6/30/18
Administrator:	Jason Krupp
Manager:	Lisa Vanover

Focus of Proposal:

Under the Carl D. Perkins grant, the College applies for funding from the Post-Secondary Vocational (PSV) Programs, which include Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates, and Postsecondary Adult Vocational (PSAV) programs. This provides funding for services to assist special populations enroll in and/or complete Post-Secondary Vocational programs, enhance Post-Secondary Vocational programs, provide for SPC faculty to participate in training programs related to improving Post-Secondary Vocational programs, integrating academic and vocational education, and cooperating with Pinellas County Schools to develop strategies for a seamless continuum of services and transition from secondary through postsecondary education.

In addition to funding staff to oversee and administer the grant activities, the award supports staff working directly with students such as Pathway Triad Leadership Members, Career Outreach Specialists, Accessibility Services Coordinators and Deaf and Hard of Hearing Interpreters, Instructional Support Specialists, and tutors. New this year, funding will be used to add a STEM Director and STEM Lab Specialist at SPC's Bay Pines Center. Further promoting student success, the Perkins grant is used to purchase classroom and event supplies that promote Career and Technical Education (CTE) programs such as textbook lending libraries, study guides for industry certifications, program supplies, student aides, etc. Targeting job preparedness and placement, Perkins funding allows SPC to offer industry certification and state licensure test preparation services and testing vouchers for CTE students. Additional expenditures such as travel to workforce and pathway related conferences, as well as CTE focused equipment are also supported through Perkins.

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 (Salary & Benefits)	\$1,804,975
Travel	\$ 70,837
Freight & Postage	\$ 2,100
Printing & Duplicating	\$ 22,000
Materials & Supplies	\$ 205,109
Other: Industry Cert. Fees & Test Prep	\$ 158,526
Other: Career Services Technology & Enhancements	\$ 17,500
Other: Career Pathways Events & Trainings	\$ 29,000
Equipment	\$ 51,802
Indirect	<u>\$ 26,729</u>
Total	<u>\$2,388,578</u>

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)

\$2,388,578

Total amount from funder:

\$2,388,578

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

up to 5% (Total Admin and Indirect Costs for PSV Programs category)

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

For registration and retention of students with special needs

Other:

N/A

College Values, Strategic Initiatives and Activities Addressed:

Value(s):


1. Student Focus
2. Academic Excellence
3. Partnerships
4. Outstanding Service

Strategic Initiative(s):

1. Recruitment and Retention Plan
2. Pathways Initiative
3. Employee Professional Development

May 16, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Florida Education Fund - Center of Excellence Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Education Fund by St. Petersburg College for the Center of Excellence Program (COEP) grant opportunity. Permission is sought to accept an estimated \$21,000 in funding over one year for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Previously known as the McKnight Programs in Higher Education, the Florida Education Fund's mission is to strengthen the larger community by creating and implementing programs and services that lead to institutional enhancement and greater educational advancement for historically underrepresented groups. In furthering this mission, Centers of Excellence Programs (COEP) were established statewide to engage the community by intervening in the lives of minority school children at an early age so that they will not lose interest in education and will continue to succeed in public school as well as in postsecondary education.

The four primary components of the COEP are: 1) developing Academic Enrichment Centers where students will receive after-school assistance with homework/tutoring to build skills in language arts/communication and mathematics; 2) recognizing high achieving students and inducting them into the National Achievers Honor Society; 3) sponsoring countywide and regional Black History Competition, Culture Brain Bowl, mathematics, and spelling competitions; and 4) participating in the Annual Statewide Brain Bowl Competitions and Florida National Achievers Society Summit. Local organizational resources, such as churches and recreation centers, will be enlisted by the College to assist in achieving the program goals. Approximately 200 students will be served by the Center's various activities.

The award funds will be used to pay consultants, and to support program activities toward goal achievement. Other major expenditures include transportation costs associated with field trips for educational and cultural events; student activity costs; student/parent seminars and meeting expenses; and costs for materials, printing and supplies.

The estimated period of performance will be from July 1, 2017 through June 30, 2018. The total project budget is projected to be \$21,000.00 over a one-year period. See attached Information Summary for additional information.

Tonjua Williams, Senior Vice President, Student Services; Suzanne L. Gardner, General Counsel; and Linda L. Hogans, Executive Director, Retention Services, recommend approval.

Attachment
ks0502172

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

Date of BOT Meeting: May 16, 2017

Funding Agency or Organization: Florida Education Fund

Name of Competition/Project: Center of Excellence Program (COEP)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/17 **End:** 6/30/18

Administrator: Tonjua Williams

Manager: Linda L. Hogans

Focus of Proposal:

The Center of Excellence Program (COEP) utilizes group achievement strategies to increase African-American and other historically under-represented students who enter higher education. The COEP includes 4 components: 1) National Achievers Society; 2) Academic Enrichment Centers; 3) Black History and Culture Brain Bowl and Mathematics Brain Bowl Competition; and 4) the Annual Statewide Brain Bowl Competitions and Florida National Achievers Society Summit.

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.)

Salaries & Benefits (OPS)	\$ 1,932
Consultants	\$ 400
Printing/Copying/Office Supplies	\$ 200
Seminars/Meetings	\$ 3,000
Travel	\$ 4,000
Student Activities Cost (materials & supplies)	\$ 11,018
Other Expenses	<u>\$ 450</u>
Total Budget	\$ 21,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 21,000
Total amount from funder:	\$ 21,000

Amount/value of match:	Cash:	N/A
	In-kind:	N/A
Required match or cost sharing:	No	<input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No	<input checked="" type="checkbox"/> 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	

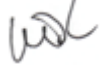
College Values, Strategic Initiatives and Activities Addressed:

Value(s):	<ol style="list-style-type: none"> 1. Student Focus 2. Academic Excellence 3. Outstanding Service 4. Diversity
Strategic Initiative(s):	<ol style="list-style-type: none"> 1. Recruitment and Retention 2. Learning Beyond the Classroom

May 16, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: American Association of Community Colleges--MentorLinks Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the American Association of Community Colleges (AACC) for the MentorLinks funding opportunity. Permission is also sought to accept an estimated \$20,000 in funding over a twenty-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.

The MentorLinks: Advancing Technological Education program, funded by the AACC and supported by the National Science Foundation (NSF), is designed to help colleges develop or strengthen technician training programs in STEM fields. SPC's proposed MentorLinks program, *Project GEST—Growing Environmental Science Technology in Tampa Bay*, represents a distinct opportunity to engage subject matter experts and align SPC's Environment Science Technology program with national best practices. Participation in this grant will promote improved enrollment, retention, and graduation in the program, ultimately strengthening the pipeline of graduates to the Environmental Science Technology (EST) industry in Tampa Bay and beyond. This project will encourage faculty professional development and build on current partnerships with industry and community representatives while fostering new alliances with mentors, programs, and institutions on a national scale. *Project GEST* will also position the EST program for future program and research funding opportunities with the National Science Foundation.

Program success will be met with the following goals: 1) an increase in EST program enrollment and retention; 2) an increase in the meaningful participation of industry representatives on the EST advisory board, particularly in natural resources conservation; 3) an increase in student skill levels for workforce readiness; 4) an increase in the number of student certifications achieved; and 5) high levels of satisfaction with student skills training from industry partners. Project GEST will significantly enhance outcomes for current and prospective EST students, leading to better academic preparation and workforce skills.

The estimated period of performance will be from October 1, 2017 through November 30, 2019. The total project budget is approximately \$20,000, of which the College will receive the full amount. See attached Information Summary for details.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and Natavia Middleton, Interim Dean, Natural Sciences, recommend approval.

Attachment
jm0501172

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

Date of BOT Meeting: May 16, 2017

Funding Agency or Organization: American Association of Community Colleges (AACC)

Name of Competition/Project: MentorLinks

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 10/1/17 **End:** 11/30/19

Administrator: Natavia Middleton

Manager: Maura Scanlon

Focus of Proposal:

The AACC, in partnership with the National Science Foundation (NSF), will provide mentorship, technical assistance, and professional development opportunities through the MentorLinks program for the purpose of improving community college undergraduate programs that prepare technicians in the STEM fields. Over a twenty-six month period, *Project GEST—Growing Environmental Science Technology in Tampa Bay* will capitalize on planned curriculum shifts in the Environmental Science Technology program to engage subject matter expertise and: 1) improve program enrollment and retention by incorporating new sub plans; 2) increase advisory oversight and industry engagement opportunities to promote industry alignment and new internship and job placement sites; and 3) enhance experiential learning and student workforce readiness skills through the Bay Pines STEM Learning Center, undergraduate research, and new certifications. Funding is requested to support faculty deliverables and fringe, required travel for mentor site visits and three AACC/NSF conferences in Washington, DC, groundwater sampling equipment, and required professional development funds for faculty certifications.

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	\$ 5,307
Fringe Benefits	\$ 807
Travel	\$ 8,370
Equipment	\$ 2,698
Other (Professional Development)	\$ 1,000
<u>Indirect Costs</u>	<u>\$ 1,818</u>
Total Budget	\$ 20,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)

\$ 20,000

Total amount from funder:

\$ 20,000

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:

Values:

1. Professional Development
2. Academic Excellence
3. Partnerships

Strategic Initiative(s):

1. Recruitment and Retention Plan
2. Pathways Initiative
3. Employee Professional Development