

# MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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The Board of Trustees of St. Petersburg College met on Tuesday, March 17, 2015 at the St. Petersburg College EpiCenter, 13805 – 58<sup>th</sup> Street N., Largo, Florida. The following Board members were present: Vice Chair, Dale Oliver, Deveron Gibbons, Bridgette Bello and Lauralee Westine. 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. Chairman Robert Fine was absent. 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 AND NOTICE OF ADOPTION, AMENDMENT OR REPEAL OF RULES AND HEARING

The Board of Trustees of St. Petersburg College announces a public meeting to which all persons are invited.

**DATE AND TIME:** March 17, 2015; Board meeting commencing at 9:00 a.m.

**PLACE:** The meeting will be held at the EpiCenter of St. Petersburg College, Conference Room 1-453, 13805 58<sup>th</sup> Street North, Largo, Florida.

**PURPOSE:** The meeting will be held for the purpose of considering routine business, and such other matters that come before the Board including adopting or amending rules of the Board of Trustees pursuant to its rule-making authority.

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

The proposed rules and/or amendments, together with the purpose and effect and specific legal authority, will be posted no later than Friday, February 13, 2015, on the official bulletin boards as follows: at the St. Petersburg/Gibbs and Clearwater Campuses in the entrance to the libraries; at the Tarpon Springs Campus in the Lyceum Building across from Room LY 104; at the EpiCenter—Services Building, in the north corridor across from Room 168; at the EpiCenter, in the hall near Room 1-108; in Work Room 147 at the EpiCenter—District Office; on the south wall, across from the waiting area under the stairs, at the Health Education Center; outside Room TL 129 in the Technology Learning Center at the Seminole Campus; outside the Florida Room at the Allstate Center; in the lobby across from the admissions and registration desk of the SPC Downtown Center; on the wall adjacent to Room 105 at SPC Midtown and advertised in a newspaper of general circulation and in the Blue and White Faculty and Staff Announcements.

The Notice(s) of Rule Development on the foregoing rule(s) appeared in the Blue & White Faculty & Staff Announcements and were posted on each of the College's official bulletin boards on September 26, 2014. Said Notice(s) also appeared in the Business Observer on September 26, 2014.

Please note that the proposed changes to the rules attached do not reflect changes (if any) which are pending or have recently been approved by the Board of Trustees.

Any person wishing to be heard on the proposed rule(s) and/or amendments will be provided an opportunity to do so by appearing before the Board at said meeting.

If requested within 21 days after the date of publication of this notice, a hearing on the proposed rule(s) or amendments thereto will be held at 9:00 a.m. or soon thereafter on March 17, 2015, at the EpiCenter of St. Petersburg College, Conference Room 1-453, 13805 58<sup>th</sup> Street North, Largo, Florida. See Section 120.54(3)(c), Florida Statutes.

## MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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Any person who is substantially affected by the above rules may seek an administrative determination of the invalidity of any proposed rule on the ground that proposed rule is an invalid exercise of the Board's delegated legislative authority. Such request shall be by Petition in writing and filed within 21 days after the date of publication of this notice. See Section 120.56(2), Florida Statutes.

Any person who wishes to provide the Board with information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within 21 days after the date of publication of this notice.

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. Lara Holmes, at the staff table. Policy and procedures regarding public comment can be found on the [SPC Board of Trustees website](http://www.spcollege.edu) at [www.spcollege.edu](http://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. See Section 286.0105, Florida Statutes.

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

Information regarding the proposed rule(s) and/or amendments for consideration and intended action is attached to this Notice.

NAME OF AGENCY: BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

RULES NOTICE DATE: February 13, 2015

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

**SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the following Rules will affect faculty, staff and students. There is no cost to the College associated with these amendments. There is no anticipated adverse effect on state or local government. There are no transactional costs associated with these amendments. There is no anticipated adverse impact on small business.**

1. RULE TITLE: SEXUAL HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITIONS 6Hx23-2.011

# MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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SUMMARY, PURPOSE AND EFFECT: The proposed changes will update the Rule to reflect current regulations and policy, and shift procedural portions to a College Procedure.

SPECIFIC AUTHORITY: 1001.64(2) & (4), F.S.

LAW IMPLEMENTED: Titled "VII of the Civil Rights Acts of 1964", as amended; the Florida Human Rights Acts of 1977, as amended; Title IX of the Educational Amendments Act of 1972, as clarified by the Civil Rights Restoration Act of 1988; EEOC Regulation 29 C.F.R. Section 1604.11 and 34 C.F.R. Section 106 et seq.; 1001.64(4); 6A-14.0262 (7)(e) & (8), 6A-14.0247(6).

**14-259.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

## AGENDA

### ST. PETERSBURG COLLEGE BOARD OF TRUSTEES MARCH 17, 2015

EPICENTER MEETING ROOM (1-453)  
13805 – 58<sup>TH</sup> STREET N.  
LARGO, FLORIDA

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

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

- A. Invocation
- B. Pledge of Allegiance

#### **II. PRELIMINARY MATTERS**

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Michele Gerent (*Attending*)
  - 2. Linda Moczynski (*Attending*)
  - 3. Don Bergamini (*Not Attending*)
- B. Recognitions/Announcements

#### **III. COMMENTS**

**MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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

**IV. REVIEW AND APPROVAL OF MINUTES**

Board of Trustees' Meeting of February 17, 2015 (*Action*)

**V. MONTHLY REPORTS**

- A. Board Attorney
- B. General Counsel

**VI. STRATEGIC FOCUS AND PLANNING**

A. STRATEGIC PRIORITIES

- 1. Expansion Plan for Corporate Training and Rebranding (*Presentation*) –  
Dr. Jim Connolly, Director Corporate Training

B. STUDENT SUCCESS AND ACHIEVEMENT

- 1. Smart Start Orientation (*Presentation*) – Dr. Jim Olliver, Provost, Seminole  
Campus

C. BUDGET AND FINANCE

- 1. FY 14-15 July 1 – February 28 Fund 1 Financial Report and Budget Timeline  
(*Presentation*) – Ms. Jamelle Conner, Associate Vice President, Business  
Services

D. ADMINISTRATIVE MATTERS

- 1. Human Resources
  - a. Personnel Report (*Action*)
- 2. Construction
  - a. Clearwater Library Update (*Presentation*) Mr. Jim Waechter, Associate  
Vice President Facilities Planning and Institutional Services

E. ACADEMIC MATTERS

# MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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1. Developmental Education Reform Update (*Presentation*) - Dr. Jesse Coraggio, Associate Vice President, Institutional Effectiveness, Research, and Grants
2. Center for Civic Learning and Community Engagement (*Presentation*) - Dr. Susan Demers, Dean, College of Policy Ethics; Ms. Tara Newsom, Associate Professor, Social and Behavioral Sciences, and Legal Studies and Dr. Joseph Smiley, Dean, Social and Behavioral Sciences

## F. WORKFORCE DEVELOPMENT - **None**

## VII. CONSENT AGENDA

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

### B. NEW BUSINESS

#### 1. GRANTS/RESTRICTED FUNDS CONTRACTS

- a. Florida College System Foundation – Student Success Statewide Impact Funding Opportunity
- b. U.S. Department of Education – TRIO Student Support Services Program Clearwater and St. Petersburg/Gibbs Campuses  
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- c. U.S. Department of Education – TRIO Student Support Services Program Seminole and Downtown/Midtown Campuses  
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#### 2. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000

- a. Annual Membership Assessment in Florida College System Risk Management Consortium

#### 3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

- a. Final Project Completion and Accounting Approval, Project 186-F-11-3, ADA Bathroom Upgrades, Miscellaneous Renovations and Code Compliance, Palladium.

## VIII. INFORMATIONAL REPORTS

## IX. PUBLIC ACCESS/UNAGENDAED ITEMS

**MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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**X. PROPOSED CHANGES TO BOT RULES MANUAL –Public Hearing**

- Rule 6Hx23-2.011 – Sexual Harassment and Relationships Policy and Definitions

**XI. PRESIDENT’S REPORT**

**XII. NEXT MEETING DATE AND SITE**

**April 21, 2015, Epi Center**

**XIII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting March 17, 2015, 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: February 13, 2015

Confirmation of Publication

[Notice of meeting](#)

**14-260. Under Item I, Call to Order**

The meeting was convened by Vice Chairman Oliver at 9:00 a.m. The invocation was given by Mr. Oliver and was immediately followed by the Pledge of Allegiance.

**14-261. Under Item II, Preliminary Matters**

Dr. Law recommended adoption of a retirement resolution for Michele Gerent, Linda Moczynski, and Don Bergamini. Michele Gerent and Linda Moczynski were in attendance and, joined by colleagues, received their resolutions as presented by Chairman Fine and President Law.

**14-262. Under Item II-B, Recognitions/Announcements**

Recognitions/Announcements – None.

**14-263 Under Item III, Comments**

## **MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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

Dr. Law commented that he received a call from the Deputy Commissioner of Elementary Education to inform him that Dr. Kimberly Hartman, Dean, College of Education, will be part of an international trip on behalf of the State of Florida and expressed his pride in her selection as a participant. He also informed the Board that Mr. Michael Bennett, Associate Vice President, Financial Assistance Services is one of four financial aid professionals testifying at a Capital hearing this week. Dr. Law shared that he was in Boston last week with six Faculty Award winners who received medallions in recognition of their work. He added that one of the special guests included one recipient's brother who was part of the squad that made the arrest of the Boston Marathon bomber. Dr. Law offered his congratulations to the faculty award winners.

Dr. Law shared that Tallahassee has started to release some budget information. He felt the visit to Tallahassee was well received and promised to keep the Board informed as more information is released.

### **14-264. Under Item IV, Review and Approval of Minutes**

The minutes of the February 17, 2015 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Mr. Gibbons moved approval of the minutes as submitted. Ms. Westine seconded the motion. The motion passed unanimously.

### **14-265 Under Item V, Monthly Reports**

Under Monthly Reports, Vice Chairman Oliver requested a report of any new business from Mr. Joseph Lang, Board Attorney and Ms. Suzanne Gardner, Acting General Counsel. Neither had anything to report.

### **14-266. Under Item VI, Strategic Focus and Planning**

Under VI-A.1, Dr. Jim Connolly, Director, Corporate Training, presented information on an Expansion Plan for Corporate Training and a Rebranding initiative.

Dr. Connolly shared information about the expansion of the Workforce Institute of St. Petersburg College. He explained that there has been rapid growth in certificate offerings from a total of 308 in the 2013-14 academic year to 825 in the current year. Through partnerships with the Tampa Bay Technology Forum, local businesses like Valpak, and other colleges, students are able to gain certifications in areas including Business Finance, Health, Manufacturing, Public Safety, Supply Chain and Technology. The College is able to offer hundreds of certifications, with Agile being one certification in high demand. Graduates are able to secure employment in high-paying jobs. Dr. Connolly highlighted the 24 Program, a 24-day intensive course that includes a voucher for taking the certification exam.

Dr. Connolly also explained St. Petersburg College's participation in the Global Corporate College that allows students to use a network of 50 colleges and universities in the U.S. and 24

**MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

---

other countries. A part of this program includes a one-week boot camp for sales representatives to prepare them for interfacing with organizations in seeking out their needs and identifying students for participation.

Dr. Connolly also shared a proposed organizational chart outlining the staff requirements to support the Workforce and Professional Development initiatives. He explained to the Board that he is requesting a loan of \$407,211 to fund the staffing and estimated that the loan would be paid back in the fifth year. Dr. Law added that it is critical to fully staff these initiatives and highlighted that these certifications are non-credit. The approach is different from the traditional degree-oriented training in that it is much faster and less costly to the student. He explained that, in the future, the College will attempt to analyze if these certification courses can be applied towards credits earned if a student opts to pursue a degree.

Mr. Gibbons asked if the sales representatives were going to be talking to organizations and if the College would then train those employee/students. Dr. Law explained that through participation in the Global Corporate College program, St. Petersburg College would have access to hundreds of course curricula and that the goal is to primarily place students in Pinellas County, but if an employer has a location in another city, an employee would have access to the same courses.

Dr. Connolly explained that the College would be sending sales representatives to training starting in June and the goal is to double the number of certifications granted in the next five years.

Ms. Westine asked if this partnership was a private entity. Dr. Connolly answered that it is a for-profit consortium of community colleges.

Mr. Gibbons moved that the Board approve the requested funding of \$407,211 for staffing the workforce development positions. Ms. Westine seconded the motion and the motion passed unanimously.

**14-267. Under Item VI-B, Student Success and Achievement**

Under VI-B.1, Dr. Jim Olliver, Provost, Seminole Campus, presented information on the Smart Start Initiative.

Dr. Olliver explained that the Smart Start Orientation program was a direct outcome of the Board's priority for student success and persistence towards graduation. This program will replace the current New Student Orientation. It will be a shorter, non-credit course offered at no cost to students. Dr. Olliver explained that it will be facilitated by the advising staff and that each student would be assigned a contact. It would be required of all new AA and AS degree-seeking students. Students would attend during the first four weeks of their initial college attendance and would learn skills necessary to begin their classes. Students will be able to demonstrate use of MyCourses as well as baseline computer skills. In addition, they will learn the



## MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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core SPC processes, navigate key College systems and learn about and use academic support services. Dr. Olliver added that students will also complete a career inventory and complete their My Learning Plan. He explained that it is expected that students in Pinellas, Hillsborough, Pasco and Manatee Counties will attend classes on campus. Students outside these four counties, or those determined by an advisor to have extenuating circumstances regarding campus attendance (e.g., disability), can take the Smart Start Orientation totally online.

Dr. Olliver explained that each cohort will be tracked and follow-up contact will be made with students who fail to complete modules. There will be a grade of either satisfactory or unsatisfactory and that rewards and sanctions are currently being discussed.

Mr. Oliver asked how students initially learn about the Smart Start Orientation course. Dr. Olliver explained that it will appear as a requirement as students register. Mr. Oliver asked if this requirement is within the College's bounds and Dr. Olliver replied that since it is non-fee, non-credit, it was allowed. Ms. Bello asked if other colleges were doing similar ground-breaking initiatives. Dr. Olliver replied that there were others doing similar programs, but the program is a first for St. Petersburg College.

Dr. Law commented that developing a relationship with each student is a key factor. He added that this program is also being considered for students returning to the College from academic probation. Ms. Westine shared her enthusiasm for this approach and expressed her interest in seeing how this program affects the College's student success metrics. Dr. Law added that it is the intention of the College to be very direct with in-county students regarding their attending the course on campus. He explained that registration for the next fall semester begins in April.

### **14-268. Under Item VI-C, Budget and Finance**

Under VI-C.1, Ms. Jamelle Conner, Associate Vice President, Business Services presented the Financial Report and Budget Timeline.

Ms. Conner shared that the College's revenues are approximately \$1M over budget and expenses are approximately \$1M below budget. She explained that the first state lottery payment was received and will continue each month through the end of the year. She noted that the staff recognition payment and the adjunct salaries are included in the expenses. Ms. Conner explained that the fund balance will rise in April and then it will go back down to a balanced budget by the end of the year.

Ms. Conner then updated the Board on the 2015-16 budget process. She explained that during the recent Strategic Budget Presentation Day 38 presenters submitted 93 requests totaling \$6.3M. All requests were tied to strategic objectives. Requests tied to the College Experience Student Success Initiative and to Academic and Instructional Enhancements made up 76% of the requests.

**MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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Ms. Conner explained that from March 16-26, each budget committee will prioritize their requests. On March 30, the Strategic Issues Council will do an overall prioritization. Then recommendations will be made to align with revenue projections.

Dr. Doug Duncan, Senior Vice President Administrative/Business Services and Information Technology, explained that before considering the strategic requests, other large budget items will be examined. This will include the Utilities and Technology budgets. He expressed his confidence that both the utility costs for the Midtown Campus as well as a planned technology refresh can be absorbed into the budget. Dr. Duncan also shared that he hoped to be able to recommend a salary increase for staff. He noted that Health Insurance trends and claims are also being analyzed. Mr. Oliver asked if there was a requirement for the amount of insurance funding that must be available for funding the plan. Dr. Duncan explained that funding sufficient to cover three to four months is the norm, and that currently the College has sufficient funding for nine to ten months of claims.

Dr. Law explained to the Board that more budget detail will be available next month at the project level and more information would be available from the State Legislature by then as well.

**14-269. Under Item VI-D, Administrative Matters**

Under VI-D.1a, the Board considered the Personnel Report. Mr. Gibbons moved approval of Item VI-D.1a. Ms. Westine seconded the motion. The motion passed unanimously.

Dr. Law explained that the Personnel Report has been revised to include some faculty positions. He stated that he had met with the new faculty members individually and that it was a diverse group of members. Dr. Law shared that Ms. Jamelle Conner interviewed for and was selected as the Provost for the St. Petersburg/Gibbs campus, replacing Dr. Karen Kaufman White. Dr. Law explained that a candidate had been offered the position of Provost for the Seminole Campus, but an agreement could not be reached and the College withdrew its offer. There were 300 applicants for these two Provost positions, and Dr. Law explained that they would restart the search for the vacant Provost position at the Seminole Campus.

Dr. Law also stated that he is recommending a Vice President position and that Dr. Jesse Coraggio apply for and be considered for this new position.

Mr. Oliver expressed his congratulations to Ms. Conner.

**14-270. Under Item VI-D, Administrative Matters**

Under VI-D.2a, Construction, Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, presented an update on the Clearwater Campus Library Project.

Mr. Waechter introduced Ms. Barbara Pickell, Director of Libraries, City of Clearwater, Mr. Leo Arroyo, Principal, Canerday, Belfsky & Arroyo Architects, and Joshua Bomstein, President, Creative Contractors, Inc. Mr. Waechter gave the Board a brief update and overview of the

## **MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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Clearwater Campus Library construction project. He explained that the new joint-use library will be a two-story building with high visibility from Drew Street. Mr. Waechter shared preliminary site plans and floor plans indicating the positioning of the building and space allocations for St. Petersburg College, the Clearwater Library System and public spaces. The building will occupy 50,184 square feet. He noted that once the old building is torn down, the size of the quad area will increase. Mr. Waechter noted that the old Administration Building will also be removed to provide for additional parking.

Mr. Waechter shared the project timeline with the Board. In May, approval of the Agreements with the City of Clearwater and the Schematic Design will be sought from the Board. These will then go to the City of Clearwater on June 3 for approval. In November, the Guaranteed Maximum Price will be submitted for approval. Construction will take place from January to December of 2016. Occupancy for the College and the City of Clearwater is scheduled for January 2017 and April 2017, respectively.

Mr. Gibbons expressed his concern that every possibility for flexibility be explored. Mr. Waechter expressed confidence that the building will be able to evolve as requirements change and that the floor plan allows for variability. Dr. Law added that a few months ago the building was designed to occupy 80-90K square feet and that much work was done to reduce that to the current 50,184 square feet. Ms. Westine suggested that the community needs also be considered.

Mr. Oliver asked if there were any issues with the agreements with the City of Clearwater. Mr. Waechter shared that it was a laborious process, but that he felt progress was being made with the agreements.

### **14-271. Under Item VI-E, Academic Matters**

Under Item VI-E.1, Dr. Jesse Coraggio, Associate Vice President, Institutional Effectiveness, Research, and Grants, presented an update on Developmental Education Reform.

Dr. Jesse Coraggio shared information with the Board about the approaches the College is taking to counter the negative effect the legislation regarding Developmental Education has had on student success. Data was analyzed comparing students who followed the College's recommendations to take Developmental courses and those who did not. Students who did not take recommended Developmental Education courses had significantly lower course success rates by 12.5% to 20.0%. Dr. Coraggio noted several disturbing trends, such as students not returning, students not repeating Gateway courses and students having less than optimal College Experience interactions.

Dr. Coraggio then presented five strategies to address the Developmental Education outcomes. First, the Smart Start Orientation presented earlier in the Board Meeting will expose students earlier to support resources and the College Experience initiative. Second, the College will improve the identification of at risk students and enhance and customize communication with them with them regarding support resources and interventions. Third, the College will provide

## MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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co-requisite courses in Composition and Math which will give students more time and more exposure to the material with the guidance of the same instructor they would have in the Gateway course. Fourth, there will be a change to the Gateway course completion milestones. Currently, students are required to take Composition courses based on how many credit hours have been completed. A proposed change requires that students complete Composition I by the third term, Gateway math courses by the 4<sup>th</sup> term, and Composition II by the fifth term. Finally, the fifth strategy is to align curriculum and instructional strategies between St. Petersburg College and the Pinellas County School system. Dr. Coraggio explained that this approach will ensure that College faculty and Pinellas County school teachers have a clear understanding of Florida standards. It would also improve the academic pathway of students from secondary to post-secondary education. The first of two Collaborative Labs was held with the Pinellas County Schools on February 27<sup>th</sup> with the assistance of a grant from the State.

Ms. Westine expressed her approval that additional analysis was done with the data gathered since the legislative change. She expressed her desire to see the same approach taken with students who return from academic probation. Ms. Westine stated that she would also like to extend this approach to any student who receives a grade lower than a C on a Gateway course.

Mr. Gibbons expressed his agreement with Ms. Westine and stated that the College needs to get this information to the State Legislature. He shared that Senator Joe Negron agreed to help if the College provided more data. Mr. Gibbons also wanted some assurance that students would be warned against taking multiple Gateway courses at the same time to avoid failing more than one.

Jesse Coraggio shared the developmental education reform results with SPC's Achieve the Dream coach, he was pleased when he saw a 35% course success rate in a gateway math courses for those students who were recommended by the college to instead participate in level 1 developmental education course. Our Achieve the Dream coach only expected half of those students to be successful. Ms. Bello asked if older data can be examined for comparison to current numbers and Dr. Coraggio answered that this will happen.

Mr. Gibbons expressed his concern that the College is having to support students who are not being prepared to attend college. He expressed the need to gather data about where students are most deficient in high school and earlier to help prepare them better. Dr. Coraggio answered that there are efforts to expand the Eco-system. This program was developed by School Advisory Committees and principals from five local schools to address ways to help students more easily transition from middle school to high school. He said there are efforts to expand it to other school districts as well as between elementary and middle school. Mr. Gibbons commented that there is a difference in how the school system and the College are measuring students and that this will be a long-term problem.

Ms. Westine commented that there are issues that the College is not able to fix and that her biggest concern is that the College identify where it is the weakest and take steps to address those weaknesses. She expressed the desire to re-examine the data from the spring semester to see if

## **MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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some of the measures the College has taken are working. Dr. Law added that the College is working with organizations who are taking a skill-based approach. He expressed dissatisfaction with the current numbers and said that the College will continue to build on strengths and getting students engaged. Mr. Gibbons thanked Dr. Coraggio for his efforts in this area.

Under Item VI-E.2, Dr. Susan Demers, Dean, College of Policy Ethics, and Legal Studies, Ms. Tara Newsom, Associate Professor, Social and Behavioral Sciences, and Dr. Joseph Smiley, Dean, Social and Behavioral Sciences presented on the Center for Civic Learning and Community Engagement.

Dr. Demers introduced Dr. Smiley and Ms. Newsom. Dr. Smiley shared that studies have shown that students who participate in civic engagement learning activities achieve higher grade point averages, have higher retention rates and are more likely to complete their college degree. He shared information regarding three initiatives to engage St. Petersburg College students in civic activities. First, the Citizenship Ambassador Initiative involves faculty and students on campus and in the community to assist immigrants who are preparing for the citizenship exam. Second, the Civic Engagement Collaboration between Pinellas County Schools and St. Petersburg College gives SPC students an opportunity to impact elementary students. Finally, the Civic Engagement Homeless Project, in partnership with the 6<sup>th</sup> Judicial Circuit, gives psychology majors an opportunity to donate their time working with residents at Pinellas Safe Harbor.

Ms. Newsom explained the purpose of the Center for Civic Learning and Community Engagement whose mission is to coordinate and develop student opportunities for community engagement and civic learning experiences. The Center will be located in the new Midtown campus building and will open in July, 2015. A Civic Inventory will be administered college-wide and the Center will host a Welcome Back Meeting in August. Ms. Newsom added that St. Petersburg College will participate in the second Florida State College System Civic Conference in October. Twenty-six of the 28 Florida state colleges participated in the first conference last year. The Center will also continue the effort at All College Day in August.

Dr. Demers explained that the Center will be working with other College departments to infuse civic literacy and knowledge across all curricula.

Mr. Oliver commented that he agreed with the presenters on the importance of civic engagement. He noted that he saw personally how civic engagement benefited his own son. He added that he felt civic engagement should be introduced in the Smart Start Orientation as well.

Dr. Law commented that he had received a paper highlighting the connection between civic engagement and employment/life satisfaction. He also stated Dr. Smiley had prepared a paper outlining some civic engagement best practices developed by SPC faculty, and he stated he would share that paper with the Board members.

### **14-272. Under Item VI-F – Workforce Development**

**MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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None

**14-273. Under Item VII, Consent Agenda**

The Board considered all Items VII under the Consent Agenda. Mr. Gibbons moved approval of Items VII. Ms. Westine seconded the motion. The motion passed unanimously.

**14-274. Under VIII, Informational Reports – None**

**14-275. Under VIII, Public Access/Unagendaed Items - None**

**14-276. Under X, Proposed Changes to BOT Rules Manual**

A rulemaking hearing was conducted for the purpose of amending and/or adopting changes to the Board of Trustees Rules and Procedures Manual. Proof of public notice of this meeting is included as a part of these minutes. Internal notice was published in the **Blue and White** and notices were duly posted. The chairman requested comments from the public. The president sought approval of Item X. Mr. Gibbons moved approval. Ms. Westine seconded the motion. The motion passed unanimously.

Information regarding the rules is as follows:

6Hx23-2.011 Sexual Harassment and Relationships Policy and Definitions The proposed changes will: 1) retitle the Rule to: Sexual Harassment and Relationships Policy; 2) update the Rule to reflect current regulations and policy; and 3) shift procedural portions of the Rule to a College Procedure.

The current policy of the College regarding sexual harassment is being updated to reflect the provisions of federal regulations and guidance from the Department of Education as it relates to definitions, prevention and awareness, training, reporting and institutional response. Further, this Rule revision serves to shift the procedural portions of the process to an accompanying College Procedure where provisions and procedures are being updated and enhanced administratively. In that sexual harassment is a form of sex discrimination and misconduct, these provisions are connected and linked to that of the College Procedure on sexual violence and misconduct, and therefore being revised together as part of a broader review of internal process for compliance with Department of Education/Title IX regulations.

Ms. Westine asked why this policy was being amended. Dr. Law explained that this was a requirement for compliance with Department of Education/Title IX regulations and that it does not affect St. Petersburg College significantly since the College has no dormitories.

**14.277. Under XI, President's Report**

Under the President's Report, Dr. Law discussed the following:



## **MINUTES OF THE MARCH 17, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

---

Dr. Law congratulated Ms. Jamelle Conner on her recent promotion to Provost of the St. Petersburg/Gibbs campus. He also thanked Dr. Karen Kaufman White for her service in that position.

Dr. Law commented that the Dr. Carter G. Woodson African American Museum has found a different path to succeed through the City of St. Petersburg's offer to buy it.

Dr. Law also shared that the Midtown Campus project is going well. A flaw was discovered with the deed that is being addressed. Dr. Law stated that a date after June 15<sup>th</sup> will be identified for a kickoff event.

Dr. Law informed the Board that as more budget information is shared from Tallahassee, it would be shared with Board members. He noted that there will be more emphasis on performance funding. He also shared that two groups, one leadership and one student group, will be traveling to Tallahassee to give them more exposure to the legislative process.

**14-278. Under Item XII, Next Meeting Date and Site**

The Board confirmed its next meeting date and site as Tuesday, April 21, 2015, 9:00 a.m., at the EpiCenter.

**14-279. Under Item XIII, Adjournment**

Having no further business to come before the Board, Chairman Fine adjourned the meeting at 10:52 a.m.

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**William D. Law, Jr.**

**Secretary, Board of Trustees**  
St. Petersburg College  
FLORIDA

---

**Robert Fine**

**Chairman, Board of Trustees**  
St. Petersburg College  
FLORIDA

**Attachments**  
**Board Memos and**  
**Supplemental Materials**

**Board of Trustees Meeting**  
**March 17, 2015**



## VI - A.1 Expansion Plan for Corporate Training

St. Petersburg College  
**SPC** Expansion Plan for  
 Corporate Training and Rebranding

### Areas of Growth

- The Workforce Institute at St. Petersburg College
  - Industry Certifications
    - Current
    - Planned Expansion
  - Pilot program



- Professional Development
  - Global Corporate College



St. Petersburg College  
**SPC** Certification Scoreboard

Cert Earned	Business Finance	Health	Manufact	Public Safety	Supply Chain	Technology	Total
2013-2014	79	151	19	49	0	10	308
Goal 2014-2015	119	227	29	74	0	15	462
Actual 2014-2015	175	252	45	335	0	20	825





## Current and Projected Industry Sector Certification and Licensure Offerings

Industry Offerings	2014-2015	2015-2016	2016-2017	2017-2018
Manufacturing	8	18	25	30
Information Technology	45	55	60	69
Business and Finance	10	22	25	30
Healthcare	7	23	28	30
Supply Chain Management	8	10	12	15
Public Safety	11	15	18	23
<b>Total</b>	<b>89</b>	<b>143</b>	<b>168</b>	<b>197</b>



### A Program for IT Professionals

24 includes today's most widely used technology tools and will prepare participants for industry certifications that are based on workforce market demands.

**Program includes:**

- 1 day of intensive study
- 22 days of online work to create a project portfolio
- 1 day of intensive study and portfolio style presentation

**Program benefits include:**

- One year license to training software
- Flip classroom learning style
- focused market demands
- Tampa Bay Technology Forum (TBTf) Membership
- Potential to earn college credit
- Understanding of business processes
- Use of LinkedIn
- Earn voucher included in price

**Classes available:**

- A++
- Agile Development
- Healthcare IT
- HTML5 and CSS
- Java Programming
- Java Script
- Mobile Programming
- Network+
- Security+
- SharePoint Administrator
- SQL Server
- Visual Basic.NET
- Windows Networking

**\$995 per course**

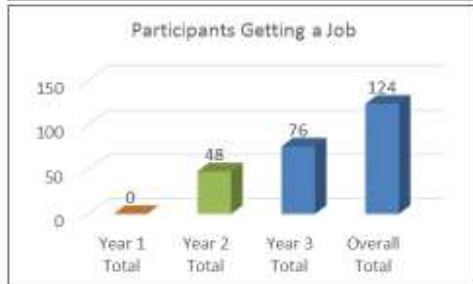
[Register now](#)

[spcollege.edu/24](http://spcollege.edu/24) | [cts@spcollege.edu](mailto:cts@spcollege.edu) | 727-398-8466

*Within Reach*



# Information Technology Training: The 24 Pilot



**Note:**  
 • Year 3 is still in progress  
 • Testing Center opened at the end of second year.  
 • Field Experience

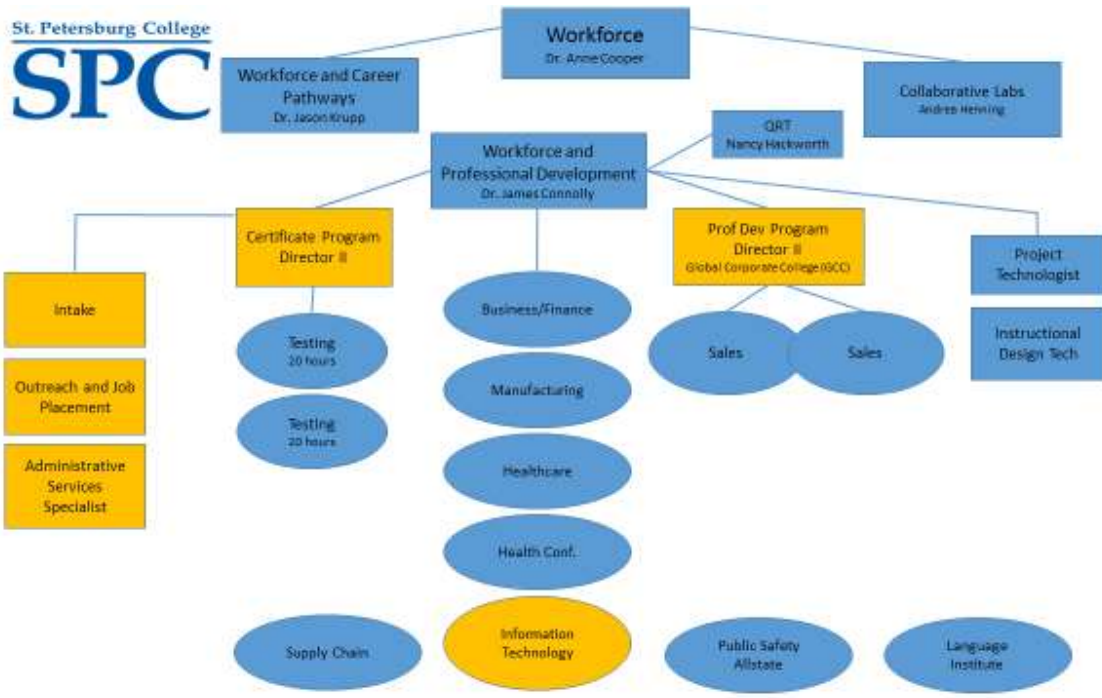


## Global Corporate College

Global Corporate College is a cooperative providing the highest quality training and performance improvement support to employers worldwide through:

- shared access to innovative and flexible curriculum
  - annual intensive training for sales reps
  - a variety of proven learning methods
  - diverse content areas
  - highly qualified subject matter experts
  - a dedicated network of 50 community colleges and universities in the United States
  - global partners in 24 countries - the largest human capital development network in the world
- Nokia and Harper Community College
  - Raymond James and St. Petersburg College





Certificate and Global Corporate College P/L

SPC Position Description	Title	Year 1 2015-2016			Year 2 2016-2017			Year 3 2017-2018		
		Salary	Benefits	Total	Salary	Benefits	Total	Salary	Benefits	Total
Program Director II		\$ 70,762	\$ 21,229		\$ 70,762	\$ 21,229		\$ 70,762	\$ 21,229	
Sr Academic Program Coordinator	IT Coordinator	\$ 46,226	\$ 13,868		\$ 46,226	\$ 13,868		\$ 46,226	\$ 13,868	
Career Outreach Specialist	Intake	\$ 21,624	\$ 6,487		\$ 43,248	\$ 12,974		\$ 43,248	\$ 12,974	
Workforce Job/Internship Coordinator	Job Placement Specialist	\$ 43,248	\$ 12,974		\$ 43,248	\$ 12,974		\$ 43,248	\$ 12,974	
Admin Services Specialist	Admin	\$ 29,848	\$ 8,954		\$ 29,848	\$ 8,954		\$ 29,848	\$ 8,954	
Program Director II	Global Corporate College	\$ 70,762	\$ 21,229		\$ 70,762	\$ 21,229		\$ 70,762	\$ 21,229	
<b>Total Personnel Expenses</b>		<b>\$ 282,470</b>	<b>\$ 84,741</b>	<b>\$ 367,211</b>	<b>\$ 304,094</b>	<b>\$ 91,228</b>	<b>\$ 395,322</b>	<b>\$ 304,094</b>	<b>\$ 91,228</b>	<b>\$ 395,322</b>
Global Corporate College				\$ 40,000			\$ 10,000			\$ 10,000
<b>Total Expenses</b>				<b>\$ 407,211</b>			<b>\$ 405,322</b>			<b>\$ 405,322</b>
<b>Revenue from new Cohorts</b>				\$ 99,500			\$ 250,000			\$ 350,000
<b>Revenue from Corporate Sales</b>				\$ 129,500			\$ 165,478			\$ 196,574
<b>Revenue from General Ledger</b>				\$ 63,615			\$ 66,796			
<b>Net</b>				<b>\$ (114,590)</b>			<b>\$ 76,952</b>			<b>\$ 141,252</b>
<b>Payback to fund balance</b>				\$ -			\$ 65,000			\$ 111,803
<b>Retained Earnings</b>				\$ -			<b>\$ 11,952</b>			<b>\$ 29,440</b>

SPC Position Description		Year 4 2018-2019			Year 5 2019-2020		
		Salary	Benefits	Total	Salary	Benefits	Total
Program Director II		\$ 70,762	\$ 21,229		\$ 70,762	\$ 21,229	
Sr Academic Program Coordinator	IT Coordinator	\$ 46,226	\$ 13,868		\$ 46,226	\$ 13,868	
Career Outreach Specialist	Intake	\$ 43,248	\$ 12,974		\$ 43,248	\$ 12,974	
Workforce Job/Internship Coordinator	Job Placement Specialist	\$ 43,248	\$ 12,974		\$ 43,248	\$ 12,974	
Admin Services Specialist	Admin	\$ 29,848	\$ 8,954		\$ 29,848	\$ 8,954	
Program Director II	Global Corporate College	\$ 70,762	\$ 21,229		\$ 70,762	\$ 21,229	
<b>Total Personnel Expenses</b>		<b>\$ 304,094</b>	<b>\$ 91,228</b>	<b>\$ 395,322</b>	<b>\$ 304,094</b>	<b>\$ 91,228</b>	<b>\$ 395,322</b>
Global Corporate College				\$ 10,000			\$ 10,000
<b>Total Expenses</b>				<b>\$ 405,322</b>			<b>\$ 405,322</b>
<i>Revenue from new Cohorts</i>				\$ 400,000			\$ 450,000
<i>Revenue from Corporate Sales</i>				\$ 233,889			\$ 278,667
<i>Revenue from General Ledger</i>							
<b>Net</b>				<b>\$ 228,567</b>			<b>\$ 321,345</b>
<i>Payback to fund balance</i>				<b>\$ 151,803</b>			<b>\$ 78,605</b>
<b>Retained Earnings</b>				<b>\$ 76,764</b>			<b>\$ 244,740</b>



VI - B.1 Smart Start Orientation - March 2015 BOT Presentation v2

St. Petersburg College  
**SPC**

## Smart Start Orientation

*St. Petersburg College  
Board of Trustees Meeting  
March 2015*

AA  
Achieving  
the  
Dream  
Institution

St. Petersburg College  
**SPC**

- A student success strategies initiative....
- Designated Board priority
- Goal: Students get the knowledge, experience, and skills to use the resources essential for college success/persistence
- First four critical weeks

## Smart Start Orientation

AA  
Achieving  
the  
Dream  
Institution

2

March 11, 2015

- Replaces current New Student Orientation (NSO)
- Non-credit; free to students
- Facilitated by advising staff; key contact
- Required of all new AA and AS degree-seeking students

## Important Details

March 11, 2022



3

- Learn skills necessary to start classes
- Demonstrate use of MyCourses and baseline computer skills
- Understand core SPC processes and navigate key systems
- Learn and use academic support services

## Learning Objectives

March 11, 2022



4

- Complete Career Inventory, understand the full range of resources available, and construct a career plan
- Complete additional semesters of the individualized Learning Plan and learn how to update the plan as part of the registration process each term

## Learning Objectives, Cont'd

March 11, 2020



5

- Prior to the beginning of class: "Getting Started"
- Week 1: "Academic Support Services"
- Week 2: "Navigating SPC"  
(Systems, Processes and Where/How to Access Them)
- Week 3: "Career Services/MLP"
- Week 4: "MLP/Career Services"

## Five Modules/Sessions

March 11, 2020



6



- Blended format: 1 hr., 15 min. in class and...
- Online version available
- Class size of 25; small group work
- Emphasis on hands on; interactive; mentoring
- Graded S/U

## Other Class Information

March 11, 2020



7

- Follow-up with students missing modules
- Tie-in with SLS faculty
- Rewards or sanctions TBD
- Celebrate....

## After SSO...

March 11, 2020



8



# Questions

VI - C.1 BOT Financial Presentation

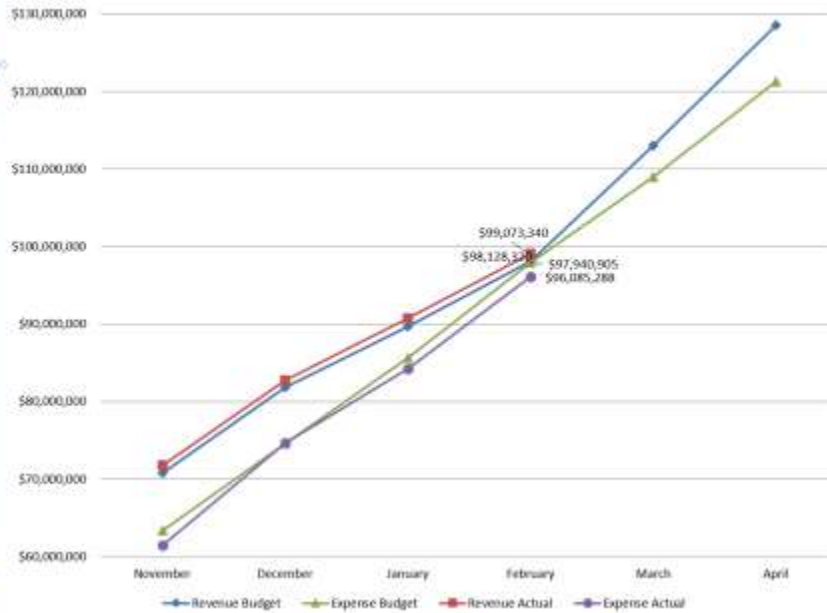


St. Petersburg College  
Board of Trustees  
Monthly Financial Report

Jamelle Conner  
March 2015



St. Petersburg College  
FY14-15 Fund 1 Actuals

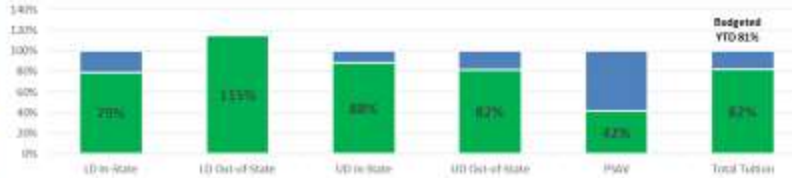


### Revenue Focus

**ST. PETERSBURG COLLEGE**  
FY14-15 OPERATING BUDGET TO ACTUAL REPORTING: July 1 - Feb 28

Revenue	FY14-15 Budget	FY14-15 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
	Student Tuition & Out-of-State Fees	\$ 56,937,969	\$ 46,276,835	82%
State Appropriation - CCSP	\$ 53,145,924	\$ 35,854,838	67%	
State Appropriation - Lottery	\$ 15,646,962	\$ 3,116,722	20%	
Operating Cost for New Facilities	\$ 326,188	\$ -	0%	
Learning Support Access Fee	\$ 1,931,748	\$ 1,516,696	79%	
Distance Learning Fee	\$ 3,051,035	\$ 3,095,813	84%	
Technology Fee	\$ 2,903,109	\$ 2,392,713	81%	
Lab Revenue Fees	\$ 1,714,401	\$ 1,616,805	94%	
Industry Certifications	\$ 150,000	\$ -	0%	
Other Revenues	\$ 3,380,863	\$ 2,106,315	62%	
Other Student Fees	\$ 1,881,835	\$ 845,751	50%	
Fund Transfers In	\$ 3,145,628	\$ 574,153	18%	
Revenue Stabilization Reserve	\$ 2,173,009	\$ -	0%	
One-Time Non-Recurring Funds	\$ 2,433,328	\$ -	0%	
<b>Total Revenues - Fund 1x</b>	<b>\$ 151,047,806</b>	<b>\$ 99,073,340</b>	<b>66%</b>	<b>65%</b>

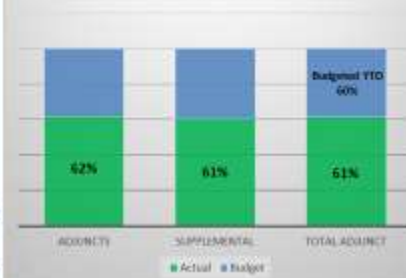
Tuition Revenue Tracking to Budget



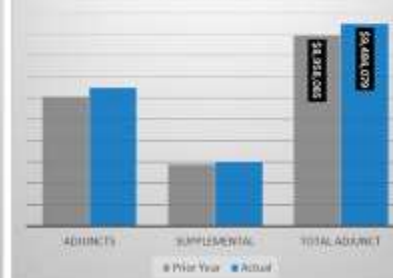
### Expense Focus

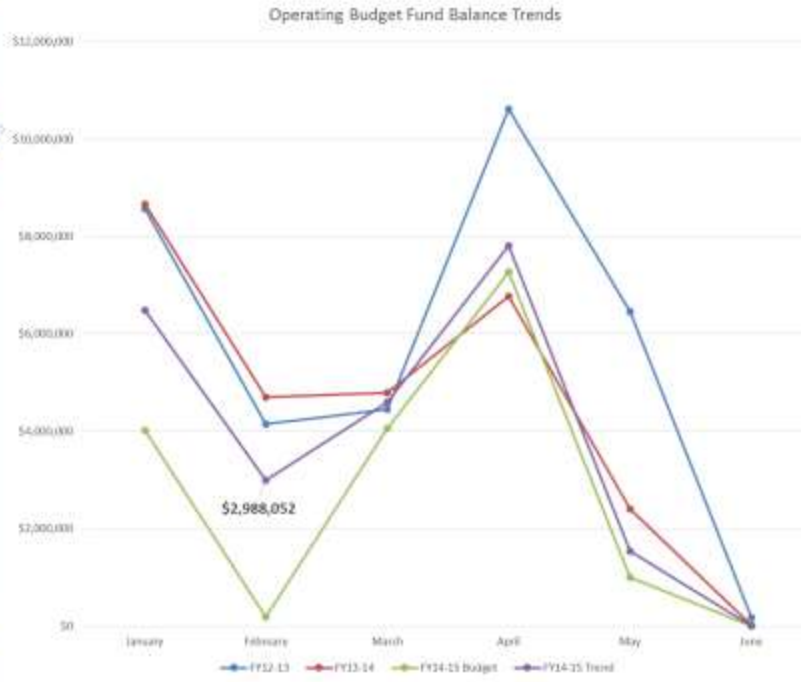
Operating Costs	FY14-15 Budget	FY14-15 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
	<b>Personnel &amp; Benefits</b>			
Total Personnel & Benefits	\$ 116,390,454	\$ 77,732,960	67%	66%
<b>Current Expense</b>				
Total Current Expense	\$ 31,128,426	\$ 16,930,239	54%	62%
<b>Capital Spending</b>				
Total Capital Spending	\$ 3,328,929	\$ 1,422,089	43%	76%
<b>Total Operating Costs - Fund 1x</b>	<b>\$ 151,047,810</b>	<b>\$ 96,085,288</b>	<b>64%</b>	<b>65%</b>
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ 0</b>	<b>\$ 2,988,052</b>		

Adjunct Expense Tracking to Budget



Year Over Year Adjunct Expense Comparison





Questions?

March 17, 2015

**MEMORANDUM****TO:** Board of Trustees, St. Petersburg College**FROM:** William D. Law, Jr.,  
President**SUBJECT:** Personnel Report**Approval is sought for the following recommended personnel transactions:**

<b>HIRE Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
2/16/2015	Pierce,Jean E	Special Programs DO	Administrative Svcs Specialist
2/17/2015	Nguyen,Kavin K	Custodial Services SPG	Custodian
2/9/2015	Wilson,Jane E	College of Education TS	Grant Director, Elem Ed Grant Instructional
2/23/2015	Brink,Patricia J	Human Resources EPI	Designer/Facilitator
2/23/2015	Pettay,Michael J	Landscape Services AC	Landscaper
2/11/2015	Young,Mollie M	Marketing & Strategic Comm DO	Multimedia Services Specialist
2/23/2015	Scott,William T	Scholarships/Stu Fin Assist CL	Scholar&Stu Fin Assist Officer
3/2/2015	Beasey,Kimberly A	Acad Effective & Assessmt Epictr	Sr Administrative Svcs Assist
2/23/2015	Andrews,Timothy J	Instructional Computing SE	Videographer

<b>TRANSFER/PROMOTION Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
1/12/2015	Schneider,Virginia B	Nursing HC	Academic Department Chair
3/2/2015	Castle,Marcia Ann	Provost HC	Administrative Svcs Specialist
2/28/2015	Mosna Jr,Edward M	Campus Security - SE	Security Supervisor

2/28/2015

Mascoll,Jannis J

College Attorney DO

Sr Administrative Svcs Speclst

**HIRE Temporary/Supplemental**

<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
2/17/2015	March,Tina L	Letters SE	Faculty - supplemental
3/9/2015	Berte,Michael P	Associate Provost HC	Instructor, Temporary Credit
2/17/2015	Taylor,Cary	Speech - Letters SE	Instructor, Temporary Credit
3/2/2015	Crowther,Savannah M	Learning Resources SPG	OPS Career Level 1
2/23/2015	Garrity,Kathleen L	Instructional Computing SE	OPS Career Level 1
2/23/2015	Hart,Amy E	Instructional Computing SE	OPS Career Level 1
3/2/2015	Yi,Brian S	Learning Resources SPG	OPS Career Level 1
3/2/2015	Canhasi,Andi	Associate Provost HC	OPS Career Level 5
2/17/2015	Capone,Nicholas	SPC-Downtown	OPS Career Level 5
2/23/2015	Gibbons,Kaitlin M	Natural Science CL	OPS Professional
2/23/2015	Arnold,Wendy C	Fire Science AC	Professional Trainer
3/2/2015	Gordos,John	Corporate Training DO	Professional Trainer
2/23/2015	Hieneman,Kimberly A	EMS/CME - HC	Professional Trainer
2/23/2015	Mead,Stephen J	Corporate Training DO	Professional Trainer
2/23/2015	Miller,Eric E	Fire Science AC	Professional Trainer
2/23/2015	Morales,Nichole	Corporate Training DO	Professional Trainer
3/2/2015	Olson,James R	Criminal Justice AC	Professional Trainer
2/23/2015	Robertson,Donna M	Provost HC	Professional Trainer
2/23/2015	Stanley Jr,Robert W	Emergency Medical Services HC	Professional Trainer
2/23/2015	Stortz,Linda A	Corporate Training DO	Professional Trainer

**TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES**

<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
---------------------	-------------	----------------------------	--------------

03/20/15-

03/24/15

Benson,Susan

Communications CL

Instructor

The purpose of this trip is to present a paper at the American Association for Applied Linguistics conference in Toronto,

Canada. The benefit to the College is that sharing the results will allow contribution to the Applied Linguistics field and

professional growth. Attending other sessions at the conference will allow staying current with language teaching research and

best practices in Applied Linguistics, which will directly benefit the students.

Funded by the Communications Department. Estimated cost to the College is \$438.00

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\_\_\_\_\_  
Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Patty Curtin Jones, Associate Vice President, Human Resources; and the Strategic Issues Council Members bringing the actions forward, recommend approval.

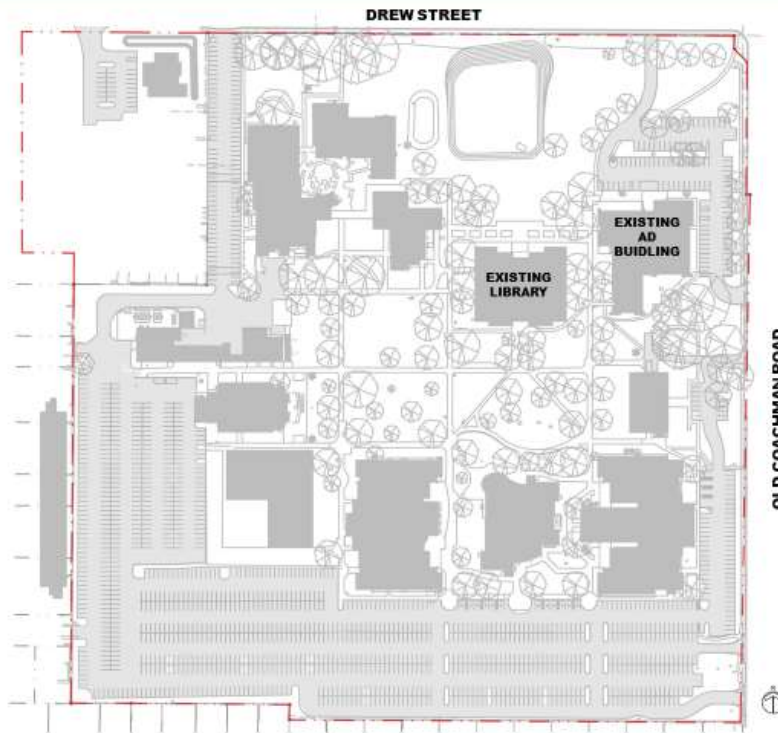
Ssw0202715



# VI - D.2a Clearwater Library Update for BOT 3.3.14

Library Building - Clearwater Campus  
Project Number 1707-P-12-2

Existing Site

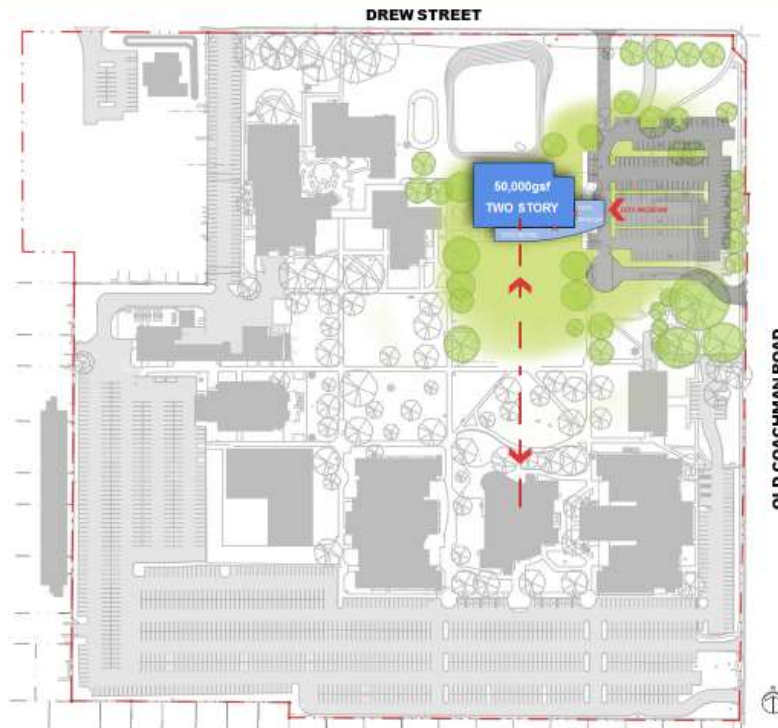


St. Petersburg College  
**SPC**

March 17, 2016

Library Building - Clearwater Campus  
Project Number 1707-P-12-2

Proposed Site



St. Petersburg College  
**SPC**

March 17, 2016





**May 19, 2015**

Approval of Agreements and Schematic Design by Board of Trustees

**June 3, 2015**

Approval of Agreements and Schematic Design by City of Clearwater

**November 2015**

GMP Approval

**January 2016 – December 2016**

Construction

**January 2017**

College Move In

**April 2017**

City Move In

March 17, 2015

VI - E.1 Dev Ed Reform Update

St. Petersburg College  
**SPC**

**Developmental Education  
Reform – Next Steps**

*St. Petersburg College  
Board of Trustees Meeting  
March 2015*

An Achieving  
the Dream  
Institution

St. Petersburg College  
**SPC**

- Recent legislation has allowed students to choose whether or not to participate in Developmental Education courses (flexible placement)
- Fall 2014 Course Success rates were lower for all FTIC student groups
- FTIC Flex Placement students taking Gateway courses against college recommendations had significantly lower Course Success rates (by 12.5% to 20.0%).

**January Board Update**

An Achieving  
the Dream  
Institution

2

### FTIC Flexible Placement Students Not Taking College Recommendations

- *Older*
  - Almost 1/3 are 19 to 21 years of age.
- *Slightly More Diverse*
  - 44% are minority students
- *Had low College Experience Interactions*
  - Interactions were about the same between groups, but should have been much higher

## Additional Data Analysis

### Students Not Taking College Recommendations who were unsuccessful in Fall 2014

- Only 64% returned for the Spring term
- Of those, only 55% retook the Gateway course and only 2% enrolled in a Dev Ed course in the same area this Spring

## Additional Data Analysis



- Begin Smart Start Orientation
- Improve identification and communication
- Implement co-requisites for Gateway Courses
- Create Course Completion Milestones
- Work with Pinellas County Schools (PCS) on alignment (CAG Grant)

## Strategies to Address Dev Ed Outcomes

- Discussed in the earlier Board presentation
- New orientation program being designed for all new AA and AS degree-seeking students

## Smart Start Orientation

- Created Custom Cohorts in Pulse BI to provide better identification and tracking
- Developing customized communications regarding interventions and resources to provide to students

### Improve Identification and Communication

- Currently have a writing co-requisite for Composition I - Writing Improvement: My Bridge to Success
- Will be offering a math co-requisite for Intermediate Algebra - Intermediate Algebra Lab

### Co-requisite Courses

- Currently 24 credit hours for Composition I and 36 credit hours for Composition II
- Proposed:
  - Composition I By 3<sup>rd</sup> Term
  - Intermediate Algebra or Exploration of Mathematics and Quantitative Reasoning By 4<sup>th</sup> Term
  - Composition II By 5<sup>th</sup> Term (if required in program)

## Course Completion Milestones

- Align curriculum and instructional strategies between SPC and PCS
- To ensure that College Faculty and School Teachers have a clear understanding of the Florida Standards
- To improve the academic pathway of students from secondary to post-secondary education
- First of two Collaborative Labs was held on 2/27/15.

## Collaboration and Alignment Grant





# Questions

VI - E.2 CENTER FOR CIVIC LEARNING AND COMMUNITY  
ENGAGEMENT

St. Petersburg College  
**SPC**

**Civic Learning and Engagement  
In and Out of the Classroom**

*St. Petersburg College  
Board of Trustee's Meeting  
March 17, 2015*

An Achieving  
Higher  
Institution

1

St. Petersburg College  
**SPC**

“Civic engagement means working to make a difference in the civic life of our communities. Developing the combination of knowledge, skills, values, and motivation to make a difference... It means promoting the quality of life in the community, through both political and non-political process.”

*Thomas Ehrlich, Ed. Civic Responsibility and Higher Education. 2000*

**Civic Engagement**

An Achieving  
Higher  
Institution

2

“College students who participate in civic engagement learning activities not only earn higher grade point averages but also have higher retention rates and are more likely to complete their college degree. They also demonstrate improved academic content knowledge, critical thinking skills, written and verbal communication, and leadership skills.”

*Campus Compact. A Promising Connection. 2010*

Civic Engagement as a Strategy to Improve Retention and Success



As an approach, civic engagement as an educational endeavor is effective.

It increases:

- Student learning
- Student retention
- Student graduation rates

Civic Engagement furthers SPC's Strategic Priorities



Preparing students for their responsibilities as citizens in our democracy.

Some Civic Engagement Best Practices:

- Citizenship Ambassador Initiative
- Civic Engagement Homeless Project
- Civic Engagement Collaboration with Pinellas County Schools

SPC Civic Engagement Best Practices = SPC in ACTION

Citizenship Ambassador Initiative: Leading Candidates to U.S. Citizenship



Faculty involving students on campus and in the community with the immigration project.

### Civic Engagement Collaboration with Pinellas County Schools



Faculty involving students in the community with Pinellas County elementary and middle schools.



### Civic Engagement Homeless Project



Faculty involving students in community engagement and service learning with The Safe Harbor Homeless Project.



A more structured framework for moving to a new level of civic learning and community engagement...

### Center for Civic Learning and Community Engagement

- **Mission:** The Center for Civic Learning & Community Engagement is the coordinating office responsible for developing student opportunities for community engagement and civic learning experiences.
- **Location:** Midtown Campus with Lead Faculty established on all campuses to insure the one college identity.

Establishing Center for Civic Learning & Community Engagement

The Center's programs engage students, faculty, and staff with the community through a range of civic outreach, service learning, and volunteer community service opportunities.





## Timeline:


- **July 2015** Open physical office & launch web presence
- **August 2015** Administer Civic Inventory college-wide
- **August 2015** Encourage faculty & staff participation at Welcome Back Meeting
- **October 2015** Participate in 2<sup>nd</sup> Florida State College System Civic Conference
- **October 2015** Continue the effort at All College Day

The Center for Civic Learning & Community Engagement



March 17, 2015

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Florida College System Foundation – Student Success Statewide Impact Funding Opportunity

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida College System Foundation (FCSF), by St. Petersburg College for the Student Success Statewide Impact (SSSI) funding opportunity. Permission is also sought to accept an estimated \$15,000 in funding over a four-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 purpose of this project is to support statewide activities that impact student success policies and practices around meta-majors. Leveraging its work on academic pathways, St. Petersburg College will lead a statewide convening in which representatives from colleges across Florida will discuss their current efforts to implement meta-majors, including sharing successes, challenges, best practices and resources. The *Academic Pathways Summit: Leveraging Meta-Majors to Accelerate Student Success* will create an open and ongoing dialogue between key college stakeholders to increase capacity and momentum as they incorporate meta-majors into their advising plan. This convening will bring together those experts in this area and create a Real-Time Record which can be used as a reference and “how to” guide for colleges as they continue their academic pathway efforts. This meeting will also serve as the kickoff for further conversations between institutions and the State around academic pathways, creating an ongoing network of educational professionals across the state focused on curriculum.

The estimated period of performance will be from March 1, 2015 through June 30, 2015. The total project budget is projected to be \$15,000 over a four-month period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; Sabrina Crawford, Executive Director, Institutional Research and Effectiveness; and Margaret Bowman, Director, Curriculum Services, recommend approval.

Attachment

ks0225152

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

**Date of BOT Meeting:** March 17, 2015

**Funding Agency or Organization:** Florida College System Foundation

**Name of Competition/Project:** Student Success Statewide Impact Funding Opportunity (SSSI)

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

**Grant/Contract Time Period:** **Start:** 3/1/15      **End:** 6/30/15

**Administrator:** Sabrina Crawford

**Manager:** Margaret Bowman

**Focus of Proposal:**

Building off of SPC’s work on implementing the Florida’s meta-major initiative, the College will lead a statewide convening where representatives from colleges across Florida can discuss their current efforts to implement this initiative, including sharing successes, challenges, best practices and resources. The proposed *Academic Pathways Summit: Leveraging Meta-Majors to Accelerate Student Success*, will be a full-day convening inclusive of leadership, advisors, curriculum staff, faculty and academic administrators. The goal of this meeting will be to create an open and ongoing dialogue between key college stakeholders across the state to increase capacity and momentum as they incorporate meta-majors into their advising process. The meeting will utilize a SPC’s Collaborative Labs to facilitate an intensive, tech-driven team session to achieve the goals of the convening. Attendees will leave this day-long session having gained: 1) a tangible and replicable example of how colleges are creating career pathways; 2) relationships with those at other colleges implementing academic pathways; and 3) resources for use at their institution as they continue their meta-major work. Additionally, SPC has engaged Columbia University’s Community College Research Center (CCRC), who are highly interested in playing a role in the Summit, most likely providing the keynote speaker as a way to expand the conversation to include national research and resources on this topic.

**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.)

Professional Fees	\$ 1,000
Other: Food and Food Products	\$ 2,000
Other: Training/Meeting	\$ 10,500
Admin (10%)	<u>\$ 1,500</u>
Total Budget	\$ 15,000

**Funding:**


Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$	15,000
Total amount from funder:	\$	15,000
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):	1. Professional Development
	2. Academic Excellence
	3. Partnerships
Strategic Initiative(s):	1. Faculty and Staff Development
	2. Improved Processes
	3. Instructional Support
Strategic Activity(ies):	1. Comprehensive Staff Training

March 17, 2015

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** U.S. Department of Education – TRIO Student Support Services Program - Clearwater and St. Petersburg/Gibbs Campuses

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Education, by St. Petersburg College for the Student Support Services (SSS) Program Grant. Permission is also sought to accept an estimated \$1,407,550 in funding over a five-year period for this proposal to support the Clearwater and St. Petersburg/Gibbs campuses, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The purpose of the SSS Program is to increase support services to economically disadvantaged, first-generation students who have an identified need for academic, social and/or financial support. This continuation grant will support SPC's SSS program which currently provide services to 160 high needs students per year at the Clearwater and St. Petersburg/Gibbs campuses through a variety of enhanced services including in-depth assessments, academic tutoring, financial literacy programs, mentoring and grant aid (scholarships). Each student will be assigned a dedicated SSS advisor to ensure they are receiving the necessary supports to address their individual challenges. The goal of the program is to provide services targeted at the retention, persistence and graduation rates for these students and facilitate their transfer from two-year to four-year colleges and universities.

The estimated period of performance will be from September 1, 2016 through August 31, 2021. The total project budget is projected to be \$1,407,550 over a five-year period. See attached Information Summary for additional information.

Tonjua Williams, Senior Vice President, Student Services; Suzanne L. Gardner, General Counsel; Linda Hogans, Executive Director Special Programs; and George Carbart, Project Director Student Support Services, recommend approval.

Attachment

ks0226153

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

**Date of BOT Meeting:** March 17, 2015

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

**Name of Competition/Project:** TRIO Student Support Services (SSS) – Clearwater and St. Petersburg/Gibbs

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

**Grant/Contract Time Period:** **Start:** 9/1/16      **End:** 8/31/21

**Administrator:** Linda Hogans

**Manager:** George Carbart

**Focus of Proposal:**

St. Petersburg College's TRIO Student Support Services (SSS) Program will support 160 low-income, first-generation, and/or disabled students who are academically at-risk on the Clearwater and St. Petersburg/Gibbs Campuses. Following a comprehensive assessment of the individual student needs, the dedicated SSS advisor will identify, refer and/or provide enhanced services such as tutoring, mentoring, academic progress monitoring, academic advising, career advisement, financial aid/scholarship assistance, four-year college/university tours, transfer workshops/seminars, and cultural activities. As a result, SSS participants will be better equipped to successfully complete their preferred college degree and/or transfer in good academic standing to a college/university; and do so at rates equal to or better than non-SSS-eligible students.

**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	\$ 898,495
Fringe	\$ 325,530
Participant Training Stipends (Grant Aid)	\$ 85,605
Indirect Costs	<u>\$ 97,920</u>
Total Budget	\$ 1,407,550

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 1,633,710
Total amount from funder:	\$ 1,407,550


Amount/value of match:	Cash: \$226,160 ( <i>covering a portion of personnel, fringe, travel, materials and supplies</i> )
	In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No Yes <input checked="" type="checkbox"/>
Source of match/cost sharing:	General Operating Budget
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"> <li>1. Student Focus</li> <li>2. Academic Excellence</li> <li>3. Outstanding Service</li> <li>4. Diversity</li> </ol>
Strategic Initiative(s):	<ol style="list-style-type: none"> <li>1. Outreach</li> <li>2. Student Engagement</li> <li>3. Student Support</li> </ol>
Strategic Activity(ies):	<ol style="list-style-type: none"> <li>1. Advising Process Enhancements</li> <li>2. College Experience Enhancements</li> <li>3. Learning Support Center Service Model Enhancements</li> <li>4. Student Success and Out of Classroom Support</li> </ol>

March 17, 2015

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** U.S. Department of Education – TRIO Student Support Services Program - Seminole and Downtown/Midtown Campuses

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Education, by St. Petersburg College for the Student Support Services (SSS) Program Grant. Permission is also sought to accept an estimated \$1,100,000 in funding over a five-year period for this proposal to support the Seminole and Downtown/Midtown campuses, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The purpose of the SSS Program is to increase support services to economically disadvantaged, first-generation students who have an identified need for academic, social and/or financial support. SPC's SSS program will provide services to 140 high needs students per year at the Seminole and Downtown/Midtown campuses through a variety of services including in-depth assessments, academic tutoring, financial literacy programs, mentoring and grant aid (scholarships). Each student will be assigned an SSS advisor to ensure they are receiving the necessary supports to address their individual challenges. The goal of the program is to provide services targeted at the retention, persistence and graduation rates for these students and facilitate their transfer from two-year to four-year colleges and universities.

The estimated period of performance will be from September 1, 2015 through August 31, 2020. The total project budget is projected to be \$1,100,000 over a five-year period. See attached Information Summary for additional information.

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

Attachment

ks0226152



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

**Date of BOT Meeting:** March 17, 2015

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

**Name of Competition/Project:** TRIO Student Support Services (SSS) –  
Seminole and Downtown/Midtown  
Campuses

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

**Grant/Contract Time Period:** **Start:** 9/1/15      **End:** 8/31/20

**Administrator:** Linda Hogans

**Manager:** TBD

**Focus of Proposal:**

St. Petersburg College’s TRIO Student Support Services (SSS) Program will support 140 low-income, first-generation, and/or disabled students who are academically at-risk on the Seminole and Downtown/Midtown Campuses. Following a comprehensive assessment of the individual student needs, SSS will provide tutoring services, Student Success Plans, College Student Inventory (CSI), mentoring, academic progress monitoring, academic advising, career advisement, financial aid/scholarship assistance, four-year college/university tours, transfer workshops/seminars, and cultural activities. As a result, SSS participants will better equipped to successfully complete their preferred college degree and/or transfer in good academic standing to a college/university; and do so at rates equal to or better than non-SSS-eligible students.

**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	\$ 695,700
Fringe	\$ 257,410
Participant Training Stipends (Grant Aid)	\$ 70,640
Indirect Costs	<u>\$ 76,250</u>
Total Budget	\$ 1,100,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 1,385,625
Total amount from funder:	\$ 1,100,000

Amount/value of match: Cash: \$285,625 (*covering a portion of personnel, fringe, travel, materials and supplies*)  
In-kind: N/A

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

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

Value(s):

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

Strategic Initiative(s):


1. Outreach
2. Student Engagement
3. Student Support

Strategic Activity(ies):

1. Advising Process Enhancements
2. College Experience Enhancements
3. Learning Support Center Service Model Enhancements
4. Student Success and Out of Classroom Support

March 17, 2015

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Annual Membership Assessment in Florida College System Risk Management Consortium

Authorization is requested to pay the St. Petersburg College (SPC) 2015-2016 *membership assessment* in the Florida College System Risk Management Consortium (FCSRMC) for the policy period of March 1, 2015 through February 28, 2016 in the amount of \$1,653,354. This amount represents a decrease of 5% below the current policy period.

Following are the FCSRMC calculations for the policy period of March 1, 2015 through February 28<sup>th</sup>, 2016:


2015-2016 Annual Assessment for SPC	80,521
Worker's Compensation Assessment (Experience)	701,127
Property Value Assessment	871,706
Less Prior Year Refund/Offset	<u>0</u>
Adjusted Annual Assessment	\$1,653,354

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; and Kara Schrader-Smith, Risk Management Coordinator, recommend approval.

March 17, 2015

**MEMORANDUM**

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

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

**SUBJECT:** Final Project Completion and Accounting Approval, Project 186-F-11-3, ADA Bathroom Upgrades, Miscellaneous Renovations and Code Compliance, Palladium.

**Approval is requested for Final Project Completion and Accounting Approval, Project 186-F-11-3, ADA Bathroom Upgrades, Miscellaneous Renovations and Code Compliance, Palladium.**

This Construction Project consists of upgrading restrooms for ADA compliance, upgrading restroom fixtures and finishes and upgrading the mechanical systems serving these spaces. This project was completed in accordance with college standards including but not limited to sustainable design standards.

The Guaranteed Maximum Price (GMP) for this project was \$332,770.00. The final Accounting summary for this project is detailed below:


<b>Original GMP:</b>	<b>\$332,770.00</b>
General Conditions:	(\$0.30)
CM Buyout:	(\$50.71)
<b>Final Accounting:</b>	<b>\$332,718.99</b>

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, recommend approval.

March 17, 2015

**MEMORANDUM**

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

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

**SUBJECT:** Board of Trustees' Rules

**Approval is sought for the following proposed changes to the Rules Manual, which are being submitted for your consideration.**

**6Hx23-2.011 Sexual Harassment and Relationships Policy and Definitions** The proposed changes will: 1) retitle the Rule to: *Sexual Harassment and Relationships Policy*; 2) update the Rule to reflect current regulations and policy; and 3) shift procedural portions of the Rule to a College Procedure.

The current policy of the College regarding sexual harassment is being updated to reflect the provisions of federal regulations and guidance from the Department of Education as it relates to definitions, prevention and awareness, training, reporting and institutional response. Further, this Rule revision serves to shift the procedural portions of the process to an accompanying College Procedure where under provisions and procedures are being updated and enhanced administratively. In that sexual harassment is a form of sex discrimination and misconduct, these provisions are connected and linked to that of the College Procedure on sexual violence and misconduct, and therefore being revised together as part of a broader review of internal process for compliance with Department of Education/Title IX regulations.

*Submitted by Suzanne Gardner*

Suzanne L. Gardner, General Counsel, recommends approval.

ps:slg0225153

Attachment

6Hx23-2.011 SEXUAL HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITIONS

I. ~~\_\_\_\_\_~~ POLICY:

The College is committed to ensuring that each member of the College community be permitted to work, study, and interact with each other in a dignified learning environment, free from any form of sexual harassment. Sexual harassment constitutes discrimination on the basis of sex and is a violation of the College's policies, as well as pertinent state and federal law. The College shall not tolerate such conduct.

The Board of Trustees authorizes the President, or his or her designee, to establish procedures concerning sexual harassment and inappropriate relationships including information regarding available resources, awareness and prevention, reporting, investigation, and resolution.

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***Applicable portions of the following provisions shall be shifted to a College Procedure***

~~Any employee or student who is found to have violated this Rule shall be disciplined and such discipline shall range from one or more of the following: counseling, attendance at a sexual harassment seminar, written admonishment, suspension or dismissal.~~

II. ~~\_\_\_\_\_~~ DEFINITIONS:

A. ~~\_\_\_\_\_~~ Sexual harassment is defined as:

~~Conduct including but not limited to, an employee's or a student's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, sexually related jokes, and/or display of pornographic material in the workplace or an academic or student setting (An academic or student setting includes: all settings on campus, off-campus clinical programs, off-campus courses, and off-campus College-sponsored events), when~~

- ~~(1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or an individual's treatment as a student;~~

~~(2) submission or rejection of such conduct by an individual is used as the basis for employment decisions or the treatment of a student, affecting the employee or student; or~~

~~(3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or a student's academic performance or creating a sexually intimidating, hostile or offensive working or academic environment.~~

~~B. Except as provided in Paragraph V., the term "staff" shall include faculty/instructors and all other College employees. In Paragraph V. the term "staff" shall include all College employees other than faculty/instructors.~~

### ~~III. EMPLOYEE RELATIONSHIPS:~~

~~This Rule applies to all employees. No employee shall engage in sexual harassment.~~

~~A. In the supervisor-instructor/staff context, the term sexual harassment has a broader impact. The fundamental element of such behavior is the inappropriate personal attention, including romantic and/or sexual relationships with a staff member by a supervisor or other employee who is in a position to affect a staff member's career advancement or working conditions. The supervisor-instructor/staff relationships are professional in nature; inappropriate behavior as defined above is unprofessional and undermines the essential atmosphere necessary in the workplace. This unprofessional behavior is subject to discipline.~~

~~B. This Rule applies to consensual as well as non-consensual supervisor-staff or staff-staff romantic and/or sexual relationships where the supervisor or staff member is in a position to affect a staff member's career advancement or working conditions.~~

~~C. Supervisor-instructor/staff or staff-staff relationships should at all times be professional and any conduct by an employee which unnecessarily or unreasonably creates a sexually intimidating, hostile or offensive working environment in violation of the rights of others is inappropriate, unacceptable and is subject to discipline.~~

### ~~IV. STUDENT RELATIONSHIPS:~~



~~This Rule applies to all students. No student shall engage in sexual harassment.~~

- ~~A. The student-student relationship, the student-instructor relationship and the student-staff relationship should at all times be respectful of the rights of the others, and any conduct by a student which creates a sexually intimidating, hostile or offensive environment violates the College's Sexual Harassment Rule and may be subject to discipline. For this purpose, staff not only includes College staff, but all employees of clinics and agencies affiliated with a College clinical program or course.~~
- ~~B. Students having a consensual romantic and/or sexual relationship with a faculty or staff member who is in a position to determine a student's grade or otherwise affect a student's academic progress or environment may be subject to discipline.~~

~~V. INSTRUCTOR/STAFF-STUDENT RELATIONSHIPS:~~

~~This Rule applies to instructor/staff-student relationships.~~

- ~~A. In the instructor/staff-student context, the term sexual harassment also has a broader impact. The fundamental element of such behavior is the inappropriate personal attention, including romantic and/or sexual relationships with a student by an instructor or staff member who is in a position to determine a student's grade or otherwise affect the student's academic progress or environment. Since the instructor/staff-student relationship is one of professional and client, the above inappropriate behavior is unacceptable in a college because it is a form of unprofessional behavior which seriously undermines the atmosphere of trust essential to the academic setting and is subject to discipline.~~
- ~~B. This Rule applies to consensual as well as non-consensual instructor/staff-student romantic and/or sexual relationships, where the instructor or staff member is in a position to determine a student's grade or otherwise affect a student's academic progress or environment. In general, however, this Rule will be strictly enforced, with the severest penalty imposed, in any instance where the involved student is enrolled in the instructor's class at the time of the inappropriate behavior. See IX.C. infra.~~
- ~~C. This Rule is not intended to apply when an instructor is legitimately exercising academic freedom in teaching in the classroom when the subject matter taught or discussed is~~

~~appropriate to the course being taught. Nevertheless, the instructor/staff-student relationship should at all times be professional and any conduct by an instructor or staff member which unnecessarily or unreasonably creates a sexually intimidating, hostile or offensive academic environment in violation of the rights of others is inappropriate and unacceptable and is subject to discipline.~~

~~D. Students having a consensual romantic and/or sexual relationship with a faculty or staff member who is in a position to determine a student's grade or otherwise affect a student's academic progress or environment may be subject to discipline.~~

#### ~~VI. RETALIATION:~~

~~It is a violation of this Rule to retaliate or to take reprisal against any person who has filed a complaint or who has complained about sexual harassment based on the fact that the employee or student raised an issue about sexual harassment to his/her supervisor, to any other supervisor or manager of the College, to any Associate/Assistant Provost or Provost, or to any other person, entity or any human rights agency. It is also a violation of this Rule to retaliate against any person involved in the investigation (including witnesses) of a complaint.~~

~~If any reprisals or retaliatory actions occur, these should be reported immediately. Any such reports will be investigated by the College Attorney or his designee. Reprisals and retaliatory actions will be dealt with through appropriate disciplinary action and steps will be taken to prevent the recurrence of sexual harassment, reprisal, and/or retaliation.~~

#### ~~VII. REPORTING, INVESTIGATION AND RESOLUTION:~~

~~All students and employees are responsible for promptly reporting sexual harassment. The College has established the following procedure for reporting, investigating and resolving complaints of sexual harassment and retaliation and has provided a list of some examples of conduct which violate this Rule. (See Exhibit attached hereto.)~~

##### ~~A. DUTY TO REPORT:~~

~~1. Complaints of sexual harassment by students or employees are to be promptly reported to individuals designated by the President and published at the beginning of Session I of each year in the College's annual Supplement to the~~

~~Faculty, Staff and Student Handbook or such other publication as the President may determine. The complaint may be reported to any one of the individuals designated, regardless of what site the reporting person is associated with. The individual receiving the complaint shall promptly notify the College Attorney.~~

- ~~2. Supervisors are to promptly report any conduct that may appear to involve sexual harassment as provided herein.~~

~~B. INVESTIGATION:~~

~~Immediately upon receipt of a complaint, the College Attorney will have the responsibility for and will direct each investigation of sexual harassment. In directing the investigation, the College Attorney may designate other persons to conduct and aid in the investigation and in making such designations, the College Attorney will be sensitive to the gender of the complaining party and reporting relationships.~~

~~Upon completion of the investigation, the results of the investigation will be submitted to the President or designee for determination of what action, if any, is appropriate. The complaining party will be advised of the results of the investigation.~~

~~C. RESOLUTION OF A COMPLAINT:~~

~~Resolution of a complaint may be accomplished in various ways. The complaint may be resolved by intervention, corrective action taken by the President or designee, or by official disciplinary procedures.~~

~~D. DISCRIMINATION GRIEVANCE:~~

~~The victim of the sexual harassment may also bring a discrimination grievance which shall be processed in accordance with Rule 6Hx23-1.34.~~

~~E. DUTY TO REPORT ANY RECURRENCE:~~

~~Complaints of any recurrence of conduct involving sexual harassment or retaliation are to be promptly reported as provided herein.~~

~~VIII. FALSE COMPLAINTS:~~

~~Any person who knowingly files a false complaint of sexual harassment or retaliation against another shall be subject to disciplinary action, including dismissal.~~

~~IX. DISCIPLINE/PROCEDURE:~~

~~A. Remedial or disciplinary action will depend on the nature of the incident, but such discipline shall range from one or more of the following: counseling, attendance at a sexual harassment seminar, written admonishment, suspension or dismissal.~~

~~B. 1. Career service employees may be subject to disciplinary action as provided for in the Career Service Manual, Board of Trustees' Disciplinary Rule 6Hx23-2.19 relating to career service employees and/or Sections 120.569 and 120.57 of the Florida Statutes.~~

~~2. Administrative staff and faculty members may be subject to disciplinary action as provided in the Rules of the Department of Education, State Board of Community Colleges Rules 6A-14.0411(4) and/or 6A-14.0411(6).~~

~~3. All instructors who violate this policy by having consensual or non-consensual romantic and/or sexual relationships with a student presently enrolled in his/her class, will be dismissed, pursuant to the Rules of the Department of Education, State Board of Community Colleges Rules 6A-14.0411(4) and/or 6A-14.0411(6).~~

~~4. Students may be subject to disciplinary action as provided for in Board of Trustees' Rule 6Hx23-4.35.~~

~~X. REPORT OF ACTION TAKEN:~~

~~The College shall report to the person making the complaint of the action taken by the College in regard to any sexual harassment or any reprisal or retaliation.~~

~~XI. CONFIDENTIALITY/PUBLIC RECORDS:~~

~~Subject to certain statutory exemptions, College employee records are generally by law subject to public disclosure upon request of a member of the public under Chapter 119 of the Florida Statutes. Records are provided only upon an appropriate request. The College may not volunteer disclosure of such records. Student identifiable records are generally protected from the public disclosure law and will be protected as provided in Florida Statutes and under the Buckley Amendment.~~

~~XII. PUBLICATION:~~

~~The College shall publish and make available to all students and employees its Sexual Harassment Rule or pertinent parts thereof and examples of sexual harassment which are prohibited conduct. The attached Exhibit to this Rule is a list of some of the examples that may be used to describe the acts which are considered in violation of this Rule. This list is not intended to be all inclusive.~~

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: Titled "VII of the Civil Rights Acts of 1964", as amended; the Florida Human Rights Acts of 1977, as amended; Title IX of the Educational Amendments Act of 1972, as clarified by the Civil Rights Restoration Act of 1988; EEOC Regulation 29 C.F.R. Section 1604.11 and 34 C.F.R. Section 106 et seq.; 1001.64(4); 6A-14.0262 (7)(e) & (8), 6A-14.0247(6).

History: Adopted 9/22/92. Filed - 9/22/92. Effective - 9/22/92; 7/19/94, withdrawn at BOT meeting to be brought back at a later date, 10/18/94. Filed - 10/18/94. Effective - 10/18/94; 6/18/96. Filed - 6/18/96. Effective - 6/18/96; 2/18/97. Filed - 2/18/97. Effective - 2/18/97; 11/16/98. Filed - 11/16/98. Effective - 11/16/98; 3/17/15. To Be Filed – 3/17/15. Effective – 3/17/15.