

MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, June 16, 2015 at the St. Petersburg/Gibbs Campus of St. Petersburg College, 6605 Fifth Ave. N., St. Petersburg, Florida. The following Board members were present: Chairman Robert Fine, Jr., Dale Oliver, Vice Chair, Bridgette Bello, Deveron Gibbons 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. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, June 16, 2015, at the St. Petersburg/Gibbs Campus, 6605 Fifth Avenue North, Room SS#202 (Collegiate High School Building), St. Petersburg Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

14-322. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

**MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
JUNE 16, 2015

ST. PETERSBURG/GIBBS CAMPUS
ROOM SS-202 (COLLEGIATE HIGH SCHOOL BLDG.)
6605 FIFTH AVENUE N.
ST. PETERSBURG, FLORIDA

SPECIAL 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. Carol Baragona (*Not Attending*)
 - 2. Linda Johnston (*Not Attending*)
 - 3. Dr. Karen Kaufman White (*Attending*)
- B. Recognitions/Announcements
 - 1. Juvenile Welfare Board Partnership for Early Childhood Education – Ms. Frances Neu, Vice President, Institutional Advancement & Executive Director Foundation, Dr. Kim Hartman, Dean of College of Education, Dr. Marcie Biddleman, Executive Director, Juvenile Welfare Board and Ms. Maria Edmonds, Chair, Juvenile Welfare Board

III. COMMENTS

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

MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of May 19, 2015 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel

VI. STRATEGIC PRIORITIES

A. BUDGET AND FINANCE WORKSHOP

1. FY14-15 May 31st Financial Report – Ms. Jamelle Conner, Associate Vice President, Business Services (*Presentation*)
2. FY15-16 Budget Update – Ms. Jamelle Conner (*Presentation*)

Focus Area 1- Disability Resources

Ms. Aimee Stubbs, Director, Disability Resources (*Presentation*)

Focus Area 2 - Civics Engagement Center

Dr. Joseph Smiley, Dean, Social and Behavioral Sciences (*Presentation*)

Focus Area 3 - Women on the Way

Ms. Shirley Crumbley, Coordinator, Women on the Way (*Presentation*)

3. Facilities Update
 - a. Bay Pines Update, Dr. John Chapin, Dean Natural Sciences and Mr. Jim Waechter, Associate Vice President, Facilities Planning & Institutional Services (*Presentation*)

B. ADMINISTRATIVE MATTERS

2. Human Resources
 - a. Personnel Report (*Action*)
 - b. Annual Contract Recommendations (*Action*)
3. Other
 - a. Pinellas Suncoast Transit Authority (PSTA), Unlimited Bus Access Program Agreement (*Action*)
 - a. Capital Improvement Plan (CIP) (*Action*)

**MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF
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C. ACADEMIC MATTERS

1. Credit Curriculum (*Action*)

VII. CONSENT AGENDA

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

B. NEW BUSINESS

1. GRANTS/RESTRICTED FUNDS CONTRACTS

- a. U.S. Department of Justice, Bureau of Justice Assistance – Adjudication and Law Enforcement National Initiatives – Executive Session Police Leadership
- b. Florida Department of Education – Carl D. Perkins Vocational and Technical Education Act
- c. National Endowment for the Arts Challenge – America’s Fast Track Program

2. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000 - None

3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION - None

4. OTHER

- a. Lease renewal between St. Petersburg College and the St. Petersburg Downtown Partnership (Waechter)
- b. Baynard, McLeod and Lang, PA, Agreement for Legal Services
- c. Accounts Receivable Write-off

C. INFORMATIONAL REPORTS – NONE

VIII. PRESIDENT’S EVALUATION*

IX. PUBLIC ACCESS/UNAGENDAED ITEMS

X. PROPOSED CHANGES TO BOT RULES MANUAL –Public Hearing - NONE

MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

XI. PRESIDENT'S REPORT

XII. NEXT MEETING DATE AND SITE

Tuesday, August 18, 2015, EpiCenter – Annual Organizational Meeting

XIII. ADJOURNMENT

*ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING
TO IMMEDIATELY FOLLOW – Presenter: Principal Starla Metz (see separate agenda)*

The purpose of the meeting is to provide highlights of the 2014-15 school year and to ask the governing board to approve the proposed budget for the 2015-16 school year so it can be submitted to the Pinellas County School District.

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting June 16, 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: June 5, 2015

Confirmation of Publication

[Notice of meeting](#)

**MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

REVISED AGENDA

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
JUNE 16, 2015**

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III. COMMENTS

- A. Board Chair
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- 5. FY15-16 Budget Update (*Presentation*) – Ms. Jamelle Conner

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- 6. Facilities Update
 - a. Bay Pines Update, Dr. John Chapin, Dean Natural Sciences and Mr. Jim Waechter, Associate Vice President, Facilities Planning & Institutional Services (*Presentation*)

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- 4. Human Resources
 - a. Personnel Report (*Action*)
 - b. Annual Contract Recommendations (*Action*)
- 5. Other
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 - c. Capital Improvement Plan (CIP) (*Action*)

F. ACADEMIC MATTERS

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1. Credit Curriculum (*Action*)

D. STUDENT SUCCESS

1. Outsourcing St. Petersburg College's Call Center Operations (*Action*)

VII. CONSENT AGENDA

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

B. NEW BUSINESS

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X. PROPOSED CHANGES TO BOT RULES MANUAL –Public Hearing - NONE

XI. PRESIDENT’S REPORT

XII. NEXT MEETING DATE AND SITE

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XIII. ADJOURNMENT

ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING TO IMMEDIATELY FOLLOW – Presenter: Principal Starla Metz (see separate agenda)

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St. Petersburg Collegiate High School

A Charter School at St. Petersburg College

Governing Board Meeting
St. Petersburg/Gibbs Campus
Student Services Building (SS 202)
June 16, 2015

Agenda

1. SPCHS Highlights for 2014-15
2. SPCHS Proposed Budget for 2015-16 (submitted for approval)

14-323. Under Item I, Call to Order

The meeting was convened by Chairman Fine at 9:00 a.m. The invocation was given by Deveron Gibbons and was immediately followed by the Pledge of Allegiance.

14-324. Under Item II, Preliminary Matters

Dr. Law recommended adoption of retirement resolutions for Carol Baragona, Linda Johnston, and Dr. Karen Kaufman White. Dr. White was in attendance and, joined by colleagues, received her resolution as presented by Chairman Fine and President Law. Dr. Law announced that the college had created an endowed scholarship in her name. The Karen Kaufman White Scholarship plaque, with the names of scholarship recipients, will hang near the Provost's office on the Gibbs Campus. "It will keep your name and your impact in front of us ad infinitum," Law said.

Dr. Law also presented Ms. Conner with a gift of passing the baton from Provost White to Ms. Conner.

14-325. Under Item II-B, Recognitions/Announcements

Recognitions/Announcements

Juvenile Welfare Board Partnership with St. Petersburg College for Early Childhood Education.

MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Ms. Frances Neu, Vice President, Institutional Advancement and Executive Director of the St. Petersburg College Foundation, Dr. Kim Hartman, Dean, College of Education, Dr. Marcie Biddleman, Executive Director, Juvenile Welfare Board, and Ms. Maria Edmonds, Chair, Juvenile Welfare Board (JWB).

Ms. Neu explained that this partnership will provide 30 scholarships to students of Early Childhood Development at St. Petersburg College. The scholarship is open to workers in day care and home care. Dean Hartman explained that daycare providers will be able to get two different certificates in toddler and pre-school specialization.

Dr. Biddleman spoke on the excellent opportunity and partnership with St. Petersburg College. She stated that starting children out right will help to make a difference in getting them to enroll at the College later down the road. Maria Edmonds spoke about the association with the College, and how more partnerships are needed in the community. She emphasized starting early.

Ms. Frances Neu shared that this is a \$54,000 scholarship being offered. Benefits will extend far beyond the community. Mr. Gibbons stated that JWB has been a great partner and he is looking forward to the program. He shared that the program is getting students prepared to come to St. Petersburg College. Dr. Law asked Dean Hartman to share her plans to attend a conference in Australia in September for initial preparation of teachers. The grant is funded by the Bill and Melinda Gates Foundation. There are 12 countries involved and Florida is one of three states attending. Dr. Law thanked Dr. Hartman for her work on this grant.

14-326. Under Item III, Comments

Opportunity was given for comments from the Board Chair, Board Members, the President and the public. Mr. Oliver congratulated Dr. Kaufman White and Ms. Connor. Mr. Oliver congratulated Ms. Lara Maisch on her new position. Ms. Westine also thanked Lara for her help with the Board and congratulated her on becoming a full time faculty member.

Mr. Gibbons thanked Dr. White for her 31 years of service and for being a joy to work with. Mr. Gibbons attended the SGA Council of Presidents and invited the BOT to attend their events. He shared that the Fire Training Center was named the Center of the State and offered his congratulations for that accomplishment. CFO Atwater came to present the award along with Legislators Chris Latvala and Kathleen Peters. Mr. Gibbons also offered his congratulations to the Delta Academy graduates. Theresa Ortiz received the award for Innovation in the Use of Technology. Two students were honored at the Dr. Vilma Fernandez-Zalupski Academic Excellence Awards.

Mr. Gibbons said to Chair Fine that he had two other items he would like to bring for a motion as Board Rules and stated that he and Dr. Law had already discussed it. He said he wouldn't go into much detail, but we had an in our legislative package something that kept coming up as a St. Pete College designation, but it was not a St. Pete College designation. So I would ask that we make a

MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

motion that we put in our Board Rules that the president brings a legislative package to us in August for approval in September because the committee meetings start in September/November, and then that package can be utilized in Tallahassee. So we have to approve the package that he brings forward, which I think is just a good step and then we would have that to hand to legislators and say “here’s our ask for this year.” Mr. Gibbons moved to make this a Board Rule. Ms. Westine seconded the motion and it passed unanimously.

Mr. Gibbons then said he had another motion that he had also talked to Dr. Law about. He stated he did not have an issue with this and wanted to go on the record as saying that, but he suggested the following motion for perception purposes. “If there’s any correspondence to a Board member that emails get forwarded to your email or a correspondence is in it – and I’m not saying it hasn’t been – but I want to make sure we have it as a Board Rule that (if) any correspondence that comes to a Board member is moved along to the Board member unfiltered and as quickly as possible. So I make a motion that we add that as a Board Rule as well.” Ms. Westine seconded the motion and it passed unanimously.

Dr. Law responded that he expressed some support for this motion, but cautioned that it will not work if people bypass the president’s office as a problem resolution. He said he wants everyone to know that’s a “must have” for him. He stated that he was happy to pass on whatever comes in. “When we get stuff we generally try to interact from my office to say, if you have a concern, the first question the Board will want to say is “have you met with the president?” If you haven’t done that, that’s a courtesy that’s generally considered good manners and good spirit. I don’t mind passing it on; I mind getting it coming back to me and I’ve not seen it. If people are not willing to work with me to resolve the issues that they have, that’s going to be a problem. If I could resolve them, I’m more than happy to have people come to the Board after I’ve done my best work to resolve their issues. I just want to make sure that I don’t have an objection on this.”

Mr. Gibbons responded that he agreed and that this motion is not intended to circumvent the president. “This is to make sure that we see the issues that come forward and then, I have to tell you my first question is always, ‘have you met with Dr. Law?’ And I’m sure that’s most everybody’s question. So it’s not to circumvent his office, it is to make sure that the process stays clean because some individuals, will probably feel like, “oh if it goes to the president and he asks about it first and we didn’t get it.” You know. I don’t have a problem with that because I believe the buck stops with him; we evaluate him. I think him looking at it and saying, “Hey, you want to meet with me and see if we could resolve it?” That’s not an issue. I just want to make sure it’s in place and that we get the stuff. I don’t have a problem with anybody on this Board. I think everybody is going to say “did you meet with the president?” So this is not an attempt to circumvent the president, because we should not individually be out trying to resolve issues for the college. That is what we pay him to do.”

Ms. Westine responded, “And I’ll just speak for myself. My policy on this would be to ask the question, “Have you exhausted all your administrative remedies?” And the reason I use,

MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

obviously, a good legal phrase... but, we have very talented leadership at each of our campuses and I'm not sure that we need to jump the shark for each and every issue that comes up. My only request and the way I would carry myself is to ask whether all administrative remedies have been exhausted before we/before I certainly get involved."

Mr. Fine said that he thinks most of the trustees do that.

Dr. Law talked about Legislative issues that were passed at 2:00 a.m. on June 16th. He shared that the College was not successful on the PECO project for the St.Pete/Gibbs Campus. He thanked Ms. Bello for her efforts. Dr. Law added that the College does not have final numbers in the operating budget but that he hopes to see more specific numbers by later in the afternoon. In addition, he is watching the performance funding. There are 11 standards with changes that are coming and it is unclear at this time which factors are being used in order to determine placement in rankings. He asked that the Board adopt the budget today after Ms. Connor's presentation.

Dr. Law shared information on Clearwater Christian College about the June 18th meeting with students. A waiver has been requested from the Southern Association of Colleges and Schools (SACS) and the College's team did a credible job in reaching out to staff and students. He also complimented work done on the \$450,000 Presidential Scholarships to 54 students that will be offered this year. He felt that the College is recruiting and supporting really good students.

Public Comment: Mr. Eric Bank addressed the Board. Chairman Fine reminded Mr. Bank that the public has three minutes to speak.

Mr. Bank, a recent graduate from St. Petersburg College, thanked Dean Susan Demers and the staff within the Honors College. He stated that students from the Honors College are concerned about the momentum and direction of the Honors College. He asked that closer supervision be provided for the Honors College and the communication going forward from students and staff. He asked that the Honors College be expanded and that the College move forward with putting this program on all campuses. He said that communication between the Honors College and the administration is not what it should be. He noted that students want to expand the program to all the campuses. Mr. Bank shared that with no director since the middle of the semester, Honors College students have felt lost and feel that no one knows what is going on.

Mr. Gibbons stated that after receiving a phone call from a former trustee member, he has discussed the subject with Dr. Law and knows that Mr. Earl Fratus has been appointed as Interim Director. Mr. Gibbons shared that he has the utmost confidence that Dr. Fratus will do a superior job.

Mr. John Loreth, a former student assistant, also spoke on the issue of the Honors College, He felt that the model is inspiring and that the Honors College has helped to transform lives and it all lies with the Director and the faculty. He expressed dismay that his final memory is that Director Yevstigneyeva was fired and that the students were left in a lurch with no direction.

**MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF
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Mr. Gibbons stated that no one agrees with everything and that human resources matters do not go through the Board. He explained that Dr. Law gives the Board the report and the Board knows that all human resources issues are appropriately handled. Mr. Gibbons asked the students to give Dr. Fratus an opportunity and to stay involved with the Honors College and to help expand and grow with the changes. Mr. Gibbons shared that Dr. Law knows how important the Honors College is and that the Board and Dr. Law want the Honors College to be successful.

14-327. Under Item IV, Review and Approval of Minutes

The minutes of the May 19, 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.

14-328. Under Item V, Monthly Reports

Under Monthly Reports, Chairman Fine requested a report of any new business from Mr. Joseph Lang, Board Attorney and Ms. Suzanne Gardner, Acting General Counsel. Neither had reports this month.

14-329. Under Item VI - A, Budget and Finance Workshop

Under Strategic Priorities,

A. Budget and Finance Workshop

1. FY14-15 May 31st Financial Report (*Presentation*) – Ms. Jamelle Conner, Associate Vice President, Business Services

Ms. Conner provided the status of the current year budget to the Board. She reported that having gone thru 11 months of the fiscal year, expenses are below \$3 million of fund balance. Expenses will continue to come in through the end of the fiscal year, but she predicted that there will be a balanced budget by the end of June. Dr. Law stated that the summer salaries begin in June.

2. FY15-16 Budget Update (*Presentation*) – Ms. Jamelle Conner

Ms. Conner shared that the College does not have the final numbers from the State yet but have been asked for budget submissions by July 8th. Ms. Conner talked about the 3% (\$3.6M) employee salary increase and other strategic objectives. She noted that \$1.8 million has been budgeted for the new initiatives that match the requests from the December 2014 strategic workshop of the Board members. She shared that a balanced budget of \$156.8 million will be sent to the State for approval. This budget does not include any numbers from the State. On the expense side, new initiatives and the raise are included in all the numbers. Also included is a \$2.6M technology budget that will ensure that the College stays up-to-date on its technology. Ms. Connor has proposed adding a \$2.9M addition to the budget from the July 1 Fund Balance.

MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Mr. Gibbons asked about the Athletics budget figures. Dr. Law noted that there are modest increases that new recruiters are in this year's budget. Dr. Law responded that budget for the Call Center has already been included and absorbed this year. He shared that he hopes to implement the pay raise on July 1st and that the budget is balanced and numbers will be added later once the state has sent us final numbers. Dr. Law shared that the \$2.9 million that is in the fund balance will not be spent. When State numbers are finalized, it is his hope it matches the \$2.9M that is in the fund balance and that figure will be backed out and the budget will be balanced. This approach is a temporary action to get the College past the July 8th submission deadline.

Ms. Westine asked what would happen if the College does not get the expected \$2.9M from the State. Dr. Law explained that the College is prepared to make \$1M in cuts that were shown at the last BOT meeting in order to be able to find the \$2.9 million that could be short if the \$2.9M cannot be found within the state money. He noted that the College has \$1M in contingent expenditures.

Ms. Connor reviewed other allocations including \$5.3 million for the Student Activities Budget. As in the past, the campus SGA's will get 25% to spend as they deem fit. She noted that there is a \$260K contingency left in budget once the money has been allotted to SGA and the campuses.

Ms. Connor explained that revenues that come in are bookstore commissions, food services, royalties from the Ethics text book and other balances in order to help move money into the Auxiliary Fund. Transfers from the Auxiliary Fund to the Operating Budget Fund are \$2.7M, total transfers out are \$3.6M. This leaves \$6.6M in the Auxiliary Fund. Ms. Conner discussed the various areas that will be funded by the \$3.6M transfer from Auxiliary Fund. These include: student textbook credits, student assistants, Workforce Institute expansion, senior citizen waivers, reduction of the student loan default rates, academic and institutional program support, provost discretionary expense and community relations expense. Ms. Connor explained that \$61M is in the scholarship fund for the year and will be dispersed toward PELL and SEOG grants, Financial Aid fees, Scholarship awards, State of Florida Scholarship awards and SPC Foundation and other scholarship awards.

The Capital Outlay budget totals \$30.6M and includes various projects for remodeling on the campuses and well as paying for facilities personnel. Recurring Capital Improvement Fees accounts for \$9.7M of this budget. The budget includes \$16M is for ongoing major construction projects. There is a \$542K balance for contingency of which \$383K is recurring. Ms. Connor added that some funds from the State may be coming into this budget.

The Discretionary budget of \$1.8M looks at all the campuses and what can be done that might not come out of the Capital Outlay. Major Construction projects include the Midtown Education Center, the Clearwater Library, Bay Pines and the current Midtown purchase. Ms. Westine asked about the additional \$1.3M that was requested for the Clearwater Library construction and if the City and the College were still in agreement per the original commitment from each side. Ms.

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Conner stated that the College added \$1.3 million to the Clearwater Library project as we did not have enough at the time the original agreement was reached.

Ms. Connor shared the timeline for the 2015-16 budget. She stated that she was seeking approval of the budget as submitted in today's Board Meeting. Florida's Special Legislative Session ends on June 20th. Final numbers for the operating budget and capital outlay would then be incorporated into the budget. The College's final budget submission is due to the State on July 8th. The final Board of Trustees approval of the amended budget submission with final State funding is scheduled for August 18th.

Mr. Gibbons moved and Mr. Oliver seconded the motion that the Board accept the budget as stated. Ms. Westine also noted for the public that this is not the first time that the Board has seen these initiatives and that back-up plans are in place in order to move forward comfortably. Dr. Law stated that he is quite proud of the budget and highly recommends moving it forward. He stressed that the overwhelming focus is taking care of the employees and that the other proposed projects are sharply focused on strategic initiatives toward student success. The motion passed unanimously. Chairman Fine thanked Dr. Law for keeping the Board of Trustees informed for the last six months.

Focus Area 1- Disability Resources

Ms. Aimee Stubbs, Director, Disability Resources (*Presentation*)

Ms. Stubbs discussed why the various disabilities are increasing and what can be done in order to properly reach out to the students. She shared that the intent is to reach out and focus on these students from beginning to end. The Disability Resource department has been conducting focus groups to learn the expectations of the students, staff and faculty.

Ms. Stubbs stated that the intent is to empower every individual as well as getting Disability Resources more visible on all campuses. There is an effort to go out into the community in order to help students and parents understand the transition piece from high school to higher education. Strategies include continuing monthly workshops and the creation of a hub of resources for staff and faculty in order to better equip everyone for assisting students. Work is being done on online courses to make them more accessible. Ms. Stubbs added that the Disability Resources Department seeks to become more of a proactive instead of a reactive department. Right now everything is paper-based, but the Department is looking to streamline by shifting to online information.

Ms. Stubbs stated that the expectations of students also need to be clarified up front. There is a need for students and staff to know how to communicate with each other as well as the process that needs to be followed in order to ensure that everyone is on the same page.

She added that students are going to college now that couldn't have gone 10 to 20 years ago due to technology and facilities being able to meet their needs along with our ADA guidelines. The

MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Disabilities Resources Department is working with agencies to support students throughout their College attendance.

Enhancements to Disability Resources include training (\$19K) for faculty, students and staff as well as professional development for Disability Resources staff. Staffing (\$81K) strategies include the need to meet the need for live captioning/interpreter services and increased administrative support. Communication (\$50K) strategies include the creation of an accessible information management system to improve communication between Disability Resource Managers, staff and students. In addition, there will be an effort to improve transition efforts and collaboration between Pinellas County schools and community agencies. We want all students to receive the accommodations and assistance needed.

Ms. Westine asked what kind of legal training staff and faculty are receiving. Ms. Stubbs responded that the ADA 101 course ensures that compliance is being met and that, in addition, training is being digitized for students and faculty to help students understand what their rights are as well as helping staff and faculty understand how to work with students. Mr. Gibbons thanked Ms. Stubbs for her presentation and expressed his appreciation that the program has been revamped toward ensuring the faculty and staff are properly trained to handle all situations. He stated he was looking forward to a progress report next year.

Focus Area 2 - Civics Engagement Center

Dr. Joseph Smiley, Dean, Social and Behavioral Sciences (*Presentation*)

Dr. Smiley was joined by Ms. Tara Newsome and Dean Susan Demers. One of the goals is to expand students' civic engagement in the community. Surveys were sent out separately to the students and faculty on civics engagement. Nine-hundred six students and 145 faculty members responded to the survey. Students who responded shared that 41% had never worked with someone or some group to solve a problem in the community in which they live. Faculty said that 58% of their students do not take part in any civic engagement as part of their courses. Once students have been involved in civic engagement they tend to stay more in civic learning involvement. There are a number of areas in which students are utilizing their civic engagement projects, such as service learning, volunteer community service or civic learning. The students' engagement varied across a range of activities.

With the Civic Engagement Center in place, the projection for 2015-16 is to increase by 25% the number of civic engagement activities and to double the number of students involved in civic activities. The Civic Engagement Center is asking for \$35,000 for the 2015-16 academic year to support this expansion.

Ms. Newsome stated that they hope to be able to show the Board next year the expansion of the program and the projects that have been able to happen. The program will be hosted at the current Midtown facility. Mr. Gibbons stated that he thinks that this is a great program and also thanked Ms. Newsome for teaching students the history of Midtown. He expressed appreciation

MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

for staff who will take people on guided tours once the new Midtown facility building has opened. Ms. Westine asked for updated numbers on student civic engagement nine months from now.

Focus Area 3 - Women on the Way

Ms. Shirley Crumbley, Coordinator, Women on the Way (*Presentation*)

Ms. Crumbley shared the Women on the Way (WOW) expansion plan for all campuses. She explained that currently the full range of services are only offered at the Clearwater Campus which causes students to have to drive or take the bus in order to receive services. The proposal is to duplicate the services on the Midtown, Seminole, SPC/Gibbs and Tarpon Springs campuses over the next three years. Most students receiving the WOW services are 36 years or older. Eighty-one percent are working on their two-year degrees. Workshops are offered to the WOW students and Mrs. Bello has presented the BizWomen.com organization to the students. The program has grown 49% since 2010.

WOW Warriors are expected to participate fully in the program and in the College Experience. Our success rates have been over 75% for the past year. The expansion plan is expected to roll out with Midtown Campus and will be fully functional in the fall 2015 semester. The program will start in the spring at the Seminole campus and, this time next year, at the SPC/Gibbs campus. WOW is requesting over \$240,000 in order to expand to all campuses in order to provide students the services that they need on their own campuses. Ms. Crumbley shared that her staff is ready to start the hiring process on the Midtown campus. Mr. Gibbons asked if the WOW program would be in the new Midtown building or in the existing facility. Ms. Crumbley stated that it would be in the existing Cecil Keene building. Mr. Gibbons thanked Dr. Law and the staff for being the College for everyone.

3. Facilities Update

- a. Bay Pines Update, Dr. John Chapin, Dean Natural Sciences and Mr. Jim Waechter, Associate Vice President, Facilities Planning & Institutional Services (*Presentation*)

Mr. Waechter and Dean Chapin provided an update to the Board on the progress of the Bay Pines project. The maximum guaranteed price of \$4M was approved in January 2015. Dean Chapin shared that the Center at Bay Pines will be located by the VA Hospital and will be outside. The Center is a hands-on learning center, for the public to come see science in action and for students of middle school age and up to become excited about Science, Technology, Engineering and Math (STEM). The facility does not have a designated classroom in it because it was designed to be hands-on and not for people to just be talking about science and showing power points. The plans have been updated in order to make this a reality. Dr. Chapin said the plans call for a coastal feel to the building. He noted that the parking lot will be more vegetation-heavy once everything is done. The building will be 12 feet above the ground, looking towards Hurricane Hole and people will be able to look across it in order to see the mainland. The Center faces the water and the building will be mostly glass in order to be able to see outside. The amphitheater

MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

will be located outside and students will be able to sit on the steps in order to have classes. Boardwalks will be available in order to be able to walk down to the water, put kayaks in or take water samples. The building will be visible from the Causeway.

Dr. Chapin explained that the building can change the way that students look at (STEM). A virtual program will be created through which anyone can walk around the Center and receive information on their smartphone or tablet about the center and surrounding area.

Ms. Westine asked for the proposed open date and asked if it will be an “open facility.” Dean Chapin responded that it will open in the late July or August of 2016 and will be a full time center with a full-time executive director. It will house independent research groups, labs for students, and will be available to community groups using it in the evening. The goal is to make it 50% supporting SPC programs and 50% supporting community based activities. The marine and environmental programs in Clearwater will move to the center.

Mrs. Bello asked if it was contiguous space since there are no dedicated classrooms. Dean Chapin responded that there is space for two learning areas, one on each end, housing 24 students each. There is also space to house three research projects being conducted simultaneously. The whole facility is designed to have no fixed furniture so that things can be moved around. He noted that the design is intended to create a place where students can experience science rather than classroom space to just talk about science. There will be classes with a lot of lab activity. Chairman Fine asked about square footage and Dean Chapin responded that the Center is about 10,000 square feet. The multipurpose room will seat 80 to 100 people and can accommodate multiple groups simultaneously. He said the emphasis is on flexibility to accommodate future use.

Dr. Law stated that the ground breaking will be in early August 2015. Dr. Law commented that Dean Chapin has been working very hard to build a facility that allows lab time, not just classroom time, in order to do science not just learn about science. Dean Chapin stated that faculty have had key input into the center.

14-330. Under Item VI - B, Administrative Matters

Under Human Resources, the Board considered Personnel Items VI-B.1a and b. Mr. Gibbons moved approval for items IV – B and IV - D. Ms. Westine seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

- B. 1. Human Resources
 - a. Personnel Report (Action)
 - b. Annual Contract Recommendations (Action)

**MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

14-331. Under Item VI – B.2, Other

Mr. Gibbons moved approval for items IV – B and IV - D. Ms. Westine seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

2. Other
 - a. Pinellas Suncoast Transit Authority (PSTA), Unlimited Bus Access Program Agreement (Action)
 - b. Capital Improvement Plan (CIP) (Action)

Students Alexis Clavizzao, SGA Downtown President and Niki Johnson, SGA Midtown Vice President shared information about the Pinellas Suncoast Transit Authority, Unlimited Bus Access Program Agreement.

Ms. Johnson shared that students are very excited about the program and stated that the program has become a No Excuse program. There is no excuse to not come to class, to not come to tutoring nor to not participate in campus activities.

Ms. Clavizzao shared ridership numbers with the Board. Rides (not riders) have increased from 13,015 in August 2014 to 47,732 in April of 2015. The SGA is asking for the U-Pass program to be extended another five years. SGAs across SPC campuses have unanimously approved this program to go forward.

Dr. Law stated that the original cost was \$85K. The transportation issue was removed as an impediment for students. Dr. Law stated that the estimated cost will be \$100K five years from now and in recognition that costs rise, an agreement has been reached with PSTA for the next five years. Mr. Gibbons asked about the bus being able to stop on 22nd Street and Dr. Kevin Gordon responded that a stop has now been created and the bus now goes all the way down 22nd Street and will stop right in front of the Midtown Campus.

14-332. Under Item VI - C, Academic Matters

Under Academic Matters, Mr. Gibbons moved approval for items IV – B and IV - D. Ms. Westine seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

- C. ACADEMIC MATTERS
 1. Credit Curriculum (*Action*)

14-333 Under Item VII-D, Student Success

Information regarding these items is as follows:

MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

D. STUDENT SUCCESS

1. Outsourcing St. Petersburg College's Call Center Operations (*Action*)

Dr. Patrick Rinard, Associate Vice President of Enrollment Services presented information regarding the outsourcing of St. Petersburg College Call Center Operations. The current Call Center was established in 2010 and staffed by OPS, part-time staff. The center has experienced high turnover. This team does not include the technology help desk or MyCourses Learning Management System support. Dr. Rinard noted that there are long wait times and high abandoned call rates during peak times. The exploration of outsourcing began in 2013. Benefits of outsourcing include a guaranteed service level agreement that can include call answering times, resolved calls percentage on first calls, provision of trained staff, a dedicated team of eight to ten individuals, and upgraded, current technology. A Request for Proposal went out in early 2015 and Blackboard was selected as the top vendor.

Blackboard has over 1000 advisors, over 500 clients and over 7M calls per year with a 90% satisfaction rating. Dr. Rinard shared results from Virginia Community College, Ivy Tech Community College and Kentucky Community College. Dr. Rinard came to the Board to request approval to negotiate with Blackboard and enter into a two-year contract not to exceed \$613,000 each year.

Ms. Westine asked about the number of calls that the Call Center receives. Dr. Rinard responded that the RFP was to answer 150K calls per year. He shared that while the Call Center received over 200K calls last year, many of the calls received were from the same number after the Call Center could not respond to the original call fast enough.

Mr. Gibbons asked for clarification about the amount of money on the memo and the amount presented. Dr. Rinard responded that the bid process called for a two-year quote not to exceed \$613K annually. Mr. Gibbons asked why the College is outsourcing the Call Center. Dr. Rinard stated that the Center was not adequately answering phone calls and were losing too many calls. He stated that the College took an internal approach but that abandoned calls were too high and students were not being serviced adequately. Ms. Westine asked how we would communicate this change to the students. Dr. Rinard stated it should be transparent to the students. There will be a team sent to Blackboard and internal training will be conducted. There is a ticketing system to handle students who cannot get help through Blackboard. Mr. Oliver asked if there is a script the center operators use. Dr. Rinard said that there is and will continue.

Mr. Gibbons asked how quickly unresolved calls would be forwarded back to the College. Dr. Rinard stated that the ticketing system would send the unresolved calls back to the College but the details of that turnaround time have not been finalized. Dr. Rinard stated that he felt that 24 hours is too long and Mr. Gibbons agreed.

**MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

Ms. Westine asked about the volume of calls of the other colleges. Dr. Rinard stated that SPC would be one of the larger clients for Blackboard. Dr. Law added that Blackboard has a list of “blue chip” clients. He commented that the College cannot currently hire and train people quickly enough. Mr. Oliver commented that he felt that running a Call Center is not what the College does and asked if these numbers were blended into the budget. Dr. Law stated that it would be in the operating budget on July 1 of this year and will be in the budget next year. Mr. Gibbons advised that the College get some very specific deliverables. Dr. Law assured Mr. Gibbons that the College has the staff to make sure that the agreement has the appropriate standards incorporated into it. Dr. Law stated that if the College is missing 70% of its calls, that everyone is angry by the time they get through. Ms. Westine shared that that was the purpose of her question regarding communication to students – to share what the College is doing about this issue. Dr. Law shared that every communication the College has published provides the same telephone number on it and this is feeding the problem. He stated that he felt some improvements could be made even before the agreement is in place. Mr. Oliver moved to approve this motion, Ms. Westine seconded and the motion passed unanimously.

14-334. Under Item VII-A, Consent Agenda

Under Old Business

NONE

The Board considered Items VII-A and B. Mr. Oliver moved approval of Items VII-B.1-4 under the Consent Agenda. Mr. Gibbons seconded the motion. The motion passed unanimously.

14-335. Under Item VII-B.1, Grants/Restricted Funds Contracts

The Board considered Items VII-A and B. Mr. Oliver moved approval of Items VII-B.1-4 under the Consent Agenda. Mr. Gibbons seconded the motion.

Information regarding these items is as follows:

1. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. U.S. Department of Justice, Bureau of Justice Assistance – Adjudication and Law Enforcement National Initiatives – Executive Session Police Leadership
 - b. Florida Department of Education – Carl D. Perkins Vocational and Technical Education Act
 - c. National Endowment for the Arts Challenge – America’s Fast Track Program

14-336. Under Item VII-B.2, Bids, Expenditures and Contracts over \$325,000

NONE

MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

14-337. Under Item VII-B.3, Capital Outlay, Maintenance, Renovation, and Construction

NONE

14-338. Under Item VII-B.4, Other

The Board considered Items VII-A and B. Mr. Oliver moved approval of Items VII-B.1-4 under the Consent Agenda. Mr. Gibbons seconded the motion.

Information regarding these items is as follows:

4. OTHER

- a. Lease renewal between St. Petersburg College and the St. Petersburg Downtown Partnership (Waechter)
- b. Baynard, McLeod and Lang, PA, Agreement for Legal Services
- c. Accounts Receivable Write-off

14-339. Under Item VIII, President's Evaluation

Chairman Fine read a statement about Dr. Law's evaluation. Mr. Gibbons moved approval of the motion to extend Dr. Law's contract an additional year until 2018. Mr. Oliver seconded the motion. The motion passed unanimously.

Chairman Fine's statement is as follows:

During the month of June, Dr. Law will have completed his fifth year as president of St. Petersburg College. As required, it is the responsibility of the Board to perform an annual review and evaluation of his performance over the past year.

Board members have had the opportunity to meet with Dr. Law individually, and to complete a written evaluation assessing his performance. The categories we reviewed included, but were not limited to: Leadership, Diversity Initiatives, Budgeting, Board Relations, and External Relations.

I have had an opportunity to review all of the evaluations, and am pleased to report that they are once again, exemplary.

His charge when hired included strengthening the College's core mission, renewing community and school district relationships, advancing technology enhancements, facilities enhancements, and support and development of our employees.

All of which the Board feels he has and continues to advance and accomplish. This year, we have witnessed substantial progress towards full implementation of Online Revitalization, major restructuring of workforce education and the recapitalization of the corporate training

**MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

(certificate) program. Major restructuring of the advising resources to better support students, an overhaul of the orientation portion of the College Experience, continued commitment to employee development including the implementation of portfolio-based evaluation for all faculty, the creation of the Midtown Center, the continued focus on streamlining the registration and onboarding processes just to name a few.

In view of Dr. Law's superior performance, as chairman, I would like to move that we extend his employment contract an additional year, as we did the last several years. This one year extension would be added on to his existing 3 year contract, thereby extending his employment agreement with the college to June 30, 2018.

While our review is limited to the performance of the President, I would be remiss if I did not acknowledge the tireless efforts of all the faculty and staff. Dr. Law continues to praise our staff and has even acknowledged, "How wonderful it is to work with this team of professionals." On behalf of this Board, we thank you.

Dr. Law thanked the Board and stated that he is enjoying his work in his chosen profession. He shared that the Board and staff have worked exceptionally well together. He expressed his pride in the work of people moving up in their career and taking on new responsibilities. He expressed his readiness to continue and thanked the Board for extending his contract.

14.340. Under IX, Public Access/Unagendaed Items

Mr. Gibbons asking for approved travel to visit Senator Gaetz about receiving money for the SP/G campus building.

**14-341. Under Item IX, Proposed Changes to BOT Rules Manual
Under Item VII-IX, Proposed Changes to BOT Rules Manual
NONE**

14-342. Under Item X, President's Report

Dr. Law reminded the Board that the opening day for the Midtown Campus is scheduled for August 1st and noted that staff are already in the building preparing for its opening. Another event is scheduled by special invitation for the evening before.

14-343. Under Item XI, Next Meeting Date and Site

The Board confirmed its next meeting date and site as Tuesday, August 18, 2015, 9:00 a.m., at the Epi Center. There is no July meeting.

14-344. Under Item XII, Adjournment

Having no further business to come before the Board, Chairman Fine adjourned the meeting at 11:01 a.m.

MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Immediately following the St. Petersburg College Board of Trustees meeting, Chairman Fine opened the semi-annual St. Petersburg College Collegiate High School Governing Board meeting at 11:02 a.m.

14-345. Under St. Petersburg Collegiate High School

Principal Starla Metz, St. Pete Collegiate High School, introduced Ms. Bernadette Mead, the Bank of America Student Leader and SPC Apollo Award Finalist. Mrs. Metz presented the semi-annual budget of the Collegiate High School. The Board considered the item. Mr. Gibbons moved approval. Mr. Oliver seconded the motion. The motion passed unanimously.

Mrs. Metz shared that Collegiate High School students were awarded \$2.4M in scholarships. Sixty-five percent of the seniors graduated with honors. The high school graduation rate was 95% and the AA graduation rate was 84%. Five students were homeless or living on their own and working almost full time. Others had significant home or health issues. These students are on track to graduate over the summer. Mrs. Metz anticipates that high school graduation will be 100% and AA graduation will be 96-98% by the end of the summer term. She listed several who are attending prestigious colleges including one in Rome. She shared that service and leadership are hallmarks for students. Students were active in Junior Achievement projects. Eritha Cainion, senior class president, worked with elementary age students on financial literacy through the Junior Achievement program. Two models will be replicated in other Pinellas County high schools through Junior Achievement - a senior leadership model and a recycling model. Students at the Collegiate High School volunteered 12,125 hours of service, impacted 130 elementary classrooms and helped 2,425 students with financial literacy.

Two juniors are the only students in St. Petersburg to be selected to go to Takamatsu, Japan for three weeks this summer. Upon return, they will present to the city of St. Petersburg City Council, and the International relations Committee, civic groups and schools. Two sophomores participated in the regional stock market game and won first and second place. There were 124 teams who competed. St. Petersburg College sophomores received eight of the top ten placements. Mrs. Metz shared that Amy Rice, a 2008 graduate, has just notified the Collegiate High School that she has received the Pritzker Research Fellowship at the Illinois Institute of Technology. The Fellowship will provide full tuition, a \$30K stipend and \$2K for research for four years.

Mrs. Metz stated that the Collegiate High School is still rated a Bronze level school. Newsweek has reached out and has been supplied the initial data that would allow the High School to be nationally ranked by Newsweek. Mrs. Metz presented the budget for the 2015-16 school year. Total funding is \$1,461,721. This includes \$924,787 in personnel costs and expenses of \$536,934.

**MINUTES OF THE JUNE 16, 2015 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

Mr. Gibbons moved acceptance of the Collegiate High School 2015-16 budget and Mr. Oliver seconded the motion. The motion passed unanimously.

William D. Law, Jr.

Secretary, Board of Trustees
St. Petersburg College
FLORIDA

Robert J. Fine

Chairman, Board of Trustees
St. Petersburg College
FLORIDA

Attachments
Board Memos and
Supplemental Materials

Board of Trustees Meeting
June 16, 2015

II - B.1 Juvenile Welfare Board Partnership for Early Childhood Education

JWB Partnership


- Certificates in Early Childhood Education
- Two tracks:
 - Toddler Specialization
 - Preschool Specialization
- 30 Scholarships of up to 12 hours each
- ≥20hrs in licensed children centers / family care homes
- Identified centers throughout Pinellas County
- Clearwater Campus
- Educate the educators to help improve student preparation and achievement



June 16, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: FY14-15 July 1 – May 31 Financial Report

Attached for information is the financial report for FY14-15 through May 31st.

Financial Report Highlights:

- Total operating revenue is at the budgeted revenue estimate through May. Overall, the college has reached 96% of budgeted tuition for the year.
- Total operating costs, which include the recognition payment, are \$2.8M (almost 2%) below the budgeted estimate through May. While non-personnel expenses are lower than estimated, personnel expenses are 1% higher than the original budget estimate due to the approved recognition pay that occurred in December. Excluding the recognition payment, personnel expenses are at the budget estimate.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, Jamelle Conner, Associate Vice President, Strategic Execution and Systems Support, recommend approval.

Attachments

Jjc060515

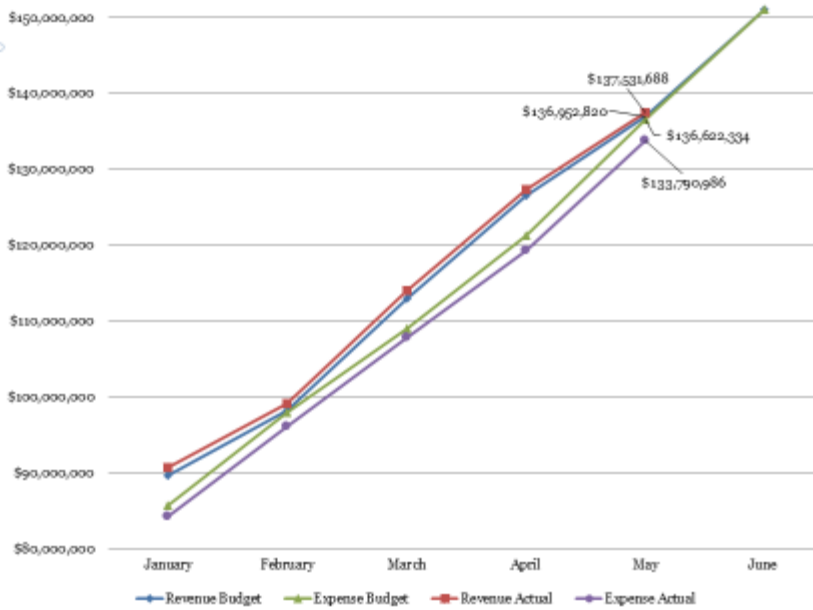
VI – A.1 - FY14-15 July 1 – May 31 Financial Report

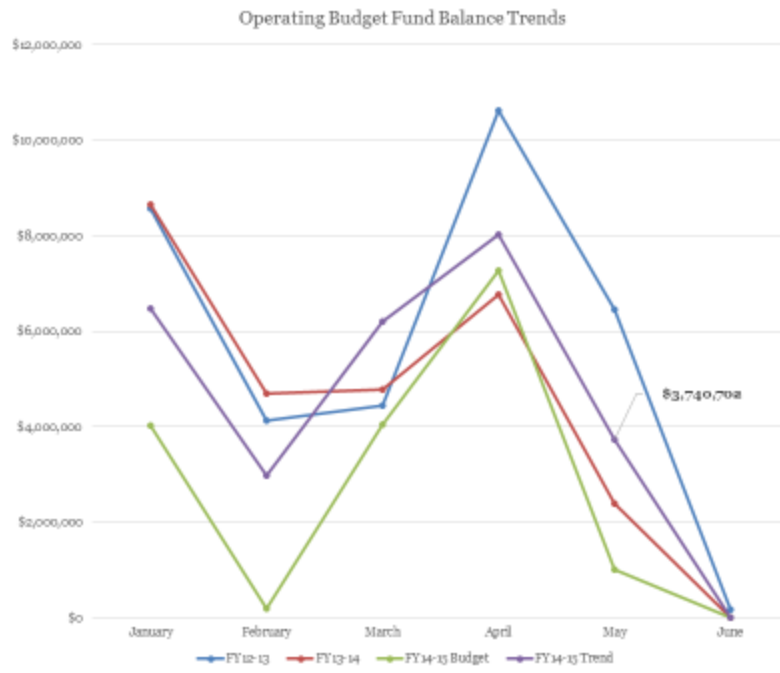


St. Petersburg College Board of Trustees Monthly Financial Report

Jamelle Conner
June 2015

**St. Petersburg College
FY14-15 Fund 1 Actuals**






Questions?

June 16, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Fiscal Year 2015-2016 College General Operating, Capital Outlay, Student Activities, Auxiliary, and Scholarship Budgets with Tuition and Fees

The FY15-16 operating budget proposal continues to strengthen St. Petersburg College's efforts to maintain its open door policy, support student access and success, and focus on strategic growth opportunities.

To recognize the efforts of our employees, the College is seeking approval to provide a modest (3%) compensation increase (including pay rate adjustments for the adjunct, OPS, and student assistant pay scales). While awaiting final funding from the State, the college would move forward with this plan utilizing fund balance to fund the current \$2.9M need. The College will provide an amended budget for Board approval in August.

Approval is sought for the College's Operating and Capital Outlay Budget for Fiscal Year 2015-2016.

In addition to the following narrative, a budget summary is attached.

Fund 1 General Operating Budget - The College's General Operating Budget is based on the 2014-2015 General Appropriations Act (House Bill 5001) as the 2015-2016 General Appropriations Act is still in construction as part of the Special Session.

Pursuant to state rule 6A-14.0716, the College must prepare and submit a budget for the current unrestricted fund to the Chancellor as designee of the Commissioner of Education. The Chancellor has established a deadline of July 8, 2015. In accordance with Florida statutes (1011.30), this operating budget must be approved by the College's Board of Trustees prior to the submission to the Department of Education (DOE). Any future revisions to this operating budget must be presented to and approved by the Board.

Fund 7 Capital Outlay Budget – The FY2015-2016 College Capital Outlay budget of \$30.6M provides for collegewide facility and technology infrastructure maintenance, discretionary campus specific renovation/remodel needs, and major building project funding. In accordance with Florida statute 1013.61, this Capital Outlay budget must be approved by the College's Board of Trustees. The capital needs are presented in the attached summary as proposed expenditures from the capital budget funding sources detailed, pending the Governor's approval.

Student Fees per Credit Hour would be modified as follows:

Lower Division Credit Programs

	2014-2015 Fees	2015-2016 Fees	% Change
Florida Residents			
Tuition Fee	\$80.94	\$80.94	
Student Activity & Service Fee	7.63	7.63	
Financial Aid Fee	4.04	4.04	
Technology Fee	4.04	4.04	
Capital Improvement Fee (CIF)*	13.10	15.10	
Tuition and Fees	\$109.75	\$111.75	1.8%
Non-Residents			
Tuition Fee	\$80.94	\$80.94	
Out-of-State Fee	242.97	242.97	
Student Activity & Services Fee	7.63	7.63	
Financial Aid Fee	16.20	16.20	
Technology Fee	16.20	16.20	
Capital Improvement Fee (CIF)*	20.96	22.96	
Tuition and Fees	\$384.90	\$386.90	0.5%

Post-Secondary Adult Vocational Non-Credit Programs

	2014-2015 Fees	2015-2016 Fees	% Change
Florida Residents			
Tuition Fee	\$68.60	\$68.60	
Technology Fee	3.43	3.43	
Capital Improvement Fee (CIF)*	3.43	3.43	
Total Registration Fees	\$75.46	\$75.46	0%
Non-Residents			
Tuition Fee	\$68.60	\$68.60	
Out-of-State Fee	205.82	205.82	
Technology Fee	13.72	13.72	
Capital Improvement Fee (CIF)*	13.72	13.72	
Total Registration Fees	\$301.86	\$301.86	0%

Upper Division Credit Programs

	2014-2015 Fees	2015-2016 Fees	% Change
Florida Residents			
Tuition Fee	\$91.79	\$91.79	
Student Activity & Services Fee	9.18	9.18	
Financial Aid Fee	4.59	4.59	
Technology Fee	4.59	4.59	
Capital Improvement Fee (CIF)*	10.55	12.55	

Tuition and Fees	\$120.70	\$122.70	1.7%
Non-Residents			
Tuition Fee	\$91.79	\$91.79	
Out-of-State Fee	275.53	275.53	
Student Activity & Services Fee	9.18	9.18	
Financial Aid Fee	18.37	18.37	
Technology Fee	18.37	18.37	
Capital Improvement Fee (CIF)*	10.55	12.55	
Tuition and Fees	\$423.79	\$425.79	0.5%

*The Legislature authorized an increase in the Capital Improvement Fee from 10% of tuition (and Out-of-State Fees for Non-Residents) to 20% with a maximum annual increase of \$2 per credit hour.

The budgets of other major funding categories, including Student Activities, Auxiliary, and Scholarship are provided to the Board for information. Following are brief narratives of each major funding category and budget summaries are attached.

Fund 2 Student Activities Budget - The FY2015-2016 Collegewide Student Activities Budget is \$5.4M. It includes \$1.3M distributed across the campus' Student Government Associations (SGA) for budget development. This budget is reviewed and approved by the President.

Fund 3 Auxiliary Budget – The FY2015-2016 Collegewide Auxiliary Budget is \$3.9M. It includes \$2.7M to support expenses in the Fund 1 General Operating Budget and \$900K for student textbook credits.

Fund 5 Scholarship Budget – The FY2015-2016 Collegewide Scholarship Budget is \$61M. It includes \$57M in Federal and State financial aid, \$2.6M in scholarships funded by the Student Financial Aid Fee, and \$1.4M in Foundation and other scholarships.

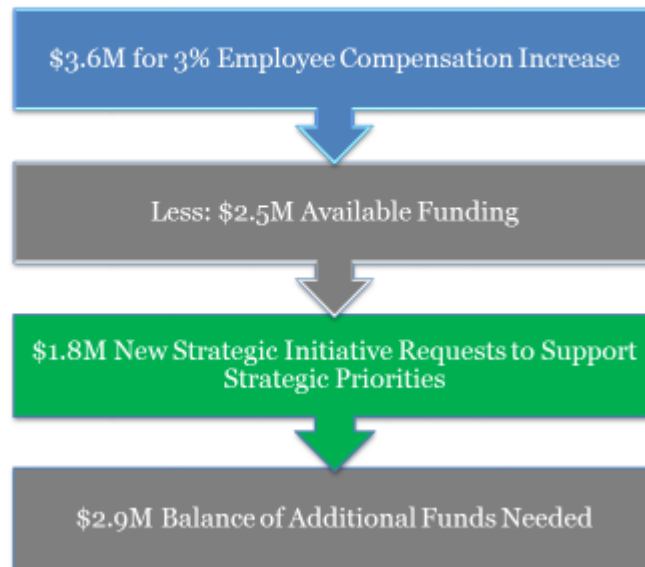
Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, and Jamelle Conner, Associate Vice President, Strategic Execution and Systems Support, recommend approval.

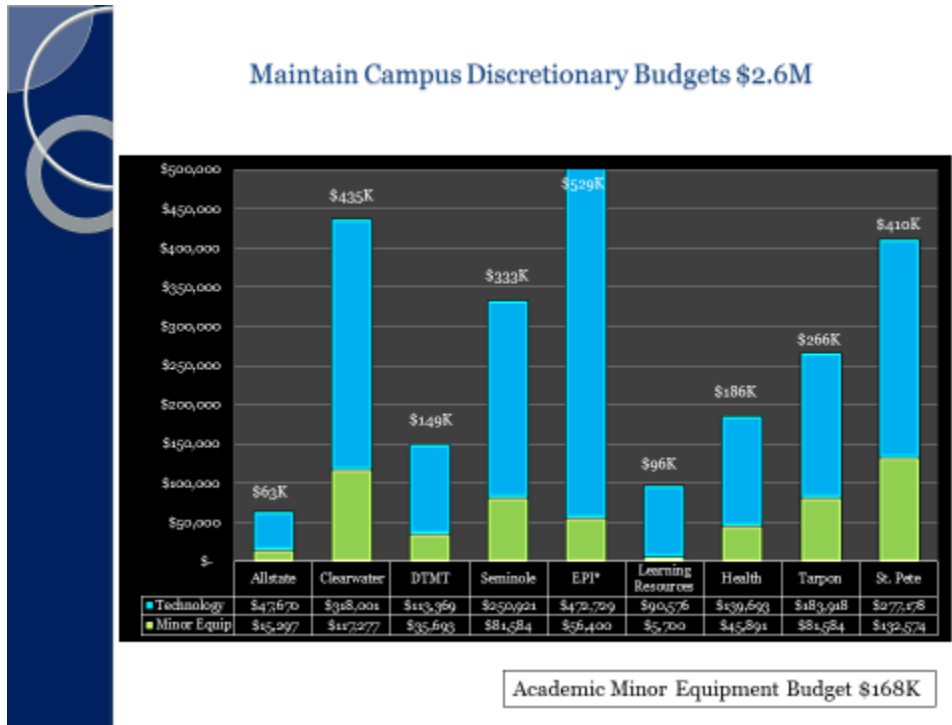
Attachment

FY15-16 Strategic Budget

Board of Trustees Meeting
June 16, 2015

FY15-16 Operating Budget Strategic Priority Needs

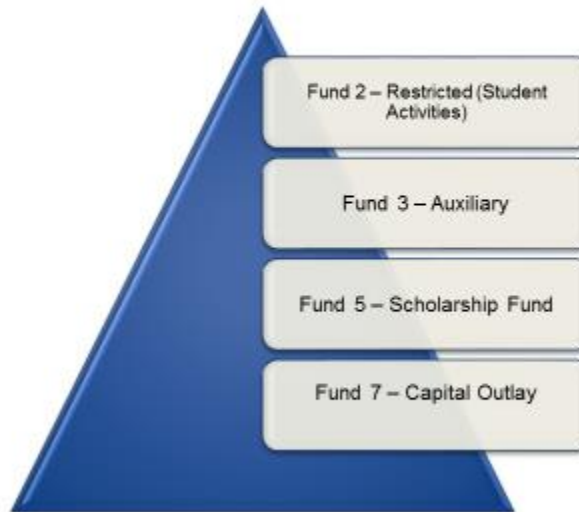




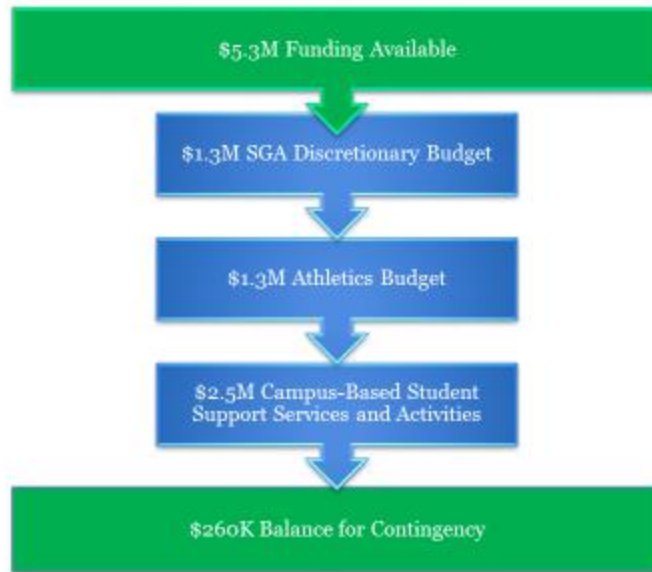
FY15-16 Budget

FY15-16 St. Petersburg College Operating Budget		Operating Costs	
Revenue	FY15-16 Budget	Operating Costs	FY15-16 Budget
Student Tuition & Out-of-State Fees	\$ 58,828,268	Personnel & Benefits	
State Appropriation - CDPF	\$ 53,482,082	Instructional/Faculty-Full Time	\$ 33,664,730
State Appropriation - Lottery	\$ 15,548,962	Administrative	\$ 21,885,836
Performance Funding	\$ -	Career (Non-Instructional)	\$ 22,446,624
Operating Cost for New Facilities	\$ 172,684	Adjunct Supplemental	\$ 16,486,931
Learning Support Access Fee	\$ 1,908,846	Other Academic	\$ 387,545
Distance Learning Fee	\$ 3,792,440	Non-Instructional OPS and Overtime	\$ 3,819,446
Technology Fee	\$ 2,838,032	Student Assistants	\$ 516,880
Lab Revenue Fees	\$ 1,714,481	Personnel Benefits	\$ 25,270,316
Industry Certifications	\$ 158,000	Total Personnel & Benefits	\$ 119,662,694
Other Revenues	\$ 5,307,280	Current Expense	
Other Student Fees	\$ 1,812,882	Travel	\$ 626,464
Fund Transfers In	\$ 3,801,839	Repairs & Maintenance	\$ 982,912
Revenue Stabilization Reserve	\$ 2,173,089	Rentals/Leases	\$ 482,730
One-Time Non-Recurring Funds	\$ 2,291,443	Insurance (Non-Health)	\$ 1,726,385
July 1 Fund Balance	\$ 2,871,312	Utilities	\$ 6,880,880
Total Revenues - Fund 1x	\$ 156,828,258	Services and Fees	\$ 7,889,480
		Scholarships/Fee Waivers	\$ 1,559,896
		Material and Supplies	\$ 5,846,925
		Tech Expense/Licensing	\$ 3,884,911
		Bad Debt/Unemployment Comp/Misc	\$ 1,147,782
		Other Current Expense	\$ 4,771,159
		Total Current Expense	\$ 33,694,697
		Capital Spending	
		Computer Refresh/Leases	\$ 2,820,836
		Capital Purchases-Non-Recurring	\$ 740,823
		Total Capital Spending	\$ 3,560,659
		Total Operating Costs - Fund 1x	\$ 156,828,258
		Total Remaining Funds (Surplus/Deficit)	\$ 0

Other College Fund Budgets



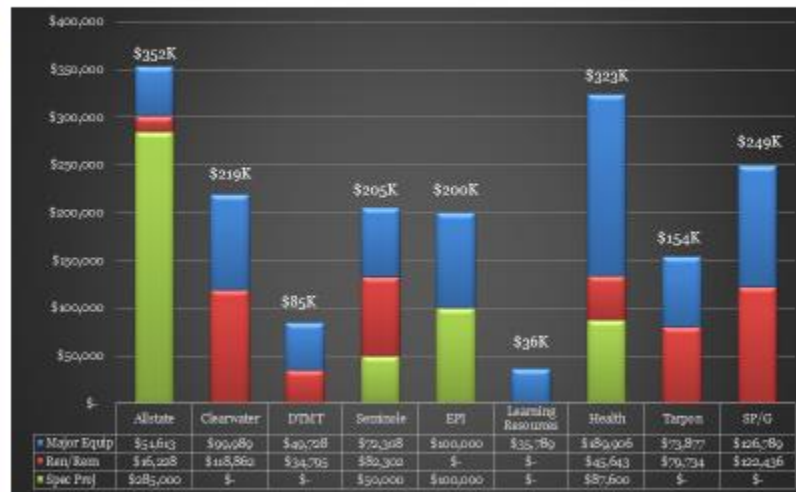
2015-16 Student Activities Budget



2015-16 Capital Outlay (Construction, Remodel, Renovation, & Equipment)



Campus Discretionary Capital Outlay Budget



Major Construction Projects

Project	Total Project Budget	FY15-16 Funding \$16M
Midtown Education Center	\$15M	\$2.9M
Clearwater Library	City Funding \$6M College Funding \$8M	College Funding \$7M*
Bay Pines	\$5M	\$4.7M
Current Midtown Purchase	\$1.3M	\$1.3M

*Increased \$1.3M for FY15-16 toward overall college commitment

Budget Status

- **June 20th: Special Session Ends**
 - Operating Budget
 - State Program Funding
 - Performance Funding
 - Capital Outlay
 - Major Construction Funding
 - Renovation/Remodel Funding
- **July 8th: Budget Submission Due to the State**
- **August 18th: BOT Approval of Amended Budget Submission with Final State Funding**



Questions?

VI - A.2 Focus Area 1 Disability Resources

St. Petersburg College
SPC

Disability Resources



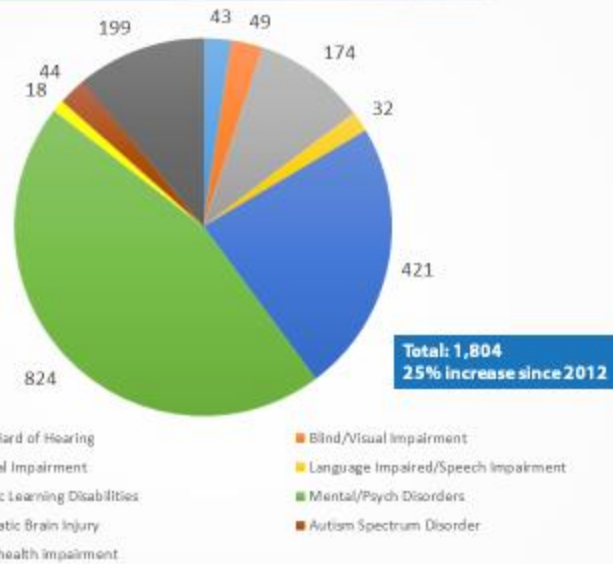
SPC Board of Trustees Meeting
June 2015

St. Petersburg College
SPC

A Student-centered Disability Resources Program

		
Access	Student Support	Completion
<p><u>Promotes student access</u> to all facilities and academic programs</p> <p><u>Educates the College family</u> in and outside of the classroom regarding strategies for working with students with disabilities</p>	<p><u>Integrates student support</u> throughout the elements of the College's goals (The College Experience, etc.)</p> <p><u>Creates proactive approaches</u> to learning and coordinates auxiliary learning aids</p>	<p><u>Coordinates direct & indirect services</u> for students to support them from transition and orientation through graduation</p> <p><u>Assists students with career exploration</u> and essential skills needed</p>

Various Disabilities of Students Served – 2014-15



Student Expectations of Disability Resources Staff

- Students can expect to work with professional DR staff who are experts in serving students with disabilities and fostering a culture of support and accountability.
- Students can expect streamlined onboarding and advising processes that are integrated with the College's success goals and plans (i.e. The College experience).
- Students can expect to have access to College facilities, courses (Online and F2F) and support services throughout their enrollment at SPC.
- Students can expect to experience timely and appropriate accommodations and services to empower the student to succeed.
- Students can expect collaboration between faculty, staff and Disability Resources to optimize learning needs and improve student success.
- Students can expect to receive purposeful, efficient and effective communication, advisement and intervention when needed.

St. Petersburg College
SPC

2015-16 Strategy Focus

People	Processes	Facilities	Agencies
Students	Enhanced Accommodations/ Intake procedures	ADA Compliance Reviews	Able Trust Vocational Rehab
Deans, Academic Chairs	Registration and MLP Completion	Modified Furniture Inventory	Pinellas County Schools Pinellas Interagency Networking Council
Faculty, Staff	Develop Transition Outreach	Assistive Technology	Association on Higher Education and Disabilities

St. Petersburg College
SPC

2015-16 DR Enhancements

 Training	 Staffing	 Communications
<ol style="list-style-type: none"> Enhance training and professional development plan for DR staff Creation of Best Practices for staff and faculty Create training opportunities for Faculty, staff, and students 	<ol style="list-style-type: none"> Meet the growing student demand for live captioning/interpreter services and maintain compliance while assisting with instructional strategies in the classroom. Increase administrative support for the DR Office 	<ol style="list-style-type: none"> Create an accessible information management system to improve the communication with DR Managers, staff and students Improve transition efforts and collaboration with Pinellas County Schools and Community agencies
\$19,000	\$81,038	\$50,000

Questions ?

<http://www.spcollege.edu/dr/>

St. Petersburg College
SPC



VI - A.2 Focus Area 2 Civics Engagement Center

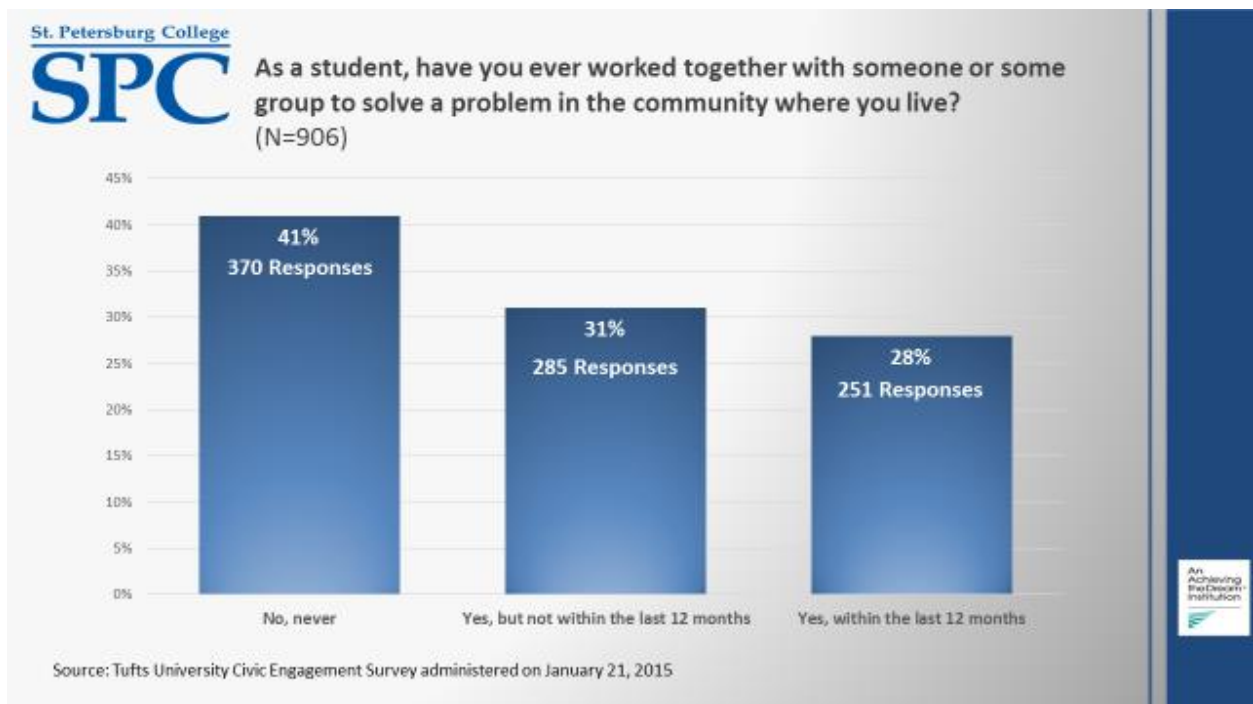
St. Petersburg College
SPC

A Preliminary Assessment of Student Civic Engagement at SPC

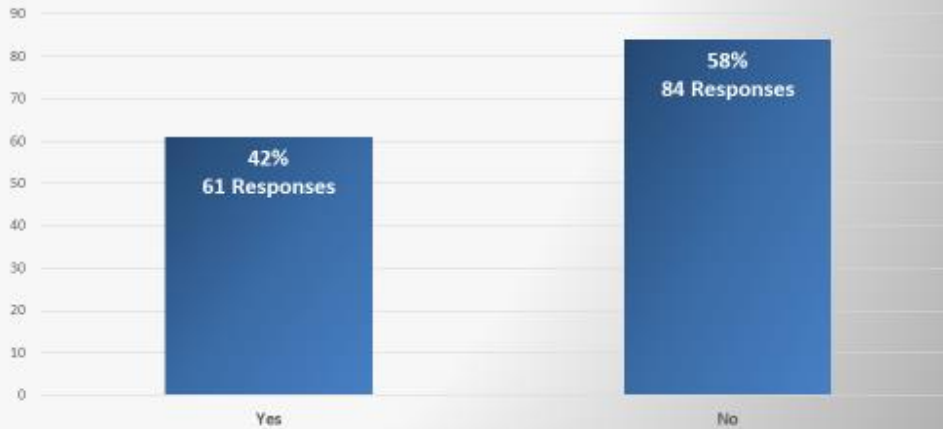
*St. Petersburg College
Board of Trustees Meeting
May 19, 2015*

An Achieving
The DreamSM
Institution

1



As a faculty member, do your students take part in any type of Civic Engagement/Volunteering as part of your course(s)?
(N=145)



Source: WITS Faculty Civic Engagement Survey administered on April 23, 2015

Of the faculty members that answered "YES" to offering Civic Engagement on the WITS Civic Engagement Survey:

Approximately
3,181 students
have participated in
Civic Engagement in the
fall and spring terms

On average, **29%** of students
(approximately **937**)
continued to serve
beyond their courses as
volunteers



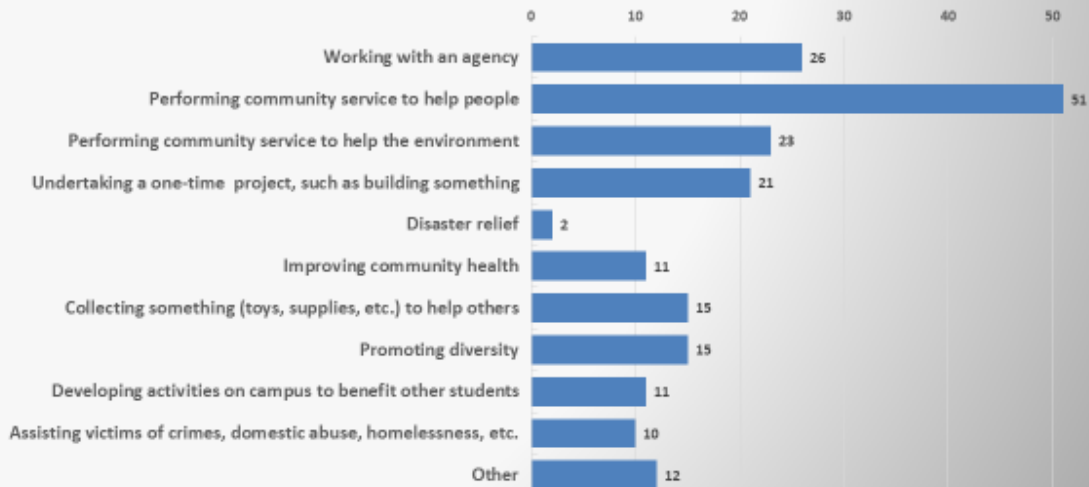
As a faculty member, what type of Civic Engagement do your students participate in as part of this course? (Some faculty members offered more than one type of Civic Engagement opportunity)



Source: WITS Faculty Civic Engagement Survey administered on April 23, 2015



What were the natures of your class Civic Engagement projects completed by your students? (Some projects may have more than one nature of Civic Engagement)



Source: WITS Faculty Civic Engagement Survey administered on April 23, 2015



Center for Civic Engagement Projected Impact

- To increase by 25% in the 2015-16 academic year the number of courses with Civic Engagement activities
- To double the number of students currently involved in Civic Engagement activities in the 2015-16 academic year



2015-2016 Budget Request: \$35,000	
A. 4 Civic Fellows/Lead Faculty (one on each campus) \$5,225 each for 2015-2016 x 4 = \$20,900	\$20,900
B. 1 Faculty Coordinator (Located at Midtown) \$11,756 Supplement for the academic year	\$11,756
C. Annual Contract for NobleHour NobleHour is the software platform for reporting service-learning and volunteer hours	\$1,000
D. Program Marketing & Supplies	\$1,344



VI - A.2 Focus Area 3 Women on the Way



Women on the Way (WOW)

SPC Board of Trustees
June 16, 2015



Women on the Way (WOW)



Mission

The Women on the Way program provides services that enhance and empower adult learners' ability to achieve academic, professional, and personal success. WOW, located on SPC's Clearwater campus, serves as a resource and support center designed to meet the educational needs to help students successfully finish what they start and become self-sufficient college graduates.

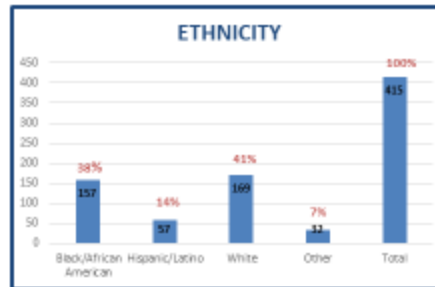
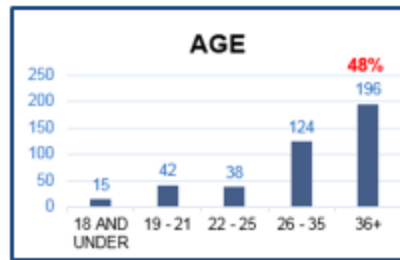
Purpose

- Serve students as a resource of information and community referrals
- Provide student support by partnering with community agencies
- Provide opportunities for students to develop leadership skills
- Increase SPC Foundation scholarships and community donations

Overall Campus Enrollment



Academic Year 2014-15	Student Count (Duplicated)
Allstate	23
Clearwater	201
DT/MT	68
EC	150
EPI	26
HEC	87
Seminole	164
SP/Gibbs	157
Tarpon Springs	74

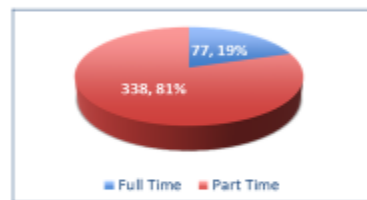


3

Degree and Enrollment Status



Degree Status	Student Count
Associate in Arts	182
Associate in Science	138
BS/BAS	87
Certificate	1
Non Degree	7



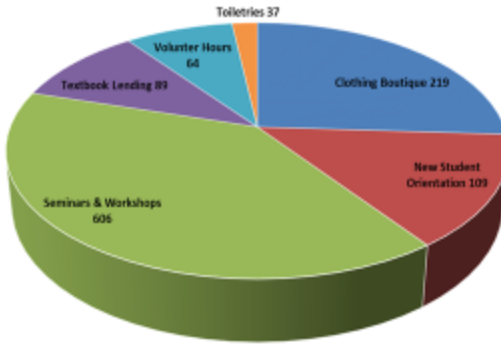
Source: Pulse BI, Enrollment Trend

4

WOW Services



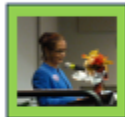
WOW Services Provided to Students (Duplicated Count)
August 18, 2014 to April 8, 2015



- Clothing Boutique
- New Student Orientation
- Seminars & Workshops
- Textbook Lending
- Volunteer Hours
- Toiletries

Source: Who's Next

Enrollment Projections



Unduplicated Students Served



Source: Pulse BI, Enrollment Trend

Student Outcomes



2013 – 2014 Academic Year

Served 414 Students (unduplicated)



Session	Students Enrolled	Graduates	Success Rate
Fall Aug-Dec 2013	318	18	77.9%
Spring Jan-May 2014	351	33	78.4%
Summer May- July 2014	182	10	77.5%

Retention: Dec 2013 to Jan 2014 **81%**

Persistence: Fall 2013 to Fall 2014 **68%**

Source: Data from Business Intelligence

WOW Expansion Model



	Campus	Personnel Expenses (including benefits)	Operating Expenses	Total
Current WOW Program Support	Clearwater (full service) MT & SEM (partial service)	\$86,680	\$3,785	\$90,465
WOW Program Campus Expansion Plan				
Summer 2015	Downtown/Midtown	\$45,076	\$3,000	\$48,076
Spring 2016	Seminole	\$45,076	\$3,000	\$48,076
Summer 2016	St. Petersburg/Gibbs	\$45,076	\$3,000	\$48,076
Spring 2017	Clearwater	\$45,076	\$3,000	\$48,076
Summer 2017	Tarpon Springs	\$45,076	\$3,000	\$48,076
TOTAL NEW EXPENSES		\$225,380	\$15,000	\$240,380

Source: Pulse BI, Enrollment Trend

*Projections based on (+25%) increase in number of students served

Next Steps



- Collaborate with campus leadership
- Hire Midtown Advisor
- Coordinate marketing & promotion plan
- Develop staff training schedule



Questions



Please Visit Us at
www.spcollege.edu/wow

VI - A.3 Facilities Update – Bay Pines

Bay Pines Campus



SPC
SOUTH PINNACLES COLLEGE
BILTMORE ARCHITECTS

Marine Science
Labs & Classrooms
SD submittal





June 16, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effect. Date
Davis, Connor M	Coordinator, LRMA PR & Grants Curriculum Development	Resource Development DO	06/15/15-06/30/16
Gibbons, Kaitlin M	Special Disability Resources	Natural Science CL	05/26/15-06/30/16
Gould, Lisa M	Manager	Provost MT Special Programs/Intl Educ	06/01/15-06/30/16
Yaros, Elizabeth J	Instructional Tech Analyst	DO	05/17/15-06/30/16

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effect. Date
Ibarra, Jenica A	(Acting) Assc Dir Learning Resources	Learning Resources DT	06/01/15-12/31/15
Disler, Heather	(Acting) Associate Provost (Acting) Director, Budget & Compliance	Associate Provost DT Information Tech & Research DO	06/01/15-12/31/15
Hunt, Janette N	(Acting) Provost	Provost HC	06/01/15-12/31/15
Carver, Eric H	Asst Director, Accred & Assess	Academic Effective & Assessmt EPI	04/27/15-06/30/16
Caron, Ashley L	Career Services Support	Associate Provost CL	05/26/15-06/30/16
Navab, Saied	Coordn Director, Admissions & Records	Admissions & Records EPI	06/08/15- 06/30/16
Christensen, Eva K			

Hill,Richard L	Instructional Design Specialist	Provost HC	05/11/15-06/30/16
Strickland,Mark F	(Acting) Provost	Provost SE	06/01/15-06/30/16
Seiter,Sondra P	Student Success Specialist	Business Administration EPI	05/18/15-06/30/16
Marion,Amie N	Student Support Manager	Provost TS Institutional Effectiveness	04/27/15-06/30/16
Coraggio,James T	Academic Vice President	and Academic Services EPI	07/01/15-06/30/16

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effect. Date
Charvat,Laura N	Administrative Svcs Specialist	Student Activities SPG	05/26/15
Martinez,Marcia	Administrative Svcs Specialist	Associate Provost CL	05/18/15
Lebitsch,Anna L	Administrative Svcs Specialist	Human Resources EPI	05/11/15
Selover, Terence M	Bus Operator	Facilities Services SPG	05/11/15
Charris,Emilia D	Custodian	Custodial Services CL	05/26/15
Wyatt II,John E	Custodian	Custodial Services HC	05/26/15
Warnell Jr,Richard R	Facilities Technician	Maintenance Services AC	06/01/15
Fontaine,Felicia L	Sr Administrative Svcs Assist	Associate Provost SPG	05/18/15
Bellamy,Rachel Elaine	Student Support Advisor	Associate Provost TS	05/26/15

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effect. Date
Eberle,Kelsey	Administrative Svcs Specialist	Fine & Applied Arts SPG	05/18/15
Jean	Instructional Supp Specialist	Learning Resources CL	04/27/15
Duprey,Wendy B	Senior Facilities Specialist	Maintenance Services SPG	06/13/15
Esposito, Frank D	Senior Facilities Specialist	Maintenance Services CL	04/25/15
White,Brian N	Student Support Advisor	Financial Assistance Services SE	05/09/15

TRANSFER/PROMOTION Budgeted Faculty			
Name	Title	Department/Location	Effect. Date
Roberson,Heather C	Excellence in Teach&Learning Director	Ctr Excellence Teach&Learning CL	05/18/15-06/30/16

PERKINS GRANT ROLLOVER			
Name	Title	Department/Location	Effect. Date
Washington, Terry	Administrative Services Assistant	Corporate Training EPI	07/01/15
Meyer, Julia	Administrative Services Specialist	Career Pathways EP	07/01/15
Miller, Regina	Assistive Technology Specialist	Disability Resources EPI	07/01/15
Johnson, Henry	Communication Relations Coordinator	Marketing&Strategic Comm EPI	07/01/15
Hall, Gordon	Community Relations Coordinator	Marketing&Strategic Comm EPI	07/01/15
O'Neal, La'Keshia	Community Relations Coordinator	Marketing&Strategic Comm EPI	07/01/15
Ziegler, Jeff	Disability Resource Specialist	Disability Resource Specialist	07/01/15
Markford, Pam	Instructional Specialist II	New Initiative Program HC	07/01/15
Fenley, Irma	Interpreter	Disability Resources CL Marketing&Strategic Comm	07/01/15
Watson, Kaison	Pre-Admissions Advisors	EPI	07/01/15
Wyatt, Stephanie	Sign Language Interpreter	Disability Resources CL Counseling & Advisement	07/01/15
Autry, Courtney	Student Support Advisor	CL Counseling & Advisement	07/01/15
Kelly, Danielle	Student Support Advisor Technology Support	CL	07/01/15
Campbell, Dustin	Specialist Assist Tech	Disability Resources EPI	07/01/15

HIRE Temporary/Supplemental			
Name	Title	Department/Location	Effect. Date
Everett, Alison Rae	General Support	Corporate Training DO	06/08/15
Frandeka, Christina Marie	General Support	Enrollment Management DO	05/20/15
Lepinasse Ide	Librarian- Temporary	Learning Resources DT	06/01/15
Lafargue, K Okeefe-			
Fontaine, Laura A	OPS Career Level 1	Student Activities HC Marketing & Strategic	05/20/15
Busquets, Daniel R	OPS Career Level 2	Comm EPI	06/01/15
Slavensky, Leah Judith	OPS Career Level 2	Leepa/Rattner Museum DO	06/01/15
Mashburn, Carol A	OPS Career Level 3	Provost AC	05/23/15
Terhune, Sara	OPS Career Level 3	Corporate Training DO	05/26/15
Smith, Sara E	OPS Career Level 4	Corporate Training DO	06/01/15
Holloman, Caroline Collazo	OPS Career Level 5	Learning Resources CL	06/04/15
Helms, Jonathan D	OPS Career Level 6	Provost SE	05/26/15
Richardson, John W	OPS Professional	Fine & Applied Arts SPG	06/01/15

Vickrey,Austin T	OPS Professional	Fine & Applied Arts SPG Admin Information Systems	06/01/15
Walter,Sean M	OPS Technical Intern	EPI Student Support Services	06/03/15
Lemmon,Lynn S	Professional Trainer	SPG	05/27/15

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
Name	Title	Department/Location	Effect. Date

Hernandez,Robert o	Instructor	Center for Public Safety Innovation	06/28/15-07/18/15
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The purpose of this travel is to visit the US Embassy in Lima, Peru, and to instruct a forty hour Advanced Policing course in June and July. The benefit to the College is to provide for nationally and internationally recognized training programs.

Funded by the Center for Public Safety Innovation Department. Estimated cost to the College is \$8,229.51.

Felos,Kimberly	Instructor	Fine & Applied Arts TS	06/30/15-07/05/15
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The purpose of this travel is to attend an iconic Van Gogh - Munch post-impression exhibit at the Munch Museum in Oslo, Norway. The benefit to the College is that it will increase knowledge of my teaching field of Western Humanities (Baroque to Contemporary includes Van Gogh and Munch; East-West synthesis compares Japanese art to Van Gogh's Japanese paintings; an introduction to Humanities includes Van Gogh and his "Rebellion against Perfect Likeness" in the textbook, The Art of Being Human: The Humanities as a Technique for Living).

Funded by the Fine & Applied Arts Department. Estimated cost to the College is \$1,907.05.

Wallis, Jim	Instructor	Natural Science TS	07/12/15-07/23/15
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The purpose of this travel is to visit Quito, Ecuador, and to offer St. Petersburg College students an educational opportunity to introduce them to rainforest and Central American ecology by combining lectures, labs, and discovery-oriented investigative experiences of the rainforest and coastal environments of Ecuador.

Funded by the Natural Science department. Estimated cost to the College is \$3,632.44.

Harris,Sam	Instructor	Communications CL	07/24/15-08/06/15
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The purpose of this trip is to visit the XVII World Congress of the World Federation of the Deaf in Istanbul, Turkey. The benefit to the College is to provide an opportunity for creating an ASL/International Study Abroad program.

Funded by the Communications Department. Estimated cost to the College is \$3,552.00

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

Sw0609152

Agenda Item VI - B.1b

June 16, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President
SUBJECT: Contract Recommendations

WDL

Approval is sought for the following recommended personnel actions concerning contractual appointments for 2015-2016.

Recommend appointment to an annual instructional contract (2015-2016), contingent upon the successful completion of satisfactory service in the current year based on 36 ECH.

Name	Title	Department	Contract dates
Smisek, Maria	Instructor	Nursing HC	8/13/15-7/22/16
Concepcion, Iris	Instructor	Nursing HC	8/13/15-7/22/16

Recommend appointment to a continuing contract (2015-2016), contingent upon the successful completion of satisfactory service in the current contract year and official documentation of successful completion of required graduate coursework.


Name	Title	Department	Contract Dates
DeNooyer, Eric	Instructor	Mathematics SE	8/13/15
Torres, Renee	Instructor	Mathematics CL	8/13/15

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; and the Strategic Issues Council Members bringing the actions forward, recommend approval.

Ssw0604151

June 16, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Pinellas Suncoast Transit Authority (PSTA)—Unlimited Access Program,
Renewal and First Amendment to Agreement

Approval is sought to renew and amend the Agreement for the Unlimited Access Program, Pinellas Suncoast Transit Authority (PSTA) for an additional term of five years at a cost not to exceed \$515,948.11. Permission is also sought to enter into any related agreements or amendments, as may be necessary.

The College entered into a one-year agreement with the Pinellas Suncoast Transit Authority, effective August 18, 2014, to provide bus transportation under the Unlimited Access Program (U-Pass) for current students and staff of St. Petersburg College. During its first year, the U-Pass program has proved successful as student ridership has reached an estimated 50,000 rides monthly. Whereas, PSTA seeks to increase public transportation ridership in Pinellas County, which includes routes and stops near and on College campuses and sites, and the College desires to continue to provide countywide bus transportation for its students, the term of this agreement shall be five years. This First Amendment further provides that any modifications to schedules, routes or stops will be made collaboratively as to assure coverage for each campus and site. The parties will endeavor to implement a smart card or other interfacing electronic identification system, as well as best methods for ascertaining and recording student ridership.

Payments during the term will be a base derived from the previous year at an increase of 5% annually, plus a prorated amount (October 1-August 17) of any PSTA bus fare increase during the five-year term, to be capped at 12.5% each of these years and not to exceed two increases. It is estimated that year one of the term will be \$87,363.28, including an anticipated bus fare increase effective October 1, 2015. Payments, utilizing student activities funds, are anticipated to total between \$484,737.25 and \$515,948.11 over the five-year term, not to exceed the latter amount. The First Amendment renewal will be effective August 18, 2015, and extend through August 17, 2020.


Suzanne L. Gardner, General Counsel; Tonjua Williams, Senior Vice President, Student Services; and Jamelle Conner, Provost, recommend approval.

slg0603152

June 16, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Capital Improvement Program (CIP) (Summary worksheet #1) for FY 2016-2017 through 2020-2021

Approval is sought from the Board of Trustees for the FY 2016-2017 Capital Improvement Program

The Capital Improvement Program (CIP) is the process through which the College requests and receives construction allocations from the Public Education Capital Outlay (PECO) Fund. Each community college, college and university is required to annually submit a five-year plan for its capital outlay needs based upon the 5-year Educational Plant Survey. This is the fourth CIP based upon our new 5-Year Educational Plant Survey dated June 19, 2012.

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

The deadline to submit the CIP to the Division of Florida Colleges is July 1, 2015. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the 2016-17 Capital Outlay Legislative Budget Request. The CIP is divided into three categories:


- Renovation** – the general upgrade of an existing facility with no change in use (e.g. new lighting, carpeting, roof, heating, ventilating and air conditioning, and compliance with the Americans with Disabilities Act) and site improvements
- Remodeling** – the changing of an existing facility by rearrangement of space, use (e.g. offices to classrooms) or any changes that impact exiting
- New Construction** – Design and Construction of new facilities. This also includes site acquisition

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

June 16, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Credit Curriculum

The following is a summary of credit curriculum changes for which approval is sought for Spring 2016* (Term 0510). Please see attachment for additional information.

New/Deleted/Modified Programs (27 total):

College/School/Department	New	Deleted	Modified	Total
College of Business			3	3
College of Computer & Info Technology <i>New: Computer Info Tech AS & Help Desk Support Certificate</i>	2	1	3	6
College of Education			3	3
College of Public Safety Administration		5	1	6
Engineering & Building Arts Department			1	1
Fine Arts/Humanities Department <i>New: Digital Media/Multimedia Foundations Certificate</i>	1	1	2	4
Health Science Department			3	3
Natural Science Department			1	1

New/Deleted/Modified Courses (48 total):

College/School/Department	New	Deleted	Modified	Revitalized	Total
College of Business			1	1	2
College of Computer & Info Technology	2	2	5	2	11
College of Education	3			1	4
College of Health Sciences			4		4
College of Policy and Legal Studies			1		1
Communications Department	4			2	6
Engineering & Building Arts Department	1				1
Fine Arts/Humanities Department	3	1	1		5
Health Science Department			7		7
Mathematics Department				2	2
Natural Science Department	3				3
School of Veterinary Technology	1				1
Social & Behavioral Sciences Department			1		1

Credit Curriculum Updates for Spring 2016*

*Due to the college's Online Revitalization initiative, grant awards, and state-mandated curriculum changes, curriculum updates effective Fall 2015 (Term 0505) also have been made and are indicated in bold below.

Program & Course Updates Effective Spring 2016 (Term 0510)*

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

A. College of Business

1. Program Updates: The following programs were modified as a result of college initiatives:
 - a. Sustainability Management (SUSMGT-BAS): Replaced elective course *State & Local Government & Public Policy* (PUP 3040) with *Managerial Risk Analysis & Decision Making* (MAN 3503) to correct prerequisite structure. **Note: Effective Fall 2015 (505)**
 - b. Management and Organizational Leadership (MGTORG-BAS): *Management of Information Systems* (ISM 3011) will replace *Information Systems in Industry* (ISM 4301) as a subplan elective due to the latter course being deleted collegewide.
 - c. Project Management (PRJMGT-CT): Graduation rules added to require a 2.0 GPA and that all courses be completed with a minimum grade of C. Major core courses were revised to include the new 3-credit version of *Project Management Specialization* (MAN 4883). Students previously took the 1-credit version of this course three times with different topics.
2. Course Updates: The following courses were updated as a result of Online Revitalization and/or course review:
 - a. *Introduction to Business* (GEB 1011): Course description and MLOs updated as a result of the college's Online Revitalization initiative. **Note: Effective Fall 2015 (505)**
 - b. *Project Management Methodology in Specialization* (MAN 4883): Course description and MLOs updated to increase course credits to 3 from 1. Updated prerequisites to delete the need for a Project Management Institute Certificate or equivalent.

B. College of Computer & Information Technology

1. New Programs: The following programs were created as a result of program review:
 - a. Computer Information Technology (CIT-AS): 60 credits. Replaces the Technology Management (TECMGT-AS) program, which wasn't in alignment with the State Curriculum Framework.
 - b. Help Desk Support Specialist (HDSK-CT): 18 credits. Will be embedded in the new Computer Information Technology (CIT-AS) degree. Financial aid eligible.
2. Deleted Program: Technology Management (TECMGT-AS): Program does not align with the State Curriculum Framework. Students can opt to move to the new Computer Information Technology (CIT-AS) program, and all courses will remain active.
3. Program Updates: The following programs were modified as a result of changes to State Curriculum Frameworks, program review, or to stay current with industry standards:
 - a. Cyber Security (ITSC-AS) and Cyber Security (ITSC-CT): Program titles have changed from Information Technology (IT) Security to align with workforce and industry standards.
 - b. Web Development (WEBSDM-AS): Two major core courses were added to enable the

embedding of a JavaScript certificate and prepare students for the CIW JavaScript Certification Exam. Two courses were deleted to accommodate this change.

4. New Courses: The following courses were developed as the result of program review:
 - a. *Server-Side JavaScript* (COP 2844), 3 credits, added to the Web Development (WEBSDM-AS) program. Course helps embed a JavaScript certificate in the program and prepares students for the CIW JavaScript Certification Exam.
 - b. *Client-Side JavaScript* (COP 2803), 3 credits, added to the Web Development (WEBSDM-AS) program. Course helps embed a JavaScript certificate in the program and prepares students for the CIW JavaScript Certification Exam.

5. Course Updates: The following courses had major modifications as a result of Online Revitalization, course review, new State Curriculum Frameworks, or changes to industry standards:
 - a. *Computer Applications* (CGS 1100): Major learning objectives updated to emphasize developing computer application competencies. Part of Online Revitalization. **Note: Effective Fall 2015 (505)**
 - b. *Introduction to Computer Programming* (COP 1000): Course description, MLOs, and recommended textbook updated for Online Revitalization. **Note: Effective Fall 2015 (505)**
 - c. *Introduction to Information Systems* (CGS 1301): Updated course description, MLOs, prerequisites to a minimum grade of C, and textbook.
 - d. *Interactive Web Media Tools* (CGS 1874): Updated course title from Introduction to Multimedia and course description terminology to reference current technology and terms. Updated prerequisite to require a minimum grade of C.
 - e. *Technology Support Internship* (CIS 2940): Updated course title from *Technology Management Internship*.
 - f. *Java Programming I* (COP 2250): Course description and MLOs have been updated to stay current with industry standards. Updated prerequisite to require a minimum grade of C.
 - g. *Management of Information Systems* (ISM 3011): Updated prerequisites and admission requisites, course description, MLOs, and textbooks.

6. Course Deletions: The following courses were deleted to remove obsolete or redundant content.
 - a. *Network Technologies for Information Professionals* (ISM 4220): Course content no longer relevant.
 - b. *Information Systems in Industry* (ISM 4301): Content is similar to *Management of Information Systems* (ISM 3011). Students will be allowed to substitute ISM 3011 for this course.

C. College of Education

1. Program Updates: The following program were modified as a result of program review:
 - a. Educational Studies With Subplans in Interdisciplinary Studies or Preschool Education (Birth to Age 4) (EDST-BS): Replaced *Senior Capstone for Educational Studies* (EDF 4932) with *EDST Internship* (EDG 4940). **Note: Effective Fall 2015 (505)**
 - b. Elementary Education (K-6) with Infused ESOL & Reading Endorsements (ELED-BS): Deleted 5 major core courses and added 3 new courses; overall program hours didn't change. All courses will continue to be offered for students with catalogue years prior to Fall 2015.

2. New Course: The following new courses were developed as a result of grant funding or

community partnerships.

- a. *Child and Adolescent Development* (EDF 2130): 3 credits, course development for the Elite-AA program.
 - b. *Mathematics Content for the Elementary Grades* (MAE 4114), 3 credits, developed as a result of the Center for Excellence in Elementary Education grant. **Note: Effective Fall 2015 (505)**
 - c. *Science Concepts in the Elementary Classroom* (SCE 4113), 3 credits, developed as a result of the Center for Excellence in Elementary Education grant.
3. Course Updates: *Education and Public Policy in the United States* (EDF 3660): Major learning outcomes updated due to Online Revitalization. **Note: Effective Fall 2015 (505)**

D. College of Health Sciences

1. Course Updates: The following courses had major modifications as a result of course review:
 - a. *Orofacial Anatomy* (DES 1020) and *Orofacial Anatomy Laboratory* (DES 1020L): Updated admission requisites to add Dental Hygiene (DENHY-AS). Updated MLOs and recommended textbooks.
 - b. *Dental Materials* (DES 2100) and *Dental Materials Laboratory* (DES 2100L): Updated MLOs, recommended textbooks, and prerequisites.

E. College of Policy and Legal Studies

1. Course Updates: *Studies in Applied Ethics* (PHI 1600): Updated MLOs as a result of course review.

F. College of Public Safety Administration

1. Program Updates: The following programs were updated as a result of changes to State Curriculum Frameworks and/or program review:
 - a. Criminal Justice Technology Public Safety Services (CJPSS-AS): The Homeland Security subplan was deleted and replaced with a Cross Discipline subplan. All courses will continue to be offered.
2. Deleted Programs: The following programs were deleted due to the programs being "daggered" by the Florida Department of Education.
 - a. Fire Inspector I (FISI-CT), Fire Inspector II (FISII-CT), Fire Investigator I (FIVI-CT), Fire Officer I (FOI-CT), Fire Officer II (FSOII-CT). All courses will continue to be offered through the Fire Science Technology (FIRE-AS) program. **Note: Effective Fall 2015 (505)**

G. Communications Department

1. New Courses: The following new courses were developed as a result of college initiatives:
 - a. *Integrated ESL 1: Reading, Listening and Speaking* (EAP 1686) and *Integrated ESL 2: Writing and Grammar* (EAP 1685), 6 credits each, both are intensive, integrated skills courses providing a "Learning Community" support model to English as a Second Language students in their first general education classes and as they enter their academic pathways.
 - b. *Interdisciplinary Studies II: Composition II and Western Humanities-Baroque to Modern* (IDS 1112) and *Interdisciplinary Studies II: World Literature II and East-West Synthesis* (IDS 1337), 6 credits each, developed as part of the Interdisciplinary Studies program.
2. Course Updates: The following courses had major modifications due to Online Revitalization or course review:
 - a. *Composition I* (ENC 1101): Updated MLOs to adhere to Quality Matters standards,

requisites to add courses and require a minimum grade of C. **Note: Effective Fall 2015 (505)**

- b. *Public Speaking* (SPC 1608): Updated MLOs, prerequisites, course description and added textbook to adhere to Quality Matters standards.

H. Engineering and Building Arts Department

1. REVISION: Biomedical Engineering Technology (BMET-AS): Program will not be implemented for Fall 2015 (505), as previously indicated; awaiting SACS-COC approval.
2. Program Updates: Engineering Technology (ENG-AS): A Biomedical Technology subplan has been added to accommodate students interested in the delayed Biomedical Engineering Technology (BMET-AS) program. The subplan is 24 credits. **Note: Effective Fall 2015 (505)**
3. New Course: *Survey of Medical Technology* (ETS 1407), 2 credits, developed for the Biomedical Engineering Technology degree and suplan.

I. Fine Arts/Humanities Department

1. New Programs: Digital Media/Multimedia Foundations (DMFND-CT), 15 credits: This certificate will provide the foundational prerequisite courses required for entry into additional certificates. All courses are also major core courses for the Digital Arts, Media and Interactive Web Design (DIG-AS) program. Not financial aid eligible.
2. Deleted Programs: Video Games Foundations (VGF-CT) was deleted as a result of program review and declining enrollment.
3. Program Updates: The following programs were updated as a result of changes to State Curriculum Frameworks:
 - a. Digital Arts, Media and Interactive Web Design (DIG-AS): Program modified to accommodate new embedded certificate.
 - b. Digital Media Multimedia Presentation (DMPRD-CT): Increased total program credits to 17 by adding major core courses, *Sound for Media* (DIG 2251) and *Media Planning* (DIG 2545), to align with State Curriculum Framework. Certificate is now financial aid eligible.
4. New Courses: The following new courses were added as a result of program review to the Digital Arts, Media and Interactive Web Design (DIG-AS) program:
 - a. *Creativity and Innovation in a Business Environment* (ENT 2614), 3 credits, developed to prepare students for workforce initiatives.
 - b. *Computer Animation* (GRA 2160), 3 credits, replaces a traditional drawing course to incorporate technology and software applications.
 - c. *Digital Art and Design* (DIG 2131), 2 credits, a foundational, major core course.
5. Deleted Courses: *ActionScript* (DIG 2312) was deleted after course review. Students will be allowed to substitute *Motion Graphics I* (DIG 2311) for this course.
6. Course Updates: *Legal Issues in Media Development* (DIG 2091) increased from 2 to 3 credits, with updated MLOs, as a result of course review.

J. Health Science Department

1. Program Updates: The following programs were updated a result of program review or advisory board recommendations:

- a. Human Services Social Services (HSDIS-AS): Revised program to embed Youth Development Professional (YDPF-CT) certificate and Maternal and Child Health (MCHL-ATD) applied technology diploma.
 - b. Human Services Alcohol/Substance Abuse (HSM-AS): Updated program summary, job-related opportunities and support courses.
 - c. Physical Therapist Assistant (PTA-AS): Increased the amount of time students will spend in clinical placements, per advisory board and clinical site recommendations, by increasing *Physical Therapy Clinical Practice I* (PHT 1801L) from 3 to 4 credits. Overall program hours didn't change; *General Pharmacology for Health Professionals* (HSC 1149), 1 credit, was removed from the program of study.
2. Course Updates: The following courses had major modifications as a result of course review or advisory board recommendations:
- a. *Health Data Analysis* (HIM 2215): Changed credit hours from 2 to variable (1-2). Updated MLOs and added admission to Healthcare Informatics (HCINF-CT) as a requisite. **Note: Effective Fall 2015 (505)**
 - b. *Credentialing Exam Review* (HIM 2960): Changed credit hours from 1 to variable (1-2). Updated MLOs. **Note: Effective Fall 2015 (505)**
 - c. *Physical Therapy Clinical Practice I* (PHT 1801L): Increased credit hours from 3 to 4 to enable students to have more time and experience at clinical sites.
 - d. *Neurological Disabilities and Treatment* (PHT 2162): Updated major learning objectives to reflect new course content; revised recommended textbooks.
 - e. *Therapeutic Exercise in Physical Therapy* (PHT 2220): Added and updated major learning objectives to keep course content current per accreditation standards.
 - f. *Therapeutic Exercise in Physical Therapy Lab* (PHT 2220L): Updated MLOs, prerequisites so all courses require a minimum grade of C; added a recommended textbook.
 - g. *Orthopedic Disabilities and Treatment* (PHT 2252): Updated major learning objectives and prerequisites so all courses require a minimum grade of C.

K. Mathematics Department

1. Course Updates: The following courses had major modifications as a result of Online Revitalization.
 - a. *Intermediate Algebra* (MAT 1033): Prerequisite language was revised and major learning outcomes were updated to adhere to Quality Matters standards. **Note: Effective Fall 2015 (505)**
 - b. *Exploration of Mathematics and Quantitative Reasoning* (MAT 1100): Prerequisite language was revised and major learning outcomes were updated to adhere to Quality Matters standards. **Note: Effective Fall 2015 (505)**

L. Natural Science Department

1. REVISION: Biotechnology (BIOT-AS): Program will not be implemented for Fall 2015 (505), as previously indicated; awaiting SACS-COC approval.
2. Program Updates: Environmental Science Technology (ENVSC-AS), major core courses have changed to accommodate the new general education requirements.
3. New Courses: The following courses were created as a result of new state requirements or programs.
 - a. *Earth Science* (ESC 1000C), 3 credits, a science core course approved by the state for the new general education requirements. Incorporates a lab experience within 3 credits.

- b. *Introduction to Environmental Science* (EVR 1001C), 3 credits, a major core course for the Environmental Science Technology (ENVSC-AS) program. Incorporates a lab experience within 3 credits, addressing the new science general education requirements.
- c. *Introduction to Biotechnology Model Systems* (BSC 2461), 3 credits, developed for the in-development Biotechnology (BIOT-AS) program.

M. School of Veterinary Technology

1. New Course: *Principles of Animal Nutrition* (ANS 3440), 3 credits, developed as an elective course for the Veterinary Technology (VETTC-BAS) program.


N. Social and Behavioral Sciences Department

1. Course Updates: *American National Government* (POS 2041): Removed all course requisites and updated MLOs to adhere to Quality Matters standards.

June 16, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Outsourcing St. Petersburg College's Call Center Operations (Information)

Since 2010, St. Petersburg College has operated a call center to assist current and prospective students with questions regarding admissions, advising, financial assistance, and registration. The College's call center relies heavily on internal staffing and is unable to field the high volume of student calls. Thus, in 2014, the College explored the possibility of outsourcing call center operations. In the spring of 2015, the College advertised the work and, through an RFP process, selected Blackboard as its preferred vendor.

The College is speaking with Blackboard about an agreement under which Blackboard will be required to field 150,000 calls annually. Under the same agreement, the College will be responsible for training Blackboard's call center team to ensure the team is sufficiently familiar with college operations to handle the calls.

The College will negotiate a favorable, two-year contract not to exceed \$1.3 million. Of this amount, \$345,000 will be reallocated from funds earmarked for current call center operations and will be applied as an offset, bringing the College's request for new spending authority to \$955,000. The College will return to the August 2015 Board of Trustees meeting to seek this authority.

Tonjua Williams, Senior Vice President, Student Services; and Patrick Rinard, Associate Vice President, Enrollment Services.

pr0616151

VI – D.1 Outsourcing Call Center Operations

SPC Call Center Update

St. Petersburg College Board of Trustees Meeting
June 16, 2015

SPC St. Petersburg
College

1

Current Status of Call Center

SPC St. Petersburg
College

- Mostly staffed with OPS
 - Low wage
 - High Turnover – Internal Promotions
- Answer basic Admissions, Registration, Advising, and Financial Aid questions
- Does not include Technical helpdesk or Learning Management (my|Courses) support
- During high volume periods we experience excessive wait times and abandoned call rates

2

Recent Data

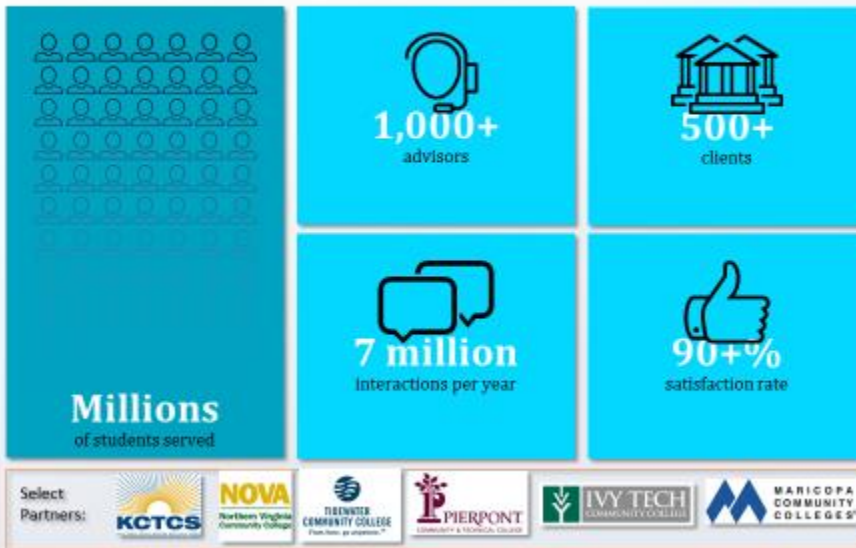
SPC St. Petersburg College

- Began researching outsourcing solution in 2014
- Benefits of Outsourcing
 - Guaranteed Service Level Agreements
 - Wait time not to exceed 2 minutes
 - Average 90% first call resolution
 - Trained and dedicated staff
 - Current technology
- Issued RFP in February 2015
- Blackboard selected as top vendor

3

Blackboard Student Services Experience

SPC St. Petersburg College





4

Data source: Blackboard



Real results: VCCS




Northern VA Community College

-  **150K+** proactive outreach communications to students
-  **73%** Financial Aid utilization rate from outbound call campaigns

Tidewater Community College

-  **4K+** new students from Fall '13 to Spring '14 re-enrollment campaign (10% increase to overall student body)
-  **912** new students from summer registration campaign



80%
Satisfaction scores



88%
First-call resolution rates

Solution

- Comprehensive Financial Aid & Student Account Service center serving 23 colleges and 280K students across the state of Virginia


"We don't have lines on campuses anymore. We don't have unanswered calls."





Joan Sanders, NOVA


Data source: Blackboard

5


Real results: Ivy Tech CC



-  **>40%** departmental transfer calls eliminated
-  **49% to 1.5%** reduction in student call abandonment rates
-  NPS scores more than **20 points** above industry average
-  **10K+** enrollments as a result of proactive outreach



00:30
Wait times reduced from 19 min. to 30 sec.



91%
First-call resolution rates

Solution

- ✓ 24/7 Comprehensive enrollment management
- ✓ Virtual One Stop handling Recruiting, FA, Student Accounts, Registration/Records for nearly 200K students across 31 locations in Indiana


"We were overflowing with student inquiries and not able to keep up until Blackboard."


Ben Burton, Ivy Tech





Data source: Blackboard


6

Real results: KCTCS






-  **430K proactive outreach** communications to students
-  **Collected \$2.4M** in student receivables in 7 days via proactive outreach
-  **117% increase** in Financial Aid utilization
-  **1.6M more tuition collected** despite enrollment declines



85%
Satisfaction scores



90%
First-call resolution rates

Solution


- ✓ 24/7 Support for 100K students, across 16 colleges throughout KY: FA, Student Financials, Admissions, Recruiting, Registration/ Records
- ✓ 24/7 Teaching & Learning support: Comprehensive LMS and IT help desk support for all students and faculty

"It has allowed us to look at improved measurements... so that we can better plan to decide the next steps and directions that we would want to take KCTCS in the future."

Dr. Gloria McCall, Vice President, KCTCS

Data source: Blackboard

Pricing



We are seeking Board approval to negotiate with Blackboard and enter into a two-year contract not to exceed \$613,000 each year

The total cost to outsource will be partially offset with budget presently used to operate the service

Description	Amount
Annual Cost to Outsource with Blackboard	\$612,750
Offset amount	\$345,346
Annual Budget need	\$267,404


Questions?



June 16, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Justice: Bureau of Justice Assistance – Adjudication and Law Enforcement National Initiatives – Executive Session Police Leadership

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice, Bureau of Justice Assistance by St. Petersburg College's Center for Public Safety Innovation (CPSI). Permission is also sought to accept funding 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 goal of the grant is to enhance and maintain an interactive website with new research, education, and training resources that will inform and educate stakeholders and future police leaders on 21st century public safety issues. This funding will allow CPSI to continue work on this highly visible, national law enforcement leadership project intended to identify the skill sets necessary for the next generation of law enforcement leaders to be successful in this changing world and assist with improving criminal justice responses nationwide. The project will focus on the two core areas of developing women and minority police leaders and improving the collaboration between police and prosecutors. This project will help leaders identify strategies to improve public safety, allocate resources more efficiently and reduce recidivism rates. Funds from this grant will also allow CPSI to: 1) create a model training curriculum that can be used across organizations and training environments, 2) develop accompanying instructional materials, and 3) maintain and host the Executive Session Police Leadership website. This funding will expand the work CPSI initiated in 2009 when awarded its first round of funding for this project.

The estimated period of performance will be from October 1, 2015 through September 30, 2017. Anticipated revenue to the College will be approximately \$399,571 during a two-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; Scott Fronrath, Provost; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el0603152

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

Date of BOT Meeting: June 16, 2015

Funding Agency or Organization: U.S. Department of Justice - Bureau of Justice Assistance

Name of Competition/Project: Adjudication and Law Enforcement
National Initiatives: Executive Session
Police Leadership

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 10/1/15 **End:** 9/30/17

Administrator: Scott Fronrath

Manager: Eileen LaHaie

Focus of Proposal:

The Center for Public Safety Innovation (CPSI) is proposing to work on a highly visible, national law enforcement leadership training project that will help improve criminal justice responses nationwide. Through this project, CPSI will enhance and expand the current Executive Session Police Leadership website. The project will focus on the two core areas of developing women and minority police leaders and improving the collaboration between police and prosecutors. Funds from this grant will allow CPSI to: 1) create a model training curriculum that can be used across organizations and training environments, 2) develop instructional materials, and 3) maintain multimedia and other resources on the Executive Session Police Leadership website.

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 & Benefits	\$ 206,541
Travel	\$ 46,530
Consultants/Contractors	\$ 140,500

Other Costs	\$ 4,800
Supplies & Materials	<u>\$ 1,200</u>
Total Budget	\$ 399,571

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 399,571
Total amount from funder:	\$ 399,571

Amount/value of match:	Cash:	N/A
	In-kind:	N/A
Required match or cost sharing:	No	X Yes
Voluntary match or cost sharing:	No	X Yes
Source of match/cost sharing:	N/A	
Negotiated indirect cost:	N/A	
(Fixed) administrative fee:	N/A	
Software/materials:	N/A	
Equipment:	N/A	
Services:	N/A	
Staff Training:	N/A	
FTE:	N/A	
Other: Grant Accountant	\$8,565 (5% of grant accountant's salaries/benefits for 24 months)	

College Values, Strategic Initiatives and Activities Addressed:

Value(s):

1. Professional Development
2. Partnerships

Strategic Initiative:

1. Outreach


Strategic Activity:

1. College Experience Enhancements

June 16, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

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

Confirmation is sought for a grant proposal, submitted subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Carl D. Perkins Vocational and Technical Education Act funds to continue Postsecondary Vocational programs. Permission is also sought to accept an estimated \$1,880,720 funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

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

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

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

The estimated period of performance will be from July 1, 2015 through June 30, 2016. The College anticipates receiving approximately \$1,880,720 over the one-year period. See attached Information Summary for additional information.

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

Attachment

ks0603152

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

Date of BOT Meeting: June 16, 2015

Funding Agency or Organization: Florida Department of Education

Name of Competition/Project: Carl D. Perkins Vocational and Technical Education Act

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/15 **End:** 6/30/16

Administrator: Jason Krupp

Manager: Lisa Yacso

Focus of Proposal:

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

Budget for Proposal:

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

Personnel (Salary & Benefits)	\$1,475,763
Travel	\$ 75,000
Freight & Postage	\$ 2,100
Printing & Duplicating	\$ 24,000
Materials & Supplies	\$ 25,128

Other: Industry Certification Fees	
& Preparation for Testing	\$ 77,000
Other: Career Services Technology	\$ 5,000
Other: Career Pathways events	\$ 23,000
Equipment	\$ 160,021
Indirect	<u>\$ 13,708</u>
Total	\$1,880,720

Funding:

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

matches listed below) \$ 1,880,720

Total amount from funder: \$ 1,880,720

Amount/value of match: Cash: N/A

In-kind: N/A

Required match or cost sharing: No Yes

Voluntary match or cost sharing: No Yes

Source of match/cost sharing: N/A

Negotiated indirect cost: up to 1% (For Post-Secondary Vocational Programs)

(Fixed) administrative fee: N/A

Software/materials: N/A

Equipment: N/A

Services: N/A

Staff Training: N/A

FTE: For registration and retention of students with special needs

Other: N/A


College Values, Strategic Initiatives and Activities Addressed:

- Value(s):
1. Student Focus
 2. Academic Excellence
 3. Partnerships
 4. Outstanding Service
- Strategic Initiative(s):
1. Faculty and Staff Development
 2. Outreach
 3. Student Engagement
 4. Student Support
- Strategic Activity(ies):
1. Accelerated Degree Programs
 2. Advising Process Enhancements
 3. College Experience Enhancements
 4. Expanded Workforce Offerings and Improved Placement Tracking
 5. Student Success and Out of Classroom Support
 6. Revitalization of Distance Learning

June 16, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: National Endowment for the Arts – Challenge America Fast Track Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the National Endowment for the Arts (NEA) for the Challenge America Fast Track grant opportunity. Permission is also sought to accept \$10,000 in funding 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 NEA Challenge America Fast Track program exists to extend the reach of the arts to underserved populations that have limited access to the arts due to geography, ethnicity, economics, or disability. In response to this, SPC proposes to expand the existing Midtown Recording Arts Program (M-RAP) at the Royal Theater, a partnership between: 1) the College's Music Industry/Recording Arts (MIRA) program; 2) EMIT, a nonprofit presenter of adventurous music and educational workshops; and 3) Boys and Girls Club of the Suncoast. This partnership provides instruction in recording arts and music production for middle-school aged youth in St. Petersburg's Midtown community at the Royal Theater.

M-RAP at the Royal Theater provides culturally relevant educational experiences for Midtown youth, a population that is passionate about music but has limited access to the instruction, equipment and facilities required to compose and produce it. The program's technical aspects will provide youth with the additional benefits of developing and applying skills in STEM, critical thinking, problem solving and teamwork/project management.

The estimated period of performance is January 1, 2016 through December 31, 2016. Total project budget is estimated at \$10,000 over a one-year period. A minimum 1:1 match is required, of which SPC is contributing \$8,000. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and Jonathan Steele, Dean, Humanities & Fine Arts, recommend approval.

Attachment

js0603152

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

Date of BOT Meeting: June 16, 2015

Funding Agency or Organization: National Endowment for the Arts (NEA)

Name of Competition/Project: National Endowment for the Arts –
Challenge America Fast Track Program

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 1/1/16 **End:** 12/31/16

Administrator: Jonathan Steele

Manager: David Manson

Focus of Proposal:

Known as the Midtown Recording Arts Program (M-RAP) at the Royal Theater, SPC's proposal is to expand the existing Midtown Recording Arts Program (M-RAP) at the Royal Theater, a partnership between: 1) the College's Music Industry/Recording Arts (MIRA) program; 2) EMIT, a nonprofit presenter of adventurous music and educational workshops; and 3) Boys and Girls Club of the Suncoast. This expanded partnership will provide one-on-one and workshop instruction in recording arts and music production for middle- and high-school aged youth in St. Petersburg's Midtown community at the Royal Theater, keyboard instruction and field trips to the MIRA program at the St. Petersburg/Gibbs campus.

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.)

Equipment & Supplies	<u>\$ 10,000.00</u>
Total Budget	\$ 10,000.00

Funding:

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

\$ 26,000.00

Total amount from funder:

\$ 10,000.00

Amount/value of match:

Cash: \$10,000.00

In-kind: \$ 6,000.00

Required match or cost sharing:

No Yes X

Voluntary match or cost sharing:

N/A

Source of match/cost sharing:

SPC (\$8,000 General Funds); EMIT (\$2,000 cash, \$1,000 in-kind); Boys & Girls Club (\$5,000 in-kind)

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

College Values, Strategic Initiatives and Activities Addressed:

Values:

1. Academic Excellence
2. Partnerships
3. Diversity

Strategic Initiatives:

1. Outreach
2. Student Engagement


Strategic Activity:

1. Encourage Partnerships

June 16, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #5 to extend the Lease Agreement between St. Petersburg College and St. Petersburg Downtown Partnership, Inc., for a Lease of Office Space at the Downtown Center for an additional 24 months.

Authorization is requested to execute Amendment #5, which extends the lease agreement between St. Petersburg College and St. Petersburg Downtown Partnership, Inc., for an additional 24 month term. This authorization also includes authority for the President to enter into any renewals of the foregoing lease under the same terms and conditions.

On December 17, 2008, the Board approved the original lease agreement between St. Petersburg College and the St. Petersburg Downtown Partnership, Inc. The St. Petersburg Downtown Partnership has expressed an interest in renewing the lease agreement for additional two years. The lease rate will remain at \$10.70 per square foot inclusive of taxes for a total annual lease amount of \$5,243.00 (490 square feet x \$10.70 per square foot). Total cost over the two year agreement will be \$10,486.00 and shall run from July 1, 2015 through June 30, 2017. All other terms and conditions of the Agreement shall remain the same.

The lease agreement amendment is being provided to the Board as required by Florida Statutes, Chapter 1013.15 Lease, rental, and lease-purchase of educational facilities and sites, Section (1):

Prior to entering into or executing any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

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

Attachment

**FIFTH AMENDMENT TO
LEASE AGREEMENT
ST. PETERSBURG COLLEGE AND
ST. PETERSBURG DOWNTOWN PARTNERSHIP, INC.**

THIS FIFTH AMENDMENT is entered by and between the Board of Trustees of St. Petersburg College, a Florida public body corporate, whose mailing address is P.O. Box 13489, St. Petersburg, Florida 33733, (hereinafter, the "College") and St. Petersburg Downtown Partnership, Inc., a Florida non-profit corporation, whose mailing address is 100 Second Avenue North, Suite 130, St. Petersburg, FL, 33701 (hereinafter, the "Downtown Partnership").

WITNESSETH:

WHEREAS, the College and the Downtown Partnership did enter into that certain Lease Agreement dated December 17, 2008 whereby the College leased to the Downtown Partnership a portion of the College's premises located at the College's Downtown Center, 244 2nd Ave N., St. Petersburg, Florida, 33701; as amended by that First Amendment executed by the College on or about December 15, 2009; as amended by that Second Amendment executed by the College on December 17, 2010; and as amended by that Third Amendment executed by the College on or about December 8, 2011; as amended by that Fourth Amendment executed by the College on or about May 24, 2013 (collectively hereinafter known as "the Agreement"); and

WHEREAS, unless otherwise specifically stated in this Fifth Amendment to the contrary, the terms and definitions used herein shall have the same meaning as set forth in the Agreement; and

WHEREAS, the Lease Term is set to expire on June 30, 2015; and

WHEREAS, the parties desire to extend the Agreement for an additional twenty-four (24) month term beginning on July 1, 2015 and continuing through and until June 30, 2017 on such terms and conditions as are set forth in the Agreement and as modified herein.

NOW, THEREFORE, in consideration of the premises and one dollar and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties further agree as follows:

1. The recitals are true and correct and are incorporated herein by reference.
2. The Term of the Agreement shall be renewed for a period of twenty-four (24) months beginning on July 1, 2015 and continuing through and until June 30, 2017. The Base Rent for this renewal term shall be \$10.70 per square foot inclusive of taxes for a total lease amount of \$10,486.00. Payments shall continue to be made in quarterly installments with payments due on July 1st, October 1st, January 1st and April 1st.

All other terms and conditions of the Agreement shall remain in full force and effect except as specifically modified herein. If any of the provisions of this Fifth Amendment conflict with any terms of the Agreement, the provisions of the Fifth Amendment shall govern and control.

IN WITNESS WHEREUNTO the parties set their hands and seals on the dates set forth below.

Witnesses as to the College:

By: Pamela S. Smith
Name: Pamela S. Smith

By: Jannis Mascoll
Name: JANNIS J MASCOLL

Board of Trustees of St. Petersburg College

By: William D. Law, Jr.
William D. Law, Jr., College President and
Secretary to the Board of Trustees

Date: 6/16/15

Witnesses as to the Downtown
Partnership:

By: Eric P. Carlson
Name: ERIC P. CARLSON

By: James L. Dees
Name: JAMES L. DEES

St. Petersburg Downtown Partnership, Inc.

By: Joni L. James
Name: Joni L. James, CEO
Its: Chief Executive Officer

Date: June 8, 2015

APPROVED
AS TO FORM AND CONTENT

BPM/ps
COLLEGE ATTORNEY

Approved by: BOT
On: 6/16/15

June 16, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Baynard, McLeod and Lang, PA—Legal Services as Board Attorney

Authorization is sought to extend the agreement with Baynard, McLeod and Lang, PA to provide the legal services of Joseph H. Lang, Esquire, to continue to serve as the Board attorney for the period commencing July 1, 2015 and continuing through June 30, 2016.

Under the terms of the Agreement, Mr. Lang will receive a retainer of \$400 per month and an hourly rate of \$250 for services rendered. The Agreement will also provide that Mr. Lang may elect to use other firms, at agreed upon rates, for specialty issues not handled by Mr. Lang's firm. Although the total amount of this Agreement cannot be determined at this time, expenditure approval, for Mr. Lang's firm and other firms used to provide services contemplated herein, is requested for up to the approved budgeted amount for Fiscal Year 2015-16.


Suzanne L. Gardner, General Counsel, recommends approval.

ps0603151

May 27, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Accounts Receivable Write-Off

Pursuant to Section 1010.03, Florida Statutes, the College is submitting for approval the accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2013. In each instance, the receivable is at least two years old.

Accounts older than two years are written off as receivables for financial reporting purposes; however, the debt remains outstanding as an obligation for the debtor. The debtors are not allowed to register or obtain transcripts until the debt is paid in full.

The decrease in the write-off over the previous year is attributable primarily due to financial aid debts. The total write-off this year decreased by 22%. Accounts receivable has trended slightly higher for the last two years with a projected 5% increase in write-offs next year. Approved write-offs for last year totaled \$1,241,488.78.

Accounts to be written-off, totaling \$965,104.66 are summarized on the following schedule:

Student Tuition Debt:	\$329,380.34
Financial Aid:	\$624,961.47
Return Checks/Other:	\$10,762.85
Total Write-off	\$965,104.66

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Systems; Theresa Furnas, Associate Vice President, Financial and Business Services; and Mike Meigs, Director of Student Accounting and Business Systems, recommend approval.

VIII – President’s Evaluation

**St. Petersburg College
Board Evaluation of the President
2014-2015**

For each of the following questions, indicate your level of satisfaction with the President’s performance in the following areas by providing a score between one and five. Additionally, please provide any additional feedback or comments as appropriate. If insufficient information or not applicable, the board member may indicate by placing N/A or by not placing a score and explaining in the comments.

Factor Category	BOT Ratings					Avg.	Comments
	Trustee 1 (RF)	Trustee2 (DO)	Trustee 3 (DG)	Trustee 4 (BB)	Trustee 5 (LW)		
LEADERSHIP:							
1. Understands and supports comprehensive community college mission.	5	4	5	5	5	4.8	
2. Has ethical, fair, honest leadership style.	5	5	5	5	5	5	
3. Is an effective communicator.	4	5	5	5	5	4.8	And a great listener
4. Has an effective management style, inspiring others and engendering confidence.	4	4	4	5	5	4.4	
5. Recruits and utilizes effective employees.	5	4	5	5	5	4.8	And isn't afraid to see them further their careers at his expense
6. Displays resourcefulness in identifying, analyzing, and solving problems.	5	4	4	5	5	4.6	
7. Provides decisive and diplomatic leadership style.	5	5	5	5	5	5	
DIVERSITY INITIATIVES							
1. Provides appropriate institutional leadership on board priority of increasing diversity in employment among administrators, faculty and staff.	5	4	5	5	5	4.8	
2. Plans and implements initiatives to increase penetration into diverse communities and student enrollment of the diverse communities in Pinellas County.	5	5	5	5	5	5	Much work taking place here; it's exciting.
3. Reaches out to the diverse populations of Pinellas County by meeting with leaders and participating in activities and events in the community.	5	5	5	5	5	5	
4. Follows through on the college's priority for minority businesses to participate in opportunities to partner and do business with the college.	5	4	5	5	5	4.8	

Factor Category	BOT Ratings						Comments
	Trustee1	Trustee2	Trustee3	Trustee4	Trustee5	Avg.	
PLANNING AND BUDGETING:							
1. Supports and provides leadership on the college's educational master plan.	5	5	5	5	5	5	
2. Sets appropriate priorities and focus for the college within the overall master plan.	5	5	5	5	5	5	Yes, based on board priorities. And incorporates Board's thoughts and acts on them in a timely manner.
3. Provides leadership in the area of improving student success.	5	5	5	5	5	5	Much more know-how than ever before.
4. Provides leadership in increasing student access and penetration into the community.	5	4	5	5	5	4.8	
5. Leads the college's efforts to identify sources of funding.	4	4	5	5	5	4.6	
6. Provides understanding and appropriate allocation of resources to priorities of college.	5	4	5	5	5	4.8	And the community
7. Understands and supports fundraising from private and foundation supporters to strengthen college.	3	4	5	5	5	4.4	
8. Is responsive to solving financial and management issues identified by audits or resulting from funding fluctuations.	5	5	5	5	*	5	*N/A - Our audits have been exceptional
BOARD RELATIONS:							
1. Provides adequate information and makes sound recommendations to the Board.	5	5	5	5	5	5	
2. Carries out the actions and priorities of the Board	5	5	5	5	5	5	
3. Maintains a proper balance between bringing policy matters to the board for discussion and action and acting on managerial and administrative matters.	5	4	5	5	4	4.6	
4. Maintains a positive and open relationship with board members.	5	5	5	5	5	5	He's amazing at this. I cannot say enough here. I give him a 10.
EXTERNAL RELATIONS:							
1. Provides effective, positive representation of the college in the community.	5	5	5	5	5	5	Is very accessible and responsive
2. Develops positive relationships with government, business, and industry leaders and organizations.	5	5	5	5	5	5	
3. Maintains appropriate relationships with state officials and demonstrates support for Florida College System goals and activities.	5	5	5	5	5	5	While also being responsive to our limitations by them and doing what's best for students

Factor Category	Trustee1	Trustee2	Trustee3	Trustee4	Trustee5	Avg.	Comments
4. Maintains appropriate relationships with state and federal organizations and government offices.	5	4	5	5	5	4.8	
5. Represents and presents the college's image of success with appropriate regional and national education organizations.	5	5	5	5	5	5	
6. Skilled in meeting the social obligations of the presidency.	5	5	5	5	5	5	
7. Seeks opportunities to communicate the vision and goals of the college in the Pinellas community.	5	4	5	5	5	4.8	
ADDITIONAL ITEMS:							
1. The president provides leadership to assure that the college addresses equity issues required by the state and in bringing forth a report to the board with goals and performance in this area.	5	5	5	5	5	5	

Additional comments and feedback for the president:

The President continues to perform at a high level of excellence, particularly evident in the area of student success. The advancements and accomplishments in this area are too numerous to list. He and the College have also greatly improved the marketing, communication, and admission procedures. Dr. Law has positioned SPC as a leader in many areas statewide and at the national level.

Bill has been highly effective as the leader of the College. We will continue to build stronger ties with all of the communities we serve as a college.

I have learned a tremendous amount from Dr. Law's leadership in so many areas. He does a tremendous job of rallying staff, legislators, the board, and the community. He does this through research, listening to others, relationships and the sharing of information. It is his leadership and responsiveness that makes me proud to be associated with SPC. We are known in the community as "THE" college addressing local workforce issues, and for that, I am proud. I look forward to another year of service with Dr. Law and for the students at SPC.


 Board Chair's Signature


 President's Signature

6/14/15
 Date

6/16/15
 Date

June 16, 2015

Statement of Robert Fine, Chairman, Board of Trustees, for St. Petersburg College, regarding the performance evaluation for Dr. William D. Law, Jr., President of SPC on the completion of his fifth year as President.

During the month of June, Dr. Law will have completed his fifth year as president of St. Petersburg College. As required, it is the responsibility of the Board to perform an annual review and evaluation of his performance over the past year.

Board members have had the opportunity to meet with Dr. Law individually, and to complete a written evaluation assessing his performance. The categories we reviewed included, but were not limited to: Leadership, Diversity Initiatives, Budgeting, Board Relations, and External Relations.

I have had an opportunity to review all of the evaluations, and am pleased to report that they are once again, exemplary.

His charge when hired included strengthening the College's core mission, renewing community and school district relationships, advancing technology enhancements, facilities enhancements, and support and development of our employees.

All of which the Board feels he has and continues to advance and accomplish. This year, we have witnessed substantial progress towards full implementation of Online Revitalization, major restructuring of workforce education and the recapitalization of the corporate training (certificate) program. Major restructuring of the advising resources to better support students, an overhaul of the orientation portion of the College Experience, continued commitment to employee development including the implementation of portfolio-based evaluation for all faculty, the creation of the Midtown Center, the continued focus on streamlining the registration and onboarding processes just to name a few.

In view of Dr. Law's superior performance, as chairman, I would like to move that we extend his employment contract an additional year, as we did the last several years. This one year extension would be added on to his existing 3 year contract, thereby extending his employment agreement with the college to June 30, 2018.

While our review is limited to the performance of the President, I would be remiss if I did not acknowledge the tireless efforts of all the faculty and staff. Dr. Law continues to praise our staff and has even acknowledged, "How wonderful it is to work with this team of professionals." On behalf of this Board, we thank you.





St. Petersburg Collegiate High School

A charter school at St. Petersburg College
Governing Board Meeting
June 16, 2015
Starla Metz, principal



*Bernadette Mead
Bank of America
Student Leader and
SPC Apollo Award Finalist*



SPCHS Highlights 2014-15



3

SPCHS Highlights 2014-15



4

SPCHS Highlights 2014-15



Amy Rice, Class of 2008



**St. Petersburg Collegiate High School
Proposed Budget
2015-16**

	Proposed Budget	Prior Year Approved
	FY 2016	Budget FY 2015
	7/1/2015 - 6/30/2016	07/01/2014 - 06/30/2015
Revenue		
Funding Sources		
FEFP Funding	\$ 1,312,621	\$ 1,240,982
Capital Outlay Funding	93,000	88,400
Title II Professional Development Reimbursement	9,500	
A+ Recognition Award	22,200	
Budget Stabilization Reserve (Fund Balance)	24,400	46,690
Total Funding Sources	\$ 1,461,721	\$ 1,376,072
Operating Expenses		
Personnel Cost		
Instructional	470,063	453,140
Administrative and Instructional Support	449,724	419,694
Temporary (Non-recurring)	5,000	3,000
Total Personnel Cost	\$ 924,787	\$ 875,834
Current Expense		
Workshops and Travel (partially Title II)	14,500	7,000
Classroom Supplies	1,000	1,000
Textbooks and Instructional Materials	159,200	175,300
Computer Leases	5,880	23,600
Minor Equipment (computers)	32,975	1,750
Facility Lease (Partially from Capital Outlay Funds)	191,804	188,043
Professional Services & Fees	52,000	36,000
Repairs /Service Contracts	4,575	0
Transportation	10,000	12,000
Food	45,000	40,000
Office Supplies and Equipment	8,800	3,000
Lease Ricoh Copiers	2,200	5,545
Postage	1,000	1,000
Printing/Photocopying/Advertising	8,000	6,000
Total Current Expense	\$ 536,934	\$ 500,238
Capital Spending		

		\$ -
Total Capital Spending	\$ -	\$ -
Total Budgeted Expenditures	\$ 1,461,721	\$ 1,376,072
Ending Fund Balance Reserve (est.)	\$ 999,600	\$ 734,860