

## MINUTES OF THE JANUARY 19, 2016 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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The Board of Trustees of St. Petersburg College met on Tuesday, January 19, 2016 at the St. Petersburg College EpiCenter, 13805 – 58<sup>th</sup> Street N., Largo, Florida. The following Board members were present: Chairman Dale Oliver, Vice Chair Lauralee Westine, Bill Foster, Deveron Gibbons, and Nathan Stonecipher. 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, January 19, 2016, at the EpiCenter, Room 1-453, 13805 58<sup>th</sup> Street North, Largo, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

**16-000.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

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## AGENDA

### ST. PETERSBURG COLLEGE BOARD OF TRUSTEES January 19, 2016

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

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

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

- A. Invocation
- B. Pledge of Allegiance

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

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Sara Bird (*Not Attending*)
  - 2. Kathy Federico (*Attending*)
  - 3. Rachel Marks (*Not Attending*)
  - 4. Barbara Rehkemper (*Not Attending*)
  - 5. Paul Spinelli (*Not Attending*)
  - 6. Barbara Thompson (*Not Attending*)
- B. Recognitions/Announcements
  - 1. Introduce New Trustees
  - 2. Gregory Wright, and Melissa Seixas, Duke Energy – Ms. Frances Neu, Vice President, Institutional Advancement and Executive Director Foundation
  - 3. Charles Ray, EPA Brownfields Phoenix Award – Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services

#### **III. COMMENTS**

- A. Board Chair
- B. Board Members
- C. President

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D. Public Comment pursuant to §286.0105 FS

## IV. REVIEW AND APPROVAL OF MINUTES

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

Board of Trustees' Strategic Planning Workshop of December 15, 2015 (*Action*)

## V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel

## VI. STRATEGIC FOCUS AND PLANNING

### A. STUDENT SUCCESS AND ACHIEVEMENT

- 1. Spring 2016 Who's Here – Dr. Patrick Rinard, Associate Vice President, Enrollment Services, Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services, and Mr. Michael Bennett, Associate Vice President, Financial Assistance Services. (*Presentation*)
- 2. Fall 2015 Courses Success Rates – Dr. Jesse Coraggio (*Presentation*)

### B. BUDGET AND FINANCE

- 1. Monthly Financial Report - Ms. Janette Hunt, Acting Budget and Compliance Director (*Presentation*)
- 2. 2016-2017 Operating Budget Calendar Events – Ms. Janette Hunt (*Presentation*)
- 3. Budget Strategic Priorities 2016-2017 – Mr. Brian Miles, Associate Vice President, Administrative Planning and Operations Support (*Presentation*)

### C. ADMINISTRATIVE MATTERS

- 1. Human Resources
  - a. Personnel Report (*Action*)
- 2. Construction
  - a. Overview of Selection Process for Architects and Contractors - Mr. Jim Waechter, Associate Vice President, Facilities Planning & Institutional Services (*Information*)

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b. Approval of Construction Manager At Risk Services, Career and Academic Advising Center, Seminole Campus - Mr. Jim Waechter  
*(Action)*

c. Update of ongoing Capital Projects - Mr. Jim Waechter  
*(Presentation)*

D. ACADEMIC MATTERS

1. Baccalaureate Education at SPC – Mr. Djuan Fox,  
Coordinator, Special Projects *(Presentation)*

2. Program Changes, Orthotics and Prosthetics – Dr. Richard Flora, Dean  
Veterinary Technology and Health Programs *(Presentation/Action)*

E. STRATEGIC PRIORITIES

1. Florida TRADE Sustainability Plan – Dr. Gary  
Graham, Director: Florida TRADE Consortium *(Presentation/Action)*

**VII. CONSENT AGENDA**

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

1. Tarpon Springs Land Sale Update – Mr. Brian Miles *(Presentation)*

B. NEW BUSINESS

1. GRANTS/RESTRICTED FUNDS CONTRACTS

a. The Honor Society of Phi Kappa Phi – Excellence in  
Innovation Award *(Action)*

2. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000 – NONE

3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND  
CONSTRUCTION

a. Amendment #3 to the Lease Agreement between St. Petersburg  
College and Pinellas County Osteopathic Medical Society *(Action)*

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## VIII. INFORMATIONAL REPORTS

- A. Quarterly Informational Report of Exempt and Non-Exempt Purchases  
*(Information)*
- B. Quarterly Informational Report of Contract Items *(Information)*
- C. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000 *(Information)*

## IX. PUBLIC ACCESS/UNAGENDAED ITEMS

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

## XI. PRESIDENT’S REPORT

- A. Campus Safety

## XII. NEXT MEETING DATE AND SITE

**February 16, 2016 Clearwater Campus, ES 104**

## XIII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting January 19, 2016, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

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

**\*No packet enclosure**

Date Advertised: January 8, 2016

Confirmation of Publication

[Notice of meeting](#)

### **16-001. Under Item I, Call to Order**

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

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**16-002. Under Item II, Preliminary Matters**

Dr. Law recommended adoption of a retirement resolution for Mrs. Kathy Federico. Mrs. Federico was in attendance and, joined by family and colleagues, received her resolution as presented by Chairman Oliver and President Law.

**16-003. Under Item II-B, Recognitions/Announcements**

Recognitions/Announcements: Introduction of new Trustees Bill Foster and Nathan Stonecipher

Chairman Oliver introduced Mr. Foster and Mr. Stonecipher with the following descriptions:

Bill Foster, of St. Petersburg, is the former mayor of the City of St. Petersburg. An attorney at Foster and Foster, P.A., he also served ten years on the St. Petersburg City Council, two years as chairman. He has been a participating member of St. Petersburg Vision 2020, the Pinellas County Annexation Task Force, the NAACP and the St. Petersburg History Museum. He is a graduate of Northeast High School, Samford University and the Cumberland Law School at Samford University. He was appointed for a term beginning December 18, 2015, and ending May 31, 2019.

Nathan Stonecipher, of St. Petersburg, is co-owner of Green Bench Brewing Co. A Pinellas County native, he is a graduate of St. Petersburg College and the University of Florida. He previously was vice president of Directed Capital Resources LLC and was an assistant bond trader with Raymond James Financial. He is a member of the board of directors of the EDGE Business District Association in St. Petersburg. He was appointed for a term beginning Dec. 18, 2015, and ending May 31, 2018

Mr. Foster shared that as mayor of St. Petersburg, he learned the importance of education and workforce development and training people to earn a living wage. He stated that this creates economic development for the City. He noted that Doorways scholars go to St. Petersburg College. He shared that he was born and raised in St. Petersburg and went to Northeast High School, as did Mr. Gibbons and that they remember when the College was known as St. Petersburg Junior College. He shared that it was exciting to watch the College grow to a four-year school. Mr. Foster said that Dr. Law has had to remind him that St. Petersburg College extends north of Ulmerton Road and that he rarely ventures north of Ulmerton and is looking forward to visiting the other campuses. He noted that the College has great reach in a diverse community.

Mr. Stonecipher shared that he has a passion for community and education. He is an SPC graduate and was also born and raised in St. Petersburg, his mother also attended St. Petersburg College. He said that St. Petersburg College was a gem in the State of Florida and that he is honored to be sitting on the Board and is excited about the challenges ahead.

Ms. Frances Neu recognized Mr. Gregory Wright and Ms. Melissa Seixas from Duke Energy and accepted a ceremonial check in the amount of \$30,000 from Duke Energy to provide

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scholarships to Midtown and Downtown students. Mr. Gibbons thanked Ms. Seixas, Mr. Wright and Duke Energy for their support.

Mr. Jim Waechter was scheduled to present the Charles Ray, EPA Brownfields Phoenix Award. (Mr. Ray did not attend the meeting and this presentation will be rescheduled.)

### **16-004. Under Item III, Comments**

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

### **16-005. Under Item IV, Review and Approval of Minutes**

The minutes of the November 2015 Meeting of the Board of Trustees of St. Petersburg College and the minutes of the December 2016 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. Chairman Oliver reminded the Board that the Real-Time Record from the December meeting was available and urged them to read it as it contains the strategic priorities for the College for 2016.

### **16-006. Under Item V, Monthly Reports**

Under Monthly Reports, Mr. Lang, College Attorney, stated that Mr. Brian Miles would be reporting on the sale of the Tarpon Springs property later in the meeting.

### **16-007. Under Item VI – A, Strategic Priorities**

Under Strategic Focus and Planning:

#### **A. STUDENT SUCCESS AND ACHIEVEMENT**

1. Spring 2016 Who's Here – Dr. Patrick Rinard, Associate Vice President, Enrollment Services, Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services, and Mr. Michael Bennett, Associate Vice President, Financial Assistance Services. (*Presentation*)

Dr. Coraggio reported the headcount for the 2014-15 academic year: Unduplicated Student Headcount – 43,856; Student Semester Hours (SSH) – 623,520; Full-time Equivalent (FTE) – 20,784. He reminded the Board that FTE is calculated by dividing SSH by 30 hours. Full-time is considered 30 hours in the fall semester, 12 hours in the spring semester and 6 hours in the summer semester. Dr. Coraggio told the Board that St. Petersburg College ranks fourth in FTE among the 28 Florida state colleges. In addition, St. Petersburg College ranks first in upper division FTE and seventh in lower division FTE.

Dr. Rinard shared enrollment trends from 2010-11 to 2014-15. There has been a 7.8% decline over the past four academic years. Dr. Rinard shared a graphic comparing this decline to the rise in Florida's employment rate and noted that, historically, there has been an inverse relation between these two numbers.

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Dr. Coraggio shared that the opening enrollment rates for the fall term were down for both upper and lower division students. He noted that nursing graduates increased, but enrollment is down after a change to the curriculum speeding up the time to graduation. Dr. Coraggio also noted that the College of Education also experienced a decline and he commented that this could be due to the changes in the State's general knowledge test to enter the program. He noted that this was consistent across the state.

When examined by SSH enrollment type, the 16-week session was down 2.7%, the first 8-week session was up 7.1%, the second 8-week session was up 2.8%, the Express session was down 18.4% and "other" enrollments were down 19.5%. Dr. Coraggio noted that "other" courses are those that are dynamically dated, not following the usual semester calendar. Ms. Westine asked for an example of an Express session and Dr. Coraggio explained that many course types offer an Express course for students that are too late to enroll in the regular semester sessions. The Express session gives students time to go through orientation and other welcoming programs before starting classes.

Chairman Oliver asked about the nursing trends and Dr. Coraggio responded that hospitals have backed away from requiring baccalaureate degrees from their nursing graduates and that may be a factor in the decline in enrollments for nursing baccalaureates.

Mr. Gibbons commented that this pattern of reduced enrollments during a rise in employment is a trend that the College has experienced before. He also noted that in speaking with leaders of the local hospitals, they are very happy with St. Petersburg College nursing graduates and that they are still looking for nurses. He also noted that the Midtown Campus now has approximately 1,000 students. Dr. Coraggio confirmed that figure.

Mr. Gibbons asked if private colleges were experiencing these same negative enrollment trends. He acknowledged that he understood this data is difficult to obtain since they are private schools. Dr. Coraggio replied that there would be an effort to obtain information about private school enrollments.

Dr. Coraggio next shared enrollment information by student type – new (-2.3%), continuing (-3.2%) and re-admitted students (.9%). He defined "new" students as first-time-in-college or first-time transferring students. He noted that efforts are being made to address the largest group (continuing) through retention and progress support.

Dr. Rinard shared information about headcount by ethnicities. He noted that headcount was down 4.2% for black students, up 4.2% for Hispanic students, down 4.7% for white students, and down 0.4% for all others, for a total of -3.2%. Dr. Rinard shared that headcount was also down across age and gender categories. He reminded the Board that the average age of students at St. Petersburg College is 28 years old. Dr. Rinard shared that full-time enrollment was down 1.7% and part-time enrollment was down 3.8%. He expressed surprise in the reduction of full-time students since this number has been growing in prior years. Enrollments by first-time-in-college



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students also declined across ethnicities except for the “other” category, which he explained is a small category containing students who consider themselves as multiple ethnicities.

Mr. Michael Bennett, Associate Vice President, Financial Assistance Services, presented information on the status of Financial Aid for the 2015-16 award year. He noted that 22,519 students were awarded a total of \$150,455,143. The largest percent of funding (54%) came from student loans. He noted that 3,000 fewer student loans were granted with the total amount now at \$80.6M. Mr. Bennett noted that the focus has been on faster processing of student loans, which is now shortened to a 24-hour turnaround. He shared that one-fourth of the financial aid staff worked over the holidays to ensure students were able to begin the spring semester.

Ms. Westine asked about the status of the privatization of the collections on student loan defaults. Dr. Duncan, Sr. Vice President of Administrative/Business Services and Information Technology, noted that outstanding defaulted loans have been coming down and that the data would be reviewed and shared with the Board.

Dr. Coraggio summarized enrollment data with the Board by noting that St. Petersburg College ranks fourth of the 28 Florida state colleges in enrollments. There has been a 3.1% overall decrease in SSH over the spring 2015 semester, with a 4.2% increase in Hispanic students. Ms. Westine asked if the increase in Hispanic students has occurred at a particular campus and Dr. Coraggio answered that this occurred across the College.

Mr. Stonecipher asked if the decrease in student loans was a reflection of a college program to direct students to different resources. Mr. Bennett answered that the Financial Aid Services office has been scrutinizing indebtedness to see if students were taking on excessive debt. Hour-long presentations have been developed and efforts are being made to discourage students from over-borrowing.

Mr. Gibbons asked if a reduction in enrollment in the spring semester is normal. Dr. Law responded that he is at a loss as to what exactly is causing the decrease. He said he felt it could be a number of factors and that the Express sessions for the spring and fall semesters would be watched carefully.

### 2. Fall 2015 Courses Success Rates (*Presentation*) – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services

Dr. Coraggio reminded the Board that “success rates” are determined by totaling the number of A, B and C grades and dividing that number by the overall number of grades (excluding pass/fail options). He noted that first-time-in-college student success rates have grown from 76.9% in the fall of 2013, to 78.4% in the fall of 2015. There was drop in the success rate for 2014 to 68.7% which Dr. Coraggio felt was a reflection of the change in legislation allowing students to choose not to take developmental courses before taking gateway courses. He noted that St. Petersburg College was one of the first institutions to react to this legislation and implemented different options and counseling for first-time-in-college students. Success rates for first-time-in-college

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students have rebounded. Other noteworthy observations were that the College has experienced a steady increase in success rates for the past three years both overall and for first-time-in-college students. In particular, first-time-in-college Black/African American male students experienced a 13.6% increase in success rates in developmental courses.

Ms. Westine noted that the only increase in headcount was for Hispanic students, but the only group who did not experience an increase in success rates were also Hispanic. Dr. Coraggio noted that there were some increases for the summer session, but he noted that he was unsure if this correlation was due to larger volume of Hispanic students. He noted that Hispanic students are more likely to skip developmental courses and go directly to gateway courses. He noted that the College provides guidance, but the dilemma is working with students who do not follow the advisors' advice to take the developmental courses.

Ms. Westine commented that there was an increase in Hispanic enrollments at the Clearwater campus and asked if there might be an opportunity for discussions with particular high schools. Dr. Coraggio noted that students who come to SPC straight out of high school generally do better than those students who wait a few years, especially in math. He stated to the Board that the data will continue to be examined. Ms. Westine expressed her gratitude that the data is available and that the overall trend for success rates is up. Dr. Coraggio noted that the Smart Start program is definitely having an impact and that the College will continue to look for additional ways to improve success rates.

**16-008. Under Item VI – B, Budget and Finance**

1. Monthly Financial Report (*Presentation*)– Ms. Janette Hunt, Acting Budget and Compliance Director

Ms. Hunt shared actual versus budgeted trends with the Board. She noted that fund actuals are very close to projected budgeted amounts. Revenue is at approximately \$84M, while expenses are slightly lower (1%) that budgeted. Actual student tuition is 80% of total budgeted for the year, projected to be at 82%. Ms. Hunt noted that some adjustments were presented to the Board in November to align the budget with enrollment. Reductions were made to the spending plan which has yielded the 1% lower than expected expenses. In particular, instructional costs have been reduced by holding vacant some faculty positions. In addition, the College is holding some administrative vacancies open and is reviewing other expense spending.

2. 2016-2017 Operating Budget Calendar Events (*Presentation*) – Ms. Janette Hunt, Acting Budget and Compliance Director

Ms. Hunt presented the 2016 – 2017 Operating Budget Calendar of Events. She advised the Board that the 2016-17 Budget process began in November when the Governor's budget was released. She stepped through the key dates for the process highlighting the Board of Trustees updates on Revenue (February 16) and Expenses (March 15). Strategic priorities will be determined by the Strategic and Executive Committees between March 16 and April 6. The

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budget will be submitted to the Board for approval on May 17 and, if needed, will be confirmed on June 21<sup>st</sup>. The budget is due to the State on June 30, 2016.

Dr. Law informed the Board that they would receive focused analyses of each critical area of the budget throughout the process and their guidance and input would be sought throughout.

Mr. Brian Miles, Associate Vice President, Administrative Planning and Operations Support, presented the key strategic priorities for the 2016-17 academic year. They are:

- To develop the Quality Enhancement Plan and prepare for accreditation reaffirmation by the Southern Association of Colleges and Schools Commission on Colleges.
- To strengthen The College Experience by furthering Smart Start, Early Alert, and Learning Support, and expanding the effectiveness of non-first time in college students.
- To enrich The Classroom Experience by sharpening student and faculty focus on the successes and challenges of delivering instruction.
- To facilitate Learning beyond the Classroom by increasing the quantity and quality of student opportunities for academic competition, civic engagement, internships, and travel.
- To enhance Employee Professional Development to boost employee commitment, productivity, and satisfaction.

Mr. Miles noted that the College is due for SACS (Southern Association of Colleges and Schools) accreditation renewal in 2018. The Quality Enhancement Plan (QEP) is a well-defined course of action where a topic is selected with a focus on student learning. To date, two topics have been defined and the final QEP is due to SACS in August of 2017.

Mr. Miles shared that these strategic priorities are in addition to three strategic priorities that are ongoing from 2015-16, specifically enrollment growth, marketing and strategic communications, and community initiatives.

Chairman Oliver noted that the minutes from the December workshop were approved earlier and contain the details of the strategic priorities development that came out of that meeting. He again encouraged all Board members to review those minutes.

### **16-009. Under Item VI - C, Administrative Matters** Under Administrative Matters,

Information regarding these items are as follows:

1. Human Resources
  - a. Personnel Report (*Action*)

The Board considered Personnel Items VI-C.1a. Mr. Gibbons moved approval. Ms. Westine seconded the motion. The motion passed unanimously.

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## 2. Construction

- a. Overview of Selection Process for Architects and Contractors - Mr. Jim Waechter, Associate Vice President, Facilities Planning & Institutional Services (*Information*)
- b. Approval of Construction Manager At Risk Services, Career and Academic Advising Center, Seminole Campus (*Action*) – Mr. Jim Waechter
- c. Update of ongoing Capital Projects (*Presentation*) – Mr. Jim Waechter

Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services gave an overview of the selection process for architects and contractors. He informed the Board that he was seeking approval of the selection for Construction Management At Risk Services for renovations of the Career and Academic Advising Center on the Seminole Campus. The firm being recommended is A.D. Morgan Corporation.

Mr. Waechter explained that the process for selecting architects and contractors was rewritten approximately two-and-a-half years ago. A request for qualifications is approved by the Board before advertising is begun. Upon approval, advertising is done and submittals are received. A screening committee of between five and seven members reviews the submittals and narrows the submittals to a shortlist of three to five companies. Mr. Waechter noted that this screening committee does not rank order the shortlist. The selection team, at times including a Board member or Dr. Law, then hears presentations by the shortlisted companies and submits a prioritized list to the Board for approval. This process has been used for several large construction projects, such as, the Bay Pines Center, the joint-use Clearwater Library and the joint-use Seminole Library.

Mr. Waechter also reported on the status of two major projects: The construction of the Bay Pines Marine Science facility and the joint-use Clearwater Library. The Bay Pines project has begun on the 11-acre site with land excavation. This 10,000 square-foot building is due to be completed in late 2016 at an estimated budget of \$3.9M.

The joint-use Clearwater Library project involves the construction of a 42,000 square-foot building to be shared by the College and the City of Clearwater. The budget, prorated by intended square feet of occupancy by both parties, is \$15M for the College's share. Mr. Waechter noted that a review of the construction drawings is about 75% complete and negotiations around the operations agreement are ongoing. He noted that approval by the City Council is very close. The library's completion date is scheduled for the summer of 2017.

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Mr. Waechter shared that the request for the Seminole Campus Career and Academic Advising Center is a renovation project, not a full-scale construction project, with a budget of \$700K to \$800K. Ms. Westine asked if a Board member was on the selection committee for this project and Chairman Oliver answered that this project was not of a size to warrant that level of involvement by the Board. He noted that the Midtown Campus project was a larger project and a Board member was on the Screening Committee and both Chairman Oliver and Dr. Law were on the Selection Committee for that project.

The Board considered Construction Item VI-C.2b Ms. Westine moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

### **16-010. Under Item VI – D, Academic Matters**

1. Baccalaureate Education at SPC (*Presentation*) – Mr. Djuan Fox, Coordinator, Special Projects

Mr. Fox reported on an update to the baccalaureate programs at St. Petersburg College. He provided some history on the addition of baccalaureate programs beginning in 2001 with three baccalaureate degrees: Nursing, Education and Information Technology. He noted that the College currently offers 22 baccalaureate degrees with nearly 6,000 students enrolled, making up 13% of the College's students. There were 1,160 graduates from these programs in the 2014-15 academic year.

Mr. Fox shared that the majority of student enrollments in baccalaureate programs are in three areas: Business Management, Computer Information and Technology, and Nursing. He reviewed the trend of enrollments over the past five years. While headcount has continued to increase, SSH (Student Semester Hours) has decreased. St. Petersburg College leads the 28 colleges in the Florida system in both employment rates and estimated average annual full-time wages for baccalaureate graduates. Mr. Fox also shared that ten percent of graduating students continue on to higher level degrees.

Mr. Fox reviewed the profile of baccalaureate students. Thirty-five percent are over the age of 36. Over two-thirds are part-time. Two-thirds of the students are female. The percentages by ethnicity are: 72.3% White, 9.1% Black/African American, 9.8% Hispanic/Latino. Just over 60% attend online only classes. There were 243 students in the fall of 2015 who were new to SPC.

Mr. Fox reported that Florida Bill 1148 declared a moratorium on the creation of additional baccalaureate degrees. It was intended to avoid duplication across schools as well as add rigor and transparency to reporting on these programs. It also developed guidelines for adding new programs. Just prior to the passing of this bill, St. Petersburg College's Board had approved a letter of intent to initiate a BAS in Arts and Entertainment Technology. Now that the moratorium has been lifted, Mr. Fox explained that the College will be seeking Board approval to complete an application to the State for this program.

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2. Program Changes, Orthotics and Prosthetics (*Presentation/Action*) – Dr. Richard Flora, Dean, School of Veterinary Technology

Dr. Flora presented information to the Board regarding the recommendation to discontinue the College's baccalaureate program in Orthotics and Prosthetics. He explained that the program was established in 2005 when certification in this field required a baccalaureate degree. Dr. Flora explained that, in 2012, the National Commission on Orthotic and Prosthetic Education changed the requirement for practitioners in this field to a master's degree and created a technician certification that required an associate's degree. In 2014, SPC established an AS Orthotics and Prosthetics program. He further explained that the baccalaureate program has been impacted by this change and it was felt it was no longer necessary.

Dr. Flora explained the "teach-out" transition for the 23 students currently enrolled in the baccalaureate program in this specialty. He explained that a transfer institution agreement has been established with Florida International University for students who want to continue to the Master's degree level. There are currently ten students in the baccalaureate degree program who will graduate in the spring of 2016 and another 13 students who will complete their degrees in the spring of 2017. He also shared that the job growth for this specialty at the technician level warrants the continuation of the AS level program. Dr. Flora noted that if students want to continue on to a baccalaureate degree, an option available to them is the BAS in Health Services Administration.

Chairman Oliver asked if Florida International University was the only college with a transfer agreement. Dr. Flora explained that Florida State University had one, but they have chosen not to continue it. Mr. Gibbons asked if Florida International University was part of the University Partnership Center (UPC). It was explained that while Florida International University is part of the UPC, this particular program is not included.

Mr. Gibbons also asked what the difference was between the AS and Master's level programs. Dr. Flora explained that the average salary for a practitioner is \$60K, while that of a technician is between \$35K and \$40K. Ms. Westine commented that this aligns with what the College had been asked to do by the State, namely to create opportunities for students to gain employment as quickly as possible, and that the College can still offer students the opportunity to continue on to a baccalaureate degree. Dr. Flora explained that there are reporting requirements to the State regarding this change.

Mr. Gibbons expressed concern that this withdrawal of a program might be construed as a failure on the part of SPC. Chairman Oliver asked if SPC was the only college making this change and Dr. Law explained that SPC was the only college in the Florida system to offer the degree. He went on to explain that these changes to the requirements were entirely outside of the College's control and that there are now less than half the students required to make the program work. Ms. Westine added that the College is also adding the new baccalaureate program in Arts/Technology and that it will be a good case study for seeing how programs are developed.

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Mr. Gibbons added that he would like to see the Florida International University transfer agreement become part of the UPC because Florida International is so far away from St. Petersburg. Dr. Law said he would take this under advisement. Dr. Law added that he felt the College has done a credible job to be sure that the current enrollees are taken care of. Mr. Gibbons noted that the UPC inclusion should be considered if there is a need for it.

The Board considered Item VI-D2. Mr. Gibbons moved approval. Ms. Westine seconded the motion. The motion passed unanimously.

### **16-011. Under Item VI – E.1, Strategic Priorities**

1. Florida TRADE Sustainability Plan (*Presentation/Action*) – Dr. Gary Graham, Director:  
Florida TRADE Consortium

Dr. Graham explained that the Florida TRADE Consortium was formed in 2012 with 12 participating colleges. The number has grown since then to 15 colleges. There are other partners that include CareerSource Florida and CareerSource Boards, business and manufacturing associations, economic development organizations, K-12 schools and technical schools, non-profit and other community partners. St. Petersburg College acts as the lead college in the consortium.

Dr. Graham explained that in the fall of 2012, the Consortium received a Department of Labor grant to provide educational programs and training to Florida workers who had lost their jobs, were unemployed, veterans, incumbent workers or students. The mission of the Consortium was to develop and deliver accelerated four- to six-month programs that would allow students to gain new skills that would support rapid employment in advanced manufacturing. Dr. Graham shared the performance metrics of the program as of September 30, 2015. As of the end of December, 2015, there have been 714 intern or job placements, which is a placement rate of 73%.

Dr. Graham highlighted the many partnerships that have been formed to support the Consortium and outlined a sustainability plan that would create a 501-C3 “direct support organization” that would allow these programs to continue. Ms. Westine asked what the cost would be for the College to remain in the consortium. Dr. Graham answered that it would cost \$2000 for SPC and that overall costs are shared amongst the consortium stakeholders. He also shared that SPC’s continued participation would allow the College to maintain its lead in this area.

The Board considered Items VI-E1a. Ms. Westine moved approval. Mr. Gibbons seconded the motion. The motion passed unanimously.

### **16-012. Under Item VII - A, Consent Agenda**

Under Old Business

Mr. Brian Miles, Associate Vice President, Administrative Planning and Operation Support, reported on the Tarpon Springs land sale update. Mr. Miles stated that RaceTrac intends to buy both of the tracts of land that the College owns adjacent to the existing Mobil gas station located

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at the corner of US 19 and Klosterman Rd. The College has reduced the original asking price to \$540K and the closing is set for January 21, 2016. Construction on the site will begin in April 2016.

**16-013. Under Item VII-B.1, Grants/Restricted Funds Contracts**

The Board considered all Items under VII-B. Mr. Gibbons moved approval. Ms. Westine seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

- a. The Honor Society of Phi Kappa Phi – Excellence in Innovation Award (*Action*)

**16-014. Under Item VII-B.2, Bids, Expenditures and Contracts over \$325,000**

NONE

**16-015. Under Item VII-B.3, Capital Outlay, Maintenance, Renovation, and Construction**

Information regarding these items is as follows:

- a. Amendment #3 to the Lease Agreement between St. Petersburg College and Pinellas County Osteopathic Medical Society (*Action*)

**16-016. Under Item VIII, Informational Reports**

A. Quarterly Information Report on Contract Items

B. Quarterly Informational Report of Exempt and Non-Exempt Purchases

C. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000

**16-017. Under IX, Public Access/Unagendaed Items**

NONE

**16-018. Under Item X, Proposed Changes to BOT Rules Manual – Public Hearing**

NONE

**16-019. Under Item XI, President's Report**

Dr. Law reported on Campus Safety. He noted that there is a meeting on January 20, 2016 in the office of the Senator in whose committee the Concealed Carry bill is being reviewed. Dr. Law said that he expects that the bill will pass. He informed the Board that the cost of compliance will be sizeable, but difficult to estimate. Dr. Law is predicting that it will be at least \$1M annually and could very well exceed \$2M. He also shared that it is causing a great deal of anxiety for College faculty and staff. Dr. Law stated that the College will continue to closely monitor this issue and will keep the Board informed.



# MINUTES OF THE JANUARY 19, 2016 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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Mr. Gibbons stated that “this is a dumb bill.” He commented that he understands that every American has the right to bear arms, but at the end of the day, the government at the state level and the college system presidents are trying to get answers. He predicted that this will be a bad bill that will have the worst effect on colleges and universities. He voiced a concern that a disturbance could break out and the College would have no control. It would also take a considerable amount of money to get “almost prepared.” He noted that there is no way to be fully prepared. He added that, at some point, the government needs to protect the people who do not carry arms. He commended the college presidents that have gone from office to office and to committee meetings to review this issue.

Mr. Gibbons also wanted to thank the new Board members for agreeing to serve. He noted that when he joined the Board, he asked Dr. Tonjua Williams, Sr. Vice President of Student Services, for a tour of all of St. Petersburg College’s campuses. He stated that it was very helpful in giving him an understanding of the different programs and “flavors” of each of the campuses.

## **16-020. Under Item XII, Next Meeting Date and Location**

The Board confirmed its next meeting date and location as Tuesday, February 16, 2016, 9:00 a.m., at the Clearwater Campus, ES 104

## **XII. ADJOURNMENT**

Having no further business to come before the Board, Chairman Oliver adjourned the meeting at 10:57 a.m.

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

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

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

**Board of Trustees Meeting**  
**January 19, 2016**

## II - B.1 New Trustees

### Welcome New Trustees

**Bill Foster**, of St. Petersburg, is the former mayor of the City of St. Petersburg. An attorney at Foster and Foster, P.A., he also served 10 years on the St. Petersburg City Council, two years as chairman. He has been a participating member of St. Petersburg Vision 2020, the Pinellas County Annexation Task Force, the NAACP and the St. Petersburg History Museum. He is a graduate of Northeast High School, Samford University and the Cumberland Law School at Samford University. He was appointed for a term beginning December 18, 2015, and ending May 31, 2019.

**Nathan Stonecipher**, of St. Petersburg, is co-owner of Green Bench Brewing Co. A Pinellas County native, he is a graduate of St. Petersburg College and the University of Florida. He previously was vice president of Directed Capital Resources LLC and was an assistant bond trader with Raymond James Financial. He is a member of the board of directors of the EDGE Business District Association in St. Petersburg. He was appointed for a term beginning Dec. 18, 2015, and ending May 31, 2018



## II – B.2 Duke Energy

### Foundation Scholarship Sponsor



## VI – A.1 Spring 2016 Who's Here



St. Petersburg College  
**SPC**

Academic Year 2014-15

Student Headcount (Unduplicated)	Student Semester Hours (SSH)	Fulltime Equivalent (FTE)
43,856	623,520	20,784

- $FTE = SSH/30$
- $30 = 12 \text{ (Fall)} + 12 \text{ (Spring)} + 6 \text{ (Summer)}$

**Describing Student Enrollment**

Source: Pulse BI, Enrollment Trends by Term Dashboard, Data Extracted 01-15-2016 and CCTMIS Florida College System FTE report.

An Achieving Institution

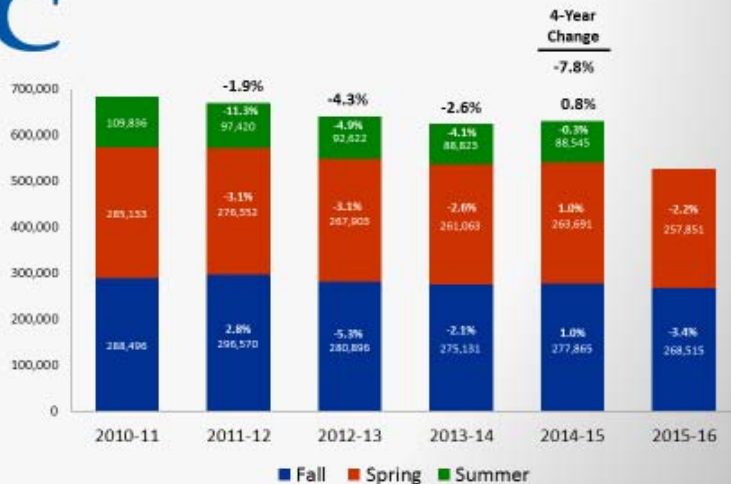
13

College	Upper Division (rank)	Lower Division & Adult Ed (rank)	Total (rank)
Miami Dade	1,925 (2)	51,760 (1)	53,685 (1)
Broward	894 (6)	29,232 (3)	30,126 (2)
Valencia	135 (9)	29,833 (2)	29,967 (3)
<b>St. Petersburg</b>	<b>2,631 (1)</b>	<b>18,153 (7)</b>	<b>20,784 (4)</b>
Hillsborough	0	20,270 (4)	20,270 (5)
Jacksonville	1,394 (3)	18,824 (6)	20,218 (6)
Palm Beach	604 (7)	19,277 (5)	19,881 (7)
Indian River	1,340 (4)	11,970 (9)	13,309 (8)
Seminole State	573 (8)	12,541 (8)	13,113 (9)
Daytona	958 (5)	10,377 (10)	11,334 (10)

## 2014-15 Florida College System FTE Enrollment

Note: FTE = Full Time Equivalent = Total Student Semester Hours/30

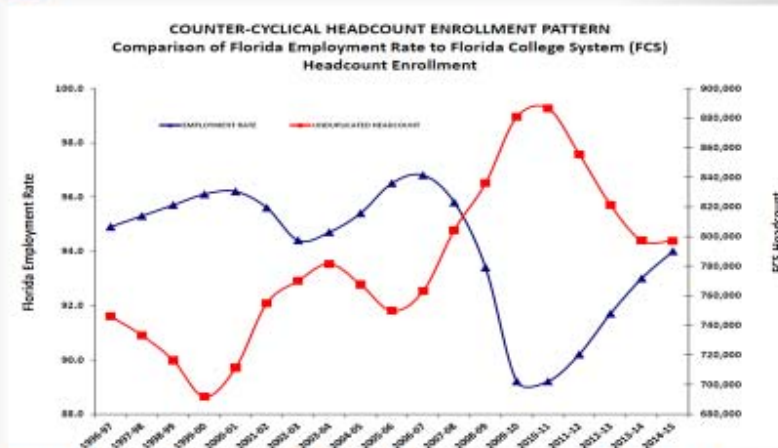
Source: CCTMIS Florida College System FTE report



## Student Semester Hours (SSH) by Academic Year

Source: PSQL, Data Extracted January 12, 2016





## Florida College System Enrollment and Employment Rate

Source: CCTMIS, Florida College System



### Tampa area leads the state in job creation

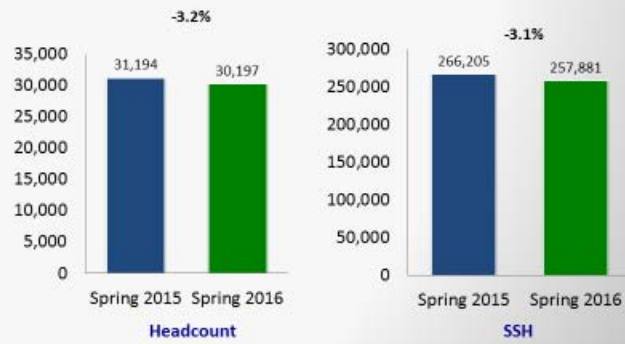
The Tampa, St. Petersburg, Clearwater region led the state of Florida in job creation with 40,500 positions added from November of 2014.

The unemployment rate for the region dropped from 5.7% to 4.6% over the last one year.

## Job Creation in Tampa Area

Publication Date: December 18, 2015.

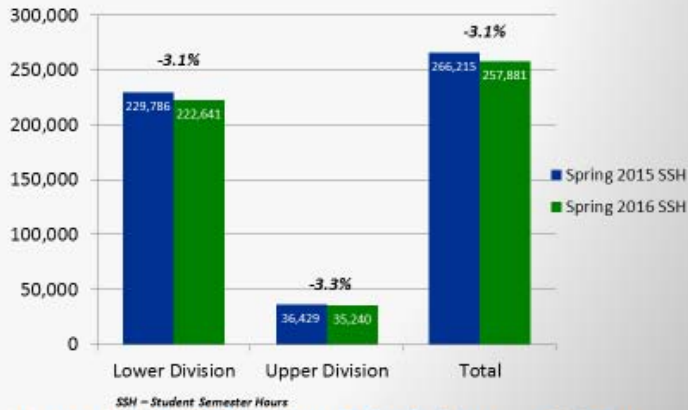




## Opening Day Enrollment

Note: SSH = Student Semester Hours.

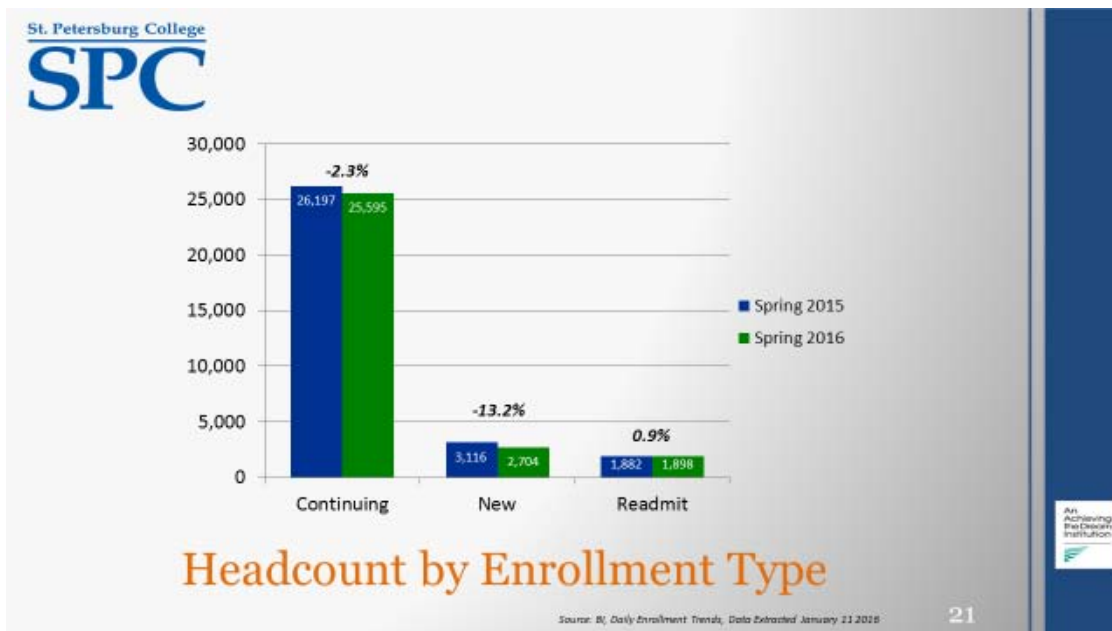
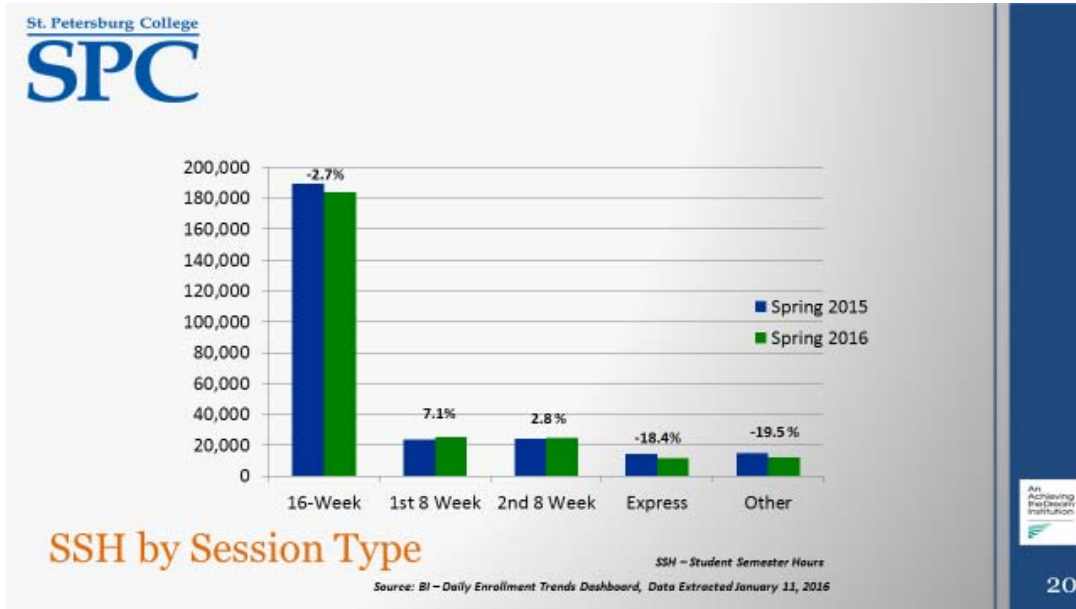
Source: BI, Pulse – Headcount and Enrollment By Day Dashboards, Data Extracted January 11, 2016



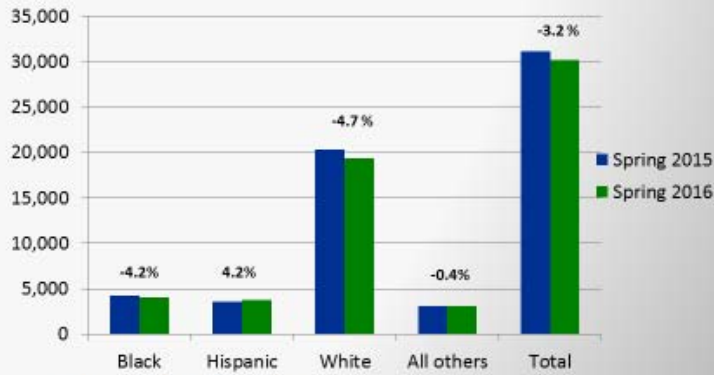
## Lower & Upper Division - SSH

Source: BI, Daily Enrollment Trends, Data Extracted January 21 2016



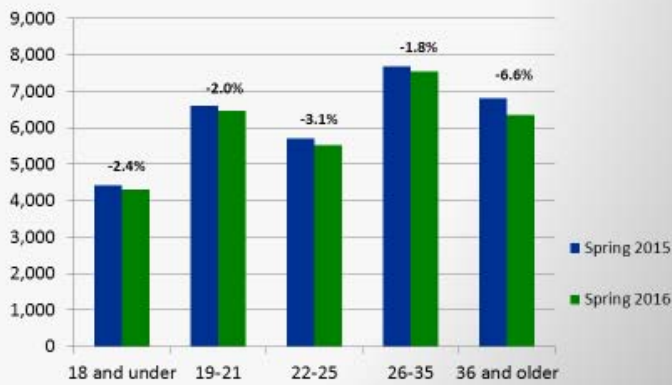






### Headcount by Ethnicity

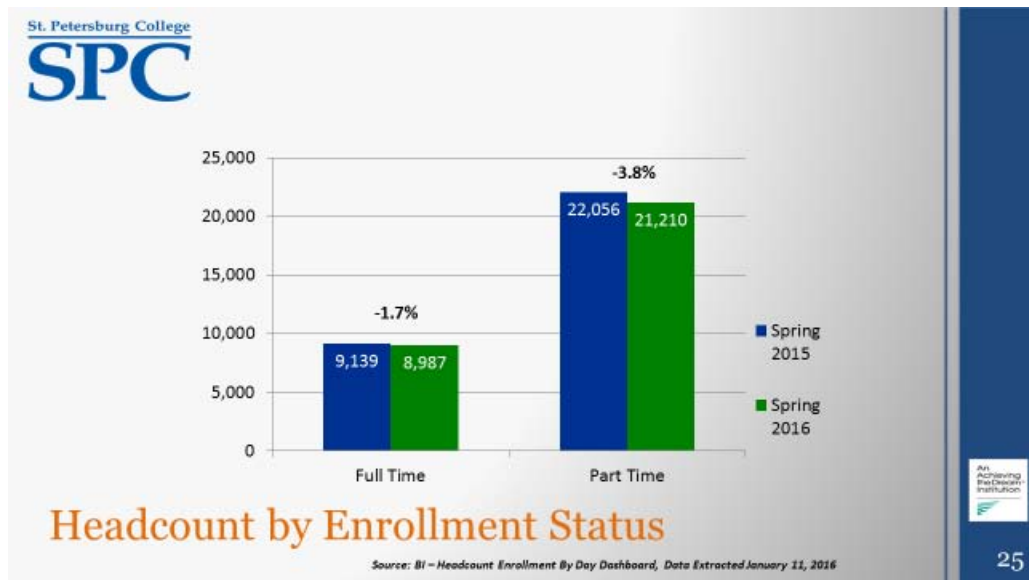
Source: BI - Headcount Enrollment By Day Dashboard, Data Extracted January 11, 2016

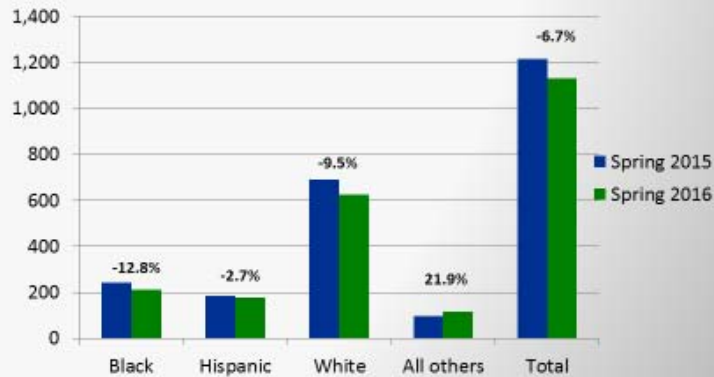


### Headcount by Age

Source: BI - Headcount Enrollment By Day Dashboard, Data Extracted January 11, 2016







## First Time in College

Source: BI - Headcount Enrollment By Day Dashboard, Data Extracted January 11, 2016

## Financial Aid 2015-16 Award Year

- **22,519 students awarded \$150,455,143 million!**
  - Average award package - \$6,397 per year
- **Pell Grant – 16,155 students, \$54.9 million**
  - Average award - \$3,398 per year
- **Scholarships and Waivers – 3,184 students, \$6.5 million**
  - Average award - \$2,041 per year
- **Other grants – 7,385 students, \$7.7 million**
  - Average award - \$1,043 per year
- **Student Loans – 11,655 students, \$80.6 million**
  - Average accepted – \$6,915 per year

data as of 01/11/2016

- Rank 4<sup>th</sup> out of 28 State Colleges in 2014-15
- 3.1% decrease in SSH from Spring 2015
- 4.2% increase in Hispanic students

## Noteworthy Observations



## Questions

## VI – A.2 Fall 2015 Courses Success Rates

St. Petersburg College  
**SPC**

# Fall 2015 Course Success Rates

*Board of Trustees Meeting  
January 19, 2016*

An Achieving  
The Oregon  
Institution

St. Petersburg College  
**SPC**

*The Course Success Rate is the number of A, B, and C letter grades divided by the overall number of grades.*

A, B, C  
A, B, C, D, F, W, WF, I

All Students	Number of Grades	Success Rate
Fall 2013	93,508	76.9%
Fall 2014	93,484	76.6%
Fall 2015	92,542	78.4%

Note: Excludes Pass/Fail Grading basis courses and audits  
Note: Success rates exclude Pass/Fail Grading basis courses and audits.

## Course Success Rates

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 10, 2016

An Achieving  
The Oregon  
Institution

2

St. Petersburg College SPC	Fall 2013	Fall 2014	Fall 2015	Two Year Diff	One Year Diff
FTIC Students	74.6%	68.7%	71.4%	-3.2%	2.7%
Gender					
Male	70.7%	64.1%	66.4%	-4.3%	2.3%
Female	77.8%	72.5%	75.2%	-2.6%	2.7%
Ethnicity					
Black/African American	67.0%	53.3%	57.8%	-9.2%	4.5%
Hispanic/Latino	77.9%	73.6%	68.6%	-9.3%	-5.0%
White	75.2%	70.7%	74.2%	-1.0%	3.5%
Male/Ethnicity					
Black/African American Male	65.1%	47.7%	54.6%	-10.5%	6.9%
Hispanic/Latino Male	72.8%	66.9%	61.1%	-11.7%	-5.8%
White Male	70.7%	66.7%	69.2%	-1.5%	2.5%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

## FTIC Comparison

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 11, 2016.



St. Petersburg College SPC	Fall 2014	Fall 2015	Diff
FTIC Students	61.2%	67.2%	6.0%
Gender			
Male	57.6%	65.1%	7.5%
Female	63.6%	68.7%	5.1%
Ethnicity			
Black/African American	53.2%	58.6%	5.4%
Hispanic/Latino	69.0%	66.8%	-2.2%
White	63.9%	70.2%	6.3%
Male/Ethnicity			
Black/African American Male	47.3%	60.9%	13.6%
Hispanic/Latino Male	59.3%	58.3%	-1.0%
White Male	62.4%	67.6%	5.2%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

## FTIC Developmental Courses

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 10, 2016.



	Fall 2014	Fall 2015	Diff
FTIC Students	65.7%	67.8%	2.1%
Gender			
<i>Male</i>	61.0%	62.1%	1.1%
<i>Female</i>	70.1%	72.3%	2.2%
Ethnicity			
<i>Black/African American</i>	50.4%	55.0%	4.6%
<i>Hispanic/Latino</i>	72.2%	65.6%	-6.6%
<i>White</i>	67.1%	70.6%	3.5%
Male/Ethnicity			
<i>Black/African American Male</i>	45.9%	50.4%	4.5%
<i>Hispanic/Latino Male</i>	65.0%	55.4%	-9.6%
<i>White Male</i>	62.8%	65.2%	2.4%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

## FTIC Gateway Courses

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 20, 2016.

- The overall college has steady increased over the last three Fall terms with a 1.8% increase this last Fall.
- FTIC students had a 2.7% increase this last Fall.
- FTIC students improved course success rates in Developmental Education 6% (Hispanic students were the exception).
- FTIC students improved course success rates in Gateway Courses 2% (Hispanic students were again the exception).

## Noteworthy Observations

- The overall college has steady increased over the last three Fall terms with a 1.8% increase this last Fall.
- FTIC students had a 2.7% increase this last Fall.
- FTIC students improved course success rates in Developmental Education 6% (Hispanic students were the exception).
- FTIC students improved course success rates in Gateway Courses 2% (Hispanic students were again the exception).

## Noteworthy Observations



Questions?

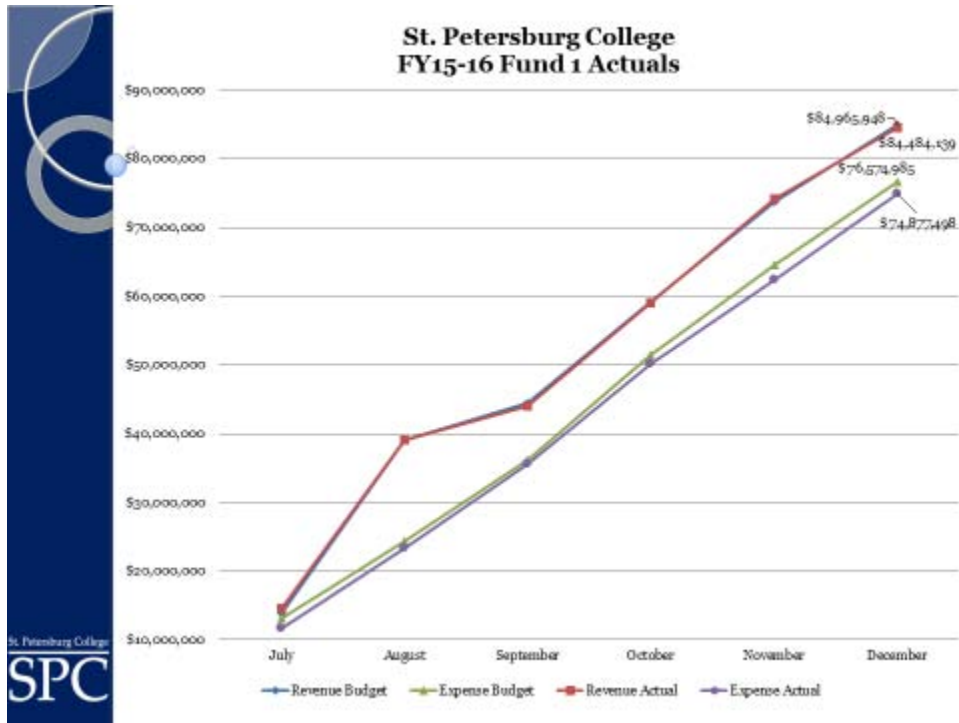


VI – B.1 Monthly Financial Report



St. Petersburg College  
Board of Trustees  
Monthly Financial Report

Janette Hunt  
January 19, 2016





### Revenue Focus

**ST. PETERSBURG COLLEGE**  
FY15-16 OPERATING BUDGET TO ACTUAL REPORTING: July 1 - Dec 31

Revenue	FY15-16 Budget	FY15-16 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
Student Tuition & Out-of-State Fees	\$ 56,498,895	\$ 45,765,559	80%	
State Appropriation - CDF	\$ 54,883,174	\$ 27,548,293	50%	
State Appropriation - Lottery	\$ 14,834,524	\$ -	0%	
Performance Funding	\$ 1,202,209	\$ 571,048	47%	
Operating Cost for New Facilities	\$ 172,604	\$ -	0%	
Learning Support Access Fee	\$ 1,825,819	\$ 1,400,026	76%	
Distance Learning Fee	\$ 3,752,441	\$ 2,894,289	77%	
Technology Fee	\$ 2,815,237	\$ 2,223,501	79%	
Lab Revenue Fees	\$ 1,714,401	\$ 1,518,198	89%	
Industry Certifications	\$ 150,000	\$ -	0%	
Other Revenues	\$ 5,397,200	\$ 2,393,883	44%	
Other Student Fees	\$ 1,822,807	\$ 569,344	35%	
Fund Transfers In	\$ 3,568,839	\$ -	0%	
Revenue Stabilization Reserve	\$ 2,173,009	\$ -	0%	
One-Time Non-Recurring Funds	\$ 2,291,443	\$ -	0%	
<b>Total Revenues - Fund 1x</b>	<b>\$ 152,987,803</b>	<b>\$ 84,484,139</b>	<b>55.2%</b>	<b>55.5%</b>

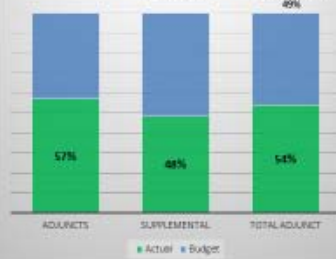
Tuition Revenue Tracking to Budget



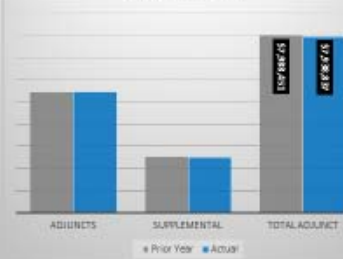
### Expense Focus

Operating Costs	FY15-16 Budget	FY15-16 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
<b>Personnel &amp; Benefits</b>				
Total Personnel & Benefits	\$ 118,154,416	\$ 59,144,478	50.1%	51.1%
<b>Current Expense</b>				
Total Current Expense	\$ 31,771,510	\$ 14,419,731	45.4%	43.1%
<b>Capital Spending</b>				
Total Capital Spending	\$ 3,347,196	\$ 1,313,289	39.2%	73.3%
<b>Total Operating Costs - Fund 1x</b>	<b>\$ 153,273,122</b>	<b>\$ 74,877,498</b>	<b>49.5%</b>	<b>50.0%</b>
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ (285,320)</b>	<b>\$ 9,606,641</b>		

Adjunct Expense Tracking to Budget



Year Over Year Adjunct Expense Comparison



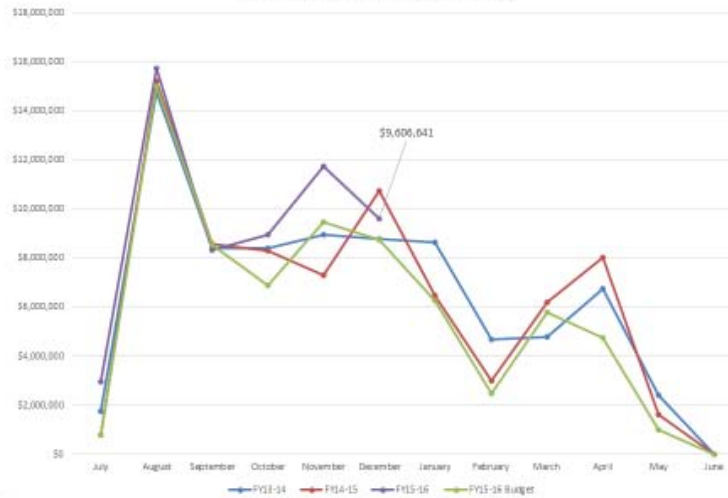


## FY15-16 Spending Plan

- Realigned Spring and Summer schedule and associated instructional costs with projected enrollment (\$933K)
- Hold vacant faculty positions to reduce instructional expense (\$772.5K)
- Hold several administrative vacancies to further reduce personnel expense (\$263K)
- Continue to review areas where spending can be reduced



Operating Budget Fund Balance Trends



## VI – B.2 2016-2017 Operating Budget Calendar Events



St. Petersburg College  
FY16-17 Budget Process Key Dates


Date	Activity
November 23 <sup>rd</sup>	Governor's Budget Released
December 15 <sup>th</sup>	BOT Strategic Workshop
January 12 <sup>th</sup>	Legislative Budget Session Started
January 19 <sup>th</sup>	BOT Confirmation of Strategic Goals
February 8 <sup>th</sup> - 12 <sup>th</sup>	Course Fee Reviews with Deans
February 16 <sup>th</sup>	BOT Update: Revenues
March 3 <sup>rd</sup>	Strategic Budget Presentation Day
March 7 <sup>th</sup> - 11 <sup>th</sup>	College Closed for Spring Break
March 11 <sup>th</sup>	Legislative Budget Session Ends
March 15 <sup>th</sup>	BOT Update: Expenses/Overview of Strategic Budget Request
March 16 <sup>th</sup> - April 6 <sup>th</sup>	Strategic and Executive Committee Prioritizations
April 19 <sup>th</sup>	BOT Update: Budget Draft to Meet Strategic Goals/Faculty and Provost Hiring
May 17 <sup>th</sup>	BOT Budget Approval
June 21 <sup>st</sup>	BOT Budget Confirmation
June 30 <sup>th</sup>	Budget Due to State

## VI – B.3 Budget Strategic Priorities 2016-2017

St. Petersburg College  
**SPC**

### FY16-17 Strategic Priorities

- To develop the **Quality Enhancement Plan** and prepare for accreditation reaffirmation by the Southern Association of Colleges and Schools Commission on Colleges.
- To strengthen **The College Experience** by furthering Smart Start, Early Alert, and Learning Support, and expanding the effectiveness of non-first time in college students.
- To enrich **The Classroom Experience** by sharpening student and faculty focus on the successes and challenges of delivering instruction.
- To facilitate **Learning Beyond the Classroom** by increasing the quantity and quality of student opportunities for academic competition, civic engagement, internships, and travel.
- To enhance **Employee Professional Development** to boost employee commitment, productivity, and satisfaction.



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January 19, 2016

**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:**

<b>HIRE Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Felman, Stephen J	Analyst/Programmer	Admin Info Sys - Development DO	11/30/15-06/30/16
Wright, Michel C	Analyst Programmer	Admin Info Sys - Development DO	01/04/16-06/30/16
Pascua, Elena L	Nursing Skills Facilitator	Nursing HC	11/30/15-06/30/16
Rodak, Dawn A	Associate Provost	SPC-Downtown	01/04/16-06/30/16

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Comeau, Kimberly A	(Acting) Student Success Mgr Chair, Dental Hygiene -	Associate Provost CL	01/04/16-05/04/16
Woods, Katherine A	AS Prog	Dental Hygiene HC	01/04/16-06/30/16
Pawlowski, David J Van	Coord, Tech App Support	Desktop Software Support DO	12/07/15-06/30/16
Nostrand, Thomas M	Coord, Tech App Support	Desktop Software Support DO	12/07/15-06/30/16
Nash, Michael A	Coord, Tech App Support	Desktop Software Support DO	12/07/15-06/30/16
Oliver, Brian D	Coord, Tech App Support Career & Academic	Desktop Software Support DO	12/07/15-06/30/16
Huetson, Linda Jean	Advisor Manager, Marketing	Enrollment Management DO	11/28/15-06/30/16
Gebler, Ashley M	Services	Marketing & Strategic Comm DO	11/28/15-06/30/16
Thomas, Kory B	Program Director II	Physical Therapist Asst HC	11/23/15-06/30/16
Collins, Jody L	Development Officer	Resource Development DO	12/14/15-06/30/16
Carter, Caitlin	Scholarship Manager	Resource Development DO	01/04/16-06/30/16

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>

Murray,Fabre	Sr Administrative Svcs		
Latravia	Assist	Business Technologies CL	11/23/15
Bullock-Smith,Jesse D	Security Officer	Campus Security CL	11/30/15
Gooch,Kelly L	Facilities Specialist	College Construction DO	11/16/15
Lopez,Josiah A	Custodian	Custodial Services CL	12/14/15
Tran,Tinh V	Custodian	Custodial Services SE	12/14/15
Parker,George	Custodial Supervisor	Custodial Services SPG	11/02/15
Rodriguez,Erik	Custodian I	Custodial Services TS	11/16/15
	Administrative Svcs		
Cole,Tammy E	Specialist	Dental Hygiene HC	12/14/15
	Sr Administrative Svcs		
Semones,Sarah	Assist	Facilities Plan & Inst EPISvcs	12/07/15
Kuhn,Christina M	Research Specialist	Institutional Research DO	11/09/15
Custode,Fiore P	Sr Landscaper	Landscape Services CL	11/16/15
Williams,John J	Landscaper	Landscape Services TS	12/07/15
Breier,Michael David	Accounting Support Specialist	Scholarships/Stu Fin Assist DO	11/02/15
	Sr Administrative Svcs		
Buschlen,Sarah L	Assist	Student Support Services SE	11/16/15

<b>TRANSFER/PROMOTION Budgeted Career Service</b>
---

<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Fuchs,Richard C	Lead Custodian	Custodial Services SPG	12/07/15

<b>HIRE Temporary/Supplemental</b>
------------------------------------

<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Gordos,John	Professional Trainer	Corporate Training DO	12/01/15
Morales,Nichole	Professional Trainer	Corporate Training DO	12/01/15
	Instructor, Temporary		
Marinelli,James	Credit	Criminal Justice AC	12/07/15
Wolpert,Thomas H	OPS Career Level 2	Facilities Plan & Inst EPISvcs	12/15/15
Joiner,Daniel E	OPS Professional	Fine & Applied Arts SPG	12/03/15
Indianos,Elizabeth	OPS Professional	Fine & Applied Arts TS	12/05/15
Kantzer,Mark L	OPS Career Level 5	Human Resources EPISvcs	01/04/16
Sciarrino,Ericka	OPS Career Level 5	Learning Resources CL	01/02/16
Koontz,Hadley Christine	General Support	Marketing & Strategic Comm DO	01/04/16
Toth,Andrea F	OPS Career Level 2	Provost AC	11/30/15
Bailey,Sandra G	OPS Career Level 1	Provost SE	11/21/15
Leeks,Dena M	OPS Career Level 1	Provost SE	11/21/15
Thompson,Tamara N	OPS Teaching Asst/Interpreter	Srvcs Spc Students CL	11/23/15

<b>TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Hernandez, Roberto	Faculty	Center for Public Safety Innovation	12/13/15-12/19/15

<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Hernandez, Roberto	Faculty	Center for Public Safety Innovation	12/13/15-12/19/15

The purpose of this trip was to travel to the Central Department of State in El Salvador, San Salvador, to introduce the Community Policing Class #20287.

The benefit to the College is to provide for nationally recognized training programs.

Funded by the Center for Public Safety Innovation Department. Estimated cost to the College is \$2,657.10.

White-Morelli, Nan	Faculty	Communications	12/26/15-01/02/16
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The purpose of this trip was to travel to Park Plaza Riverbank, London, to attend the Second International Conference on Media and Pop Culture as well as various other cultural activities in the city of London in support of my teaching of literature, humanities and interdisciplinary studies at St. Petersburg College.

The benefit to the College is that this conference will examine the ways in which media affects our "daily lives by creating identities, images, and by generally influencing our views." Representations of women in the media and significant topics such as discrimination and human rights will be discussed.

Funded by the Communications Department. Estimated cost to the College is \$1,041.13.

Gilleland, Jean	Faculty	Communications	02/14/16-02/18/16
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The purpose of this trip is to travel to Palocio de Convenciones in Havana, Cuba, and attend the 10th International Higher Education Congress, which will draw professors from around the world, especially the Americas and the Iberian peninsula. The benefit to the College is to represent the College by participating in contemporary debates regarding higher education and promoting its English for Academic Purposes Program to colleagues from the Spanish and Portuguese speaking world.

Funded by the Communications Department. Estimated cost to the College is \$1,747.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology and the Strategic Issues Council Members bringing the actions forward, recommend approval.  
Sw010416

# PROCEDURE

<b>SUBJECT</b>	<b>PROCEDURE: ACQUISITION OF PROFESSIONAL ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL OR SURVEYING AND MAPPING SERVICES</b>	<b>PAGE</b>
		<b>P6.08-1</b>
<b>LEGAL AUTHORITY</b>	<b>P6Hx23-6.08</b>	<b>5/12/14 Revision #14-5</b>

P6Hx23-6.08 PROCEDURE: ACQUISITION OF PROFESSIONAL ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTUAL OR SURVEYING AND MAPPING SERVICES

- I. This Procedure establishes a uniform method for acquiring architectural, engineering, landscape architectural or surveying and mapping professional services as contemplated by Sections 1013.45 and 287.055 of the Florida Statutes, and the State Requirements for Educational Facilities (“SREF”).
- II. The Associate Vice President of Facilities Planning and Institutional Services (“Facilities”) will recommend to the President when acquisition of professional services are advisable, and the President will consider the advice and make a final recommendation to the Board of Trustees (“Board”). The Board will evaluate the recommendation and decide whether to approve the use of such services. If the Board approves the President’s recommendation, Facilities will prepare the Request for Qualifications (“RFQ”), detailing the two-step screening and selection process and the criteria upon which competing firms will be evaluated. The Board will review the RFQ and decide whether to approve its use. If the President or Board determines not to use professional services as anticipated hereunder, Facilities may proceed with advertising the work in any manner it deems appropriate provided the method of advertisement is consistent with Florida Statutes and SREF.
- III. If the Board approves use of the RFQ, Facilities will advertise the RFQ pursuant to Florida Statutes and SREF.
- IV. The Board may select members to serve on the Screening Committee and Selection Team. Members for the Screening Committee may be employees of the College or members of the community. The Screening Committee will consist of no less than five members while the Selection Team will consist of no less than two members to include the College President and a member of the Board.



# PROCEDURE

<b>SUBJECT</b>	<b>PROCEDURE: ACQUISITION OF PROFESSIONAL ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL OR SURVEYING AND MAPPING SERVICES</b>	<b>PAGE</b>
		<b>P6.08-2</b>
<b>LEGAL AUTHORITY</b>	<b>P6Hx23-6.08</b>	<b>5/12/14 Revision #14-5</b>

- V. Each member of the Screening Committee will review RFQ submittals and evaluate each submittal against the criteria referenced in the RFQ. When each member has conducted his or her individual review, the Committee will meet at a publicly noticed, open meeting to collaboratively decide which firms will be short-listed to proceed to the selection phase of the process. The Screening Committee will use a three-envelope system to determine which firms are shortlisted in an unranked order. The short-listing process will focus on excluding the least qualified firms from further consideration. The meeting to determine the short-listed firms will be recorded.
  
- VI. Once the short-list has been developed, the Screening Committee will randomly select the order of interviews of the short-listed firms with the Selection Team. The Associate Vice President of Facilities will contact each of the short-listed firms to advise them of their interview with the Selection Team.
  
- VII. The Selection Team will evaluate each shortlisted firm on the criteria referenced in the RFQ. The Selection Team's evaluation will consist of reviewing submittals and interviewing each firm and the interviews will be recorded. Once all interviews are complete, the Selection Team will submit to the Board, in order of preference based on numerical rankings, the three firms deemed to be the most highly qualified to perform the required services. The submission will be made by the College President to the Board with a recommendation to negotiate with the highest ranking firm.
  
- VIII. When authorized by the Board, the Associate Vice President of Facilities will notify the successful firm of selection and proceed into negotiations. The College will negotiate and enter into a contract for project services at compensation determined to be fair, competitive and reasonable.
  
- IX. Should the College be unable to negotiate a satisfactory contract with the firm deemed most qualified, negotiations with that firm will be formally terminated and the College will proceed to negotiating with the second most qualified firm. Should the College be unable

to negotiate a satisfactory contract with the second most qualified firm, the College will proceed to negotiating with the third most qualified firm. Should the College be unable to negotiate a satisfactory contract with any of the selected firms, additional firms will be selected in accordance with law. The College reserves the right to determine not to proceed with the project.

- X. Upon completion of negotiations, the proposed contract will be presented for approval by the Board, which has exclusive authority for the final award decision.

History: 8/21/01. Filed – 8/21/01. Effective – 8/21/01; 12/7/09. Filed – 12/7/09. Effective – 12/7/09; 5/12/14. Filed – 5/21/14. Effective 5/12/14.

# PROCEDURE

<b>SUBJECT</b>	<b>PROCEDURE: ACQUISITION OF CONSTRUCTION MANAGEMENT SERVICES</b>	<b>PAGE</b>
		<b>P6.12-1</b>
<b>LEGAL AUTHORITY</b>	<b>P6Hx23-6.12</b>	<b>5/12/14 Revision #14-5</b>

P6Hx23-6.12    PROCEDURE: ACQUISITION OF CONSTRUCTION MANAGEMENT SERVICES

- I.        This Procedure establishes a uniform method for acquiring construction management services as contemplated by Sections 1013.45 and 287.055 of the Florida Statutes, and the State Requirements for Educational Facilities (“SREF”).
  
- II.        The Associate Vice President of Facilities Planning and Institutional Services (“Facilities”) will recommend to the President when acquisition of construction management services are advisable, and the President will consider the advice and make a final recommendation to the Board of Trustees (“Board”). The Board will evaluate the recommendation and decide whether to approve the use of such services. If the Board approves the President’s recommendation, Facilities will prepare the Request for Qualifications (“RFQ”), detailing the two-step screening and selection process and the criteria upon which competing firms will be evaluated. The Board will review the RFQ and decide whether to approve its use. If the President or Board determines not to use construction management services, Facilities may proceed with advertising the work in any manner it deems appropriate provided the method of advertisement is consistent with Florida Statutes and SREF.
  
- III.        If the Board approves use of the RFQ, Facilities will advertise the RFQ pursuant to Florida Statutes and SREF.
  
- IV.        The Board may select members to serve on the Screening Committee and Selection Team. Members for the Screening Committee may be employees of the College or members of the community. The Screening Committee will consist of no less than five members while the Selection Team will consist of no less than two members to include the College President and a member of the Board.
  
- V.        Each member of the Screening Committee will review RFQ submittals and evaluate each submittal against the criteria referenced in the RFQ. When each member has conducted his or her individual review, the committee will meet at a publicly noticed, open meeting to collaboratively decide which firms will be short-listed to proceed to the

selection phase of the process. The Screening Committee will use a three-envelope system to determine which firms are shortlisted in an unranked order. The short-listing process will focus on excluding the least qualified firms from further consideration. The meeting to determine the short-listed firms will be recorded.

- VI. Once the short-list has been developed, the Screening Committee will randomly select the order of interviews of the short-listed firms with the Selection Team. The Associate Vice President of Facilities will contact each of the short-listed firms to advise them of their interview with the Selection Team.
- VII. The Selection Team will evaluate each shortlisted firm on the criteria referenced in the RFQ. The Selection Team's evaluation will consist of reviewing submittals and interviewing each firm and the interviews will be recorded. Once all interviews are complete, the Selection Team will submit to the Board, in order of preference based on numerical rankings, the three firms deemed to be the most highly qualified to perform the required services. The submission will be made by the College President to the Board with a recommendation to negotiate with the highest ranking firm.
- VIII. When authorized by the Board, the Associate Vice President of Facilities will notify the successful firm of selection and proceed into negotiations. The College will negotiate and enter into a contract for project services at compensation determined to be fair, competitive and reasonable.
- IX. Should the College be unable to negotiate a satisfactory contract with the firm deemed most qualified, negotiations with that firm will be formally terminated and the College will proceed to negotiating with the second most qualified firm. Should the College be unable to negotiate a satisfactory contract with the second most qualified firm, the College will proceed to negotiating with the third most qualified firm. Should the College be unable to negotiate a satisfactory contract with any of the selected firms, additional firms will be selected in accordance with law. The College reserves the right to determine not to proceed with the project.

- XI. Upon completion of negotiations, the proposed contract will be presented for approval by the Board, which has exclusive authority for the final award decision.

History:

Adopted - 8/21/01. Filed – 8/21/01. Effective – 8/21/01; 5/12/14. Filed – 5/12/14. Effective 5/12/14.

# PROCEDURE

<b>SUBJECT</b>	<b>PROCEDURE: ACQUISITION OF PROFESSIONAL SERVICES WITH DESIGN-BUILD FIRMS</b>	<b>PAGE</b>
		<b>P6.13-1</b>
<b>LEGAL AUTHORITY</b>	<b>P6Hx23-6.13</b>	<b>5/12/14 Revision #14-5</b>

P6Hx23-6.13 PROCEDURE: ACQUISITION OF PROFESSIONAL SERVICES WITH DESIGN-BUILD FIRMS

- I. This Procedure establishes a uniform method for acquiring professional services as contemplated by Sections 1013.45 and 287.055 of the Florida Statutes, and the State Requirements for Educational Facilities (“SREF”).
  
- II. The Associate Vice President of Facilities Planning and Institutional Services (“Facilities”) will recommend to the President when acquisition of professional services with design-build firms are advisable, and the President will consider the advice and make a final recommendation to the Board of Trustees (“Board”). The Board will evaluate the recommendation and decide whether to approve the use of such services. If the Board approves the President’s recommendation, Facilities will prepare the Request for Qualifications (“RFQ”), detailing the two-step screening and selection process and the criteria upon which competing firms will be evaluated. The Board will review the RFQ and decide whether to approve its use. If the President or Board determines not to use construction management services, Facilities may proceed with advertising the work in any manner it deems appropriate provided the method of advertisement is consistent with Florida Statutes and SREF.
  
- III. If the Board approves use of the RFQ, Facilities will advertise the RFQ pursuant to Florida Statutes and SREF.
  
- IV. The Board may select members to serve on the Screening Committee and Selection Team. Members for the Screening Committee may be employees of the College or members of the community. The Screening Committee will consist of no less than five members while the Selection Team will consist of no less than two members to include the College President and a member of the Board.

- V. Each member of the Screening Committee will review RFQ submittals and evaluate each submittal against the criteria referenced in the RFQ. When each member has conducted his or her individual review, the Committee will meet at a publicly noticed, open meeting to collaboratively decide which firms will be short-listed to proceed to the selection phase of the process. The Screening Committee will use a three-envelope system to determine which firms are shortlisted in an unranked order. The short-listing process will focus on excluding the least qualified firms from further consideration. The meeting to determine the short-listed firms will be recorded.
- VI. Once the short-list has been developed, the Screening Committee will randomly select the order of interviews of the short-listed firms with the Selection Team. The Associate Vice President of Facilities will contact each of the short-listed firms to advise them of their interview with the Selection Team.
- VII. The Selection Team will evaluate each shortlisted firm on the criteria referenced in the RFQ. The Selection Team's evaluation will consist of reviewing submittals and interviewing each firm and the interviews will be recorded. Once all interviews are complete, the Selection Team will submit to the Board, in order of preference based on numerical rankings, the three firms deemed to be the most highly qualified to perform the required services. The submission will be made by the College President to the Board with a recommendation to negotiate with the highest ranking firm.
- VIII. When authorized by the Board, the Associate Vice President of Facilities will notify the successful firm of selection and proceed into negotiations. The College will negotiate and enter into a contract for project services at compensation determined to be fair, competitive and reasonable.
- IX. Should the College be unable to negotiate a satisfactory contract with the firm deemed most qualified, negotiations with that firm will be formally terminated and the College will proceed to negotiating with the second most qualified firm. Should the College be unable to negotiate a satisfactory contract with the second most qualified firm, the College will proceed to negotiating with the third most qualified firm. Should the College be unable to negotiate a satisfactory contract with any of the selected firms, additional firms will be selected in accordance with law. The College reserves the right to determine not to proceed with the project.

- X. Upon completion of negotiations, the proposed contract will be presented for approval by the Board, which has exclusive authority for the final award decision.

History: Adopted– 11/15/11. Effective – 11/15/11; 5/12/14. Filed – 5/12/14. Effective – 5/12/14.



January 19, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Selection for Construction Management At Risk Services for Renovations for Career and Academic Advising Center, Seminole Campus

**Authorization is requested to approve the selection for Construction Management At Risk Services for Renovations for Career and Academic Advising Center, Seminole Campus.**

This project involves the design and renovation of the Career and Academic Advising Center, Seminole Campus. The square footage is approximately 15,000 square feet encompassed inside the University Partnership building.

The College received six (6) submittals. The Screening Committee shortlisted three firms and those firms made presentations to the Selection Team on January 6, 2016. The Selection Team, comprised of Catherine Kennedy, Associate Vice President, University Partnership Center; and Mark Strickland, Provost of the Seminole Campus, interviewed these firms and ranked the firms in the following order:

1. A. D. Morgan Corporation
2. J. Kokolakis Contracting, Inc.
3. Lema Construction

Authorization is specifically requested for the following:

- To approve the Selection Team's recommendation and to proceed with contract negotiations with the #1 ranked firm;
- Should the negotiations not result in a satisfactory contract deemed to be fair, competitive and reasonable, negotiations will be undertaken with the second most qualified firm and thereafter, if necessary, with the third.

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

VI – 2c Update of Ongoing Capital Projects

**SPC** St. Petersburg College

# Large Capital Project Update

**SPC** St. Petersburg College Facilities Planning and Institutional Services

**SPC** St. Petersburg College

## Bay Pines

Location



East Elevation



**SPC** St. Petersburg College Facilities Planning and Institutional Services

## Bay Pines

- 10,000+ Square feet
- Guaranteed Maximum Price: \$3.95M
- Completion date: Fall 2016

## Clearwater Joint-Use Library



View from Drew Street

College Library Space



# SPC St. Petersburg College

## Clearwater Joint-Use Library

- ~ 42,000 Square feet
- Project Budget \$15M
- Completion date: Summer 2017

VI – D.1 Baccalaureate Education at SPC

## Update: Baccalaureate Education at SPC

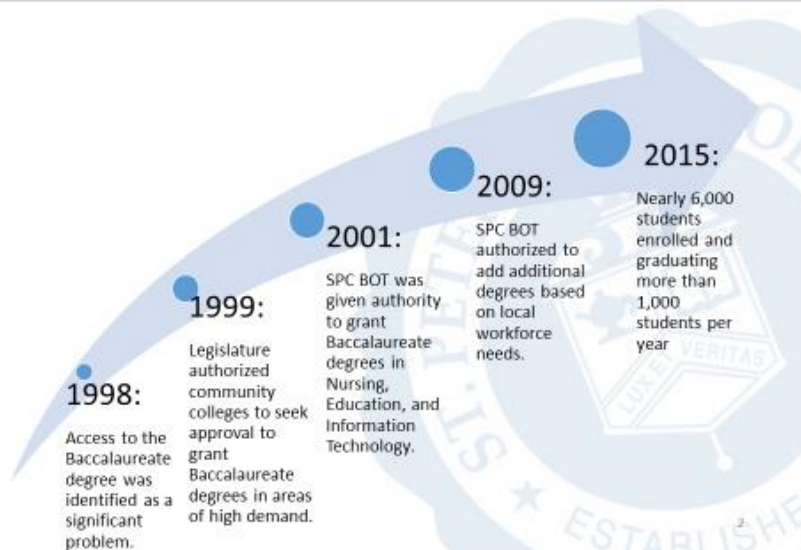
*Djuan Fox, Coordinator, Special Projects*

*SPC Board of Trustees – January 19, 2016*

**SPC** St. Petersburg College  
INSTRUCTION AND ACADEMIC PROGRAMS

## Baccalaureate History

**SPC** St. Petersburg College  
INSTRUCTION AND ACADEMIC PROGRAMS



## Growth of Baccalaureate

SPC St. Petersburg  
College  
RETENTION AND ACADEMIC  
PROGRAMS

	2002 – 2003	2014 – 2015
Programs	3	22
Enrolled	648	5,897
% of Total Enrollment	1.9%	12.9%
Graduates	9	1,160
% of Total Graduates	0.3%	17.3%

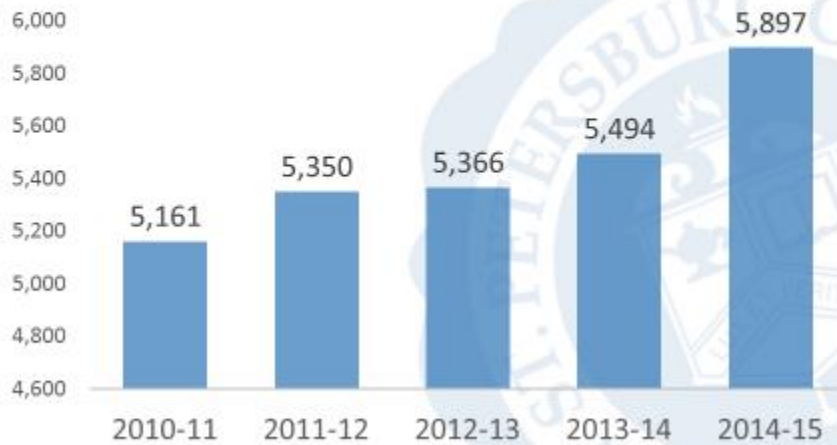
Source: SPC Pulse BI, Data Extracted 1/10/16

## Current Programs – 22 Total

SPC St. Petersburg  
College  
RETENTION AND ACADEMIC  
PROGRAMS

College/Department/School	BS/BAS Programs
College of Business	Business Administration, International Business, Management & Org. Leadership, Sustainability Management
College of Computer and Information Technology	Technology Development & Management
College of Education	7- Teacher Certifications 1 – Non-teacher Certification
College of Health Sciences	Health Services Administration, Dental Hygiene, Orthotics and Prosthetics
College of Nursing	RN-BSN Nursing
College of Public Safety	Public Safety Administration
Natural Science Department	Biology
School of Policy and Legal Studies	Paralegal Studies, Public Policy and Admin.
School of Veterinary Technology	Veterinary Technology

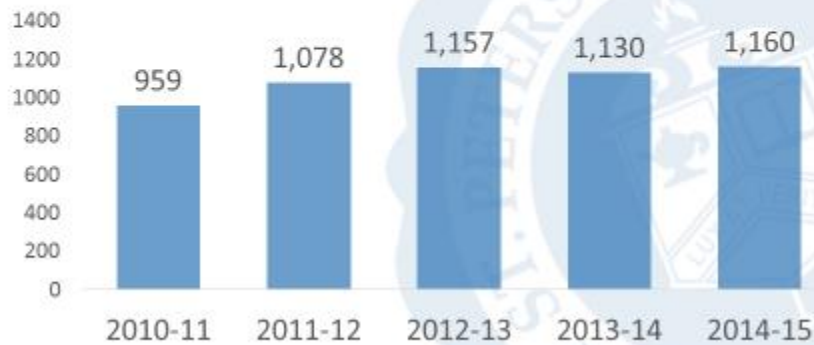
## 5 - Year Enrollment Trend



Source: SPC Pulse BI, Data Extracted 1/10/16

## 5 - Year Graduation Trend

- SPC has produced **8,721** baccalaureate graduates since inception
- Over 1,000 SPC graduates a year which leads the other 22 state colleges who have Baccalaureate Programs



Source: SPC Pulse BI, Data Extracted 1/10/16

## 2012-13 Student Outcomes

College	Number Completed	Number Continued Education	Percent Continued Education	Number Employed	Percent Employed	Estimated Average Annual Full-Time Wage
<b>St. Petersburg College</b>	<b>1,157</b>	<b>122</b>	<b>10%</b>	<b>889</b>	<b>76%</b>	<b>\$52,144</b>
Miami Dade College	817	89	10%	662	81%	\$50,208
Florida State College at Jacksonville	533	40	7%	406	76%	\$46,348
Indian River State College	432	46	10%	346	80%	\$41,680
Daytona State College	400	27	6%	299	74%	\$39,488
Broward College	348	24	6%	276	79%	\$48,984
Edison State College	345	29	8%	292	84%	\$50,316
Palm Beach State College	214	27	12%	167	78%	\$43,532

Source: The Florida College System, 2012-13 Student Outcomes Smart Choices

## Student Profile

Fall 2015

- 4,371 Headcount Enrollment
- Older: 35.7% are 36 or older
- Part-Time : 67.8% (Avg.=8.1 CHs)
- Female: 65.4%
- Diversity: 72.3% White; 9.1% Black/African American; and 9.8% Hispanic/Latino
- Online Only: 60.1% of students
- New Students: 243 students were 'new' to SPC

Source: SPC Pulse BI, Data Extracted 1/10/16



- Moratorium – Senate Bill 1148

*“Restricted the State Board of Education...from approving any new baccalaureate degrees before May 31, 2015. No special exceptions allowed.”*


- Reviewed the current state of baccalaureate programs
- Revised *Annual Baccalaureate Accountability Reports*
- Developed guidelines for new degree program development
- Letter of Intent – January 2014 BOT Approved



January 19, 2016

**M E M O R A N D U M**

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

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

**SUBJECT:** BAS Orthotics & Prosthetics

**Approval is sought to discontinue the BAS Orthotics & Prosthetics (ORTHO-BAS) Program, based on the following factors.**

During the past five years, the BAS Orthotics & Prosthetics program has experienced decreasing enrollment as employment demand in the Tampa Bay area and Florida has diminished, and the credentialing requirements within the profession have changed. The admission goal of 24 students per year has not been achieved for the past four years, with admissions declining each year.

This proposal does not impact our AS Orthotics & Prosthetics program, established in 2014, which prepares our students for a career as an Orthotics and Prosthetics Technician. Additionally, graduates of our AS Orthotics and Prosthetics program have the opportunity to pursue our BAS – Human Services Administration degree if they so choose. Included in this packet are a summary of the events of the past four years, the program's viability report, admissions data, enrollment data, job market information, an explanation of the Memoranda of Understanding with Florida State University and Florida International University allowing our graduates to earn their Master's degrees, and a close-out timeline. To ensure a smooth closure of the program, communication plans have been developed for students, staff, advisory committee members, and the community. Students currently enrolled in the program have individualized plans for program completion and are assigned a dedicated advisor.

Dr. Anne Cooper, Sr. Vice President of Academic and Student Affairs; Dr. Eric Carver, Interim Provost Health Education Center; and Dr. Richard Flora, Dean Veterinary Technology and Health Programs, recommend the discontinuation of the BAS Orthotics & Prosthetics (ORTHO-BAS) Program.

Attachment  
Rf119163

## **Background**

The B.A.S. – Orthotics and Prosthetics program at St Petersburg College was established in 2005 in response to requests from local orthotics and prosthetics interests. At that time a baccalaureate degree in orthotics and prosthetics was required in order to be credentialed as an O&P Practitioner.

In 2012 The National Commission on Orthotic and Prosthetic Education (NCOPE) changed the educational credentialing requirement for an Orthotic and/or Prosthetic practitioner from a baccalaureate degree to a master's degree. No input from any Orthotics and Prosthetics program, including St Petersburg College, was sought as the change was being considered or implemented. As a result of this change, baccalaureate degreed graduates were no longer able to become a practitioner but were required to articulate into and complete a master's degree program. Initially the master's degree program that articulated with our BAS O&P graduates was the Florida State University College of Engineering's MA - Industrial Engineering program. Subsequently, NCOPE required the master's degree programs to agree to sponsor the baccalaureate programs in order for the baccalaureate programs to be accredited by NCOPE. FSU is not willing to serve in the role as the sponsor for our BAS program.

A new Memorandum of Understanding is in the final stages of approval with Florida International University's master's degree program in Engineering Management with a specialization in O&P to replace FSU, which will allow our baccalaureate graduates to continue to earn their master's degree in order to meet the credentialing requirements to become a practitioner if they so desire.

At the same time the change in credentialing requirements to become an O&P Practitioner were instituted, NCOPE also established the credentialing requirements to become an Orthotics & Prosthetics Technician. An associate degree in Orthotics & Prosthetics is the academic credential now required for the O&P technician.

Also contributing to the decline in enrollment is the unregulated state of the profession. Currently 35 states do not require licensure to practice as an orthotist or prosthetist.

As a result of these changes, the baccalaureate degree is no longer required for any credentialed professional in the field of Orthotics and Prosthetics. This change has resulted in the dramatic drop in enrollment seen in the BAS program as reflected in the enrollment information provided in below.

VI – D.2 Program Changes, Orthotics and Prosthetics

St. Petersburg College  
**SPC**

## BAS Orthotics and Prosthetics Program

Richard Flora  
Dean, Veterinary Technology and Health Programs

*January 2016*  
*Board Of Trustees Meeting*

An Achieving Institution

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St. Petersburg College  
**SPC**

## Background

- 2005 – SPC BAS–Orthotics & Prosthetics program established
- 2012 - National Commission on Orthotic and Prosthetic Education (NCOPE) changed Orthotic and/or Prosthetic practitioner to a master’s degree
  - Certification established for Orthotics & Prosthetics Technician - Associate’s degree
- 2014 – SPC AS Orthotics & Prosthetics program established

January 19, 2016

An Achieving Institution

69

## Program Results

- Enrollment for Baccalaureate Program

Year	2011	2012	2013	2014	2015
Total Enrollment	53	43	44	36	23

Source: SPC Business Intelligence

- Enrollment for Associates Program

Year	2014	2015
Total Enrollment	6	30

Source: SPC Business Intelligence

- Florida Job Outlook 2012-2022

	Annual % Growth	Annual Positions
Practitioners	8	10
Technicians	7	30

Source: US Bureau of Labor Statistics

## Recommendation

- Discontinue BAS-Orthotics & Prosthetics program
- Continue AS-Orthotics & Prosthetics program
  - Prepare students for Orthotics & Prosthetics Technician
  - Option to enter BAS-Health Services Administration program


## Teach-Out Timeline for Baccalaureate Students

- 10 students - complete Spring 2016
- 13 students - complete Spring 2017
- Florida International University –  
transfer institution agreement  
– Accommodate students – Master’s degree

January 19, 2016

**MEMORANDUM**

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

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

**SUBJECT: Sustainability of Florida TRADE Consortium**

**Approval is sought to implement a sustainability plan for the continuation of the Florida TRADE Consortium.**

The Florida TRADE Consortium is a team of 15 state and community colleges across the state of Florida. SPC is the lead college in the consortium. In 2012, the Consortium received a Department of Labor (DOL) grant to develop and deliver accelerated technical training programs that lead to industry certifications, articulated credits toward academic degrees, and jobs in advanced manufacturing. The DOL grant expires on 9/30/16 and the Consortium would like to continue the programs and services offered by FL TRADE after the grant expires. The sustainability plan includes the development of a 501-C direct-support organization under the direction and leadership of St. Petersburg College and requires the support of all stakeholders (colleges, manufacturers, career source boards, and regional manufacturing associations).

Anne Cooper, Senior Vice President, Instruction and Academic Programs; John Chapin, Dean of Natural Science, recommend moving forward on this plan.

VI – E. 1 Florida TRADE Sustainability Plan



## Sustaining the FLORIDA TRADE CONSORTIUM

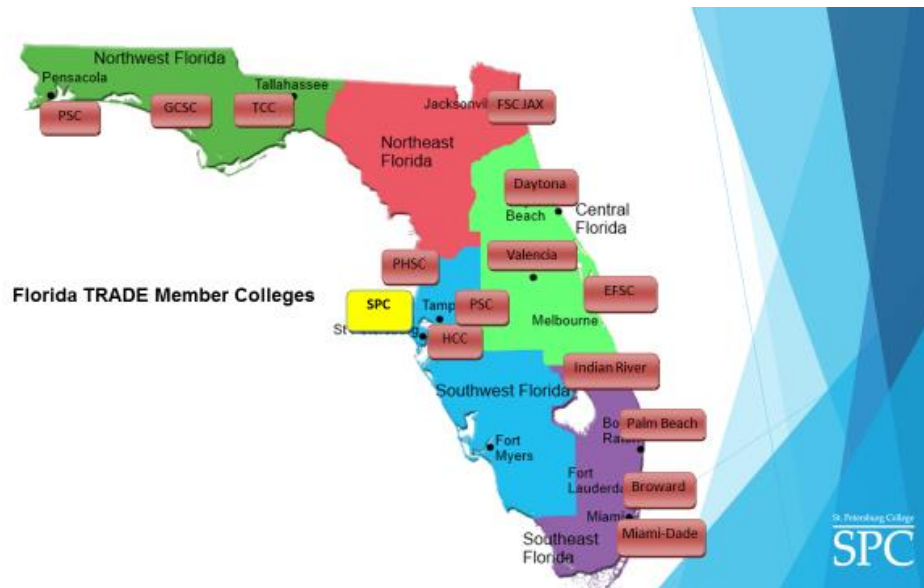
Dr. Gary Graham - Director: FL TRADE Consortium  
graham.gary@spcollege.edu  
727-791-2478



42 15 State and Community Colleges  
CareerSource Florida and Local CareerSource Boards  
Business and Manufacturing Associations  
Economic Development Organizations  
K-12 School Districts and Technical Schools  
Non-Profits and Other Community Partners







## Department of Labor - TAACCCT Grant

- Awarded to Florida TRADE - 2012
  - Provide educational programs, training, services to:
    - Florida workers who have lost their job as a result of foreign trade
    - Unemployed workers
    - Veterans
    - Incumbent workers
    - Students

## Florida TRADE's Mission

- Develop and deliver accelerated (4-6 months) technical training programs that upon completion will allow participants to:
  1. Upgrade current skills and knowledge
  2. Learn new skills
  3. Gain industry-recognized technical certifications
  4. Earn academic credits toward college degrees
  5. Procure employment in advanced manufacturing

St. Petersburg College  
SPC

## State-Wide Performance Metrics - 9/30/15

Training		
Program Completers	2019	
Incumbent Workers Trained	1114	55%
Certifications Earned	1807	89%
Students Completing Credit Hours	703	35%

Outreach / Recruitment	Students Enrolled	
Female Participation	624	17%
Minority Participation	1549	43%
Veterans	529	15%

Placements	Through 12/31/15	Placement Rate
Intern/Job Placements	714	73%

St. Petersburg College  
SPC



## What Do We Sustain?

- FL TRADE Brand
- FL TRADE Vision
- FL TRADE Mission
- FL TRADE Core Values
- **FL TRADE Partnerships**
- **FL TRADE Manufacturing Programs and Services**

St. Petersburg College  
SPC

## How Do We Sustain?

- **FL TRADE Advanced Manufacturing Consortium (FTAMC)**
  - Organize as a 501 C3 “direct-support organization” under the direction and leadership of SPC
  - Have developed a Sustainability Plan and are seeking Board approval to move forward with the implementation of the plan.

St. Petersburg College  
SPC

**QUESTIONS?**



## VII – A. Tarpon Springs Land Sale

St. Petersburg College  
**SPC**

### Tarpon Springs Campus Land Sale Update

- 2014 Contract with Del Lago Ventures, Inc. (will be assigned to RaceTrac Petroleum, Inc.)
- 0.9 acres at corner of US 19 and Klosterman Rd.
- Contract price: \$550k
- Amended price: \$540k
- Closing date: Jan. 21, 2016
- Construction date: April 2016

An Achieving  
The Dream  
Institution

86

St. Petersburg College  
**SPC**

### RaceTrac Purchase




An Achieving  
The Dream  
Institution

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January 19, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** The Honor Society of Phi Kappa Phi – Excellence in Innovation Award

**Confirmation is sought for an application that was submitted, subject to Board of Trustees' approval, to The Honor Society of Phi Kappa Phi, by St. Petersburg College for the Excellence in Innovation award competition. Permission is also sought to accept an estimated \$100,000 in unrestricted funds, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the award.**

St. Petersburg College has submitted an application to The Honor Society of Phi Kappa Phi (Phi Kappa Phi) Excellence in Innovation award competition. Phi Kappa Phi is seeking to recognize colleges and universities for their achievement in finding powerful answers to important local, regional, national and global challenges through the presentation of this award. This biannual competition promotes the identification and distribution of best practices, while recognizing one institution of higher learning for the use of innovative and substantive solution to achieve meaningful and measurable outcomes that improve the lives of others and create systemic large-scale change.

Having already been recognized on a state and national level, SPC chose to submit the College's Academic Pathways Initiative for this award competition. SPC's application will highlight three distinct innovations within the College's Academic Pathways Initiative: 1) college-wide implementation; 2) integrated wraparound supports; and 3) imbedded stackable industry certifications. If selected as a semifinalist, SPC will then be invited to provide a portfolio of evidence that demonstrates the impact of this initiative such as visuals of the developed pathways for academic programs, the College's Academic Pathway video and year-to-year tracking of degree completion and attainment.

The winning institution will receive a \$100,000, as an unrestricted gift, to be used for the benefit of the institution over an unspecified period of time.


Anne Cooper, Senior Vice President, Instruction and Academic Programs; Jesse Coraggio, Associate Vice President, Institutional Effectiveness, Research & Grants; and Suzanne L. Gardner, General Counsel, recommend approval.

ks1211151

January 19, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Amendment #3 to the Lease Agreement between St. Petersburg College and Pinellas County Osteopathic Medical Society for a Lease of Office Space at the District Office

**Authorization is requested to execute Amendment #3, which extends the lease agreement between St. Petersburg College and Pinellas County Osteopathic Medical Society for an additional 12 months. This authorization also includes authority for the President to enter into any renewals of the foregoing lease under the same terms and conditions.**

On January 20, 2010, the Board approved a lease agreement between St. Petersburg College and the Pinellas County Osteopathic Medical Society. Amendment #1 was approved on February 22, 2011 and extended this lease agreement for an additional five (5) year term. Amendment #2 changed the invoice dates to align with the College's Fiscal year.

Amendment #3 will extend this lease agreement for additional one (1) year term. The other terms and conditions will 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, recommend approval.

Attachment



## EXHIBIT A

Pinellas County Osteopathic Medical Society  
 Attn: Kenneth Webster, Ed D.  
 P. O. Box 13489  
 St. Petersburg, FL 33733

DESCRIPTION OF SERVICES PROVIDED: For lease of space at St. Petersburg College District Office.

**FY 02/01/16 – 06/30/16**

Base Rent – 661 sq. ft. x \$11.95/12 months * 5 months	\$3,291.25
7% Applicable Sales Tax	\$ 230.39
<b>Total Annual Rent/Fees:</b>	<b>\$3,521.64</b>

**FY 07/01/16 – 01/31/2017 (Reflects 3% increase, once the May Consumer Price Index is available, there may be an additional increase, but no more than 6%.)**

Base Rent – 661 sq. ft. x \$12.31/12 months * 7 months	\$4,746.56
7% Applicable Sales Tax	\$ 332.26
<b>Total Annual Rent/Fees:</b>	<b>\$5,078.82</b>

**Invoice Schedule**

Duration	Due Date	Amount Due
02/01/2016 – 03/31/2016	03/31/2016	\$ 1,408.65
04/01/2016 – 06/30/2016	06/30/2016	\$ 2,112.99
07/01/2016 – 09/30/2016	09/30/2016	\$ 2,176.64
10/01/2016 – 12/31/2016	12/31/2016	\$ 2,176.64
01/01/2017 – 01/31/2017	01/31/2017	\$ 725.54
	<b>Total:</b>	<b>\$ 8,600.46</b>

**THIRD AMENDMENT TO LEASE AGREEMENT  
BETWEEN  
ST. PETERSBURG COLLEGE  
AND  
PINELLAS COUNTY OSTEOPATHIC MEDICAL SOCIETY, INCORPORATED**

**THIS THIRD 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 Pinellas County Osteopathic Medical Society, Incorporated, a non-profit Florida corporation, whose mailing address is P.O. Box 2025, Largo, Florida 33779 (“PCOMS”).

WITNESSETH:

**WHEREAS**, the College and PCOMS did enter into that certain Lease Agreement dated January 20, 2010 whereby the College leased to PCOMS a portion of the premises located at the St. Petersburg College District Office, located at 6021 142<sup>nd</sup> Ave., Clearwater, Florida, 32760 (“District Office”), and that First Amendment executed by the College on February 24, 2011, and that Second Amendment executed by the College on June 24, 2011, (hereinafter, the “Agreement”); and

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

**WHEREAS**, the Parties wish to extend the Agreement for one year; and

**WHEREAS**, the Parties wish to revise the payment schedule for the renewal period;

**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 Lease Agreement is hereby extended for an additional year commencing February 1, 2016 and ending January 31, 2017.

3. **BASE RENT:**

The Base Rent for the period commencing February 1, 2016 and ending on June 30, 2016 shall be due and payable in installments based upon the following schedule:

Period	Due Date	Amount
Feb. 1 - Mar. 31, 2016	March 31, 2016	\$1,408.65
Apr. 1 – June 30, 2016	June 30, 2016	\$2,112.99
<b>Total Rent/Fees for Period</b>		<b>\$3,521.64</b>

The Base Rent for the period commencing July 1, 2016 and ending on January 31, 2017 shall be due and payable in installments based upon the following schedule:

Period	Due Date	Amount
July 1 – Sept. 30, 2016	Sept. 30, 2016	\$2,176.64
Oct. 1 – Dec. 31, 2016	Dec. 31, 2016	\$2,176.64
Jan. 1 – Jan. 31, 2017	Jan. 31, 2017	\$ 725.54
<b>Total Rent/Fees for Period</b>		<b>\$5,078.82*</b>

Additional details regarding the Base Rent and Invoice Schedule are as reflected on Exhibit A attached hereto.

4. **BASE RENT ADJUSTMENT:** The Base Rent for the period commencing on July 1, 2016 and continuing through January 31, 2017 above reflects a 3% increase from the prior rental adjustment period ending June 30, 2016. Once the May Consumer Price Index is available, this amount\* may be further increased; however, any increase in the Base Rent shall be capped at six percent (6%) over the Base Rent at the prior Rental Adjustment Date.

Both the College and PCMOS agree that if the May CPI has not been determined when the July – September rental payment is due, PCMOS will pay rent in the amount of \$2,176.64 until the May CPI has been determined, and then PCMOS shall pay any difference to College upon demand and thereafter pay the newly determined rent.

- 5. **RATIFICATION:** The parties hereby reaffirm their rights and obligations under the Lease as modified by this Amendment. 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 Amendment conflict with any terms of the Agreement, the terms and provisions of this Amendment shall govern and control. Landlord and Tenant each represent and warrant to the other (i) that the execution and delivery of this Amendment has been fully authorized by all necessary corporate action, (ii) that the person signing this Amendment has the requisite authority to do so and the authority and power to bind the company on whose behalf they have signed, and (iii) that to the best of their knowledge and belief, this Amendment is valid, binding and legally enforceable in accordance with its terms. Each party hereby warrants and represents that, to the best of its knowledge, as of the date hereof, the parties have complied with all of the terms and conditions of the Lease.
  
- 6. **INVALIDITY OF PROVISIONS:** The unenforceability, for any reason, of any term, condition, covenant or provision of this Amendment shall neither limit nor impair the operation, enforceability or validity of any other terms, conditions, provisions or covenants of the Amendment.

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

Witness as to the College:

Board of Trustees of St. Petersburg College

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Witness as to Pinellas County:  
Osteopathic Medical Society:

Pinellas County Osteopathic Medical  
Society, Incorporated

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

January 19, 2015

**MEMORANDUM**

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

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

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

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

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

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

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

- 1. P.O. #97367 – Tampa Truck Center LLC** – This is in the amount of **\$86,732.00** For one Freightliner truck with 26' body with lift gate. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: "Contract pricing ..." **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

**Change Orders listed in numeric order:**

NA

**Summary of Vendors Appearing More Than Once (exclusive of change orders)**

NA

**For Information: Excerpt from Board of Trustees Rule 6Hx23-5.12 Purchasing**

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

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

- A. Purchases under Sections 946.515 (PRIDE) and 946.519 (The State Department of Corrections), Florida Statutes.
- B. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, and computer-based instructional software.
- C. Library books, reference books, periodicals, and other library materials and supplies.
- D. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.
- E. Food.
- F. Services or commodities available only from a single or sole source.
- G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants,

architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, “professional services” shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.

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

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

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

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

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

PAS010716

January 19, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Quarterly Informational Report of Contract Items

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

**Section A: Program Related Contracts**

1. Agreement with **3M Health Information Systems, Inc.** to provide a license and related services for its Encoder software to be used in the Health Information Technology and Medical Coder Programs. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$8,024.87. This item was approved by Doug Duncan on October 15, 2015. Department—Health Information Technology
2. Agreement with **AccessData Corporation** for the College to continue to use the course curriculum and materials for the Computer Forensics training as part of the Public Safety Institute. The Agreement provides software licenses for up to 30 students. The Agreement will commence January 1, 2016 and continue through December 31, 2016 at a cost to the College of \$ 2,507. This item was approved by Anne Cooper on October 16, 2015. Department – Department—Public Safety Academies
3. Affiliation Agreement with **Adventist Healthcare Systems – Florida Hospital Wesley Chapel** to provide clinical experience for RN to BSN Nursing students as part of their requirements for completion of the Leadership Practicum course in the Nursing Program. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on November 6, 2015. Department—College of Nursing



4. Agreement with **Avid Technology, Inc.** that will allow the College to continue as an Avid Learning Partner to provide training courses to students using Avid products. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for the renewal period will be \$3,000. This item was approved by Anne Cooper on December 17, 2015. Department—Humanities & Fine Arts
5. Affiliation Agreement with **Brooks Health System d/b/a Brooks Rehabilitation** to provide clinical experience for RN to BSN Nursing students as part of their requirements for completion of the Leadership Practicum course in the Nursing Program. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on November 6, 2015. Department—College of Nursing
6. Agreement with **Burning Glass International, Inc. d/b/a Burning Glass Technologies** (BG) to continue the relationship with BG for the use of its online portal which provides users with access to the FOCUS portal platform through which they can build resumes, search job listings, and explore the job market and targeted careers. The renewal will include a one-year membership to Labor Insight which includes up to 10 licenses and a one-year membership to FOCUS (which includes the student tool, employer tool, and administrative tool). The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$21,500. This item was approved by Anne Cooper on October 19, 2015. Department—Career Pathways
7. Memorandum of Understanding (MOU) with **Cleveland State University** (CSU) whereby CSU will offer Masters in Nursing degrees through the College's University Partnership Center with specializations in Clinical Nurse Leader, Forensic, Nursing Education, and Specialized Populations. The MOU will commence as soon as possible and will continue for the period of one year. Thereafter, the MOU will automatically renew unless terminated by either party. The parties shall enter into a separate agreement for any charges or fees that may be associated with this MOU. This item was approved by Anne Cooper on October 22, 2015. Department—University Partnership Center
8. Agreement with **Elsevier, Inc.** for the right to access and use the HESI examination testing materials and provide the HESI Dental Hygiene Examination Testing Package which will include student remediation and aggregate reports for the program curriculum review. The Agreement will commence as soon as possible and will continue for the period of three years. The cost to the College for Year 1 of the Agreement will be \$2,340; thereafter, the anticipated cost will not exceed \$2,808 per year. Based on the foregoing, the total cost over the three-year period will not exceed \$7,956. This item was approved by Anne Cooper on September 8, 2015 and subsequently approved as revised on October 14, 2015. Department—Dental Hygiene
9. Agreement with **eSkill Corporation** to continue the eSkill Test Center subscription that allows the College to conduct unlimited testing for the period of one year. This testing

assessment capability will be used by the College's Workforce Institute in providing training services to its client(s). The cost to the College for a one-year period will be \$3,500. This item was approved by Anne Cooper on November 16, 2015. Department—Workforce & Professional Development

10. Agreement with **Estudio Sampere**, headquartered in Madrid, Spain, to continue to offer Spanish language and culture programs for SPC's students to study at any of Estudio's institutes in Cuenca, Ecuador or Spain. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College associated with entering into this Agreement. Any fees associated with this study-abroad program will be approved by the administration and be paid by program participants. This item was approved by Anne Cooper on December 3, 2015. Department—Center for International Programs
11. Agreement with **First Baptist Church of Indian Rocks** to provide the use of its Worship Center, Fellowship Center, and restroom facilities for the College's Nursing Pinning Ceremony to be held December 10, 2015. The Agreement will also include providing traffic control, sound, media, video, lighting and catering of beverages prior to the ceremony for 100 guests. The cost to the College for this Agreement will be \$5,025. This item was approved by Tonjua Williams on November 1, 2015. Department—College of Nursing
12. Affiliation Agreement with **Florida Department of Health, Children's Medical Services**, Tampa Bay Region to provide clinical experience to students in the Nursing, Health Information Technology, Physical Therapist Assistant and Emergency Medical Services Programs. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on October 27, 2015. Departments—Nursing, Health Information Technology, Physical Therapist Assistant and Emergency Medical Services
13. Agreement with **Gehant & Associates, LLC** to continue the development of the Exploratory Lab Partnership Program. The current partnership is between SPC, Tech Data, and Tampa Bay Technology Forum. Phase II of the project includes a design phase, implementation phase, and documentation and lessons learned phase. The College will contribute funds for the renewal period of up to \$26,250. The project renewal period will commence as soon as possible and is anticipated to continue through June 30, 2016. This item was initially approved by Anne Cooper on August 17, 2015 and subsequently approved as revised on October 9, 2015. Department—Workforce & Professional Development

14. Affiliation Agreement with **Halifax Health Medical Center** to provide clinical experience for RN to BSN Nursing students as part of their requirements for completion of the Leadership Practicum course in the Nursing Program. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on November 6, 2015. Department—College of Nursing
15. Affiliation Agreement with **HCA Galen Care d/b/a Brandon Regional Hospital** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program at the College. The Agreement will commence as soon as possible and will continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on October 13, 2015. Department—Physical Therapist Assistant
16. Affiliation Agreement with **HCA Galen Care d/b/a Brandon Regional Hospital** to provide a medical surgical clinical site and preceptor for the RN Refresher/Remediation/Return-to-Work students in the Continuing Education Health Nursing Program. The Agreement will commence as soon as possible and will continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on December 15, 2015. Department—Continuing Education Health
17. Affiliation Agreement with **HCA Galen Care d/b/a Brandon Regional** to provide clinical experience for RN to BSN Nursing students as part of their requirements for completion of the Leadership Practicum course in the Nursing Program. The Agreement will commence as soon as possible and will continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on December 15, 2015. Department—College of Nursing
18. Affiliation Agreement with **HCA Largo Medical Center** to provide clinical experience to students enrolled in the Nursing Program. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on October 27, 2015. Department—College of Nursing
19. Affiliation Agreement with **HCA Largo Medical Center** to provide clinical experience to students enrolled in the Emergency Medical Services Program. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on December 17, 2015. Department—Emergency Medical Services
20. Affiliation Agreement with **HCA West Florida – MHT – LLC, d/b/a Memorial Hospital of Tampa** to provide clinical experience and site preceptor for RN Return to Work/Remediation Nursing students in the Continuing Education Health Program at the College. The Agreement will commence as soon as possible and will continue for the period of five years. There is no cost to the College. This item was approved by Anne Cooper on October 27, 2015, 2015. Department—Continuing Education Health

21. Affiliation Agreement with **HCA West Florida PPH, d/b/a Palms of Pasadena Hospital** to provide clinical experience and site preceptor for RN Return to Work/Remediation Nursing students in the Continuing Education Health Program at the College. The Agreement will commence as soon as possible and will continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on October 21, 2015, 2015. Department—Continuing Education Health
22. Agreement with **School Board of Hillsborough County** to place SPC's College of Education students in internship, practicum and observation experiences. It is anticipated that the Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on November 5, 2015. Department—College of Education
23. Affiliation Agreement with **Indian River Memorial, Inc. dba Indian River Medical Center** to provide clinical experience for RN to BSN Nursing students as part of their requirements for completion of the Leadership Practicum course in the Nursing Program. The Agreement will commence as soon as possible and will be for a period of three years. There is no cost to the College. This item was approved by Anne Cooper on December 9, 2015. Department—College of Nursing
24. Affiliation Agreement with **Lakewood Ranch Medical Center** to provide clinical experience to students enrolled in the College's Respiratory Care Program. There is no cost to the College. The Agreement will commence as soon as possible and continue for the period of three years. This item was approved by Anne Cooper on October 6, 2015. Department—Respiratory Care
25. Agreement with **Pinellas County School Board** to place SPC's College of Education students in internship, practicum and observation experiences. It is anticipated that the Agreement will commence as soon as possible and continue for the period of five years. There is no cost to the College. This item was approved by Anne Cooper on November 5, 2015. Department—College of Education
26. Intergovernmental Agreement with the **Pinellas County School Board** to establish and update collegiate high school programs in dual enrollment for the next school year. The Agreement is for an annual period and is to be executed prior to January 1<sup>st</sup> of each year. This Agreement is pursuant to Florida Statutes 1007.273 which requires colleges to work with their school districts for this purpose. This item was approved by Anne Cooper on December 4, 2015. Department—University Partnership Center

27. Agreement with **SAP America, Inc.** to partner with the Workforce Institute to offer various business related courses through the SAP-E-Academy. SAP will provide online course content, subject matter experts for student mentor support and training system access. The College will register students and provide marketing for the courses. The Agreement will commence as soon as possible and will continue for one year. Thereafter, the Agreement will be ongoing from year to year unless terminated by either party with 60 days' notice. After expenses, the College anticipates a potential annual net revenue of approximately \$11,000. This item was approved by Anne Cooper on October 13, 2015. Department—Workforce & Professional Development
28. Agreement with **SimpleQuE, Inc.** to partner in offering online self-paced ISO Based Training for the implementation, upgrading, and maintenance of certified ISO Management Systems. The College will develop the online modules based on content provided by SimpleQuE, Inc. The College will assist with marketing and provide the online registration system for course enrollment. SimpleQuE, Inc. will assist in marketing, provide course content and updates and assign a liaison to work with the College's program coordinator. The College will pay SimpleQuE, Inc. 50% of the revenues received. After costs, if any, the anticipated net revenue to the College, per course offered, is \$1,990. The number of courses to be offered during the term of the Agreement is unknown at this time. The Agreement will commence as soon as possible and will continue for the period of one year. This item was approved by Anne Cooper on September 24, 2015 and subsequently approved as revised on October 19, 2015. Department—Workforce Institute at St. Petersburg College
29. Agreement with **Sinclair Community College** for a partnership to offer dual-branded online courses related to Unmanned Aircraft Systems (UAS). Sinclair has developed, will maintain and will provide instruction for the courses through its Learning Management System. The College will market the non-credit courses and certifications/CEUs and handle registration. The College will receive 20% of the revenues and Sinclair will receive 80%. The College anticipates its portion of the revenue for services associated with this Agreement to be approximately \$20,000. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Anne Cooper on October 27, 2015. Department—Workforce Institute at St. Petersburg College
30. Agreement with **Stryker Medical** to provide maintenance services on three MX-Pro stretchers and one Stair-Pro Stair Chair for one year. This equipment is used in the Emergency Medical Services Program. The cost to the College associated with this Agreement will be \$602.65. This item was approved by Doug Duncan on October 9, 2015. Department—Emergency Medical Services
31. Agreement with **Stryker Medical** to purchase an MX Pro stretcher and a Stair-Pro Stair Chair for use in the Emergency Medical Services Program. The Agreement also provides a seven-year maintenance plan associated with the purchase of this equipment. The cost for the purchase of this equipment will be \$7,220 and the maintenance plan costs will be

- \$1,512. This item was approved by Doug Duncan on October 9, 2015. Department—Emergency Medical Services
32. Agreement with the **City of St. Petersburg** to place Political Science students in credit internships with the City of St. Petersburg as part of their AA degree completion requirements. The Agreement will commence as soon as possible and will continue for the period of five years. There is no cost to the College. This item was approved by Anne Cooper on December 16, 2015. Department—College of Computer and Information Technology
  33. Affiliation Agreement with **St. Vincent Infirmary Medical Center d/b/a CHI St. Vincent** to provide clinical experience for RN to BSN Nursing students as part of their requirements for completion of the Leadership Practicum course in the Nursing Program. The Agreement will commence as soon as possible and will continue for a period of three years; thereafter, the Agreement will automatically renew annually unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on November 6, 2015. Department—College of Nursing
  34. Agreement with **Suncoast Communications & Electronics, Inc.** to provide radio maintenance for the Fire Science Program. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this Agreement will be \$628.30. This item was approved by Anne Cooper on October 29, 2015. Department—Fire Science
  35. Agreement with **Tampa Bay Aviation (TBA)** to partner to offer private pilot ground school instruction and online training. TBA will design, develop and instruct online Unmanned Aircraft Systems courses through Sinclair College's learning management system. In addition TBA will design, develop and provide instruction for private pilot ground school courses. The College will advertise/market the program, provide classroom space for in-class program delivery and register students. The parties will share 50/50 of the revenue received. The anticipated net revenue to the College, after expenses, is expected to be \$8,000. This item was approved by Anne Cooper on October 22, 2015. Department—Workforce Institute at St. Petersburg College
  36. Agreement with **Tampa Bay Times, Tampa Bay Expos** that will allow the College to participate in the Tampa Bay Job & Career Fair to be held at the Holiday Inn Tampa Westshore on October 26, 2015. The cost to the College for this Agreement will be \$635. This item was approved by Anne Cooper on October 19, 2015. Department—Workforce & Professional Development

37. Agreement with **Tampa Bay Times, Tampa Bay Expos** that will allow the College to participate in Tampa Bay Job & Career Fairs to be held at The Coliseum in St. Petersburg or the Holiday Inn Tampa – Westshore/Airport. The expo dates will include January 11, 2016; April 11, 2016 and June 6, 2016. The cost to the College for this Agreement will be \$1,605. This item was approved by Anne Cooper on December 8, 2015. Department—Workforce & Professional Development
38. Affiliation Agreement with **The University of Florida Board of Trustees, College of Dentistry** to provide clinical experience to students enrolled in the College’s Health Services Administration Program. There is no cost to the College. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Anne Cooper on October 13, 2015. Department—College of Health Sciences
39. Affiliation Agreement with **VA Montana Health Care System** to provide clinical experience for RN to BSN Nursing students as part of their requirements for completion of the Leadership Practicum course in the Nursing Program. The Agreement will commence as soon as possible and will continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on December 15, 2015. Department—College of Nursing
40. Articulation Agreement with **Warren County Community College** to allow WCCC students to articulate into SPC’s online AS Veterinary Technology Program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on December 10, 2015. Department—Veterinary Technology
41. Articulation Agreement with **Warren County Community College** that will allow WCCC students who have completed WCCC’s Veterinary Assistant Program to articulate into SPC’s AS Veterinary Technology Program and provide credit for eligible WCCC courses. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on December 10, 2015. Department—Veterinary Technology

**Section B: Major Technology Contracts**

42. Agreements with **Dell Financial Services, LLC** to lease a total of 100 computers; a server; network infrastructure equipment for various sites; AV infrastructure equipment; 25 work stations; and other computer equipment for use in various academic and administrative departments collegewide. The leases are for a period of 36 - 60 months. The cost to the College for these leases is expected to be approximately \$447,169.73. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$10,419.99. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$457,589.72. Should funds not be appropriated to continue the leases for any subsequent fiscal period during the term of the

Agreement, the Agreement may be terminated with 60 days written notice prior to the end of the current fiscal period. These items are being reported to the Board based on its approval of the 2015-16 Budget on June 16, 2015. — Doug Duncan

43. Agreement with **Apple Financial Services** to lease 3 Apple computers for the Clearwater Campus. The lease is for a period of 48 months. The cost to the College for this lease is expected to be approximately \$6,272.28. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$1. Based on the foregoing, the total cost to the College for this lease agreement will not exceed \$6,273.28. Should funds not be appropriated to continue the lease for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 30 days' notice prior to the end of the current fiscal period. This item was approved by the Board based on its approval of the 2015-16 Budget on June 16, 2015. — Doug Duncan

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

44. Agreement with **Nelnet Business Solutions** to continue to provide the College with installment payment plan administration services. This Agreement allows students to pay money owed to the College on a monthly installment schedule based on their enrollment dates. Specifically, Nelnet will administer the installment plan, provide online reporting, provide marketing materials, comply with the red flag rule, and remit funds to the College per terms of the Agreement. The College pays Nelnet 2.05% of credit card transaction fees and students pay Nelnet a plan fee of \$30-\$40 based on the payment plan they select. This item represents an extension of the current Agreement through November 1, 2018. The cost to the College per year is anticipated to be \$83,000 for a total cost during the extension period of approximately \$249,000. This item was approved by the President on October 9, 2015. Department—Budgeted CW Revenue & Other
45. Service Agreement with **Ricoh USA, Inc.** whereby Ricoh will provide two full-time print shop employees including one Site Manager and one On-Site Service Specialists at a monthly cost of \$11,642.97. These employees are replacing the current FT Xerox Site Manager and PT Xerox Production Specialist due to leave as of November 18, 2015. The Agreement is to commence November 24, 2015 and continue for the period of one year; thereafter, the Agreement shall automatically renew for 4 additional 12-month terms unless terminated by either party upon thirty days prior written notice. The cost to the College for a one-year period will be \$139,715.64. This item was approved by the President on November 17, 2015. Department—Marketing & Strategic Communications

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



46. Agreement with **Microsoft Corporation** to provide MS Premier Services including consulting, training and support for current SPC Microsoft related projects such as SharePoint 2016, Skype for Business 2015 and SQL 2016. The Agreement will commence November 1, 2015 and continue for the period of one year. The cost to the College for this Agreement will be \$63,320. This item was approved by Doug Duncan on October 12, 2015. Department—Information Systems—Networks
47. Lease and Services Agreement(s) with **Waste Management, Inc. of Florida** whereby the College will lease a 30-yard traditional self-contained compactor with cart dumpster and Waste Management will make any needed repairs to the compactor and haul trash. The Agreements will commence as soon as possible and continue for the period of five years. The costs to the College for Year One of this Agreement are anticipated to be \$16,773 and include monthly rental fees (\$625 per month), hauling and disposal costs based on the tonnage of trash hauled (estimated costs not to exceed \$772.75 per month). Thereafter, for Years Two through Five, the monthly rental cost shall be increased annually based on the change in the Consumer Price Index but will not exceed an amount of 5% per year. In addition, the College will be charged an equipment removal charge at the end of the lease and that cost will be based on the haul charge plus the disposal of any waste within the compactor at that time (removal charge not to exceed \$1,500). Based on the foregoing, the total costs for this Agreement over the five-year period are anticipated not to exceed \$90,307.12. This item was approved by the Doug Duncan on October 27, 2015. Department—Facilities Services

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

48. Agreement with **AvePoint, Inc.** to provide maintenance for the DocAve Deployment Manager; DocAve Administrator and DocAve Storage Manager software used in Information Systems. The standard maintenance includes live phone, web, and email support during standard business hours (7am – 7pm local time, M-F), plus all minor releases and service packs. The Agreement will commence December 17, 2015 and continue through December 17, 2018. The annual cost to the College will be \$6,583 for a total cost over three years of \$19,749. This item was approved by Doug Duncan on November 20, 2015. Department—Information Systems
49. Agreement with **CareerAmerica, LLC d/b/a Financial Aid TV (FATV)** to continue to provide the College with FATV online financial aid videos which are available to students 24/7 and provide consistent, timely and student-friendly video answers to financial aid questions. FATV agrees to produce videos regarding Florida grants, scholarships, pre-paid tuition free of charge. The College will produce other SPC specific videos for placement on FATV’s site. SPC will also use its videos and FATV’s videos on the SPC TV channel and website. The cost to the College for this Agreement will be \$12,000. The Agreement will commence in November 9, 2015 and continue for the period of one year. This item was approved by Tonjua Williams on October 16, 2015. Department—Financial Assistance Services

50. Agreement with **Copperhead Charities, Inc.** for the use of the Tarpon Springs Campus parking lots and facilities from March 10-13, 2016 during the Valspar Championship Golf Tournament to be held at the Innisbrook Inn and Resort. The College's Foundation will receive \$24,600 to provide for scholarships for Tarpon Springs Campus students. In addition, the College will receive \$17,800 for personnel and facilities usage expenses. This item was approved by Tonjua Williams on October 16, 2015. Department—Golf Tournament Operations
51. Agreement with **Enliven Wellness Works** to provide the services of a contracted wellness professional to assist in the implementation of the College's employee wellness program. The Agreement is expected to commence as soon as possible and continue through December 31, 2016. The wellness professional will provide services for approximately 30 hours per week at the College's EpiCenter. The College will pay Enliven for hours worked as well as administrative costs and mileage. Based on an estimate of 30 hours per week, the costs to the College for this Agreement are anticipated to be approximately \$32,329.22. Should the hours go over 30 per week, the total amount paid would increase based upon the terms of the Agreement. This item was approved by Doug Duncan on December 3, 2015. Department—Wellness
52. Agreement(s) with **Fassco, Inc.** to provide for the assignment of the Lease of retail space at the Downtown Center to the Nature's Table franchise, Fassco, Inc. and to provide for a modification of the Lease Agreement reflecting a change in rental payments, language related to signage, negotiated business hours and days, and the dissemination of information among students and building personnel regarding specials, menus and hours. The College will eliminate three months of rent obligation during May, July and December. The Agreement will continue through the existing Lease term which ends June 30, 2017. The revenue to the College for the use of the space through June 2016 is anticipated to be \$4,618.15. The revenue to the College for use of the space from July 1, 2016 through June 30, 2017 is anticipated to be \$8,561.16. Based on the foregoing, the revenue through June 2017 is anticipated to be \$13,179.31. This item was approved by Doug Duncan on November 17, 2015. Department—Facilities
53. Agreement with **First Baptist Church of Indian Rocks** for the use of its facilities and to provide food and catering services for the College's graduation ceremony which will be held on December 12, 2015. The cost to the College for this Agreement will be \$10,550. This item was approved by Tonjua Williams on October 16, 2015. Department—Enrollment Services

54. Agreement with **Hilton Garden Inn** to provide rooms and breakfast for students and staff as part of the Student Life & Leadership trip to Washington, D.C. on May 9-11, 2016. The cost to the College for this Agreement will be \$21,138. This item was approved by Tonjua Williams on October 12, 2015. Department—Student Life & Leadership
55. Agreement with **Mid Florida Armored & ATM Service, Inc.** to provide armored car services for all deposits transported to the bank vault. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for the Agreement will be \$27,827.80. This item was approved by Doug Duncan on October 15, 2015. Department—District Office Business Office
56. Agreement with **Optimal Resume** to continue to use the Optimal Resume service. This software is used in the College’s Career Centers. The Agreement will commence as soon as possible and continue for one year. The cost to the College for the one-year renewal period will be \$12,419. This item was approved by Anne Cooper on November 23, 2015. Department—Career Pathways
57. Agreement with **Ovid Technologies, Inc.** to renew the subscription to electronic journals which will support the Nursing and Dental Hygiene programs. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$33,032. Department—District Library
58. Agreement with **The Power of Song, Inc.** to provide consulting services related to the musical production and live stage performance of *The Sounds of the Civil Rights Movement: The Power of Song* which will serve as the kick-off event of the Martin Luther King Jr. Day of Service. The consultant shall be paid a total of \$26,500 for all services provided under this Agreement. This item was approved by Tonjua Williams on October 14, 2015. Department—Retention Services
59. Agreement with **ProEducation Solutions, LLC** to provide access to its ProDoc electronic e-sign document portal which will allow students and parents to complete and e-sign school documents on any computer or smart device. The ProDoc forms are compliant with all federal and state electronic signature requirements. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$20,000. This item was approved by Tonjua Williams on December 17, 2015. Department—Financial Assistance Services
60. Agreement with **Sunburst Entertainment Group, LLC** for the use of the Tropicana Field and facilities for the College’s graduation ceremony to be held May 7, 2016. The cost to the College for this Agreement is anticipated to be approximately \$15,600. This item was approved by Tonjua Williams on December 14, 2015. Department—Enrollment Services
61. Agreement with **Tampa Bay Food Truck Rally, Inc.** to provide food and catering services for the College’s All College Day event to be held on the Clearwater Campus on October 20, 2015. The cost to the College for this Agreement will be \$18,700. This item was

approved by Doug Duncan on October 8, 2015. Department—Professional Development/Human Resources

62. Agreement with **Tampa Bay Trane** for the renewal of the maintenance service for building management systems controllers (Trane Tracer Summit System). The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this Agreement will be \$22,385. This item was approved by Doug Duncan on December 9, 2015. Department—Facilities Services

**Section F: Contracts below \$10,000**

63. Agreement with **Ebsco Publishing, Inc.** to provide the Curriculum Builder plugin that will allow faculty to create and manage course reading lists in the Learning Management System and integrate with the products in Ebscohost. The Agreement will commence as soon as possible and continue through December 31, 2016. The cost to the College for this Agreement will be \$3,000. This item was approved by Anne Cooper on December 17, 2015. Department—District Library
64. Agreement with the **City of Clearwater** to provide a permit that will allow the College to conduct a 5K race from the College's Clearwater Campus to the Ream Wilson trail and back. The race will be held February 27, 2016 and is being conducted by the Clearwater Campus Student Government Association and will serve as a fundraiser for the St. Jude Children's Research Hospital. All proceeds will go to St. Jude's. The cost for the permit will be \$100. In addition, the SGA is covering the costs for insurance and Clearwater Police officers who will assist with traffic and security. This item was approved by Tonjua Williams on November 19, 2015. Department—Student Government Association
65. Agreement with the **Clearwater Police Department** to provide three police officers to assist with the 5K race from the College's Clearwater Campus to the Ream Wilson trail and back, which will be held on February 27, 2016. The event is being conducted by the Clearwater Campus Student Government Association and will serve as a fundraiser for the St. Jude Children's Research Hospital. The cost to the College for this Agreement will be \$480. This item was approved by Tonjua Williams on November 20, 2015. Department—Student Life & Leadership
66. Agreement with **Ektron** to provide software maintenance for the College's Content Management Software System that ensures quality, consistency and ADA accessibility for College webpages. The maintenance Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$5,015. This item was approved by Anne Cooper on December 7, 2015. Department—Marketing

67. Agreement with **Elsevier** to continue the online subscription for the eClinic database (Nursing and Veterinary Technology clinics) used in the College's libraries. The Agreement will commence January 1, 2016 and continue through December 31, 2016. The cost to the College for this Agreement will be \$3,394.17. This item was approved by Anne Cooper on November 6, 2015. Department—District Library
68. Agreement with **Elsevier** to add two journal titles to the current online clinics subscription which continues through December 31, 2016. The journals will support Health Education Programs. The cost to the College for this modification will be \$1,080.10. This item was approved by Anne Cooper on December 17, 2015. Department—District Library
69. Agreement with **EnvisionWare, Inc.** to provide annual system maintenance for the PC Reservation Enterprise edition for joint-use computers, which is used in the library. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$1,278.75. This item was approved by Anne Cooper on October 5, 2015. Department—District Library
70. Agreement with **Florida Collegiate Umpires, Inc.** to provide umpires for the College's spring 2016 baseball games. The cost to the College for this Agreement will be up to \$2,500. This item was approved by Tonjua Williams on October 8, 2015. Department—Athletics
71. Agreement with **FPL Energy Services, Inc.** to provide 8 TECO Peoples Gas accounts that will allow the College to purchase natural gas for use by the College. The Agreement will commence on November 1, 2015 and continue through October 31, 2018. The natural gas will be purchased based on the rates and terms of the Agreement and those costs would be separately determined based on usage. The costs to service the 8 accounts will be \$480 per year or \$1,440 over three years. This item was approved by Doug Duncan on October 27, 2015. Department—Facilities Services
72. Agreement with **Holiday Inn Express** to provide rooms for students, faculty and staff as part of the President's leadership trip to Tallahassee on January 27-28, 2016. The cost to the College for this Agreement will be \$6,556. This item was approved by Tonjua Williams on October 9, 2015. Department—Student Reserve
73. Agreement with **Jarrish A. Jones** to provide consulting and professional services through January 7, 2016. Specifically, the consultant will provide a total of 8 one-hour parent workshops which will include financial and motivational content designed to assist parents of youth in the College's Center of Excellence program. The cost to the College for this Agreement will be \$400. This item was approved by Tonjua Williams on October 28, 2015. Department—Retention Services/Center of Excellence
74. Agreements with **Lexmark Enterprise Software, USA, Inc.** for the purchase of two scanners and CaptureNow PSIP TWAIN software. The Agreements also provide for

annual software maintenance and support. The cost to the College for these Agreements will be a first-year cost of \$4,023 with an annual recurring software maintenance and support cost of \$308. This item was approved by Tonjua Williams on October 16, 2015. Department—Financial Assistance Services

75. Agreement with **Maxim Healthcare Services, Inc. d/b/a Maxim Staffing Solutions** to provide Nursing services to Collegiate High School students as required by Pinellas County Schools. The Agreement is currently in place and is ongoing unless terminated by either party. The annual cost is estimated to be \$1,520. This item was approved by Anne Cooper on December 18, 2015. Department—St. Petersburg Collegiate High School
76. Agreement with **Microsoft Corporation** whereby Microsoft will serve as a Gold Sponsor for the College's 2015 Moving the Needle Conference to be held on October 28-30, 2015. Microsoft will participate in the conference exhibit area and briefly address the conference audience. Microsoft will pay the College a sponsorship fee of \$2,500. This item was approved by Anne Cooper on October 19, 2015. Department—Institutional Research and Effectiveness
77. Agreement with the **National Employers Council, Inc. d/b/a PeopleSystems** to continue to audit unemployment claims and monitor refunds from the state. The Agreement will commence as soon as possible and continue through December 31, 2016. The cost to the College for this Agreement will be \$4,800. This item was approved by Doug Duncan on December 7, 2015. Department—Human Resources
78. Agreement with **Ovid Technologies, Inc.** to provide licenses for new editions of eBooks to support the Nursing Program. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this Agreement will be \$5,083. This item was approved by Anne Cooper on October 12, 2015. Department—District Library
79. Amendment to the Agreement with **Target X** to provide additional training sessions for the Recruitment CRM system. The cost for the additional training will be \$6,500. The training associated with this Amendment is expected to commence after the Christmas break. The training will cover areas such as admissions/pre-admissions, enrollment services, financial assistance, business services, and workforce. This item was approved by Doug Duncan on November 2, 2015. Department—Marketing & Public Information
80. Agreement with **Therapeutic Research Center** for an online subscription to the Natural Standard online database used in the College's libraries. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this

Agreement will be \$900. This item was approved by Anne Cooper on December 7, 2015.  
Department—District Library

81. Agreement with **Wingate by Wyndham** to provide rooms for College Reach-Out Program students and mentors attending the Florida Blue Classic Battle of the Bands and football game in Orlando, Florida on November 20-21, 2015. The cost to the College for this Agreement will be \$2,268. This item was approved by Tonjua Williams on November 19, 2015. Department—College Reach-Out Program
82. Agreement with **WUSF Public Media, USF Public Broadcasting** to provide on-air promotion spots regarding the Institute for Strategic Policy Solutions' speaker series to be held during the month of January 2016. The cost to the College for this Agreement will be \$1,000. This item was approved by Tonjua Williams on October 28, 2015. Department—Institute for Strategic Policy Solutions

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

Suzanne Gardner, General Counsel, recommends approval.

ps0106161

January 19, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000

**1. Approval was received for Final Project Completion, Final Accounting and Extension of Time, Project 677-B-14-6, Site Development, Bay Pines Center.**

This Construction Project consisted of construction of a new entry/exit location closer to our Bay Pines site, and extending the left turn lane by 200 feet on SR666. This project was completed in accordance with college standards including but not limited to “sustainable” design standards. This project was substantially complete on January 16, 2015, which represents an extension of one hundred eight days (108) days beyond the original completion date.

The Guaranteed Maximum Price (GMP) for this project was \$219,215.60. The final accounting summary for this project is detailed below:

<b>Original GMP:</b>	<b>\$88,083.00</b>
<b>Change Order #1:</b>	<b>\$105,963.85</b>
<b>Change Order #2:</b>	<b>\$25,168.75</b>
Owner Contingency:	\$0.00
Total Achieved Sales Tax Savings (Not Spent)	\$0.00
<b>Less Direct Purchase:</b>	<b>\$0.00</b>
<b>Final GMP:</b>	<b>\$219,215.60</b>

**2. Approval was received for Final Accounting for Project LITE-REN-14-2, Renovation of Clearwater Campus Site Lighting, Clearwater Campus and to approve Change Order**



**#2, for relocation of ground pull boxes and light poles in the amount of \$1,214.43. Through Direct Purchase we realized a sales tax savings of \$2,620.09 which was incorporated back into the project.**

<b>Original GMP:</b>	<b>\$139,372.00</b>
Change Order #1:	\$5,544.43
Change Order #2:	\$1,214.43
Less Final Direct Purchase:	(\$42,001.50)
<b>Final Accounting:</b>	<b>\$104,129.36</b>

Change Order #2 in the amount of \$1,214.43 revised the Contract for this project to \$104,129.36. Approval was received for Change Order #2 in the amount of \$1,214.43 and Final Accounting.

**3. Approval was received for Final Project Completion, Final Accounting and Extension of Time, Project 1707-G-15-4, Remodel TL 162, TL Building, Seminole Campus.**

This Construction Project consisted of remodeling TL 162 from a classroom to a science lab. This project was completed in accordance with college standards including but not limited to “sustainable” design standards. This project was substantially complete on August 14, 2015, which represents an extension of twenty-one days (21) days beyond the original completion date.

The Guaranteed Maximum Price (GMP) for this project was \$82,346.00. The final accounting summary for this project is detailed below:

<b>Original GMP:</b>	<b>\$82,346.00</b>
Owner Contingency:	\$0.00
Total Achieved Sales Tax Savings (Not Spent)	\$0.00
<b>Less Direct Purchase:</b>	<b>\$0.00</b>
<b>Final GMP:</b>	<b>\$82,346.00</b>

**4. Approval was received for Change Order #1, Project #1707-G-11-16, for Construct Midtown Center, to increase the contract amount by \$140,000 to cover increases to the Scope of the project and to accept Substantial Completion date and Extension of Time.**

In the interest of getting the project started in a timely manner, the college engaged Lema Construction while we were still determining final finish items such as the Barnes & Noble bookstore, LumaStream LED lighting and the enhanced displays developed by Creative Arts. When these scopes were identified and added to the project, it was decided that we would exhaust all existing project funding rather than bring the change order totaling \$389,505 to represent the cost of these enhancements. As a result of savings achieved through the direct purchase of materials (sales tax savings) as well as the competitive

solicitation of subcontractors, the net funds needed to close out the project was \$140,000. This represents approximately 1% of the project value, and this change order covered all costs for work expended, with no further changes.

Summary of Change Order:

- Increase in Project Contract Value of \$140,000;
- Acceptance of Substantial Completion date of May 29, 2015;
- Approval of Extension of Time for contract by 85 calendar days (March 5, 2015 to May 29, 2015).

Approval of this change order allowed the project to move quickly through the close-out phase, after which the final project accounting will be presented to the Board of Trustees.

**5. Approval was received for Change Order #1 and to Release Final Payment to Hodge Management, Project 09-14-15 (DFR-AHU-15-2), Arts Auditorium (AA) Building, Air Handling Unit Replacement, Clearwater Campus.**

This *Type II Miscellaneous Construction Manager Services, Collegewide (up to \$1 Million)* project consists of (2) Air Handling Units and (1) Fan Coil Unit replacement in the Clearwater Arts Auditorium.

The revised Guaranteed Maximum Price (GMP) for this project was \$496,000.00. This decrease in the amount of \$2,378.14 for this project is detailed below:

<b>Original GMP:</b>	<b>\$ 496,000.00</b>
<b>Change Order #1: Unused Owner Contingency</b>	<b>\$ (2,378.14)</b>
<b>Less Direct Purchase: NA Not used for this Project</b>	<b>\$ -</b>
<b>FINAL GMP:</b>	<b>\$ 493,621.86</b>

This information is provided by Doug Duncan, Senior Vice President, Business Services and Information Technology, Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, pursuant to Board of Trustees Rules 6Hx23-6.09 and 6Hx2306.10