

## **AGENDA**

### **ST. PETERSBURG COLLEGE BOARD OF TRUSTEES June 21, 2016**

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

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

- A. Invocation
- B. Pledge of Allegiance

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

- A. Recognitions
  - 1. Mr. Robert J. Fine, Jr. – Trustee Emeritus
- B. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Theresa Furnas (*Not Attending*)
  - 2. Carol Kuhn (*Not Attending*)
  - 3. Jane Mohr (*Not Attending*)
  - 4. Iris Ramos-Polanco (*Not Attending*)
  - 5. Brenda Shears (*Not Attending*)
  - 6. Nancy Russell (*Attending*)
  - 7. Doug Duncan (*Attending*)
- C. Announcements
  - 1. Governor’s Higher Education Leadership Award

#### **III. COMMENTS**

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

#### **IV. REVIEW AND APPROVAL OF MINUTES**

Board of Trustees’ Meeting of May 17, 2016 (*Action*)

#### **V. MONTHLY REPORTS**

- A. Board Attorney
- B. General Counsel

#### **VI. STRATEGIC FOCUS AND PLANNING**

A. STUDENT SUCCESS AND ACHIEVEMENT

1. Smart Start Update – Mr. Rod Davis, Associate Provost, Tarpon Springs Campus, Ms. Aja Aspilaire, Career and Academic Advisor St. Petersburg Gibbs Campus(*Presentation*)

B. BUDGET AND FINANCE

1. Monthly Financial Report – Ms. Janette Hunt, Acting Budget and Compliance Director (*Presentation*)
2. Overview on Performance Funding – Dr. Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology (*Presentation*)
3. Adoption of 2016-2017 Operating Budget (*Action*)

C. ADMINISTRATIVE MATTERS

1. Human Resources
  - a. Personnel Report (*Action*)
  - b. Annual Contract Recommendation (*Action*)
2. Construction
  - a. Clearwater Library GMP and 100% Construction Drawings –Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, Dr. Stan Vittetoe, Provost, Clearwater Campus (*Presentation/Action*)
3. Other
  - a. Re-affirmation of St. Petersburg College, Mission, Vision, Values Ms. Sabrina Crawford, Executive Director, Institutional Research and Effectiveness (*Presentation/Action*)
  - b. New Vice President, Administrative/ Business Services and Information Technology\*

D. ACADEMIC MATTERS

1. Arts and Entertainment BAS Review and Next Steps – Dr. Jonathan Steele, Dean of Humanities and Fine Arts, Mr. Djuan Fox, Coordinator, Special Projects (*Presentation*)\*

E. STRATEGIC PRIORITIES

1. Allstate Campus Renaming Proposal/Plan-Skyway District Campus – Dr. Scott Fronrath, Provost, Allstate Center (*Presentation/Action*)

## **VII. CONSENT AGENDA**

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

NONE

### **B. NEW BUSINESS**

#### **1. GRANTS/RESTRICTED FUNDS CONTRACTS**

- a. Achieving the Dream – Engaging Adjunct Faculty in Student Success (*Action*)
- b. Florida Education Fund – Center of Excellence (*Action*)
- c. FLDOE – Carl D. Perkins (*Action*)
- d. FLDOE – College Reach out Program (CROP) (*Action*)
- e. CareerSource Florida – FloridaFLEX: CoreRx (*Action*)
- f. CareerSource Florida – FloridaFLEX: Power Design (*Action*)
- g. U.S. Department of Homeland Security – Federal Emergency Management Agency – Fire Prevention Grant (*Action*)
- h. U.S. Department of Justice – Office of Community Oriented Policing Services (COPS) – Florida Department of Law Enforcement – COPS Anti-Heroin Task Force Program (*Action*)

#### **2. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000**

- a. Cenergistic, Inc. – Energy Savings Agreement (*Action*)

#### **3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION – NONE**

- a. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000 (*Information*)

#### **4. OTHER**

- a. Baynard, McLeod and Lang, PA, Agreement for Legal Services (*Action*)
- b. Accounts Receivable Write-Off (*Action*)

## **VIII. DIRECT SUPPORT ORGANIZATIONS \***

### **1. Appointments/ Current Assignments**

- a. St. Petersburg Foundation, Inc.
- b. Leepa-Rattner Museum of Art –Deveron Gibbons
- c. Institute for Strategic Policy Solutions – Dale Oliver

## **IX. PUBLIC ACCESS/UNAGENDAED ITEMS**

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

- 6Hx23-1.37 Smoking in College Facilities

**XI. PRESIDENT'S REPORT**

**XII. NEXT MEETING DATE AND SITE**

**August 16, 2016, Epi Center – Annual Organizational Meeting**

**XIII. ADJOURNMENT**

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

The purpose of the meeting is to provide highlights of the 2015-16 school year and to ask the governing board to approve the proposed budget for the 2016-17 school year so it can be submitted to the Pinellas County School District.

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting June 21, 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: April 29, 2016

Confirmation of Publication  
[Notice of meeting](#)

*Governor's Higher Education*  
LEADERSHIP AWARD

This certificate is presented to

*Saint Petersburg College*

For their investment in Florida's future by having graduates with the highest entry-level wage of Florida's state colleges.

May 26, 2016

Date



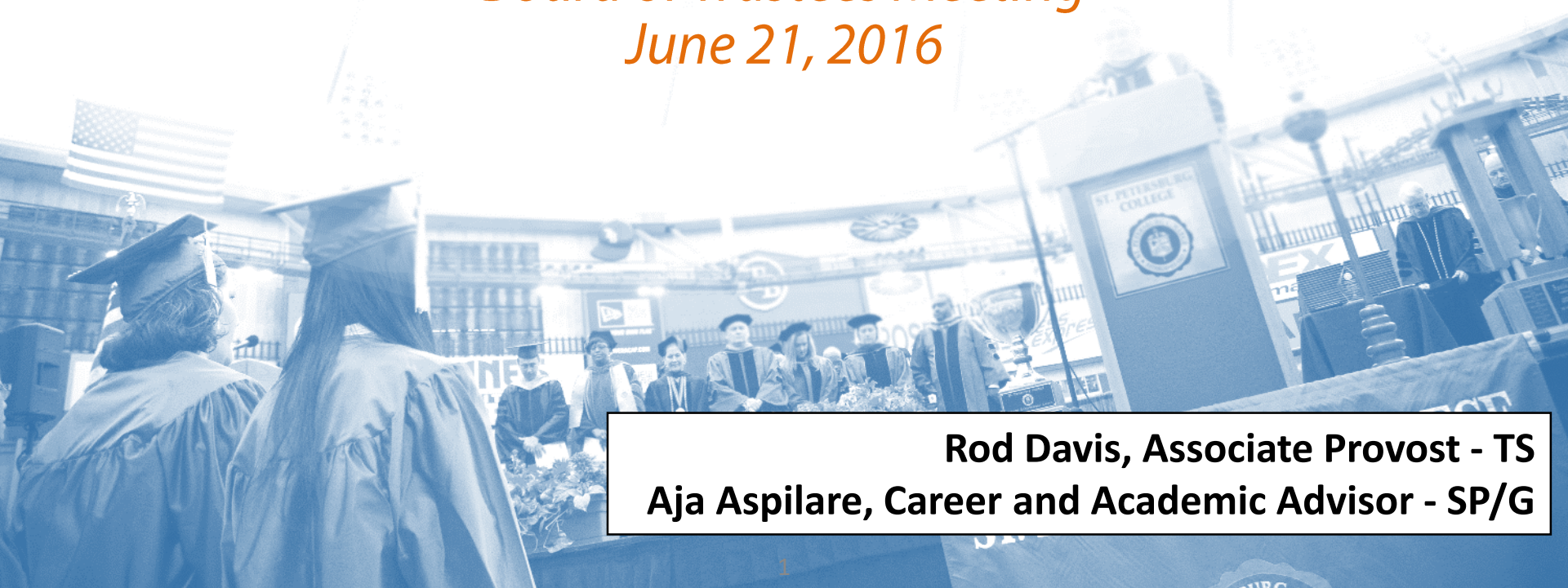
A stylized, handwritten signature in black ink, appearing to read "Rick Scott".

Governor Rick Scott

# SMART START ORIENTATION

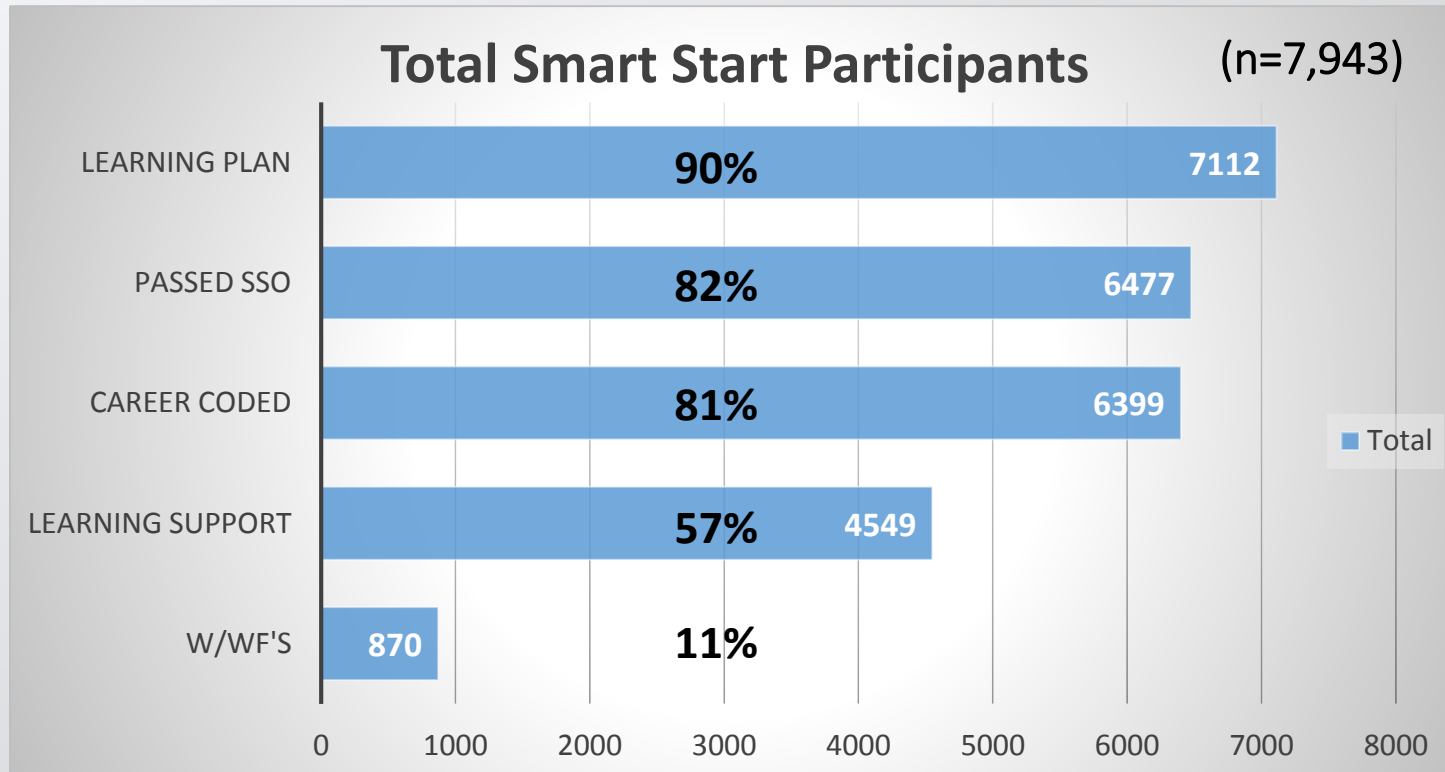
Fall 2015-Spring 2016

*Board of Trustees Meeting  
June 21, 2016*



**Rod Davis, Associate Provost - TS**  
**Aja Aspilare, Career and Academic Advisor - SP/G**

# SMART START – Fall/Spring 2015-16



	Spring 2014	Spring 2015	Spring 2016	Two Year Diff	One Year Diff
FTIC Students	65.5%	62.7%	64.1%	-1.4%	1.4%



# SMART START – Spring 2016

**Priority: Ensure all FTIC students complete Smart Start in their first semester**

**486 (20.5%)** students who were enrolled in Smart Start AND other classes this spring semester, but did NOT complete Smart Start.

Student Summary GPA	Spring Term 2015-2016 (0510)
140 + had 2.0 GPA or better	
All	486
4.00	23 (5%)
3.50	11 (2%)
3.00	40 (8%)
2.50	24 (5%)
2.00	42 (9%)
Total	140 (29%)

Student Summary MLP	Spring Term 2015-2016 (0510)
380 had an MLP	
All	486
Yes	380 (78%)
No	106 (22%)

Student Summary Career Code	Spring Term 2015-2016 (0510)
441 were Career Coded Yellow or Green	
All	486
Not coded	19 (4%)
Red	26 (5%)
Yellow	72 (15%)
Green	369 (76%)





# SMART RESTART – “NEW”

## Smart Restart is success strategy for students returning from Suspension or Dismissal

**Smart Restart** is a pilot this summer at SP/G designed to address the specific needs of these students.

- **Pre-Course:** Intro to MyCourses Certificate, Technology Self-Assessment
- **Week 1:** LASSI (Learning and Study Strategies Inventory), Learning Resources, SPC resources
- **Week 2:** Time Management and Goal Setting
- **Week 3:** Learning Style Assessment, Studying Skills, Test Taking Techniques
- **Week 4:** MLP, My Schedule Planner, Academic Pathways, Career Planning and Financial Aid
- **Post Course:** Appointment with instructor to review academic progress



# SMART START – NEXT STEPS

## Improve student experience with career exploration and development by Contextualizing Smart Start Classes

As a part of the Pathway Initiative, effective Fall 2016, we will pilot placing a cohort of student into the following Career and Academic Communities:

- Education
- Public Safety, Policy and Legal Studies
- Health Sciences and Veterinary Technology

Students will be grouped based on self-disclosure of career area of interest with the goal of:

- Having them meet other like-minded students
- Explore and solidify career choices (“This career is for me.” or “This career isn’t for me.”)
- Complete a Learning Plan with the career area of choice

Facilitator Training took place on May 31 regarding the Career and Academic Community tracks



# Questions





# St. Petersburg College Board of Trustees Monthly Financial Report

Janette Hunt  
June 21, 2016

SPC

SPC

# Revenue Focus

## ST. PETERSBURG COLLEGE

FY15-16 OPERATING BUDGET TO ACTUAL REPORTING: July 1 - May 31

Revenue	FY15-16 Budget	FY15-16 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
Student Tuition & Out-of-State Fees	\$ 56,498,805	\$ 55,621,351	98%	
State Appropriation - CCPF	\$ 53,660,965	\$ 49,357,515	92%	
State Appropriation - Lottery	\$ 14,934,524	\$ 11,947,620	80%	
Performance Funding	\$ 2,404,418	\$ 2,194,032	91%	
Operating Cost for New Facilities	\$ 172,604	\$ -	0%	
Learning Support Access Fee	\$ 1,831,810	\$ 1,696,189	93%	
Distance Learning Fee	\$ 3,752,441	\$ 3,744,647	100%	
Technology Fee	\$ 2,815,337	\$ 2,674,561	95%	
Lab Revenue Fees	\$ 1,714,401	\$ 1,933,287	113%	
Industry Certifications	\$ 150,000	\$ -	0%	
Other Revenues	\$ 5,397,200	\$ 4,905,932	91%	
Other Student Fees	\$ 1,622,007	\$ 985,005	61%	
Fund Transfers In	\$ 3,568,839	\$ 3,527,304	99%	
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>\$ 138,587,441</b>	<b>91%</b>	<b>90%</b>

# Expense Focus

## ST. PETERSBURG COLLEGE

FY15-16 OPERATING BUDGET TO ACTUAL REPORTING: July 1 - May 31

Operating Costs	FY15-16 Budget	FY15-16 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
<b>Personnel &amp; Benefits</b>				
<b>Total Personnel &amp; Benefits</b>	\$ 118,154,416	\$ 108,741,160	92%	93%
<b>Current Expense</b>				
<b>Total Current Expense</b>	\$ 31,486,190	\$ 25,381,743	80%	83%
<b>Capital Spending</b>				
<b>Total Capital Spending</b>	\$ 3,347,196	\$ 2,067,042	61.8%	88%
<b>Total Operating Costs - Fund 1x</b>	\$ 153,273,122	\$ 136,189,945	89%	90%
<b>Total Remaining Funds (Surplus/Deficit)</b>	\$ 0	\$ 2,397,496		

# Operating Budget Fund Balance Trends



\$2,397,496



# St. Petersburg College Board of Trustees FY16/17 Budget Updates

Janette Hunt  
June 21, 2016

SPC



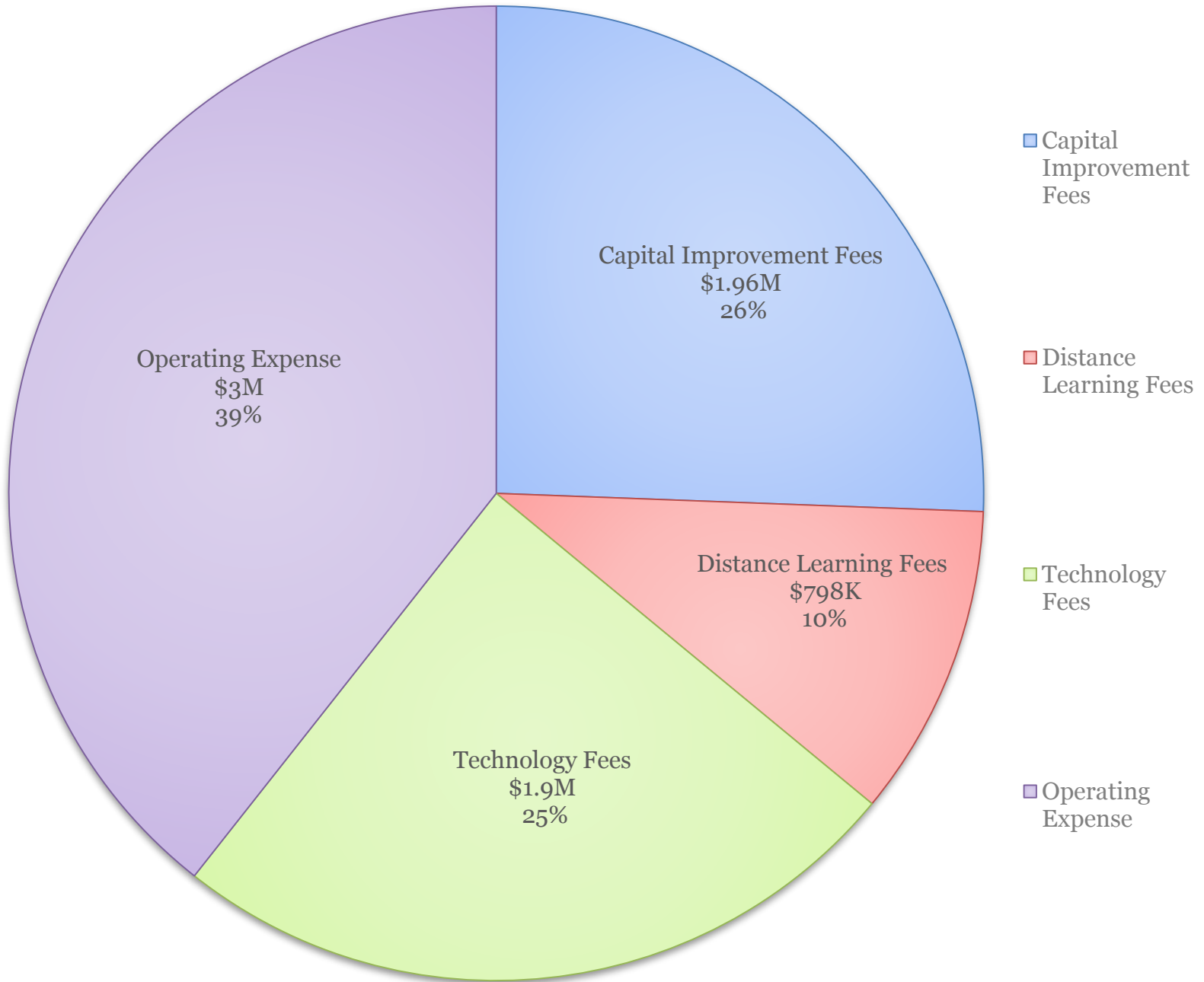
# Funding to Support Strategic Priorities



# FY16/17 St. Petersburg College Operating Budget

Revenue	FY16/17 Budget
Student Tuition & Out-of-State Fees	\$ 56,560,516
State Appropriation - CCPF	\$ 51,695,712
State Appropriation - Lottery	\$ 16,693,508
Performance Funding	\$ 3,652,774
Operating Cost for New Facilities	\$ 128,429
Learning Support Access Fee	\$ 1,834,042
Distance Learning Fee	\$ 3,814,485
Technology Fee	\$ 2,818,596
Lab Revenue Fees	\$ 1,714,401
Industry Certifications	\$ 150,000
Other Revenues	\$ 5,397,200
Other Student Fees	\$ 1,622,007
Fund Transfers In	\$ 3,556,839
Revenue Stabilization Reserve	\$ 2,173,009
One-Time Non-Recurring Funds	\$ 2,291,443
<b>Total Revenues - Fund 1x</b>	<b>\$ 154,102,961</b>
Operating Costs	FY16/17 Budget
<b>Personnel &amp; Benefits</b>	
Instructional/Faculty-Full Time	\$ 28,899,727
Administrative	\$ 10,275,180
Career (Non-Instructional)	\$ 21,742,661
Adjunct/Supplemental	\$ 14,341,325
Professional	\$ 15,874,846
Other Professional OPS	\$ 766,481
OPS and Overtime	\$ 2,459,839
Student Assistants	\$ 415,000
Health Insurance	\$ 11,851,209
Other Personnel Benefits	\$ 11,678,031
<b>Total Personnel &amp; Benefits</b>	<b>\$ 118,304,299</b>
<b>Current Expense</b>	
<b>Total Current Expense</b>	<b>\$ 31,654,487</b>
<b>Capital Spending</b>	
<b>Total Capital Spending</b>	<b>\$ 3,430,581</b>
<b>Total Operating Costs - Fund 1x</b>	<b>\$ 153,389,367</b>
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ 713,594</b>

Technology Budget  
Computer Refresh \$4.4M  
Maintenance and Licensing \$3.2M



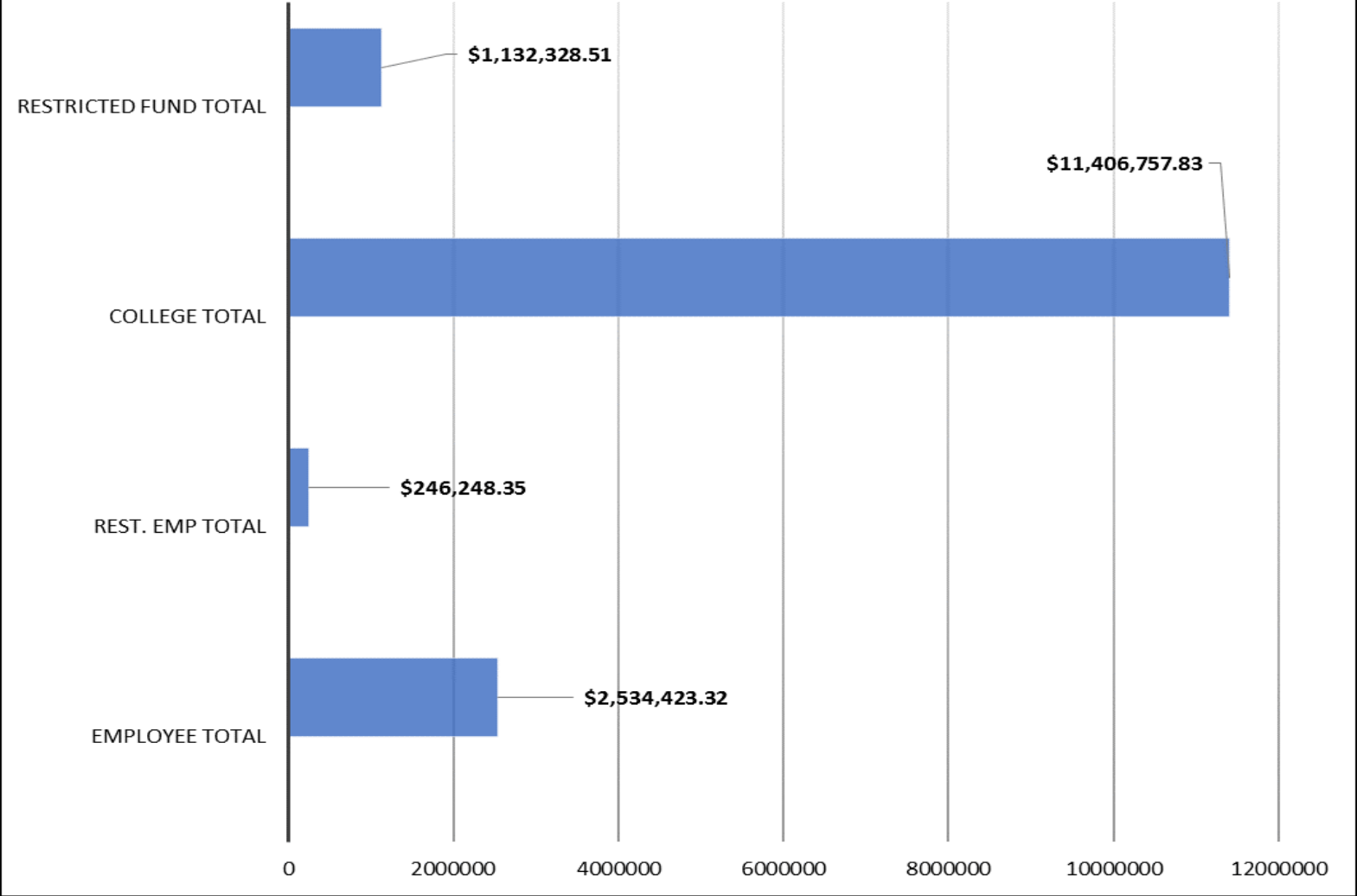
Capital Improvement Fees

Distance Learning Fees

Technology Fees

Operating Expense

# Health Fund Contribution Sources



# 2016-17 Capital Outlay (Construction, Remodel, Renovation & Equipment)

\$39.4M Funding Available (\$10.1M is Recurring Capital Improvement Fees)

\$2.7M Construction Bond Payments

\$23.8M Major Construction Projects (SPG \$1M)

\$4.5M Deferred Maintenance/Infrastructure

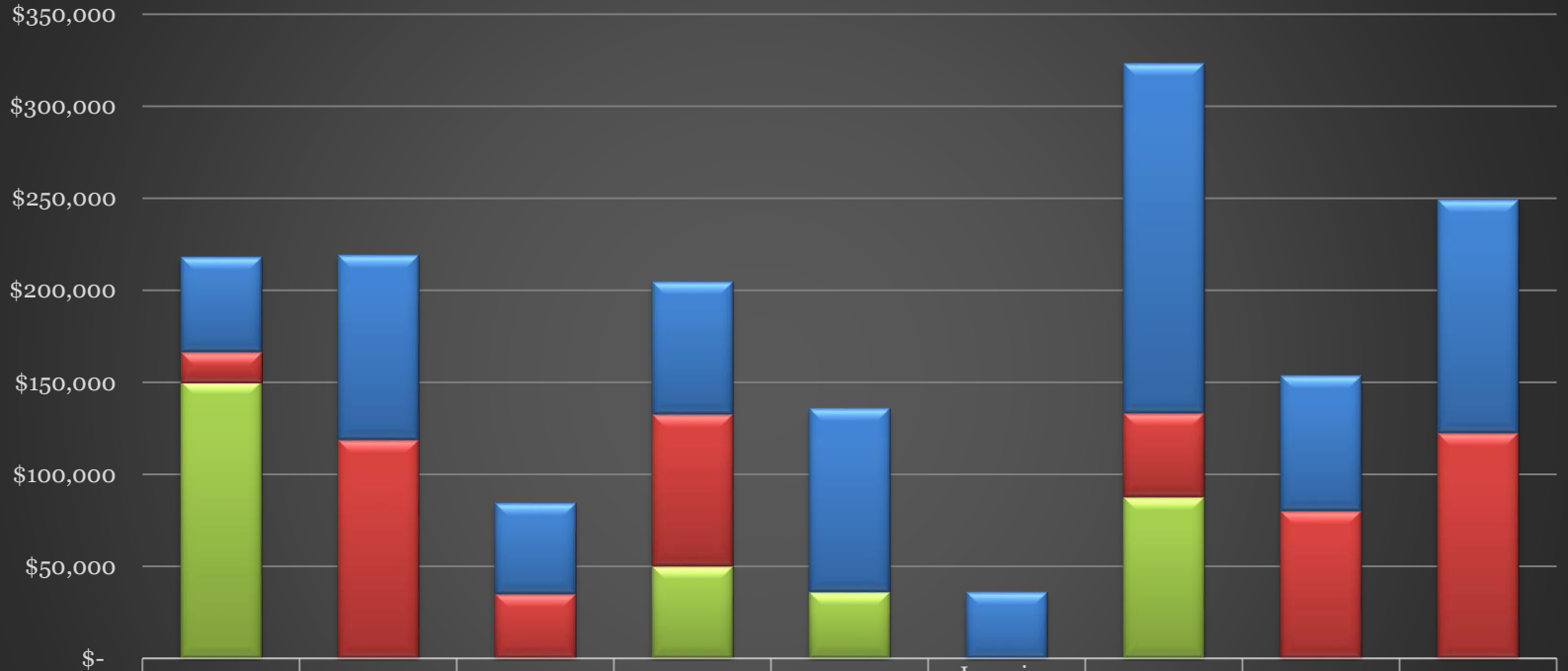
\$1.7M Campus Project Remodel & Misc.  
Expense

\$1.4M Discretionary Major Equipment and  
Renovation/Remodel

\$1.1M Internal Construction Personnel

\$3.9M Balance for Contingency

## Campus Discretionary Capital Outlay Budget



	Allstate	Clearwater	DTMT	Seminole	EPI	Learning Resources	Health	Tarpon	SP/G
Major Equip	\$51,613	\$99,989	\$49,728	\$72,308	\$100,000	\$35,789	\$189,906	\$73,877	\$126,789
Ren/Rem	\$16,228	\$118,862	\$34,795	\$82,302	\$-	\$-	\$45,643	\$79,734	\$122,436
Spec Proj	\$150,000	\$-	\$-	\$50,000	\$35,789	\$-	\$87,600	\$-	\$-

## Recap - Other College Fund Budget

### Fund 2

- Restricted - Student Activities \$4.7M

### Fund 3

- Auxiliary \$3.6M

### Fund 5

- Scholarships & Financial Aid \$65M

### Fund 7

- Capital Construction \$39.4M

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# **Florida College System Performance Funding Model Overview**

*Board of Trustees Meeting  
- June 21, 2016*

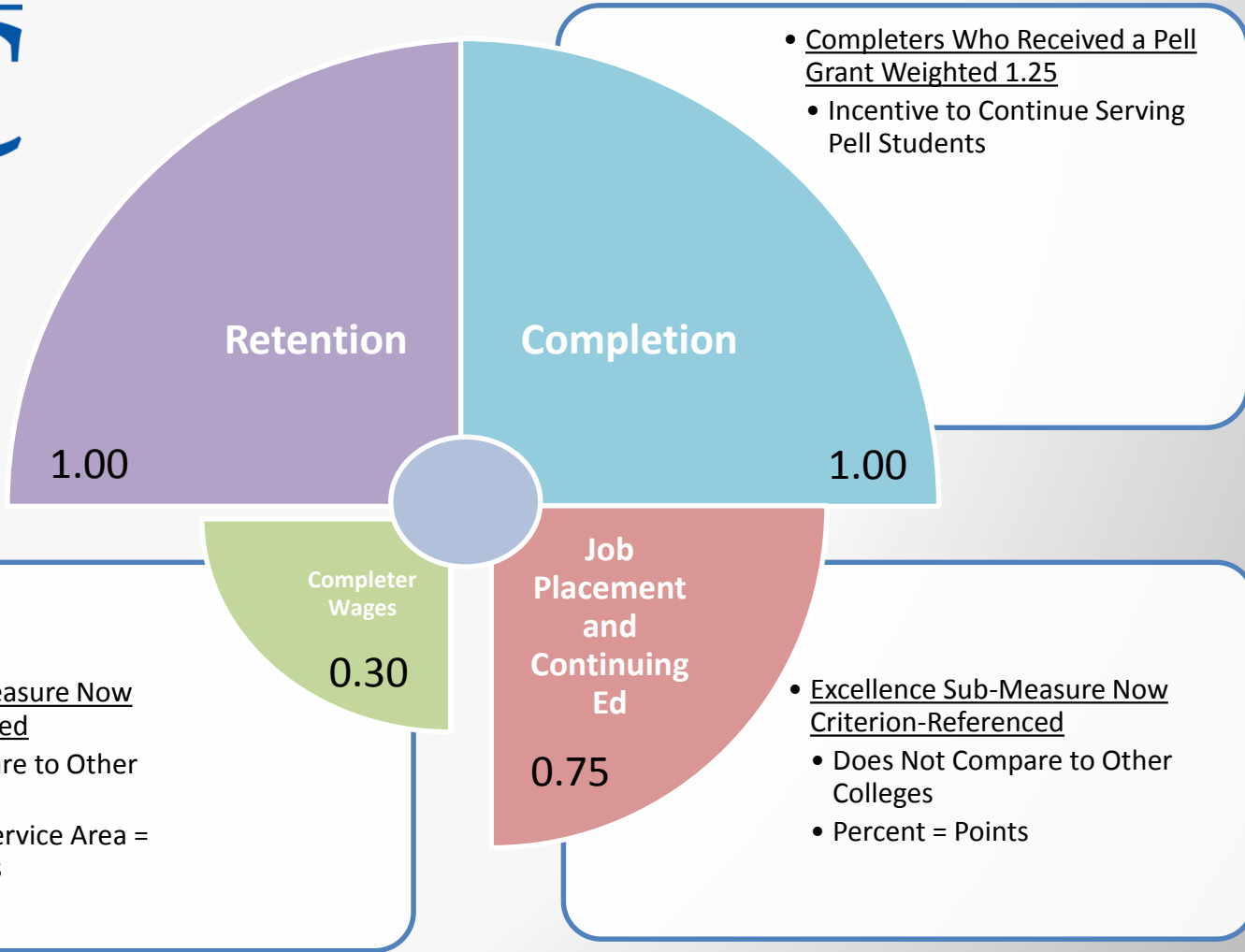
- Florida College System (FCS) has provided *Draft* Performance Funding College and Measure scores
- Awaiting Confirmation from July 20<sup>th</sup> State Board of Education (SBE) meeting to finalize Performance Funding model

## Update



1. Retention Rates
2. Completion Rates
3. Job Placement/Continuing Education
4. Entry Level Wages

## Four Measures



## 2016-17 Proposed Modifications

- Each measure has two distinct parts:
  1. Excellence Benchmark
  2. Improvement Benchmark
- Points are awarded to each institution based on the higher of the two benchmarks.

## Measures

- **Weight:** 10 Points Max

- **Cohort:**

- First-time, full-time and first-time, part-time lower division students enrolled in the fall term.\*
- First-time, full-time and first-time, part-time upper division students enrolled in the fall term.\*

- **Timeframe:** Must be enrolled in sequential fall terms in order to be counted as being retained. Using combined full-time rate (1/2) and part-time rate (1/2).

- **Source:** CCTCMIS and National Clearinghouse

**Figure 3.1. Enrollment Patterns of Four Students and Their Respective Retention Outcome.**

STUDENT & OUTCOME	YEAR 1		YEAR 2	
	FALL TERM	SPRING TERM	FALL TERM	SPRING TERM
Student "A" was NOT RETAINED	ENROLLED	ENROLLED	NOT ENROLLED	NOT ENROLLED
Student "B" was NOT RETAINED	ENROLLED	ENROLLED	NOT ENROLLED	ENROLLED
Student "C" was RETAINED	ENROLLED	NOT ENROLLED	ENROLLED	ENROLLED
Student "D" was RETAINED	ENROLLED	ENROLLED	ENROLLED	NOT ENROLLED

# Retention Rates

\*Excludes transfers and allowable exclusions.

Table 2.2. Example of Completion Rate Calculations

	Students in the Cohort		Total
	Lower Division	Upper Division	
<b>150% Completion Rate</b>			
Numerator	1,000	100	1,100
Denominator	5,000	500	5,500
Rate	20%	20%	20%
<b>200% Completion Rate</b>			
Numerator	1,500	150	1,650
Denominator	5,000	500	5,500
Rate	30%	30%	30%

## NEW: Completers Who Received a Pell Grant Weighted 1.25

- **Weight:** 10 Points Max
- **Cohort:**
  - Lower Division Cohort: first-time, full-time lower division students enrolled at the beginning of the fall term (may include students beginning in the summer term).\*
  - Upper Division Cohort: first-time, full-time upper division students from the fall, spring, and summer term.\*
- **Timeframe:** students comprising each cohort were tracked for 150% (2/3) using Fall 2011 and 200% (1/3) using Fall 2010 of catalog time
- **Source:** CCTCMIS, FETPIP, National Clearinghouse

# Completion Rates

\*Excludes transfers and allowable exclusions.

Figure 1.1. Example of the Timeframe for Counting Outcomes

	Year of Graduation						Year After Graduation					
	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY	JUNE
Graduation Date	█											
Employed							█					
Continued Enrollment							█					

**NEW: Criterion–Referenced, Not Compared to Other Colleges**

- **Weight:** 7.50 Points Max (Discounted from 10 Points)
- **Cohort:** graduates (from summer, fall, and spring) in the year after graduating (all degrees and certificates).
- **Timeframe:**
  - Employed: have an earnings record during the fourth fiscal quarter of the year (October through December).
  - Continuing education: have an enrollment record in the year following graduation.
- **Sources:** CCTCMIS, FETPIP, National Clearinghouse

# Job Placement/Continuing Education



Figure 4.1. Example of the Timeframe for Counting Outcomes

	Year of Graduation												Year After Graduation										
	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY
Graduation Date																							
Employed																							

**NEW: Criterion–Referenced, Not Compared to Other Colleges**

- **Weight:** 3 Points Max (Discounted from 10 Points)
- **Cohort:** Graduates (from summer, fall, and spring) in the year after graduating (all degrees and certificates).
- **Timeframe:** Graduates working with wages in the fourth fiscal quarter after graduation.
- **Source:** Entry Level Wages defined as the average wage of graduates found working full-time in the FETPIP database compared to entry-level wages in the college's service area by the Florida DEO.

## Entry Level Wages

## Measures

## Cohort Year

1) Job Placement/Continuing Education

- 2013-2014 Graduates

2) Completion Rates: 150%

- Fall 2011-FT FTIC\*
- Fall 2011, Spring 2011, Summer 2012-FT First Time Bacc \*

Completion Rates: 200%

- Fall 2010-FT FTIC\*
- Fall 2010, Spring 2010, Summer 2011-FT First Time Bacc\*

3) Retention Rates

- Fall 13-14 to Fall 14-15
- First-time, FT and PT lower division students First-time, FT and PT upper division students

4) Entry Level Wages

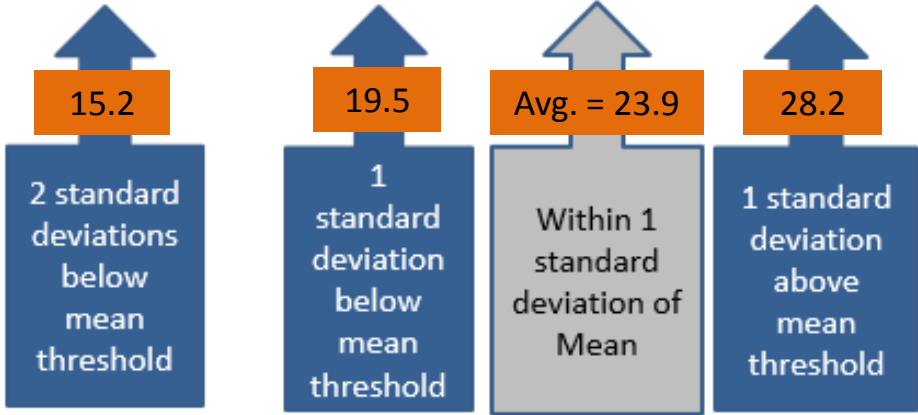
- College Completer Avg. FT Wage (2013-14)
- DEO Entry Level Wage in Service Area (2014)

Notes: FT = Fulltime, PT = Part-time, FTIC = First Time in College, DEO = Department of Economic Opportunity.

# Measure Cohort Detail

\*Excludes transfers and allowable exclusions.

	Purple (2)	Bronze (3)	Silver (20)	Gold (3)
Base Funding (Institutional Investment)	✓ Implement Plan for Restoration	✓ Auto-Restore Institutional Investment	✓ Auto-Restore Institutional Investment	✓ Auto-Restore Institutional Investment ✓ Potential Redistribution from Purple
New Funding (State Investment)	None	None	✓ Prorated Share of State Investment	✓ Prorated Share of State Investment ✓ Redistribution from Bronze



# 2016-17 Proposed Thresholds

- SPC is ?? of out 28 Florida State Colleges (Silver Status with 26.8 out of 30.0 points)
  - *Retention Rates: **10.00** out of 10.00*
  - *Completion Rates: **6.67** out of 10.00*
  - *Job Placement/Continuing Education: **7.16** out of 7.50*
  - *Entry Level Wages: **3.00** out of 3.00*
- With Silver Status, SPC will have their base funding restored (1.8 million) and receive a proportional amount of performance dollars (1.8 million).

## SPC Ranking

- Continue to attempt to recreate and validate state data
- Develop short-term and long-term strategies to improve performance metrics, such as:
  - ‘Auto-grad’ programs
  - Continue developing FUSE program with USF (currently in pilot)

## Next Steps




# Questions



June 21, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Fiscal Year 2016-2017 College General Operating, Capital Outlay, Student Activities, Auxiliary, and Scholarship Budgets with Tuition and Fees

**The FY16-17 operating budget proposal continues to strengthen St. Petersburg College's efforts to maintain its open door policy, support student access and success, renew and refresh important instructional technologies, and focus on strategic enrollment growth.**

**Approval is sought for the College's Operating and Capital Outlay Budget for Fiscal Year 2016-2017.**

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

**Fund 1 General Operating Budget** - The College's General Operating Budget is based on the 2016-2017 General Appropriations Act (House Bill 5001).

Pursuant to state rule 6A-14.0716, the College must prepare a budget in such form as prescribed by the State Board of Education for the Current Unrestricted Fund. A copy of the budget approved by the College's Board of Trustees shall be submitted to the Chancellor, as designee of the Commissioner of Education, by June 30 or on a later date established by the Chancellor. In accordance with Florida statutes (1011.30), this operating budget must be approved by the College's Board of Trustees prior to the submission to the Department of Education (DOE). Any future revisions to this operating budget must be presented to and approved by the Board.

**Fund 7 Capital Outlay Budget** – The FY2016-2017 College Capital Outlay budget of \$39.4M provides for collegewide facility and technology infrastructure maintenance, discretionary campus specific renovation/remodel needs, and major building project funding.

In accordance with Florida statute 1013.61, this Capital Outlay budget must be approved by the College's Board of Trustees. The capital needs are presented in the attached summary as proposed expenditures from the capital budget funding sources detailed.

**Student Fees per Credit Hour would be modified as follows:**

**Lower Division Credit Programs**

	2015-2016 Fees	2016-2017 Fees	% Change
<b>Florida Residents</b>			
Tuition Fee	\$80.94	\$80.94	
Student Activity & Service Fee	7.63	7.63	
Financial Aid Fee	4.04	4.04	
Technology Fee	4.04	4.04	
Capital Improvement Fee (CIF)*	15.10	16.19	
<b>Tuition and Fees</b>	<b>\$111.75</b>	<b>\$112.84</b>	<b>1.0%</b>
<b>Non-Residents</b>			
Tuition Fee	\$80.94	\$80.94	
Out-of-State Fee	242.97	242.97	
Student Activity & Services Fee	7.63	7.63	
Financial Aid Fee	16.20	16.20	
Technology Fee	16.20	16.20	
Capital Improvement Fee (CIF)*	22.96	24.96	
<b>Tuition and Fees</b>	<b>\$386.90</b>	<b>\$388.90</b>	<b>0.5%</b>

**Post-Secondary Adult Vocational Non-Credit Programs**

	2015-2016 Fees	2016-2017 Fees	% Change
<b>Florida Residents</b>			
Tuition Fee	\$68.60	\$68.60	
Technology Fee	3.43	3.43	
Capital Improvement Fee (CIF)*	3.43	3.43	
<b>Total Registration Fees</b>	<b>\$75.46</b>	<b>\$75.46</b>	<b>0.0%</b>
<b>Non-Residents</b>			
Tuition Fee	\$68.60	\$68.60	
Out-of-State Fee	205.82	205.82	
Technology Fee	13.72	13.72	
Capital Improvement Fee (CIF)*	13.72	13.72	
<b>Total Registration Fees</b>	<b>\$301.86</b>	<b>\$301.86</b>	<b>0.0%</b>



## Upper Division Credit Programs

	2015-2016 Fees	2016-2017 Fees	% Change
<b>Florida Residents</b>			
Tuition Fee	\$91.79	\$91.79	
Student Activity & Services Fee	9.18	9.18	
Financial Aid Fee	4.59	4.59	
Technology Fee	4.59	4.59	
Capital Improvement Fee (CIF)*	12.55	14.55	
<b>Tuition and Fees</b>	<b>\$122.70</b>	<b>\$124.70</b>	<b>1.6%</b>
<b>Non-Residents</b>			
Tuition Fee	\$91.79	\$91.79	
Out-of-State Fee	275.53	275.53	
Student Activity & Services Fee	9.18	9.18	
Financial Aid Fee	18.37	18.37	
Technology Fee	18.37	18.37	
Capital Improvement Fee (CIF)*	12.55	14.55	
<b>Tuition and Fees</b>	<b>\$425.79</b>	<b>\$427.79</b>	<b>0.5%</b>

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

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

**Fund 2 Student Activities Budget** - The FY2016-2017 Collegewide Student Activities Budget is \$4.7M. It includes \$1.2M distributed across the campus' Student Government Associations (SGA) for budget development. This budget is reviewed and approved by the President.

**Fund 3 Auxiliary Budget** – The FY2016-2017 Collegewide Auxiliary Budget is \$3.4M. It includes \$2.9M to support expenses in the Fund 1 General Operating Budget and \$900K for student textbook credits.

**Fund 5 Scholarship Budget** – The FY2016-2017 Collegewide Scholarship Budget is \$65M. It includes \$61.2M in Federal and State financial aid, \$2.6M in scholarships funded by the Student Financial Aid Fee, and \$1.7M in Foundation and other scholarships.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology recommend approval.

Attachment

**St. Petersburg College**  
**FY16-17 Fund 1 Operating Budget**

<b>Revenue</b>	<b>FY15-16 Budget</b>	<b>FY16-17 Budget</b>
Student Tuition & Out-of-State Fees	\$ 56,498,805	\$ 56,560,516
State Appropriation - CCPF	\$ 53,660,965	\$ 51,695,712
State Appropriation - Lottery	\$ 14,934,524	\$ 16,693,508
Performance Funding	\$ 2,404,418	\$ 3,652,774
Operating Cost for New Facilities	\$ 172,604	\$ 128,429
Learning Support Access Fee	\$ 1,831,810	\$ 1,834,042
Distance Learning Fee	\$ 3,752,441	\$ 3,814,485
Technology Fee	\$ 2,815,337	\$ 2,818,596
Lab Revenue Fees	\$ 1,714,401	\$ 1,714,401
Industry Certifications	\$ 150,000	\$ 150,000
Other Revenues	\$ 5,397,200	\$ 5,397,200
Other Student Fees	\$ 1,622,007	\$ 1,622,007
Fund Transfers In	\$ 3,568,839	\$ 3,556,839
Revenue Stabilization Reserve	\$ 2,173,009	\$ 2,173,009
One-Time Non-Recurring Funds	\$ 2,291,443	\$ 2,291,443
<b>Total Revenues</b>	<b>\$ 152,987,803</b>	<b>\$ 154,102,961</b>
<b>Operating Costs</b>		
	<b>FY15-16 Budget</b>	<b>FY16-17 Budget</b>
<b>Personnel &amp; Benefits</b>		
Instructional/Faculty-Full Time	\$ 28,170,380	\$ 28,899,727
Administrative	\$ 9,710,187	\$ 10,275,180
Career (Non-Instructional)	\$ 22,119,336	\$ 21,729,661
Adjunct/Supplemental	\$ 14,691,325	\$ 14,341,325
Professional	\$ 16,591,094	\$ 15,874,846
Other Professional OPS	\$ 766,481	\$ 766,481
Non-Instructional OPS and Overtime	\$ 2,430,981	\$ 2,459,839
Student Assistants	\$ 415,000	\$ 428,000
Health Insurance	\$ 11,554,547	\$ 11,554,547
Other Personnel Benefits	\$ 11,705,085	\$ 11,700,854
<b>Total Personnel &amp; Benefits</b>	<b>\$ 118,154,416</b>	<b>\$ 118,030,460</b>
<b>Current Expense</b>		
Travel	\$ 619,926	\$ 629,676
Repairs & Maintenance	\$ 898,392	\$ 872,674
Rentals/Leases	\$ 445,340	\$ 445,340
Insurance (Non-Health)	\$ 1,708,272	\$ 1,708,272
Utilities	\$ 5,800,000	\$ 5,800,000
Services and Fees	\$ 7,734,988	\$ 7,734,988
Scholarships/Fee Waivers	\$ 1,559,895	\$ 1,559,895
Materials and Supplies	\$ 5,470,922	\$ 5,928,526
Tech Expense/Licensing	\$ 2,805,257	\$ 2,805,757
Bad Debt/Unemployment Comp/Misc	\$ 1,147,782	\$ 1,147,782
Other Current Expense	\$ 3,295,416	\$ 3,295,416
<b>Total Current Expense</b>	<b>\$ 31,486,190</b>	<b>\$ 31,928,326</b>
<b>Capital Spending</b>		
Computer Refresh Leases	\$ 2,820,836	\$ 2,904,221
Capital Purchases- Non-Recurring	\$ 526,360	\$ 526,360
<b>Total Capital Spending</b>	<b>\$ 3,347,196</b>	<b>\$ 3,430,581</b>
<b>Total Operating Costs</b>	<b>\$ 152,987,802</b>	<b>\$ 153,389,367</b>
<b>Total Remaining Funds</b>	<b>\$ 0</b>	<b>\$ 713,594</b>

**St. Petersburg College  
FY16-17 Fund 2 Student Activities Budget**

<b>Total Projected Student Activity Revenues</b>	<b>\$4,748,846</b>
<b>Less Budgeted Expenses:</b>	
Annual Journal Entries	\$390,228
Student Determined Activities Distribution (25%)	\$1,187,212
Reserve (5%)	\$142,465
Budgeted Personnel (excluding annual journal entries and athletics personnel)*	\$1,351,716
Athletics (including personnel)	\$1,133,068
Non-Discretionary Campus Program Operating Expenses	\$350,030
Other Collegewide Operating Expenses	\$194,127
<b>Total Budgeted Expenses</b>	<b>\$4,748,846</b>
<b>Surplus/Deficit</b>	<b>\$0</b>

**St. Petersburg College  
FY16-17 Fund 5 Scholarship Budget**

<b>Revenues:</b>	
Student Financial Aid Fees Collected	\$ 2,568,124
Federal PELL and SEOG Grants	\$ 54,368,518
Various Florida State Scholarship Grants	\$ 6,880,000
Various SPC Foundation and Other Scholarship Grants	\$ 1,758,000
<b>Total Revenues</b>	<b>\$ 65,574,642</b>
<b>Expenses:</b>	
Student Incentive Grant Scholarships	\$ 1,793,000
Johnnie Ruth Clark Scholarships	\$ 399,000
SPC Presidential Scholarships	\$ 201,900
Fine Arts, Visual Art, Associate to Baccalaureate, Honors College, Misc. Scholarships	\$ 382,224
<b>Total Financial Aid Fee Scholarships</b>	<b>\$ 2,776,124</b>
Federal PELL & SEOG Grants Awarded	\$ 54,368,518
State of Florida Scholarships	\$ 6,880,000
Various SPC Foundation and Other Scholarships	\$ 1,550,000
<b>Total Expenses</b>	<b>\$ 65,574,642</b>
<b>Surplus/Deficit</b>	<b>\$ -</b>

<b>St. Petersburg College</b>	
<b>FY16-17 Fund 3 Auxiliary Budget</b>	
<b>Revenues:</b>	
Bookstore Commissions	\$ 1,989,230
Bookstore Textbook Credit Contribution	\$ 500,000
Food Services/Vending Commissions	\$ 150,000
Residual Financial Aid Funds	\$ 283,000
Royalties-Ethics Textbook	\$ 60,000
Royalties-Excess Bandwidth	\$ 385,036
Pay For Print Sales	\$ 94,232
Seminole Library Rentals	\$ 3,000
Ground Tower Lease	\$ 43,496
Verizon Tower Lease	\$ 12,000
Interest	\$ 50,885
<b>Total Revenues</b>	<b>\$ 3,570,879</b>
<b>Expenses:</b>	
Auxiliary Services Administrative Costs	\$ 185,225
Computer & Equipment Leases	\$ 86,085
Materials, supplies, misc. services	\$ 25,138
<b>Total Expenses</b>	<b>\$ 296,448</b>
<b>Transfers Out to Other Funds:</b>	
Operating Budget Fund	\$ 1,987,000
Scholarship Fund Mac J Williams	\$ 5,000
Textbook Bookstore Credits	\$ 900,000
International Scholarships	\$ 208,000
<b>Total Transfers Out to Other Funds</b>	<b>\$ 3,100,000</b>
<b>Total Expenses &amp; Transfers</b>	<b>\$ 3,396,448</b>
<b>Surplus/Deficit</b>	<b>\$ 174,431</b>

**St. Petersburg College  
FY16-17 Fund 7 Capital Outlay Budget**

<b>Projected Sources of Revenue</b>	<b>FY16-17 Recurring</b>	<b>FY16-17 Non- Recurring</b>	<b>FY16-17 Budget</b>
<b>Funds</b>			
PECO Projects (Bay Pines)		\$3,658,223	\$ 3,658,223
PECO Projects (SPG Adm)		\$10,000,000	\$ 10,000,000
PECO General Renovation/Remodel (186)			\$ -
SODA General Renovation/Remodel (265)		\$2,968,617	\$ 2,968,617
PY SODA General Renovation/Remodel (265)		\$984,000	\$ 984,000
City of Seminole (Habitat)		\$29,300	\$ 29,300
Capital Improvement Fees - Discretionary		\$7,864,341	\$ 7,864,341
Capital Improvement Fees - Discretionary	\$10,136,269		\$ 10,136,269
CO&DS		\$0	\$ -
PY CO&DS		\$860,000	\$ 860,000
Fund 1 Transfer Out		\$2,100,000	\$ 2,100,000
Other Misc Sources		\$0	\$ -
RaceTrac		\$534,000	\$ 534,000
Grant Match Reserve		\$225,000	\$ 225,000
<b>Total Fund Sources</b>	<b>\$10,136,269</b>	<b>\$29,223,481</b>	<b>\$39,359,750</b>
<b>Projected Uses of Revenue</b>			
Budgeted Personnel Salaries	\$656,479		\$ 656,479
Other Personnel	\$206,000		\$ 206,000
Employee Benefits - Retirement	\$47,520		\$ 47,520
Employee Benefits - FICA/Medicare	\$50,221		\$ 50,221
Employee Benefits - Health/Dental/Wellness	\$135,832		\$ 135,832
<b>Total Personnel &amp; Benefits</b>	<b>\$ 1,096,051</b>	<b>\$ -</b>	<b>\$ 1,096,051</b>
<b>Major Construction</b>			
Clearwater Library	\$0	\$8,603,600	\$ 8,603,600
Bay Pines		\$4,158,223	\$ 4,158,223
St. Pete/Gibbs Adm		\$10,000,000	\$ 10,000,000
St. Pete/Gibbs Adm (Reserve)	\$491,180	\$508,820	\$ 1,000,000
<b>Total Major Construction</b>	<b>\$ 491,180</b>	<b>\$ 23,270,643</b>	<b>\$ 23,761,823</b>
<b>Infrastructure Deferred Maintenance and Network</b>			
Deferred Maintenance	\$600,000	\$83,000	\$ 683,000
Campus Infrastructure Projects	\$800,000		\$ 800,000
Career Services Infrastructure		\$400,000	\$ 400,000
Collegewide Maintenance/Repair	\$607,718		\$ 607,718
Technology Infrastructure Maintenance	\$1,964,387		\$ 1,964,387
Bus, Float & Vehicle Replacement		\$0	\$ -
<b>Total Infrastructure Deferred Maintenance and Network</b>	<b>\$ 3,972,105</b>	<b>\$ 483,000</b>	<b>\$ 4,455,105</b>
<b>Project Expense</b>			
<b>Allstate</b>			
Chiller Plant Replacement		\$50,000	\$ 50,000
Fire Science Equipment (Tanks)	\$60,000		\$ 60,000
Fire Center Restrooms/Showers		\$40,000	\$ 40,000
Misc Maintenance and Ren/Rem	\$16,228		\$ 16,228
Capital Equipment	\$51,613		\$ 51,613
<b>Clearwater Projects</b>			
Misc Maintenance and Ren/Rem	\$118,862		\$ 118,862
Capital Equipment	\$99,989		\$ 99,989
<b>Downtown-Midtown</b>			
Misc Maintenance and Ren/Rem	\$34,795		\$ 34,795
Capital Equipment	\$49,728		\$ 49,728
<b>EpiCenter/District Office</b>			
Capital Equipment - EpiTech	\$50,000		\$ 50,000
Capital Equipment - Facilities	\$100,000		\$ 100,000
Capital Equipment - DO/EpiServices	\$50,000		\$ 50,000
Workforce STEM		\$276,000	\$ 276,000
College-wide (out of class support projects)	\$35,789		\$ 35,789
Collaborative Labs	\$100,000		\$ 100,000
<b>Health</b>			
Dental Chairs	\$87,600		\$ 87,600
O&P Grant		\$250,000	\$ 250,000
Misc Maintenance and Ren/Rem	\$45,643		\$ 45,643
Capital Equipment	\$189,906		\$ 189,906
<b>Seminole</b>			
Bay Pines STEM Learning Center		\$108,865	\$ 108,865
Green House		\$225,000	\$ 225,000
Digitorium	\$50,000		\$ 50,000
Misc Maintenance and Ren/Rem	\$82,302		\$ 82,302
Capital Equipment	\$72,308		\$ 72,308
<b>St. Pete</b>			
Misc Maintenance and Ren/Rem	\$122,436		\$ 122,436
Capital Equipment	\$126,789		\$ 126,789
<b>Tarpon</b>			
Entrance/Exit		\$534,000	\$ 534,000
Misc Maintenance and Ren/Rem	\$79,734		\$ 79,734
Capital Equipment	\$73,877		\$ 73,877
Campus & Academic Areas Refresh		\$100,000	\$ 100,000
BAS #3 Arts & Entertainment Technology		\$16,842	\$ 16,842
<b>Major Campus Projects</b>			\$ -
<b>Contingency - Campus Discretionary Project Carryforward</b>		\$530,679	\$ 530,679
<b>Contingency - Collegewide</b>	\$0	\$150,000	\$ 150,000
<b>Debt Service - Construction Obligations and Bonds</b>			
JWB Payment	\$2,691,563		\$ 2,691,563
	\$187,770		\$ 187,770
<b>Total Expenses</b>	<b>\$ 10,136,269</b>	<b>\$ 26,035,029</b>	<b>\$ 36,171,299</b>
<b>Remaining Funds</b>	<b>\$ (0)</b>	<b>\$ 3,188,452</b>	<b>\$ 3,188,452</b>

June 21, 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>
Hogan, Terri McGee	Career & Academic Advisor	Enrollment Management DO	6/13/2016-6/30/2017

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Swaim, Lenore S	Apprenticeship Empl. Recruiter	Business Administration SP	4/25/2016-6/30/2017
Johns, Charlotte D	Scholarship & Stu Fin Asst Dir	Scholarships/Stu Fin Assist SP	6/6/2016-6/30/2017

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Yeager, Gabriel Harrison	Accounting Support Specialist	Provost TS	5/31/2016
Dobson, Terri L	Administrative Svcs Specialist	Business Technologies CL	6/6/2016
Norris, Lilian Y	Administrative Svcs Specialist	Leepa/Rattner Museum - DO	6/7/2016
Bermudez, Carmen G	Custodian	Custodial Services CL	5/23/2016
McClain, Travis Quintin	Materials Mgmt Assistant	Facilities Services CL	6/1/2016
Amado, Juan sebastian	Sr Administrative Svcs Assist	Associate Provost CL	5/16/2016
Lambert, Stacy A	Student Support Specialist	Associate Provost TS	5/16/2016

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Beekman, Maribeth C	Administrative Svcs Specialist	Student Activities SPG	6/6/2016
Martinez, Erika G	Administrative Svcs Specialist	Provost TS	5/9/2016

<b>HIRE Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Cianciolo, Kimberley H	(Acting) Faculty	Health Information Mgmt HC	5/16/2016
Todaro, John	(Interim) Faculty	Emergency Medical Services HC	5/16/2016
Johnson-Sabree, Kengia	Academic Chair	Health Information Tech HC	7/5/2016

<b>HIRE Temporary/Supplemental</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Ringeisen, Jordan Alexander	General Support	Veterinary Technology HC	5/31/2016
Soliman, Ann Marie	Instructor, Temp HardToFill	Nursing HC	5/23/2016
Cook, Mary Ann T	Instructor, Temporary Credit	Business Technologies SP	5/31/2016
Camejo, Eden	Instructor, Temporary Credit	Business Administration TS	5/16/2016
Damianov, Boris	Instructor, Temporary Credit	Social Science SE	5/16/2016

Gravinese,Philip M	Instructor, Temporary Credit	Natural Science SPG	5/16/2016
McDuffie,Rolanda S	Instructor, Temporary Credit	Business Administration TS	5/16/2016
McGivern,Michael H	Instructor, Temporary Credit	Business Administration TS	5/16/2016
Riveros,Sandra L	Instructor, Temporary Credit	Foreign Language TS	5/16/2016
Rodriguez,Lester	Instructor, Temporary Credit	Social Science SE	5/16/2016
Roque,Beyte	Instructor, Temporary Credit	Natural Science SPG	5/16/2016
Waitz,Krista L	Instructor, Temporary Credit	Building Arts CL	5/16/2016
Economos,Alexis Nicole	OPS Career Level 1	Provost SE	6/4/2016
Garcia,Ceidi A	OPS Career Level 1	Provost SE	6/4/2016
Mundorff,Sydney Nicole	OPS Career Level 1	Provost SE	6/4/2016
Miller,Joshua	OPS Career Level 1	Provost CL	5/16/2016
Kelly,Maria A	OPS Career Level 2	Learning Resources	5/23/2016
Quiroz Beltran,Angie	OPS Career Level 2	Associate Provost CL	6/6/2016
Zazycki,Edward L	OPS Career Level 2	Mail & Distribution DO	6/7/2016
Roe,Garrick Ian	OPS Career Level 2	Associate Provost SP	5/9/2016
Wright,Yulonda E	OPS Career Level 2	Facilities Plan & Inst Svcs	5/9/2016
Coraggio,Sydney Pagie	OPS Career Level 3	President Support	5/31/2016
Vanderklok,Amanda L	OPS Career Level 4	Academic & Student Affairs	5/20/2016
McLaren,William Ted	OPS Career Level 5	Academic & Student Affairs	5/30/2016
Stanisic,Natasha	OPS Career Level 5	Academic & Student Affairs	5/16/2016
Rupp,Karen	OPS Professional	Engineering Technology CL	5/18/2016
Brown,Anthony B	Professional Trainer	Allstate Center Provost	6/13/2016
Burford,Scott Thomas	Professional Trainer	Fire Science AC	5/18/2016
Chiaracane,Philip	Professional Trainer	Student Support Services - SP	5/24/2016
Curran,John Raymond	Professional Trainer	Fire Science AC	5/20/2016
Fallahee,Terrance C	Professional Trainer	Criminal Justice AC	6/10/2016
Haynes,Jason P	Professional Trainer	Fire Science AC	6/6/2016
Lemmon,Lynn S	Professional Trainer	Student Support Services - SP	5/23/2016
Nadeau,Benjamin J	Professional Trainer	Student Support Services - SP	5/23/2016
Romigh,Melissa M	Professional Trainer	Student Support Services - SP	5/23/2016
DeMilo,Connie M	Professional Trainer	Corporate Training E&SS DO	5/16/2016
Holt,Charles Ryan	Professional Trainer	Fire Science AC	5/16/2016

<b>PERKINS GRANT ROLLOVER</b>
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Name	Title	Department/Location	Effect. Date
Washington,Terry L	Administrative Svcs Assistant	Corporate Training E&SS DO	7/1/2016
Meyer,Julia M	Administrative Svcs Specialist	Tech Prep - DO	7/1/2016
O'Neal,Lakesha	Community Relations Coordinatr	Marketing & Strategic Comm	7/1/2016
Johnson,Henry	Community Relations Coordinatr	Marketing & Strategic Comm	7/1/2016
Hall,Gordon W	Community Relations Coordinatr	Marketing & Strategic Comm	7/1/2016
Eli,Megan Lynn	Instructional Supp Specialist	Health Education Ctr Provost	7/1/2016
Markford,Pamela J	Instructional Support Spec.	New Initiative Program - HC	7/1/2016
Watson,Kaison O	Recruiter	Enrollment Management DO	7/1/2016
Fenley,Irma E.	Sign Language Interpreter	Srvcs Spc Students/OSSD CL	7/1/2016
Wyatt,Stephanie N.	Sign Language Interpreter	Srvcs Spc Students/OSSD CL	7/1/2016
Miller,Regina A.	Sr Technlgy Support Specialist	Academic & Student Affairs	7/1/2016
Campbell,Dustin R	Technology Support Specialist	Academic & Student Affairs	7/1/2016

<b>CORRECTIONS to the May BOT Personnel Memo</b>
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Name	Title	Department/Location	Effect. Date
Strickland,Mark F.	Provost	Academic & Student Affairs SE	4/19/2016-6/30/2017

**TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES**

<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Zombek,Angela	Instructor	Social Science CL	5/23/2016-5/27/2016

The purpose of this trip is to attend a conference that brings together international researchers, experts and educators to engage in academic discussions and share their most current research and experiences in all areas of Social Science. The benefit to the College is to increase the visibility of St. Petersburg College in the historical profession and to represent the College abroad.

Funded by the Catholic University of the Sacred Heart in Milan. Estimated cost to the College is zero.

Jackson,Kimberly	Academic Chair	Social Science MT	7/10/2016-7/30/2016
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The purpose of this trip is to travel with SPC students participating in the USF-SPC Vietnam study abroad program for the purpose of developing future SPC study abroad programs to Vietnam. The benefit to the College is to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the Social Science department. Estimated cost to the College is \$5,337.80.

Brzezinski,Sara	Instructor	Social Science TS	7/16/2016-8/1/2016
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The purpose of this trip is to offer St. Petersburg College students an educational opportunity to introduce them to mental health diagnoses, treatment, and prevention by combining lectures, labs and discovery-oriented investigative experiences of the native cultures, community agencies, educational institutions, and inner cities of Ecuador. The benefit to the College is to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the Social Science department. Estimated cost to the College is \$4,819.63.

Wallis,James	Instructor	Social Science TS	7/16/2016-8/1/2016
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The purpose of this trip is to offer St. Petersburg College students an educational opportunity to introduce them to mental health diagnoses, treatment, and prevention by combining lectures, labs and discovery-oriented investigative experiences of the native cultures, community agencies, educational institutions, and inner cities of Ecuador. The benefit to the College is to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the Social Science department. Estimated cost to the College is \$4,832.49.

Coronel,Rita	Instructor-12 Month	College of Business EPI	7/25/2016-8/5/2016
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The purpose of this trip is to be a Faculty Leader - teaching students, while studying in Costa Rica, firsthand experience on how to do business in Latin America countries through the Intercultural Relations tin Business Course. The benefit to the College is to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the College of Business. Estimated cost to the College is \$2,957.64.

Ettle,Donna	Adjunct Instructor	College of Health Science HEC	7/27/2016-8/6/2016
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The purpose of this trip is to provide students with the opportunity to study HSA1100 or HSA1102 with hands-on study experience during the the study abroad program in the community of South Africa. The benefit to the College is to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the College of Health Sciences. Estimated cost to the College is \$3,959.50.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology and the Strategic Issues Council Members



June 21, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Contract Recommendations

**Approval is sought for the following recommended personnel actions concerning contractual appointments for 2016-2017.**

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

Name	Title	Department	Contract dates
Wilson,Ian	Instructor	Letters SPG	8/15/16-7/21/17

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


Dk061016



June 21, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Approval of Project 1707-P-12-2, Clearwater East Community Library at St. Petersburg College, Clearwater Campus

**Approval is requested for the 100% Construction Documents (Phase III) and the Guaranteed Maximum Price (GMP) and related documents in accordance with the project schedule.**

In collaboration with the college staff, Canerday, Belfsky & Arroyo, Architects, Inc., has completed the 100% Construction Documents and Creative Contractors, Inc. has developed the Guaranteed Maximum Price (GMP) for Project 1707-P-12-2, Clearwater Library, Clearwater Campus.


This Project will consist of construction of the new 43,515 square foot Clearwater East Community Library at St. Petersburg College, a joint-use Library for St. Petersburg College and the City of Clearwater. The existing Library and the Administration Buildings will be demolished once the new Library is completed. The total Guaranteed Maximum Price (GMP) for this project is \$11,996,313. The total project budget is \$14,970,045. The project will be funded with a contribution of \$5,664,639 from the City of Clearwater and \$9,305,406 from St. Petersburg College. The college's contribution is included in the FY 16-17 capital budget.

The anticipated date for substantial completion is January 3, 2018. This GMP has been reviewed for building codes, safety-to-life, the Americans with Disabilities ACT (ADA) and further refinements.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; Stan Vittetoe, Provost; Joe Leopold, Dean, Communications; Leo Arroyo, Principal, Canerday, Belfsky & Arroyo, Architecture, recommend approval.

June 21, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** St. Petersburg College Mission, Vision, and Values

**Approval is sought for the reaffirmation of the attached Mission, Vision, and Value Statements for St. Petersburg College.** This current version was the result of an extensive review and development process performed by the Strategic Issues Council and Committees that was reviewed at the Strategic Board Workshop in December 2012 and later approved by the Board of Trustees at the January 2013 Board meeting.

The Southern Association of Colleges and Schools (SACS) requires that the College review their mission statement periodically. Per these requirements, the College performs this review every three years. The current review began in May 2012 to streamline the Mission statement and also create vision and value statements which considered the following:

- Mission: What is our purpose? Why do we exist? Who do we serve? What makes us unique?
- Vision: What/Where/Who do we want to be in the future?
- Values: What are the ideals most important to us?

Three proposals were developed by the Academic Affairs Committee, Student Support Committee, and Systems Support Committee and then presented to the Strategic Issues Council. These committees and councils were comprised of Faculty, Students, Career staff, and Administration staff. All three proposals had common themes which served as the foundation for the final proposed Mission, Vision, and Value statements.

The graphical representation (on the next page) reflects the essence of those recommendations and has been used to communicate the Mission, Vision and Values throughout the College over the last three years.



## **Mission Statement**

*Promote student success and enrich our communities through education, career development and self-discovery*

Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services, and Sabrina Crawford, Executive Director, Institutional Research and Effectiveness, recommend approval.

# Mission, Vision, and Values

*Board of Trustees Meeting  
June 21, 2016*



## Mission Statement

*Promote student success and enrich our communities through education, career development and self-discovery*



## **Current Mission, Vision, and Values were:**

- The result of an extensive review and development process performed by the Strategic Issues Council and Committees, which contain representative staff in various college roles.
- Reviewed at the Strategic Board Workshop in December 2012 and later approved by the Board of Trustees at the January 2013 Board meeting.

## **Background**



- The Southern Association of Colleges and Schools (SACS) requires that the College review their mission statement periodically.
- Per these requirements, the College performs this review every three years.

## Background



## **Vision Statement**

A Great College Transforming the Lives...

Of our students

Of our communities

Of our employees

## **Mission Statement**

Promote student success and enrich our communities through education, career development and self-discovery

# **Mission and Vision**



- May BOT meeting - provided an opportunity for the Board to review the College's current Mission, Vision, and Values.
- Bringing it back now to the BOT for reaffirmation.
- Going forward the Mission, Vision, and Values will be reviewed annually at the December Strategic Board workshop.

## Next Steps



# Questions?



June 21, 2016

**MEMORANDUM**

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

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

**SUBJECT: Recommendation of proposal to establish a full service Campus at the current Allstate Center, and rename the Center the Skyway District Campus**

**Approval is sought for the establishment and designation of a full service Campus as defined in the Florida Statutes, 1001.02(4), and State Board of Education Rule 6A-14.0061, through and by the Board's recommendation of the proposal to the Florida College System and State Board of Education for final approval. Authorization is further requested to approve renaming the Allstate Center the "Skyway District Campus" upon its designation as a Campus.**

The Allstate Center was designated as a "Special Purpose Center" of St. Petersburg College in 1988 following the acquisition of the property (gifted by Allstate Insurance Company) and approval of the State Board of Education to house the programs of the Public Safety Center at that location.

On November 17, 2015, the Board heard the presentation of Provost concerning emerging plans for St. Petersburg's Skyway Marina District and the College's vision to become a full service Campus of the College serving southern Pinellas County. The purpose of the re-designation is to expand and develop career and academic programs beyond Public Safety by integrating new programming, services and partnerships. Next steps included continued planning and assessment, demographic analysis, and rebranding considerations. The current Allstate Center is located in the heart of a developing corridor of industry and commerce, the Skyway Marina District, and is well poised to join community, educational and business partners to leverage resources and enhance educational and workforce programming and services for the benefit of the College and its students.

Pursuant to SBE Rule 6A-14.0061, the Chancellor of the Florida College System shall receive the Board's proposal and make a recommendation to the State Board of Education for approval based on a review of demographic considerations, programmatic needs and demand, anticipated expansion of instructional and student support services, and consistency with the long-range master plan of the College.

Tonjua Williams, Senior Vice President, Student Services, and Scott Fronrath, Provost, Allstate Center, recommend approval.

St. Petersburg College

SPC



# Allstate Center-Renaming Proposal/ Plan

*Board Of Trustees Meeting*

*June 21, 2016*

## ***Vision Statement***

*To become a full-service distinguishable campus serving southern Pinellas County.*

## ***Mission Statement***

*Expand Academic and Career programs beyond the College of Public Safety by integrating companion programs that fulfill the workforce of southern Pinellas County.*

St. Petersburg College

**SPC**

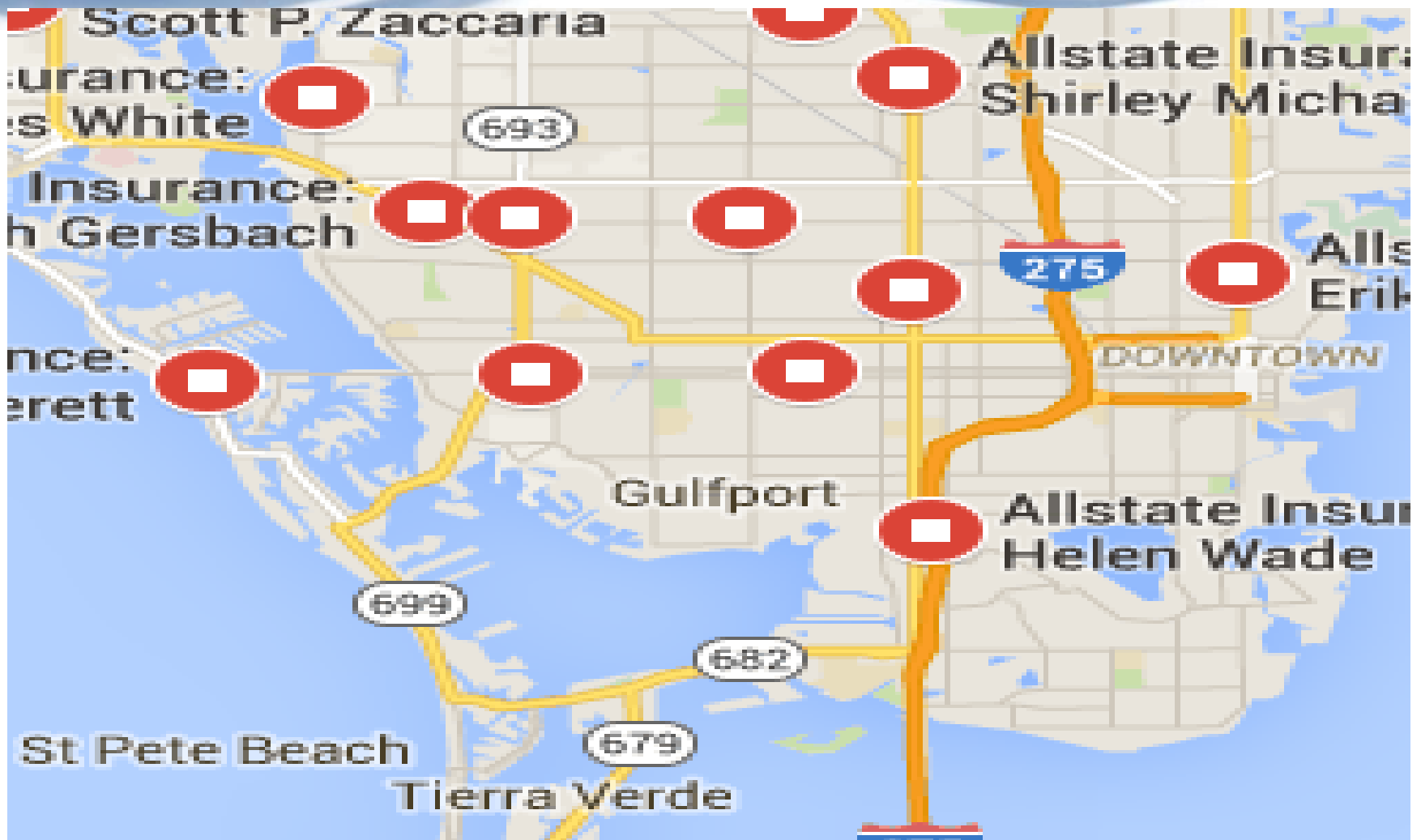
# Problem Statement

In support of the College's strategic initiative to provide accessible learning opportunities to a range of community needs, the Allstate Center is in a position to be better utilized for career and academic services.



# Problem Statement *continued*

The problem to be addressed is the Allstate Center's name is not geographically identifiable to students searching for a home campus. Therefore, it restricts students from choosing the Allstate Center for their full-service career and academic source. The consequence of the campus name confusion is a continuing loss of potential revenue to the college.



# Economic Investment

St. Petersburg College

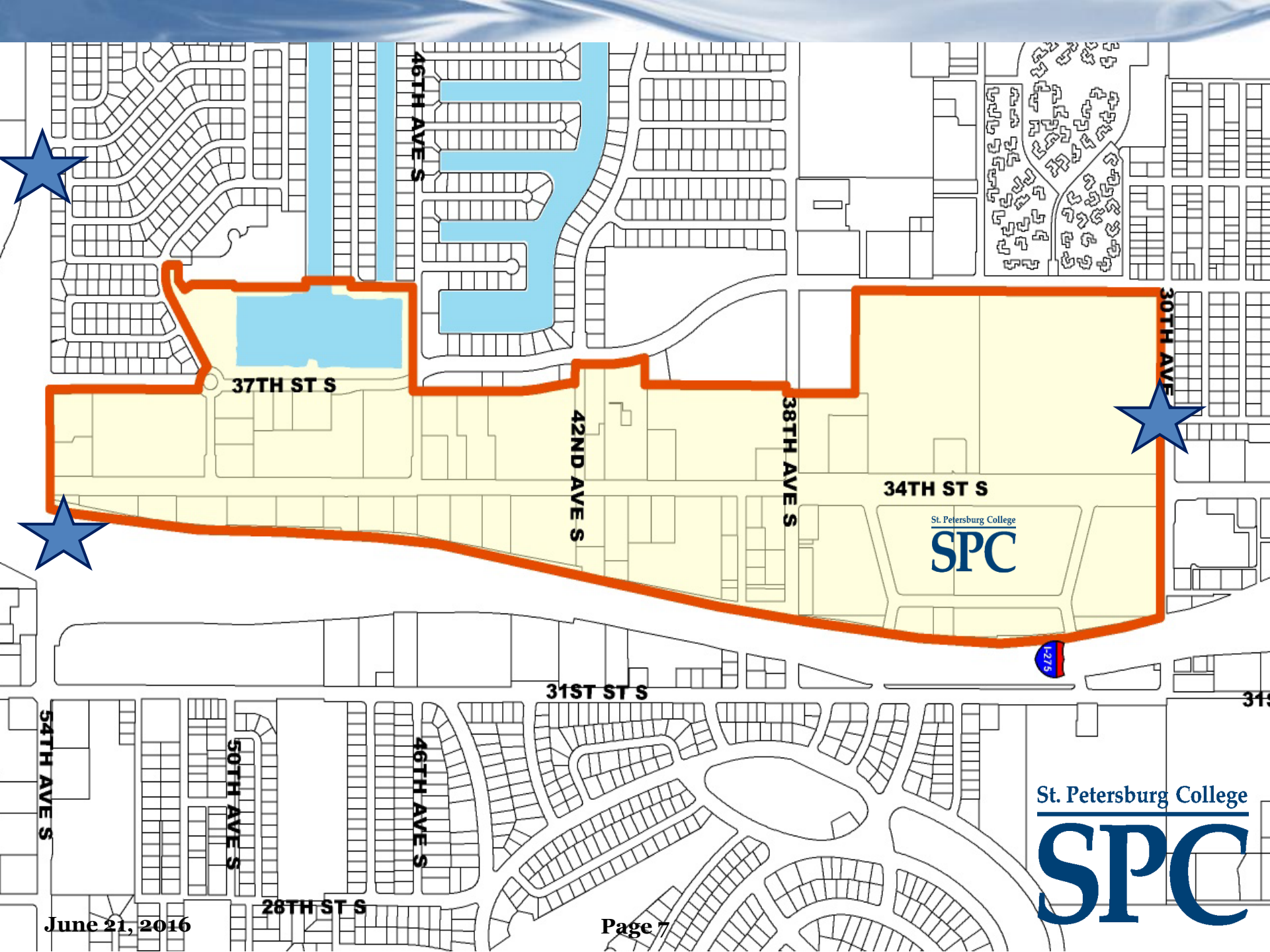
**SPC**



**Skyway Marina District**

St. Petersburg College

**SPC**



37TH ST S

46TH AVE S

42ND AVE S

38TH AVE S

34TH ST S

30TH AVE

St. Petersburg College  
**SPC**

31ST ST S

54TH AVE S

50TH AVE S

46TH AVE S

28TH ST S

June 21, 2016

Page 7

St. Petersburg College

**SPC**

# Proposed Name: *'Skyway District Campus'*

Action Items(s):	Date(s):
BOT Presentation (Emergent Plan)	November 17, 2015
BOT Presentation (Proposal for Name Change)	June 21, 2016
Submit proposal to Chancellor of the Florida College System	Upon approval (July 1, 2016)
Marketing Campaign	September, 2016
Order Building Signage	September, 2016
Install new signage	Fall, 2016
Community Debut Ceremony	Spring, 2017

St. Petersburg College





# SPC St. Petersburg College

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## SKYWAY DISTRICT CAMPUS

<http://centipede.spcollege.edu/CampusPromoBOT/>

St. Petersburg College

**SPC**

# Questions?



St. Petersburg College

**SPC**

#### **6A-14.0061 Campus, Center, Special Purpose Center and Instructional Site Designations.**

The Division of Florida Colleges shall receive proposals from local boards of trustees to establish campuses, centers, and special purpose centers, and shall recommend for or against the establishment of the requested site to the State Board of Education. The State Board of Education shall approve or disapprove the proposal for a new site. The following shall apply:

(1) A campus is an instructional and administrative unit of a community college, consisting of college owned facilities and staffed primarily by full-time personnel. It houses a full range of instructional services and of institutional, instructional, and student support services. Facilities and other resources are sufficient to accommodate at least one thousand (1,000) full-time equivalent students and is in compliance with the criteria established in Rule 6A-2.0010, F.A.C.

(2) A center is an instructional and administrative unit with limited support services. It consists of college owned or unowned facilities and is staffed primarily by full-time personnel. It does not necessarily offer a full range of instructional programs or courses and is in compliance with the criteria established in Rule 6A-2.0010, F.A.C.

(3) A special purpose center is unit of a community college consisting of college owned facilities or unowned facilities leased for more than one year that provides a limited number of special, clearly defined programs or services, such as instruction or administration, and is in compliance with Rule 6A-2.0010, F.A.C.

(4) An instructional site is an instructional unit of a community college that offers students a very limited range of instructional programs or courses in unowned facilities leased for one year or less with no support services.

(5) Proposals to establish campuses or centers shall document the following conditions:

(a) The proposed expansion is part of and consistent with the master plan of the community college.

(b) Expanded or new instructional services and support services are necessary to adequately serve the community college district.

(c) Existing campuses have at least three thousand (3,000) full-time equivalent students each, and projected enrollments are stable or increasing, when the proposal is to establish a campus.

(d) Facilities at existing campuses, as identified in the master plan of the community college, are substantially complete.

(e) Enrollment projections in the master plan of the community college are for at least one thousand (1,000) full-time equivalent students for a proposed campus or at least four hundred (400) for a proposed center. A proposed center to provide central administrative services for a community college shall be exempt from this enrollment condition.

(f) The proposed expansion is in conjunction with other educational agencies within the community college district and adjacent to the district.

(g) Alternatives to the proposed expansion were considered by the board of trustees.

(6) Proposals to establish a special purpose center shall document the following:

(a) The proposed expansion is part of and consistent with the master plan of the community college.

(b) The proposed services are necessary to adequately serve the community college district.

(c) Projected enrollments justify expansion.

(d) Projected facility needs justify expansion.

(e) Proposed expansion is in conjunction with the other educational agencies with the community college district.

(f) Alternatives were considered by the board of trustees.

(7) Exceptions to subsections (5) and (6) herein are authorized when justified in the judgment of the State Board of Education due to the nature of the services to be provided, the number and types of students to be served, the population to be served, transportation problems, the availability of acceptable sites and facilities, urban density, energy conservation, or population shifts. Urban density refers to sites where no additional land is available to expand existing campuses and where the urban build-up limits any campus expansion.

(8) The Division of Community Colleges may use the services of the Office of Educational Facilities and of others to evaluate proposals and develop recommendations.


*Rulemaking Authority 1001.02(1), (4)(e), 1013.36 FS. Law Implemented 1013.36, 1013.40 FS. History—New 2-27-84, Formerly 6H-1.40, Amended 6-22-87, Formerly 6H-1.040, Amended 8-18-04.*



June 21, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Achieving the Dream – Engaging Adjunct Faculty in the Student Success Movement

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to Achieving the Dream, by St. Petersburg College for the Engaging Adjunct Faculty in the Student Success Movement Grant. Permission is also sought to accept an estimated \$160,000 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

Achieving the Dream (ATD), with the support of the Helmsley Charitable Trust and Great Lakes Higher Education Guaranty Corporation, is seeking to support projects focused on improving adjunct faculty participation and learning in faculty-led pedagogical reforms and engagement strategies. ATD will support six Leader Colleges to develop practices and policies to support adjuncts to improve instruction and become engaged in student success initiatives. ATD will provide the technical assistance, oversight, and management of all aspects of the project. The Community College Research Center (CCRC) will serve as a third-party evaluator for the project, documenting the strategies employed, stakeholder experiences with implementation, and project outcomes. Under this project, SPC is proposing to: 1) train all Adjunct Supervisors through the College's Delta Academy program; 2) develop and implement an Adjunct Certification process; and 3) create an Adjunct Advisory Board within the College's Center of Excellence for Teaching and Learning (CETL). During the initial three months SPC will engage in a work plan development process, led by ATD to guide the development, implementation, refinement, and institutionalization of the chosen adjunct faculty engagement strategies.

The estimated period of performance will be from July 1, 2016 through June 30, 2018. The total project budget is projected to be \$160,000 over a two-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; Jesse Coraggio, Vice President Institutional Effectiveness and Academic Services; Djuan Fox, Coordinator, Special Projects and Heather Roberson, Academic Director, Center of Excellence for Teaching and Learning, recommend approval.

Attachment  
ks0601162

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

**Date of BOT Meeting:** June 21, 2016

**Funding Agency or Organization:** Achieving the Dream

**Name of Competition/Project:** Engaging Adjunct Faculty in the Student Success Movement

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

**Grant/Contract Time Period:** **Start:** 7/1/16      **End:** 6/30/2018

**Administrator:** Jesse Coraggio

**Manager:** Heather Roberson

**Focus of Proposal:**

Achieving the Dream (ATD) is seeking to pilot and integrate strategies for engaging adjunct faculty in student success work through the development and implementation of policies and practices that support adjunct engagement. Over the course of two years, the selected institutions, with guidance from ATD, will begin working within two academic departments to achieve the following goals: 1) enhance the ability of adjunct supervisors' to identify and support the needs of these part-time faculty members; 2) increase the number of adjuncts that have a clear understanding of the College's success strategies; and 3) increase the number of adjuncts participating in SPC activities, trainings and leadership opportunities. Although the overall project has been designed to scale components college-wide, the initial piloting of activities will begin in the Mathematics and Communications Departments, as they comprise the majority of the College's adjunct staff. SPC has identified a project team of leadership, academic and students support staff and full-time and adjunct faculty to assist with the implementation of the project and participate in the ATD conferences and technical assistance related to the project.

**Budget for Proposal:**

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

Personnel	\$ 36,943
Fringe	\$ 5,512
Travel	\$ 34,960
Materials and Supplies	\$ 10,715
Trainings and Meetings	\$ 51,000
Indirect Costs	\$ 20,870
Total Budget	\$ 160,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 160,000  
 Total amount from funder: \$ 160,000  
 Amount/value of match: Cash: N/A  
 In-kind: N/A

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

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

Value(s):


1. Student Focus
2. Academic Excellence
3. Outstanding Service
4. Professional Development
5. Leadership and Empowerment

Strategic Initiative(s):

1. Enrich the Classroom Experience
2. College Experience Student Success Initiative
3. Quality Enhancement Plan (QEP)

June 21, 2016

**MEMORANDUM**

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

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

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

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

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

The estimated period of performance will be from July 1, 2016 through June 30, 2017. The total project budget is projected to be \$21,000.00 over a one-year period. See attached Information Summary for additional information.

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

Attachment

ks0601162

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

**Date of BOT Meeting:** June 21, 2016

**Funding Agency or Organization:** Florida Education Fund

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

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

**Grant/Contract Time Period:** **Start:** 7/1/16 **End:** 6/30/17

**Administrator:** Tonjua Williams

**Manager:** Linda L. Hogans

**Focus of Proposal:**

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

**Budget for Proposal:**

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

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

**Funding:**

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

Amount/value of match:	Cash:	N/A
	In-kind:	N/A

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

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

Value(s):

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


Strategic Initiative(s):

1. College Experience Student Success Initiative
2. Community Initiatives
3. Engagement Beyond the Classroom

June 21, 2016

**MEMORANDUM**

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

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

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

**Confirmation is sought for a grant proposal, submitted subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Carl D. Perkins Vocational and Technical Education Act funds to continue Postsecondary Vocational programs. Permission is also sought to accept an estimated \$2,255,676 funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

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

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

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

The estimated period of performance will be from July 1, 2016 through June 30, 2017. The College anticipates receiving approximately \$2,255,676 over the one-year period. See attached Information Summary for additional information.

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

Attachment

ks0601162



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

**Date of BOT Meeting:** June 21, 2016

**Funding Agency or Organization:** Florida Department of Education

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

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

**Grant/Contract Time Period:** **Start:** 7/1/16 **End:** 6/30/17

**Administrator:** Jason Krupp

**Manager:** Lisa Yacso

**Focus of Proposal:**

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

**Budget for Proposal:**

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

Personnel (Salary & Benefits)	\$1,507,004
Travel	\$ 62,927
Freight & Postage	\$ 2,100
Printing & Duplicating	\$ 12,000
Materials & Supplies	\$ 105,525
Other: Industry Certification Fees & Preparation for Testing	\$ 85,000
Other: Career Services Technology & Enhancements	\$ 21,500
Other: Career Pathways events & Trainings	\$ 32,949
Equipment	\$ 388,913

Indirect	<u>\$ 37,758</u>
Total	<u>\$2,255,676</u>

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$2,255,676
Total amount from funder:	\$2,255,676
Amount/value of match:	Cash: N/A In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	up to 5% (Total Administrative and Indirect Costs for Post-Secondary Vocational Programs category)
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	For registration and retention of students with special needs
Other:	N/A

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

Value(s):	<ol style="list-style-type: none"> <li>1. Student Focus</li> <li>2. Academic Excellence</li> <li>3. Partnerships</li> <li>4. Outstanding Service</li> </ol>
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Strategic Initiative(s):	<ol style="list-style-type: none"> <li>1. Classroom Experience</li> <li>2. Strategic Enrollment Growth</li> <li>3. Marketing and Strategic Communication</li> <li>4. Quality Enhancement Plan</li> </ol>
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June 21, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Florida Department of Education—Tampa Bay Consortium College Reach Out Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Tampa Bay Consortium College Reach Out Program (CROP). Permission is sought to accept an estimated \$518,088 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The goal of CROP is to provide academic support services and enrichment programs to middle and high school students who have the potential to complete college but may not have the skills and/or knowledge necessary to do so without additional support. As a regional initiative, CROP provides support and academic services to approximately 1,050 low income, educationally disadvantaged students in grades 6-12 across Tampa Bay, reaching 21 middle and 36 high schools in four counties. CROP's goal is to increase the number of such students, particularly minorities, who will qualify for and complete postsecondary education. The Tampa Bay Consortium's CROP, now in its 25<sup>th</sup> year, consists of: the University of South Florida; Hillsborough Community College; State College of Florida, Manatee-Sarasota; and St. Petersburg College. St. Petersburg College serves as the fiscal and tracking agent for the Consortium and oversees the entire funding awarded to the Consortium.

The estimated period of performance will be from August 1, 2016 through July 31, 2017. The total project budget is projected to be \$518,088 over a one-year period. Of this amount, the College anticipates receiving approximately \$176,724 for its services over this same period. See attached Information Summary for additional information.

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

Attachment

jm0601162

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

**Date of BOT Meeting:** June 21, 2016

**Funding Agency or Organization:** Florida Department of Education

**Name of Competition/Project:** Tampa Bay Consortium College Reach Out Program (CROP)

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

**Grant/Contract Time Period:** **Start:** 8/1/16      **End:** 7/31/17

**Administrator:** Linda Hogans

**Manager:** La Crecia Wright

**Focus of Proposal:**

The College Reach Out Program is a consortium of Hillsborough Community College; State College of Florida, Manatee-Sarasota; the University of South Florida; and St. Petersburg College serving as fiscal agent. The Consortium provides academic support services and enrichment programs to middle and high school students who have the potential to complete college, but may not have the skills and/or knowledge necessary to do so without additional support. The goal is to increase both high school graduation rates and post-secondary enrollment rates for these students. The program will serve approximately 1,050 students in grades 6-12, providing the following services: 1) year-round, supplemental academic instruction, including summer enrichment programs and a summer residential program at USF; 2) student and parent workshops on topics pertinent to post-secondary enrollment, such as financial aid and course sequencing; and 3) supportive student services, including one-on-one mentoring and activities such as campus tours and cultural outings, to ensure students have access to ever resource available to promote their success in high school and motivation toward post-secondary education.

**Budget for Proposal:**

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

Personnel	\$ 89,585
Fringe	\$ 6,134
Travel	\$ 54,725
Printing and Supplies	\$ 15,000
Other (Workshops, Teachers, and Fees)	\$ 11,280
Contractual (Consortium Partners)	<u>\$ 341,364</u>
Total Budget	\$ 518,088

**Funding:**

Total proposal budget: (includes amount

requested from funder, cash and in-kind matches listed below) \$1,210,855  
 Total amount from funder: \$ 518,088 (SPC's portion \$176,724)

Amount/value of match: Cash: \$519,490  
 (SPC's Contribution - \$184,992)

In-kind: \$173,277  
 (SPC's Contribution - \$0)

Required match or cost sharing: No Yes X  
 Voluntary match or cost sharing: No Yes X  
 Source of match/cost sharing: Staff and Program Development funds, other College programs, and SPC Foundation scholarships for cash

Negotiated indirect cost: N/A  
 (Fixed) administrative fee: N/A  
 Software/materials: N/A  
 Equipment: N/A  
 Services: N/A  
 Staff Training: N/A  
 FTE: N/A  
 Other: N/A


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

Value(s):  
 1. Student Focus  
 2. Diversity  
 3. Academic Excellence

Strategic Initiative(s):  
 1. College Experience Student Success Initiative  
 2. Community Initiatives  
 3. Strategic Enrollment Growth

June 21, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** CareerSource Florida, Inc. – FloridaFLEX Grant – CoreRx, Inc.

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to CareerSource Florida, Inc., by St. Petersburg College for the FloridaFLEX (FLEX) grant opportunity on behalf of CoreRx, Inc. (CoreRx). Permission is also sought to accept an estimated \$31,500 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

FloridaFLEX grants provide funding for customized training to new or expanding businesses. Through this customer-driven program, Florida is able to effectively retain and attract businesses creating new high-quality jobs in targeted industries. Businesses are required to apply for FLEX grants through a community college, area technical center or state university, in partnership with the local economic development organization and workforce board. As a growing pharmaceutical contract development and manufacturing organization headquartered in Clearwater, CoreRx is looking to expand its operation with local talent, specifically in the areas of Senior Chemist, Process Engineer, and Project Manager. CoreRx currently employs 80 employees and is looking to add 15 new employees with an average salary of \$70,000 in the next year. SPC Workforce Institute will provide consulting and fiscal agent services to CoreRx over the one-year program. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

The estimated period of performance will be from July 1, 2016 through June 30, 2017. The total project budget is projected to be \$31,500 over a one-year period. Of this amount, the College anticipates receiving approximately \$1,500 for its services over the same period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and James Connolly, Workforce Institute Director, recommend approval.

Attachment  
js0608163

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

**Date of BOT Meeting:** June 21, 2016

**Funding Agency or Organization:** CareerSource Florida, Inc.

**Name of Competition/Project:** FloridaFLEX Grant Program  
(CoreRx, Inc.)

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

**Grant/Contract Time Period:** **Start:** 7/1/16      **End:** 6/30/17

**Administrator:** James Connolly

**Manager:** Mary Schock

**Focus of Proposal:**

St. Petersburg College’s Workforce Institute will serve as fiscal agent for CoreRx, Inc. (CoreRx) in the implementation of the FloridaFLEX training program. CoreRx will train approximately 15 of its newly hired employees through its Clearwater facilities, primarily in Microsoft products and custom enterprise systems. SPC Workforce Institute will assist ISS with its monthly reporting to CareerSource Florida, Inc. and provide invoicing services. SPC will receive approximately 5% of the grant request to cover these costs. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

**Budget for Proposal:**

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

Subcontract to CoreRx	\$ 30,000
Indirect Costs	<u>\$ 1,500</u>
Total Budget	\$ 31,500

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 31,500
Total amount from funder:	\$ 31,500
Amount/value of match:	Cash: N/A In-kind: N/A

Required match or cost sharing:	No <input checked="" type="checkbox"/>	Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/>	Yes
Source of match/cost sharing:	N/A	

Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

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

Values:

1. Partnerships
2. Professional Development

Strategic Initiatives:


1. Community Initiatives
2. Facilitate Learning Beyond the Classroom



June 21, 2016

**MEMORANDUM**

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

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

**SUBJECT:** CareerSource Florida, Inc. – FloridaFLEX Grant – Power Design, Inc.

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to CareerSource Florida, Inc., by St. Petersburg College for the FloridaFLEX (FLEX) grant opportunity on behalf of Power Design, Inc. Permission is also sought to accept an estimated \$2,537,373 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

FloridaFLEX grants (previously known as Quick Response Training grants, or QRTs) provide funding for customized training to new or expanding businesses. Through this customer-driven program, Florida is able to effectively retain and attract businesses creating new high-quality jobs in targeted industries. Businesses are required to apply for FLEX grants through a community college, area technical center or state university, in partnership with the local economic development organization and workforce board. Power Design, Inc. was founded in 1989. Power Design's capabilities include design build and value engineering services, low voltage systems, fire alarms, security, structured wiring, telephone, cable head end systems, and controlled access. The company is forecasting a 30% growth rate in 2016 and expects a similar growth in 2017, representing 370 new employees primarily in the areas of project management, CADD technology, construction management and systems technology. SPC Workforce Institute will provide consulting and fiscal agent services to Power Design over the one-year program. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

The estimated period of performance will be from July 1, 2016 through June 30, 2017. The total project budget is projected to be \$2,537,373 over a one-year period. Of this amount, the College anticipates receiving approximately \$126,869 for its services over the same period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and James Connolly, Workforce Institute Director, recommend approval.

Attachment  
js0608163

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

**Date of BOT Meeting:** June 21, 2016

**Funding Agency or Organization:** CareerSource Florida, Inc.

**Name of Competition/Project:** FloridaFLEX Grant Program  
(Power Design, Inc.)

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

**Grant/Contract Time Period:** **Start:** 7/1/16      **End:** 6/30/17

**Administrator:** James Connolly

**Manager:** Mary Schock

**Focus of Proposal:**

St. Petersburg College’s Workforce Institute will serve as fiscal agent for Power Design, Inc. (PDI) in the implementation of the FloridaFLEX training program. PDI will train approximately 370 of its newly hired employees through its St. Petersburg facilities, primarily in leadership and managerial skills, PDI Standards and technical skills development. SPC Workforce Institute will assist PDI with its monthly reporting to CareerSource Florida, Inc. and provide invoicing services. SPC will receive approximately 5% of the grant request to cover these costs. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

**Budget for Proposal:**

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

Subcontract to CoreRx	\$2,410,504
Indirect Costs	<u>\$ 126,869</u>
Total Budget	\$2,537,373

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$2,537,373
Total amount from funder:	\$2,537,373
Amount/value of match:	Cash: N/A In-kind: N/A

Required match or cost sharing:	No <input checked="" type="checkbox"/>	Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/>	Yes
Source of match/cost sharing:	N/A	

Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

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

Values:

1. Partnerships
2. Professional Development


Strategic Initiatives:

1. Community Initiatives
2. Facilitate Learning Beyond the Classroom

June 21, 2016

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Homeland Security - Federal Emergency Management Agency  
– Fire Prevention and Safety Grant Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) by St. Petersburg College's Center for Public Safety Innovation (CPSI.) Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The goal of this two-year project is to deliver firefighter suicide prevention training through training of trainers (TOT) courses and regional conferences throughout the country. This funding will also allow subject matter experts to provide technical assistance at the local level for agencies needing assistance with program implementation. CPSI will oversee and coordinate the delivery of 20 face-to-face TOT courses and six regional conferences. All logistics including training venues, subcontracting services, contractor coordination, instructor selection and travel will be the responsibility of CPSI.

The estimated period of performance will be from October 1, 2016 through September 30, 2018. Anticipated revenue to the College will be approximately \$386,661 over a two-year period. See attached Information Summary for additional information.

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

Attachment  
el0601162

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

**Date of BOT Meeting:** June 21, 2016

**Funding Agency or Organization:** U.S. Department of Homeland Security -  
Federal Emergency Management Agency  
(FEMA)

**Name of Competition/Project:** Fire Prevention and Safety Program

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

**Grant/Contract Time Period:** **Start:** 10/1/16      **End:** 9/30/18

**Administrator:** Scott Fronrath

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College’s Center for Public Safety Innovation (CPSI) is proposing to deliver firefighter suicide prevention trainings through training of trainers (TOT) courses and regional conferences throughout the country. CPSI will provide technical assistance and program follow up after each of the trainings in order to assist agencies with program implementation at the local agency level. CPSI will oversee and coordinate the delivery of 20 face-to-face TOT courses and six regional conferences. All logistics including training venues, subcontracting services, contractor coordination, instructor selection and travel will be the responsibility of CPSI.

**Budget for Proposal:**

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

Personnel	\$ 149,155.00
Fringe	\$ 52,204.00
Travel	\$ 2,544.00
Supplies	\$ 2,400.00
Consultants/Contractors	\$ 149,408.00
Other Costs	<u>\$ 30,950.00</u>
Total Budget	\$ 386,661.00

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)      \$ 405,994.00

Total amount from funder:	\$ 386,661.00
Amount/value of match:	Cash: N/A In-kind: \$19,333
Required match or cost sharing:	No            Yes X
Voluntary match or cost sharing:	No            Yes X
Source of match/cost sharing:	SPC will not recover indirect costs (part of required in-kind contribution.)
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other: (15% Grant Acct Salary/Benefits for 2 yrs)	\$20,563

**College Values and Strategic Initiatives Addressed:**

Value(s):	1. Partnership 2. Professional Development
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Strategic Initiative(s):	1. Community Initiatives 2. Outreach
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June 21, 2016

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) - Florida Department of Law Enforcement (FDLE) – COPS Anti-Heroin Task Force Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice's COPS Office via the Florida Department of Law Enforcement (FDLE), whereby St. Petersburg College's Center for Public Safety Innovation (CPSI) would serve as a subcontractor and support the creation of a multijurisdictional anti-heroin taskforce with the goal of reducing heroin use throughout the state of Florida and introducing law enforcement to the issues involving drug endangered children. Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

In partnership with FDLE and the National Drug Endangered Children Alliance (National DEC), CPSI will support this Anti-Heroin Task Force by overseeing and coordinating a statewide conference, developing and delivering online training, and producing a series of videos to support the goals of the taskforce.

The estimated period of performance will be from October 1, 2016 through September 30, 2018. Anticipated revenue to the College will be approximately \$405,833 over a two-year period. See attached Information Summary for additional information.

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

Attachment  
el0606161

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

**Date of BOT Meeting:** June 21, 2016

**Funding Agency or Organization:** U.S. Department of Justice – Office of Community Oriented Policing Services (COPS) via the Florida Department of Law Enforcement (FDLE)

**Name of Competition/Project:** COPS Anti-Heroin Multijurisdictional Task Force Program

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

**Grant/Contract Time Period:** **Start:** 10/1/16      **End:** 9/30/18

**Administrator:** Scott Fronrath

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College’s Center for Public Safety Innovation (CPSI) will partner with the Florida Department of Law Enforcement (FDLE) and the National Drug Endangered Children Alliance (National DEC) to create a multijurisdictional anti-heroin taskforce with the goal of reducing heroin use throughout Florida and introducing law enforcement to the issues involving drug endangered children. Funding will be provided by the U.S. Department of Justice’s COPS Office to FDLE, who will in turn subcontract with CPSI to oversee and coordinate a statewide conference, develop and deliver online training, and produce a series of videos to support the goals of the taskforce.

**Budget for Proposal:**

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

Personnel	\$ 161,005
Fringe	\$ 56,354
Travel	\$ 3,770
Supplies	\$ 300
Consultants/Contractors	\$ 182,404
Other Costs	\$ <u>2,000</u>
Total Budget	\$ 405,833



**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 405,833

Total amount from funder: \$ 405,833

Amount/value of match: Cash: N/A  
In-kind: N/A

Required match or cost sharing: No  Yes

Voluntary match or cost sharing: No  Yes

Source of match/cost sharing: N/A

Negotiated indirect cost: N/A

(Fixed) administrative fee: N/A

Software/materials: N/A

Equipment: N/A

Services: N/A

Staff Training: N/A

FTE: N/A

Other: N/A


**College Values and Strategic Initiatives Addressed:**

Value(s):  
1. Partnership  
2. Professional Development

Strategic Initiative(s):  
1. Community Outreach Initiatives

June 21, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William, D. Law, Jr., President   
**SUBJECT:** Cenergistic, Inc. – Energy Savings Agreement

**Approval is sought to enter into an Agreement with Cenergistic, Inc. whereby Cenergistic will provide services for the implementation of a people-driven energy management program that is customized to enable the College to reduce its consumption of energy. The Agreement will commence upon the program start date and continue for the period of five years. Permission is also sought to enter into any extensions or amendments, as may be necessary.**

When considering this approach towards achieving energy savings, the College produced a public solicitation in the form of a Request for Qualifications (RFQ) in accordance with §287.057 FS. The solicitation began on October 15, 2015 and ran through November 5, 2015. The response to the RFQ from Cenergistic was the only response.

Under the terms of the Agreement, Cenergistic will provide a team of energy consultants to deliver the program as follows:

- Conduct on-site and ongoing assessments of the College’s facilities and deliver hundreds of recommendations that are specific to the College’s environment.
- Guide and assist the College’s Program implementation following Cenergistic’s proven methodology.
- Identify and provide, at Cenergistic’s expense, an energy specialist to serve onsite to lead and manage implementation of the energy conservation program. The energy specialist will spend time in the College’s facilities and work closely with staff to execute proven implementation strategies to change behavior linked to energy consumption. The energy specialist will also track energy consumption and savings through use of the EnergyCAP energy accounting software program.
- Deliver periodic savings reports to the College for review and verification.
- Offer a savings guarantee whereby Cenergistic will reimburse the College for the difference if the College’s costs for the Energy CAP software and Performance Fees exceed its total savings during any performance year.

Under the terms of the Agreement, the College will:

- Identify a Program Liaison to serve as the liaison and primary point of contact for the program.
- Provide the energy specialist with office space, phone, internet access, email address, on-campus parking, building keys and alarm codes, as necessary.
- License the EnergyCAP energy accounting software which will be used by the energy specialist during the term of this Agreement. Costs to the College to license this software will be \$6,650 per year for the first three years and \$2,593 per year thereafter for a total cost of \$25,136 over five years.
- Pay to Cenergistic Performance Fees which are an amount equal to 50% of the total energy savings to the College for a given month.
- Pay to Cenergistic Billing Audit Contingent Fees which are an amount equal to 50% of any refund or credit the College receives during the first six months of the Agreement.

Although the actual costs/savings to the College are unknown, the College anticipates possible energy savings of up to \$500,000 per year attributed to this Agreement.


Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Suzanne L. Gardner, General Counsel; Jim Waechter, Associate Vice President, Facilities Planning & Institutional Services; and Diana Wright, Director of Facilities Services, recommend approval.

ps0609161

June 21, 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. Authorization was approved for Change Order #2 in the amount of \$18,577.85 for project 265-R-15-17, Renovate for Lavatories, Apparatus Building, Fire Training Center.**

Change Order #2 in the amount of \$18,577.85 revised the Guaranteed Maximum Price to \$365,930.85 with a total project budget of \$400,000.

- 2. Authorization was approved for Change Order #3 for Extension of Time, Project 265-R-15-17, Renovate for Lavatories, Apparatus Building, Fire Training Center.**

This project involved improvements to the infrastructure at the Fire Training Center, including upgrades to the restrooms, showers, equipment storage, laundry facilities, employee lockers, HVAC and other related areas. This project was completed in accordance with college standards including but not limited to “sustainable” design standards. This project was substantially complete on April 1, 2016, which represents an extension of thirty two (32) days beyond the original completion date.

- 3. Authorization was approved for the Guaranteed Maximum Price of \$45,861.00 and to issue all necessary purchase orders to Integra Construction Company, for Project 1707-K-16-4, Removal of Portables, Seminole Campus.**


This project consisted of the removal of five (5) of nine (9) portables at the Seminole Campus.

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.

June 21, 2016

**MEMORANDUM**

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

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

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


**Authorization is sought to extend the agreement with Baynard, McLeod and Lang, PA to provide the legal services of Joseph H. Lang, Esquire, to continue to serve as the Board attorney for the period commencing July 1, 2016 and continuing through June 30, 2017.** Under the terms of the Agreement, Mr. Lang will receive a retainer of \$400 per month and an hourly rate of \$250 for services rendered. The Agreement will also provide that Mr. Lang may elect to use other firms, at agreed upon rates, for specialty issues not handled by Mr. Lang's firm. Although the total amount of this Agreement cannot be determined at this time, expenditure approval, for Mr. Lang's firm and other firms used to provide services contemplated herein, is requested for up to the approved budgeted amount for Fiscal Year 2016-17.

Suzanne L. Gardner, General Counsel, recommends approval.

ps0601161

June 21, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Accounts Receivable Write-Off

**Pursuant to Section 1010.03, Florida Statutes, the College is submitting for approval the accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2014. In each instance, the receivable is at least two years old.**

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

The increase in the write-off over the previous year is attributable primarily due to repayment of financial aid debts. The total write-off this year increased by 11%. Accounts receivable has trended slightly higher for the last two years with a projected 10% increase in write-offs next year. Approved write-offs for last year totaled \$965,104.66.

Accounts to be written-off, totaling \$1,074,133.55 are summarized on the following schedule:


Student Tuition Debt:	\$168,938.46
Financial Aid:	\$893,201.15
Return Checks/Other:	\$11,993.94
Total Write-off	\$1,074,133.55

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

June 21, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Board of Trustees' Rules

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

**6Hx23-1.37 Smoking in College Facilities** The proposed change will update the Rule to change the College's policy on smoking to implement a tobacco free campus.

*Submitted by Suzanne Gardner*

Suzanne L. Gardner, General Counsel, recommends approval.

ps0601161

Attachment

6Hx23-1.37 TOBACCO FREE COLLEGE SMOKING IN COLLEGE FACILITIES

This rule establishes College policy prohibiting all tobacco use at St. Petersburg College. The College is dedicated to providing a safe and healthy environment for faculty, staff, students, community and university partners, and visitors to our campuses, which includes eliminating tobacco use as part of our commitment to promoting healthy practices and choices for individuals. implements the requirements of the “Florida Clean Indoor Air Act,” in compliance with the legislative intent “to protect the public health, comfort, and environment by creating areas in public places and at public meetings that are reasonably free from tobacco smoke” and “to discourage the designation of any area within a government building as a smoking area.” The act further prohibits the smoking of tobacco in an educational facility or common area. This rule shall not be interpreted to require a designation of smoking areas.

Tobacco use is prohibited on all property and in all facilities owned or leased by St. Petersburg College, including all vehicles. There are no designated smoking areas on College property. Tobacco use includes all types of tobacco and tobacco-like products including smokeless tobacco and any other smokeable product including electronic cigarettes and chewing tobacco. The smoking of tobacco is not permitted on college property except outdoors.

The Board of Trustees authorizes and directs the President to establish procedures to implement this rule which will include but not be limited to provisions for notification, signage, compliance, and enforcement.

Specific Authority: 1001.64(1) & (4), F.S.  
Law Implemented: 1001.64(5); 386.201—386.2125, F.S.  
History: .....6/21/16. To Be Filed – 6/21/16. Proposed Date to Become Effective – 6/21/16.





**St. Petersburg Collegiate High School**  
**A Charter School at St. Petersburg College**

Governing Board Meeting  
EpiCenter, 1-451 & 1-453  
June 21, 2016

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**Agenda**

1. SPCHS Highlights for 2015-16
2. SPCHS Proposed Budget for 2016-17 (submitted for approval)



# St. Petersburg Collegiate High School

A charter school at St. Petersburg College  
Governing Board Meeting  
June 21, 2016  
Starla Metz, principal





# SPCHS LEADERS 2015-16



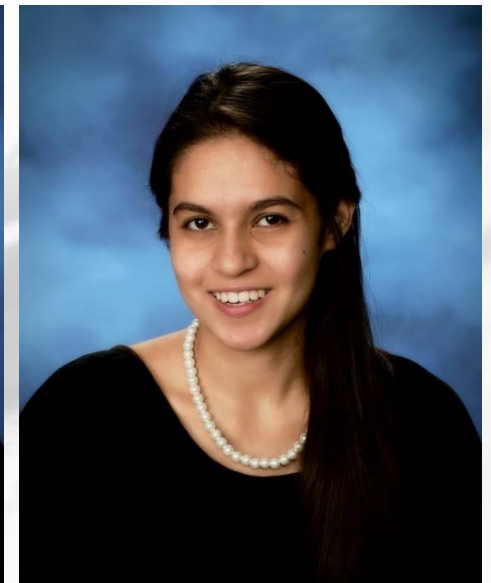
Sydnie Coraggio



Iliana Yanes

Jessica Baugher

Catalina Small



A dark blue banner with a white diagonal line on the left side. The text "SPCHS LEADERS 2015-16" is written in white, serif, all-caps font. The background of the banner shows a blurred image of a school hallway with a light fixture.

# SPCHS LEADERS 2015-16



Vivica Roberson



Devin Lanier



Hannah Luc

# SPCHS Highlights 2015-16

- Anticipated H.S. graduation rate is 100%
- Anticipated A.A. graduation rate is 98%
- SPCHS seniors were awarded over \$3,700,000 in scholarships
- Seniors gave over 12,900 hours of service
- SPCHS received the Five Star School Award
- Three students selected to study abroad through Rotary International Youth Exchange Florida
- 10% attending SPC, 27% UF, 23% USF



# Distinguished Alumnus



**Erik Scott, Class of 2006**

**St. Petersburg Collegiate High School  
Proposed Budget for 2016-17**

	Proposed Budget	Prior Year Approved
	FY 2017	FY 2016
	7/1/2016 - 6/30/2017	07/1/2015 - 06/30/2016
<b>Revenue</b>		
<b>Funding Sources</b>		
FEFP Funding	\$ 1,380,000	\$ 1,312,621
Capital Outlay Funding	35,000	93,000
Title II Professional Development Reimbursement	9,500	9,500
A+ Recognition Award	22,000	22,200
Budget Stabilization Reserve (Fund Balance)	39,867	24,400
<b>Total Funding Sources</b>	<b>\$ 1,486,367</b>	<b>\$ 1,461,721</b>
<b>Operating Expenses</b>		
<b>Personnel Cost</b>		
Instructional	470,977	470,063
Administrative and Instructional Support	452,049	449,724
Temporary (Non-recurring)	5,000	5,000
<b>Total Personnel Cost</b>	<b>\$ 928,026</b>	<b>\$ 924,787</b>
<b>Current Expense</b>		
Workshops and Travel (partially Title II)	14,500	14,500
Classroom Supplies	1,000	1,000
Textbooks and Instructional Materials	160,000	159,200
Computer Leases	5,880	5,880
Minor Equipment (computers)	29,934	32,975
Facility Lease (Partially from Capital Outlay Funds)	195,640	191,804
Professional Services & Fees	67,750	39,000
Insurance	13,000	13,000
Repairs / Service Contracts	4,000	4,575
Transportation	0	10,000
Food	46,000	45,000

Office Supplies and Equipment	9,537	8,800
Lease Ricoh Copier	1,600	2,200
Postage	1,000	1,000
Printing/Photocopying/Advertising	8,500	8,000
<b>Total Current Expense</b>	<b>\$ 558,341</b>	<b>\$ 536,934</b>
<b>Capital Spending</b>		
<b>Total Capital Spending</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Budgeted Expenditures</b>	<b>\$ 1,486,367</b>	<b>\$ 1,461,721</b>
<b>Other Transactions: Dual Enrollment</b>		
Dual Enrollment Tuition Expense	\$ 450,000	
SPC Contribution to offset tuition	\$ (450,000)	
<b>Ending Fund Balance Reserve (est.)</b>	<b>\$ 935,100</b>	<b>\$ 999,600</b>