

# MINUTES OF THE SEPTEMBER 20, 2016 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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The Board of Trustees of St. Petersburg College met on Tuesday, September 20, 2016 at the St. Petersburg College EpiCenter, 13805 – 58<sup>th</sup> Street N., Largo, Florida. The following Board members were present: Chairman Dale Oliver, Vice Chair Lauralee Westine, Bill Foster, Deveron Gibbons, and Nathan Stonecipher. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

## NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, September 20, 2016, at the EpiCenter, Room 1-453, 13805 58<sup>th</sup> Street North, Largo, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

**16-149.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

## AGENDA ST. PETERSBURG COLLEGE BOARD OF TRUSTEES

**September 20, 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. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Gary Graham (*Attending*)
  - 2. Jennie Orama (*Attending*)
  - 3. Leta Carreira (*Not Attending*)
  - 4. Suzanne Carvell (*Not Attending*)
  - 5. John Chapin (*Not Attending*)
- B. Recognitions/Announcements
  - 1. Florida College System Foundation Presentation – Dr. Tom Furlong, Trustee, Florida College System, Mr. Joe Lang, Trustee Emeritus; Florida College System, Mr. Braulio Colón, Vice President and Program Director, Post - Secondary Education, Helios Education Foundation Mr. Nick Kouris, Senior Manager of Market Development, Florida Blue, Ms. Frances Neu, Vice President, Institutional Advancement, Foundation Executive Director

**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 August 16, 2016 (*Action*)

**V. MONTHLY REPORTS**

- A. Board Attorney
- B. General Counsel

**VI. STRATEGIC FOCUS AND PLANNING**

- A. STUDENT SUCCESS AND ACHIEVEMENT
  - 1. Online Revitalization – Dr. Susan Colaric, Associate Vice President, Online Learning and Services (*Presentation*)

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B. STUDENT SERVICES - NONE

C. BUDGET AND FINANCE

1. Monthly Financial Report – Ms. Janette Hunt, Budget and Compliance Director (*Presentation*)
2. 2016-17 Budget – Mr. Brian Miles, Vice President Administrative/Business Services and Information Technology, Ms. Janette Hunt (*Presentation/Action*)

D. ADMINISTRATIVE MATTERS

1. Human Resources
  - a. Personnel Report (*Action*)
  - b. Health Insurance Plan – Desiree Woroner, Director, Human Resources (*Presentation/Action*)
2. Construction
  - a. Green Living Demonstration Center – Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services (*Action*)

E. ACADEMIC MATTERS

1. Credit Curriculum Changes (*Action*)
2. Workforce and Professional Development Curriculum Changes (*Action*)

F. STRATEGIC PRIORITIES

1. Quality Enhancement Plan Update - Dr. Jennifer Haber, Professor, Communications, Ms. Heather Roberson, Academic Director, Center of Excellence for Teaching and Learning (*Presentation*)
2. Enrollment Strategy Plan I – Mr. Mark Strickland, Provost, Seminole Campus, Mr. Jimmy Chang, Dean of Mathematics (*Presentation*)

**VII. CONSENT AGENDA**

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

1. GRANTS/RESTRICTED FUNDS CONTRACTS
  - a. Florida State University – High Risk Delinquent and Dependent Youth Educational Research Project (*Action*)
2. OTHER
  - a. Renewal of Pre-Qualified Contractors for Small Construction Projects (*Action*)
  - b. Demolition of the Clearwater Administration Building (*Action*)
  - c. Textbook Affordability (*Action*)

**VIII. INFORMATIONAL REPORTS – NONE**

**IX. PUBLIC ACCESS/UNAGENDAED ITEMS**

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

**XI. PRESIDENT’S REPORT**

**XII. NEXT MEETING DATE AND SITE**

**October 11, 2016, Downtown Campus**

**XIII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting September 20, 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: September 9, 2016

Confirmation of Publication

Notice of meeting

**16-150. Under Item I, Call to Order**

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

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## **16-151. Under Item II-A, Preliminary Matters**

Dr. Law recommended adoption of retirement resolutions for Gary Graham, Jennie Orama, John Chapin, Leta Carreira, and Suzanne Carvell. Gary Graham, and Jennie Orama were in attendance, and joined by family and colleagues, received their resolutions as presented by Chairman Oliver and President Law.

## **16-152. Under Item II-B, Recognitions/Announcements**

### **Florida College System Foundation Scholarship Distribution**

Ms. Frances Neu, Vice President, Institutional Advancement, Foundation Executive Director, announced the receipt of funding from Florida Blue, Helios and Bank of America for the Florida College System Foundation Scholarship. She introduced Mr. Tom Furlong, Trustee, of the Florida College System.

Mr. Furlong explained that the money funded scholarships for students in allied health and nursing programs as well as first-time-in-college students. He introduced Mr. Nick Kouris, Senior Manager of Market Development, Florida Blue. Mr. Kouris commented that Florida Blue has been supporting this program for over a decade and that the Nursing program grew out of this program graduating 4,000 nurses to date.

Mr. Joe Lang, Trustee Emeritus; Florida College System, stated that the Foundation is about 17 years old and has received over \$400K. He added that none of the potential donors have changed their giving.

## **16-153. Under Item III, Comments**

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

Chairman Oliver congratulated the retirees. Chairman Oliver mentioned that the debate between Mr. David Jolley and Mr. Charlie Christ, both candidates running for the 13<sup>th</sup> Congressional seat held at The Palladium and sponsored in part by St. Petersburg College, went very well. Ms. Westine mentioned that she attended and echoed that the event was very good.

Ms. Westine expressed her disappointment that the Board did not hold their decision regarding the selection of design - build services for the Student Success Center on the St. Petersburg/Gibbs Campus after her request to delay the decision due to her absence at last month's Board of Trustees meeting.

Mr. Gibbons commented that there was a great showing at the Jolley/Christ debate. He also commented that he had visited the Seminole Campus and commended Mr. Mark Strickland on his work as Provost of that campus. Mr. Gibbons apologized to Ms. Westine regarding the vote taken last month and stated that he meant no offense in proceeding with the selection of the

design-build services for the Student Success Center. He explained that there was a sense of urgency regarding the vote that added pressure to proceed quickly.

Dr. Law added his congratulations regarding the success of the Jolley/Christ debate and expressed that one of the College's responsibilities is to provide a means to bring the community together. Dr. Law added his congratulations to Dr. Anne Cooper and her staff for organizing an event for over 500 advisors and advising staff to get their valuable input.

Dr. Law mentioned that the College was hosting meetings today including one on performance funding to be attended by the Florida Education Chancellor and another for higher education sectors.

Mr. Foster also apologized for moving ahead on the Board's decision on the design-build services, again citing a desire to move quickly. He stated that there was no intention to offend Ms. Westine.

**16-154. Under Item IV, Review and Approval of Minutes**

The minutes of the August 16, 2016 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Mr. Gibbons moved approval of the minutes as submitted. Mr. Stonecipher seconded the motion. The motion passed unanimously

**16-155. Under Item V, Monthly Reports**

There were no monthly reports from either Mr. Lang or Ms. Gardner.

**16-156. Under Item VI – A.1, Strategic Focus and Planning**

Under Strategic Focus and Planning:

**A. STUDENT SUCCESS AND ACHIEVEMENT**

1. Online Revitalization – Dr. Susan Colaric, Associate Vice President, Online Learning and Services (*Presentation*)

Dr. Susan Colaric reported on the demographics of students who were taking online courses in the fall 2016 semester. She noted that student distribution is almost even between face-to-face only, blended and online only delivery systems. There has been a 10% growth in online enrollment from the fall semester of last year. Dr. Colaric noted that students appear to make the decision to take an online course from the start, rather than making the decision in response to the absence of availability of a face-to-face class. She added that online drops are slightly higher than either face-to-face or blended during the first week of classes. By enrollment status, online students are increasing in continuing and re-admit types and decreased slightly for new students.

Dr. Colaric noted that most students begin their studies on campuses and then move to online classes. She also shared that the largest online groups are pursuing AA degrees or Workforce certificates similar to face-to-face students. The distribution of online students by ethnicity is similar to campus students, with the exception of an increase in Black students. By age group, the largest increases in online students were in the 19-21 and 26-35 age brackets. She noted that gender distribution, 62% female, mirrored the college overall.

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Dr. Colaric shared that online attendance was primarily from Florida, at 99.8%, but included students from all over the country as well as 12 international students. Of the students from Florida, the majority are from the Tampa Bay area. The majority of online students are part-time and while full-time enrollment for the college overall has decreased, both full-time and part-time online enrollment increased slightly. In addition, the distribution of lower and upper division students mirrors the college overall. The two baccalaureate degrees with the most online students are those in Business Administration and Computer/IT programs.

Dr. Colaric reviewed the retention efforts underway for online students. These efforts include outreach to first-time online students in Week 2, soft skills offerings in MyCourses support, earlier outreach to encourage enrollment for the next semester, guided pathways, SParC and revitalized online courses.

Ms. Westine asked Dr. Colaric about marketing efforts to students outside the geographic area. Dr. Colaric noted that word of mouth is the most effective and the college encourages students to reach out to others. She emphasized that the focus was on first meeting the needs of Pinellas County students.

**16-157.**            **Under Item VI – B.1, Student Services**  
NONE

**16-158.**            **Under Item VI – C.1, Budget and Finance**  
C.    BUDGET AND FINANCE

1.    Monthly Financial Report – Ms. Janette Hunt, Budget and Compliance Director (*Presentation*)
2.    2016-17 Budget – Mr. Brian Miles, Vice President  
Administrative/Business Services and Information Technology, Ms. Janette Hunt (*Presentation/Action*)

Ms. Hunt reported that actual revenue is currently at 24% of budget with a target of 26% by the end of August. She noted that tuition is at 41% of budget. Ms. Hunt reported that expenses are 14% of budgeted amount. Adjunct is at 6%, but the first fall semester payment for adjunct is September 15 for a total of \$1.4M. Total remaining funds are \$14,949,126.

Mr. Miles reported that the short-term plan was to adjust the budget in response to three factors: a decline in enrollment, an increase in health insurance costs and an increase in tuition waivers. He then compared the original budget plan to a revised budget plan. Mr. Miles noted that of the \$3.6M in performance funding, \$1.8M will remain the same to restore the base amount. Strategic initiatives will be revised downward from \$1.1M to \$400K. The original budget allowed for \$700K for the Health and Stabilization Reserve. The revised budget allows for \$1.4M to cover the tuition waivers shortfall.

Mr. Miles explained that there was a \$1.9M tuition decrease due to a 3.6% reduction in enrollment. Adjustments to the budget will include a reduction to travel of \$300K, reduction in overall expenses by \$1.1M and applying an \$800K salary lapse. It is hoped that these adjustments will yield a \$300K balance. Mr. Miles noted that if there are improvements in enrollment in the spring semester, further adjustments could be made.

Chairman Oliver asked if there were risks associated with a \$1.1M reduction in expenses. Mr. Miles responded that the senior leadership of the college was consulted and it was determined that an across-the-board reduction to expenses was the most uniform way to approach this reduction. He also noted that the salary lapse dollars were mostly from positions that were funded, but not filled.

Mr. Stonecipher asked about the \$2.9M budgeted for Tuition Waivers and questioned if the College could adjust this. Mr. Miles responded that there are a diverse number of waivers that the College gives out and that some of them are driven by statute. He did explain that a review of the interpretation of the statutes would occur to determine to what extent the College could make adjustments in this area. Mr. Stonecipher noted that this was a sensitive issue and Mr. Miles agreed.

Dr. Law added that the waivers are all federally mandated and that the amount of the increase was not anticipated. The waivers have served the veterans well, but the Dreamers program grew larger than anticipated.

Mr. Gibbons asked if the \$300K reduction in travel would hurt faculty travel. Mr. Miles responded that consideration would be given to the number of people attending a conference as well as alternatives that might be closer.

Mr. Foster asked if the strain to the budget was partly due to the increases in health insurance costs. Mr. Miles confirmed that it was and that there is a projected shortfall of \$1M this year and \$5M next year in health program funds. He explained that Ms. Woroner would go into more detail.

Mr. Foster noted that a modest increase in insurance premiums for employees was being proposed and questioned why it was not more. Dr. Law noted that health care claims have increased significantly and the College has managed to keep health premiums and co-pays the same for several years. It is desired to keep the impact to employees to a minimum. A slight increase in monthly premiums as well as the \$300K shift in funding will help. Mr. Foster commented that he felt the increase in health costs will get worse before they get better. Dr. Law agreed and noted that the College's position was to make changes real-time rather than delay a response.

**16-159. Under Item VI - D, Administrative Matters**

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

Information regarding these items is as follows:



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1. Human Resources
  - a. Personnel Report (*Action*)
  - b. Health Insurance Update– Ms. Desiree Woroner, Human Resources Director of Operations (*Presentation*)

Ms. Woroner presented information regarding a proposed change to the health insurance program. She noted that insurance claims are projected to increase 8.2% for 2016. She noted that many groups met including consultants, the insurance committee and the career council. The intent is to implement plan changes that still meet employees' needs. She shared that, since 2012, the plan costs have been relatively flat, but there has been a sizeable increase in high-dollar claims in 2016. Ms. Woroner cited hypertension, hyperlipidemia and depression as the three conditions with the majority of claims. Thirty-nine percent of total claims paid were for 1.6% of the population. Notably, the group with the largest increase in claims was retirees with a 32.1% increase in medical claims and a 256% increase in inpatient claims.

Ms. Woroner explained that it was not possible to make changes to the current plan so the shortfall of \$1M would be covered from reserves for 2016. The plan for 2017 would be to cover the anticipated \$1.5M shortfall with \$500K from the cash balance and through proposed plan changes yielding an additional \$1M. She added that the self-insurance Safe Harbor Requirement is to have a balance of approximately \$3M. These adjustments would yield an approximate \$5M balance.

Ms. Woroner reviewed the summary of recommendations for the calendar year 2017. Changes include: an increase to salary contribution tiers, plus a \$10 per month premium increase; increase retiree contributions; increase pharmacy co-pays to \$10 for generic, \$20 for brand and \$30 for specialty drugs; reduce dental coverage while offering a buy-up for employees, and; implement a drug prior-authorization process. Another change would be an effort to guide employees towards using appropriate providers for dental care. Another proposed change would be to lower the stop-loss limit from \$350K to \$250K. Ms. Woroner indicated that these proposed changes would save approximately \$677K.

Ms. Woroner explained that the College has historically paid about 84% of claims as a contributor and a change would reduce that to 82%. Ms. Westine asked what the standard was and Ms. Woroner answered that other employers are around 84-85%.

Dr. Law added that the College has been very aggressive with providers and is locked into the current provider through 2017. He commented that Aetna has done a good job of managing the responses to the market.

Ms. Westine asked if the College insurance allows for compounded drugs. Ms. Woroner replied that the hepatitis cure was a very expensive occurrence. In response, the plan is to require a pre-authorization to eliminate unnecessary treatments.

Ms. Woroner explained that there would be multiple campus visits to answer employees' questions and that the Insurance Committee is asking for information about drugs that might be obtainable at no cost.

Mr. Stonecipher asked what the increase would be for retirees. Ms. Woroner replied that it would be between \$160-200 per month. She noted that, because the retirees are on a fixed income, some care would be taken. She noted that she asked what the premium would be to cover all their costs and learned that it would be \$1600 per month. Mr. Foster asked how many retirees are on the College plan and Ms. Woroner replied that there are 73. She also confirmed that this was a Medicare Part B supplemental plan.

The Board considered Personnel Items VI - D.1b Ms. Westine moved approval. Mr. Foster seconded the motion. The motion passed unanimously.

2. Construction

a. Green Living Demonstration Center – Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services (*Action*)

Mr. Waechter presented a proposal to abandon the Green Living Demonstration Center project that was planned for the Seminole Campus. He reviewed the original proposed costs and noted that the College's contribution to the project grew from \$200K to \$763K after the design-build company selected for the project presented the schematic design for the center. The College had been awarded a grant for this project and there was discussion about whether the county would request a refund of the grant money. In addition, Mr. Stonecipher asked if there was a termination fee for the project and Mr. Waechter replied that there was not.

Ms. Westine commented that this project was not in the College's mission to support student success and made a motion to abandon the project provided that the County would not ask for a refund of the grant. Mr. Stonecipher seconded the motion and the motion passed unanimously.

**16-160. Under Item VI - E, Academic Matters**

E. ACADEMIC MATTERS

1. Credit Curriculum Changes (*Action*)

2. Workforce and Professional Development Curriculum Changes (*Action*)

Dr. Anne Cooper, Sr. VP of Instruction and Academic Programs, explained that the changes noted above were mostly course changes that were modifications or improvements due to routine course reviews and online revitalization. These included the Workforce and Professional Development Curriculum changes as well. Dr. Law added that it is an ongoing task to maintain the curriculum and the structure of courses.

The Board considered Administrative Item VI – E.1-2 Ms. Westine moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

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## **16-161. Under Item VI - F, Strategic Priorities**

### F. STRATEGIC PRIORITIES

1. Quality Enhancement Plan Update - Ms. Jennifer Haber, Professor Communications, Ms. Heather Robertson, Academic Director, Center of Excellence for Teaching and Learning (*Presentation*)

Ms. Roberson provided the Board an update on the progress of the Quality Enhancement Plan. She noted that the QEP project focuses on a singular topic related to student learning that includes broad-based stakeholder involvement, including the Board, in the development and implementation. The topic selected is *College Readiness for Long-Term Success* and includes a focus on non-cognitive skills (self-efficacy, academic ability, grit) and how these impact cognitive abilities (information literacy). The targeted population are those students who opted out of the recommended developmental courses as advised with an emphasis on the first 15 hours of instruction. The method of approach will be through the formation of learning communities

Ms. Haber explained the features of the Quality Enhancement Committee (QEC) including its subcommittees, the website, marketing and social media and the development of a video. She also explained the approach for stakeholder engagement including contests, community events, student groups, campus events, SPC employee councils and faculty committees and the use of social media, the website and myCourses banners.

Ms. Haber reviewed the schedule leading up to the SACSCOC Committee On-site Review scheduled for October 2017. Updates will be presented to the Board of Trustees in December of 2016 and May of 2017.

2. Enrollment Strategy Plan I – Mr. Mark Strickland, Provost, Seminole Campus, Mr. Jimmy Chang, Dean of Mathematics (*Presentation*)

Mr. Mark Strickland explained the three components of the spring 2017 enrollment plan that will be presented to the Board. In September's meeting, the student retention and progression efforts will be explained. In the October meeting, enrollment strategies for new students will be presented and in November, a presentation regarding ensuring the best program offerings for students will be delivered.

Mr. Strickland explained that three groups of students are being considered: new students, continuing students and re-admit students (those that have been away from the College for a year or more). In the fall of 2016, there were 31,138 students enrolled. He noted that the fall-to-spring persistence of first-time-in-college students has been around 82%. He noted that in 2014 the number of students persisting one year dropped, perhaps as a reflection of the change to developmental education requirements. He noted that there was an increase in the one-year persistence in 2015 which was after pathways discussions were implemented. He noted that the

national average persistence rate is 48%. Mr. Strickland highlighted that the College lost 2,348 students that did not return for the spring 2016 semester after the fall 2015 session. He noted that approximately one-third of these drops were health program related.

Mr. Chang presented strategies to improve retention. These include implementing career and academic communities, changing the advising and on-boarding model, implementing the Academic Success Plan, and providing enhanced student information for faculty. He noted that three academic communities have been established and are in pilot mode.

Mr. Strickland reviewed the components of the College Experience that support student retention. These include new student orientation, earlier career choices, My Learning Plan, the Early Alert Plan and out-of-class support. He noted that 16,000 students have used the Learning Support Centers and the trend is increasing.

Mr. Strickland noted that the advising model has changed to provide more relational contact between students and advisors. Also, advisors are using business intelligence to help students make career decisions. Advisors are also certified in the current model. Students are helped on a more case management type of service versus a transactional basis.

Mr. Chang explained the Deans' Academic Success Plan that includes faculty classroom engagement strategies, out-of-classroom opportunities for engagement, student success/developmental education reform, course enrollment policies and career workforce pathways towards degree completion. He also reviewed the SParC tool that tracks student information and allows for faculty to share notes about student performance and challenges.

Mr. Stonecipher praised these approaches and noted that there is nothing more frustrating to a new student than the uncertainty of where they are going. He added that aggressively getting them on the right path is encouraging.

Chairman Oliver commented that he had heard from people that students in the Allied Health or Nursing programs would start their studies at SPC and then move to Kaiser or other institutions. He felt there was a perception that SPC's programs were limited and difficult to get into. He asked if the College was clear about the criteria and if high school students understood what was required to enter these programs.

Mr. Strickland noted that three communities were piloted and Health was one of them. He shared that, at four weeks into the program, they have started identifying careers beyond nursing. Ms. Westine commented that part of the intimidation is the required 3.74 GPA for nursing and 3.6 GPA for dental hygiene. She praised the College's approach to onboarding people. Dr. Law added that the number of lost students, 2300, was a surprise and that tools have been implemented to address that.

**16-162. Under Item VII - A, Consent Agenda**

Under Old Business

NONE

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**16-163. Under Item VII – B.1, New Business**

B. NEW BUSINESS

3. GRANTS/RESTRICTED FUNDS CONTRACTS
  - b. Florida State University – High Risk Delinquent and Dependent Youth Educational Research Project (*Action*)
4. OTHER
  - a. Renewal of Pre-Qualified Contractors for Small Construction Projects (*Action*)
  - b. Demolition of the Clearwater Administration Building (*Action*)
  - c. Textbook Affordability (*Action*)

The Board considered Item VII-B.1-2 Ms. Westine moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

**16-164. Under VIII, Informational Reports**  
NONE

**16-165. Under IX, Public Access/Unagendaed Items**

**16-166. Under Item X, Proposed Changes to BOT Rules Manual – Public Hearing**  
NONE

**16-167. Under Item XI, President’s Report**

**16-168. Under Item XII, Next Meeting Date and Location**  
The Board confirmed its next meeting date and location as Tuesday, September 20, 2016, 9:00 a.m., at the EpiCenter.

**XII. ADJOURNMENT**

Having no further business to come before the Board, Chairman Oliver adjourned the meeting at 10:39a.m.

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

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

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

**Board of Trustees Meeting**  
**September 20, 2016**

II – B.1 Florida College System Foundation Presentation



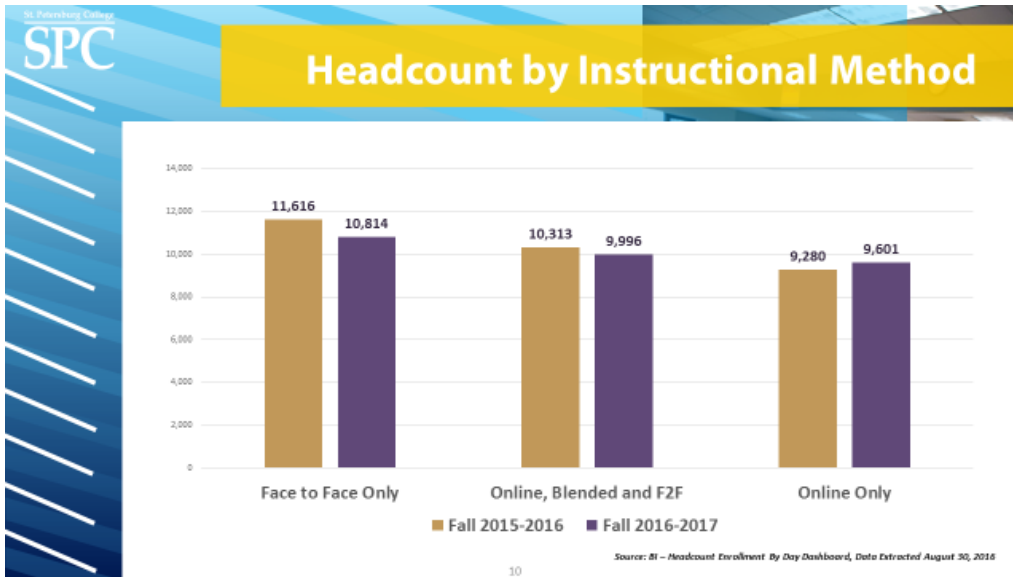
## Florida College System Foundation Scholarship

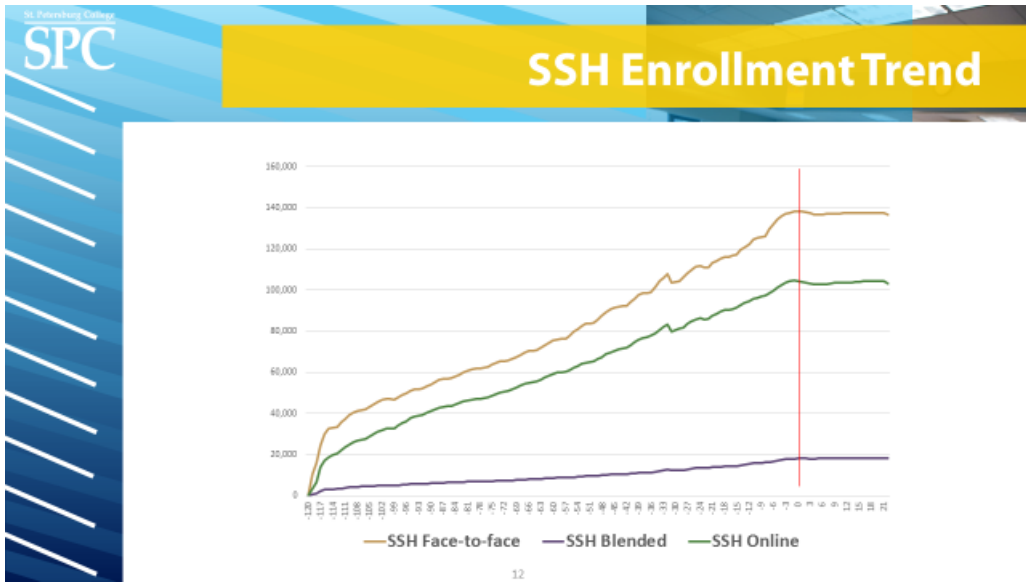
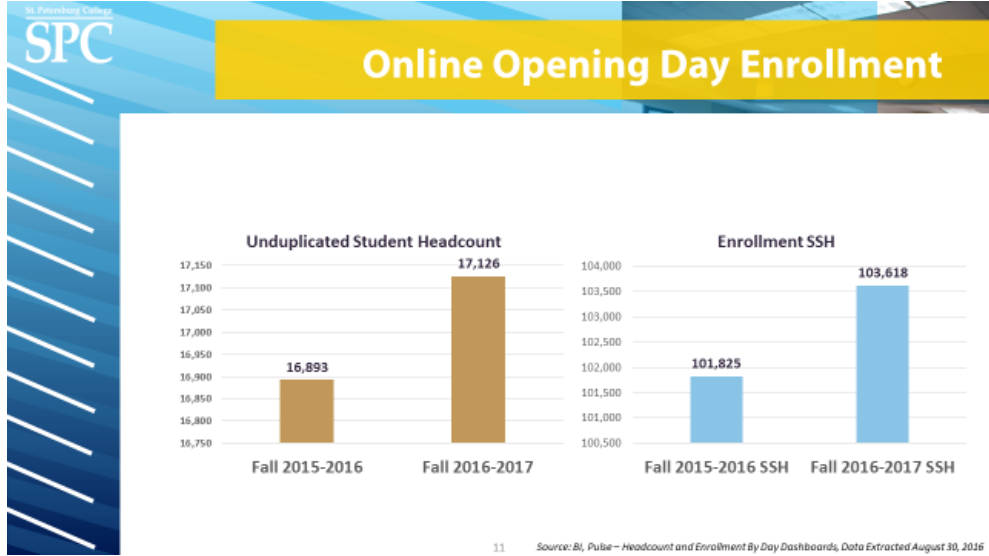
- Tom Furlong, Trustee, Florida College System
- Joe Lang, Trustee Emeritus, Florida College System
- Braulio Colón, Vice President and Program Director,  
Helios Education Foundation
- Frances Neu, Vice President, Institutional Advancement,  
Foundation Executive Director
- Nick Kouris, Senior Manager of Market Development,  
Florida Blue





## VI – A.1 Online Revitalization





## Week 1 Drops, SSH

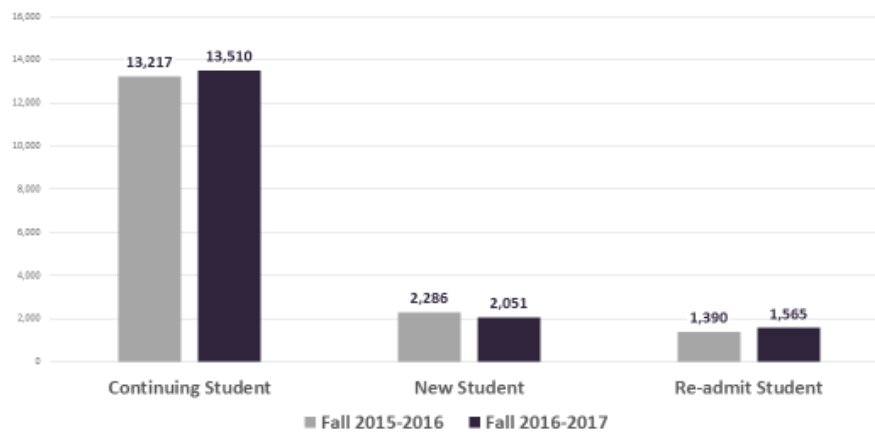
**Face-to-face**  
5.2%

**Blended**  
5.3%

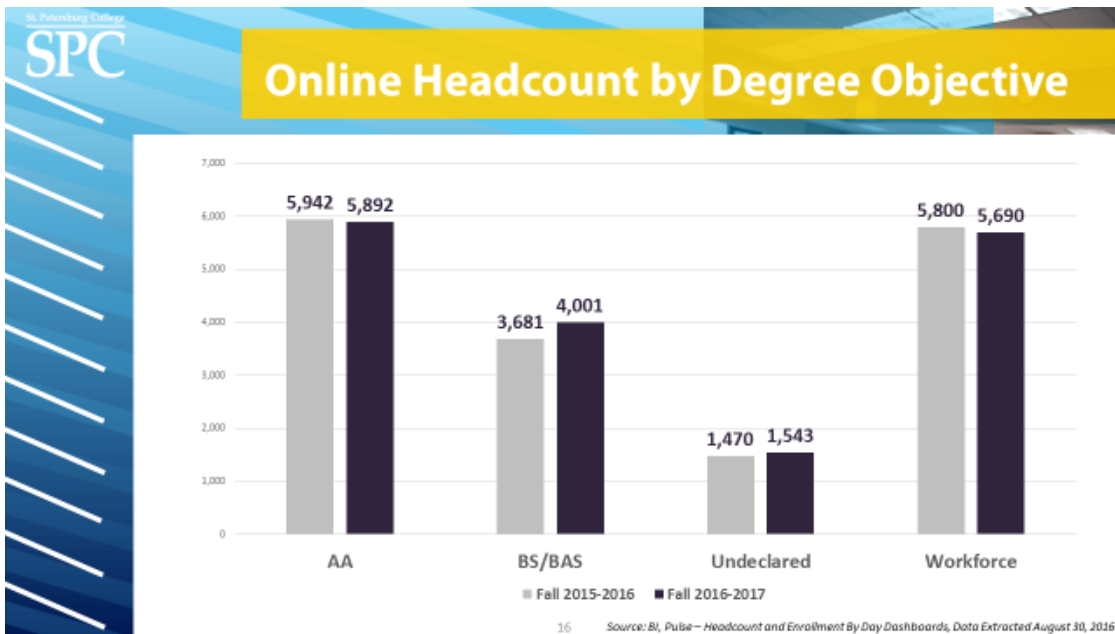
**Online**  
6.1%

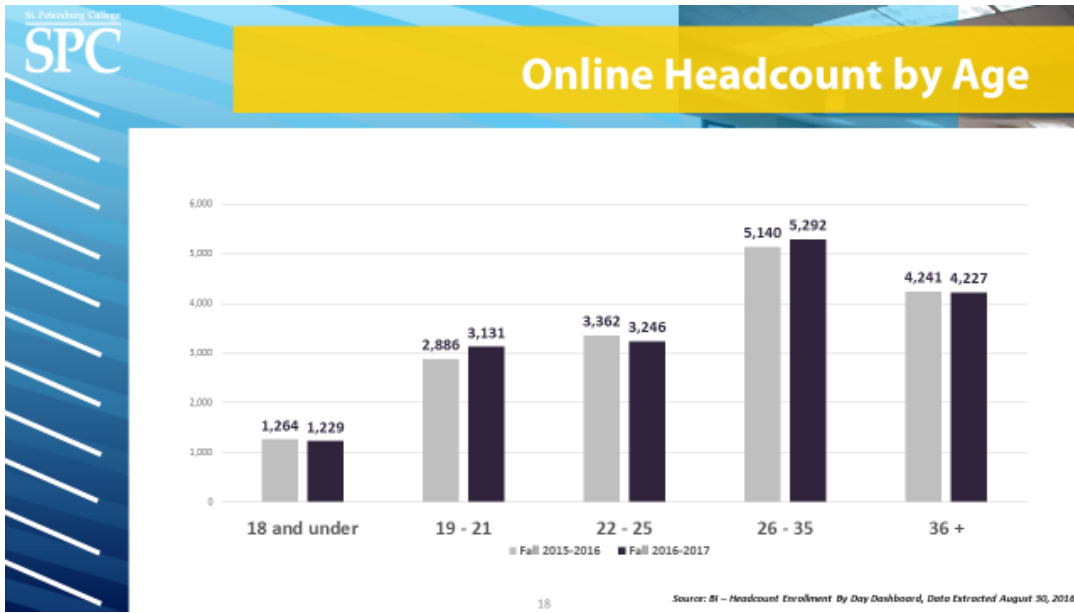
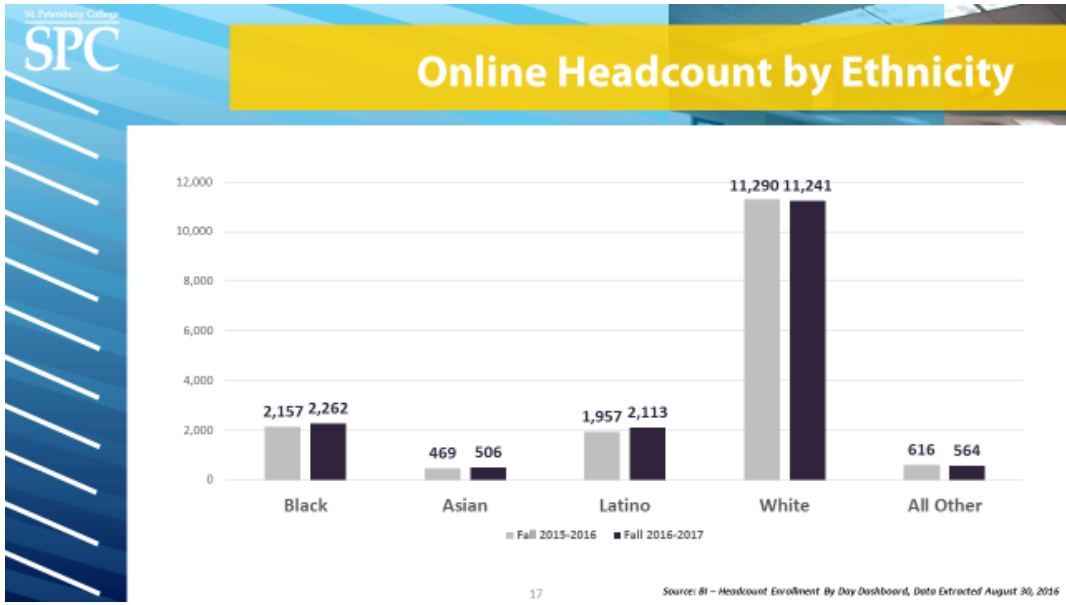
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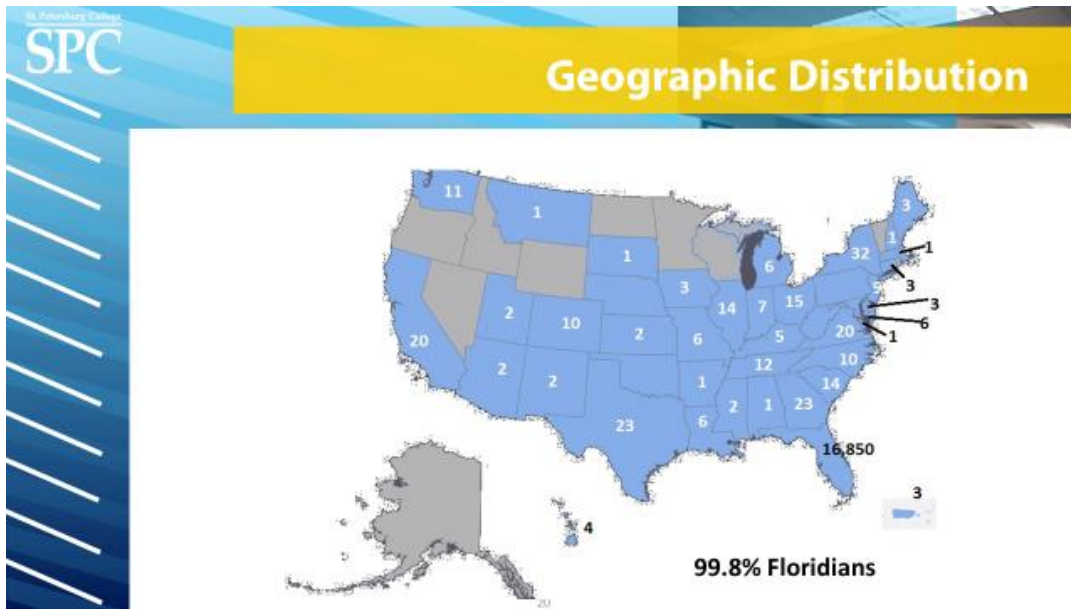
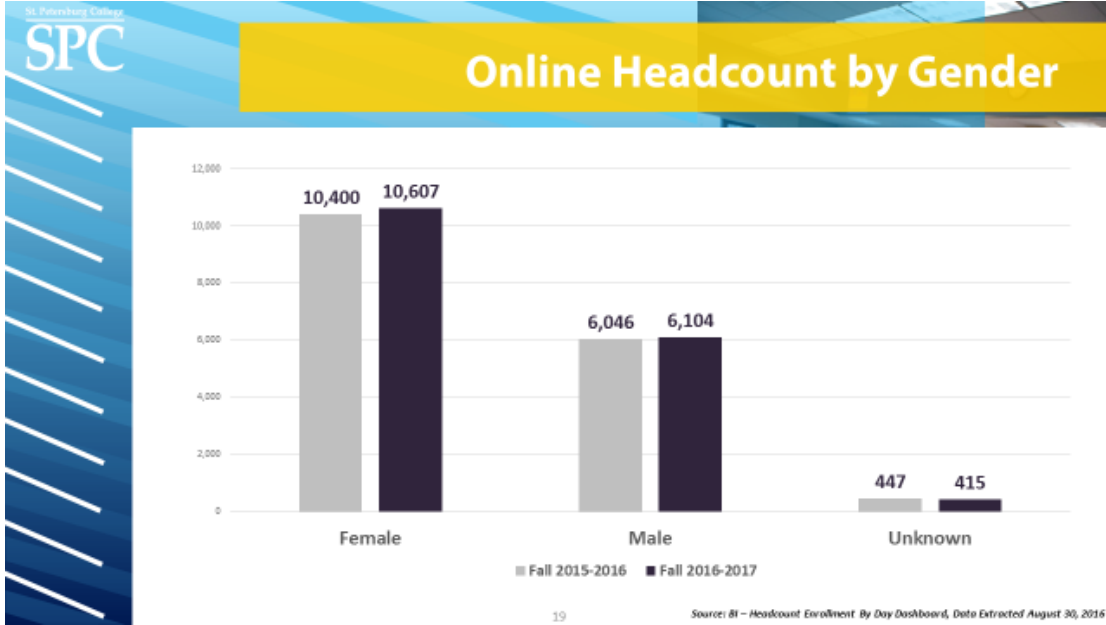
## Online Headcount by Enrollment Type



14 Source: BI, Pulse - Headcount and Enrollment By Day Dashboards, Data Extracted August 30, 2016





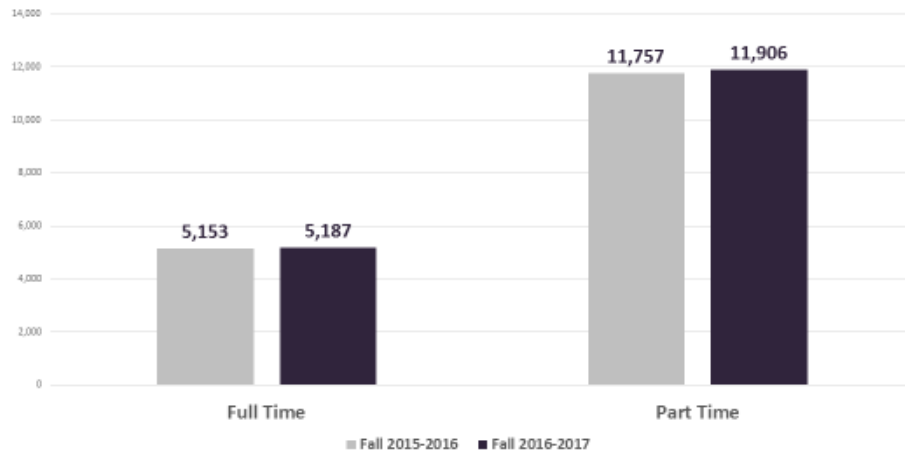


## Geographic Distribution: Florida



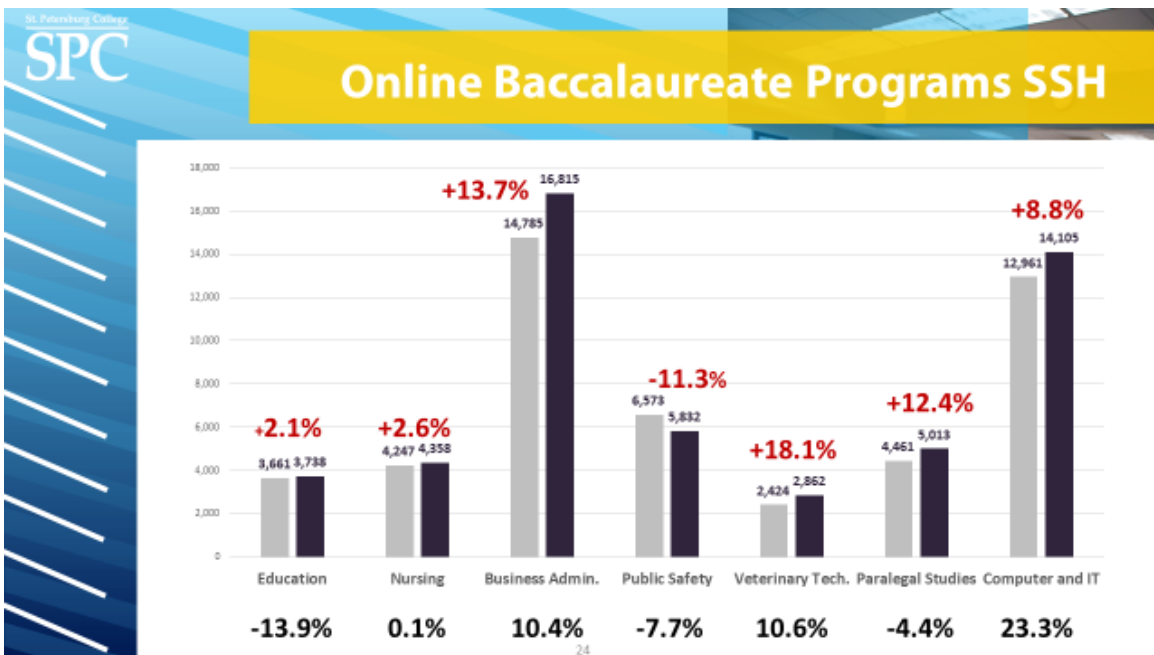
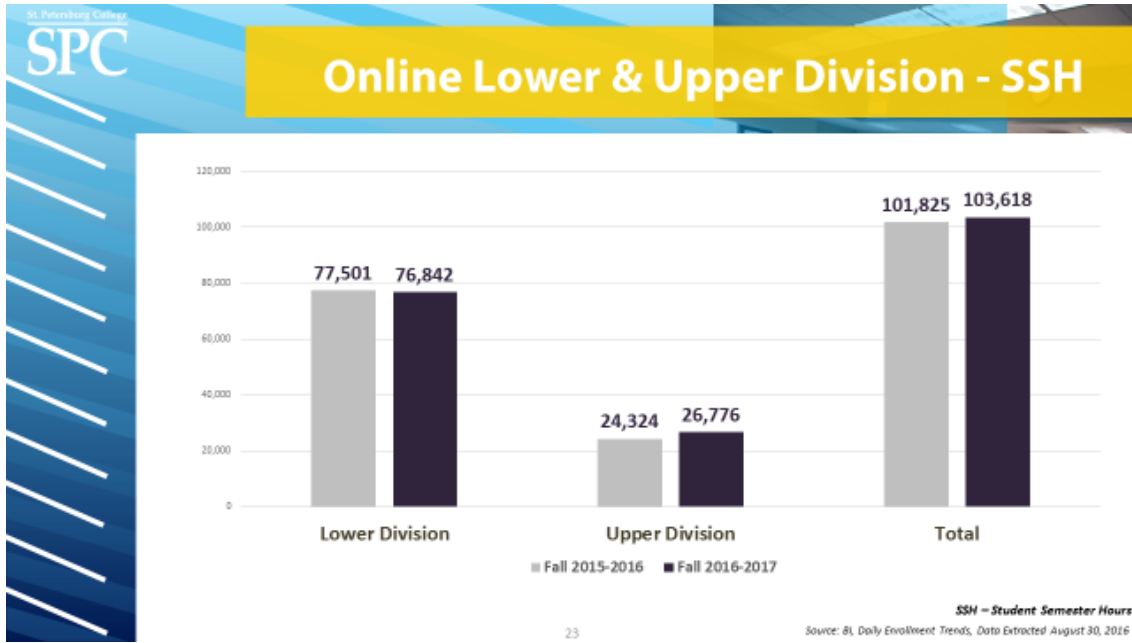
21

## Online Headcount by Enrollment Status



22

Source: BI - Headcount Enrollment By Day Dashboard, Data Extracted August 30, 2016





- **Outreach to first-time online students in week 2 to let them know of support services available**
- **Soft Skills into MyCourses Support**
- **Outreach earlier in term to help enroll in the next semester**
- **Guided Pathways**
- **SParC**
- **Revitalized courses**

“The most organized course I’ve had yet”

“This course had a predictable pattern to it which made it easy to progress through”

“This is one of the best online courses I have taken”

25

# QUESTIONS?

## VI – C. Monthly Financial Report

St. Petersburg College  
Board of Trustees  
Financial Report as of August 31, 2016

Janette Hunt  
September 20, 2016

St. Petersburg College  
**SPC**

SPC St. Petersburg College

### Revenue Focus as of August 31, 2016

Revenue Type	Budget	Actual	Actual to Budget %
Tuition & Out of State Fees	\$56,560,516	\$23,181,638	41%
Community College Program Fund (CCPF) – State Appropriation	\$51,695,712	\$8,662,356	17%
Lottery – State Appropriation	\$16,693,508	-	0%
Performance Funding	\$3,652,774	\$608,796	17%
Operating Cost of New Facilities (OCNF)	\$128,429	-	0%
Learning Support Fee	\$1,834,042	\$727,944	40%
Distance Learning Fee	\$3,814,485	\$1,522,828	40%
Technology Fee	\$2,818,596	\$1,139,839	40%
Lab Fees	\$1,714,401	\$744,897	43%
Industry Certifications	\$150,000	-	0%
Other Revenue	\$5,397,200	\$264,686	5%
Other Student Fees	\$1,622,007	\$161,313	10%
Fund Transfers In	\$3,556,839	-	0%
Stabilization Reserve	\$2,173,009	-	0%
PD Rolls & Accruals	\$2,291,443	-	0%
<b>Total Revenue</b>	<b>\$154,102,961</b>	<b>\$37,014,293</b>	<b>24%</b>

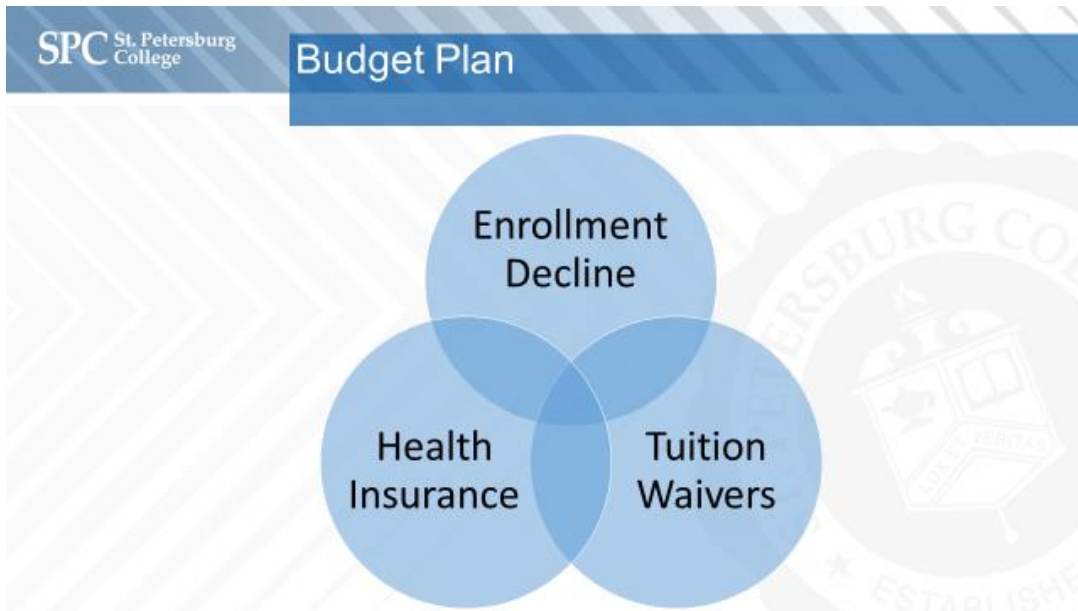
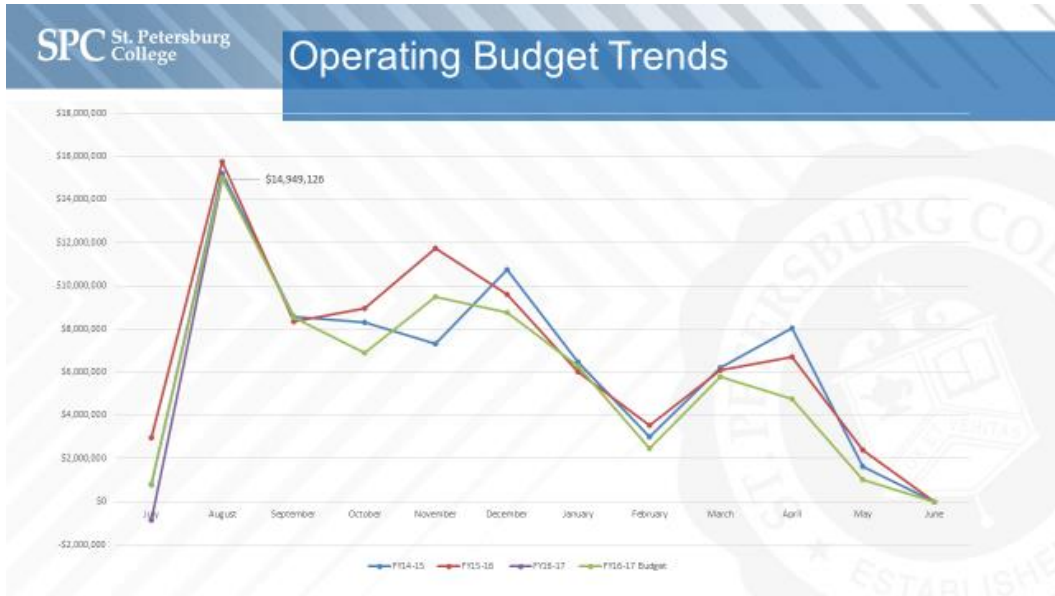
## Expense Focus as of August 31, 2016

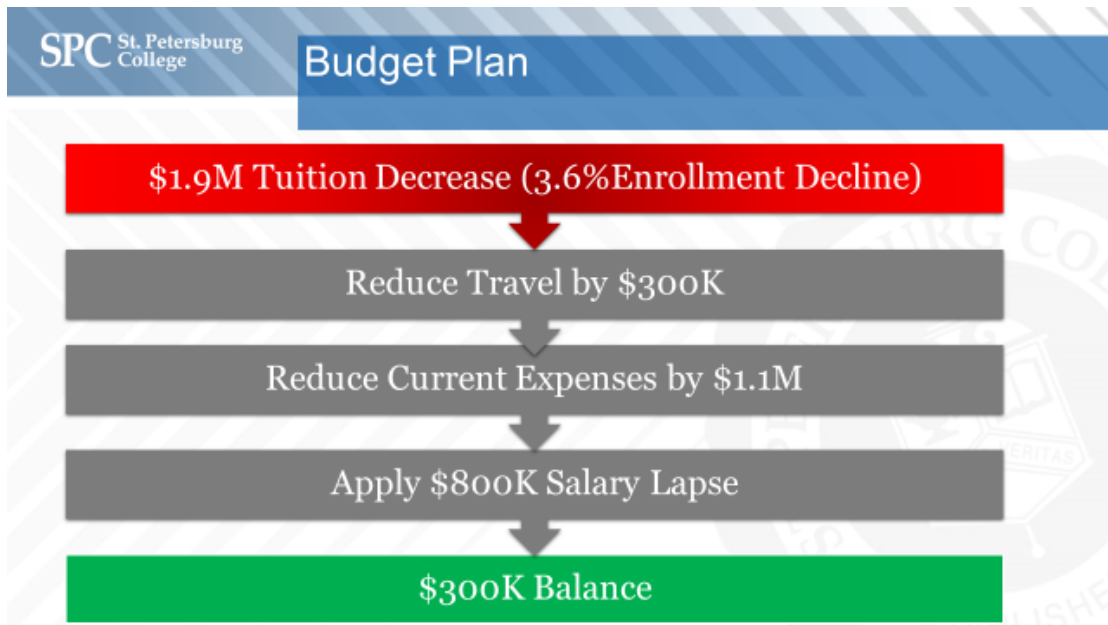
Expense Type	Budget	Actual	Actual to Budget %
<b>Personnel &amp; Benefits</b>			
Instructional/Faculty	\$28,899,727	\$5,349,812	19%
Administrative	\$10,275,180	\$1,669,800	16%
Career (Non-Instructional)	\$21,729,661	\$2,512,373	12%
Professional	\$15,874,846	\$1,843,953	12%
Adjunct/Supplemental	\$14,341,325	\$841,325	6%
Other Professional OPS	\$766,481	\$35,686	5%
Non-Instructional OPS & Overtime	\$2,459,839	\$301,534	12%
Student Assistants	\$428,000	\$75,582	18%
Health Insurance	\$11,854,547	\$2,224,245	19%
Other Benefits	\$11,700,854	\$2,064,983	18%
<b>Total Personnel &amp; Benefits</b>	<b>\$118,330,460</b>	<b>\$16,919,295</b>	<b>14%</b>
<b>Total Current Expense</b>	<b>\$32,941,920</b>	<b>\$4,616,321</b>	<b>14%</b>
<b>Total Capital Expense</b>	<b>\$9,430,581</b>	<b>\$529,552</b>	<b>15%</b>
<b>Total Operating Costs</b>	<b>\$154,102,961</b>	<b>\$22,069,167</b>	<b>14%</b>
<b>Total Remaining Funds (Surplus/Deficit)</b>		<b>\$14,949,126</b>	

## Operating Budget Trends



VI – C.1 2016-17 Budget





**Questions?**

September 20, 2016

**MEMORANDUM**

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

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

**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>
Peterman Jr, Frank W	Academic Program Coordinator	Provost SPG	7/15/2016
Gordon, Kelly A	Career & Academic Advisor	Associate Provost SP	8/22/2016
Bell, Shoshona L	Career Outreach Specialist	Provost HC	8/30/2016
Single, Bethany JC	Instructional Design Spec	Instructional Computing SE	9/6/2016
Renc-Carter, Christine A	Museum Curator	Art Education Center DO	7/18/2016
Vermeren, Paul R	Reference & Instruction Librn	Learning Resources	9/12/2016

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Showers, Denotra L	(Acting) Student Supp Manager	Associate Provost SP	9/1/2016
Pantelides, Sherry Kelley	Coord, Early College/Dual Enrl	Academic & Student Affairs	9/6/2016
Bodie, Matthew D	Exec Dir, Learning Resources	Learning Resources	8/1/2016
Drexler, Amy	Instructional Tech Specialist	Instructional Computing SE	8/15/2016
Hall, Nicole Shalonda	Student Support Manager	SPC-Downtown	8/29/2016

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Hampton, Michelle R	Career Outreach Specialist	Associate Provost HC	9/1/2016
Curry, Lindsay A	Instructional Supp Specialist	Learning Resources	8/13/2016

Brieron,Jason T	Instructional Support Spec.	Learning Resources	8/15/2016
Conforti,Christine R	Laboratory Specialist	Natural Science SPG	8/29/2016
Blue,Keisha L	Sr Administrative Svcs Assist	College Reach Out Program DO	9/12/2016
Saint-John,Karen E	Sr Administrative Svcs Speclst	SPC-Downtown	8/29/2016
Bello,Rena Rita	Student Support Advisor	Special Programs/Intl Educ DO	8/15/2016
Huggins,Roxsanne Marie	Student Support Assistant	SPC-Downtown	8/8/2016
Elcius,Molinseai Elisha	Student Support Specialist	Scholarships/Stu Fin Assist SP	8/29/2016
Vigue,Mark M	Technology Support Specialist	Provost SE	8/13/2016

**TRANSFER/PROMOTION Budgeted Career Service**

Name	Title	Department/Location	Effect. Date
Washington,Terry L	Administrative Svcs Specialist	Corporate Training E&SS DO	7/23/2016
Weld,Tara J	Administrative Svcs Specialist	Fine & Applied Arts CL	8/22/2016
Green,Theresa L	Facilities Specialist	Maintenance Services TS	8/27/2016
Field,Richard	Sr Security Officer	Campus Security HC	9/3/2016
Algarin,Joseph Manuel	Sr Technlgy Support Specialist	Provost AC	8/13/2016
Ozier,Jesse A	Tech Support & Refresh Spc	IT Network Help Desk	8/15/2016

**HIRE Faculty**

Name	Title	Department/Location	Effect. Date
Johnson-Sabree,Kengia Tanaydra	Chair, Health Info Technology	Health Information Mgmt HC	7/5/2016
Emerle,Karen L	Faculty	Nursing HC	8/11/2016
Grisanti,Sharon M	Faculty	Dental Hygiene HC	8/11/2016
Kerns,Carolyn J	Faculty	Nursing HC	8/11/2016
Pryby,Felicia K	Faculty	Nursing HC	8/11/2016

**TRANSFER/PROMOTION Faculty**

Name	Title	Department/Location	Effect. Date
Fair,Timothy A	(Interim) Chair, O&P	BA Programs/UPC	8/29/2016
Davis,Glenn E	(Interim) Program Director II	Emergency Medical Services HC	8/1/2016
Italia,Mark P	Faculty	Natural Science CL	7/16/2016
Lewis,Mary E	Faculty	Nursing HC	8/1/2016
Newberry,Sheila A	Faculty	Health Information Mgmt HC	7/1/2016
Stepanovsky,Nerina J	Faculty	Emergency Medical Services HC	8/1/2016
Williams,Sharon	Faculty	Letters SE	8/1/2016



<b>HIRE Temporary/Supplemental</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Bateh,Justin	Adjunct Bach Prog.	BA Programs/UPC	8/15/2016
Foster,David E	Adjunct Bach Prog.	BA Programs/UPC	8/15/2016
Gasic,Dena A	Adjunct Bach Prog.	BA Programs/UPC	8/15/2016
Rollings,Regina M	Adjunct Bach Prog.	BA Programs/UPC	8/15/2016
Scotti,Victoria M	Adjunct Bach Prog.	Nursing HC	8/15/2016
Yakzan,Ahmad M	Adjunct Bach Prog.	Baccalaureate Programs/UPC	8/15/2016
Marsh,Ryan B	Faculty - supplemental	Social Science CL	8/15/2016
Churchill,Leah Jean	Instructor, Temp HardToFill	Nursing HC	8/15/2016
McCabe,Gina Marie	Instructor, Temp HardToFill	Nursing HC	8/15/2016
Oglesby,Kathleen M	Instructor, Temp HardToFill	Nursing HC	8/15/2016
Wolons,Mary Ellen N	Instructor, Temp HardToFill	Nursing HC	9/6/2016
Bertelson,Susan	Instructor, Temporary Credit	Mathematics CL	8/15/2016
Campbell,Martha E	Instructor, Temporary Credit	Letters SE	9/12/2016
Cancel,Melissa J	Instructor, Temporary Credit	Letters CL	8/15/2016
Caponi,Louis D	Instructor, Temporary Credit	Mathematics CL	9/7/2016
Caponi,Louis D	Instructor, Temporary Credit	Mathematics CL	8/15/2016
Christopoulos,Eleni M	Instructor, Temporary Credit	Fine & Applied Arts CL	8/15/2016
Cooley,Mack D	Instructor, Temporary Credit	Engineering Technology CL	8/15/2016
Covert,Pamela B	Instructor, Temporary Credit	Letters SE	8/15/2016
Croom,Olga R	Instructor, Temporary Credit	Social Science TS	8/15/2016
Duchesneau,Daniel R	Instructor, Temporary Credit	Emergency Medical Services HC	8/15/2016
Foltz,Zachary	Instructor, Temporary Credit	Natural Science SE	8/15/2016
Gillham,Michael A	Instructor, Temporary Credit	Social Science SE	8/15/2016
Gravinese,Philip M	Instructor, Temporary Credit	Natural Science SPG	8/15/2016
Hargitai,Peter J	Instructor, Temporary Credit	Letters SPG	8/15/2016
Higgins,Eron E	Instructor, Temporary Credit	Natural Science SE	8/15/2016
Hoang,Loan B	Instructor, Temporary Credit	Mathematics SPG	8/15/2016
Hull,Melissa Louise	Instructor, Temporary Credit	Fine & Applied Arts SPG	8/15/2016
Iapicco,Lana L	Instructor, Temporary Credit	Speech - Letters SE	8/15/2016
Kimber Jr,George William	Instructor, Temporary Credit	Mathematics SE	8/15/2016
Kraskow,Michael B	Instructor, Temporary Credit	Business Administration SP	8/15/2016
Lucas,Andrew	Instructor, Temporary Credit	Dual Credit - AC	8/15/2016
Mann,Michelle F	Instructor, Temporary Credit	Social Science SE	8/22/2016
Maymeskul,Olena	Instructor, Temporary Credit	Mathematics CL	8/15/2016
McColley,Stacey W	Instructor, Temporary Credit	Fine & Applied Arts SPG	8/15/2016
Megna,Gino A	Instructor, Temporary Credit	BA Programs/UPC	8/15/2016
Mitchell Jr,Perry R	Instructor, Temporary Credit	Natural Science SE	8/15/2016
Pena,Nichole Evon	Instructor, Temporary Credit	Letters SPG	9/12/2016
Reyes,Silvio A	Instructor, Temporary Credit	Mathematics SE	8/15/2016

Ridgeway,Ilona L	Instructor, Temporary Credit	Mathematics SPG	8/15/2016
Roque,Beyte	Instructor, Temporary Credit	Natural Science CL	8/11/2016
Schramm,Derek David	Instructor, Temporary Credit	Natural Science SPG	8/15/2016
Shamblott,Michael	Instructor, Temporary Credit	Baccalaureate Programs/UPC	8/22/2016
Steckel,Curt Alan	Instructor, Temporary Credit	Fine & Applied Arts CL	8/15/2016
Talboy,Alaina N	Instructor, Temporary Credit	Social Science CL	8/15/2016
Walsh,MaryLou	Instructor, Temporary Credit	Social Science DT	8/15/2016
Watson,Frank E	Instructor, Temporary Credit	Natural Science CL	8/15/2016
Wilson,Thomas M	Instructor, Temporary Credit	Dual Credit - AC	8/15/2016
Woodard,Crystal L	Instructor, Temporary Credit	Natural Science SPG	8/15/2016
Yow,Charles	Instructor, Temporary Credit	Letters CL	8/15/2016
Zuber,Kim	Instructor, Temporary Credit	College of Computer & InfoTech	8/15/2016
Lespinasse Ide Lafargue,Karine N	Librarian- Temporary	Learning Resources	9/5/2016
Landeros,Shivaun Rachele	OPS Career Level 1	Athletics - DO	8/15/2016
Lucena-Henderson,Noemi	OPS Career Level 1	Provost SE	8/15/2016
Mackay,Cathi Brake	OPS Career Level 1	Learning Resources	6/27/2016
Risley,Tina L	OPS Career Level 1	Provost SE	9/9/2016
Santiago,Frank A	OPS Career Level 1	Academic & Student Affairs	9/6/2016
Snyder,Danielle Lynn	OPS Career Level 1	Learning Resources	6/22/2016
Stroop,Stephanos Dalton	OPS Career Level 1	Athletics - DO	8/15/2016
Uzzo,Alexander Stanton	OPS Career Level 1	Learning Resources	9/12/2016
Willis,Erica Nicole	OPS Career Level 1	Academic & Student Affairs	9/6/2016
Brown,Jaime	OPS Career Level 2	Associate Provost SP	8/8/2016
Deveaux,Alexis Dion	OPS Career Level 2	Marketing & Strategic Comm	8/31/2016
Loefke,Justin	OPS Career Level 2	Student Activities SE	8/24/2016
Ruiz,Connie	OPS Career Level 2	Counseling & Advisement CL	8/15/2016
Charalambakos,Anastasia Georgia	OPS Career Level 3	OSSD VEA Grant - CL	8/22/2016
Yamaguchi,Risa	OPS Career Level 3	Athletics - DO	8/29/2016
Holmes,Brittany Marie	OPS Career Level 4	Associate Provost SP	8/29/2016
Brooks,Keri	OPS Career Level 5	International Center - CL	8/15/2016
Buell,Athena M	OPS Career Level 5	Learning Resources	8/22/2016
Gonzalez,Margaret Christine	OPS Career Level 5	Academic & Student Affairs	9/12/2016
Hardesty,Charles D	OPS Career Level 5	Provost CL	9/12/2016
Nguyen,Alexander Q	OPS Career Level 5	Academic & Student Affairs	9/7/2016
Nikolopoulos,Maria E	OPS Career Level 5	Academic & Student Affairs	8/22/2016
Taylor,Tracy C	OPS Career Level 5	Learning Resources	8/8/2016
Bonneville,Katie A	OPS Teaching Asst/Interpreter	Corporate Training E&SS DO	8/13/2016
Hill,Rebecca Lynn	OPS Teaching Asst/Interpreter	Corporate Training E&SS DO	8/13/2016
Akinci,Beril	Professional Trainer	Academic & Student Affairs	8/29/2016
Algren,Gregory Allen	Professional Trainer	Criminal Justice AC	8/15/2016
Cook,Donnel	Professional Trainer	Fire Science AC	8/22/2016

Darbonne,Jolene Marie	Professional Trainer	Criminal Justice AC	9/1/2016
Gordon,Calvin L	Professional Trainer	Student Activities AC	8/8/2016
Hasty,Andrew H	Professional Trainer	Criminal Justice AC	8/30/2016
Insko,John K	Professional Trainer	Criminal Justice AC	9/1/2016

**RECLASSIFICATIONS/POSITION UPDATES**

Name	Title	Department/Location	Effect. Date
Boyce,Ronald G	Assistant Dir, HR Development	Human Resources Benefits	8/31/2016
Hunt,Janette N	Directir of Budget &Compliance	Information Tech & Research DO	8/31/2016
Woroner,Desiree A	Director, HR Development	Human Resources	8/31/2016
Roe,Bobby W	Faculty	BA Programs/UPC	8/1/2016

**TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES**

Name	Title	Department/Location	Effect. Date
Krueger, Amy	Instructor	Dental Hygiene HC	10/1/2016-10/10/2016

Destination: Ocho Rios, St. Ann, Jamaica

The purpose of this trip is to attend a Community Dental Health Practicum. Eight students will travel with Professor Krueger to participate in the program facilitated by SPC and Great Shape! Inc. 1,000 Smiles Project. 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 Dental Hygiene department. Estimated cost to the College is \$1,974.26.

Flores, Osbaldo	CPSI AC	10/16/2016-10/22/2016
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Destination: Real Intercontinental - San Salvador, El Salvador

The purpose of this trip is For Community Policing: From Theory to Practive training #21460. The benefit to the College is to provide for nationally and internationally recognized training programs.

Funded by CSPI. Estimated cost to the College is \$2,257.58


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

DK091216

September 20, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Employee Health Insurance Plan- Update and Recommendations

**Approval is sought to make changes to the 2017 Health Insurance Plan based on increased claim spend.**

Since 2012, the college has enjoyed relatively low percentages of change in claim spend from year to year. The college has been able to cover its expense with adequate levels of employee and institution contributions.

In 2016 and 2017, however, the college anticipates higher percentages of change in claim spend, resulting in shortfalls between contributions and expenses. In 2016, the college projects a claim spend increase of 8.2% resulting in a \$1 million shortfall; in 2017, the college projects a claim spend increase of 2.7% resulting in a \$1.5 million shortfall.

To adjust for these increases, the college recommends using some of its health insurance cash balance. In 2016, the college recommends using \$1 million; in 2017, the college recommends using \$500,000.

The balance in 2017 can be covered through changes in the Health Insurance Plan, including:

- Increasing the number of salary contribution tiers above \$65,000 and adding \$10 per month to each employee's contribution amount, regardless of tier level;
- Increasing retiree contributions to help cover the high cost of retiree claim spend;
- Increasing prescription co-pays from \$10/\$20/\$35 to \$10/\$30/\$50;
- Reducing dental coverage and adding a buy-up option; and
- Implementing prescription prior authorization and step therapy tiers.

The college's Health Insurance cash balance is currently \$6.5 million. These changes are supported by the Insurance Committee and will help stabilize the Health Insurance cash balance for the future.

Brian Miles, Vice President, Administrative/Business Services & Information Technology; and Desiree Woroner, Director of Human Resources Development, recommend approval.

VI – D.1b Health Insurance Plan



# Employee Health Insurance



## Plan Update

*Presented to  
SPC Board of Trustees*

*September 20, 2016*



## Calendar Year Claim Spend

	2012	2013	2014	2015	2016 (projected)	2017 (projected)
Average Enrollment	1,312	1,375	1,395	1,420	1,429	1,429
Average Membership	2,314	2,516	2,557	2,611	2,628	2,628
Total Claims	\$13,231,448	\$13,995,035	\$14,707,026	\$15,426,275	\$16,695,000	\$17,145,000
Total Per Member/Year	\$5,718	\$5,562	\$5,752	\$5,908	\$6,353	\$6,524
% Change vs. Prior Year		-3%	3%	3%	<b>8.2%</b>	2.7%

Sources: Aetna Integrated Informatics; Brown & Brown Insurance



## Recap of Trends

- **Top conditions:** hypertension, hyperlipidemia, depression
- **High-dollar claims:** 1.6% of population, 39% of total claims paid
- **Overall plan membership:**
  - 55% female, 45% male
  - Average age is 40
- **High deductible plan membership:** up 52%
- **Retirees:**
  - 2.9% of overall plan membership (73 enrollees)
  - Medical: up 32.1% (\$1.1M to \$1.4M)
  - Inpatient: up 256% (\$63K to \$216K)
    - › Spinal, Osteoarthritis, Cancer

Sources: Aetna Integrated Informatics; Brown & Brown Insurance

Employee Health Insurance Overview



## Projections & Considerations

### Projected claim spend increase from CY15 to CY16: 8.2%

- CY16: projected \$1M shortfall
  - College to cover entire shortfall from cash balance
  - Projected cash balance will be \$5.5M

### Projected claim spend increase from CY16 to CY17: 2.7%

- CY17: projected \$1.5M shortfall
  - College to cover \$500k from cash balance; make \$1M in plan changes
  - Projected cash balance will be \$5M
  - Self Insurance Safe Harbor Requirement is 17% (~\$3M)
- CY18: balanced Health Insurance spend

Sources: Aetna Integrated Informatics; Brown & Brown Insurance

Employee Health Insurance

## Summary of Recommendations

- CY17 Plan Changes:
  - Increase salary contribution tiers, plus \$10 \$228,187
  - Increase retiree contributions \$115,116
  - Increase Rx co-pay to \$10/\$30/\$50 \$ 84,000
  - Reduce dental coverage/add buy-up \$150,000 (min)
  - Implement Rx prior authorization/step therapy \$100,000 (min)  
\$677,303 (min)
- Lower Stop-Loss Limit From \$350k to \$250k (pending)
- Reserve \$300K in budget plan to help achieve CY17 goal

# Summary of Recommendations

## St. Petersburg College

Delivered on: 09/19/2016

Action Steps for 2017 Plan Savings	Estimated Annual Savings vs. Current
Add additional EE salary tiers/increase Retiree contribution amounts	\$354,038
Change Rx copay to \$10/\$30/\$50	\$84,000
Implement Core/Buy-Up menu for Dental	\$150k-\$600k contingent upon final enrollment

Addl. Recommended Plan Modifications	Potential Cost Avoidance
<b>Implement Prior Auth/Step Therapy protocols*</b> *cost savings based on existing population, grandfathering changes context to prevention of future cost increase	\$100k-\$150k
<b>Add fully-insured retiree options*</b> *claim savings based upon 12 month utilization	\$14k per retiree exiting group plan



# Employee Contribution Modeling: Current

St. Petersburg College

Delivered on: 09/19/2016

	Enrollment by income tier													EE Contribution							Pre 65 Retiree	Post 65 Retiree
	<\$25k	\$25k-\$35k	\$35k-\$45k	\$45k-\$55k	\$55k-\$65k	+\$65k	Pre 65 Retiree	Post 65 Retiree	Total	<\$25k	\$25k-\$35k	\$35k-\$45k	\$45k-\$55k	\$55k-\$65k	+\$65k	Pre 65 Retiree	Post 65 Retiree					
<b>OA Select HSA</b>	27	68	29	25	32	28	0	209														
EE+SP	4	14	10	7	4	5	0	44														
EE+CH	5	9	8	2	1	3	0	28														
Family	4	10	14	13	13	28	0	82														
Total Annual	40	101	61	47	50	64	0	363														
PEPY									\$490	\$526	\$942	\$948	\$796	\$1,353	#DIV/0!	#DIV/0!						
<b>OA Select</b>	10	126	129	58	47	99	17	509														
EE									\$0.00	\$7.10	\$28.44	\$35.54	\$42.66	\$56.88	\$580.01	\$340.87						
EE+SP	3	44	41	15	17	64	5	206	\$236.72	\$243.82	\$265.16	\$272.26	\$279.38	\$293.58	\$293.58	\$681.73						
EE+CH	3	15	20	13	15	36	0	102	\$211.84	\$218.96	\$240.28	\$247.38	\$254.50	\$268.72	\$1,196.02	\$681.73						
Family	6	18	25	15	33	76	0	173	\$437.28	\$444.90	\$466.24	\$473.32	\$480.44	\$494.66	\$1,728.25	\$985.10						
Total Annual	22	203	215	101	112	275	22	990	\$3,972	\$22,915	\$31,002	\$16,461	\$16,427	\$71,888	\$16,146	\$19,429						
PEPY									\$47,668	\$274,983	\$372,023	\$197,532	\$317,118	\$860,260	\$193,755	\$233,152						
									\$2,167	\$1,355	\$1,730	\$1,956	\$2,831	\$3,128	\$8,807	\$5,829						
<b>Choice POS II</b>	0	1	3	3	1	15	2	34														
EE									\$146.40	\$153.52	\$174.86	\$181.94	\$189.06	\$203.28	\$684.90	\$390.39						
EE+SP	0	0	1	1	1	15	0	22	\$383.36	\$390.48	\$411.80	\$418.90	\$426.02	\$440.24	\$1,369.80	\$780.79						
EE+CH	0	0	0	0	1	1	0	2	\$354.86	\$361.98	\$383.32	\$390.40	\$397.52	\$411.74	\$1,369.80	\$780.79						
Family	0	0	0	1	1	0	0	2	\$693.86	\$700.98	\$722.32	\$729.40	\$736.52	\$750.74	\$1,979.36	\$1,128.24						
Total Annual	0	1	4	5	4	31	2	60	\$0	\$154	\$996	\$1,694	\$1,749	\$10,065	\$1,370	\$6,637						
PEPY									\$0	\$1,842	\$11,237	\$20,329	\$20,989	\$120,774	\$16,438	\$79,640						
									#DIV/0!	\$1,842	\$2,809	\$4,066	\$5,247	\$3,896	\$8,219	\$6,126						
<b>Total PEPY</b>	62	305	280	153	166	370	24	1,413	\$67,273	\$329,967	\$440,745	\$262,406	\$377,905	\$1,067,647	\$210,193	\$312,792						
									\$1,085	\$1,082	\$1,574	\$1,715	\$2,277	\$2,886	\$8,758	\$5,902						
<b>Grand Total PEPY</b>												\$3,068,929		\$2,172								



# Plan Alternatives & Estimated Decrements

St. Petersburg College

Delivered on: 09/19/2016

	CURRENT ACTIVE MENU		ALTERNATES	
	OPEN ACCESS SELECT HMO	CHOICE POS	ALT (HMO)	ALT (POS)
<b>Deductible:</b>	Network \$250/\$350/\$275/\$500	\$250/\$350/\$275/\$500	Network \$250/\$350/\$275/\$500	Network \$250/\$350/\$275/\$500
<b>Embedded Deductible:</b>	N/A	N/A	N/A	N/A
<b>Calendar or Policy Year:</b>	Calendar	Calendar	Calendar	Calendar
<b>Coinurance:</b>	0%	0%	0%	0%
<b>Maximum Out-of-Pocket:</b>	\$1,500 (\$3,000 Family)	\$1,500 (\$3,000 Family)	\$1,500 (\$3,000 Family)	\$1,500 (\$3,000 Family)
<b>(Includes Deductible):</b>	Yes	Yes	Yes	Yes
<b>(Includes Copay):</b>	Yes	Yes	Yes	Yes
<b>(Includes Rx):</b>	Yes	Yes	Yes	Yes
<b>PHYSICIAN SERVICES</b>				
Office Visit	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
Specialist	Deductible + \$45	Deductible + \$45	Deductible + \$45	Deductible + \$45
Chiropractic	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
<b>HOSPITAL/ EMERGENCY SERVICES</b>				
Inpatient Hospital	Deductible + \$250	Deductible + \$250	Deductible + \$250	Deductible + \$250
Emergency Room	Deductible + \$150	Deductible + \$150	Deductible + \$150	Deductible + \$150
Urgent Care	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
Outpatient Surgical Facility	Deductible + \$100	Deductible + \$100	Deductible + \$100	Deductible + \$100
Ambulatory Surgery Center:	Deductible + \$100	Deductible + \$100	Deductible + \$100	Deductible + \$100
<b>DIAGNOSTIC SERVICES</b>				
Lab, X-Ray & Diagnostics Outpatient:	\$0	\$0	\$0	\$0
Lab, X-Ray & Major Diagnostics Outpatient: (CT, PET, MRI, MRA)	\$0	\$0	\$0	\$0
<b>PREVENTIVE ADULT WELLNESS</b>	\$0	\$0	\$0	\$0
<b>PRESCRIPTION</b>				
<b>Deductible:</b>	Calendar Year Deductible	Calendar Year Deductible	Calendar Year Deductible	Calendar Year Deductible
Tier 1:	\$10	\$10	\$10	\$10
Tier 2:	\$20	\$20	\$30	\$30
Tier 3:	\$35	\$35	\$50	\$50
Tier 4:	N/A	N/A	N/A	N/A
Mail Order Prescription:	2x's Copay (90 day supply)	2x's Copay (90 day supply)	2x's Copay (90 day supply)	2x's Copay (90 day supply)
Prior Auth/Step Therapy	Not Included	Not Included	Incl.	Incl.
<b>LIFETIME MAXIMUM</b>	Unlimited	Unlimited	Unlimited	Unlimited
<b>Deductible:</b>	Out-of-Network	Out-of-Network	Out-of-Network	Out-of-Network
Coinurance:	N/A	\$500 (\$1,500 Family)	N/A	\$500 (\$1,500 Family)
Maximum Out-of-Pocket:	N/A	30%	N/A	30%
Per Occurrence Deductible (Inpatient):	N/A	\$3,000 (\$9,000 Family)	N/A	\$3,000 (\$9,000 Family)
Per Occurrence Deductible (Outpatient Surgery):	N/A	\$250	N/A	\$250
	N/A	N/A	N/A	N/A

### Dental Plan Design: Recommended Menu

St. Petersburg College

Delivered on: 09/19/2016

**AETNA**  
CURRENT / RENEWAL

**AETNA**  
ALTERNATE 3

	Aetna		Aetna	
	PPO NETWORK 100% / 90% / 60% / 50% \$50 (\$150 Family)	NON-NETWORK 100% / 80% / 50% / 50% \$50 (\$150 Family)	PPO NETWORK 100% / 80% / 50% / 50% \$75 (\$225 Family)	NON-NETWORK 50% / 50% / 50% / 50% \$75 (\$225 Family)
<b>NETWORK:</b>	Yes	Yes	Yes	Yes
<b>PROVIDER ACCESS:</b>	Negotiated Fee	80th	Negotiated Fee	80th
<b>COINSURANCE PERCENTAGE:</b>				
<b>DEDUCTIBLE (FAMILY MAX):</b>	\$2,000		\$1,500	
<b>DEDUCTIBLE WAIVED FOR PREVENTATIVE?:</b>	Yes		Yes	
<b>PERCENTILE OF UCR:</b>				
<b>CALENDAR YEAR MAX:</b>	\$2,500		\$1,500	
<b>ORTHODONTIC LIFETIME MAXIMUM:</b>				
<b>INCLUDES ADULT ORTHO:</b>	Yes		Yes	
<b>ROUTINE EXAMS:</b>		<b>Benefit Level</b>		<b>Benefit Level</b>
<b>CLEANING:</b>		Preventive		Preventive
<b>FLUORIDE TREATMENTS:</b>		Preventive		Preventive
<b>X-RAYS (BITEWINGS):</b>		Preventive		Preventive
<b>X-RAYS (FULL MOUTH):</b>		Preventive		Preventive
<b>X-RAYS (OTHER):</b>		Preventive		Preventive
<b>SEALANTS:</b>		Preventive		Preventive
<b>FILLINGS:</b>		Basic		Basic
<b>ORAL SURGERY (SIMPLE):</b>		Basic		Basic
<b>ORAL SURGERY (COMPLEX):</b>		Basic (Major-Impacted Tooth)		Basic (Major-Impacted Tooth)
<b>ROOT CANAL THERAPY:</b>		Basic (Major-Molars)		Basic (Major-Molars)
<b>PERIODONTAL SCALING:</b>		Basic		Basic
<b>PERIODONTAL SURGERY:</b>		Major		Major
<b>CROWNS:</b>		Major		Major
<b>BRIDGES:</b>		Major		Major
<b>DENTURES:</b>		Major		Major
<b>IMPLANTS:</b>		Major		Major
<b>WAITING PERIODS:</b>				
<b>LATE ENROLLMENT PENALTIES:</b>	None		None	
<b>ALLOWS ANNUAL OPEN ENROLLMENT:</b>	12 months Basic & Major, 24 months Ortho		12 months Basic & Major, 24 months Ortho	
<b>INCLUDES ROLLOVER:</b>	Yes		Yes	
<b>EMPLOYER CONTRIBUTION:</b>	No		No	
<b>EMPLOYEE PARTICIPATION:</b>	100%		100%	
<b>RATE GUARANTEE:</b>	100%		100%	
	2 Years		2 Years	

# Dental Plan Cost: Core/Buy-Up Scenario 2 (Core plan maintain current EE contributions)

St. Petersburg College

Delivered on: 09/19/2016

Buy Up (Current)	Buy Up (Current)				Core (New Plan - Altr 3)					
	Enrollment	Illustrative Rate	EE Contributions	as % of illustrative rate	ER Net Costs	Enrollment	Illustrative Rate	EE Contributions	as % of illustrative rate	ER Net Costs
EE	813	\$37.90	\$0.00	0%	\$37.90	813	\$34.39	(\$17.19)	50%	\$17.19
EE+SP	302	\$71.99	(\$16.58)	23%	\$55.41	302	\$65.72	(\$48.53)	74%	\$17.19
EE+CH	125	\$71.99	(\$16.58)	23%	\$55.41	125	\$61.69	(\$44.49)	72%	\$17.19
Family	<u>348</u>	<u>\$95.11</u>	<u>(\$31.50)</u>	33%	<u>\$63.61</u>	<u>348</u>	<u>\$115.55</u>	<u>(\$98.35)</u>	85%	<u>\$17.19</u>
Total	1,588	\$94,652	(\$18,042)		\$76,610	1,588	\$95,728	(\$68,423)		\$27,305
Annual		\$1,135,820	(\$216,500)		\$919,320		\$1,148,739	(\$821,077)		\$327,662
PEPY		\$715	(\$136)		\$579		\$723	(\$517)		\$206
Core (New Plan - Altr 3)										
EE	813	\$29.08	\$0.00	0%	\$29.08	813	\$29.08	\$0.00	0%	\$29.08
EE+SP	302	\$55.58	(\$16.58)	30%	\$39.00	302	\$55.58	(\$16.58)	30%	\$39.00
EE+CH	125	\$52.16	(\$16.58)	32%	\$35.58	125	\$52.16	(\$16.58)	32%	\$35.58
Family	<u>348</u>	<u>\$97.71</u>	<u>(\$31.50)</u>	32%	<u>\$66.21</u>	<u>348</u>	<u>\$97.71</u>	<u>(\$31.50)</u>	32%	<u>\$66.21</u>
Total	1,588	\$80,951	(\$18,042)		\$62,910	1,588	\$80,951	(\$18,042)		\$62,910
Annual		\$971,415	(\$216,500)		\$754,915		\$971,415	(\$216,500)		\$754,915
PEPY		\$612	(\$136)		\$475		\$612	(\$136)		\$475

# Available Retiree Options

St. Petersburg College

Delivered on: 09/19/2016

**NEW RETIREE OPTION**

**Traditional Choice**

**CURRENT RETIREE MENU**

**CHOICE POS**


**OPEN ACCESS SELECT HMO**

	Network	Network	Network	Network
Deductible:	\$250/\$350/\$275/\$500	\$250/\$350/\$275/\$500	\$250/\$350/\$275/\$500	\$250/\$350/\$275/\$500
Embedded Deductible:	N/A	N/A	N/A	N/A
Calendar or Policy Year:	Calendar	Calendar	Calendar	Calendar
Coinurance:	\$0	\$0	\$0	\$0
Maximum Out-of-Pocket:	\$1,500 (\$3,000 Family)	\$1,500 (\$3,000 Family)	\$1,500 (\$3,000 Family)	\$1,500 (\$3,000 Family)
(Includes Deductible):	Yes	Yes	Yes	Yes
(Includes Copay):	Yes	Yes	Yes	Yes
(Includes RX):	Yes	Yes	Yes	Yes
<b>PHYSICIAN SERVICES</b>				
Office Visit	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
Specialist	Deductible + \$45	Deductible + \$45	Deductible + \$45	Deductible + \$45
Chiropractic	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
<b>HOSPITAL/ EMERGENCY SERVICES</b>				
Inpatient Hospital	Deductible + \$250	Deductible + \$250	Deductible + \$250	Deductible + \$250
Emergency Room	Deductible + \$150	Deductible + \$150	Deductible + \$150	Deductible + \$150
Urgent Care	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
Outpatient Surgical Facility	Deductible + \$100	Deductible + \$100	Deductible + \$100	Deductible + \$100
Ambulatory Surgery Center:	Deductible + \$100	Deductible + \$100	Deductible + \$100	Deductible + \$100
<b>DIAGNOSTIC SERVICES</b>				
Lab, X-Ray & Diagnostics Outpatient:	\$0	\$0	\$0	\$0
Lab, X-Ray & Major Diagnostics Outpatient:	\$0	\$0	\$0	\$0
(CT, PET, MRI, MRA)	\$0	\$0	\$0	\$0
<b>PREVENTIVE ADULT WELLNESS</b>				
<b>PRESCRIPTION</b>				
Deductible:	N/A	N/A	N/A	N/A
Tier 1:	\$10	\$10	\$10	\$10
Tier 2:	\$20	\$20	\$20	\$20
Tier 3:	\$35	\$35	\$35	\$35
Tier 4:	N/A	N/A	N/A	N/A
Mail Order Prescription:	2x's Copay (90 day supply)	2x's Copay (90 day supply)	2x's Copay (90 day supply)	2x's Copay (90 day supply)
Prior Auth/Step Therapy	Not Included	Not Included	Not Included	Not Included
<b>LIFETIME MAXIMUM</b>	Unlimited	Unlimited	Unlimited	Unlimited
	Current	Renewal	Current	Renewal
Pre-65 Retiree	\$598.01	\$619.86	\$684.90	\$651.34
Pre-65 Retiree+1	\$1,196.02	\$1,363.69	\$1,369.80	\$1,432.95
Pre-65 Family	\$1,728.25	\$1,363.69	\$1,979.36	\$1,432.95
Post-65 Retiree	\$340.87	\$500.00	\$390.39	\$500.00
Post-65 Retiree+1	\$681.73	\$881.73	\$780.79	\$881.73
Post-65 Family	\$985.10	\$881.73	\$1,128.24	\$881.73
			Medical	
			Pharmacy	
			Total	
				\$353.67
				\$75.56
				\$429.23

Commercial "comp" rates for retirees estimates based upon 2016 illustrative premiums  
 Plan designs as listed not intended as comprehensive summaries, carrier plan documents will be provided  
 "Commercial" medical rates + medicare part D premiums estimates provided by Aetna underwriting and subject to change

September 20, 2016

**MEMORANDUM**


**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Green Living Demonstration Center, Seminole Campus.

**Authorization is requested to terminate the Design Build contract with Skanska Corporation for the Green Living Demonstration Center, Seminole Campus, and to not pursue further development of the project.**

This project involved the design and construction of a Green Living Demonstration Center. The project budget is \$675,000, of which \$475,000 was federally funded through the Department of Energy (DOE). When schematic design was complete and priced by the contractor, the college's contribution grew from \$200,000 to \$763,000. Given the other capital projects that the college plans to endeavor, as well as imposing deadlines related to the grant, it is recommended that the best interests of the college will be served by stepping away from this project.

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

September 20, 2016

**MEMORANDUM****TO:** Board of Trustees, St. Petersburg College**FROM:** William D. Law, Jr., President **SUBJECT:** Credit Curriculum

The following is a summary of credit and Postsecondary Adult Vocational (PSAV) curriculum changes for which approval is sought for Spring and Summer 2017. Please see attachment for additional information.

**New/Deleted/Modified Programs (3 total):**

College/School/Department	New	Deleted	Modified	Total
A. College of Business			1	1
B. College of Computer & Info Technology			1	1
C. Health Science Department		1		1
				<u>3</u>

**New/Deleted/Modified Courses (54 total):**

College/School/Department	New	Deleted	Modified: Course Review	Modified: SPC Standards	Total
A. College of Business					0
B. College of Computer & Info Tech				4	4
C. College of Education			2		2
D. College of Health Sciences				1	1
E. College of Nursing			2		2
F. College of Policy and Legal Studies			1		1
G. College of Public Safety			15		15
H. School of Veterinary Technology				5	5
I. Communications Department				1	1
J. Eng & Building Arts Department			5		5
K. Fine Arts/Humanities Department				2	2
L. Health Science Department			3		3
M. Mathematics Department		1			1
N. Natural Science Department	1 <i>reactiv.</i>				1
O. Social & Beh Sciences Department					0
P. Study Abroad Program			10		10
Q. PSAV			1		1



## Credit Curriculum Updates for Spring and Summer 2017

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

### PROGRAMS:

#### A. College of Business

1. Program Update: *Sustainability Management (SUSMGT-BAS)*: This is an out of cycle program change necessitated by the discovery of Pathway obstacles. Added CGS 1100 and ACG 2021 as Lower Division Support Courses, as they were previously hidden prerequisites for MAN 3504 and FIN 3403.

#### B. College of Computer and Information Technology

1. Program Modification: *Technology Management BAS (TGMGT-BAS)*: Admissions requirements language was added to clarify acceptable courses for 21-technical credit requirement.

#### C. Health Sciences Department

1. Program Deletion: *Orthotics and Prosthetics BAS (ORTHO-BAS)*: This program was approved for closure by the BOT in January of 2016 and acknowledged by SACS-COC in Spring 2016. The teach-out period will expire in Spring 2017, officially closing the BAS program. The Orthotics and Prosthetics AS program will continue.

### COURSES:

#### A. College of Business *no updates*

#### B. College of Computer & Information Technology

1. Course Updates: The following courses were modified to align to SPC Course Standards:
  - a. *Web Foundations/Essentials (CGS 1831)*
  - b. *Computer Repair Essentials (CET 1171C)*
  - c. *Spreadsheet Techniques and Programming (CGS 1515)*
  - d. *Network Security Foundations (CTS 1120)*

#### C. College of Education

1. Course Updates: The following courses were modified to align to SPC Course Standards or as part of special programs funded through grants:
  - a. *Integrated English Language Arts, Social Studies and the Creative Arts for the Elementary Classroom (EDE 4226)*: The course title, description, and MLO's were revised to align content with a new course that was added to the Elementary Education BS program through a Center of Excellence grant.
  - b. *Science Concepts and Procedures in the P-12 Classroom (SCE 4832)*: A topic was added to enable teachers to enhance their content knowledge in the Science STEM area.

#### D. College of Health Sciences

1. Course Update: *Educational Concepts in Allied Health Education (HSC 3243)* was modified to align to SPC Course Standards

**E. College of Nursing**

1. Course Updates: The following courses were modified as a result of course review:
  - a. *Pharmacology in Nursing Practice* (NUR 3145): Content modified to be consistent with current professional standards of registered nurse practice from the American Nurses Association (ANA).
  - b. *Nursing of the Family* (NUR 4606): Content modified to be consistent with current professional standards of registered nurse practice from the American Nurses Association (ANA).

**F. College of Policy and Legal Studies**

1. Course Update: *Business Law II* (BUL 2242) was modified to align to SPC Course Standards

**G. College of Public Safety Administration**

1. Course Updates: Content and learning outcomes were modified for the following courses to align to State Curriculum Framework changes:
  - a. *Management of Community Corrections* (CJC 3163)
  - b. *Contemporary Issues & Trends in Corrections* (CJC 3311)
  - c. *Corrections Practice & Policy* (CJC 3601)
  - d. *Private Fire Protection Systems I* (FFP 1540)
  - e. *Building Construction for the Fire Service* (FFP 2120)
  - f. *Blueprint Reading and Plans Review* (FFP 2521)
  - g. *Public Personnel Management* (MAN 3301)
  - h. *Facilities and Property Management* (MAN 4863)
  - i. *Foundations of Public Safety Administration* (PAD 3820)
  - j. *Managing Conflict in Public Organizations* (PAD 4046)
  - k. *Public Finance* (PAD 4204)
  - l. *Strategic and Operational Planning* (PAD 4332)
  - m. *Critical Incident Management* (PAD 4393)
  - n. *Administrative Law* (PAD 4603)
2. Course update: The Statewide Course Numbering System changed the title and course number of *Research Methods in Criminology* (CCJ 2704) to *Intro to Research Methods in Criminology* (CCJ 2720).

**H. School of Veterinary Technology**

1. Course Updates: The following courses were modified to align to SPC Course Standards:
  - a. *Animal Lab Procedures* (ATE 2639)
  - b. *Veterinary Hospital Management* (ATE 4317)
  - c. *Large Animal Clinical & Nursing Skills* (ATE 1636)
  - d. *Veterinary Work Practicum I* (ATE 1943)
  - e. *Small Animal Nutrition* (ATE 3605)

**I. Communications Department**

1. Course Update: *Elementary Spanish II* (SPN 1121): Modified to align to SPC Course Standards.

**J. Engineering and Building Arts Department**

1. Course Updates: The following courses were modified as result of course review:
  - a. *Special Topics in Biomedical Engineering* (BME 2930): Added prerequisite of *Introduction to Biomedical* (BME 1008) to enhance student success.
  - b. *DC Circuit Analysis with Lab* (EET 1015C): Added prerequisite of *Introduction to Electronics* (EET 1084) to enhance student success.
  - c. *Solidworks Simulation Design Analysis* (ETD 2382C): Added prerequisites (ETD 2368C

- and ETD 2369C) to enhance student success.
- d. *Six Sigma Black Belt Concepts* (ETI 2624): Added prerequisite of *Principles of Six Sigma* (ETI 2610) to enhance student success.
- e. *Six Sigma Capstone Project* (ETI 2626): Added prerequisite of *Six Sigma Project Management* (ETI 2619) to enhance student success.

#### **K. Fine Arts/Humanities Department**

1. Course Updates: The following courses were modified to align to SPC Course Standards:
  - a. *Honors Introduction to Philosophy* (PHI 1010H)
  - b. *Introduction to Philosophy* (PHI 1010)

#### **L. Health Science Department**

1. Course Updates: The following courses were modified as a result of course review:
  - a. *Physical Therapy Clinical Practice I* (PHT 1801L): The course description, major learning outcomes and criteria performance standards were updated to reflect current specialized accreditation requirements.
  - b. *Physical Therapy Clinical Practice II* (PHT 2810L): Updated major learning outcomes to accurately reflect course requirements.
  - c. *Physical Therapy Clinical Practice III* (PHT 2820L): The course description, major learning outcomes and criteria performance standards were updated to reflect current specialized accreditation requirements.

#### **M. Mathematics Department**

1. Course Deletion: *Combined College Algebra/Pre-Calculus* (MAC 1106) has not been offered in a number of years due to low enrollment. It is being removed from the Course Catalogue but will remain in active status to accommodate transfer coursework.

#### **N. Natural Science Department**

1. Course Reactivation:
  - a. *Co-op Work Experience* (CHM 2949) Course was reactivated in College Catalogue to enable students to participate in internships with local businesses.

#### **O. Social and Behavioral Sciences Department *no updates***

#### **P. International Programs**

1. Course Updates: The following courses were modified to add new study abroad topics/destinations:
  - a. *Drawing I* (ART 1300C): Study Abroad Germany
  - b. *Veterinary Work Experience V* (ATE 2947): Study Abroad Thailand
  - c. *Abnormal Psychology* (CLP 2140): Study Abroad Belize
  - d. *Composition I* (ENC 1101): Study Abroad Germany
  - e. *Composition II* (ENC 1102): Study Abroad Germany
  - f. *Music Appreciation* (MUL 1010): Study Abroad Cuba
  - g. *Hand Drumming Techniques* (MUN 1441): Study Abroad Cuba
  - h. *Personality Development* (PPE 2001): Study Abroad England
  - i. *Co-op Work Experience* (POS 2949): Study Abroad South Africa
  - j. *Honors Service Learning* (IDH 2634H): Study Abroad Dominican Republic


#### **Q. Postsecondary Adult Vocational Courses:**

1. Course Update: *Emergency Medical Technician* (EMS 0110) was updated due to State Curriculum Framework changes to the contact hours, title and course number.

Agenda Item VI -E.2

September 20, 2016

**MEMORANDUM**

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

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

*Workforce and Professional Development:* Added two new technology courses based on industry needs and student feedback:

- CMP0550 ProTrain IT and Software Development
- WSD0940 WordPress

*Workforce and Professional Development:* Added one new course to provide a classroom format as an alternative to the current online format:

- ISN0150 Life and Variable Annuity Only 2-14

**Approval is sought for the recommended changes to Workforce and Professional Development for courses within the 2015-2016 catalog year.**

*Workforce and Professional Development:* Added four new technology courses relating to Unmanned Aerial Systems (UAS/drones):

- AAP0118 UAS Safety Ground School (formerly UAS Safety Certification)
- AAP0119 UAS Remote Pilot Certificate Prep
- AAP0122 DJI Inspire 1 System Training
- AAP0123 UAS Safety Awareness

*Workforce and Professional Development, Math Readiness Program:* Added one new course to give students an alternative to MAC1105:

- AAP0035 College Algebra CLEP Prep

*Workforce and Professional Development, Math Readiness Program:* Added two new courses to help students prepare for their enrolled math course:

- AAP0090 Math Quick Start
- AAP0036 Math Readiness Exit Exam

*Workforce and Professional Development, Continuing Education Health:* Added one new online course for qualified military spouses in the southeast United States:

- HHP0591 Condensed Curriculum International (CCI) Health Care Certification

*Workforce and Professional Development:* Added 13 new courses to increase variety to the professional development course offerings:

- IPS0305 Cultural Competency in the Workplace
- IPS0306 Working With You is Killing Me
- IPS0307 Diversity in the Workplace
- IPS0315 Understanding Behavioral Styles
- IPS0316 Motivating Others
- IPS0317 Conflict to Collaboration
- LDS0308 Characteristics of an Effective Leader
- LDS0309 Leading Change
- LDS0322 Techniques for Coaching: Proactively and Reactively
- MNS0307 Branding Yourself as a Business Leader
- SMS0307 Ethical Decision Making in the Workplace
- BSF0315 Getting Leads with LinkedIn
- PRJ0100 CAPM/PMP Project Management Certification Exam Preparation

Revised 6 professional development courses changing the course title, description and price:

- IPS0340 Taking the Heat (Customer Service)
- IPS0352 Customer Service for Small Businesses
- MNS0311 Conflict Resolution in the Workplace
- SMS0330 Professionalism in the Workplace
- BSF0574 Entrepreneurship: Getting Started
- CMN0322 Business Writing

*Workforce and Professional Development, Florida Trade and Manufacturing Program:* Added one new course for students to retake a manufacturing exit exam:

- MNF0010 Manufacturing Exam Retake

## VI – F.1 Quality Enhancement Plan Update

**Quality Enhancement Plan  
QEP Update**

Jennifer Haber, QEC Lead Faculty  
Heather Roberson, CETL Director

**Board of Trustees – September 20, 2016**

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



**The QEP Document will:**

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

- Focus on a topic a singular topic related to student learning.
- Include broad-based stakeholder involvement (including the BOT) in the development and implementation.



**The QEP Document is submitted to SACSCOC  
in August 2017**

### College Readiness for Long-term Success

Focus on **non-cognitive skills** (self-efficacy, academic ability, grit) and how these impact **cognitive abilities** (information literacy).

- **Population:** Flexible Opt-out students
- **Emphasis:** First 15 hours
- **Method:** Learning Communities

### **Quality Enhancement Committee (QEC):**

Topic focus research and plan development.

#### **QEC sub-committees:**

- Research Committees:
  - Learning Communities
  - Non-cognitive skills
  - Information Literacy
- Web Site: <http://qep.spcollege.edu>
- Marketing and social media
- Video

## What should you know? Stakeholder Engagement

### Increase topic awareness and stakeholder engagement:

- Student and faculty/staff contests (slogan, logo, video).
- Community events (PEAC, Career Advisory, Rotary).
- SPC All College Day (October 18<sup>th</sup>).
- Campus events and student groups.
- SPC employee councils and faculty committees.
- Social media campaign, website updates, and myCourses banners.

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## Next Steps

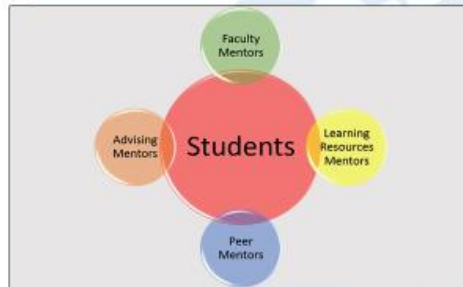


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# Questions?

## College Readiness for Long-term Success

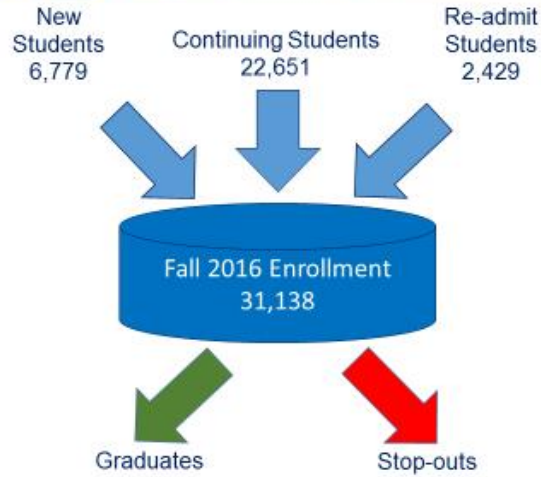


VI – F.2 Enrollment Strategy Plan I



- September BOT: Student Retention and Progression Efforts
- October BOT: Enrollment Strategies for New Students
- November BOT: Ensuring the Best Program Offerings for Students

## Student Retention & Persistence Defined



Note: New students include First Time in College (FTIC) and new transfer students.

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## Fall 2015 Retention & Progression Data

### Fall-to-Spring Persistence of FTIC

	Fall FTIC	# Persisting to Spring	% Persisting to Spring	# Persisting one year	% Persisting one year
Fall 2012	3,377	2,858	84.6%	2,033	60.2%
Fall 2013	3,559	2,951	82.9%	2,245	63.1%
Fall 2014	3,714	3,047	82.0%	2,086	56.2%
Fall 2015	3,560	2,926	82.2%	2,094	58.8%
Fall 2016	3,147				

Source: Cohort Retention by Term Dashboard, Pulse BI

### Fall-to-Spring Attrition

- From Fall 2014 to Spring 2015 – **2,436** students did not return
- From Fall 2015 to Spring 2016 – **2,348** students did not return
  - Degree or Certificate seeking
  - Meets SAP (if applied for FA)
  - In good academic standing
  - No Associate Provost holds preventing registration
  - Did not graduate in Fall
- From Fall 2015 to Spring 2016 – total of **4,037** students did not return (includes those not in good standing)

Source: BI, Cohort Retention by Term and PS SQL

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St. Petersburg College  
**SPC** Strategies to Improve Retention and Progression

- Implementing career and academic communities
- Changing the advising and on-boarding model
- Implementing the Academic Success Plan
- Providing enhanced student information for faculty

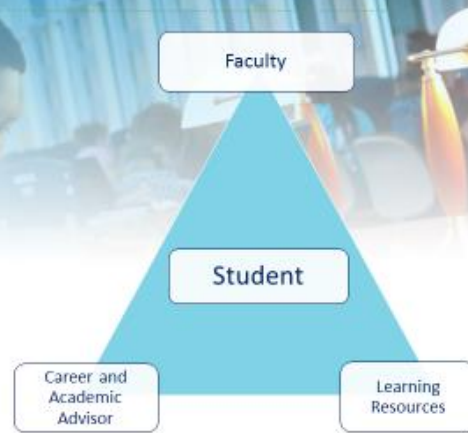
60



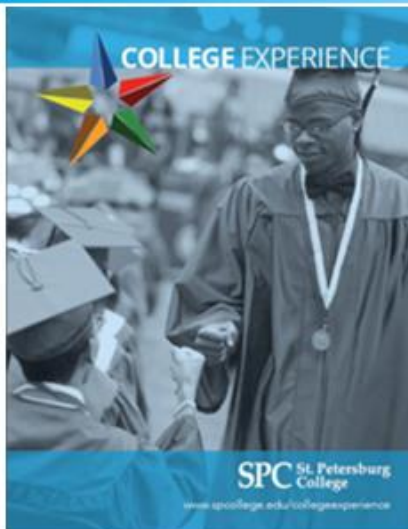
# Implementing Guided Pathways

## Implementing Pathways Provides:

- Guided exploration within career and academic communities
- Earlier informed decisions regarding career/academic choices
- Student engagement within and outside the classroom to reinforce career/academic decision
- Increased completion rates



# The College Experience





St. Petersburg College  
**SPC**

## Deans' Academic Success Plan

- Faculty classroom engagement strategies for retention
- Opportunities for student engagement beyond the classroom
- Student success/Developmental education reform
- Course enrollment policies
- Career workforce pathways towards degree completion



SPC my|Courses SPARC Development Course

Course Home | Calendar | Course Content | Communicate | Reports | Submission Review | Grades | Edit Course | Online Rooms | Capture Central | LOR

Faculty Tools |

**Attendance** Checks last login status of currently enrolled students. This tool also has quick click notification to easily notify students who haven't engaged in a while.

**Student Persona** Easily check and filter current grade standings for all students. This tool is also equipped with quick-click notification and the ability to tag students you may want to track throughout the semester. **Please Note:** The grade book needs to be up to date (applying zeros to overdue items) to accurately display student grades.

**Grades Check**

**Grades Preview** Allows faculty to review grades with students without risking a student seeing another student's grades or showing a student the entire grade book.

**Calendar** |

Friday, July 1, 2016

Upcoming events

There are no events to display. [Create an event.](#)

- Student readiness profile
- Course attempts
- Is student registered for the next semester
- Contact advisor



Student Grade Roster Get more information about SPARC

Grade Range:

60%  80% & Below  100%

Displaying (5) students between 60% and below.

Image	Last Name, First Name	Current Overall Grade	# ATTEND	Notes	Email
	Carbo, Abe	78 % 11/18	<input type="button" value="Dropdown"/>	<input checked="" type="checkbox"/> Notes <input type="button" value="Dropdown"/>	<input type="button" value="Email"/>
	Davis, Austin	88 % 11/18	<input type="button" value="Dropdown"/>	<input checked="" type="checkbox"/> Notes <input type="button" value="Dropdown"/>	<input type="button" value="Email"/>
	Edwards, Mal	88 % 11/18	<input type="button" value="Dropdown"/>	<input checked="" type="checkbox"/> Notes <input type="button" value="Dropdown"/>	<input type="button" value="Email"/>
	Gaines, Ray	81 % 11/18	<input type="button" value="Dropdown"/>	<input checked="" type="checkbox"/> Notes <input type="button" value="Dropdown"/>	<input type="button" value="Email"/>
	Smith, Chris	88 % 11/18	<input type="button" value="Dropdown"/>	<input checked="" type="checkbox"/> Notes <input type="button" value="Dropdown"/>	<input type="button" value="Email"/>

**Notes for: Chris Smith**

CGS1100\_432\_515  
Angela Piper July 28, 2016 3:24:10 PM  
 Student is more responsive to course work when I send him reminders.

ETI36470\_202\_515  
Wende Huehn-Brown July 28, 2016 3:26:31 PM  
 Chris wants to do well but struggles with time management. I have offered up some suggestions on how to break the course work into manageable chunks. He got an A on his last assignment.

ETI3647\_219\_515  
Tom Phillippe July 28, 2016 3:27:15 PM  
 Noticed Chris is a lot more engaged after ending him a few texts on the importance of logging in often.

St. Petersburg College  
**SPC** Faculty - Student Engagement



Student Persona Remind Selected Users


Image	Last Name, First Name	Student Profile	Registered Next Semester?	Course Repeat	
	[Redacted]	Profile	Open Registration Begins: 11-07-2016	No	<input checked="" type="checkbox"/>
	[Redacted]	Profile	Open Registration Begins: 11-07-2016	No	<input type="checkbox"/>
	[Redacted]	Profile	Open Registration Begins: 11-07-2016	No	<input type="checkbox"/>





September 20, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Florida State University – High-Risk Delinquent and Dependent Youth Educational Research Project

**Confirmation is sought for a Memorandum of Agreement with Florida State University (FSU), which will be entered into subject to Board of Trustees' approval, whereby the College will partner with FSU to implement the High-Risk Delinquent and Dependent Youth Educational Research Project. Funding appropriated to FSU by the legislature will support this program. Permission is also sought to accept an estimated \$115,000 in funding over a one-year period for this proposal and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the project.**

Florida State University (FSU) is leading a legislatively funded initiative which aims to provide children, families and social service providers with engagement strategies and activities within target communities in which the children reside to assist youth with understanding the importance of personal and educational success and achievement. FSU will serve as the fiscal agent, with the University of Florida (UF) having primary oversight of the research and implementation in collaboration with nine other higher learning institutions representing the north, central and southern regions of Florida. As one of the nine institutional partners, SPC will provide mentoring services using the Situational Environmental Circumstances Mentoring Program model (SEC) to 30 Pinellas County minority male 3rd, 4th and 5th grade students. By implementing the model, it is expected that participants will experience (1) an increase in academic achievement, (2) improvement in school attendance, and (3) a decrease in disruptive and/or inappropriate behavior. The research component will be to study student impact and the efficacy of the mentoring model.

The estimated period of performance will be from July 1, 2016 through June 30, 2017. The total budget is projected to be \$115,000 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 Kevin Gordon, Provost, recommend approval.

Attachment

ks0906161

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

<b>Date of BOT Meeting:</b>	September 20, 2016	
<b>Funding Agency or Organization:</b>	Florida State University (FSU)	
<b>Name of Competition/Project:</b>	High-Risk Delinquent and Dependent Youth Educational Research Project	
<b>SPC Application or Sub-Contract:</b>	Sub-Contract	
<b>Grant/Contract Time Period:</b>	<b>Start:</b> 7/1/16	<b>End:</b> 6/30/17
<b>Administrator:</b>	Kevin Gordon	
<b>Manager:</b>	TBD	

**Focus of Proposal:**

Led by Florida State University (FSU), in partnership with St. Petersburg College and eight other Florida colleges, the High-Risk Delinquent and Dependent Youth Educational Research Project will engage high-risk elementary school minority male youth by assisting them with understanding the importance of personal and educational achievement. Using the Situational Environmental Circumstances (SEC) Mentoring Program model, the program will pair SPC students (mentors) with mentees from Melrose and Lakewood Elementary Schools, through a non-traditional engagement method designed to address educational attainment, juvenile delinquency and dependency involvement, cost reductions/avoidance and resource allocations relative to high-risk minority male children. As a partner, SPC will provide prescribe mentoring services using the SEC Mentoring program model and will support the program research led by the University of Florida.

Program partners include: Bethune-Cookman University (Volusia County), Edward Waters College (Duval County), Florida A & M University (Leon County), Florida Memorial University (Miami), Florida State University (Leon), Palm Beach State College (Palm Beach County), Pasco-Hernando State College (Pasco County), St. Petersburg College (Pinellas County), University of Florida (Alachua County), and University of Central Florida (Orange County).

**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	\$ 53,442
Mentor Stipends	\$ 18,900
Fringe	\$ 16,609
Supplies	\$ 5,094
Printing	\$ 2,000
Travel	\$ 8,500

Indirect Costs	<u>\$ 10,455</u>
Total Budget	\$115,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 115,000
Total amount from funder:	\$ 115,000

Amount/value of match:	Cash: N/A
	In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

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


Value(s):	1. Student Focus
	2. Culture of Inquiry

Strategic Initiative(s):	1. Community Initiatives
	2. Engagement Beyond the Classroom

September 20, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Renewal of Contract of Contractors for Construction Services, Miscellaneous Projects Collegewide.

**Approval is sought to renew the contracts for the seven pre-qualified contractors for small construction projects college-wide.**

At its August, 2015 meeting, the Board of Trustees approved the selection of the seven firms who had submitted qualified responses to a Request for Qualifications (RFQ) for miscellaneous projects up to a contract value not to exceed Category Five per FS 287.017, currently \$325,000. To date, four of the seven firms have performed work under the contract, and the college wishes to extend these contracts for a second year.

The firms are: Certus Builders, Inc.; Hennessy Construction Services; Hodge Management; Integra Construction Group; J. Kokolakis Contracting, Inc.; Kenyon & Partners, Inc.; and Lema Construction.

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

September 20, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Demolition of the Administration Building, Clearwater Campus.

**Approval is sought to execute the Resolution to Terminate and related Spot Survey to allow for the demolition of the Administration Building (Facility 31), Clearwater Campus.**

The plans for the new Clearwater Joint-Use Library include the demolition of the existing Library as well as the Administration Building. The process for demolition includes submittal of the attached documents to the Department of Education (DOE). These documents have already been submitted for the existing Library, and are attached hereto for the Administration Building. The 27,629 square foot Administration Building was constructed in 1965.

Brian Miles, Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; Stan Vittetoe, Provost, Clearwater Campus; and Leandro A. Arroyo, President, Canerday, Belfsky & Arroyo, Inc, recommend approval.

Attachments

**RESOLUTION** of the  
**BOARD OF TRUSTEES**  
**ST. PETERSBURG COLLEGE**  
St. Petersburg, Florida

WHEREAS, the property commonly known as the Administration Building (Facility 31) at the Clearwater Campus (Site 2) of St. Petersburg College is located at 2465 Drew Street, Clearwater, Florida; and

WHEREAS, said property is in unsatisfactory condition and has been evaluated using the Castaldi Formula Analysis and been determined to have a modernization to replacement ratio of approximately 164%, which is higher than the recommended ratio of 40% or less for modernization; and

BE IT THEREFORE RESOLVED, pursuant to Section 1013.28, Florida Statutes, the Board of Trustees declares said property is unnecessary for educational or ancillary purposes and authorizes the termination of said property.

Dated this 20<sup>th</sup> day of September, 2016

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Jeffrey Dale Oliver, Chair  
Board of Trustees  
St. Petersburg College

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William D. Law, Jr., President  
of the College and Secretary to the  
Board of Trustees  
St. Petersburg College

**AMENDMENT**  
EDUCATIONAL PLANT SURVEY dated June 19, 2012  
**Spot Survey #5**  
St. Petersburg College  
September 20, 2016

Pursuant to Section 1013.31, Florida Statutes, administrative staff of St. Petersburg College has conducted an amendment to the current Educational Plant Survey for St. Petersburg College, dated June 19, 2012. In accordance with Section 1013.31, Florida Statutes, the amendment shall be reviewed and approved by the Board of Trustees.

The following new recommendation is made.

The College needs to amend the Educational Plant Survey dated June 19, 2012 to include the following item:

**Site 2: Clearwater Campus**

**2.016 Termination of the Administration Building (Facility 31) Clearwater Campus, for a total of 27,629 gross square feet. This building will be terminated from the Facilities Inventory of St. Petersburg College, and will be demolished in conjunction with a future project in that location in accordance with Section 1013.28(1)(a), Florida Statutes.**

Approved by the Board of Trustees of St. Petersburg College on September 20, 2016

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William D. Law, Jr., President of the College  
Secretary to the Board of Trustees  
St. Petersburg College



# Office of Educational Facilities Florida Department of Education

## Room Condition Change Building Replacement/Raze

College: St. Petersburg College Contact Person: Jim Waechter  
Phone 727-341-3267

Facility/Campus Name Clearwater Facility Number (school districts only) \_\_\_\_\_

Building Number(s) Administrative Bldg. #31 Parcel/Site Number(s) Site # 2

This Proposed Project will:

- Change the condition of permanent rooms from satisfactory to unsatisfactory (if yes, go to Section I and complete certification in Section III). (Not applicable to community colleges)
- Change the condition of permanent rooms from unsatisfactory to satisfactory (if yes, go to Section I and complete certification in Section III). (Not applicable to community colleges)
- Raze permanent building(s) (if yes, go to Section II and complete certification in Section III).
- Replace permanent building(s) (if yes, go to Section II and complete certification in Section III).  
Major Capital Outlay Funding Source(s) – Original Building 1965 Funding (Unknown)  
Major Capital Outlay Funding Source(s) – Replacement Building N/A

*This form is not required for razing a single, freestanding structure that is less than 750 NSF and is debt free, or multiple small structures on a single campus whose total area is less than 750 NSF and are debt free. This form must be completed for any structure 750 NSF or greater and any structure, regardless of size, that is not debt free.*

### A. DISTRICT/COMMUNITY COLLEGE CERTIFICATION

The district/community college must submit this certification document, completed and signed by the appropriate school officials, along with all required or necessary supporting documentation pertaining to the proposed project.

The St. Petersburg College College Board hereby certifies that:

#### I. CONDITION CHANGE: (Not applicable to community colleges)

1. All room condition changes are consistent with State Requirements for Educational Facilities (SREF) standards and the Florida Fire Prevention Code (FFPC) requirements for the condition of space.

#### II. RAZE/REPLACE PERMANENT BUILDING(S):

1. All fund sources have been researched and no current indebtedness or outstanding debt exists for the building(s) that will be razed and/or replaced.
2. Funding Source(s):



- a. Original Building: 1965 Funding (Unknown)
- b. If Replaced: N/A
- 3. Voters of the district have approved local bonding for the project: Yes/No N/A
  - a. Date of voter approval: N/A
- 4. Imminent danger exists for the building(s) that will be razed and/or replaced.

III. CERTIFICATION SIGNATURES:

\_\_\_\_\_  
 William D. Law, Jr.  
 College President  
 Secretary of the Board of Trustees

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Jim Waechter  
 Associate Vice President  
 Facilities Planning and Institutional Services

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Jeffrey Dale Oliver  
 Chairman of the Board of Trustees

\_\_\_\_\_  
 Date

NOTE: Certification is required by the Superintendent and Director of Facilities Planning for room condition changes. Certification is required by the Superintendent/President and Board Chair to raze or replace permanent buildings.

*Submit signed form and supporting documents to:*

Office of Educational Facilities, Room 1054

Florida Department of Education

325 West Gaines Street

## Procedures and Processes Instructions:

- B. CONDITION CHANGE (Not applicable to community colleges)
1. RATIONALE (provide the following information, as appropriate, to justify changing the condition of spaces):
    - i. In order to change the space condition from satisfactory to unsatisfactory the district must certify that the space is no longer physically safe or suitable for occupancy:
      1. Unsatisfactory space is typically designated as such due to compromising effects on the structural integrity, safety, or excessive physical deterioration of a building.
      2. Typically, space condition should be the same, either satisfactory or unsatisfactory, for all rooms in a permanent building.
      3. Space that has been determined to be unsatisfactory should not be occupied.
      4. Application of a facility replacement formula, such as the Castaldi generalized formula for modernization or other similar facilities study, does not necessarily mean that the condition of the identified spaces is unsatisfactory. The condition code cannot be changed simply due to the results of a planned replacement unless the integrity of the space meets the criteria identified to classify the space as unsatisfactory.
    - ii. In order to change the space condition from unsatisfactory to satisfactory the district must certify that the space has been successfully reconditioned to meet all applicable regulations regarding occupancy requirements.
  2. OEF Review:
    - i. Site visit by OEF staff, when necessary.
    - ii. Concur with district rationale, data, and analyses:
      1. Building(s) approved as unsatisfactory; OEF will make the room condition code changes in FISH.
      2. Building(s) approved as satisfactory; OEF will make the room condition code changes in FISH.
    - iii. Disagree with district rationale, data, and analyses:
      1. Building(s) not approved as unsatisfactory.
      2. Building(s) not approved as satisfactory.
  3. OEF Notify District of Findings and Decision:
    - i. OEF staff will analyze the district's data along with all supporting documentation, coordinate any further reviews with the district, make a final decision regarding the proposed room condition changes, and provide a timely response either approving or disapproving the proposed room condition changes.
- C. RAZE/REPLACE PERMANENT BUILDING(S)
1. RATIONALE (provide the following information, as appropriate, to justify razing/replacing permanent buildings):
    - i. Detailed explanation of need for the proposed project and the expected benefit to the district/community college.
    - ii. General scope of the proposed project.
    - iii. Building age and year of construction.
    - iv. Existing capacity of building(s), include the number of student stations, classrooms, and other instructional spaces.
    - v. Current number of students housed and the projected number of students to be housed in the affected building(s).
    - vi. Current educational plant survey recommendations and capacity.
    - vii. What alternatives have been considered besides razing/replacement and why are the alternatives not feasible?
    - viii. School board/community college board approval of the concept of razing/replacing permanent buildings.

- ix. Building condition/engineer study (optional).
- x. Impact if the proposed project is not approved.
- xi. Other relevant data; identify any major systems (include date, if applicable) that have been replaced or upgraded, e.g., electrical, HVAC, fire alarm, roof, plumbing, drainage, etc. Provide a general scope of work for any previous remodeling, renovation, and addition, and year completed.

## 2. COST ANALYSIS (Building by Building):

- i. Castaldi Analysis (or other cost analysis formula to support the proposed project).
- ii. The following five questions must be addressed:
  - 1. How many years will modernization extend the useful life of the modernized building(s)?
  - 2. Does the existing building(s) lend itself to improvement, alteration, remodeling, and expansion? If no, explain why not.
  - 3. Explain how a modernized and a replacement building(s) fits into a well-conceived long-range plan of the district/community college?
  - 4. What is the percentage derived by dividing the cost for modernization by the cost for a replacement building?
  - 5. A committee of district officials and independent citizens from outside the school attendance zone has determined that the replacement of the building(s) is financially justified and no other alternative is feasible? (Not applicable to community colleges)
- iii. Detailed scope of work for modernization of the existing building(s).
- iv. FISH building plan and/or schematic drawings of the existing building with FISH room numbers.

## 3. OEF Review:

- i. Site visit by OEF staff, when necessary.
- ii. Educational adequacy review.
- iii. Concur with district/community college rationale, data, and analyses:
  - 2. Recommend replacement of building(s).
  - 3. Recommend razing building(s).
- iv. Disagree with district/community college rationale, data, and analyses:
  - 4. Building(s) not approved to be replaced.
  - 5. Building(s) not approved to be razed.


## 4. OEF Notify District/Community College of Findings and Decision:

- i. OEF staff will analyze the district's/community college's data along with all supporting documentation, coordinate any further reviews with the district, make a final decision regarding the disposition of the proposed project, and provide a timely response either approving or disapproving the proposed request.

September 20, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Textbook Affordability Report

**Approval is sought to submit the College’s Textbook Affordability Report based on the changes to Florida Statute 1004.085.**

Florida Statute 1004.085 was amended effective July 1, 2016. The statute requires that the Board of Trustees at each Florida College System institution report to the Chancellor, beginning in 2016 and by September 30 of each year, the textbook and instructional materials selection process. Specifically, general education courses with a wide textbook cost variance; specific initiatives of the institution designed to reduce the costs of the textbooks; policies implemented to meet the requirement of textbook information posting 45 days before the class begins (previously 30 days); the number of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the previous academic year; and any additional information determined by the chancellors.

Always conscious of the cost of textbooks, the College developed a Textbook Affordability Task Force to further explore savings to students. Current practices include a price matching and rental program, and focusing on adoption deadlines to ensure an abundance of used books. During the last academic year, the College utilized the same textbooks 71% of the time, decreasing costs to students.

During academic year 2015-16, the college achieved a 97% success rate of meeting the 30-day textbook information posting requirement. In Fall 2016, 98% of the textbook information was posted within 45 days.

Brian Miles, Vice President Administrative/Business Services and Information Technology and Amy Lockhart, Associate Vice President Financial and Business Services, recommend approval.

## Collective Bargaining – Ms. Denise Heekin; Bryant, Miller, and Olive PA's (Presentation)



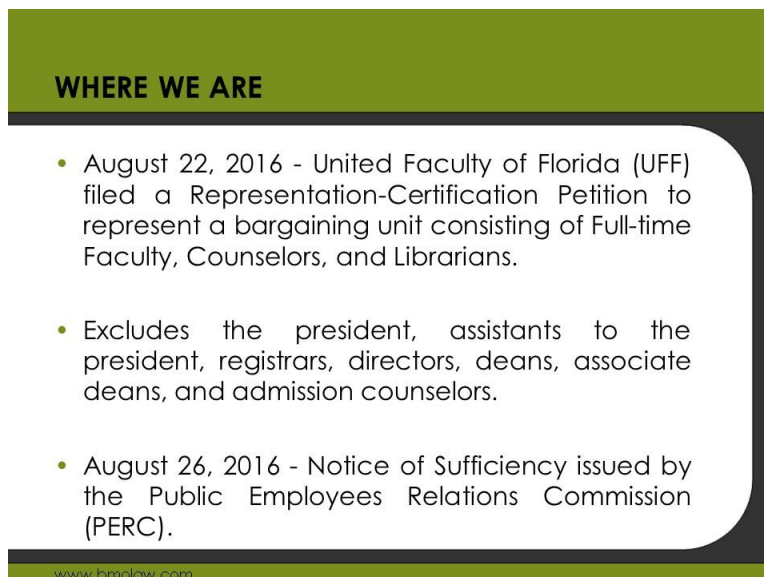
**FACULTY  
ORGANIZING:  
PRACTICAL &  
LEGAL ISSUES**

**Bryant  
Miller  
Olive**

OUR NAME IS EASY TO REMEMBER. OUR WORK IS HARD TO FORGET.

[www.bmolaw.com](http://www.bmolaw.com)

**Denise Heekin:** On August 22, 2016, the United Faculty of Florida (UFF) filed a Representation-Certification petition to represent a bargaining unit consisting of full-time faculty, counselors and librarians. The petition excludes College administration and admission counselors. The Public Employees Relations Commission (PERC) issued a notice of sufficiency on August 26, 2016.



**WHERE WE ARE**

- August 22, 2016 - United Faculty of Florida (UFF) filed a Representation-Certification Petition to represent a bargaining unit consisting of Full-time Faculty, Counselors, and Librarians.
- Excludes the president, assistants to the president, registrars, directors, deans, associate deans, and admission counselors.
- August 26, 2016 - Notice of Sufficiency issued by the Public Employees Relations Commission (PERC).

[www.bmolaw.com](http://www.bmolaw.com)

The College's response must be filed by Sept 22, 2016. There is some disagreement that Librarians and Counselors should be included in the group. The PERC officer will issue a recommended order.

- Response to be filed by September 22, 2016.
- Response will state whether the College agrees or disagrees with the unit proposed by the union.
- Currently, we are assessing whether the Librarians and Counselors are appropriate for inclusion in the unit.

[www.bmolaw.com](http://www.bmolaw.com)

If an agreement is not reached on a bargaining unit, there is a 70-day delay before voting. If they do agree, an election could be within a month. These are the steps that would lead to the determination of which employee classes would be included.

#### **NEXT STEP**

- Hearing to determine the appropriateness of a bargaining unit.
  - Evidentiary Hearing with a PERC Hearing Officer
  - Proposed Findings of Fact & Conclusions of Law may be filed by the parties thereafter – 15 days
  - Recommended Order by the Hearing Officer – within 30 days
  - Exceptions to Hearing Officer's Findings of Fact & Conclusions of Law – 15 days
  - Response to other party's Exceptions – 10 days
  - Final Order by PERC
  - Appeal within 30 days of Final Order
- Consent Election Agreement

[www.bmolaw.com](http://www.bmolaw.com)

After a determination of the bargaining unit, PERC will schedule an election either by mail or onsite. It's a secret ballot process. Between now and the election, there will be some campaigning. We encourage you to put information from the college out there about what it means to have a union.

The union will also campaign. Other groups might put information out there. After the voting process, there may be challenges, which would extend the process.

## ELECTION

- After there is a determination as to the appropriateness of a bargaining unit, an election will be scheduled.
  - Mail or On-site Election
  - Secret Ballot Process
  - Campaign
  - Challenges to Voter Eligibility
  - Objections and Unfair Labor Practices

[www.bmolaw.com](http://www.bmolaw.com)

There are three basic rules: the College cannot discriminate, make promises or threats, nor interrogate or spy on employees.

## THREE BASIC RULES

- 1. Cannot discriminate against employees because of their union sympathies or activities.
- 2. Cannot make threats or promises in order to discourage union activities/sympathies.
- 3. Cannot "interrogate" employees about union activities or sentiments. Examples:
  - Whether employees signed union cards;
  - Whether employees attended union meetings;
  - How employees feel about unions, or this union;
  - How employees will vote in the election.
  - Includes "spying" on employees

[www.bmolaw.com](http://www.bmolaw.com)



The College can and should express your position on unions. You are entitled to share your experiences. You should communicate with employees.

- The College has the legal right to engage in free, non-coercive speech and conduct where a union is attempting to organize employees.
- You can and should legally and freely express your position on unions. You can and should attempt to enlist employee support for that position through direct contact and conversation with employees.

[www.bmolaw.com](http://www.bmolaw.com)

A union cannot make a college do anything that the college does not agree to do. These are the permissible talking points.

### PERMISSIBLE TALKING POINTS

- State that you and the College are opposed to the unionization of employees.
- State why you think it is unnecessary for employees to have a union here at the College.
- Point out that while the union may make lavish promises to employees in order to obtain their vote, no such promises can be fulfilled unless the College agrees. There is a difference between a promise and a guarantee.

[www.bmolaw.com](http://www.bmolaw.com)

Emphasize the financial obligations. Answer and refute and false statements. If there are campaign materials that are not accurate, the college can and should address that and provide correct information.

**You can and should express your opinion. You can listen. You can encourage questions. You can lend a sympathetic ear, and you can inquire as to how things are going on the job.**

[www.bmolaw.com](http://www.bmolaw.com)

You can emphasize the financial obligations to employees should they join the union. Answer and refute as fully and factually as possible any misleading statements issued by the union.

You can emphasize that wage rates and benefit programs have been provided by the college without a union and are very competitive.

- Emphasize the financial obligations (i.e., initiation fees, dues, assessments, fines) which employees have to assume if they join a union.
- Answer and refute as fully and factually as possible any false statements or misleading assertions made by the union.
- Emphasize the wage rates and benefit programs that the College has provided to employees without their having to pay union dues.

[www.bmolaw.com](http://www.bmolaw.com)

Employee questions: Many employees are not aware of their rights. Answer truthfully and correctly.

### EMPLOYEE QUESTIONS

- Employees are typically not aware of their rights or the employer's rights and obligations when it comes to unions.
- All employee questions should be answered truthfully and correctly.

[www.bmolaw.com](http://www.bmolaw.com)

What employees should know: They cannot be required to join a union to keep their jobs. They do not have to speak to union organizers. Since Florida is a "right-to-work" state, they cannot be forced to join the union if it is voted in. Current union dues are 1% of their salary. That's a lot.

### WHAT EMPLOYEES SHOULD KNOW

- They do not have to sign a union card.
- They do not have to speak to union organizers.
- They do not have to belong to the union to keep their job. Florida is a "right-to-work" state which means, by law, they cannot be forced to be in a union.
- If they choose to belong to the union, they will have to pay union dues. Dues for UFF is 1% of regular salary.

[www.bmolaw.com](http://www.bmolaw.com)

They can vote against the union even if they have signed a union card. Many people are UFF members even though they are not in a bargaining unit.

- Employees can vote against the union even if they signed a union card. The election will be their opportunity to vote in freedom and they can vote against the union if they choose.
- Employees can vote against the union even if they pay membership dues. Many people are UFF members even though they are not part of a bargaining unit.

[www.bmolaw.com](http://www.bmolaw.com)

It is essential that employees understand the importance of voting. We want them to be educated and fully informed. The union does not have to get a majority of the bargaining unit – it's the majority of people who vote. When employees don't vote, it's like casting a vote for the union.

### THE IMPORTANCE OF VOTING

- Employees need to understand that it is important that they vote. It is very important that they be educated and fully informed voters.
- The union does not have to get a majority of all employees eligible to vote, but only a majority of those who actually vote in the election.
- Therefore, when employees do not vote, it is like they are casting a ballot for the union.

[www.bmolaw.com](http://www.bmolaw.com)

They can't just "try it out." It's hard to get rid of a union. They are here for at least for a year before a decertification can be filed.

### THEY CAN'T JUST TRY IT ON FOR SIZE

- Once a union is certified as the bargaining representative, it is difficult to get rid of the union.
- Accordingly, employees should understand that they just can't "try out" the union. It is a lot harder to get rid of a union than it is to get one. If a union is voted in, we – the faculty and the College -- will be stuck with it for at least one year.

[www.bmolaw.com](http://www.bmolaw.com)

Bargaining – true or false: A union cannot guarantee certain benefits or wages nor can they guarantee job security or that the College will sign a contract.

### BARGAINING – TRUE OR FALSE

- Once a union gets in, the faculty will automatically get what the union has promised. **FALSE**
- Once a union gets in, it can guarantee certain benefits and wages. **FALSE**
- Once a union gets in, the College must sign a contract. **FALSE**
- The union can guarantee job security. **FALSE**

[www.bmolaw.com](http://www.bmolaw.com)

It is the College's responsibility to engage in good faith bargaining. The College doesn't have to agree to anything that the College thinks is not in its best interest.

Negotiations could result in changes to benefits, good, bad or the same. The union cannot tell the College how to operate.

- Negotiations could result in some benefits staying the same, some benefits increasing, and even some benefits decreasing.
- The important point is the union has no power to legally or otherwise tell the College how to operate.

[www.bmolaw.com](http://www.bmolaw.com)

The College can only deal with the certified agent. The college can no longer deal with the faculty senate. It cannot deal directly with individuals or other employee representatives.

- If a union is elected, the College hands are tied as to who it must deal with in negotiations. The College may only negotiate with that certified agent. It can not negotiate or deal directly with individuals or other employee representatives.

[www.bmolaw.com](http://www.bmolaw.com)

Subjects of bargaining. The College only has to bargain about items that are mandatory subjects of bargaining. These include wages, hours and terms and conditions employment. You have managerial prerogative for certain subjects.

## SUBJECTS OF BARGAINING

- An employer only has to bargain about those items that are mandatory subjects of bargaining. Such subjects include wages, hours and terms and conditions of employment.
- There are subjects for which the College will have a managerial prerogative. That is, there are certain subjects for which the College does not have to bargain.

[www.bmolaw.com](http://www.bmolaw.com)

This is a list of mandatory subjects of bargaining, but it is not all-inclusive.

## MANDATORY SUBJECTS OF BARGAINING

- Wages
- Benefits
- Teaching Loads/Office Hours
- Office Hours
- Attendance at Graduation
- Sabbatical
- Faculty Senate
- Evaluations
- Grievance Procedure

[www.bmolaw.com](http://www.bmolaw.com)

Permissive subjects of bargaining. The College has absolute right to make decisions on these issues.

#### PERMISSIVE SUBJECTS OF BARGAINING

- Some of these subjects include:
  - Layoffs
  - Subcontracting
  - Academic Term (semester, quarter, etc.)
  - Type of Academic Programs Offered
  - Class Size
- The College may make unilateral decisions regarding these matters without consulting the union. There might be a need to impact bargain, but the union cannot dictate the College's decision on these issues.

[www.bmolaw.com](http://www.bmolaw.com)

Florida Statutes contains a section on managerial rights.

#### MANAGERIAL RIGHTS - §447.209, Fla. Stat.

- It is the right of the public employer to determine unilaterally the **purpose of each of its constituent agencies, set standards of service to be offered to the public, and exercise control and discretion over its organization and operations.** It is also the right of the public employer to **direct its employees, take disciplinary action for proper cause, and relieve its employees from duty because of lack of work or for other legitimate reasons.**

[www.bmolaw.com](http://www.bmolaw.com)



Impasse: When, despite good faith efforts, the College and union cannot reach an agreement. This really shows you how the College ultimately has control over working conditions. When one or both parties disagree, one of the parties can declare an impasse. It goes to PERC and both parties present their sides and PERC will provide a list of Special Magistrates. The two parties select an individual from the list and they present their side at a hearing. The Special Magistrate will then make a recommendation to the Board of Trustees.

## IMPASSE

- Despite the parties good faith attempts to negotiate a collective bargaining agreement, there are many times when the union and employer cannot agree.
- In such a case, one party or both will declare impasse. PERC will be asked to provide a list of Special Magistrates. The parties will choose an individual from the list. After a hearing at which each side presents its position, the Special Magistrate will make a recommendation to the Board of Trustees.

[www.bmolaw.com](http://www.bmolaw.com)

The Board of Trustees is the legislative body for the College. After you consider the recommendations from the Special Magistrate, you, the Board of Trustees, decides to either follow the recommendations, modify them or reject them. The Board of Trustees will impose the working conditions.

## THE LEGISLATIVE BODY HAS THE FINAL SAY

- For the College, the legislative body is the Board of Trustees. The Board will review the recommendations provided by the Special Magistrate. Ultimately, the Board of Trustees will make the final decision as to what will be in the collective bargaining agreement. The Board is free to follow, modify or reject any recommendation made by the Special Magistrate.
- After considering the recommendations, the Board of Trustees will impose the working conditions.

[www.bmolaw.com](http://www.bmolaw.com)

Why oppose a union: Here are some talking points for you to express why the College would oppose a union. Also, collective bargaining takes time.

### WHY OPPOSE THE UNION

- We do not think that a union is necessary or beneficial to the best interests of the College's operations, the faculty, or the rest of the College community.
- We do not think that a union will represent the best interests of all the faculty, counselors or librarians.
- We do not think that the College will operate as productively or efficiently with a union. A union will effect the College's ability to work with bargaining unit members on an individual basis to resolve issues.

[www.bmolaw.com](http://www.bmolaw.com)

**Chairman Oliver:** I work with IBW a lot and the whole system of seniority, hiring, termination - how does that enter into the college system?

**Ms. Heekin:** Florida statutes provide some law in terms of what's allowed. Continuing contract is something to stress there. That doesn't mean you couldn't negotiate that away. It's all on the table.

**Mr. Foster:** The strategy going forward – what is it? I've had a lot of interactions with unions. I think this is a push by a minority of employees to address some random labor practices. I support their right to exist, but I would not vote for it, if I had a vote. Status quo is not guaranteed. I don't think salary and benefits is what is driving this – it can't be. Do we oppose it? We have a right to free speech. We can argue in front of PERC who is a member of the bargaining unit.

**Dr. Law:** Mr. Foster, we've been in contact with our attorneys. The first thing to consider is who is in the unit. We've done a lot of work with faculty and advisors. We've asked our attorneys to protest. We don't think librarians and counselors should be in the bargaining unit. It's a complicated issue. That is being worked on as we speak. We are waiting to get the response from PERC on that.

After today, the next step is for me to make appointments on campuses to meet with faculty as a group and make sure they get all the information. We need to understand what is driving this and be available to answer questions. There a good number of our faculty working to say they don't want it and it's beginning to create a rift. The union fires pretty hard at the individuals who say they don't want it. We will certainly act within the guidelines. My goal is that everybody who is eligible to vote has the full range of information.

**Ms. Westine:** I'm doing the math. For a \$50K per year employee, that's \$500 a year in dues. For the person who doesn't want to get involved, I would like us to actively encourage them to vote. I would like to support that person who is going to lose \$500 per year. Be the voice of the person who just wants to go work.

**Ms. Heekin:** An employee doesn't have to join, but the way they are treated by the Union may be different.

**Dr. Law:** Who can be on the bargaining team, the executive committee, etc.? All of that is up for grabs.

**Ms. Heekin:** The dues are a lot of money.

**Ms. Westine:** How do you want us to proceed?

**Dr. Law:** I need to indicate to you that I will schedule campus meetings. I think by next month, some of those will have taken place. We will schedule monthly updates with you and be available to you in any way.

The College believes very strongly that we have treated everyone fairly. If people have a grievance, they need to evidence that. We meet every month with the FGO. I will take the guidance to proceed apace and make sure everyone has a chance to be heard.

**Mr. Stonecipher:** Do you think it would be helpful for members of the Board of Trustees to attend with you?

**Dr. Law:** I'd be happy to have you attend. It would be helpful. Let's schedule this as a regular item for the next few months.

*Closed workshop: 11:15a.m.*

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

**Board of Trustees Meeting**  
**September 20, 2016**

II – B.1 Florida College System Foundation Presentation

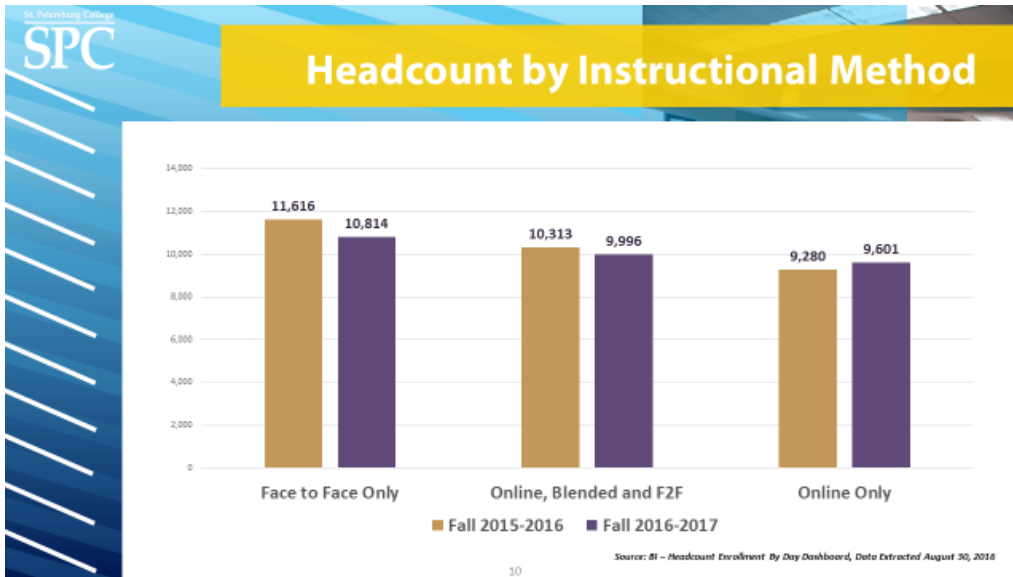


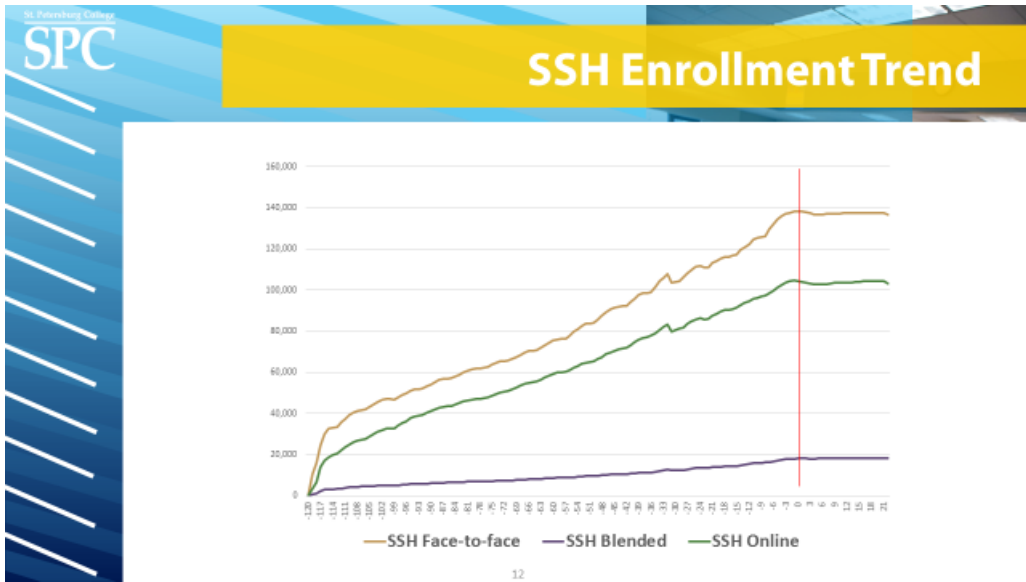
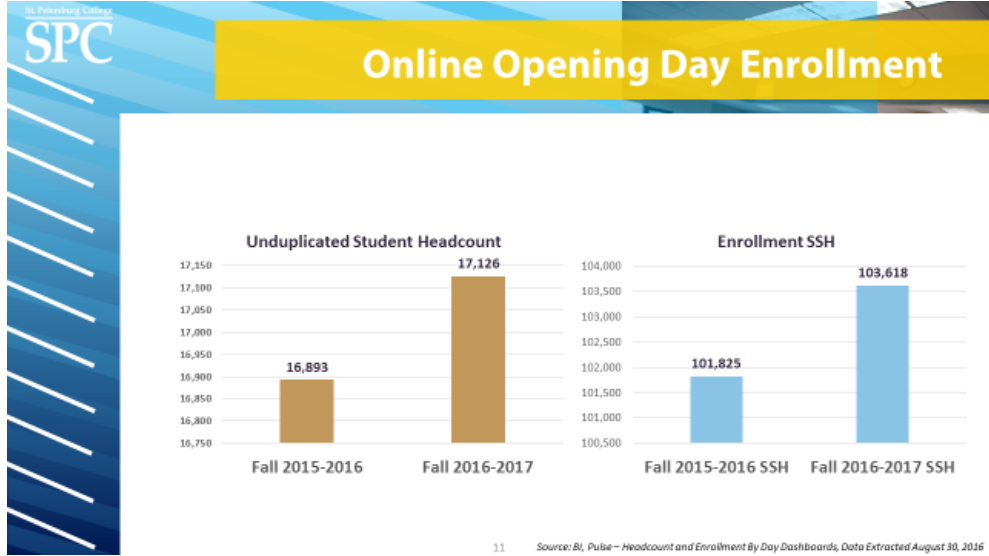
## Florida College System Foundation Scholarship

- Tom Furlong, Trustee, Florida College System
- Joe Lang, Trustee Emeritus, Florida College System
- Braulio Colón, Vice President and Program Director,  
Helios Education Foundation
- Frances Neu, Vice President, Institutional Advancement,  
Foundation Executive Director
- Nick Kouris, Senior Manager of Market Development,  
Florida Blue



## VI – A.1 Online Revitalization





## Week 1 Drops, SSH

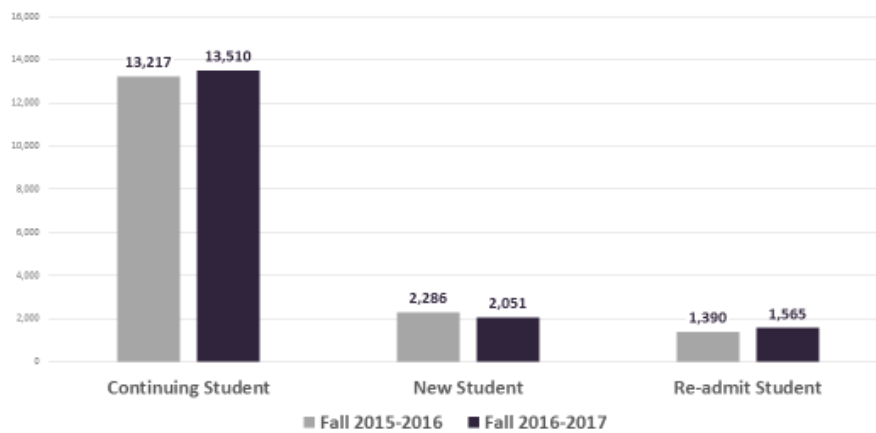
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5.2%

**Blended**  
5.3%

**Online**  
6.1%

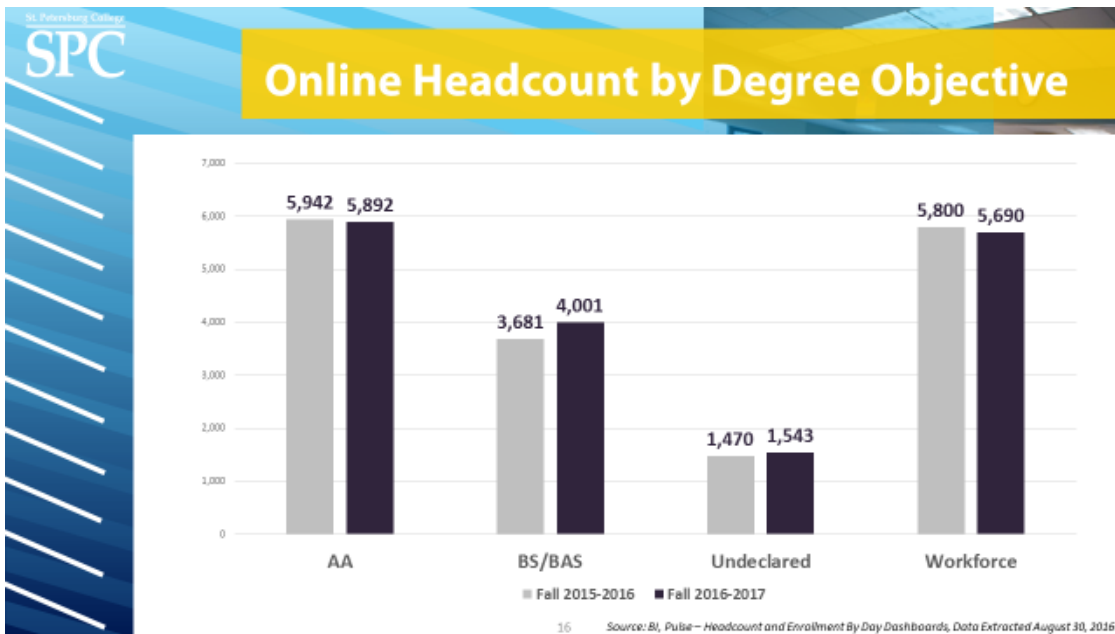
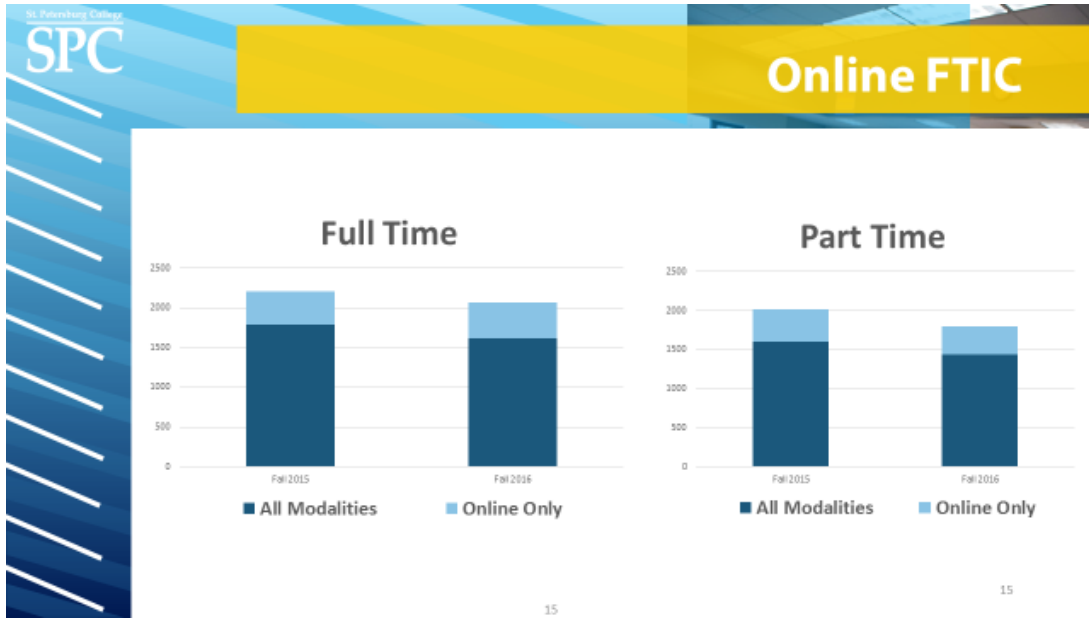
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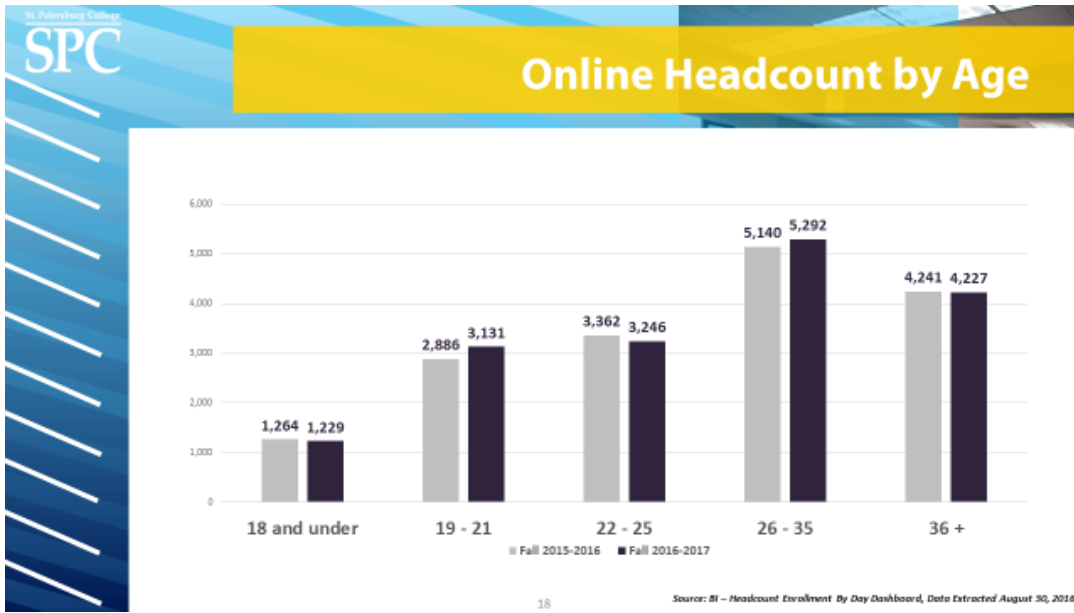
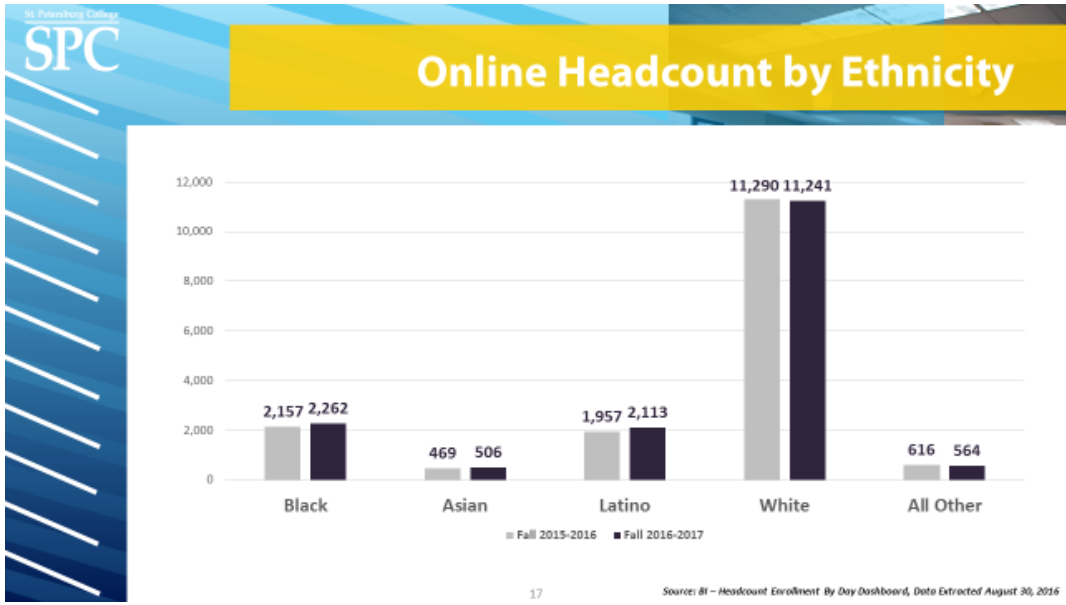
## Online Headcount by Enrollment Type

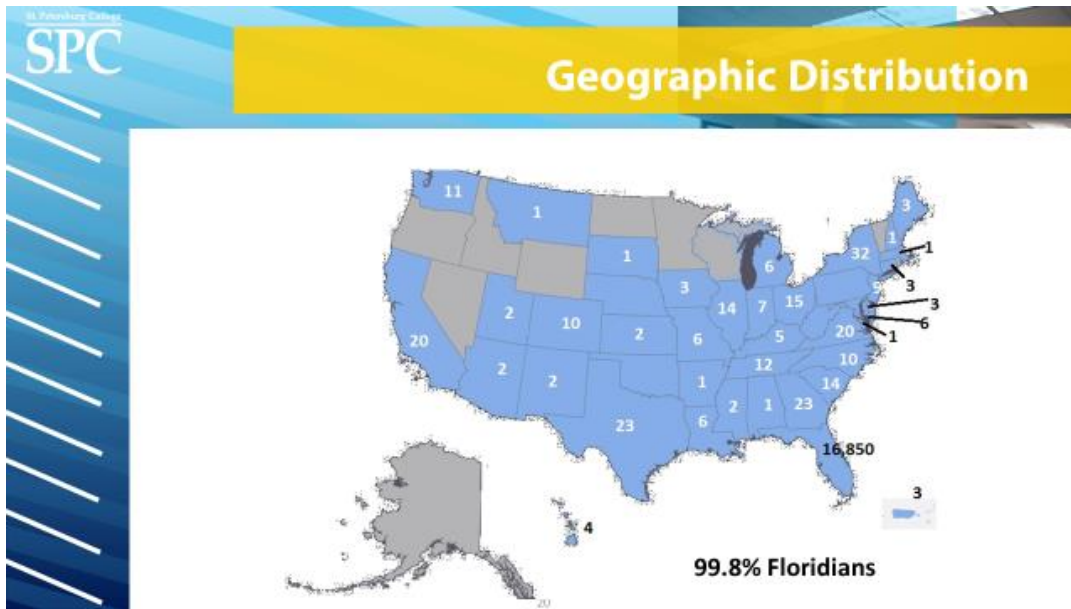
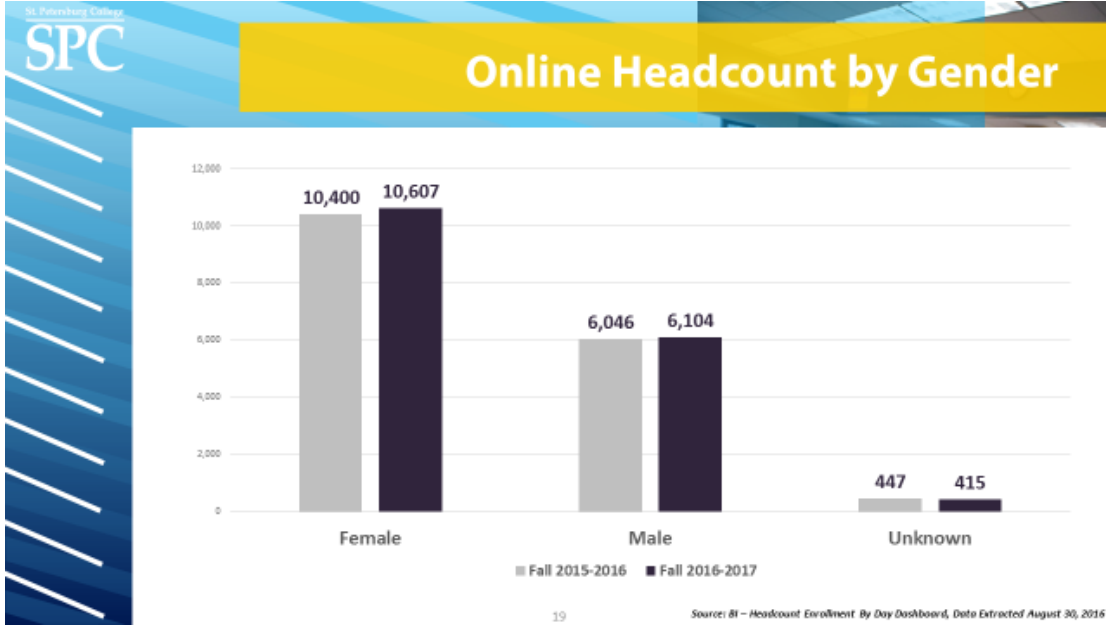


14 Source: BI, Pulse – Headcount and Enrollment By Day Dashboards, Data Extracted August 30, 2016







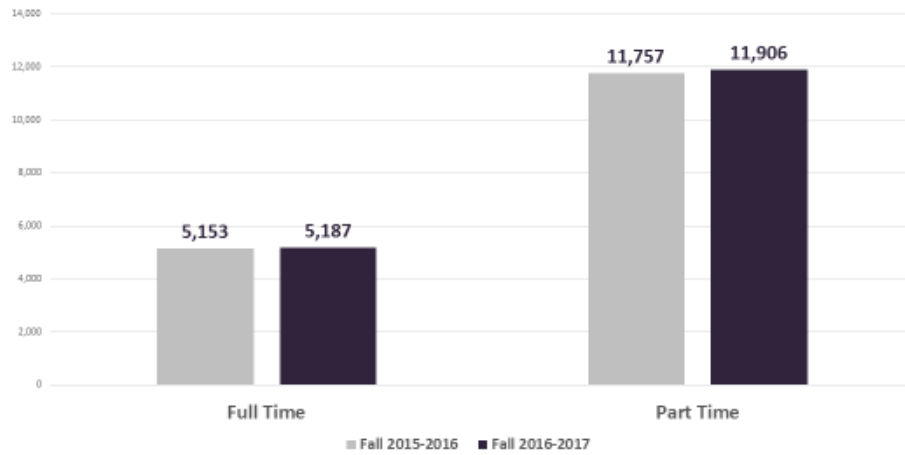


## Geographic Distribution: Florida



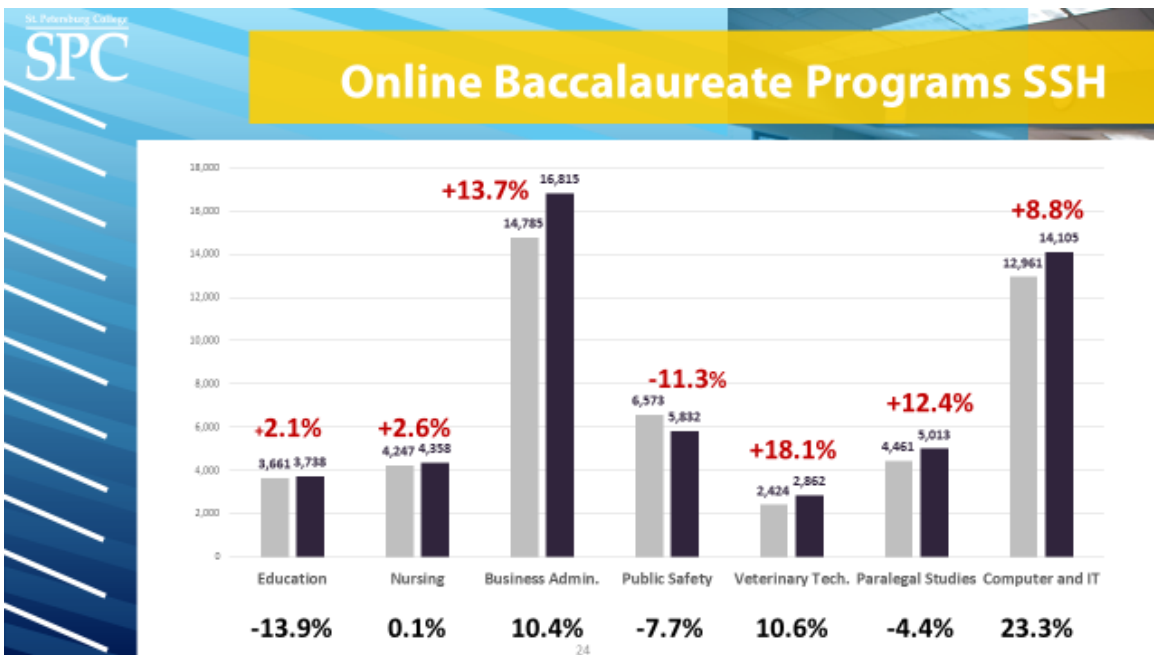
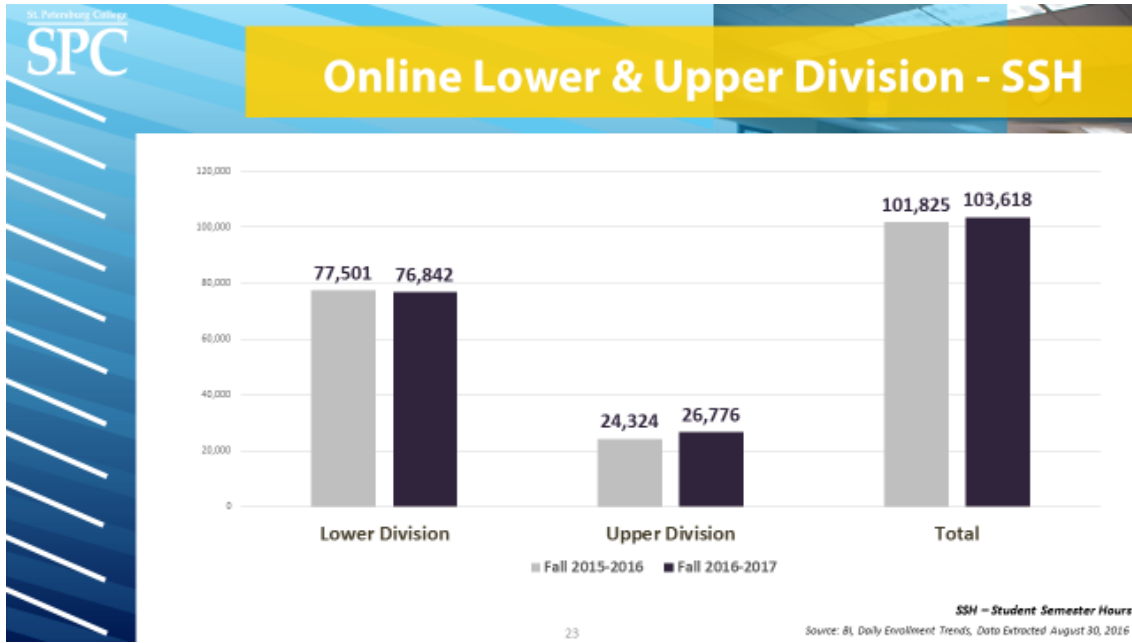
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## Online Headcount by Enrollment Status



22

Source: BI - Headcount Enrollment By Day Dashboard, Data Extracted August 30, 2016



- **Outreach to first-time online students in week 2 to let them know of support services available**
- **Soft Skills into MyCourses Support**
- **Outreach earlier in term to help enroll in the next semester**
- **Guided Pathways**
- **SParC**
- **Revitalized courses**

“The most organized course I’ve had yet”

“This course had a predictable pattern to it which made it easy to progress through”

“This is one of the best online courses I have taken”

25

# QUESTIONS?

## VI – C. Monthly Financial Report

St. Petersburg College  
Board of Trustees  
Financial Report as of August 31, 2016

Janette Hunt  
September 20, 2016

St. Petersburg College  
**SPC**

SPC St. Petersburg College

### Revenue Focus as of August 31, 2016

Revenue Type	Budget	Actual	Actual to Budget %
Tuition & Out of State Fees	\$56,560,516	\$23,181,638	41%
Community College Program Fund (CCPF) – State Appropriation	\$51,695,712	\$8,662,356	17%
Lottery – State Appropriation	\$16,693,508	-	0%
Performance Funding	\$3,652,774	\$608,796	17%
Operating Cost of New Facilities (OCNF)	\$128,429	-	0%
Learning Support Fee	\$1,834,042	\$727,944	40%
Distance Learning Fee	\$3,814,485	\$1,522,828	40%
Technology Fee	\$2,818,596	\$1,139,839	40%
Lab Fees	\$1,714,401	\$744,897	43%
Industry Certifications	\$150,000	-	0%
Other Revenue	\$5,397,200	\$264,686	5%
Other Student Fees	\$1,622,007	\$161,313	10%
Fund Transfers In	\$3,556,839	-	0%
Stabilization Reserve	\$2,173,009	-	0%
PD Rolls & Accruals	\$2,291,443	-	0%
<b>Total Revenue</b>	<b>\$154,102,961</b>	<b>\$37,014,293</b>	<b>24%</b>

## Expense Focus as of August 31, 2016

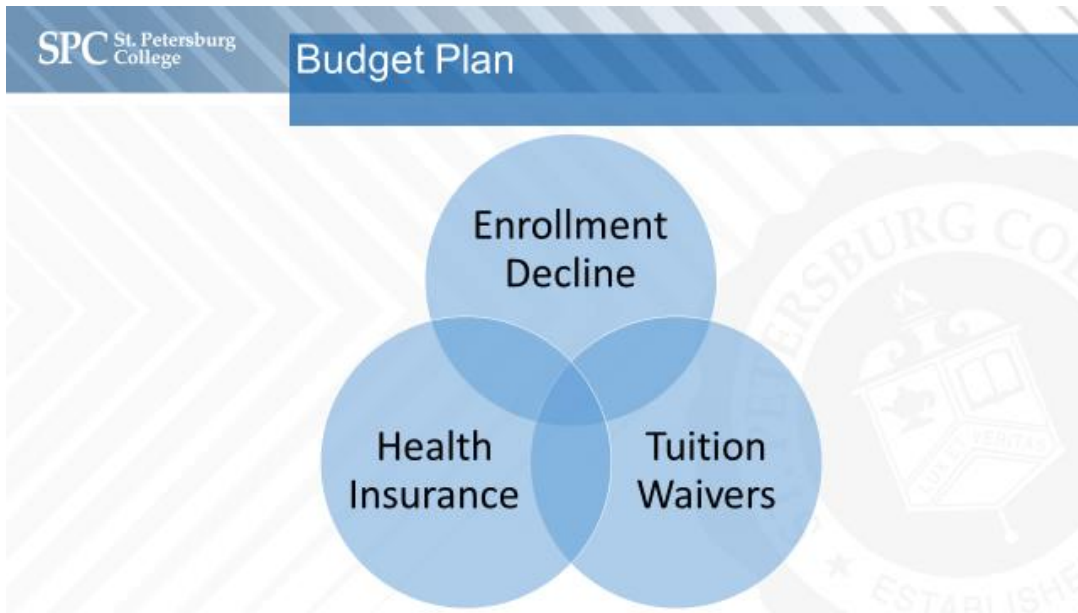
Expense Type	Budget	Actual	Actual to Budget %
<b>Personnel &amp; Benefits</b>			
Instructional/Faculty	\$28,899,727	\$5,349,812	19%
Administrative	\$10,275,180	\$1,669,800	16%
Career (Non-Instructional)	\$21,729,661	\$2,512,373	12%
Professional	\$15,874,846	\$1,843,953	12%
Adjunct/Supplemental	\$14,341,325	\$841,325	6%
Other Professional OPS	\$766,481	\$35,686	5%
Non-Instructional OPS & Overtime	\$2,459,839	\$301,534	12%
Student Assistants	\$428,000	\$75,582	18%
Health Insurance	\$11,854,547	\$2,224,245	19%
Other Benefits	\$11,700,854	\$2,064,983	18%
<b>Total Personnel &amp; Benefits</b>	<b>\$118,330,460</b>	<b>\$16,919,295</b>	<b>14%</b>
<b>Total Current Expense</b>	<b>\$32,941,920</b>	<b>\$4,616,321</b>	<b>14%</b>
<b>Total Capital Expense</b>	<b>\$9,430,581</b>	<b>\$529,552</b>	<b>15%</b>
<b>Total Operating Costs</b>	<b>\$154,102,961</b>	<b>\$22,069,167</b>	<b>14%</b>
<b>Total Remaining Funds (Surplus/Deficit)</b>		<b>\$14,949,126</b>	

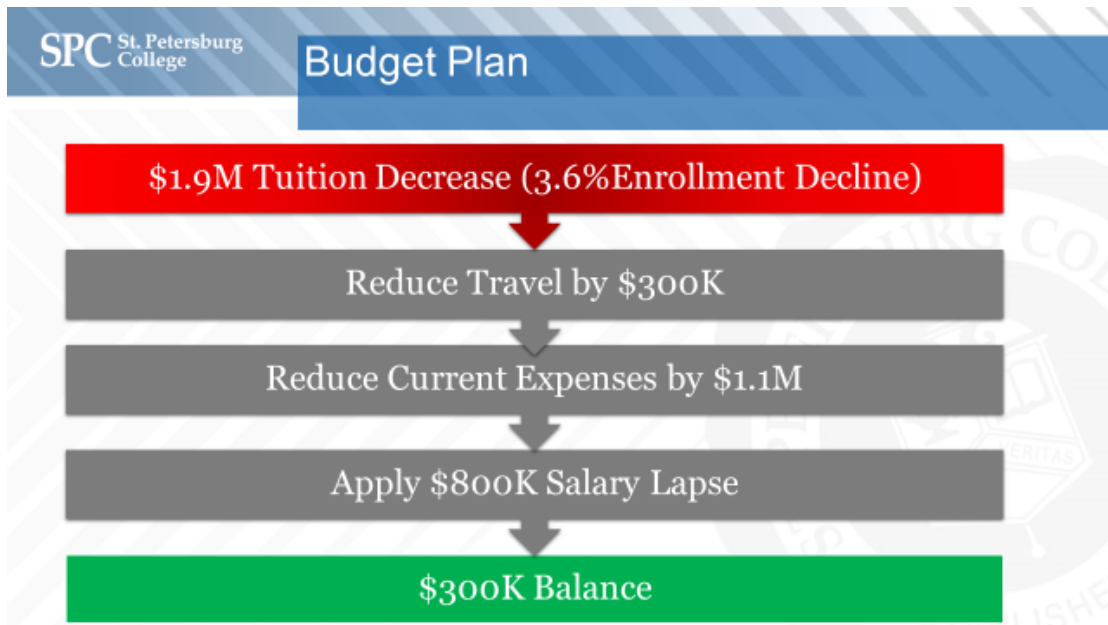
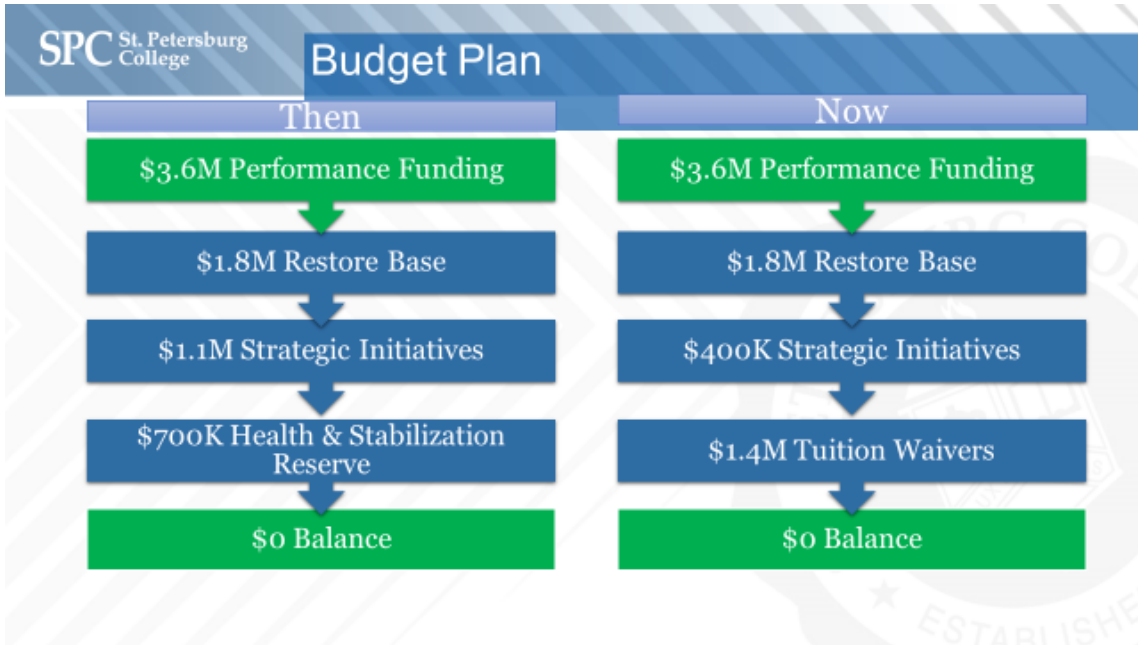
## Operating Budget Trends





### VI – C.1 2016-17 Budget





**Questions?**

September 20, 2016

**MEMORANDUM**

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

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

**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>
Peterman Jr, Frank W	Academic Program Coordinator	Provost SPG	7/15/2016
Gordon, Kelly A	Career & Academic Advisor	Associate Provost SP	8/22/2016
Bell, Shoshona L	Career Outreach Specialist	Provost HC	8/30/2016
Single, Bethany JC	Instructional Design Spec	Instructional Computing SE	9/6/2016
Renc-Carter, Christine A	Museum Curator	Art Education Center DO	7/18/2016
Vermeren, Paul R	Reference & Instruction Librn	Learning Resources	9/12/2016

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Showers, Denotra L	(Acting) Student Supp Manager	Associate Provost SP	9/1/2016
Pantelides, Sherry Kelley	Coord, Early College/Dual Enrl	Academic & Student Affairs	9/6/2016
Bodie, Matthew D	Exec Dir, Learning Resources	Learning Resources	8/1/2016
Drexler, Amy	Instructional Tech Specialist	Instructional Computing SE	8/15/2016
Hall, Nicole Shalonda	Student Support Manager	SPC-Downtown	8/29/2016

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Hampton, Michelle R	Career Outreach Specialist	Associate Provost HC	9/1/2016
Curry, Lindsay A	Instructional Supp Specialist	Learning Resources	8/13/2016

Brieron,Jason T	Instructional Support Spec.	Learning Resources	8/15/2016
Conforti,Christine R	Laboratory Specialist	Natural Science SPG	8/29/2016
Blue,Keisha L	Sr Administrative Svcs Assist	College Reach Out Program DO	9/12/2016
Saint-John,Karen E	Sr Administrative Svcs Speclst	SPC-Downtown	8/29/2016
Bello,Rena Rita	Student Support Advisor	Special Programs/Intl Educ DO	8/15/2016
Huggins,Roxsanne Marie	Student Support Assistant	SPC-Downtown	8/8/2016
Elcius,Molinseai Elisha	Student Support Specialist	Scholarships/Stu Fin Assist SP	8/29/2016
Vigue,Mark M	Technology Support Specialist	Provost SE	8/13/2016

**TRANSFER/PROMOTION Budgeted Career Service**

Name	Title	Department/Location	Effect. Date
Washington,Terry L	Administrative Svcs Specialist	Corporate Training E&SS DO	7/23/2016
Weld,Tara J	Administrative Svcs Specialist	Fine & Applied Arts CL	8/22/2016
Green,Theresa L	Facilities Specialist	Maintenance Services TS	8/27/2016
Field,Richard	Sr Security Officer	Campus Security HC	9/3/2016
Algarin,Joseph Manuel	Sr Technlgy Support Specialist	Provost AC	8/13/2016
Ozier,Jesse A	Tech Support & Refresh Spc	IT Network Help Desk	8/15/2016

**HIRE Faculty**

Name	Title	Department/Location	Effect. Date
Johnson-Sabree,Kengia Tanaydra	Chair, Health Info Technology	Health Information Mgmt HC	7/5/2016
Emerle,Karen L	Faculty	Nursing HC	8/11/2016
Grisanti,Sharon M	Faculty	Dental Hygiene HC	8/11/2016
Kerns,Carolyn J	Faculty	Nursing HC	8/11/2016
Pryby,Felicia K	Faculty	Nursing HC	8/11/2016

**TRANSFER/PROMOTION Faculty**

Name	Title	Department/Location	Effect. Date
Fair,Timothy A	(Interim) Chair, O&P	BA Programs/UPC	8/29/2016
Davis,Glenn E	(Interim) Program Director II	Emergency Medical Services HC	8/1/2016
Italia,Mark P	Faculty	Natural Science CL	7/16/2016
Lewis,Mary E	Faculty	Nursing HC	8/1/2016
Newberry,Sheila A	Faculty	Health Information Mgmt HC	7/1/2016
Stepanovsky,Nerina J	Faculty	Emergency Medical Services HC	8/1/2016
Williams,Sharon	Faculty	Letters SE	8/1/2016

<b>HIRE Temporary/Supplemental</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Bateh,Justin	Adjunct Bach Prog.	BA Programs/UPC	8/15/2016
Foster,David E	Adjunct Bach Prog.	BA Programs/UPC	8/15/2016
Gasic,Dena A	Adjunct Bach Prog.	BA Programs/UPC	8/15/2016
Rollings,Regina M	Adjunct Bach Prog.	BA Programs/UPC	8/15/2016
Scotti,Victoria M	Adjunct Bach Prog.	Nursing HC	8/15/2016
Yakzan,Ahmad M	Adjunct Bach Prog.	Baccalaureate Programs/UPC	8/15/2016
Marsh,Ryan B	Faculty - supplemental	Social Science CL	8/15/2016
Churchill,Leah Jean	Instructor, Temp HardToFill	Nursing HC	8/15/2016
McCabe,Gina Marie	Instructor, Temp HardToFill	Nursing HC	8/15/2016
Oglesby,Kathleen M	Instructor, Temp HardToFill	Nursing HC	8/15/2016
Wolons,Mary Ellen N	Instructor, Temp HardToFill	Nursing HC	9/6/2016
Bertelson,Susan	Instructor, Temporary Credit	Mathematics CL	8/15/2016
Campbell,Martha E	Instructor, Temporary Credit	Letters SE	9/12/2016
Cancel,Melissa J	Instructor, Temporary Credit	Letters CL	8/15/2016
Caponi,Louis D	Instructor, Temporary Credit	Mathematics CL	9/7/2016
Caponi,Louis D	Instructor, Temporary Credit	Mathematics CL	8/15/2016
Christopoulos,Eleni M	Instructor, Temporary Credit	Fine & Applied Arts CL	8/15/2016
Cooley,Mack D	Instructor, Temporary Credit	Engineering Technology CL	8/15/2016
Covert,Pamela B	Instructor, Temporary Credit	Letters SE	8/15/2016
Croom,Oлга R	Instructor, Temporary Credit	Social Science TS	8/15/2016
Duchesneau,Daniel R	Instructor, Temporary Credit	Emergency Medical Services HC	8/15/2016
Foltz,Zachary	Instructor, Temporary Credit	Natural Science SE	8/15/2016
Gillham,Michael A	Instructor, Temporary Credit	Social Science SE	8/15/2016
Gravinese,Philip M	Instructor, Temporary Credit	Natural Science SPG	8/15/2016
Hargitai,Peter J	Instructor, Temporary Credit	Letters SPG	8/15/2016
Higgins,Eron E	Instructor, Temporary Credit	Natural Science SE	8/15/2016
Hoang,Loan B	Instructor, Temporary Credit	Mathematics SPG	8/15/2016
Hull,Melissa Louise	Instructor, Temporary Credit	Fine & Applied Arts SPG	8/15/2016
Iapicco,Lana L	Instructor, Temporary Credit	Speech - Letters SE	8/15/2016
Kimber Jr,George William	Instructor, Temporary Credit	Mathematics SE	8/15/2016
Kraskow,Michael B	Instructor, Temporary Credit	Business Administration SP	8/15/2016
Lucas,Andrew	Instructor, Temporary Credit	Dual Credit - AC	8/15/2016
Mann,Michelle F	Instructor, Temporary Credit	Social Science SE	8/22/2016
Maymeskul,Olena	Instructor, Temporary Credit	Mathematics CL	8/15/2016
McColley,Stacey W	Instructor, Temporary Credit	Fine & Applied Arts SPG	8/15/2016
Megna,Gino A	Instructor, Temporary Credit	BA Programs/UPC	8/15/2016
Mitchell Jr,Perry R	Instructor, Temporary Credit	Natural Science SE	8/15/2016
Pena,Nichole Evon	Instructor, Temporary Credit	Letters SPG	9/12/2016
Reyes,Silvio A	Instructor, Temporary Credit	Mathematics SE	8/15/2016

Ridgeway,Ilona L	Instructor, Temporary Credit	Mathematics SPG	8/15/2016
Roque,Beyte	Instructor, Temporary Credit	Natural Science CL	8/11/2016
Schramm,Derek David	Instructor, Temporary Credit	Natural Science SPG	8/15/2016
Shamblott,Michael	Instructor, Temporary Credit	Baccalaureate Programs/UPC	8/22/2016
Steckel,Curt Alan	Instructor, Temporary Credit	Fine & Applied Arts CL	8/15/2016
Talboy,Alaina N	Instructor, Temporary Credit	Social Science CL	8/15/2016
Walsh,MaryLou	Instructor, Temporary Credit	Social Science DT	8/15/2016
Watson,Frank E	Instructor, Temporary Credit	Natural Science CL	8/15/2016
Wilson,Thomas M	Instructor, Temporary Credit	Dual Credit - AC	8/15/2016
Woodard,Crystal L	Instructor, Temporary Credit	Natural Science SPG	8/15/2016
Yow,Charles	Instructor, Temporary Credit	Letters CL	8/15/2016
Zuber,Kim	Instructor, Temporary Credit	College of Computer & InfoTech	8/15/2016
Lespinasse Ide Lafargue,Karine N	Librarian- Temporary	Learning Resources	9/5/2016
Landeros,Shivaun Rachelle	OPS Career Level 1	Athletics - DO	8/15/2016
Lucena-Henderson,Noemi	OPS Career Level 1	Provost SE	8/15/2016
Mackay,Cathi Brake	OPS Career Level 1	Learning Resources	6/27/2016
Risley,Tina L	OPS Career Level 1	Provost SE	9/9/2016
Santiago,Frank A	OPS Career Level 1	Academic & Student Affairs	9/6/2016
Snyder,Danielle Lynn	OPS Career Level 1	Learning Resources	6/22/2016
Stroop,Stephanos Dalton	OPS Career Level 1	Athletics - DO	8/15/2016
Uzzo,Alexander Stanton	OPS Career Level 1	Learning Resources	9/12/2016
Willis,Erica Nicole	OPS Career Level 1	Academic & Student Affairs	9/6/2016
Brown,Jaire	OPS Career Level 2	Associate Provost SP	8/8/2016
Deveaux,Alexis Dion	OPS Career Level 2	Marketing & Strategic Comm	8/31/2016
Loefke,Justin	OPS Career Level 2	Student Activities SE	8/24/2016
Ruiz,Connie	OPS Career Level 2	Counseling & Advisement CL	8/15/2016
Charalambakos,Anastasia Georgia	OPS Career Level 3	OSSD VEA Grant - CL	8/22/2016
Yamaguchi,Risa	OPS Career Level 3	Athletics - DO	8/29/2016
Holmes,Brittany Marie	OPS Career Level 4	Associate Provost SP	8/29/2016
Brooks,Keri	OPS Career Level 5	International Center - CL	8/15/2016
Buell,Athena M	OPS Career Level 5	Learning Resources	8/22/2016
Gonzalez,Margaret Christine	OPS Career Level 5	Academic & Student Affairs	9/12/2016
Hardesty,Charles D	OPS Career Level 5	Provost CL	9/12/2016
Nguyen,Alexander Q	OPS Career Level 5	Academic & Student Affairs	9/7/2016
Nikolopoulos,Maria E	OPS Career Level 5	Academic & Student Affairs	8/22/2016
Taylor,Tracy C	OPS Career Level 5	Learning Resources	8/8/2016
Bonneville,Katie A	OPS Teaching Asst/Interpreter	Corporate Training E&SS DO	8/13/2016
Hill,Rebecca Lynn	OPS Teaching Asst/Interpreter	Corporate Training E&SS DO	8/13/2016
Akinci,Beril	Professional Trainer	Academic & Student Affairs	8/29/2016
Algren,Gregory Allen	Professional Trainer	Criminal Justice AC	8/15/2016
Cook,Donnel	Professional Trainer	Fire Science AC	8/22/2016

Darbonne,Jolene Marie	Professional Trainer	Criminal Justice AC	9/1/2016
Gordon,Calvin L	Professional Trainer	Student Activities AC	8/8/2016
Hasty,Andrew H	Professional Trainer	Criminal Justice AC	8/30/2016
Insko,John K	Professional Trainer	Criminal Justice AC	9/1/2016

**RECLASSIFICATIONS/POSITION UPDATES**

Name	Title	Department/Location	Effect. Date
Boyce,Ronald G	Assistant Dir, HR Development	Human Resources Benefits	8/31/2016
Hunt,Janette N	Directir of Budget &Compliance	Information Tech & Research DO	8/31/2016
Woroner,Desiree A	Director, HR Development	Human Resources	8/31/2016
Roe,Bobby W	Faculty	BA Programs/UPC	8/1/2016

**TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES**

Name	Title	Department/Location	Effect. Date
Krueger, Amy	Instructor	Dental Hygiene HC	10/1/2016-10/10/2016

Destination: Ocho Rios, St. Ann, Jamaica

The purpose of this trip is to attend a Community Dental Health Practicum. Eight students will travel with Professor Krueger to participate in the program facilitated by SPC and Great Shape! Inc. 1,000 Smiles Project. 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 Dental Hygiene department. Estimated cost to the College is \$1,974.26.

Flores, Osbaldo		CPSI AC	10/16/2016-10/22/2016
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Destination: Real Intercontinental - San Salvador, El Salvador

The purpose of this trip is For Community Policing: From Theory to Practive training #21460. The benefit to the College is to provide for nationally and internationally recognized training programs.

Funded by CSPI. Estimated cost to the College is \$2,257.58


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

DK091216



September 20, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Employee Health Insurance Plan- Update and Recommendations

**Approval is sought to make changes to the 2017 Health Insurance Plan based on increased claim spend.**

Since 2012, the college has enjoyed relatively low percentages of change in claim spend from year to year. The college has been able to cover its expense with adequate levels of employee and institution contributions.

In 2016 and 2017, however, the college anticipates higher percentages of change in claim spend, resulting in shortfalls between contributions and expenses. In 2016, the college projects a claim spend increase of 8.2% resulting in a \$1 million shortfall; in 2017, the college projects a claim spend increase of 2.7% resulting in a \$1.5 million shortfall.

To adjust for these increases, the college recommends using some of its health insurance cash balance. In 2016, the college recommends using \$1 million; in 2017, the college recommends using \$500,000.

The balance in 2017 can be covered through changes in the Health Insurance Plan, including:

- Increasing the number of salary contribution tiers above \$65,000 and adding \$10 per month to each employee's contribution amount, regardless of tier level;
- Increasing retiree contributions to help cover the high cost of retiree claim spend;
- Increasing prescription co-pays from \$10/\$20/\$35 to \$10/\$30/\$50;
- Reducing dental coverage and adding a buy-up option; and
- Implementing prescription prior authorization and step therapy tiers.

The college's Health Insurance cash balance is currently \$6.5 million. These changes are supported by the Insurance Committee and will help stabilize the Health Insurance cash balance for the future.

Brian Miles, Vice President, Administrative/Business Services & Information Technology; and Desiree Woroner, Director of Human Resources Development, recommend approval.

VI – D.1b Health Insurance Plan



# Employee Health Insurance



## Plan Update

*Presented to  
SPC Board of Trustees*

*September 20, 2016*



## Calendar Year Claim Spend

	2012	2013	2014	2015	2016 (projected)	2017 (projected)
Average Enrollment	1,312	1,375	1,395	1,420	1,429	1,429
Average Membership	2,314	2,516	2,557	2,611	2,628	2,628
Total Claims	\$13,231,448	\$13,995,035	\$14,707,026	\$15,426,275	\$16,695,000	\$17,145,000
Total Per Member/Year	\$5,718	\$5,562	\$5,752	\$5,908	\$6,353	\$6,524
% Change vs. Prior Year		-3%	3%	3%	<b>8.2%</b>	2.7%

Sources: Aetna Integrated Informatics; Brown & Brown Insurance



## Recap of Trends

- **Top conditions:** hypertension, hyperlipidemia, depression
- **High-dollar claims:** 1.6% of population, 39% of total claims paid
- **Overall plan membership:**
  - 55% female, 45% male
  - Average age is 40
- **High deductible plan membership:** up 52%
- **Retirees:**
  - 2.9% of overall plan membership (73 enrollees)
  - Medical: up 32.1% (\$1.1M to \$1.4M)
  - Inpatient: up 256% (\$63K to \$216K)
    - › Spinal, Osteoarthritis, Cancer

Sources: Aetna Integrated Informatics; Brown & Brown Insurance

Employee Health Insurance Overview



## Projections & Considerations

### Projected claim spend increase from CY15 to CY16: 8.2%

- CY16: projected \$1M shortfall
  - College to cover entire shortfall from cash balance
  - Projected cash balance will be \$5.5M

### Projected claim spend increase from CY16 to CY17: 2.7%

- CY17: projected \$1.5M shortfall
  - College to cover \$500k from cash balance; make \$1M in plan changes
  - Projected cash balance will be \$5M
  - Self Insurance Safe Harbor Requirement is 17% (~\$3M)
- CY18: balanced Health Insurance spend

Sources: Aetna Integrated Informatics; Brown & Brown Insurance

Employee Health Insurance

## Summary of Recommendations

- CY17 Plan Changes:
  - Increase salary contribution tiers, plus \$10 \$228,187
  - Increase retiree contributions \$115,116
  - Increase Rx co-pay to \$10/\$30/\$50 \$ 84,000
  - Reduce dental coverage/add buy-up \$150,000 (min)
  - Implement Rx prior authorization/step therapy \$100,000 (min)  
\$677,303 (min)
- Lower Stop-Loss Limit From \$350k to \$250k (pending)
- Reserve \$300K in budget plan to help achieve CY17 goal

# Summary of Recommendations

## St. Petersburg College

Delivered on: 09/19/2016

Action Steps for 2017 Plan Savings	Estimated Annual Savings vs. Current
Add additional EE salary tiers/increase Retiree contribution amounts	\$354,038
Change Rx copay to \$10/\$30/\$50	\$84,000
Implement Core/Buy-Up menu for Dental	\$150k-\$600k contingent upon final enrollment

Addl. Recommended Plan Modifications	Potential Cost Avoidance
<b>Implement Prior Auth/Step Therapy protocols*</b> *cost savings based on existing population, grandfathering changes context to prevention of future cost increase	\$100k-\$150k
<b>Add fully-insured retiree options*</b> *claim savings based upon 12 month utilization	\$14k per retiree exiting group plan

## Employee Contribution Modeling: Current

St. Petersburg College

Delivered on: 09/19/2016

	Enrollment by income tier											EE Contribution							
	<\$25k	\$25k-\$35k	\$35k-\$45k	\$45k-\$55k	\$55k-\$65k	+>\$65k	Pre 65 Retiree	Post 65 Retiree	Total	<\$25k	\$25k-\$35k	\$35k-\$45k	\$45k-\$55k	\$55k-\$65k	+>\$65k	Pre 65 Retiree	Post 65 Retiree		
<b>OA Select HSA</b>																			
EE	27	68	29	25	32	28	0	209	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$590.01	\$340.87		
EE+SP	4	14	10	7	4	5	0	44	\$113.58	\$120.42	\$127.28	\$134.10	\$140.94	\$154.60	\$196.02	\$681.73	\$681.73		
EE+CH	5	9	8	2	1	3	0	28	\$95.96	\$102.80	\$109.66	\$116.48	\$123.32	\$132.90	\$196.02	\$681.73	\$681.73		
Family	4	10	14	13	13	28	0	82	\$174.90	\$181.74	\$188.60	\$195.42	\$202.26	\$215.92	\$285.10	\$285.10			
Total	40	101	61	47	50	64	0	363	\$1,634	\$4,428	\$4,790	\$3,712	\$3,316	\$7,218	\$0	\$0			
Annual									\$19,605	\$53,142	\$57,486	\$44,545	\$39,798	\$86,612	\$0	\$0			
PEPY									\$490	\$526	\$942	\$948	\$796	\$1,353	#DIV/0!	#DIV/0!			
<b>OA Select</b>																			
EE	10	126	129	58	47	99	17	509	\$0.00	\$7.10	\$28.44	\$35.54	\$42.66	\$56.88	\$590.01	\$340.87			
EE+SP	3	44	41	15	17	64	5	206	\$236.72	\$243.82	\$265.16	\$272.26	\$279.38	\$293.58	\$1,196.02	\$681.73			
EE+CH	3	15	20	13	15	36	0	102	\$211.84	\$218.96	\$240.28	\$247.38	\$254.50	\$268.72	\$1,196.02	\$681.73			
Family	6	18	25	15	33	76	0	173	\$437.28	\$444.90	\$466.24	\$473.32	\$480.44	\$494.66	\$1,728.25	\$985.10			
Total	22	203	215	101	112	275	22	990	\$3,972	\$22,915	\$31,002	\$16,461	\$16,427	\$71,688	\$16,146	\$19,429			
Annual									\$47,668	\$274,983	\$372,023	\$197,532	\$317,118	\$860,260	\$193,755	\$233,152			
PEPY									\$2,167	\$1,355	\$1,730	\$1,956	\$2,831	\$3,128	\$8,807	\$5,829			
<b>Choice POS II</b>																			
EE	0	1	3	3	1	15	2	34	\$146.40	\$153.52	\$174.86	\$181.94	\$189.06	\$203.28	\$684.90	\$390.39			
EE+SP	0	0	1	1	1	15	0	22	\$383.36	\$390.48	\$411.80	\$418.90	\$426.02	\$440.24	\$1,369.80	\$780.79			
EE+CH	0	0	0	0	1	1	0	2	\$354.86	\$361.98	\$383.32	\$390.40	\$397.52	\$411.74	\$1,369.80	\$780.79			
Family	0	0	0	1	1	0	0	2	\$693.86	\$700.98	\$722.32	\$729.40	\$736.52	\$750.74	\$1,979.36	\$1,128.24			
Total	0	1	4	5	4	31	2	60	\$0	\$154	\$996	\$1,694	\$1,749	\$10,065	\$1,370	\$6,637			
Annual									\$0	\$1,842	\$11,237	\$20,329	\$20,989	\$120,774	\$16,438	\$79,640			
PEPY									#DIV/0!	\$1,842	\$2,809	\$4,066	\$5,247	\$3,896	\$8,219	\$6,126			
<b>Total</b>	62	305	280	153	166	370	24	1,413	\$67,273	\$329,967	\$440,745	\$262,406	\$377,905	\$1,067,647	\$210,193	\$312,792			
PEPY									\$1,085	\$1,082	\$1,574	\$1,715	\$2,277	\$2,886	\$8,758	\$5,902			
<b>Grand Total</b>																			
PEPY																			

\$3,068,929  
\$2,172



# Plan Alternatives & Estimated Decrements

St. Petersburg College

Delivered on: 09/19/2016

	CURRENT ACTIVE MENU		ALTERNATES	
	OPEN ACCESS SELECT HMO	CHOICE POS	ALT (HMO)	ALT (POS)
<b>Deductible:</b>	Network \$250/\$350/\$275/\$500	Network \$250/\$350/\$275/\$500	Network \$250/\$350/\$275/\$500	Network \$250/\$350/\$275/\$500
<b>Embedded Deductible:</b>	N/A	N/A	N/A	N/A
<b>Calendar or Policy Year:</b>	Calendar	Calendar	Calendar	Calendar
<b>Coinurance:</b>	0%	0%	0%	0%
<b>Maximum Out-of-Pocket:</b>	\$1,500 (\$3,000 Family)	\$1,500 (\$3,000 Family)	\$1,500 (\$3,000 Family)	\$1,500 (\$3,000 Family)
<b>(Includes Deductible):</b>	Yes	Yes	Yes	Yes
<b>(Includes Copay):</b>	Yes	Yes	Yes	Yes
<b>(Includes Rx):</b>	Yes	Yes	Yes	Yes
<b>PHYSICIAN SERVICES</b>				
Office Visit	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
Specialist	Deductible + \$45	Deductible + \$45	Deductible + \$45	Deductible + \$45
Chiropractic	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
<b>HOSPITAL/ EMERGENCY SERVICES</b>				
Inpatient Hospital	Deductible + \$250	Deductible + \$250	Deductible + \$250	Deductible + \$250
Emergency Room	Deductible + \$150	Deductible + \$150	Deductible + \$150	Deductible + \$150
Urgent Care	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
Outpatient Surgical Facility	Deductible + \$100	Deductible + \$100	Deductible + \$100	Deductible + \$100
Ambulatory Surgery Center:	Deductible + \$100	Deductible + \$100	Deductible + \$100	Deductible + \$100
<b>DIAGNOSTIC SERVICES</b>				
Lab, X-Ray & Diagnostics Outpatient:	\$0	\$0	\$0	\$0
Lab, X-Ray & Major Diagnostics Outpatient:	\$0	\$0	\$0	\$0
(CT, PET, MRI, MRA)				
<b>PREVENTIVE ADULT WELLNESS</b>	\$0	\$0	\$0	\$0
<b>PRESCRIPTION</b>				
<b>Deductible:</b>	Calendar Year Deductible	Calendar Year Deductible	Calendar Year Deductible	Calendar Year Deductible
Tier 1:	\$10	\$10	\$10	\$10
Tier 2:	\$20	\$20	\$30	\$30
Tier 3:	\$35	\$35	\$50	\$50
Tier 4:	N/A	N/A	N/A	N/A
Mail Order Prescription:	2x's Copay (90 day supply)	2x's Copay (90 day supply)	2x's Copay (90 day supply)	2x's Copay (90 day supply)
Prior Auth/Step Therapy	Not Included	Not Included	Incl.	Incl.
<b>LIFETIME MAXIMUM</b>	Unlimited	Unlimited	Unlimited	Unlimited
<b>Deductible:</b>	Out-of-Network	Out-of-Network	Out-of-Network	Out-of-Network
Coinurance:	N/A	\$500 (\$1,500 Family)	N/A	\$500 (\$1,500 Family)
Maximum Out-of-Pocket:	N/A	30%	N/A	30%
Per Occurrence Deductible (Inpatient):	N/A	\$3,000 (\$9,000 Family)	N/A	\$3,000 (\$9,000 Family)
Per Occurrence Deductible (Outpatient Surgery):	N/A	\$250	N/A	\$250
	N/A	N/A	N/A	N/A



### Dental Plan Design: Recommended Menu

St. Petersburg College

Delivered on: 09/19/2016

**AETNA**  
CURRENT / RENEWAL

	Aetna		Aetna	
	PPO NETWORK	NON-NETWORK	PPO NETWORK	NON-NETWORK
<b>NETWORK:</b>	100% / 90% / 60% / 50%	100% / 80% / 50% / 50%	100% / 80% / 50% / 50%	50% / 50% / 50% / 50%
<b>PROVIDER ACCESS:</b>	Yes	Yes	Yes	Yes
<b>COINSURANCE PERCENTAGE:</b>	550 (\$150 Family)	\$50 (\$150 Family)	\$75 (\$225 Family)	\$75 (\$225 Family)
<b>DEDUCTIBLE (FAMILY MAX):</b>	Negotiated Fee	80th	Negotiated Fee	80th
<b>DEDUCTIBLE WAIVED FOR PREVENTATIVE?:</b>	Yes	Yes	Yes	Yes
<b>PERCENTILE OF UCR:</b>	\$2,000	80th	\$1,500	80th
<b>CALENDAR YEAR MAX:</b>	\$2,500	Yes	\$1,500	Yes
<b>ORTHODONTIC LIFETIME MAXIMUM:</b>	Yes	Yes	Yes	Yes
<b>INCLUDES ADULT ORTHO:</b>	Yes	Yes	Yes	Yes
<b>ROUTINE EXAMS:</b>	<b>Benefit Level</b>	<b>Frequency</b>	<b>Benefit Level</b>	<b>Frequency</b>
<b>CLEANING:</b>	Preventive	2 per year	Preventive	2 per year
<b>FLUORIDE TREATMENTS:</b>	Preventive	2 per year	Preventive	2 per year
<b>X-RAYS (BITEWINGS):</b>	Preventive	1 per year, under age 16	Preventive	1 per year, under age 16
<b>X-RAYS (FULL MOUTH):</b>	Preventive	1 set per year	Preventive	1 set per year
<b>X-RAYS (OTHER):</b>	Preventive	1 per 3 years	Preventive	1 per 3 years
<b>SEALANTS:</b>	Preventive	1 per 3 years, under age 16	Preventive	1 per 3 years, under age 16
<b>FILLINGS:</b>	Basic		Basic	
<b>ORAL SURGERY (SIMPLE):</b>	Basic		Basic	
<b>ORAL SURGERY (COMPLEX):</b>	Basic (Major-Impacted Tooth)		Basic (Major-Impacted Tooth)	
<b>ROOT CANAL THERAPY:</b>	Basic (Major-Molars)		Basic (Major-Molars)	
<b>PERIODONTAL SCALING:</b>	Basic		Basic	
<b>PERIODONTAL SURGERY:</b>	Major	1 per quadrant per 3 years	Major	1 per quadrant per 3 years
<b>CROWNS:</b>	Major		Major	
<b>BRIDGES:</b>	Major	1 per 8 years	Major	1 per 8 years
<b>DENTURES:</b>	Major	1 per 8 years	Major	1 per 8 years
<b>IMPLANTS:</b>	Major		Major	
<b>WAITING PERIODS:</b>	None		None	
<b>LATE ENROLLMENT PENALTIES:</b>	12 months Basic & Major, 24 months Ortho		12 months Basic & Major, 24 months Ortho	
<b>ALLOWS ANNUAL OPEN ENROLLMENT:</b>	Yes	Yes	Yes	Yes
<b>INCLUDES ROLLOVER:</b>	No	No	No	No
<b>EMPLOYER CONTRIBUTION:</b>	100%	100%	100%	100%
<b>EMPLOYEE PARTICIPATION:</b>	100%	100%	100%	100%
<b>RATE GUARANTEE:</b>	2 Years	2 Years	2 Years	2 Years

**AETNA**  
ALTERNATE 3

# Dental Plan Cost: Core/Buy-Up Scenario 2 (Core plan maintain current EE contributions)

St. Petersburg College

Delivered on: 09/19/2016

Buy Up (Current)	Buy Up (Current)				Core (New Plan - Altr 3)					
	Enrollment	Illustrative Rate	EE Contributions	as % of illustrative rate	ER Net Costs	Enrollment	Illustrative Rate	EE Contributions	as % of illustrative rate	ER Net Costs
EE	813	\$37.90	\$0.00	0%	\$37.90	813	\$34.39	(\$17.19)	50%	\$17.19
EE+SP	302	\$71.99	(\$16.58)	23%	\$55.41	302	\$65.72	(\$48.53)	74%	\$17.19
EE+CH	125	\$71.99	(\$16.58)	23%	\$55.41	125	\$61.69	(\$44.49)	72%	\$17.19
Family	<u>348</u>	<u>\$95.11</u>	<u>(\$31.50)</u>	<u>33%</u>	<u>\$63.61</u>	<u>348</u>	<u>\$115.55</u>	<u>(\$98.35)</u>	<u>85%</u>	<u>\$17.19</u>
Total	1,588	\$94,652	(\$18,042)		\$76,610	1,588	\$95,728	(\$68,423)		\$27,305
Annual		\$1,135,820	(\$216,500)		\$919,320		\$1,148,739	(\$821,077)		\$327,662
PEPY		\$715	(\$136)		\$579		\$723	(\$517)		\$206
Core (New Plan - Altr 3)										
EE	813	\$29.08	\$0.00	0%	\$29.08	813	\$29.08	\$0.00	0%	\$29.08
EE+SP	302	\$55.58	(\$16.58)	30%	\$39.00	302	\$55.58	(\$16.58)	30%	\$39.00
EE+CH	125	\$52.16	(\$16.58)	32%	\$35.58	125	\$52.16	(\$16.58)	32%	\$35.58
Family	<u>348</u>	<u>\$97.71</u>	<u>(\$31.50)</u>	<u>32%</u>	<u>\$66.21</u>	<u>348</u>	<u>\$97.71</u>	<u>(\$31.50)</u>	<u>32%</u>	<u>\$66.21</u>
Total	1,588	\$80,951	(\$18,042)		\$62,910	1,588	\$80,951	(\$18,042)		\$62,910
Annual		\$971,415	(\$216,500)		\$754,915		\$971,415	(\$216,500)		\$754,915
PEPY		\$612	(\$136)		\$475		\$612	(\$136)		\$475

# Available Retiree Options

St. Petersburg College

Delivered on: 09/19/2016

**NEW RETIREE OPTION**

**Traditional Choice**

**CURRENT RETIREE MENU**

**CHOICE POS**


**OPEN ACCESS SELECT HMO**

	Network	Network	Network	Network
Deductible:	\$250/\$350/\$275/\$500	\$250/\$350/\$275/\$500	\$250/\$350/\$275/\$500	\$250/\$350/\$275/\$500
Embedded Deductible:	N/A	N/A	N/A	N/A
Calendar or Policy Year:	Calendar	Calendar	Calendar	Calendar
Coinurance:	\$0	\$0	\$0	\$0
Maximum Out-of-Pocket:	\$1,500 (\$3,000 Family)	\$1,500 (\$3,000 Family)	\$1,500 (\$3,000 Family)	\$1,500 (\$3,000 Family)
(Includes Deductible):	Yes	Yes	Yes	Yes
(Includes Copay):	Yes	Yes	Yes	Yes
(Includes RX):	Yes	Yes	Yes	Yes
<b>PHYSICIAN SERVICES</b>				
Office Visit	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
Specialist	Deductible + \$45	Deductible + \$45	Deductible + \$45	Deductible + \$45
Chiropractic	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
<b>HOSPITAL/ EMERGENCY SERVICES</b>				
Inpatient Hospital	Deductible + \$250	Deductible + \$250	Deductible + \$250	Deductible + \$250
Emergency Room	Deductible + \$150	Deductible + \$150	Deductible + \$150	Deductible + \$150
Urgent Care	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
Outpatient Surgical Facility	Deductible + \$100	Deductible + \$100	Deductible + \$100	Deductible + \$100
Ambulatory Surgery Center:	Deductible + \$100	Deductible + \$100	Deductible + \$100	Deductible + \$100
<b>DIAGNOSTIC SERVICES</b>				
Lab, X-Ray & Diagnostics Outpatient:	\$0	\$0	\$0	\$0
Lab, X-Ray & Major Diagnostics Outpatient:	\$0	\$0	\$0	\$0
(CT, PET, MRI, MRA)	\$0	\$0	\$0	\$0
<b>PREVENTIVE ADULT WELLNESS</b>				
<b>PRESCRIPTION</b>				
Deductible:	N/A	N/A	N/A	N/A
Tier 1:	\$10	\$10	\$10	\$10
Tier 2:	\$20	\$20	\$20	\$20
Tier 3:	\$35	\$35	\$35	\$35
Tier 4:	N/A	N/A	N/A	N/A
Mail Order Prescription:	2x's Copay (90 day supply)	2x's Copay (90 day supply)	2x's Copay (90 day supply)	2x's Copay (90 day supply)
Prior Auth/Step Therapy	Not Included	Not Included	Not Included	Not Included
<b>LIFETIME MAXIMUM</b>	Unlimited	Unlimited	Unlimited	Unlimited
	Current	Renewal	Current	Renewal
Pre-65 Retiree	\$598.01	\$619.86	\$684.90	\$651.34
Pre-65 Retiree+1	\$1,196.02	\$1,363.69	\$1,369.80	\$1,432.95
Pre-65 Family	\$1,728.25	\$1,363.69	\$1,979.36	\$1,432.95
Post-65 Retiree	\$340.87	\$500.00	\$390.39	\$500.00
Post-65 Retiree+1	\$681.73	\$881.73	\$780.79	\$881.73
Post-65 Family	\$985.10	\$881.73	\$1,128.24	\$881.73
			Medical	
			Pharmacy	
			Total	
				\$353.67
				\$75.56
				\$429.23

Commercial "comp" rates for retirees estimates based upon 2016 illustrative premiums  
 Plan designs as listed not intended as comprehensive summaries, carrier plan documents will be provided  
 "Commercial" medical rates + medicare part D premiums estimates provided by Aetna underwriting and subject to change

September 20, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Green Living Demonstration Center, Seminole Campus.

**Authorization is requested to terminate the Design Build contract with Skanska Corporation for the Green Living Demonstration Center, Seminole Campus, and to not pursue further development of the project.**

This project involved the design and construction of a Green Living Demonstration Center. The project budget is \$675,000, of which \$475,000 was federally funded through the Department of Energy (DOE). When schematic design was complete and priced by the contractor, the college's contribution grew from \$200,000 to \$763,000. Given the other capital projects that the college plans to endeavor, as well as imposing deadlines related to the grant, it is recommended that the best interests of the college will be served by stepping away from this project.

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

September 20, 2016

**MEMORANDUM****TO:** Board of Trustees, St. Petersburg College**FROM:** William D. Law, Jr., President **SUBJECT:** Credit Curriculum

The following is a summary of credit and Postsecondary Adult Vocational (PSAV) curriculum changes for which approval is sought for Spring and Summer 2017. Please see attachment for additional information.

**New/Deleted/Modified Programs (3 total):**

College/School/Department	New	Deleted	Modified	Total
A. College of Business			1	1
B. College of Computer & Info Technology			1	1
C. Health Science Department		1		1
				<u>3</u>

**New/Deleted/Modified Courses (54 total):**

College/School/Department	New	Deleted	Modified: Course Review	Modified: SPC Standards	Total
A. College of Business					0
B. College of Computer & Info Tech				4	4
C. College of Education			2		2
D. College of Health Sciences				1	1
E. College of Nursing			2		2
F. College of Policy and Legal Studies			1		1
G. College of Public Safety			15		15
H. School of Veterinary Technology				5	5
I. Communications Department				1	1
J. Eng & Building Arts Department			5		5
K. Fine Arts/Humanities Department				2	2
L. Health Science Department			3		3
M. Mathematics Department		1			1
N. Natural Science Department	1 <i>reactiv.</i>				1
O. Social & Beh Sciences Department					0
P. Study Abroad Program			10		10
Q. PSAV			1		1

## Credit Curriculum Updates for Spring and Summer 2017

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

### PROGRAMS:

#### A. College of Business

1. Program Update: *Sustainability Management (SUSMGT-BAS)*: This is an out of cycle program change necessitated by the discovery of Pathway obstacles. Added CGS 1100 and ACG 2021 as Lower Division Support Courses, as they were previously hidden prerequisites for MAN 3504 and FIN 3403.

#### B. College of Computer and Information Technology

1. Program Modification: *Technology Management BAS (TGMGT-BAS)*: Admissions requirements language was added to clarify acceptable courses for 21-technical credit requirement.

#### C. Health Sciences Department

1. Program Deletion: *Orthotics and Prosthetics BAS (ORTHO-BAS)*: This program was approved for closure by the BOT in January of 2016 and acknowledged by SACS-COC in Spring 2016. The teach-out period will expire in Spring 2017, officially closing the BAS program. The Orthotics and Prosthetics AS program will continue.

### COURSES:

#### A. College of Business *no updates*

#### B. College of Computer & Information Technology

1. Course Updates: The following courses were modified to align to SPC Course Standards:
  - a. *Web Foundations/Essentials (CGS 1831)*
  - b. *Computer Repair Essentials (CET 1171C)*
  - c. *Spreadsheet Techniques and Programming (CGS 1515)*
  - d. *Network Security Foundations (CTS 1120)*

#### C. College of Education

1. Course Updates: The following courses were modified to align to SPC Course Standards or as part of special programs funded through grants:
  - a. *Integrated English Language Arts, Social Studies and the Creative Arts for the Elementary Classroom (EDE 4226)*: The course title, description, and MLO's were revised to align content with a new course that was added to the Elementary Education BS program through a Center of Excellence grant.
  - b. *Science Concepts and Procedures in the P-12 Classroom (SCE 4832)*: A topic was added to enable teachers to enhance their content knowledge in the Science STEM area.

#### D. College of Health Sciences

1. Course Update: *Educational Concepts in Allied Health Education (HSC 3243)* was modified to align to SPC Course Standards

#### E. College of Nursing

1. Course Updates: The following courses were modified as a result of course review:
  - a. *Pharmacology in Nursing Practice* (NUR 3145): Content modified to be consistent with current professional standards of registered nurse practice from the American Nurses Association (ANA).
  - b. *Nursing of the Family* (NUR 4606): Content modified to be consistent with current professional standards of registered nurse practice from the American Nurses Association (ANA).

#### **F. College of Policy and Legal Studies**

1. Course Update: *Business Law II* (BUL 2242) was modified to align to SPC Course Standards

#### **G. College of Public Safety Administration**

1. Course Updates: Content and learning outcomes were modified for the following courses to align to State Curriculum Framework changes:
  - a. *Management of Community Corrections* (CJC 3163)
  - b. *Contemporary Issues & Trends in Corrections* (CJC 3311)
  - c. *Corrections Practice & Policy* (CJC 3601)
  - d. *Private Fire Protection Systems I* (FFP 1540)
  - e. *Building Construction for the Fire Service* (FFP 2120)
  - f. *Blueprint Reading and Plans Review* (FFP 2521)
  - g. *Public Personnel Management* (MAN 3301)
  - h. *Facilities and Property Management* (MAN 4863)
  - i. *Foundations of Public Safety Administration* (PAD 3820)
  - j. *Managing Conflict in Public Organizations* (PAD 4046)
  - k. *Public Finance* (PAD 4204)
  - l. *Strategic and Operational Planning* (PAD 4332)
  - m. *Critical Incident Management* (PAD 4393)
  - n. *Administrative Law* (PAD 4603)
2. Course update: The Statewide Course Numbering System changed the title and course number of *Research Methods in Criminology* (CCJ 2704) to *Intro to Research Methods in Criminology* (CCJ 2720).

#### **H. School of Veterinary Technology**

1. Course Updates: The following courses were modified to align to SPC Course Standards:
  - a. *Animal Lab Procedures* (ATE 2639)
  - b. *Veterinary Hospital Management* (ATE 4317)
  - c. *Large Animal Clinical & Nursing Skills* (ATE 1636)
  - d. *Veterinary Work Practicum I* (ATE 1943)
  - e. *Small Animal Nutrition* (ATE 3605)

#### **I. Communications Department**

1. Course Update: *Elementary Spanish II* (SPN 1121): Modified to align to SPC Course Standards.

#### **J. Engineering and Building Arts Department**

1. Course Updates: The following courses were modified as result of course review:
  - a. *Special Topics in Biomedical Engineering* (BME 2930): Added prerequisite of *Introduction to Biomedical* (BME 1008) to enhance student success.
  - b. *DC Circuit Analysis with Lab* (EET 1015C): Added prerequisite of *Introduction to Electronics* (EET 1084) to enhance student success.
  - c. *Solidworks Simulation Design Analysis* (ETD 2382C): Added prerequisites (ETD 2368C and ETD 2369C) to enhance student success.

- d. *Six Sigma Black Belt Concepts* (ETI 2624): Added prerequisite of *Principles of Six Sigma* (ETI 2610) to enhance student success.
- e. *Six Sigma Capstone Project* (ETI 2626): Added prerequisite of *Six Sigma Project Management* (ETI 2619) to enhance student success.

**K. Fine Arts/Humanities Department**

- 1. Course Updates: The following courses were modified to align to SPC Course Standards:
  - a. *Honors Introduction to Philosophy* (PHI 1010H)
  - b. *Introduction to Philosophy* (PHI 1010)

**L. Health Science Department**

- 1. Course Updates: The following courses were modified as a result of course review:
  - a. *Physical Therapy Clinical Practice I* (PHT 1801L): The course description, major learning outcomes and criteria performance standards were updated to reflect current specialized accreditation requirements.
  - b. *Physical Therapy Clinical Practice II* (PHT 2810L): Updated major learning outcomes to accurately reflect course requirements.
  - c. *Physical Therapy Clinical Practice III* (PHT 2820L): The course description, major learning outcomes and criteria performance standards were updated to reflect current specialized accreditation requirements.

**M. Mathematics Department**

- 1. Course Deletion: *Combined College Algebra/Pre-Calculus* (MAC 1106) has not been offered in a number of years due to low enrollment. It is being removed from the Course Catalogue but will remain in active status to accommodate transfer coursework.

**N. Natural Science Department**

- 1. Course Reactivation:
  - a. *Co-op Work Experience* (CHM 2949) Course was reactivated in College Catalogue to enable students to participate in internships with local businesses.

**O. Social and Behavioral Sciences Department *no updates***

**P. International Programs**

- 1. Course Updates: The following courses were modified to add new study abroad topics/destinations:
  - a. *Drawing I* (ART 1300C): Study Abroad Germany
  - b. *Veterinary Work Experience V* (ATE 2947): Study Abroad Thailand
  - c. *Abnormal Psychology* (CLP 2140): Study Abroad Belize
  - d. *Composition I* (ENC 1101): Study Abroad Germany
  - e. *Composition II* (ENC 1102): Study Abroad Germany
  - f. *Music Appreciation* (MUL 1010): Study Abroad Cuba
  - g. *Hand Drumming Techniques* (MUN 1441): Study Abroad Cuba
  - h. *Personality Development* (PPE 2001): Study Abroad England
  - i. *Co-op Work Experience* (POS 2949): Study Abroad South Africa
  - j. *Honors Service Learning* (IDH 2634H): Study Abroad Dominican Republic

**Q. Postsecondary Adult Vocational Courses:**

- 1. Course Update: *Emergency Medical Technician* (EMS 0110) was updated due to State Curriculum Framework changes to the contact hours, title and course number.

Agenda Item VI -E.2



September 20, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Workforce and Professional Development

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

*Workforce and Professional Development:* Added two new technology courses based on industry needs and student feedback:

- CMP0550 ProTrain IT and Software Development
- WSD0940 WordPress

*Workforce and Professional Development:* Added one new course to provide a classroom format as an alternative to the current online format:

- ISN0150 Life and Variable Annuity Only 2-14

**Approval is sought for the recommended changes to Workforce and Professional Development for courses within the 2015-2016 catalog year.**

*Workforce and Professional Development:* Added four new technology courses relating to Unmanned Aerial Systems (UAS/drones):

- AAP0118 UAS Safety Ground School (formerly UAS Safety Certification)
- AAP0119 UAS Remote Pilot Certificate Prep
- AAP0122 DJI Inspire 1 System Training
- AAP0123 UAS Safety Awareness

*Workforce and Professional Development, Math Readiness Program:* Added one new course to give students an alternative to MAC1105:

- AAP0035 College Algebra CLEP Prep

*Workforce and Professional Development, Math Readiness Program:* Added two new courses to help students prepare for their enrolled math course:

- AAP0090 Math Quick Start
- AAP0036 Math Readiness Exit Exam

*Workforce and Professional Development, Continuing Education Health:* Added one new online course for qualified military spouses in the southeast United States:

- HHP0591 Condensed Curriculum International (CCI) Health Care Certification

*Workforce and Professional Development:* Added 13 new courses to increase variety to the professional development course offerings:

- IPS0305 Cultural Competency in the Workplace
- IPS0306 Working With You is Killing Me
- IPS0307 Diversity in the Workplace
- IPS0315 Understanding Behavioral Styles
- IPS0316 Motivating Others
- IPS0317 Conflict to Collaboration
- LDS0308 Characteristics of an Effective Leader
- LDS0309 Leading Change
- LDS0322 Techniques for Coaching: Proactively and Reactively
- MNS0307 Branding Yourself as a Business Leader
- SMS0307 Ethical Decision Making in the Workplace
- BSF0315 Getting Leads with LinkedIn
- PRJ0100 CAPM/PMP Project Management Certification Exam Preparation

Revised 6 professional development courses changing the course title, description and price:

- IPS0340 Taking the Heat (Customer Service)
- IPS0352 Customer Service for Small Businesses
- MNS0311 Conflict Resolution in the Workplace
- SMS0330 Professionalism in the Workplace
- BSF0574 Entrepreneurship: Getting Started
- CMN0322 Business Writing

*Workforce and Professional Development, Florida Trade and Manufacturing Program:* Added one new course for students to retake a manufacturing exit exam:

- MNF0010 Manufacturing Exam Retake

## Quality Enhancement Plan QEP Update

Jennifer Haber, QEC Lead Faculty  
Heather Roberson, CETL Director

**Board of Trustees – September 20, 2016**

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

### The QEP Document will:

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

- Focus on a topic a singular topic related to student learning.
- Include broad-based stakeholder involvement (including the BOT) in the development and implementation.



*The QEP Document is submitted to SACSCOC  
in August 2017*

### College Readiness for Long-term Success

Focus on **non-cognitive skills** (self-efficacy, academic ability, grit) and how these impact **cognitive abilities** (information literacy).

- **Population:** Flexible Opt-out students
- **Emphasis:** First 15 hours
- **Method:** Learning Communities

### **Quality Enhancement Committee (QEC):**

Topic focus research and plan development.

#### **QEC Sub-committees:**

- Research Committees:
  - Learning Communities
  - Non-cognitive skills
  - Information Literacy
- Web Site: <http://qep.spcollege.edu>
- Marketing and social media
- Video

## What should you know? Stakeholder Engagement

### Increase topic awareness and stakeholder engagement:

- Student and faculty/staff contests (slogan, logo, video).
- Community events (PEAC, Career Advisory, Rotary).
- SPC All College Day (October 18<sup>th</sup>).
- Campus events and student groups.
- SPC employee councils and faculty committees.
- Social media campaign, website updates, and myCourses banners.

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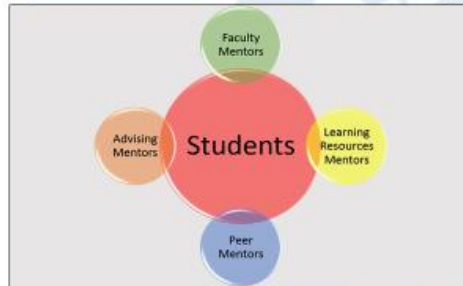
## Next Steps



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# Questions?

## College Readiness for Long-term Success





The slide features a background image of a modern library or study area with people working at tables. The SPC logo is in the top left corner. The main title is centered in a white curved banner. Below the title, the names of the Dean and Provost are listed.

St. Petersburg College  
**SPC**

## Spring 2017 Enrollment Plan

### *Student Retention & Persistent Efforts*

Academic Affairs & Student Services

Jimmy Chang, Dean, Mathematics  
Mark Strickland, Provost, Seminole Campus

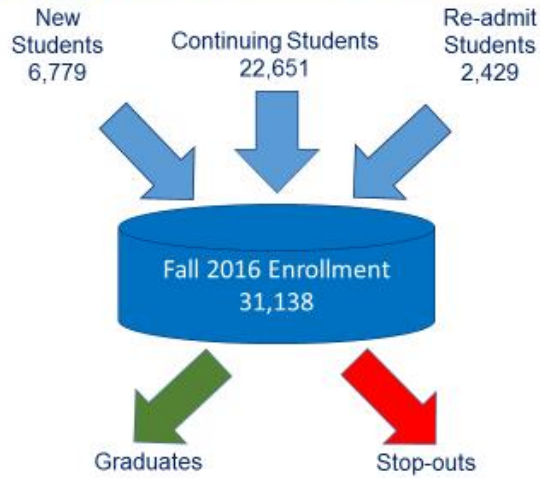


The slide has a dark blue header with the SPC logo on the left and the title in white text.

St. Petersburg College  
**SPC** **Spring 2017 Enrollment Plan : Three Components**

- September BOT: Student Retention and Progression Efforts
- October BOT: Enrollment Strategies for New Students
- November BOT: Ensuring the Best Program Offerings for Students

## Student Retention & Persistence Defined



Note: New students include First Time in College (FTIC) and new transfer students.

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## Fall 2015 Retention & Progression Data

### Fall-to-Spring Persistence of FTIC

	Fall FTIC	# Persisting to Spring	% Persisting to Spring	# Persisting one year	% Persisting one year
Fall 2012	3,377	2,858	84.6%	2,033	60.2%
Fall 2013	3,559	2,951	82.9%	2,245	63.1%
Fall 2014	3,714	3,047	82.0%	2,086	56.2%
Fall 2015	3,560	2,926	82.2%	2,094	58.8%
Fall 2016	3,147				

Source: Cohort Retention by Term Dashboard, Pulse BI

### Fall-to-Spring Attrition

- From Fall 2014 to Spring 2015 – **2,436** students did not return
- From Fall 2015 to Spring 2016 – **2,348** students did not return
  - Degree or Certificate seeking
  - Meets SAP (if applied for FA)
  - In good academic standing
  - No Associate Provost holds preventing registration
  - Did not graduate in Fall
- From Fall 2015 to Spring 2016 – total of **4,037** students did not return (includes those not in good standing)

Source: BI, Cohort Retention by Term and PS SQL

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St. Petersburg College  
**SPC** Strategies to Improve Retention and Progression

- Implementing career and academic communities
- Changing the advising and on-boarding model
- Implementing the Academic Success Plan
- Providing enhanced student information for faculty

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## Implementing Pathways Provides:

- Guided exploration within career and academic communities
- Earlier informed decisions regarding career/academic choices
- Student engagement within and outside the classroom to reinforce career/academic decision
- Increased completion rates





St. Petersburg College  
**SPC**

## Deans' Academic Success Plan

- Faculty classroom engagement strategies for retention
- Opportunities for student engagement beyond the classroom
- Student success/Developmental education reform
- Course enrollment policies
- Career workforce pathways towards degree completion



SPC my|Courses SPARC Development Course

Course Home Calendar Course Content Communicate Reports Submission Review Grades Edit Course Online Rooms Capture Central LOR

Faculty Tools |

**Attendance** Checks last login status of currently enrolled students. This tool also has quick click notification to easily notify students who haven't engaged in a while.

**Student Persona** Easily check and filter current grade standings for all students. This tool is also equipped with quick-click notification and the ability to tag students you may want to track throughout the semester. **Please Note:** The grade book needs to be up to date (applying zeros to overdue items) to accurately display student grades.

**Grades Check**

**Grades Preview** Allows faculty to review grades with students without risking a student seeing another student's grades or showing a student the entire grade book.

Calendar |

Friday, July 1, 2016

Upcoming events

There are no events to display. [Create an event.](#)

- Student readiness profile
- Course attempts
- Is student registered for the next semester
- Contact advisor



Student Grade Roster

Grade Range:

60%    100%

Displaying (5) students between 60% and below.

Image	Last Name, First Name	Current Overall Grade	# ATTEND	Notes	Email
	Curto, Abe	F % 11/18	<input type="button" value="Dropdown"/>	<input checked="" type="checkbox"/> Notes <input type="button" value="Dropdown"/>	<input type="button" value="Email"/>
	Davis, Austin	B % 11/18	<input type="button" value="Dropdown"/>	<input checked="" type="checkbox"/> Notes <input type="button" value="Dropdown"/>	<input type="button" value="Email"/>
	Edwards, Mal	B % 11/18	<input type="button" value="Dropdown"/>	<input checked="" type="checkbox"/> Notes <input type="button" value="Dropdown"/>	<input type="button" value="Email"/>
	Gaines, Ray	B % 11/18	<input type="button" value="Dropdown"/>	<input checked="" type="checkbox"/> Notes <input type="button" value="Dropdown"/>	<input type="button" value="Email"/>
	Smith, Chris	B % 11/18	<input type="button" value="Dropdown"/>	<input checked="" type="checkbox"/> Notes <input type="button" value="Dropdown"/>	<input type="button" value="Email"/>

**Notes for: Chris Smith**

CGS1100\_432\_515  
Angela Piper July 28, 2016 3:24:10 PM  
Student is more responsive to course work when I send him reminders.

ETI36470\_202\_515  
Wende Huehn-Brown July 28, 2016 3:26:31 PM  
Chris wants to do well but struggles with time management. I have offered up some suggestions on how to break the course work into manageable chunks. He got an A on his last assignment.

ETI3647\_219\_515  
Tom Phillippe July 28, 2016 3:27:15 PM  
Noticed Chris is a lot more engaged after ending him a few texts on the importance of logging in often.

St. Petersburg College  
**SPC** Faculty - Student Engagement



Faculty Tools | ▾

Grade Check Last Login **Student Persona** Grade Preview


Student Persona Remind Selected Users

Image	Last Name, First Name	Student Profile	Registered Next Semester?	Course Repeat	
	[Redacted]	Profile	Open Registration Begins: 11-07-2016	No	<input checked="" type="checkbox"/>
	[Redacted]	Profile	Open Registration Begins: 11-07-2016	No	<input type="checkbox"/>
	[Redacted]	Profile	Open Registration Begins: 11-07-2016	No	<input type="checkbox"/>



September 20, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Florida State University – High-Risk Delinquent and Dependent Youth Educational Research Project

**Confirmation is sought for a Memorandum of Agreement with Florida State University (FSU), which will be entered into subject to Board of Trustees' approval, whereby the College will partner with FSU to implement the High-Risk Delinquent and Dependent Youth Educational Research Project. Funding appropriated to FSU by the legislature will support this program. Permission is also sought to accept an estimated \$115,000 in funding over a one-year period for this proposal and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the project.**

Florida State University (FSU) is leading a legislatively funded initiative which aims to provide children, families and social service providers with engagement strategies and activities within target communities in which the children reside to assist youth with understanding the importance of personal and educational success and achievement. FSU will serve as the fiscal agent, with the University of Florida (UF) having primary oversight of the research and implementation in collaboration with nine other higher learning institutions representing the north, central and southern regions of Florida. As one of the nine institutional partners, SPC will provide mentoring services using the Situational Environmental Circumstances Mentoring Program model (SEC) to 30 Pinellas County minority male 3rd, 4th and 5th grade students. By implementing the model, it is expected that participants will experience (1) an increase in academic achievement, (2) improvement in school attendance, and (3) a decrease in disruptive and/or inappropriate behavior. The research component will be to study student impact and the efficacy of the mentoring model.

The estimated period of performance will be from July 1, 2016 through June 30, 2017. The total budget is projected to be \$115,000 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 Kevin Gordon, Provost, recommend approval.

Attachment

ks0906161

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

<b>Date of BOT Meeting:</b>	September 20, 2016	
<b>Funding Agency or Organization:</b>	Florida State University (FSU)	
<b>Name of Competition/Project:</b>	High-Risk Delinquent and Dependent Youth Educational Research Project	
<b>SPC Application or Sub-Contract:</b>	Sub-Contract	
<b>Grant/Contract Time Period:</b>	<b>Start:</b> 7/1/16	<b>End:</b> 6/30/17
<b>Administrator:</b>	Kevin Gordon	
<b>Manager:</b>	TBD	

**Focus of Proposal:**

Led by Florida State University (FSU), in partnership with St. Petersburg College and eight other Florida colleges, the High-Risk Delinquent and Dependent Youth Educational Research Project will engage high-risk elementary school minority male youth by assisting them with understanding the importance of personal and educational achievement. Using the Situational Environmental Circumstances (SEC) Mentoring Program model, the program will pair SPC students (mentors) with mentees from Melrose and Lakewood Elementary Schools, through a non-traditional engagement method designed to address educational attainment, juvenile delinquency and dependency involvement, cost reductions/avoidance and resource allocations relative to high-risk minority male children. As a partner, SPC will provide prescribe mentoring services using the SEC Mentoring program model and will support the program research led by the University of Florida.

Program partners include: Bethune-Cookman University (Volusia County), Edward Waters College (Duval County), Florida A & M University (Leon County), Florida Memorial University (Miami), Florida State University (Leon), Palm Beach State College (Palm Beach County), Pasco-Hernando State College (Pasco County), St. Petersburg College (Pinellas County), University of Florida (Alachua County), and University of Central Florida (Orange County).

**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	\$ 53,442
Mentor Stipends	\$ 18,900
Fringe	\$ 16,609
Supplies	\$ 5,094
Printing	\$ 2,000
Travel	\$ 8,500

Indirect Costs	<u>\$ 10,455</u>
Total Budget	\$115,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 115,000
Total amount from funder:	\$ 115,000

Amount/value of match:	Cash: N/A
	In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

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


Value(s):	1. Student Focus
	2. Culture of Inquiry
Strategic Initiative(s):	1. Community Initiatives
	2. Engagement Beyond the Classroom



September 20, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Renewal of Contract of Contractors for Construction Services, Miscellaneous Projects Collegewide.

**Approval is sought to renew the contracts for the seven pre-qualified contractors for small construction projects college-wide.**

At its August, 2015 meeting, the Board of Trustees approved the selection of the seven firms who had submitted qualified responses to a Request for Qualifications (RFQ) for miscellaneous projects up to a contract value not to exceed Category Five per FS 287.017, currently \$325,000. To date, four of the seven firms have performed work under the contract, and the college wishes to extend these contracts for a second year.


The firms are: Certus Builders, Inc.; Hennessy Construction Services; Hodge Management; Integra Construction Group; J. Kokolakis Contracting, Inc.; Kenyon & Partners, Inc.; and Lema Construction.

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

September 20, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Demolition of the Administration Building, Clearwater Campus.

**Approval is sought to execute the Resolution to Terminate and related Spot Survey to allow for the demolition of the Administration Building (Facility 31), Clearwater Campus.**

The plans for the new Clearwater Joint-Use Library include the demolition of the existing Library as well as the Administration Building. The process for demolition includes submittal of the attached documents to the Department of Education (DOE). These documents have already been submitted for the existing Library, and are attached hereto for the Administration Building. The 27,629 square foot Administration Building was constructed in 1965.

Brian Miles, Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; Stan Vittetoe, Provost, Clearwater Campus; and Leandro A. Arroyo, President, Canerday, Belfsky & Arroyo, Inc, recommend approval.

Attachments

**RESOLUTION** of the  
**BOARD OF TRUSTEES**  
**ST. PETERSBURG COLLEGE**  
St. Petersburg, Florida

WHEREAS, the property commonly known as the Administration Building (Facility 31) at the Clearwater Campus (Site 2) of St. Petersburg College is located at 2465 Drew Street, Clearwater, Florida; and

WHEREAS, said property is in unsatisfactory condition and has been evaluated using the Castaldi Formula Analysis and been determined to have a modernization to replacement ratio of approximately 164%, which is higher than the recommended ratio of 40% or less for modernization; and

BE IT THEREFORE RESOLVED, pursuant to Section 1013.28, Florida Statutes, the Board of Trustees declares said property is unnecessary for educational or ancillary purposes and authorizes the termination of said property.

Dated this 20<sup>th</sup> day of September, 2016

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Jeffrey Dale Oliver, Chair  
Board of Trustees  
St. Petersburg College

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William D. Law, Jr., President  
of the College and Secretary to the  
Board of Trustees  
St. Petersburg College

**AMENDMENT**  
EDUCATIONAL PLANT SURVEY dated June 19, 2012  
**Spot Survey #5**  
St. Petersburg College  
September 20, 2016

Pursuant to Section 1013.31, Florida Statutes, administrative staff of St. Petersburg College has conducted an amendment to the current Educational Plant Survey for St. Petersburg College, dated June 19, 2012. In accordance with Section 1013.31, Florida Statutes, the amendment shall be reviewed and approved by the Board of Trustees.

The following new recommendation is made.

The College needs to amend the Educational Plant Survey dated June 19, 2012 to include the following item:

**Site 2: Clearwater Campus**

**2.016 Termination of the Administration Building (Facility 31) Clearwater Campus, for a total of 27,629 gross square feet. This building will be terminated from the Facilities Inventory of St. Petersburg College, and will be demolished in conjunction with a future project in that location in accordance with Section 1013.28(1)(a), Florida Statutes.**

Approved by the Board of Trustees of St. Petersburg College on September 20, 2016

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William D. Law, Jr., President of the College  
Secretary to the Board of Trustees  
St. Petersburg College



## Office of Educational Facilities Florida Department of Education

### Room Condition Change Building Replacement/Raze

College: St. Petersburg College Contact Person: Jim Waechter  
Phone 727-341-3267

Facility/Campus Name Clearwater Facility Number (school districts only) \_\_\_\_\_

Building Number(s) Administrative Bldg. #31 Parcel/Site Number(s) Site # 2

This Proposed Project will:

- Change the condition of permanent rooms from satisfactory to unsatisfactory (if yes, go to Section I and complete certification in Section III). (Not applicable to community colleges)
- Change the condition of permanent rooms from unsatisfactory to satisfactory (if yes, go to Section I and complete certification in Section III). (Not applicable to community colleges)
- Raze permanent building(s) (if yes, go to Section II and complete certification in Section III).
- Replace permanent building(s) (if yes, go to Section II and complete certification in Section III).  
Major Capital Outlay Funding Source(s) – Original Building 1965 Funding (Unknown)  
Major Capital Outlay Funding Source(s) – Replacement Building N/A

*This form is not required for razing a single, freestanding structure that is less than 750 NSF and is debt free, or multiple small structures on a single campus whose total area is less than 750 NSF and are debt free. This form must be completed for any structure 750 NSF or greater and any structure, regardless of size, that is not debt free.*

#### A. DISTRICT/COMMUNITY COLLEGE CERTIFICATION

The district/community college must submit this certification document, completed and signed by the appropriate school officials, along with all required or necessary supporting documentation pertaining to the proposed project.

The St. Petersburg College College Board hereby certifies that:

#### I. CONDITION CHANGE: (Not applicable to community colleges)

1. All room condition changes are consistent with State Requirements for Educational Facilities (SREF) standards and the Florida Fire Prevention Code (FFPC) requirements for the condition of space.

#### II. RAZE/REPLACE PERMANENT BUILDING(S):

1. All fund sources have been researched and no current indebtedness or outstanding debt exists for the building(s) that will be razed and/or replaced.
2. Funding Source(s):

- a. Original Building: 1965 Funding (Unknown)
- b. If Replaced: N/A
- 3. Voters of the district have approved local bonding for the project: Yes/No N/A
  - a. Date of voter approval: N/A
- 4. Imminent danger exists for the building(s) that will be razed and/or replaced.

III. CERTIFICATION SIGNATURES:

William D. Law, Jr. College President Secretary of the Board of Trustees	Date

Jim Waechter Associate Vice President Facilities Planning and Institutional Services	Date

Jeffrey Dale Oliver Chairman of the Board of Trustees	Date

NOTE: Certification is required by the Superintendent and Director of Facilities Planning for room condition changes. Certification is required by the Superintendent/President and Board Chair to raze or replace permanent buildings.

*Submit signed form and supporting documents to:*  
 Office of Educational Facilities, Room 1054  
 Florida Department of Education  
 325 West Gaines Street

## Procedures and Processes Instructions:

- B. CONDITION CHANGE (Not applicable to community colleges)
1. RATIONALE (provide the following information, as appropriate, to justify changing the condition of spaces):
    - i. In order to change the space condition from satisfactory to unsatisfactory the district must certify that the space is no longer physically safe or suitable for occupancy:
      1. Unsatisfactory space is typically designated as such due to compromising effects on the structural integrity, safety, or excessive physical deterioration of a building.
      2. Typically, space condition should be the same, either satisfactory or unsatisfactory, for all rooms in a permanent building.
      3. Space that has been determined to be unsatisfactory should not be occupied.
      4. Application of a facility replacement formula, such as the Castaldi generalized formula for modernization or other similar facilities study, does not necessarily mean that the condition of the identified spaces is unsatisfactory. The condition code cannot be changed simply due to the results of a planned replacement unless the integrity of the space meets the criteria identified to classify the space as unsatisfactory.
    - ii. In order to change the space condition from unsatisfactory to satisfactory the district must certify that the space has been successfully reconditioned to meet all applicable regulations regarding occupancy requirements.
  2. OEF Review:
    - i. Site visit by OEF staff, when necessary.
    - ii. Concur with district rationale, data, and analyses:
      1. Building(s) approved as unsatisfactory; OEF will make the room condition code changes in FISH.
      2. Building(s) approved as satisfactory; OEF will make the room condition code changes in FISH.
    - iii. Disagree with district rationale, data, and analyses:
      1. Building(s) not approved as unsatisfactory.
      2. Building(s) not approved as satisfactory.
  3. OEF Notify District of Findings and Decision:
    - i. OEF staff will analyze the district's data along with all supporting documentation, coordinate any further reviews with the district, make a final decision regarding the proposed room condition changes, and provide a timely response either approving or disapproving the proposed room condition changes.
- C. RAZE/REPLACE PERMANENT BUILDING(S)
1. RATIONALE (provide the following information, as appropriate, to justify razing/replacing permanent buildings):
    - i. Detailed explanation of need for the proposed project and the expected benefit to the district/community college.
    - ii. General scope of the proposed project.
    - iii. Building age and year of construction.
    - iv. Existing capacity of building(s), include the number of student stations, classrooms, and other instructional spaces.
    - v. Current number of students housed and the projected number of students to be housed in the affected building(s).
    - vi. Current educational plant survey recommendations and capacity.
    - vii. What alternatives have been considered besides razing/replacement and why are the alternatives not feasible?
    - viii. School board/community college board approval of the concept of razing/replacing permanent buildings.


- ix. Building condition/engineer study (optional).
  - x. Impact if the proposed project is not approved.
  - xi. Other relevant data; identify any major systems (include date, if applicable) that have been replaced or upgraded, e.g., electrical, HVAC, fire alarm, roof, plumbing, drainage, etc. Provide a general scope of work for any previous remodeling, renovation, and addition, and year completed.
2. COST ANALYSIS (Building by Building):
- i. Castaldi Analysis (or other cost analysis formula to support the proposed project).
  - ii. The following five questions must be addressed:
    - 1. How many years will modernization extend the useful life of the modernized building(s)?
    - 2. Does the existing building(s) lend itself to improvement, alteration, remodeling, and expansion? If no, explain why not.
    - 3. Explain how a modernized and a replacement building(s) fits into a well-conceived long-range plan of the district/community college?
    - 4. What is the percentage derived by dividing the cost for modernization by the cost for a replacement building?
    - 5. A committee of district officials and independent citizens from outside the school attendance zone has determined that the replacement of the building(s) is financially justified and no other alternative is feasible? (Not applicable to community colleges)
  - iii. Detailed scope of work for modernization of the existing building(s).
  - iv. FISH building plan and/or schematic drawings of the existing building with FISH room numbers.
3. OEF Review:
- i. Site visit by OEF staff, when necessary.
  - ii. Educational adequacy review.
  - iii. Concur with district/community college rationale, data, and analyses:
    - 2. Recommend replacement of building(s).
    - 3. Recommend razing building(s).
  - iv. Disagree with district/community college rationale, data, and analyses:
    - 4. Building(s) not approved to be replaced.
    - 5. Building(s) not approved to be razed.
4. OEF Notify District/Community College of Findings and Decision:
- i. OEF staff will analyze the district's/community college's data along with all supporting documentation, coordinate any further reviews with the district, make a final decision regarding the disposition of the proposed project, and provide a timely response either approving or disapproving the proposed request.



September 20, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Textbook Affordability Report

**Approval is sought to submit the College's Textbook Affordability Report based on the changes to Florida Statute 1004.085.**

Florida Statute 1004.085 was amended effective July 1, 2016. The statute requires that the Board of Trustees at each Florida College System institution report to the Chancellor, beginning in 2016 and by September 30 of each year, the textbook and instructional materials selection process. Specifically, general education courses with a wide textbook cost variance; specific initiatives of the institution designed to reduce the costs of the textbooks; policies implemented to meet the requirement of textbook information posting 45 days before the class begins (previously 30 days); the number of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the previous academic year; and any additional information determined by the chancellors.

Always conscious of the cost of textbooks, the College developed a Textbook Affordability Task Force to further explore savings to students. Current practices include a price matching and rental program, and focusing on adoption deadlines to ensure an abundance of used books. During the last academic year, the College utilized the same textbooks 71% of the time, decreasing costs to students.

During academic year 2015-16, the college achieved a 97% success rate of meeting the 30-day textbook information posting requirement. In Fall 2016, 98% of the textbook information was posted within 45 days.

Brian Miles, Vice President Administrative/Business Services and Information Technology and Amy Lockhart, Associate Vice President Financial and Business Services, recommend approval.