

# MINUTES OF THE APRIL 18, 2017 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, April 18, 2017 at the St. Petersburg College EpiCenter, 13805 – 58<sup>th</sup> Street N., Largo, Florida. The following Board members were present: Chair Bill Foster, Vice Chair Nathan Stonecipher, Katie Cole, and Deveron Gibbons. 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, April 18, 2017, 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).

**17-074.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

## AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
APRIL 18, 2017

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

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

**I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

**II. PRELIMINARY MATTERS**

- A. Recognitions/Announcements
  - 1. Introduce New Trustee Katie Cole
  - 2. SPC Titan's Basketball Team
  - 3. South Africa Study Abroad Students
  - 4. Seven Seals Award
- B. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Mr. William Thompson (*Attending*)
  - 2. Ms. Sandy Cohen (*Not Attending*)
  - 3. Dr. Chi-Chang Lo (*Not Attending*)
  - 4. Mr. William Miller (*Not Attending*)
  - 5. Mr. Dale Petersen (*Not Attending*)
  - 6. Mr. Joseph Rizzo (*Not Attending*)
  - 7. Ms. Dara Schneider (*Not Attending*)

**III. COMMENTS**

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

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## IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of March 21, 2017 (*Action*)

## V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel

## VI. STRATEGIC FOCUS AND PLANNING

### A. STUDENT SUCCESS AND ACHIEVEMENT

- 1. Student Success in Health Programs – Dr. Eric Carver, Provost, Health Education Center, Dr. Susan Baker, Dean, College of Nursing, Dr. Richard Flora, Dean, School of Veterinary Technology, and Dr. Rebecca Ludwig, Dean, College of Health Sciences (*Presentation*)

### B. BUDGET AND FINANCE

- 1. Monthly Financial Report – Ms. Janette Hunt, Director, Budget and Compliance (*Presentation*)
- 2. Strategic Budget Update – Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology (*Presentation*)
- 3. Budget Realignment Recap – Mr. Brian Miles (*Presentation*)

### C. ADMINISTRATIVE MATTERS

- 1. Human Resources
  - a. Personnel Report (*Action*)
  - b. Executive/Administrative/Managerial and Professional Contract Recommendations (*Action*)
- 2. Fibernet Direct Florida, LLC - WAN Service Agreements (*Action*)
- 3. Bay Pines Change Order – Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services (*Presentation/Action*)

### D. ACADEMIC MATTERS

- 1. International Update – Dr. Ramona Kirsch, Director, International Programs (*Presentation*)

**VII. CONSENT AGENDA**

- A. OLD BUSINESS (items previously considered but not finalized) - NONE
- B. NEW BUSINESS
  - 1. Equity Report (*Action*)
  - 2. WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas – Training Agent Agreement (*Action*)
  - 3. ACADEMIC MATTERS
    - a. Workforce and Professional Development Curriculum Changes (*Action*)
  - 4. OTHER
    - a. Nature’s Table Lease Clearwater Campus (*Action*)

**VIII. INFORMATIONAL REPORTS**

- A. Quarterly Informational Report of Exempt and Non-Exempt Purchases (*Information*)
- B. Quarterly Report of Contract Items (*Information*)
- C. Quarterly Report of Dell Financial Agreements (*Information*)
- D. Removal of Certain Assets from Property Inventory (*Information*)

**IX. PRESIDENTIAL SEARCH UPDATE**

- Ms. Desiree Woroner, Director, Human Resources Development

**X. PUBLIC ACCESS/UNAGENDAED ITEMS**

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

**XII. PRESIDENT’S REPORT**

- Legislative Update

**XIII. NEXT MEETING DATE AND SITE**

**May 16, 2017 EpiCenter**



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## **XIV. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting April 18, 2017, 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.

Date Advertised: April 7, 2017

### **17-075. Under Item I, Call to Order**

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

### **17-076. Under Item II-A, Recognition/Announcements**

Chairman Foster welcomed Ms. Katherine “Katie” Cole to the St. Petersburg College Board of Trustees. Ms. Cole expressed her pleasure at joining the Board. Mr. Gibbons stated that he has known Ms. Cole for almost 20 years and that he thought the Governor could not have made a better choice. He thanked Ms. Cole for her service to the community and for joining the Board of Trustees.

The SPC Titans Basketball team was introduced to the Board and received accolades for their recent achievement as the Florida State Champions. The athletes that attended were Tristan Owens, Cezanne Carson, and Ahmand Clark. Dr. Tonjua Williams recognized Coaches Crumbley and Carbart for their support of the team and noted that the team should be commended for their academic achievements as well. She said that four of the six graduating players have already signed on to baccalaureate schools and two more should be signing soon. In addition, five freshman players will be returning to SPC.

Mr. Gibbons requested a picture be taken of the Board of Trustees and the team and coaches. He noted that Dr. Law had challenged the coaches to not only make the team better players, but better students and that they had also made them better men. Mr. Gibbons thanked the team and coaches for what they achieved this year.

The Board next heard from students who were able to travel to South Africa for 20 days with Mr. George Greenlee and Mr. Roy Slater. Mr. Gibbons was also able to spend eight days on the trip. The students that were in attendance were Mhariel Summers, LaShonda Clark, Lacey Kozlowski-Coward, and Olivia Moody. Each student expressed how meaningful the trip was to them and the benefits they derived from being exposed to the culture and people of South Africa.

Mr. Gibbons added that he was pleased he was able to go and see first-hand how the program changed the students' lives. He mentioned that the Nelson Mandela Metropolitan University (NMMU) had a Pandemic Nursing Program and they expressed interest in SPC's have a similar program. Mr. Gibbons told the Board that he and Mr. Will Packard would be taking twelve young men back to NMMU each summer at his and Mr. Packard's expense. He thanked Mr. Greenlee and commended the students for representing the College so well.

Mr. and Mrs. Roger Trout of the Employer Support of the Guard and Reserve (ESGR) organization presented Dr. Law with the Seven Seals Award. The Seven Seals Award is the broadest and most inclusive award given by ESGR and is presented at the discretion of the State Chair or by ESGR senior leadership. The Seven Seals Award is presented in recognition of significant individual or organizational achievement, initiative, or support that promotes and supports the ESGR mission. Mr. Trout thanked Dr. Law and the College for their support of the military.

Mrs. Colleen Trout presented the Seven Seals Award plaque to Dr. Law and asked anyone who is currently serving or has served in the military to stand and be recognized for their service.

Mr. Gibbons added that SPC does a lot for veterans and he would like to be ranked by Military Times as the most veteran-friendly school. He said that SPC has been in the top 15, but his goal is to be number one.

Chairman Foster thanked Mr. and Mrs. Trout for the well-deserved recognition of Dr. Law and added that the College is well-known by veterans who are transitioning back to civilian life from active duty.

**17-077. Under Item II-B, Presentation of Retirement and Motion for Adoption**

There were no retirees present at the meeting, but Chairman Foster read the names of those retiring and thanked them for their service.

**17-078. Under Item III, Comments**

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

Mr. Stonecipher welcomed Ms. Cole to the Board of Trustees and said that she had come highly recommended and has an outstanding reputation in the community. He also stated that he had the opportunity to attend a Tampa Bay Rays baseball game with some members of the SPC Foundation and was grateful for the chance to get to know the people who support the College's students through financial assistance and scholarships.

Dr. Law shared that SPC's Model UN Team received the Distinguished Delegation Award at the National Conference in New York. The Team represented Bolivia. He added that several students also received Outstanding Member awards.

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Dr. Law also said that the Respiratory Care Program has not only been re-accredited, but has been notified they are among a select group of programs who will receive a Commission on Accreditation for Respiratory Care (CoARC) Distinguished RRT Credentialing Success Award. This prestigious award recognizes the program's success in the areas of RRT credentialing success, student success rates and job placement. Dr. Law recognized Mr. Steve Hart's efforts as the new Program Director of this program. The award will be presented in Tucson later this year.

Dr. Albert Farr, Chair of the Communications Department at St. Petersburg College, presented a plaque to Dr. Law in recognition of Dr. Law's immediate and consistent support of the Council of St. Petersburg College's Dr. Johnnie Ruth Clarke (JRC) Chapter, an official body of the National Council on Black American Affairs (NCBAA). Dr. Farr said that the central focus of the JRC Chapter is to improve the presence and influence of African-American students.

Dr. Law thanked Dr. Farr and commended the cadre of black administrators who have done everything to ensure that the College's African-American students feel the College's support.

## **17-079. Under Item IV, Review and Approval of Minutes**

The minutes of the March 21, 2017 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.

## **17-080. Under Item V, Monthly Reports**

Mr. Lang and Ms. Gardner had no monthly reports.

## **17-081. Under Item VI – A, Strategic Focus and Planning**

Under Strategic Focus and Planning:

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

1. Student Success in Health Programs – Dr. Eric Carver, Provost, Health Education Center, Dr. Susan Baker, Dean, College of Nursing, Dr. Richard Flora, Dean, School of Veterinary Technology, and Dr. Rebecca Ludwig, Dean, College of Health Sciences (*Presentation*)

Dr. Carver presented an update on student success in the College's Health Programs. He shared that there are currently 27 different degree and certificate programs whose students have a 93% success rate. In addition, the acceptance rate for competitive programs is between 25% and 33%. He said these programs include Nursing, Radiography, Dental Hygiene, Respiratory Care, Physical Therapy Assistant, Veterinary Technology and Funeral Services. Dr. Carver shared that New Initiative Program/ Learning Support Center (NIP) visits in 2015/16 were 1,834 students visiting 9,327 times. For 2016/17, 1,408 students visited 7,084 times as of April 13<sup>th</sup>.

Dr. Carver shared demographic information for the health programs, noting that 79% of the participants are female, 37% are between the ages of 26 and 35, 25% are over the age of 36, 40% already hold a degree and over 80% live in Pinellas County.

Dr. Carver shared data on participants by race: 65% are Caucasian, 24% are African-American, 13% are Hispanic/Latino, with the remaining students spread across different race groups.

Dr. Carver explained the options for “pre-health” students. They must complete pre-requisite courses at various SPC campuses and are coded as A.S. Health Science degree seekers until they are accepted. He noted that many students complete courses for their A.A. degree prior to, during, or after their program for transfer eligibility. Dr. Carver explained that students who are not accepted into their chosen program may complete the A.S. in Health Science, apply again to their program of choice or pursue a different degree option. He added that the program requires a GPA of 3.78 to be accepted.

Dr. Carver shared data regarding the number of applicants versus the available slots in the various health programs. For the Nursing A.S. program, there were 868 applicants for 192 available slots in the 2016/17 academic year. Other programs have similar ratios of applications to available slots. He said that the College works with its clinical affiliates to accommodate as many students as possible and added that capital space and available faculty also influence the number of students that can be accommodated.

Dr. Carver shared the success rates for health programs at SPC and added that these rates are higher than both state and national standards. He then shared some media highlights that allowed potential applicants to learn more about the College’s health services programs.

Dr. Carver also shared a video from ABC Action News highlighting the current shortage of and high demand for health care workers. He noted that students graduating from SPC health services programs typically have jobs waiting for them upon completion of their studies. Dr. Carver explained that the College goes to great lengths to help students prepare for their board and certifications exams.

Mr. Stonecipher asked how long this demand for health service workers has been in place in its current form. Dr. Carver responded that it has been a decade and explained that many people come to Florida to retire and have more health issues as they age. Dr. Law added that expanding the programs is challenged by available clinical space. He said that the College has to find 600 hours of clinical space over the course of a student’s program. He added that the College is doing more with simulations to help alleviate this issue.

Mr. Gibbons explained that years ago, when Governor Bush asked the University of Florida to expand its program, it was much more costly there than what SPC could do. The President of SPC at the time, Dr. Kuttler, started the program with \$500K. Mr. Gibbons said the College turns away students from its top-notch program because of limitations of capacity and space.

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Chairman Foster added that private schools with health services programs just cannot compete with SPC's programs in producing talented students and noted that this is part of the College's vision going forward.

## **17-082. Under Item VI – B, Budget and Finance**

### A. BUDGET AND FINANCE

1. Monthly Financial Report – Ms. Janette Hunt, Director, Budget and Compliance (*Presentation*)
2. Strategic Budget Update – Mr. Brian Miles (*Presentation*)
3. Budget Realignment Recap – Mr. Brian Miles (*Presentation*)

Ms. Hunt reported that Student Tuition has decreased 5.7% year-over-year as of March 31, 2017. She said that it was estimated that there would be a 7% decrease from last fiscal year. She explained that the budget is currently at about 75% of its revenue from the State's Performance Funding. Ms. Hunt clarified that "Other" revenues include such things as fees for the use of College facilities, interest, dividends and other student fees. She further explained that Fund Transfers from auxiliary funds was budgeted at \$3.5M and \$3.1M has been transferred to date and these transfers were made earlier in the current fiscal year than the last fiscal year.

Ms. Hunt reported that Stabilization and Roll-Over funding was budgeted at \$3M and that more data would be provided as the year closes. She said that total Revenue currently stands at \$114.3M.

Ms. Hunt reported that Personnel and Benefits Expenses were budgeted at \$118.3M and are currently at \$87.7M. The year-over-year change is .8%. She shared that the three pay periods in March impacted expenses and that if they had occurred in April, as they did last year, the year-over-year difference would actually be -1.2%. Ms. Hunt reported that the Current Expenses were budgeted at \$32.3M and Actual Expenses are currently at \$19.4M which is a -3% change year-over-year. She reported that Capital expenses were budgeted at \$3.4M and are currently at \$1.7M, a difference of -4.4% year-over-year. Ms. Hunt said that Revenue over Expense is \$5.4M.

Dr. Law added that the College is managing the budget as the year progresses and slated that the College will be all right at the end of the fiscal year.

Chairman Foster asked if the realignments made to adjust the budget were one-time savings and Dr. Law responded that expenses budgets were cut and that these would be recurring. Further, he explained that initially the personnel budget was to be cut 2.0% and so far has been cut 2.5%. He said those cuts are also recurring.

Mr. Miles presented information regarding the Strategic Priority Budget Requests for the next fiscal year. He shared that the total request amount is \$352K of which \$187K is recurring. He provided the breakdown of the requests as follows: Three-year Facilities Plan, -\$85K (negative due to a proposed energy conservation plan); Three-year Financial Plan (rightsizing the College through equipment leases, a technology audit, cross-training, facilities rental, budget planning software), \$0; Accreditation Reaffirmation & QEP Plan (Continue QEP), \$0; Pathways Initiative (College Experience and Beyond the Classroom support), \$36K; College-wide Operational Efficiencies and Enhancements (ADA Compliance and HR revitalization), \$165K; and Recruitment and Retention Plan (Learning Resources Support, Case Management, Community Outreach, State Authorization Reciprocity Agreement, CRM system), \$236K.

Mr. Miles shared that the amount requested, \$352K, was down from last year's \$1.1M and he thanked the College family for bringing forward only essential requests. He explained that the next step would be for the requests to be ranked and prioritized and that once the State releases its budget, it can be determined which requests can be funded. Mr. Miles told the Board that a final budget would be presented to the Board in May for approval, but, if necessary, additional adjustments could be made in time for the final submission to the State in June.

Mr. Miles then reviewed some of the budget realignments made during the current fiscal year. He shared that Revenues were originally budgeted at \$154M, and current projections for the year are \$148M. He noted that three areas impacting this difference are a decrease in enrollment at nearly 6%, an increase in health insurance costs, and tuition waivers, originally budgeted at \$1.5M and currently closer to \$2.9M.

Mr. Miles reviewed how the performance funding budget was realigned in September to ensure a \$0 balance at year-end. He explained that Strategic Initiatives were budgeted at \$1.1M and those were reduced to \$400K. An additional \$1.4M was allocated to Tuition Waivers to offset the difference from the July budget figure.

Mr. Miles said that the Board was also informed of the \$1.9M projected tuition decrease in September in response to a 3.6% projected decline in enrollment. In response, current expenses were reduced by \$1.4M. He said that a college-wide memo sent in November asked departments to cut their department accounts by 4%. Those savings were put into a College-wide account to offset expenses during the year. In addition, \$800K was captured from salary lapse – the money that goes unused by not filling vacant positions. A balance of \$300K was shifted to cover health insurance expenses.

Mr. Miles reminded the Trustees that the Board's guidance was sought at the December Board Workshop. At that time, Mr. Miles presented a three-year plan that has been implemented and will continue and be adjusted as necessary. He reviewed the current situation regarding decreases in tuition revenue and state appropriated funding as well as projected shortfalls in health insurance costs of \$1M for 2016 and \$1.5M for 2017. Mr. Miles reported that the actual shortfall for 2016 was \$1.4M and the projected shortfall for 2017 is now projected to be \$1.7M, which would require further budget adjustments.

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Mr. Miles also reviewed the options for adjusting revenue and expense. These include efforts to stabilize and increase enrollment, which are under way; making further modifications to the health insurance plan, which took effect in January 2017; revisit the auxiliary fund and revise it to increase revenue; reducing discretionary waiver expense; maximizing performance funding; reducing travel; investing in budgeting software; and, conducting supervisor budget training.

Mr. Miles stated that current personnel expense is \$118M or 77% of the total budget. He said that the Board had encouraged a 2% reduction and a plan has been created to reduce personnel expenses 2.5% or \$3.1M. Mr. Miles said \$900K of that savings would be realized this current year and \$3.1M will be realized next year as those are permanent changes. The strategic plan to reduce personnel expense includes following hiring/salary discipline, re-evaluating positions as vacancies occur, capturing lapse money, and developing discipline for part-time employees.

Mr. Miles also addressed the discussions to reduce the College's reliance on fund balance. He explained that there has traditionally been a line item in the budget for revenue stabilization and it is desired to take that line item out and not use it for recurring expense. In addition, it is desired to take out the one-time roll-over for PO's from one fiscal year to the next to cover expenses that are expected in the new fiscal year. Mr. Miles thanked the Board for its guidance on these adjustments.

Mr. Miles then reviewed the projected year-end revenue for 2016/17 and 2017/18 and the anticipated changes to accommodate the differences. He noted the decline in student tuition and fees based on a projected 3.59% decline in student semester hours. He shared that State appropriations are being tracked and a reduction in Florida state College spending of about \$3 M is anticipated. This is expected to be offset by funds received from Lottery funds. Mr. Miles noted that performance funding is unknown so the same amount as last year is being used for budgeting purposes.

Mr. Miles shared that the anticipated drop in student fees follows the same trend as reduced tuition revenue. Projected total revenues for fiscal year 2017/18 are already showing an anticipated decrease of \$4.4M.

Mr. Miles then shared some information regarding how the Florida Senate and House are currently talking about appropriations, although he stressed that they are estimates at this point. He said that the Senate budget of \$68.9M eliminates \$30M in Performance Funding while the House budget of \$68.3M includes \$60M in Performance funding.

Dr. Law provided a handout to the Board and shared that the State budget numbers are still undecided. He also noted that funding for the Florida Retirement System and the MLK Day of Service are both "pass through" amounts that are not spendable by the College. He informed the Board that the target numbers are not known and that there are a lot of unanswered questions. Work will continue on reducing the 2017/18 budget based on current information. He said that by the May meeting, the College should have target numbers and a budget to present that meets the target through personnel and expense reductions.

Chairman Foster asked that the Board be kept informed. Mr. Gibbons mentioned that there are doubts as to whether the House will be able to hold their position. Dr. Law shared that the College is working with several amendments and it is still not known if it is expected that SPC is to cut \$692K from the Foundation. Chairman Foster asked Dr. Law to update the Board on Legislative issues regarding the ratios of baccalaureate programs. Dr. Law responded that this was also not certain. The bill had been passed from the Senate to the House and back to the Senate and allowed for a 20% ratio and did not create a State Board, but allowed for a study for the need for a State Board. He told the Board that three weeks remain in the legislative session.

**17-083. Under Item VI - C, Administrative Matters**

1. Human Resources

a. Personnel Report (*Action*)

The Board considered Personnel Items VI - C.1a. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. Chairman Foster asked a question about \$20K allocated for travel abroad and wanted to know how many students were traveling. Dr. Ramona Kirsch provided a count of students by country. Chairman Foster asked that the travel information be included in the personnel report. The motion passed unanimously.

b. Executive/Administrative/Managerial and Professional Contract Recommendations (*Action*)

The Board considered Administrative Matters Item VI - C.1b. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

2. Fibernet Direct Florida, LLC - WAN Service Agreements (*Action*)

The Board considered Administrative Matters Items VI - C.2. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

3. Bay Pines Change Order – Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services (*Presentation/Action*)

The Board considered Personnel Items VI - C.3. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. Discussion was as follows.

Mr. Waechter displayed pictures of the project and noted that the building is six weeks from completion with its opening scheduled for June of this year. He reported that the Board approved the Guaranteed Maximum Price for the Bay Pines project in January 2015 at \$3,949,807 and that after bids were received for the project in April, 2016, the costs were stated as \$4,908,026, resulting in a deficit of \$958,219. Mr. Waechter explained that the contractor made concessions



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of \$313,424 and other savings of \$323,226 were developed within the project by taking on some of the work like cabinetry and landscaping in-house. In addition, Mr. Waechter looked within the Facilities budget to find funds to cover the deficit of \$321,569 for which Mr. Waechter is requesting a change order from the Board. He said the net effect on the projects' budget is \$0.

Mr. Waechter discussed lessons learned from this experience. He said the biggest lesson was not to bring an item before the Board until it has been designed and substantiated all the way through the subcontractor level. He noted that the Clearwater Library project was evidence of this shift in that the project was not presented to the Board until all costs were identified. He told the Board to expect the same approach with the SPC/Gibbs Student Success Building.

Mr. Stonecipher asked Mr. Waechter where the funds were coming from in the Facilities budget. Mr. Waechter answered that, under his responsibility, he has a fund for Facilities Infrastructure to be used for such things as chiller repair, underground utility infrastructure work and other items. He said there is money he did not spend last year and funds that have accumulated this year.

Chairman Foster stated that that he did not like to do business this way and that Mr. Waechter has taken some actions to prevent it from happening again. He agreed to support this reluctantly because the building is six weeks from opening and he did not want to create complications with the builder or with bond issues. He asked Mr. Lang, General Counsel, for his recommendation. Mr. Lang replied that it was up to the Board since it was less than \$1M and recommended Mr. Waechter's proposed solution. Ms. Gardner, the College General Counsel, concurred.

Mr. Gibbons said his concern was that the real effect is that the construction company had to absorb these expenses and that hurts the local economy.

The motion passed unanimously.

### **17-084. Under Item VI - D, Academic Matters**

1. International Update – Dr. Ramona Kirsch, Director, International Programs  
(*Presentation*)

*(The Board voted to approve the Consent Agenda and then returned to Academic Matters)*

Dr. Kirsch presented an update on the International Programs. She reported that there are currently 16 programs in 14 countries and that participation has increased 40% in the last two years. There has been an increase largely in part to generous scholarships of \$247K funding 127 scholarships. The Institute for International Education Open Doors Annual report has ranked SPC third in the State of Florida and 12th in the United States. Ms. Kirsch anticipates an even higher rating in 2017.

Dr. Kirsch shared information regarding curriculum development and extracurricular activities for the International department as well. This included the Collaborative Online International Learning program that involves 12 faculty, 11 disciplines and seven international institutions. So far, over 190 SPC students have gotten involved. The Global Citizen Distinction Program involves curricular, extracurricular and career integration components. The program is embedded in pathways for nine departments and 50 students are taking part in it.

Dr. Kirsch informed the Board that there are currently 60 international partnerships, an increase of 42.5% from 2016. In addition, international students have increased 19% since last year. There are currently 213 students from 57 countries. The majority, 39%, are in the Associate of Arts programs, followed by English Language students (72%). She shared that the success rate of international students is 92.1%.

**17-085. Under Item VII - A, Consent Agenda**

Under Old Business

NONE

**17-086. Under Item VII – B, New Business**

1. Equity Report (*Action*)
2. WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas – Training Agent Agreement (*Action*)
3. ACADEMIC MATTERS
  - a. Workforce and Professional Development Curriculum Changes (*Action*)
4. OTHER
  - a. Nature's Table Lease Clearwater Campus (*Action*)

The Board considered Item VII-B.1-4 Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

**17-087. Under VIII, Informational Reports**

- A. Quarterly Informational Report of Exempt and Non-Exempt Purchases (*Information*)
- B. Quarterly Report of Contract Items (*Information*)
- C. Quarterly Report of Dell Financial Agreements (*Information*)

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## D. Removal of Certain Assets from Property Inventory (*Information*)

### **17-088. Under IX, Presidential Search Update**

Ms. Desiree Woroner, Director, Human Resources Development, updated the Board on the status of the Presidential search. She shared the names of the five finalists: Frank A. Biafora, Jr., Edward Bonahue, James Henningsen, Stan Vittetoe, and Tonjua Williams. Ms. Woroner explained that the five finalists will be visiting the College between May 3 and May 26 to meet with faculty, staff, the Board of Trustees, representatives of the Student Governance Organization and Career Council and others. The visits will be publicly announced. The Board will have a special meeting to then choose the final candidate.

Chairman Foster said he had asked Mr. Gibbons for a report on the process. Mr. Gibbons reported that the Search and Selection Committee was excellent and that the process worked and allowed the College to get some very qualified individuals. He noted that the Board chose to use Dr. Hockaday as the consultant and it worked well last time. Mr. Stonecipher agreed with Mr. Gibbons and added that when there is a diverse group of people with different community roles and college roles, and they are allowed an independent vote, the result is that there is a lot of talent and great vision of where the college can go in the future.

Chairman Foster said he stands by the process, despite how some things were characterized by the press. He said that the process allowed the College to be transparent, open and beyond reproach resulting in five outstanding candidates. Chairman Foster also shared a list of attributes that Dr. Law had furnished describing an extremely well-rounded individual as to academics, legislature, funding and student psyche.

Chairman Foster said that the meetings in May will be noticed, Sunshined and open to the public. Mr. Gibbons asked for the specifics on each candidate's schedule and what the ground rules would be for asking questions in order to be transparent and to not overwhelm the candidates. He also asked that the special discussion meeting be set before the May Board meeting because there are other colleges in the same process and he would hate to lose candidates to them.

Chairman Foster responded that every trustee will be emailed a detailed itinerary for the visits and will ask Dr. Hockaday for sample questions. He added that, since Mr. Gibbons was the only Trustee that has been through this process before, the Board would lean on him for guidance.

Chairman Foster also stated that he assumed that public comment would not be at the interviews, but would be allowed at the Board of Trustees meeting where the voting would occur. He said that while the interviews would be open to the public, the public would be there to observe only and there would be an opportunity for public input at the special Board of Trustees meeting. He stressed that the special meeting would require that all Trustees be present.

Mr. Gibbons commended Mr. Terry Brett for his role as Chairman of the Search and Selection Committee.

Mr. Foster confirmed the first presidential candidate interview with the Board of Trustees is scheduled for May 4th.

**17-089.** Under Item X, Public Access/Unagendaed Items  
NONE

**17-090.** Under Item XI, Proposed Changes to BOT Rules Manual – Public Hearing -  
NONE

**17-091.** Under Item XII, President's Report

**17-092.** Under Item XII, Next Meeting Date and Location  
The Board confirmed its next meeting date and location as Tuesday, May 16, 2017, 9:00 a.m., at the EpiCenter.

## **XII. ADJOURNMENT**

Having no further business to come before the Board, Chairman Foster adjourned the meeting at 11:10a.m.

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

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

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

**Board of Trustees**  
**Meeting**

**April 18, 2017**

## II – A.1 Introduce New Trustee Katie Cole

### Katherine E. Cole



Katherine Cole, of Belleair, is an attorney with Hill Ward Henderson, where her practice primarily involves representing real estate owners in the development of commercial projects and residential subdivisions. Her practice areas also include land use and zoning, real estate acquisition and development and governmental relations.

Ms. Cole earned her Bachelor of Science from the University of Tennessee in 1995, and her Juris Doctorate from Stetson University College of Law in 2007.

Ms. Cole has been an active community member in Pinellas County, and is currently the Chair-Elect for the Clearwater Regional Chamber of Commerce. She is also a former member of both the City of Clearwater Business Task Force and the Charter Review Committees for the City of Clearwater and Pinellas County.

Additionally, Ms. Cole currently serves on the Board of Directors for Morton Plant Mease Hospital. Since 2009 Cole has served on the Omelette Party committee, an annual fundraising event for The Arc, Tampa Bay Foundation. In 2013, Ms. Cole co-chaired the event.

Ms. Cole fills a vacant seat and is appointed for a term that began March 24 and ends May 31, 2017.



April 18, 2017

Page 4

## II – A. 2 SPC Titan's Basketball Team

### St. Petersburg College Men's Basketball



April 18, 2017

Page 6

## II – A.3 South Africa Study Abroad

### South Africa Study Abroad Program, Student Voices

**March 2017, Nelson Mandela Metropolitan University, Port Elizabeth South Africa**

- Three weeks
- Six students, two faculty, Professors Roy Slater and George Greenlee
- Social Sciences courses offered:
  - INR2002 International Relations
  - ECO20223 Principles of Microeconomics
- Included
  - SPC students participating in NMMU courses
  - Visits to
    - NGOs, Non-profit organizations
    - National Parks and Game Reserves
    - Cape Town including Robbin Island



4/18/2017 Board of Trustees

5



VI – A.1 Student Success in Health Programs

B.O.T. Presentation April 18, 2017

Student Success in Health Programs

Dr. Eric Carver, Provost



Health Stats

- 27 different degree and certificate programs
- Overall Success Rate = 93%
- Acceptance rate for competitive programs = 25% - 33%
- Competitive programs include
  - Nursing, Radiography, Dental Hygiene, Respiratory Care, Physical Therapy Assistant, Vet Tech, Funeral Services
- NIP Visits
  - 2015 – 2016: 1,834 students visited 9,327 times
  - 2016 – 2017: 1,408 students visited 7,084 times (as of 4/13)



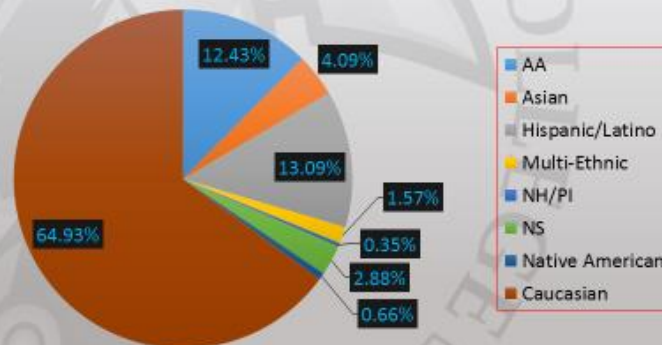


## Health Programs Demographics

- Female = 79%
- Male = 21%
- Age (26-35) = 37%
- Age 36+ = 25%
- 40% of applicants already have a degree
- >80% of applicants reside in Pinellas County



## Diversity within Health Programs





## “Pre-Health” Students

- Complete pre-requisite courses at various SPC campuses
- Are coded into the A.S. Health Science until accepted
  - Fall 2016: 2,787 students at HEC
  - Spring 2017: 2,519 students at HEC
- Many students complete courses for the A.A. degree prior, during, or after their program for transfer eligibility.
- Students who are not accepted into their chosen program may complete the A.S. in Health Science, apply again, or pursue another degree option



## Applied vs. Available Slots

Program	15-16 Year Applicants	15-16 Available Slots	16-17 Year Applicants	16-17 Available Slots
Nursing A.S.	838	185	868	192
LPN-RN	162	79	72	42
RESC-AS	61	28	82	29
PTA-AS	164	38	175	35
DH - AS	144	32	149	30
Radiography A.S.	134	22	166	24
Nursing (BSN)	781	513	626	413
H.S.A. (B.A.S.)	247	247	247	247
DH – (B.A.S.)	86	81	83	69
Vet Tech – A.S.	374	299	324	277
Vet Tech – B.A.S.	113	82	87	54



## Health Program Success Rates

Program	2015-2016	2016-2017 (as of date)
Nursing – AS	92%	90%
Nursing – BSN	95%	94%
RESC – AS	96%	99%
PTA – AS	96%	100%
DH - AS	98%	98%
DH - BAS	99%	97%
Radiography - AS	98%	87%
Funeral Services - AS	81%	75%
HIT - AS	88%	83%
EMS - AS	85%	86%
HSA - AS	79%	81%
Vet Tech - AS	89%	86%
Vet Tech - BAS	87%	90%
O&P – AS	100%	100%



## Recent Media Highlights

HEC Open House (3/20/2017):

- [ABC Action News](#)

Vet Tech Center (4/5/2017):

- [Fox 13](#)



VI – B.1 Monthly Financial Report

**St. Petersburg College**  
**Board of Trustees**  
**Financial Report as of March 31, 2017**

**Janette Hunt**  
**April 18, 2017**

St. Petersburg College  
**SPC**

**SPC** St. Petersburg College      **Report as of March 31, 2017**

	Budget	Actual	% of YTD	YOY
<b>Revenue</b>				
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 49,191,768	87.0%	-5.7%
State Appropriation - FCS	\$ 51,695,712	\$ 38,984,746	75.4%	0.1%
State Appropriation - Lottery	\$ 16,693,508	\$ 6,677,404	40.0%	0.0%
Performance Funding	\$ 3,652,774	\$ 2,739,579	75.0%	1.3%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,506,758	82.2%	-5.3%
Distance Learning Fee	\$ 3,814,485	\$ 3,346,126	87.7%	-5.5%
Technology Fee	\$ 2,818,596	\$ 2,375,776	84.3%	-5.7%
Lab Revenue Fees	\$ 1,714,401	\$ 1,749,382	102.0%	-1.3%
Industry Certifications	\$ 150,000	\$ -	0.0%	0.0%
Other Revenues	\$ 5,397,200	\$ 4,018,254	74.5%	11.5%
Other Student Fees	\$ 1,622,007	\$ 632,860	39.0%	-11.5%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	88.2%
Stabilization Reserve	\$ 2,173,009	\$ -	0.0%	0.0%
PO Rollovers & Accruals	\$ 2,291,443	\$ -	0.0%	0.0%
<b>Total Revenue</b>	<b>\$ 154,102,961</b>	<b>\$ 114,360,307</b>	<b>74.2%</b>	<b>-0.4%</b>



## Report as of March 31, 2017

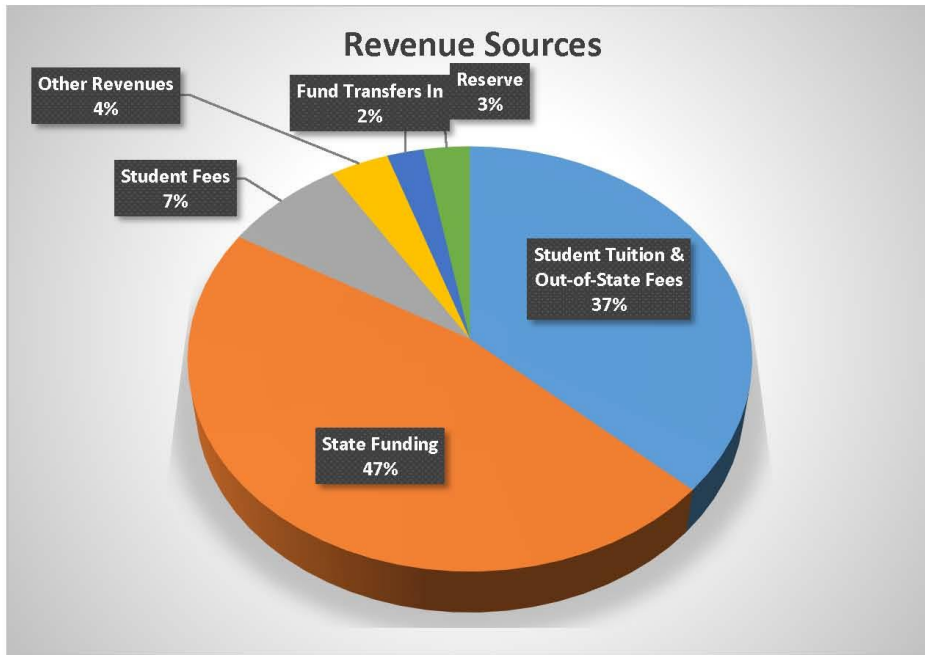
	Budget	Actual	% of YTD	YOY
<b>Personnel &amp; Benefits</b>				
Instructional/Faculty-Full time	\$ 28,899,727	\$ 21,512,695	74.4%	0.2%
Administrative	\$ 10,275,180	\$ 9,096,180	88.5%	8.1%
Career (Non-Instructional)	\$ 21,729,661	\$ 14,848,519	68.3%	2.4%
Professional	\$ 15,874,846	\$ 9,461,336	59.6%	-5.0%
Adjunct/Supplemental	\$ 14,341,325	\$ 10,142,938	70.7%	-4.0%
Other Professional OPS	\$ 766,481	\$ 152,217	19.9%	0.7%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 1,921,076	78.1%	-6.4%
Student Assistants	\$ 428,000	\$ 266,331	62.2%	-2.4%
Health Insurance	\$ 11,854,547	\$ 10,745,339	90.6%	5.3%
Other Personnel Benefits	\$ 11,700,854	\$ 9,589,743	82.0%	2.7%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 118,330,460</b>	<b>\$ 87,736,373</b>	<b>74.1%</b>	<b>0.8%</b>
<b>Current Expense</b>				
<b>Total Current Expense</b>	<b>\$ 32,341,920</b>	<b>\$ 19,439,689</b>	<b>60.1%</b>	<b>-3.0%</b>
<b>Capital</b>				
<b>Total Capital</b>	<b>\$ 3,430,581</b>	<b>\$ 1,752,495</b>	<b>51.1%</b>	<b>-4.4%</b>
<b>Total Operating</b>	<b>\$ 154,102,961</b>	<b>\$ 108,928,557</b>	<b>70.7%</b>	<b>-0.1%</b>
<b>Revenue over Expense</b>	<b>\$ -</b>	<b>\$ 5,431,750</b>		

# Questions?

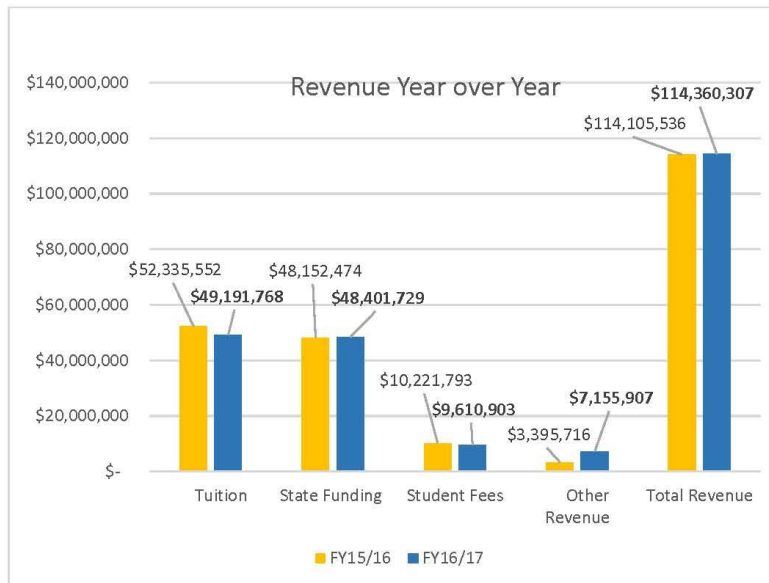
**St. Petersburg College**  
**Financial Report**  
**As of March 31, 2017**

	Budget	Actual	% of YTD	PY Budget	PY Actual	PY % of YTD	YOY
<b>Revenue</b>							
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 49,191,768	87.0%	\$ 56,498,805	\$ 52,335,552	92.6%	-5.7%
State Appropriation - CCPF	\$ 51,695,712	\$ 38,984,746	75.4%	\$ 53,660,965	\$ 40,405,407	75.3%	0.1%
State Appropriation - Lottery	\$ 16,693,508	\$ 6,677,404	40.0%	\$ 14,934,524	\$ 5,973,810	40.0%	0.0%
Performance Funding	\$ 3,652,774	\$ 2,739,579	75.0%	\$ 2,404,418	\$ 1,773,257	73.7%	1.3%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	\$ 172,604	\$ -	0.0%	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,506,758	82.2%	\$ 1,831,810	\$ 1,601,928	87.5%	-5.3%
Distance Learning Fee	\$ 3,814,485	\$ 3,346,126	87.7%	\$ 3,752,441	\$ 3,496,680	93.2%	-5.5%
Technology Fee	\$ 2,818,596	\$ 2,375,776	84.3%	\$ 2,815,337	\$ 2,532,801	90.0%	-5.7%
Lab Revenue Fees	\$ 1,714,401	\$ 1,749,382	102.0%	\$ 1,714,401	\$ 1,770,998	103.3%	-1.3%
Industry Certifications	\$ 150,000	\$ -	0.0%	\$ 150,000	\$ -	0.0%	0.0%
Other Revenues	\$ 5,397,200	\$ 4,018,254	74.5%	\$ 5,397,200	\$ 3,395,716	62.9%	11.5%
Other Student Fees	\$ 1,622,007	\$ 632,860	39.0%	\$ 1,622,007	\$ 819,387	50.5%	-11.5%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,568,839	\$ -	0.0%	88.2%
Stabilization Reserve	\$ 2,173,009	\$ -	0.0%	\$ 2,173,009	\$ -	0.0%	0.0%
PO Rollovers & Accruals	\$ 2,291,443	\$ -	0.0%	\$ 2,291,443	\$ -	0.0%	0.0%
<b>Total Revenue</b>	<b>\$ 154,102,961</b>	<b>\$ 114,360,307</b>	<b>74.2%</b>	<b>\$ 152,987,803</b>	<b>\$ 114,105,536</b>	<b>74.6%</b>	<b>-0.4%</b>
<b>Personnel &amp; Benefits</b>							
Instructional/Faculty-Full time	\$ 28,899,727	\$ 21,512,695	74.4%	\$ 28,170,380	\$ 20,907,814	74.2%	0.2%
Administrative	\$ 10,275,180	\$ 9,096,180	88.5%	\$ 9,710,187	\$ 7,812,803	80.5%	8.1%
Career (Non-Instructional)	\$ 21,729,661	\$ 14,848,519	68.3%	\$ 22,119,336	\$ 14,588,542	66.0%	2.4%
Professional	\$ 15,874,846	\$ 9,461,336	59.6%	\$ 16,591,094	\$ 10,711,239	64.6%	-5.0%
Adjunct/Supplemental	\$ 14,341,325	\$ 10,142,938	70.7%	\$ 14,691,325	\$ 10,978,006	74.7%	-4.0%
Other Professional OPS	\$ 766,481	\$ 152,217	19.9%	\$ 766,481	\$ 147,038	19.2%	0.7%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 1,921,076	78.1%	\$ 2,430,981	\$ 2,055,031	84.5%	-6.4%
Student Assistants	\$ 428,000	\$ 266,331	62.2%	\$ 415,000	\$ 268,155	64.6%	-2.4%
Health Insurance	\$ 11,854,547	\$ 10,745,339	90.6%	\$ 11,554,547	\$ 9,862,842	85.4%	5.3%
Other Personnel Benefits	\$ 11,700,854	\$ 9,589,743	82.0%	\$ 11,705,085	\$ 9,277,707	79.3%	2.7%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 118,330,460</b>	<b>\$ 87,736,373</b>	<b>74.1%</b>	<b>\$ 118,154,416</b>	<b>\$ 86,609,176</b>	<b>73.3%</b>	<b>0.8%</b>
<b>Current Expense</b>							
Travel	\$ 629,676	\$ 605,506	96.2%	\$ 619,926	\$ 651,374	105.1%	-8.9%
Repairs & Maint	\$ 872,674	\$ 676,488	77.5%	\$ 898,392	\$ 750,994	83.6%	-6.1%
Rental/Leases	\$ 445,340	\$ 42,848	9.6%	\$ 445,340	\$ 114,701	25.8%	-16.1%
Insurance (Non Health)	\$ 1,708,272	\$ 1,653,219	96.8%	\$ 1,708,272	\$ 1,693,135	99.1%	-2.3%
Utilities	\$ 5,800,000	\$ 3,682,922	63.5%	\$ 5,800,000	\$ 4,144,870	71.5%	-8.0%
Services and Fees	\$ 7,734,988	\$ 4,339,405	56.1%	\$ 7,734,988	\$ 3,762,686	48.6%	7.5%
Scholarships/Fee Waivers	\$ 1,559,895	\$ 2,178,952	139.7%	\$ 1,559,895	\$ 2,413,980	154.8%	-15.1%
Materials and Supplies	\$ 5,928,526	\$ 3,167,319	53.4%	\$ 5,470,922	\$ 3,687,036	67.4%	-14.0%
Tech Expense/Licensing	\$ 2,805,757	\$ 1,898,773	67.7%	\$ 2,805,257	\$ 1,565,817	55.8%	11.9%
Bad Debt/Unemployment	\$ 1,147,782	\$ (41,722)	-3.6%	\$ 1,147,782	\$ (72,910)	-6.4%	2.7%
Other Current Expense	\$ 3,709,010	\$ 1,235,980	33.3%	\$ 3,295,417	\$ 1,146,889	34.8%	-1.5%
<b>Total Current Expense</b>	<b>\$ 32,341,920</b>	<b>\$ 19,439,689</b>	<b>60.1%</b>	<b>\$ 31,486,191</b>	<b>\$ 19,858,572</b>	<b>63.1%</b>	<b>-3.0%</b>
<b>Capital</b>							
Computer Refresh Leases	\$ 2,904,221	\$ 1,550,303	53.4%	\$ 2,820,836	\$ 1,445,156	51.2%	2.1%
Capital Purchases	\$ 526,360	\$ 202,192	38.4%	\$ 526,360	\$ 411,160	78.1%	-39.7%
<b>Total Capital</b>	<b>\$ 3,430,581</b>	<b>\$ 1,752,495</b>	<b>51.1%</b>	<b>\$ 3,347,196</b>	<b>\$ 1,856,316</b>	<b>55.5%</b>	<b>-4.4%</b>
<b>Total Operating</b>	<b>\$ 154,102,961</b>	<b>\$ 108,928,557</b>	<b>70.7%</b>	<b>\$ 152,987,803</b>	<b>\$ 108,324,064</b>	<b>70.8%</b>	<b>-0.1%</b>
<b>Revenue over Expense</b>	<b>\$ -</b>	<b>\$ 5,431,750</b>		<b>\$ -</b>	<b>\$ 5,781,472</b>		

The College's Operating Fund (1x) revenue sources are illustrated in the pie chart below:

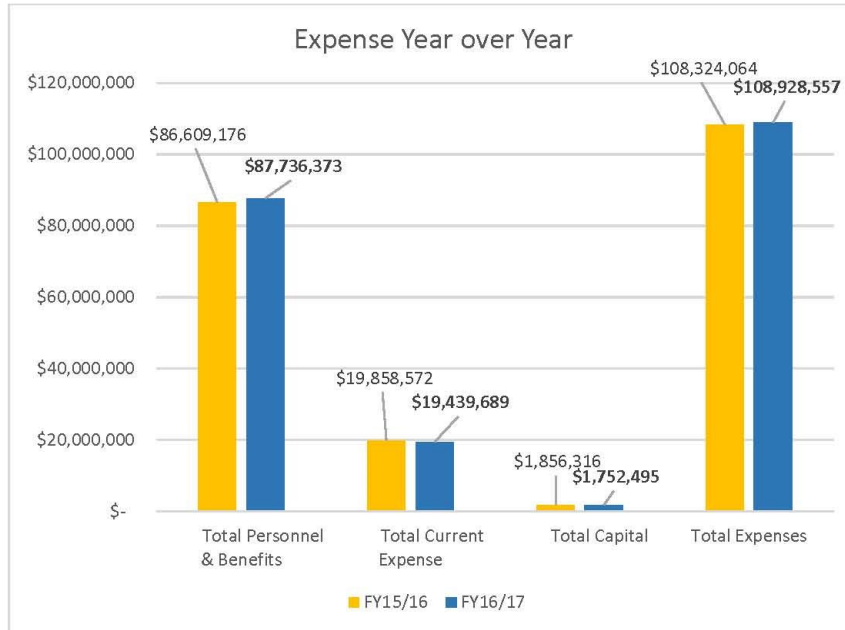


The total revenue difference using a year-over-year comparison from the prior fiscal year to the current fiscal year is an increase of \$254,771. This represents a -0.4% change.

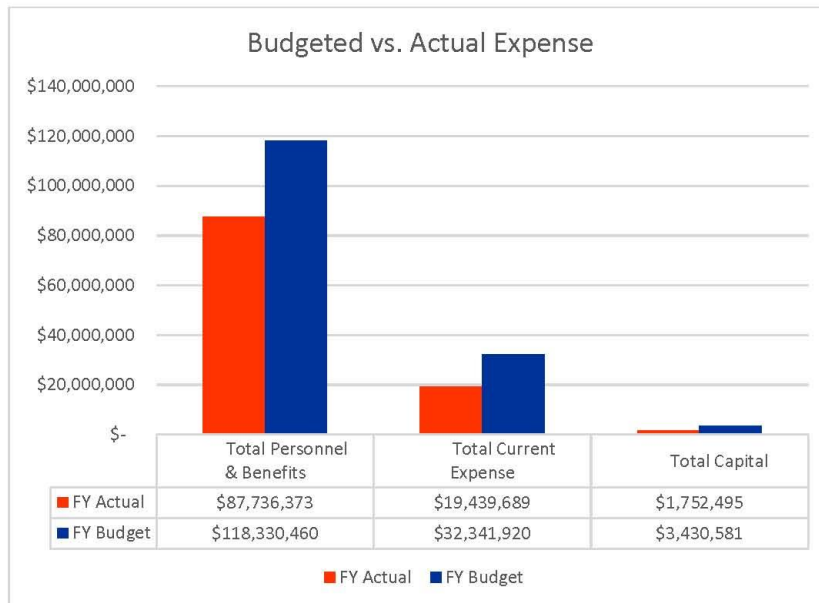




The total expense difference using a year-over-year comparison from the prior fiscal year to the current fiscal year is an increase of \$604,493. This represents a -0.1% change.



The year-to-date total of actual expense is 70.8% of the overall budgeted amount.



VI – B.2 Strategic Budget Update

St. Petersburg College  
Board of Trustees  
Strategic Budget Update

Brian Miles  
April 18, 2017

St. Petersburg College  
**SPC**



## Next Steps

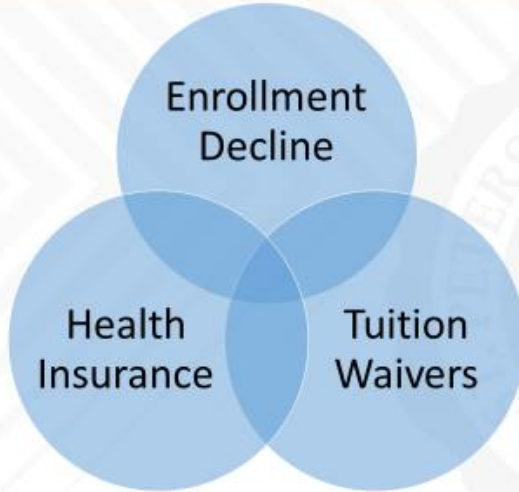
- Final Prioritization of Strategic Budget Requests
- Legislative Session Ends May 5<sup>th</sup>
- Finalize Other Fund Budgets
  - Capital Outlay
  - Student Activities
  - Auxiliary
  - Financial Aid
- May BOT – Request Budget Approval

## VI – B-3 Budget Realignment Recap



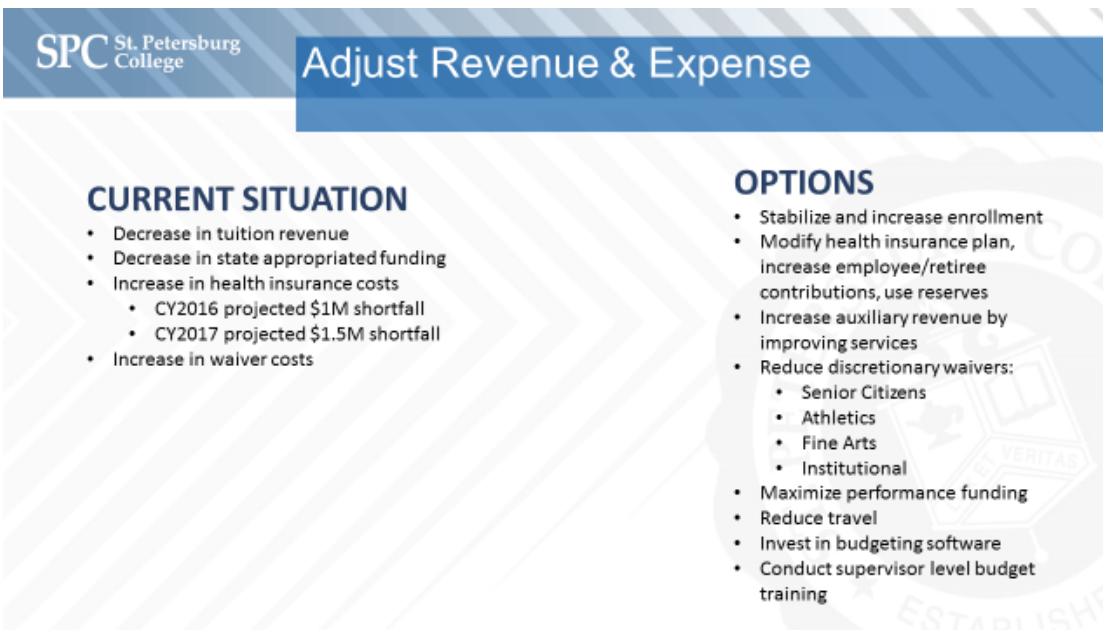
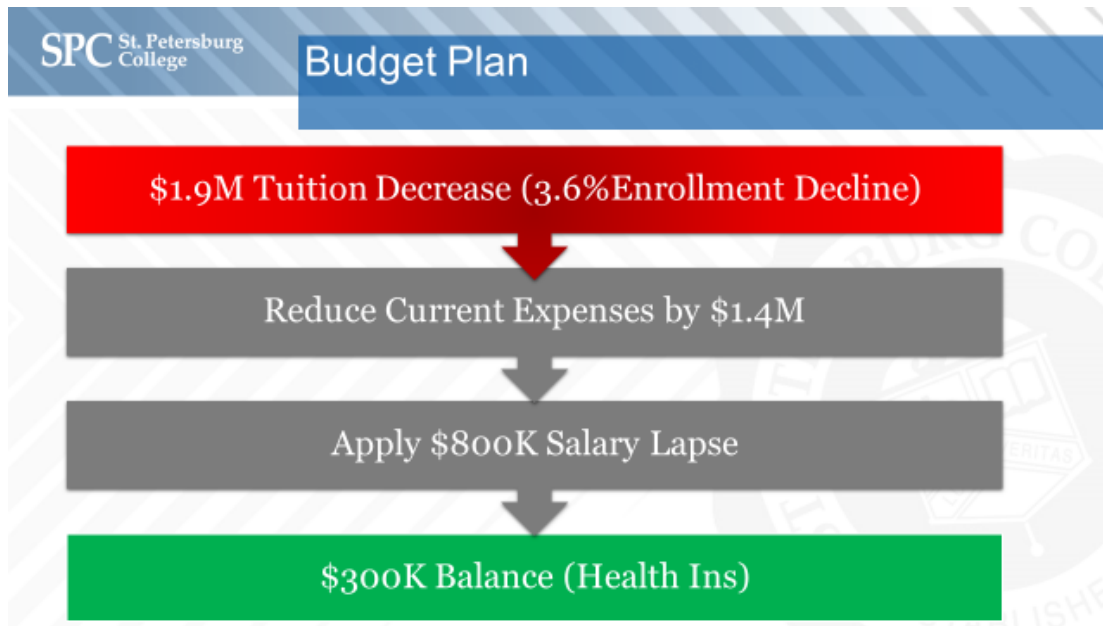
Revenue	FY16-17	FY16-17
	Budget	YE Projection
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 52,705,886
State Appropriation - FCS	\$ 51,695,712	\$ 51,695,712
State Appropriation - Lottery	\$ 16,693,508	\$ 16,693,508
Performance Funding	\$ 3,652,774	\$ 3,652,774
Operating Cost for New Facilities	\$ 128,429	\$ 128,429
Learning Support Access Fee	\$ 1,834,042	\$ 1,703,277
Distance Learning Fee	\$ 3,814,485	\$ 3,751,560
Technology Fee	\$ 2,818,596	\$ 2,619,607
Lab Revenue Fees	\$ 1,714,401	\$ 1,714,401
Industry Certifications	\$ 150,000	\$ 150,000
Other Revenues	\$ 5,397,200	\$ 5,397,200
Other Student Fees	\$ 1,622,007	\$ 891,414
Fund Transfers In	\$ 3,556,839	\$ 3,556,839
Stabilization Reserve	\$ 2,173,009	\$ 2,840,997
One-Time Non-Recurring Funds	\$ 2,291,443	\$ 450,000
<b>Total Revenues</b>	<b>\$ 154,102,961</b>	<b>\$ 147,951,604</b>

# Budget Plan



# Budget Plan







## Develop Personnel Plan

### CURRENT SITUATION

- Personnel expense (\$118M) is 77% of total budget
- Temporary position expense (OPS, adjuncts & supplemental) is \$17.2M
- Exceeding overtime budget

### OPTIONS

- Reduce personnel expense ratio by 2%
- Develop strategic plan for personnel expense
  - Follow hiring/salary discipline
  - Re-evaluate positions as vacancies occur
  - Capture lapse money
  - Develop discipline for part-time employees (overtime, 2080 hours, etc.)

## Reduce Reliance on Fund Balance

### CURRENT SITUATION

- Unencumbered Fund balance (net position) is \$14.9M
- State requires 5% (June 30, 2017 approx. \$8M)
- Using fund balance for recurring expense
  - Stabilization Reserve is \$2.2M
  - One-Time Non-Recurring Fund is \$2.3M

### OPTIONS

- Reduce reliance on fund balance
  - Eliminate recurring expense being covered by fund balance
  - Eliminate Stabilization Reserve and One-Time Non-Recurring Fund line items from budget

## Year End Revenue & FY17/18 Projection

Revenue	FY16-17	FY16-17	FY17-18	FY17 to FY18
	Budget	YE Projection	Budget	Change
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 52,705,886	\$ 50,887,002	\$ (1,818,884)
State Appropriation - FCS	\$ 51,695,712	\$ 51,695,712	\$ 48,691,709	\$ (3,004,003)
State Appropriation - Lottery	\$ 16,693,508	\$ 16,693,508	\$ 19,332,747	\$ 2,639,239
Performance Funding	\$ 3,652,774	\$ 3,652,774	\$ 3,652,774	\$ -
Operating Cost for New Facilities	\$ 128,429	\$ 128,429	\$ 128,429	\$ -
Learning Support Access Fee	\$ 1,834,042	\$ 1,703,277	\$ 1,639,890	\$ (63,387)
Distance Learning Fee	\$ 3,814,485	\$ 3,751,560	\$ 3,526,830	\$ (224,730)
Technology Fee	\$ 2,818,596	\$ 2,619,607	\$ 2,508,569	\$ (111,038)
Lab Revenue Fees	\$ 1,714,401	\$ 1,714,401	\$ 1,653,801	\$ (60,600)
Industry Certifications	\$ 150,000	\$ 150,000	\$ 150,000	\$ -
Other Revenues	\$ 5,397,200	\$ 5,397,200	\$ 5,397,200	\$ -
Other Student Fees	\$ 1,622,007	\$ 891,414	\$ 1,100,000	\$ 208,586
Fund Transfers In	\$ 3,556,839	\$ 3,556,839	\$ 3,556,839	\$ -
Stabilization Reserve	\$ 2,173,009	\$ 2,840,997	\$ 1,000,000	\$ (1,840,997)
One-Time Non-Recurring Funds	\$ 2,291,443	\$ 450,000	\$ 325,000	\$ (125,000)
<b>Total Revenues</b>	<b>\$ 154,102,961</b>	<b>\$ 147,951,604</b>	<b>\$ 143,650,790</b>	<b>\$ (4,400,814)</b>

- Projected 3.59% SSH decline from FY16/17 actual SSH

- Legislative Session Ends May 5
- Shift from FCS to Lottery

- Proposed Performance Funding Model Changes

- In Accordance with SSH
- Transcript fee revenue

- Review of Auxiliary Fund
- Reducing the reliance on fund balance

## Projected State Appropriations (estimates only as of 04-18-17)

### • Senate

Recurring State Funds:	\$69,577,141
<b>Less</b>	
Developmental Education Reduction:	\$ 583,638
<b>Plus</b>	
MLK Day of Service:	\$ 350,000
<b>Pass Through</b>	
Florida Retirement System:	\$ 368,936
<hr/>	
<b>Total</b>	<b>\$68,993,503</b>

Note: The Senate budget eliminates \$30 million in Performance Funding.

### • House

FY16-17 Recurring State Funds:	\$69,577,141
<b>Less</b>	
Direct Support Organization:	\$ 692,808
<b>Pass Through</b>	
Florida Retirement System:	\$ 368,936
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<b>Total</b>	<b>\$68,302,885</b>

Note: The House budget includes \$60 million in Performance Funding.



**Questions?**

April 18, 2017

**MEMORANDUM**

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

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

**SUBJECT:** Personnel Report

**Approval is sought for the following recommended personnel transactions:**

<b>HIRE Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Sullivant, Michael S	Systems Analyst	Administrative Information Sys DO	3/20/2017 - 6/30/17
Watkins, Pamela Leeanne	Career & Academic Advisor	Enrollment Management DO	3/13/2017 - 6/30/17

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Callaghan, Michael A	Analyst/Programmer	Administrative Information Sys DO	3/13/2017 - 6/30/17

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Piro, John	Landscaper	Landscape Services CL	3/13/2017
Acker, Michael S	Instructional Supp Specialist	Learning Resources SE	3/13/2017
Young, Emily G	Instructional Supp Specialist	Learning Resources SPG	3/27/2017

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Thrasher, Christine	Sr Technlgy Support Specialist	College of Education TS	4/3/2017

<b>HIRE Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Lopez, Angelica Maria	OPS Career Level 6	Associate Provost Office SPG	3/27/2017
Florence, Jarrell Ra' Shaun	OPS Professional	College Reach Out Program SPG	3/21/2017
Ajazi, Erida	Instructor, Temporary Sub	Communications CL	3/3/2017
Duchesneau, Daniel R	Professional Trainer	Emergency Medical Services HEC	3/17/2017
Zweifel, Scott M	Professional Trainer	Emergency Medical Services HEC	3/17/2017
Bodine, Christopher	Professional Trainer	Fire Sciences AC	3/13/2017
Schwabe, Jason A	Professional Trainer	Fire Sciences AC	2/27/2017
Sullivan, Michael C	Professional Trainer	Fire Sciences AC	2/27/2017
Zinther, David Earl	Professional Trainer	Fire Sciences AC	3/13/2017
Mackay, Cathi Brake	OPS Career Level 5	Learning Resources SPG	4/3/2017
Opapeju, Olabode John	General Support	Learning Resources CL	3/20/2017
Todd III, Richard C	General Support	Learning Resources CL	3/20/2017
Allen, Tara Lindsey	OPS Career Level 1	Provost Office SE	3/17/2017
Martin, Therese A	OPS Career Level 1	Provost Office SE	3/17/2017
Gilstrap, Venita C	Adjunct Faculty	Provost Office SPG	3/25/2017
Reese, Willis W	Professional Trainer	Workforce/Professnl Developmnt DO	3/20/2017

<b>TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES</b>
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Name	Title	Department/Location	Effective Date
Byrd, Gregory	Instructor	Communications	3/14/2017 - 3/22/2017

Destination: Arras, France; London, England; Edinburgh, Scotland

The purpose of this trip is to provide research opportunities to the instructor for work on a novel project. This project was approved in a sabbatical application. The benefit to the College is to provide professional development to the instructor through the study of WWI historical sites and to learn about the history, psychology and humanities of the era.

Estimated cost to the College is \$1500.00.

Magnani, Jessica	Instructor	Communications	4/24/2017 - 5/1/2017
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Destination: Lima, Peru

The purpose of this trip is to chair a panel and present a paper on Daniel Alarcon: "Defamiliarizing the City: Liminal Identities in the Works of Daniel Alarcon". The title of the panel is "Our America: Reflection on Latinx Identity Beyond the Borders". The benefit to the College is to provide SPC with international exposure and to provide professional development for the instructor in American studies and pedagogy.

Estimated cost to the College is \$1500.00.

Cooper, Scott	Instructor	Humanities and Fine Arts	05/05/2017 - 05/23/2017
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Destination: London, England

The purpose of this trip is to lead SPC students on a study abroad program in London, England. SPC Students will receive credit in Acting Repertory, TPP2192, and Intro to Theater Arts, THE 2000. The benefit to the College is contribution to the international education of students and encouragement of global awareness and perspectives.

Estimated cost to the College is \$1007.49.

Maza, Joanna	Adjunct Faculty	Veterinary Technology	05/06/2017 - 05/21/2017
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Destination: Cha-Am, Thailand

The purpose of this trip is to lead SPC students on a study abroad program to the Thailand Elephant Sanctuary. SPC students will engage in service learning opportunities at the elephant rescue center and receive credit in ATE 2946, Work Practicum V course. The benefit to the College is contribution to the international education of students and encouragement of global awareness and perspectives.

Estimated cost to the College is \$3858.59.

Modrakovic, Janet	Adjunct Faculty	Veterinary Technology	05/06/2017 - 05/21/2017
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Destination: Cha-Am, Thailand

The purpose of this trip is to lead SPC students on a study abroad program to the Thailand Elephant Sanctuary. SPC students will engage in service learning opportunities at the elephant rescue center and receive credit in ATE 2946, Work Practicum V course. The benefit to the College is contribution to the international education of students and encouragement of global awareness and perspectives.

Estimated cost to the College is \$3802.08.

Fernandes, Jennifer	Instructor	Natural Science	05/07/2017 - 05/17/2017
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Destination: Bonaire, Dutch Caribbean

The purpose of this trip is to lead SPC students on a study abroad program to the Buddy Dive Resort Bonaire. SPC Students will study coral ecology, island ecology, turtle conservation, a desert island, and human impact on island ecology through lectures, labs and discovery-oriented investigative experiences.

Students will receive credit in BSC2362, Tropical Ecology and BSC3931/BSC3931L, Special Topics: Ecology and Conservation of Bonaire in addition to receiving a Coral Restoration Diver Certification. The benefit to the College is contribution to the international education of students and encouragement of global awareness and perspectives.

Estimated cost to the College is \$4090.58.

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Miller, Abraham	Adjunct Faculty	Natural Science	05/07/2017 - 05/17/2017
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Destination: Bonaire, Dutch Caribbean

The purpose of this trip is to lead SPC students on a study abroad program to the Buddy Dive Resort Bonaire. SPC Students will study coral ecology, island ecology, turtle conservation, a desert island, and human impact on island ecology through lectures, labs and discovery-oriented investigative experiences. Students will receive credit in BSC2362, Tropical Ecology and BSC3931/BSC3931L, Special Topics: Ecology and Conservation of Bonaire in addition to receiving a Coral Restoration Diver Certification. The benefit to the College is contribution to the international education of students and encouragement of global awareness and perspectives.

Estimated cost to the College is \$4084.58.

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Madden, Lori	Instructor	Communications - Foreign Language	05/13/2017 - 06/11/2017
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Destination: San Jose, Costa Rica

The purpose of this trip is to lead SPC students on a study abroad program to Costa Rica. Students will learn the Spanish foreign language and experience Spanish culture. In addition to all students receiving credit for SPN2949, students will receive credit for one of the following courses: SPN2200, SPN2201, SPN2240, SPN2241, SPN1120, or SPN1121. The College will benefit by providing international educational opportunities to students that encourage global awareness and perspectives.

Estimated cost to the College is \$2611.63.

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

ND033117

April 18, 2017

**MEMORANDUM**

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

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

**SUBJECT:** Executive/Administrative/Managerial and Professional Annual Contract Recommendations

**Approval is sought for the following recommended personnel actions concerning administrative and professional appointments, which shall be enforced via contracts for employment.**

<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Effective Date</b>
Alvarez,Patricia M.	Career & Academic Advisor	Counseling & Advisement TS	07/01/17-06/30/18
Andres-Kuhlman,Margie M	Grants Accountant	Accounting Services EPI	07/01/17-06/30/18
Andrews,Paul J.	Academy Coordinator II	Criminal Justice AC	07/01/17-06/30/18
Andrews,Timothy J	Videographer	Instructional Computing SE	07/01/17-06/30/18
Angle,James S.	PublicSafetyTraining Prgrm Dir	Fire Sciences AC	07/01/17-06/30/18
Aquino,Harrison	Assistant Director, Creative	Marketing&StrategicCommunicatn DO	07/01/17-06/30/18
Ashe,Angela C	Research Analyst	Course & Curriculum Develop DO	07/01/17-06/30/18
Aspilaire,Aja M	Career & Academic Advisor	Counseling & Advisement SPG	07/01/17-06/30/18
Autry,Courtney C.	Career & Academic Advisor	Counseling & Advisement CL	07/01/17-06/30/18
Bain,Gabrielle	Academic Program Coordinator	Fire Sciences AC	07/01/17-06/30/18
Baker,Susan A	Dean, College of Nursing	Baccalaureate Programs HEC	07/01/17-06/30/18
Barlow,Alison A	Manager, Collaborative Labs	Academic & Student Affairs EPI	07/01/17-06/30/18
Barlow,Stephen R.	Systems Analyst, LearnMgmtSys	Learning Mgt Network Sys DO	07/01/17-06/30/18
Barto,Daniel P	Dir, Safety & Security	Facilities&Institutional Svcs DO	07/01/17-06/30/18
Bawell,Alexander H.	Instructional Supprt Proj Tech	Baccalaureate Programs EPI	07/01/17-06/30/18
Beckman,Ryan Robert	Athletics Coach	Athletics CL	07/01/17-06/30/18
Bell,Kevin S.	Career & Academic Advisor	Registration SPG	07/01/17-06/30/18
Bell,Shoshona L	Career Outreach Specialist	Provost Office HEC	07/01/17-06/30/18
Bellomo,Mary O.	Sr Instructional Tech Analyst	NTPI/WMD Grant - AC	07/01/17-06/30/18
Benavides,Joseph	Career Outreach Specialist	Associate Provost Office CL	07/01/17-06/30/18
Bennett,Michael J.	AssocVP,Fin Asst Svcs	Academic & Student Affairs DO	07/01/17-06/30/18
Berry,Belinthia A	Program Dir II-Global Corp Col	Workforce/Professnl Developmnt EPI	07/01/17-06/30/18
Biddines,Lorisha C	Senior Accountant	Accounting Services EPI	07/01/17-06/30/18
Biszewski-Eber,Susan	Apprenticeship Coordinator II	College of Computer & InfoTech SPG	07/01/17-06/30/18
Bley,Lauren Dupont	Academy Coordinator II	SE Public Safety Institute AC	07/01/17-06/30/18
Bliss,William S.	Mgr Web Programming & Support	Instructional Computing SE	07/01/17-06/30/18

Bobowski, Sharon A.	Enterprise Systems Director	Administrative Information Sys DO	07/01/17-06/30/18
Bodie, Matthew D.	Exec Dir, Learning Resources	Learning Resources EPI	07/01/17-06/30/18
Booth, Patrick D.	Online Student Svcs Director	Academic & Student Affairs DO	07/01/17-06/30/18
Boston, Raena Joy	Workforce Institute Job Coord	Workforce/Professnl Developmnt EPI	07/01/17-06/30/18
Bowen, Paul M	Associate Provost	Associate Provost Office CL	07/01/17-06/30/18
Bowman, Margaret	Director Curriculum Services	Baccalaureate Programs DO	07/01/17-06/30/18
Bowne, Jennifer D	Reference & Instruction Librn	Learning Resources SPG	07/01/17-06/30/18
Boyd, Joseph J	Coord, Accredtn&BaccAssessment	Academic EffectivenessAssessmt DO	07/01/17-06/30/18
Boyle, Constance M.	Student Success Specialist	Provost Office SPG	07/01/17-06/30/18
Boyle, Deborah Seslar	Chief of Staff	President Office DO	07/01/17-06/30/18
Bright, Marvin	Provost	Academic & Student Affairs TS	07/01/17-06/30/18
Brown, Joshua V	Library Program Director	Learning Resources HEC	07/01/17-06/30/18
Brown, Trenette	Project Admin Svcs Manager	NTPI/WMD Grant AC	07/01/17-06/30/18
Browne, Marilyn P	Career Pathways Outreach Spec	Career Connections EPI	07/01/17-06/30/18
Buck, Maria E.	Coord, StudentLife&Leadership	Provost Office SE	07/01/17-06/30/18
Bullard, Derrick L	Career & Academic Advisor	Provost Office SE	07/01/17-06/30/18
Bullock, April S	Career & Academic Advisor	Counseling & Advisement SPG	07/01/17-06/30/18
Buster, Patricia A.	Coord, Museum Education	Leepa/Rattner Museum TS	07/01/17-06/30/18
Byrne, Megan R	Performance Operations Manager	SPC-Downtown DT	07/01/17-06/30/18
Call, Ian H.	Program Director II	Provost Office SPG	07/01/17-06/30/18
Callaghan, Michael A	Analyst/Programmer	Institutional Research/Effect DO	07/01/17-06/30/18
Callahan, Doyle William	Systems Analyst, LearnMgmtSys	Learning Mgt Network Sys DO	07/01/17-06/30/18
Callahan, Marisa C.	Facilities Project Coordinator	Facilities&Institutional Svcs SO	07/01/17-06/30/18
Cappleman, Tammy	Career & Academic Advisor	Associate Provost Office HEC	07/01/17-06/30/18
Carbart, George E.	Coord, StudentSupportSvcs TRIO	SSS TRIO Grant SPG	07/01/17-06/30/18
Carnahan, Michael	Senior Web Analyst/Programmer	Instructional Computing SE	07/01/17-06/30/18
Caron, Ashley L.	Asst Director, Accred & Assess	Academic EffectivenessAssessmt DO	07/01/17-06/30/18
Carr, Catherine E.	Multimedia Content Developer	District Impressions DO	07/01/17-06/30/18
Carson, Debbie L	Marketing/Communcatn Manager	SPC-Downtown DT	07/01/17-06/30/18
Carter, Caitlin	Scholarship Manager	Resource Development DO	07/01/17-06/30/18
Carter, Kerry	Career & Academic Advisor	Provost Office SPG	07/01/17-06/30/18
Carver, Eric H	Provost	Provost Office HEC	07/01/17-06/30/18
Cates, Darrin	Search Engine Mktg Manager	Marketing&StrategicCommunicatn DO	07/01/17-06/30/18
Cavanagh, Jeffrey D	Coord, Veteran Affairs	Academic & Student Affairs DO	07/01/17-06/30/18
Cesta, Jeffrey L.	Dir, Early College/Dual Enroll	Academic & Student Affairs CL	07/01/17-06/30/18
Chandler, Jill S.	Senior Accountant	Accounting Services DO	07/01/17-06/30/18
Chang, Jimmy H.	Dean, Mathematics	Academic & Student Affairs SPG	07/01/17-06/30/18
Charest, Marianne-Luz E	Nursing Skills Facilitator	Nursing HEC	07/01/17-06/30/18
Chen, Ming-Shin	Senior Developer	Admin Info Sys – Development DO	07/01/17-06/30/18
Christensen, Eva K	Director, Admissions & Records	Academic & Student Affairs DO	07/01/17-06/30/18
Clark, Amy Lynn	Instructional Tech Specialist	Instructional Computing SE	07/01/17-06/30/18
Climes, Dwayne A	Career & Academic Advisor	Associate Provost Office SPG	07/01/17-06/30/18
Clinton, Tyrone	Associate Provost	SPC-Downtown MT	07/01/17-06/30/18

Colaric,Susan M	AVP, Online Learning	Academic & Student Affairs EPI	07/01/17-06/30/18
Cole,Angela J	International Student Svcs Rep	International Program CL	07/01/17-06/30/18
Collins,Jody L	Development Officer	Resource Development DO	07/01/17-06/30/18
Colson,Judy C	Coord, Early College/Dual Enrl	Academic & Student Affairs SE	07/01/17-06/30/18
Conn,Richard A.	Senior Developer	Admin Info Sys – Development DO	07/01/17-06/30/18
Conner,Jamelle J	Provost	Academic & Student Affairs SPG	07/01/17-06/30/18
Cooper,Anne M	SVP,Instructn&AcademicPrograms	President Office EPI	07/01/17-06/30/18
Coraggio,James T	VP,InstitEffectiveness&AcadSvc	President Office EPI	07/01/17-06/30/18
Costello,Denise H	Coord, Int'l LanguageInstitute	Workforce/Professnl Developmnt EPI	07/01/17-06/30/18
Couch,Marie S	Grant Management Specialist	Grant Development EPI	07/01/17-06/30/18
Crane,John J	Career & Academic Advisor	Counseling & Advisement HEC	07/01/17-06/30/18
Crawford,Sabrina A	ExecDir,InstResearch/Effect	Institutional Research/Effect EPI	07/01/17-06/30/18
Creamer,David V.	Sr Dir, Network Sys & Telecomm	IT Networking Telecom DO	07/01/17-06/30/18
Crumbley Sr,Earnest P	Athletics Coach	Athletics SPG	07/01/17-06/30/18
Crumbley,Shirley A.	Coord, Women on the Way	Special Programs/Intl Educ DO	07/01/17-06/30/18
Crumley,Paul Michael	Senior Web Analyst/Programmer	Instructional Computing SE	07/01/17-06/30/18
Cuevas-Torres,Mirva Q	Career & Academic Advisor	Associate Provost Office TS	07/01/17-06/30/18
Curtis,Richard J.	Systems Analyst	Learning Mgt Network Sys DO	07/01/17-06/30/18
Cuthbertson,Takita	Career & Academic Advisor	SPC-Downtown DT	07/01/17-06/30/18
Cyr,Kathryn M.	Fiscal and Business Analyst	Accounting Services DO	07/01/17-06/30/18
Dale,Sean A.	Systems Analyst, LearnMgmtSys	Learning Mgt Network Sys DO	07/01/17-06/30/18
Daun,Melinda R	Career & Academic Advisor	Registration SPG	07/01/17-06/30/18
Davidson,Denisha L.	Athletics Coach	Athletics SPG	07/01/17-06/30/18
Davis,Connor M	Coordinator, LRMA PR & Grants	Resource Development DO	07/01/17-06/30/18
Davis,Kevin L	Program Director II	Funeral Services HEC	07/01/17-06/30/18
Davis,Rodrigo M	Associate Provost	Associate Provost Office TS	07/01/17-06/30/18
DeBlaere,Cheri	Student Support Manager	Counseling & Advisement CL	07/01/17-06/30/18
DeCarlo,Sandra L	Career Outreach Specialist	Provost Office SE	07/01/17-06/30/18
Delint Neely,Maria Teresa	Career & Academic Advisor	Associate Provost Office HEC	07/01/17-06/30/18
Demers,Susan S.	Dean, Pub Policy&Legal Studies	Baccalaureate Programs CL	07/01/17-06/30/18
Depaz,Ezekiel	Career & Academic Advisor	Associate Provost Office TS	07/01/17-06/30/18
Derussy,Vivian C.	Facilities Project Coordinator	Facilities&Institutional Svcs EPI	07/01/17-06/30/18
Deshpande,Avinash A.	Systems Admin Director	Administrative Information Sys DO	07/01/17-06/30/18
Diaz,Liza M	Analyst/Programmer	Admin Info Sys – Development DO	07/01/17-06/30/18
Dibuono,Michael	Public Safety Training Mgr	Provost Office AC	07/01/17-06/30/18
Dickie,Laurance P	Facilities Project Coordinator	Facilities&Institutional Svcs DO	07/01/17-06/30/18
Dickson,Ashley Troy	Instructional DesignTechnician	Instructional Computing SE	07/01/17-06/30/18
Dimmer,Theresa R.	Coord, Institutnl Rsrch&Rptng	Institutional Research/Effect DO	07/01/17-06/30/18
Disler,Heather H.	Assc Dir Learning Res	Learning Resources DT	07/01/17-06/30/18
Dodson,Pamela S	Information Technology Analyst	Admin Info Sys – Student DO	07/01/17-06/30/18
Dollenmayer,Lisa J	Career & Academic Advisor	Registration SPG	07/01/17-06/30/18
Donald,Ann C	Career & Academic Advisor	Enrollment Management DO	07/01/17-06/30/18
Dorsett,Debra A.	Career & Academic Advisor	Counseling & Advisement TS	07/01/17-06/30/18

Dougherty,Damon Jackson	Sr Performance Operations Mgr	SPC-Downtown DT	07/01/17-06/30/18
Doyle,Victoria G	Development Officer	Resource Development DO	07/01/17-06/30/18
Drew,Maria	Assistant Director, Admissions	Admissions & Central Records DO	07/01/17-06/30/18
Ducey,Lawrence E	Instructional Support Tech	Instructional Computing SE	07/01/17-06/30/18
Duclos,Belinda Denise	Career & Academic Advisor	Counseling & Advisement CL	07/01/17-06/30/18
Dufoe,Anh Dang	Career & Academic Advisor	Registration SPG	07/01/17-06/30/18
Dvoracsek,Joseph D.	Student Support Manager	Provost Office SE	07/01/17-06/30/18
Eaton,Lindsey A	Online Course Testing Coord	Instructional Computing SE	07/01/17-06/30/18
Eggers,Penni J	EMS Non-Credit Clinical Coord	Emergency Medical Services HEC	07/01/17-06/30/18
Enlow,Bernard R	Sr Network/Design & Sec. Eng	Network Systems Support TS	07/01/17-06/30/18
Ervin,Joshua Andrew	Sr Information Tech Analyst	Information Tech & Research DO	07/01/17-06/30/18
Ewell,Michael A.	Academic Department Coord	Baccalaureate Programs EPI	07/01/17-06/30/18
Farlow,Rita K	Asst Dir, Strategic Communic	Marketing&StrategicCommunicatn DO	07/01/17-06/30/18
Fayard,Kimberly A	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist DO	07/01/17-06/30/18
Felman,Stephen J	Analyst/Programmer	Admin Info Sys – Development DO	07/01/17-06/30/18
Ferranti,Kelley J	Career Placement Specialist	Academic & Student Affairs CL	07/01/17-06/30/18
Ferrazano,Jamie P.	LearningMgmnt WebSysSupprt Dir	Instructional Computing SE	07/01/17-06/30/18
Fisher,Lasilas C	Career & Academic Advisor	Counseling & Advisement CL	07/01/17-06/30/18
Fisher,Lise L	Social Media Manager	Marketing&StrategicCommunicatn DO	07/01/17-06/30/18
Fleming,John M	Program Director II	Radiography HEC	07/01/17-06/30/18
Flora,Richard M.	Dean, School of VeterinaryTech	Veterinary Technology VT	07/01/17-06/30/18
Ford,Stephen L	Employment & Internship Coord	Provost Office TS	07/01/17-06/30/18
Fox,Djuan E.	Coord, Academic Projects	Baccalaureate Programs EPI	07/01/17-06/30/18
Frank,Brian	Dean, College of Public Safety	Provost Office AC	07/01/17-06/30/18
Frank,Rebecca A	Library Program Director	Learning Resources EPI	07/01/17-06/30/18
Fratus,Earl T.	Honors Program Manager	Baccalaureate Programs CL	07/01/17-06/30/18
Fredriksen,Jeffrey E.	Systems Analyst	Administrative Information Sys DO	07/01/17-06/30/18
Fritch,Karen L.	Sr Instructional Technologist	Instructional Computing SE	07/01/17-06/30/18
Fronrath,Charles S	Provost	Academic & Student Affairs AC	07/01/17-06/30/18
Fumano Jr,Daniel Joseph	Instructional Supprt Proj Tech	Workforce/Professnl Developmnt EPI	07/01/17-06/30/18
Fumano,Barbara M	Coord, StudentLife&Leadership	Student Activities TS	07/01/17-06/30/18
Gambacurta,Joyce D	Captionist/Senior Interpreter	Accessibility Services CL	07/01/17-06/30/18
Gann,Welcita M.	Career & Academic Advisor	Counseling & Advisement CL	07/01/17-06/30/18
Ganoo,Kelliann	Career & Academic Advisor	Student Support Services SE	07/01/17-06/30/18
Gardner,Suzanne L.	General Counsel	President Office DO	07/01/17-06/30/18
Garrett,Susan A	Program Director II-Certificat	Workforce/Professnl Developmnt EPI	07/01/17-06/30/18
Garrett,Tracy L	Coord, AcademicProgramSupport	Baccalaureate Programs EPI	07/01/17-06/30/18
Gebler,Ashley M	Manager, Marketing Services	Marketing&StrategicCommunicatn DO	07/01/17-06/30/18
Gerst,Mary E	Coord, StudentLife&Leadership	Associate Provost Office HEC	07/01/17-06/30/18
Gill,Davie	Coord, StudentLife&Leadership	Student Activities SPG	07/01/17-06/30/18
Giraldi,Chauncey-Juan M	Career & Academic Advisor	Registration SPG	07/01/17-06/30/18
Godcharles,Timothy W	Sr Instructional Technologist	Instructional Computing SE	07/01/17-06/30/18
Gonzalez,Eduardo J	Instructional Design Tech	Instructional Computing SE	07/01/17-06/30/18



Goodbread,Elizabeth B	Program Director II	Provost Office TS	07/01/17-06/30/18
Gordon,Kelly A	Career & Academic Advisor	Associate Provost Office SPG	07/01/17-06/30/18
Gordon,Kevin D.	Provost	Academic & Student Affairs DT	07/01/17-06/30/18
Gordon,Sandra M	Reference & Instruction Librn	Learning Resources SPG	07/01/17-06/30/18
Gould,Lisa M	Accessibility Svcs Coordinator	Provost Office SPG	07/01/17-06/30/18
Graham,Shane L	Systems Analyst	Admin Info Sys – Student DO	07/01/17-06/30/18
Gray,Cheryl L.	Senior Analyst/Programmer	Admin Info Sys – Student DO	07/01/17-06/30/18
Green,Sonja T.	Coord, Business Office	Student Accounting/BusinessSys SPG	07/01/17-06/30/18
Greenley,Bethany Susan	Career Outreach Specialist	Counseling & Advisement TS	07/01/17-06/30/18
Gregor,Jennifer L	Library Program Director	Learning Resources SE	07/01/17-06/30/18
Gregorich,Amy A	Strategic Execution Proj Mgr	Business Services DO	07/01/17-06/30/18
Grey,William R.	Director Emergency Management	Criminal Justice AC	07/01/17-06/30/18
Griffith,Tashika Olive	Associate Provost	Provost Office AC	07/01/17-06/30/18
Hall,Nicole Shalonda	Student Support Manager	SPC-Downtown DT	07/01/17-06/30/18
Hallas,Kelly Marie	Career & Academic Advisor	Counseling & Advisement HEC	07/01/17-06/30/18
Hampton,Michelle R	Career Outreach Specialist	Associate Provost Office HEC	07/01/17-06/30/18
Hansen,Tiffany M	Career & Academic Advisor	Enrollment Management DO	07/01/17-06/30/18
Hardt,Steven P.	Program Director II	Respiratory Care HEC	07/01/17-06/30/18
Hart,Ethan L	Assoc Dir, Learning Resources	Learning Resources TS	07/01/17-06/30/18
Hartman,Ariel Elizabeth	Career & Academic Advisor	Enrollment Management DO	07/01/17-06/30/18
Hartman,Kimberly J	Dean, College of Education	College of Education TS	07/01/17-06/30/18
Harvey,Christopher J	Exec Dir, Online Learning	Academic & Student Affairs EPI	07/01/17-06/30/18
Heisler,Laura	Public Safety Training Coord	Florida Natl. Guard Grant AC	07/01/17-06/30/18
Henning,Andrea A.	ExecDir,Collaborative Lab	Academic & Student Affairs EPI	07/01/17-06/30/18
Henningsen,Stephanie	Coord, StudentLife&Leadership	Student Activities CL	07/01/17-06/30/18
Hester,James G	Systems Analyst	Administrative Information Sys DO	07/01/17-06/30/18
Hill,Richard L	Instructional Design Spec	Online Learning and Services TS	07/01/17-06/30/18
Hogan,Terri McGee	Career & Academic Advisor	Enrollment Management DO	07/01/17-06/30/18
Hollowell,Raynette D	Accessibility Svcs Coordinator	Accessibility Services/OSSD-SPG	07/01/17-06/30/18
Hopkins,David D.	Career Outreach Specialist	Workforce/Professnl Developmnt EPI	07/01/17-06/30/18
Hopkins,Dorothy	Senior Analyst/Developer	Admin Info Sys - HR & Finance DO	07/01/17-06/30/18
Huetson,Linda Jean	Career & Academic Advisor	Enrollment Management DO	07/01/17-06/30/18
Hunt,Janette N	Director of Budget &Compliance	Information Tech & Research DO	07/01/17-06/30/18
Hunter,Tori E.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist SE	07/01/17-06/30/18
Ingargiola,Dominick J	Career & Academic Advisor	Counseling & Advisement CL	07/01/17-06/30/18
Jacob,Bijoy	Senior Developer	Admin Info Sys – Development DO	07/01/17-06/30/18
Jakupovic,Danijel	Senior Developer	Admin Info Sys – Development DO	07/01/17-06/30/18
Jakupovic,Edin	Research Analyst	Academic & Student Affairs DO	07/01/17-06/30/18
James,Chinyere Y	Curriculum Developmt Specialist	Business Administration EPI	07/01/17-06/30/18
Janik,Brooke S	Career & Academic Advisor	Associate Provost Office SPG	07/01/17-06/30/18
Janusz,Dawn M.	Student Support Coordinator	Provost Office HEC	07/01/17-06/30/18
Jean-Baptiste,Claudius K.	Associate Provost	Provost Office SPG	07/01/17-06/30/18
Johns,Charlotte D	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist SPG	07/01/17-06/30/18

Johnson,James Garland	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist SPG	07/01/17-06/30/18
Johnson,James Thomas	Career & Academic Advisor	SPC-Downtown MT	07/01/17-06/30/18
Jones,Jarrish A	Career & Academic Advisor	Provost Office AC	07/01/17-06/30/18
Jones,Nancy L.	Performance Operations Manager	SPC-Downtown DT	07/01/17-06/30/18
Jones,Sandra S	Career & Academic Advisor	SPC-Downtown DY	07/01/17-06/30/18
Jurkovic,Frank M.	Coord, StudentLife&Leadership	Student Activities SPG	07/01/17-06/30/18
Justice,Amy Lois	Career & Academic Advisor	Enrollment Management DO	07/01/17-06/30/18
Kaas,Kevin	A/V Services Coordinator	Network Systems Support SE	07/01/17-06/30/18
Kachelriess,Billie J.	Facilities Project Coordinator	Facilities&Institutional Svcs EPI	07/01/17-06/30/18
Kallassy Jr,Carl P	A/V Services Coordinator	Instructional Television SE	07/01/17-06/30/18
Kaludova,Raisa Georgieva	Research Analyst	Business Administration DO	07/01/17-06/30/18
Kanyuck,Julie B	Sr Accountant/FinancialAnalyst	Accounting Services EPI	07/01/17-06/30/18
Kearney,Roslynn L	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist MT	07/01/17-06/30/18
Kearney,Scott P	Assistant Director,Interactive	Marketing&StrategicCommunicatn DO	07/01/17-06/30/18
Keller III,Don R	Student Success Specialist	Baccalaureate Programs HEC	07/01/17-06/30/18
Kelley,Nancy	Associate Provost	Associate Provost Office HEC	07/01/17-06/30/18
Kelly,Danielle	Career & Academic Advisor	Counseling & Advisement CL	07/01/17-06/30/18
Kemp,Misty D	Title III Director	Special Programs/Intl Educ DO	07/01/17-06/30/18
Kennedy,Catherine Crist	AVP, AcademicAffairs&Partnrshp	Baccalaureate Programs SE	07/01/17-06/30/18
Kent-Roberts,Sherry M	School Partnership Liaison	College of Education SPG	07/01/17-06/30/18
Kerr,Cheryl	Program Director II	Human Services HEC	07/01/17-06/30/18
Kerr,Christopher K.	Career & Academic Advisor	Associate Provost Office HEC	07/01/17-06/30/18
Kessing,Renee Voytas	Career & Academic Advisor	Student Support Services SE	07/01/17-06/30/18
King,Merrian D.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist DO	07/01/17-06/30/18
Kirchgraber,Todd A.	Director of Training Programs	Florida Natl. Guard Grant AC	07/01/17-06/30/18
Kirsch,Ramona R	Dir, International Program	Provost Office SPG	07/01/17-06/30/18
Klement,David E	ExecDir,Inst StratgcPolSolutn	Provost Office SE	07/01/17-06/30/18
Knipp,Paula J	Reference & Instruction Librn	Learning Resources TS	07/01/17-06/30/18
Konkle,Kathi L	Staff Accountant	Accounting Services DT	07/01/17-06/30/18
Kontodiakos,Theresa A.	Student Support Manager	Associate Provost Office TS	07/01/17-06/30/18
Krause,Daniel R	Career & Academic Advisor	Enrollment Management DO	07/01/17-06/30/18
Kroll,Shoshana S	Career & Academic Advisor	Counseling & Advisement SPG	07/01/17-06/30/18
Kruger,Wayne D.	Executive Student Svcs Dir	Scholarships/Stu Fin Assist DO	07/01/17-06/30/18
Krupp,Jason	Director,Workforce Services	Baccalaureate Programs	07/01/17-06/30/18
Kubler,Susan T	Career & Academic Advisor	Provost Office SE	07/01/17-06/30/18
Kuhn,Damon M.	Student Support Manager	Associate Provost Office HEC	07/01/17-06/30/18
LaHaie,Eileen M.	Director of CPSI	Criminal Justice AC	07/01/17-06/30/18
Larsen,Ann	Dir,Museum of FineArts	Provost Office TS	07/01/17-06/30/18
Lattenhauer,Naly	Career & Academic Advisor	Student Support Services SE	07/01/17-06/30/18
LeBoeuf,James J.	Special Services Specialist	New Initiative Program HEC	07/01/17-06/30/18
Lennox,Jill	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist DO	07/01/17-06/30/18
Leonard,Michele R.	Student Success Specialist	Baccalaureate Programs HEC	07/01/17-06/30/18
Leopold,Joseph S.	Dean, Communications	Academic & Student Affairs CL	07/01/17-06/30/18

Leslie, Mariana	Client Account Representative	Business Development Rep EPI	07/01/17-06/30/18
Liswith, Audra D.	College Placement Testing Coord	Academic & Student Affairs EPI	07/01/17-06/30/18
Littlewood, Christopher S.	Instructional Technology Coord	NTPI/WMD Grant AC	07/01/17-06/30/18
Lloyd, George E	Train & Dev Design Facilitator	Special Programs/Intl Educ DO	07/01/17-06/30/18
Lockhart, Amy G.	Assoc VP, Finance & Business Svcs	Bus SVIT Systems DO	07/01/17-06/30/18
Longley, James F	Sr Web Developer	Marketing & Strategic Communicatn DO	07/01/17-06/30/18
Ludwig, Rebecca L	Dean, College of Health Science	Baccalaureate Programs HEC	07/01/17-06/30/18
Mari, Melissa M.	Career & Academic Advisor	Baccalaureate Programs SE	07/01/17-06/30/18
Marion, Amie N	Student Support Manager	Provost Office TS	07/01/17-06/30/18
Marks, Alice M.	Asst Dir, Scholar & Stu Fin Asst	Scholarships/Stu Fin Assist CL	07/01/17-06/30/18
Marks, Paul G.	Videographer	Instructional Television SE	07/01/17-06/30/18
Marquis, Roseanne Wendy	Scholar & Stu Fin Assist Officer	Academic & Student Affairs DO	07/01/17-06/30/18
Marsh, Ryan B	Career & Academic Advisor	Counseling & Advisement CL	07/01/17-06/30/18
McBride, Jennifer C	Grant Writer	Grant Development DO	07/01/17-06/30/18
McCartney, Sally E	Career & Academic Advisor	Provost Office SE	07/01/17-06/30/18
McCormack, Cristina D.	Staff Accountant	Leepa/Rattner Museum TS	07/01/17-06/30/18
McCormick-McDonald, Lynn	Library Prgm Director-Joint Use	Learning Resources SPG	07/01/17-06/30/18
McFarland, Theresa A	Development Officer	Resource Development DO	07/01/17-06/30/18
McMillan, Heather M	Career & Academic Advisor	Enrollment Management EPI	07/01/17-06/30/18
Meigs, Michael C.	Dir, Business Sys & Student Acctg	Business Services DO	07/01/17-06/30/18
Metz, Starla R	Principal, Collegiate HS	Provost Office SPG	07/01/17-06/30/18
Meyer, Julia M	Certification Testing Coord	Baccalaureate Programs AC	07/01/17-06/30/18
Middleton, Natavia	Interim Dean, Natural Science	Academic & Student Affairs MT	07/01/17-06/30/18
Miles, Brian P.	VP, Admin/Business Svcs & IT	President Office DO	07/01/17-06/30/18
Miller, Christopher E	Career & Academic Advisor	Provost Office SE	07/01/17-06/30/18
Miller, Isaac	Coord, Curriculum Services	Institutional Research/Effect EPI	07/01/17-06/30/18
Miller, Laurel A.	Career & Academic Advisor	Counseling & Advisement TS	07/01/17-06/30/18
Miller, Lavester P.	Rangemaster	Provost Office AC	07/01/17-06/30/18
Mitchell, Kelli A	Accessibility Svcs Coordinator	Provost Office SE	07/01/17-06/30/18
Molinaro, Dana L.	Student Support Coordinator	Scholarships/Stu Fin Assist DO	07/01/17-06/30/18
Moody, Rachella W	Career & Academic Advisor	Counseling & Advisement CL	07/01/17-06/30/18
Moore, Randall	Facilities Manager	Facilities & Institutional Svcs EPI	07/01/17-06/30/18
Moosa, Asadali A	Senior Web Analyst/Programmer	Instructional Computing SE	07/01/17-06/30/18
Morgan, Amy L	Career & Academic Advisor	Associate Provost Office TS	07/01/17-06/30/18
Morgan, Luetwanda K	Student Support Manager	Counseling & Advisement CL	07/01/17-06/30/18
Morrel, Kari R	Reference & Instruction Librn	Learning Resources MT	07/01/17-06/30/18
Mothershed, Thomas M	Research Analyst	Institutional Research/Effect EPI	07/01/17-06/30/18
Muehl, John M	Instructional Design Tech	Instructional Computing SE	07/01/17-06/30/18
Munce, Nancy	Sr Instructional Technologist	Instructional Computing SE	07/01/17-06/30/18
Mundorff, Sheryl	Student Success Advisor	Counseling & Advisement CL	07/01/17-06/30/18
Murphy, Caroline F	Career & Academic Advisor	Registration SPG	07/01/17-06/30/18
Myers, Breanna Marie	Athletics Coach	Athletics CL	07/01/17-06/30/18
Nash, Michael A	Tech Support Spvr (Training)	Desktop Software Support EPI	07/01/17-06/30/18

Navab,Saied	Career Services Support Coordin	Associate Provost Office CL	07/01/17-06/30/18
Neiberger,Anne N.	Academic Program Manager	Provost Office HEC	07/01/17-06/30/18
Nenstiel,Gregory A	Dean, College of Business	Baccalaureate Programs EPI	07/01/17-06/30/18
Neu,Frances Zacharias	VP,InstAdvcmnt&ExecDirFoundatn	President Office DO	07/01/17-06/30/18
Nguyen,Shirley T	Senior Developer	Administrative Information Sys DO	07/01/17-06/30/18
Nicholson,Jason I	Career & Academic Advisor	Enrollment Management DO	07/01/17-06/30/18
Nosewicz,James E.	Budget Specialist	Budget, Planning & Compliance DO	07/01/17-06/30/18
Oliver,Brian D	Tech Support Spvr Tech Refresh	Desktop Software Support DO	07/01/17-06/30/18
Palmer,Jennifer G	Strategic Execution Proj Mgr	Business Services DO	07/01/17-06/30/18
Panagiotacos,James A.	Systems Analyst (Desktop Sys)	Administrative Information Sys DO	07/01/17-06/30/18
Pantelides,Sherry Kelley	Coord, Early College/Dual Enrl	Academic & Student Affairs TS	07/01/17-06/30/18
Parker,Jeremy Russel	Coordinator, Microsoft Sys App	Administrative Information Sys DO	07/01/17-06/30/18
Pascua,Elena L	Nursing Skills Facilitator	Nursing HEC	07/01/17-06/30/18
Pawlowski,David J	Tech Support Spvr (Help Desk)	Desktop Software Support EPI	07/01/17-06/30/18
Peart,Andre S	Career & Academic Advisor	Counseling & Advisement TS	07/01/17-06/30/18
Pecchio,Kristin D.	Career & Academic Advisor	Counseling & Advisement HEC	07/01/17-06/30/18
Pedicone,James A.	Dir, Design & Constr Svcs	Facilities&Institutional Svcs EPI	07/01/17-06/30/18
Pelletier,Scott R	EMS/CME Program Coordinator	Emergency Medical Services HEC	07/01/17-06/30/18
Perez,Monica E	Web Design & Dev Technologist	Marketing&StrategicCommunicatn DO	07/01/17-06/30/18
Perfetti,Anjum W	Coord, StudentLife&Leadership	Provost Office AC	07/01/17-06/30/18
Petrick,Patrick J	Project Technologist	Academic & Student Affairs EPI	07/01/17-06/30/18
Phillips,Kimberly C	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist DO	07/01/17-06/30/18
Phoenix,Teresa L.	Systems Operations Coordinator	Administrative Information Sys DO	07/01/17-06/30/18
Phu,Tam T	Nursing Skills Facilitator	Nursing HEC	07/01/17-06/30/18
Piper,Andrew C	Senior Web Analyst/Programmer	Instructional Computing SE	07/01/17-06/30/18
Piper,Angela M	Instructional Tech Manager	Instructional Computing SE	07/01/17-06/30/18
Pipitone,Rosaria	Career Outreach Specialist	Academic & Student Affairs DO	07/01/17-06/30/18
Plamondon,Amy Danielle	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist DO	07/01/17-06/30/18
Porter,Julia M	Digital Designer	Marketing&StrategicCommunicatn DO	07/01/17-06/30/18
Powlett,Maycill M	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist DO	07/01/17-06/30/18
Proctor,Deborah M.	Mgr StudentInfoSystemsSupport	Academic & Student Affairs EPI	07/01/17-06/30/18
Puckett,Karin S	Budget Specialist (Coll Labs)	Academic & Student Affairs EPI	07/01/17-06/30/18
Quinn,Edel T.	Accountant/Business Manager	Resource Development DO	07/01/17-06/30/18
Quinzi,Mark D	Coord, Collegewide Wkfr Intrn	Baccalaureate Programs SPG	07/01/17-06/30/18
Rager,Sandra	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	07/01/17-06/30/18
Ralph III,James R.	Career & Academic Advisor	Associate Provost Office TS	07/01/17-06/30/18
Reed,Gwendolyn H.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist TS	07/01/17-06/30/18
Reed,Reginald W	Student Support Manager	Student Support Services SE	07/01/17-06/30/18
Reesher,Shaeleigh A	Academic Program Manager	Provost Office HEC	07/01/17-06/30/18
Reifler-Alessi,Linda S	Reference & Instruction Librn	Learning Resources SPG	07/01/17-06/30/18
Renc-Carter,Christine A.	Museum Curator	Art Education Center TS	07/01/17-06/30/18
Reynolds,Karen R	Purchasing Manager	Purchasing EPI	07/01/17-06/30/18
Richardson,Manyel M	Career & Academic Advisor	Counseling & Advisement CL	07/01/17-06/30/18

Rinard,Patrick W.	AssocVP,Enrollment Services	Academic & Student Affairs EPI	07/01/17-06/30/18
Rivera,Angelo	Mgr Custodial & Landscape Svcs	Custodial Services CL	07/01/17-06/30/18
Roach,Paul D	Academy Coordinator II	SE Public Safety Institute AC	07/01/17-06/30/18
Roberts,Catherine N	Development Specialist	Resource Development DO	07/01/17-06/30/18
Rodak,Dawn A	Associate Provost	SPC-Downtown DT	07/01/17-06/30/18
Roldan,Carissa M	Career & Academic Advisor	Counseling & Advisement CL	07/01/17-06/30/18
Rossiter-Smith,Carla M	Institutionl Effectivness Dir	College of Education TS	07/01/17-06/30/18
Rowe,Ayanna Amerigo	Student Success Specialist	Baccalaureate Programs HEC	07/01/17-06/30/18
Royer,Berta Elizabeth	Sr Student Support Coordinator	Enrollment Management DO	07/01/17-06/30/18
Sabino,Diana	Exec Dir, Mktg & Strategic Com	Marketing&StrategicCommunicatn DO	07/01/17-06/30/18
Sager,Clara	Career & Academic Advisor	Registration SPG	07/01/17-06/30/18
Samartzis,Nicoleta Rania	Career & Academic Advisor	Counseling & Advisement TS	07/01/17-06/30/18
Sapp,Shana Rene	Student Support Manager	Provost Office AC	07/01/17-06/30/18
Schrader-Smith,Kara L.	Risk Management Coordinator	Facilities&Institutional Svcs EPI	07/01/17-06/30/18
Schuett,Jacquelyn R	Project Coord II InstStrategic	Provost Office SE	07/01/17-06/30/18
Scites,Jessica L	Research Analyst	Institutional Research/Effect EPI	07/01/17-06/30/18
Scott,William T	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	07/01/17-06/30/18
Seay,Antonio R.	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist DT	07/01/17-06/30/18
Seiter,Sondra P	Student Success Specialist	Business Administration EPI	07/01/17-06/30/18
Setterlind,Sharon R	Dean, College of Computer & IT	Academic & Student Affairs SPG	07/01/17-06/30/18
Sharp,Lara L	Program Dir, Engineering Tech	Engineering Technology CL	07/01/17-06/30/18
Showers,Denotra L.	Student Support Manager	Associate Provost Office SPG	07/01/17-06/30/18
Shultz,Kathleen G	Assoc Dir of Grant Development	Grant Development EPI	07/01/17-06/30/18
Siegel,Edward	Dir, Institutional Research	Institutional Research/Effect EPI	07/01/17-06/30/18
Silvers,Stefanie C.	Accessibility Svcs Coordinator	Provost Office HEC	07/01/17-06/30/18
Single,Bethany JC	Instructional Design Spec	Instructional Computing SE	07/01/17-06/30/18
Sintes,Nicholas M.	Sr Student Support Counselor	Scholarships/Stu Fin Assist DO	07/01/17-06/30/18
Skryd,Jacqueline Marie	ExecDir of Grants Development	Academic & Student Affairs EPI	07/01/17-06/30/18
Small,Janine P	Student Success Specialist	Baccalaureate Programs CL	07/01/17-06/30/18
Smiley,Joseph	Dean, Social & Behavioral Sci	Academic & Student Affairs TS	07/01/17-06/30/18
Smith Jr,Richard L	Career & Academic Advisor	Registration SPG	07/01/17-06/30/18
Smith,Donna Self	Multimedia Content Developer	Marketing&StrategicCommunicatn DO	07/01/17-06/30/18
Smith,Joe C	Dir, Procurement/Asset Mgmt	Business Services EPI	07/01/17-06/30/18
Smith,Junetta	Career & Academic Advisor	Counseling & Advisement TS	07/01/17-06/30/18
Smith,Pamela S.	Legal Svcs Coord & EA/EO Dir	College Attorney DO	07/01/17-06/30/18
Smith,Shilo M	Reference & Instruction Librn	Learning Resources HEC	07/01/17-06/30/18
Smith,Todd	Executive Student Svcs Dir	Scholarships/Stu Fin Assist DO	07/01/17-06/30/18
Smolenski,David A	Academy Coordinator II	Criminal Justice AC	07/01/17-06/30/18
Sofia,Ann O	Career & Academic Advisor	Counseling & Advisement TS	07/01/17-06/30/18
Solomon,Clara L	Assistant Director, Records	Admissions & Central Records DO	07/01/17-06/30/18
Sommerville,Karen Elizabeth	Career & Academic Advisor	Counseling & Advisement CL	07/01/17-06/30/18
Sorice Jr,Paul Gerald	Instructional Support Tech	Instructional Computing SE	07/01/17-06/30/18
St Louis,Mark	Associate General Counsel	College Attorney DO	07/01/17-06/30/18

Stanisic,Zoran	Sr Dir, Enterprise Systems	Administrative Information Sys DO	07/01/17-06/30/18
Steele,Beatrice S.	Planning Coordinator	Facilities&Institutional Svcs EPI	07/01/17-06/30/18
Steele,Jonathan E.	Dean, Humanities & Fine Arts	Academic & Student Affairs CL	07/01/17-06/30/18
Sterner,Ann M.	Systems Analyst, LearnMgmtSys	Learning Mgt Network Sys DO	07/01/17-06/30/18
Stevens,Paul J	Senior Web Analyst/Programmer	Instructional Computing SE	07/01/17-06/30/18
Strickland,Mark F.	Provost	Academic & Student Affairs SE	07/01/17-06/30/18
Stubbs,Aimee Cekau	Dir, Accessibility Services	Special Programs/Intl Educ DO	07/01/17-06/30/18
Sullins,Bryan K	Career & Academic Advisor	SPC-Downtown DT	07/01/17-06/30/18
Sullivan,Michael S	Systems Analyst	Administrative Information Sys DO	07/01/17-06/30/18
Sussex,Kaitlyn M	Certificate Prgm Coordinator	Workforce/Professnl Developmnt EPI	07/01/17-06/30/18
Swaim,Lenore S	Apprenticeship Empl. Recruiter	Business Administration SPG	07/01/17-06/30/18
Swift,Christopher	Technology Project Manager	SE Public Safety Institute AC	07/01/17-06/30/18
Taylor,Giovanna	Client Account Representative	Workforce/Professnl Developmnt EPI	07/01/17-06/30/18
Tearett,Yalonda R	College Support Coordinator	Special Programs/Intl Educ MT	07/01/17-06/30/18
Thiel,Janice L.	Sr Instructional Technologist	Academic & Student Affairs SPG	07/01/17-06/30/18
Thomann,Vicky K	Grants Accountant	Accounting Services EPI	07/01/17-06/30/18
Thomas,Kory B	Program Director II	Physical Therapist Asst HEC	07/01/17-06/30/18
Thompson,Andy W	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist DO	07/01/17-06/30/18
Tonner,Joan E.	Program Director II	Dental Hygiene HEC	07/01/17-06/30/18
Toth,Andrea Fernanda C Silva	Career & Academic Advisor	Provost Office AC	07/01/17-06/30/18
Tucker,Fredrick W	Info & Innov Prog Coordinator	Workforce/Professnl Developmnt EPI	07/01/17-06/30/18
Tufts,Shannon S.	Manager Network&SystemSecurity	IT Networking Telecom DO	07/01/17-06/30/18
Tymms,Magaly B	Director of Assessment	Academic EffectivenessAssessmt EPI	07/01/17-06/30/18
Van Nostrand,Thomas M.	Tech Support Spvr (Training)	Desktop Software Support EPI	07/01/17-06/30/18
Vanover,Lisa Yacso	Career & Technical Educ Coord	Career Connections EPI	07/01/17-06/30/18
Vasquez,Robert M	Senior Web Analyst/Programmer	Marketing&StrategicCommunicatn DO	07/01/17-06/30/18
Veloff,Steven J	Instructional Tech Analyst	NTPI/WMD Grant AC	07/01/17-06/30/18
Vermeren,Paul R	Reference & Instruction Librn	Learning Resources CL	07/01/17-06/30/18
Villaman,Sumati	Language InstituteProjectCoord	Workforce/Professnl Developmnt EPI	07/01/17-06/30/18
Vitale,Alisha	Dir, Customer Relationship Mgmt	Marketing&StrategicCommunicatn DO	07/01/17-06/30/18
Vittetoe,Stanley O.	Provost	Academic & Student Affairs CL	07/01/17-06/30/18
Vok,Anna	Strategic Execution Proj Mgr	Business Services DO	07/01/17-06/30/18
Waechter,James D.	AssocVP,FaciltPln&InstutnlSvcs	Maintenance Services EPI	07/01/17-06/30/18
Walker,Gail E.	Public Safety Training Coord	Florida Natl. Guard Grant AC	07/01/17-06/30/18
Walker,Karen Reynolds	Instructional Design Tech	Instructional Computing SE	07/01/17-06/30/18
Watkins,Pamela Leeanne	Career & Academic Advisor	Enrollment Management DO	07/01/17-06/30/18
Weaver,Scott	Coord, Institutional Services	Facilities&Institutional Svcs EPI	07/01/17-06/30/18
West,Suzanne	Inst Strategic Project Coord	Sr Academic Program Coord EPI	07/01/17-06/30/18
Westergard,Victoria L.	Exec Dir, Instruc Design & Dev	Information Tech & Research DO	07/01/17-06/30/18
White,Scott B	Athletics Coach	Athletics SPG	07/01/17-06/30/18
Wilborn,Paul L.	ExecDir,Palladium	SPC-Downtown DT	07/01/17-06/30/18
Wilburn,David	Career & Academic Advisor	Provost Office TS	07/01/17-06/30/18
Wilcoxen,Robert L.	Career & Academic Advisor	Registration SPG	07/01/17-06/30/18

Wilkins,Pamela A	Sr Academic Program Coord	College of Education TS	07/01/17-06/30/18
Williams,Tonjua L.	SVP, Student Services	President Office EPI	07/01/17-06/30/18
Williams,Tonya J	Accessibility Svcs Coordinator	Academic & Student Affairs DT	07/01/17-06/30/18
Wolff,Kimberly P.	Library Program Director	Learning Resources CL	07/01/17-06/30/18
Womer,Lynda G.	Associate Provost	Provost Office SE	07/01/17-06/30/18
Woodruff Jr,Edward W	Government Relations Director	President Office DO	07/01/17-06/30/18
Woods,Vonda L.	Director, Accounting Services	Business Services EPI	07/01/17-06/30/18
Wortock,Jacob C.	Coord, Collegewide Wkfrc Intrn	Baccalaureate Programs SE	07/01/17-06/30/18
Wright,Diana	Dir, Facilities Services	Maintenance Services EPI	07/01/17-06/30/18
Wright,Lacrecia M.	Project Coordinator II	College Reach Out Program SPG	07/01/17-06/30/18
Wright,Michel C	Analyst Programmer	Administrative Information Sys DO	07/01/17-06/30/18
Yaros,Elizabeth J	Instructional Tech Analyst	Special Programs/Intl Educ EPI	07/01/17-06/30/18
Zeigler,Jeff A	Accessibility Svcs Coordinator	Academic & Student Affairs CL	07/01/17-06/30/18
Ziemak,Kellie Anne	Student Serv Projects Coord.	Academic & Student Affairs EPI	07/01/17-06/30/18
Boyce,Ronald G.	Assistant Dir, HR Development	Human Resources Benefits EPI	07/01/17-12/19/17
Brink,Patricia J	Instructional Designer/Facilit	Human Resources DO	07/01/17-12/19/17
Huff,Felecia C	HR Success Coach	Human Resources DO	07/01/17-12/19/17
Madera,Evelyn	Student Life & Leadership Coor	Associate Provost Office MT	07/01/17-12/19/17
Myers,Lucy	HR Success Coach	Human Resources DO	07/01/17-12/19/17
O'Berry,Michael R.	Instructional Designer/Facilit	Human Resources DO	07/01/17-12/19/17
Root,Anamarie	Professional Development Mgr	Human Resources DO	07/01/17-12/19/17
Schmitt,Eileen M.	Payroll Manager	Human Resources Payroll EPI	07/01/17-12/19/17
Sengphrachanh,Phonedavanh	Employment Coordinator	Human Resources Employment DO	07/01/17-12/19/17
Sherman,Tiffani L.	Producer, PublicSafetyTraining	NTPI/WMD Grant AC	07/01/17-12/19/17
Waugh,Kathleen A	Onboarding Concierge	Human Resources DO	07/01/17-12/19/17
Williams,Yvonne G	Instructional Designer/Facilit	Human Resources DO	07/01/17-12/19/17
Woroner,Desiree A	Director, HR Development	Human Resources DO	07/01/17-12/19/17
Writt,Jeremy L.	Producer, PublicSafetyTraining	Florida Natl. Guard Grant AC	07/01/17-12/19/17


Brian Miles, Vice President, Administrative/Business Services & Information Technology; Anne M. Cooper, Senior Vice President, Instruction & Academic Programs; Jesse Coraggio, Vice President, Institutional Effectiveness & Academic Services; Suzanne Gardner, General Counsel; Frances Neu, Vice President, Institutional Advancement & Foundation Executive Director and Tonjua Williams, Senior Vice President Student Services, recommend approval.

nd041817

April 18, 2017

**MEMORANDUM**

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

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

**SUBJECT:** Fibernet Direct Florida, LLC. — Network Services

**Authorization is sought to enter into an agreement with Fibernet Direct Florida, LLC to provide Wide Area Network (inter-campus connectivity) services to college campuses and sites.** Wide Area Network services include all of the data network services that connect all SPC campuses together into one data communications network.

The current provider of Wide Area Network services for the College is Level 3, Inc. formerly TW Telecom and has been the primary provider of SPC wide area network services since November 2007. The existing contracts for these services expire between October 2017 and February 2018. Going forward and to facilitate SPC strategic objectives, the SPC Wide Area Network technology infrastructure has been re-designed. The new design will provide better reliability with the flexibility to scale bandwidth more easily and provide SPC greater control of the college network with less dependency on the service provider.

The proposed agreement is for a five-year term beginning October 1, 2017 and coincides with the expiration of the existing Level 3 contracts, as noted above. The five-year term for each campus or site will begin upon completion of construction by Fibernet Direct Florida and successful testing and implementation of each new network connection. The total cost of services covered, will be approximately \$318,000 per year or \$1,590,000 for the five-year period, plus up to 1% per year depending on unforeseen taxes and fees, if applicable. Fibernet Direct Florida has agreed to waive all installation charges. This is a budget neutral proposal.

The new agreement will provide significant bandwidth increases and redundant, more reliable connections for the Douglas L. Jamerson Jr. Midtown Center; SPC Downtown Center; Seminole Campus; Epicenter/District Office; Vet Tech Center; Fire Training Site; Allstate Center; Health Education Center; Clearwater Campus; St. Petersburg/Gibbs Campus; and Tarpon Springs Campus. The Cecil B. Keene Sr. Student Achievement Center and the Palladium Theatre are included in this agreement but will retain current bandwidth levels and speeds.

Fibernet Direct Florida was chosen to provide the above services to St. Petersburg College due to its superior network design that will provide SPC with a robust network that is reliable, scalable and flexible. This solution includes private fiber optic cable to key SPC sites and multiple high speed data connections to all SPC sites covered by this agreement. Additionally, Fibernet Direct Florida has provided the most cost effective solution.


Brian Miles, Vice President, Administrative/Business Services & Information Technology; Suzanne L. Gardner, General Counsel; and David Creamer, Sr. Director, Network Systems & Telecommunications, recommend approval.



March 21, 2017

**MEMORANDUM**

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

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

**SUBJECT:** **Change Order #1, Project 677-A-13-6, Construct Marine Science Labs and Classrooms, Bay Pines Center.**

**Authorization is requested to approve Change Order #1 in the amount of \$321,569, Project 677-A-13-6, Construct Marine Science Labs and Classrooms, Bay Pines Center.**

This Change Order #1 encompasses all costs associated with bringing this project to fruition, with Substantial Completion expected on May 30, 2017. This change order will amend the Guaranteed Maximum Price (GMP) to \$4,271,376 and represents an 8% increase to the GMP. This Change Order to the GMP will be funded from elsewhere in the project and Facilities' budgets, thereby not impacting the college's overall capital budget.

When the original GMP was approved in early 2015, the construction industry was flat, with supply of services exceeding demand. Since then, the market has grown dramatically, causing considerable increases in the costs of both materials and labor; in excess of 10% as measured by the Engineering News Record (ENR), a widely accepted industry cost indexing model. This was immediately evidenced as the contractor, Biltmore Construction, began to solicit and receive the bid packages for the various trades. The college and the contractor have worked diligently through the construction phase to identify opportunities to keep the escalations in check, and those opportunities have all been exercised, including the concession of over \$300,000 of fees by Biltmore Construction. All the while, our focus has been to deliver a project that will be functional, durable and impactful to the students and the community in general.

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

VI – C.3 Bay Pines



# SPC St. Petersburg College

Board approved GMP, January, 2015	3,949,807	3,949,807
Project costs after bids received, April, 2016	<u>4,908,026</u>	
Deficit	<u>(958,219)</u>	
Contractor concessions	313,424	
Other savings within project	323,226	
Change order requested		<u>321,569</u>
Revised GMP		<u>4,271,376</u>

## VI – D.1 International Update

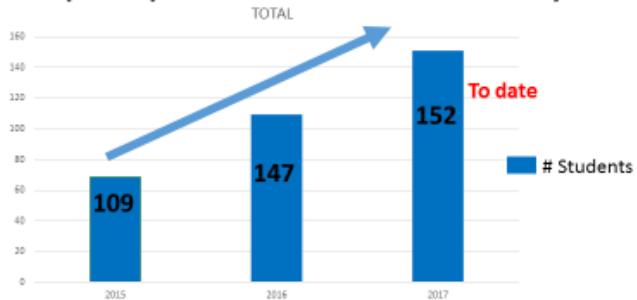


## STUDY ABROAD

- \$247,000 funding 127 study abroad scholarships
- First Honors Study Abroad - Dominican Republic
- 3 Spring Break programs
- New countries for 2016-2017
  - Cuba
  - Thailand

**NOTEWORTHY:**

- SPC is currently #12 in the USA and #3 in Florida for Colleges sending students abroad\*

**Student participation increased 40%+ over 2 years**

\* Source: Institute for International Education, *Open Doors 2016* report for 2014-15 academic year

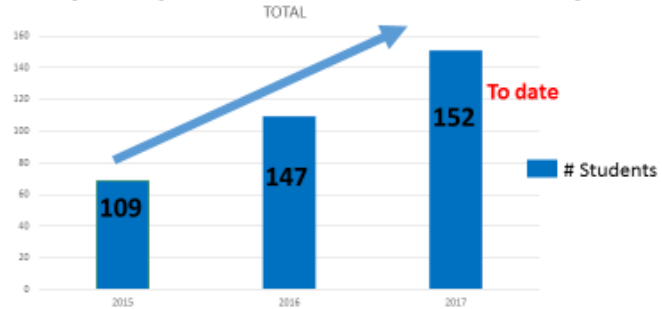
4/18/2017 Board of Trustees

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## STUDY ABROAD

Student participation increased 40%+ over 2 years

- \$247,000 funding 127 study abroad scholarships
- First Honors Study Abroad - Dominican Republic
- 3 Spring Break programs
- New countries for 2016-2017
  - Cuba
  - Thailand



### NOTEWORTHY:

- SPC is currently #12 in the USA and #3 in Florida for Colleges sending students abroad\*

\* Source: Institute for International Education, Open Doors 2016 report for 2014-15 academic year  
4/18/2017 Board of Trustees

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## Curricular Development & Extracurricular Activities

### ➤ Curricular Development includes



Collaborative Online International Learning (COIL)

- 12 faculty, 11 disciplines, 7 International Institutions
- To date over 190+ SPC students involved

Global Citizen Program distinction

- Embedded in various academic pathways in 9 departments
- Curricular, Extracurricular and Career integration components

### ➤ Extracurricular activities include

- Weekly on campus immersion and learning events
- Monthly off campus learning & volunteer opportunities
- GoGlobal calendar for local and regional events

### NOTEWORTHY:

- Currently 20 international/cultural clubs collegewide



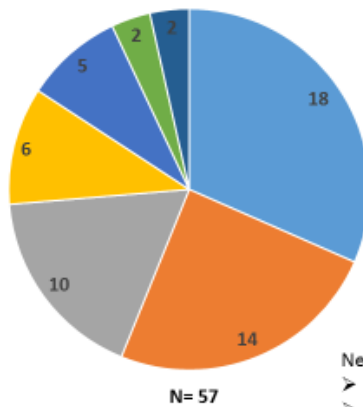
4/18/2017 Board of Trustees

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## International Partnerships

### INTL Partner Type

- Educational Institution
- Study Abroad Partners
- Intl Association in U.S.
- Local Intl Partner
- Government Entity
- Businesses
- Sister Cities



### NOTEWORTHY:

- **42.5% increase in International Partners (2016, 40 to 2017, 57) with largest gains in:**
  - Educational Institutions – up 80%
  - Study Abroad Partners – up 27%

Newest Educational Institution partners include

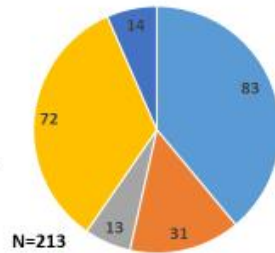
- University of Lisbon, Portugal
- São Paulo State University, Brazil
- Institute of Technology Tallaght, Ireland

4/18/2017 Board of Trustees

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## International Students

- ASSOCIATE IN ARTS
- ASSOCIATE IN SCIENCE
- BACHELOR
- ENGLISH LANGUAGE
- POSTGRAD WORK



### 19% increase in International Students

2016 n= 179 to 2017 n=213

### NOTEWORTHY:

- **International Students have average 92.1% success rate\***

\*Source, Fulbright, Fall 2016 retrieved 4/5/17

- **English as Second Language to - Degree matriculation rate 2016 - 18%**
- **Improved onboarding process & out of class support**
  - Required My Learning Plan (MLP)
  - First Year mentoring program, English Conversation Partners
  - Venues for international student leadership development
    - International Student Speakers Bureau
    - Florida International Leadership Conference

4/18/2017 Board of Trustees



## Questions? Comments?

Thank you!




Presenter e-mail: [kirsch.ramona@spcollege.edu](mailto:kirsch.ramona@spcollege.edu)  
Or see our website: <http://www.spcollege.edu/international/>



April 18, 2017

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** 2016-2017 Equity Update Report

**Approval is sought to submit the 2016-2017 Equity Update Report to the Florida Department of Education, Division of Florida Colleges.**

Consistent with the requirements of Sections 1000.05 and 1012.86, Florida Statutes, each Florida College System institution is required to submit an annual update of local plans related to educational equity in the areas of athletics, education, and employment.

While the 2016-2017 Equity Update Report is comprehensive, here are key performance outcomes for your review.

**STUDENT DATA** - Collection years begin with the summer term. (Ex. 2015-16 includes Summer/Fall of 2015, Winter/Spring of 2016).

**Participation- Total Enrollment**

- Overall and First Time in College (FTIC) representation decreased compared to prior years.
- Students with self-reported disabilities remained consistent and total enrollment is 4.2%
- African-American male students FTIC decreased and total enrollment is 6.8%
- African-American female students FTIC decreased and total enrollment is 9.2%
- Hispanic male students FTIC increased and total enrollment is 7.2%
- Hispanic female students FTIC increased and total enrollment is 8.6%

**Completion and Retention**

- Minority students with Associate in Science (AS) completions decreased and total graduation is 22.0%
- Minority students with Associate in Arts (AA) completions increased and total graduation is 29.0%
- Minority students with Certificate completions increased and total graduation is 24.3%
- African-American male students with AS completions decreased and total graduation is 2.7%
- African-American female students with AS completions decreased and total graduation is 5.8%
- African-American male students with Associate in Arts (AA )completions increased and total graduation is 3.2%
- African-American male students with Certificate completions increased and total graduation is 4.7%
- African-American female students with Certificate completions increased and total graduation is 6.1%
- Hispanic male students with AS completions increased and total graduation is 3.1%
- Hispanic male students with AA completions increased and total graduation is 4.0%
- Hispanic male students with Certificate completions increased and total graduation is 5.6%

- Hispanic female students with AS completions increased and total graduation is 5.5%
- Hispanic female students with AA completions increased and total graduation is 7.3%
- Hispanic female students with Certificate completions decreased and total graduation is 3.3%

**EMPLOYEE DATA-** student enrollment data is the benchmark for setting employment goals for the representation of women and minorities.

**Executive/Administrative/Managerial Staff**

- African-American males remained the same and is at 5.0%
- African-American females increased and is at 6.7%
- Other minority males remained the same and is at 2.5%
- Other minority females remained the same and is at .8%
- Hispanic males remained the same and is at .8%
- Hispanic females decreased and is at 1.7%

**Full-time Instructional Staff**

- African-American males decreased and is at 4.0%
- African-American females increased and is at 5.3%
- Other minority males remained the same and is at 2.9%
- Other minority females decreased and is at 2.1%
- Hispanic males decreased and is at 1.3%

- Hispanic females remained the same and is at 3.7%

**Full-time Continuing Contract Instructional Staff**

- African-American males increased and is at 4.6%
- African-American females decreased and is at 3.9%
- Other minority males decreased and is at 3.2%
- Other minority females decreased and is at 2.1%
- Hispanic males decreased and is at 1.4%
- Hispanic females decreased and is at 3.9%

I am happy to have your questions, comments and guidance in the most critical area. Thank you.

Brian Miles, Vice President, Administrative / Business Services & Information Technology; Anne Cooper, Senior Vice President, Instruction & Academic Programs; Tonjua Williams, Senior Vice President, Student Services; Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services; Desiree Woroner, Director of Human Resources; and Pamela S. Smith, Director, Equal Access and Equal Opportunity, Title IX Coordinator; recommend approval.

Attachment

**The Florida College System  
Annual Equity Update Report  
Guidelines for 2016-2017**

for

**St. Petersburg College**

**The Division of Florida Colleges  
Florida Department of Education**



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### **General Information and Applicable Laws for Reporting**

The purpose of the College Annual Equity Update is to provide updates on efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment. The following Florida Statutes (F.S.) and implementing State Board of Education Rules in the Florida Administrative Code (F.A.C.) have specific requirements for this annual update.

- Section (§) 1000.05, F.S., the “Florida Educational Equity Act”
- Implementing Rules 6A-19.001 – 6A-19.010, F.A.C., related to educational equity
- §1006.71, F.S., Gender equity in intercollegiate athletics
- Implementing Rule 6A-10.041, F.A.C., Substitution for Requirements for Eligible Disabled Students at Florida Colleges and Postsecondary Career Centers
- §1012.86, F.S., Florida College System institution employment equity accountability program

Florida Statutes require postsecondary institutions in the Florida College System to develop and annually update plans that will positively impact efforts to increase diversity among students and employees. Until this year, colleges have submitted new plans each year. For the 2016 reporting purposes, the Florida College System will utilize the statutory guidelines for colleges to create a baseline plan to be updated each year. Therefore, the college equity plan submitted in April 2015 for 2014-2015 will be considered as the college’s most recent baseline report. The employment equity accountability plan will continue to be submitted as an annual plan as required under §1012.86, F.S.

For April 2016, the Division of Florida Colleges (DFC) has reduced the preparation steps formerly completed by each institution. The DFC continues to provide certified data, focused on the areas of measurement required by the Florida Educational Equity Act. Additionally, the DFC provides formulas in excel formats that eliminate the need for manual calculation of accomplishments. Colleges will be able to add formulas that draw data automatically from related tables such as goals and goal achievement.

By focusing on requirements within the statutory areas, the DFC encourages each college to devote its attention to the development of effective methods and strategies for any areas of improvements identified in their analysis of data. Where appropriate, the new reporting guidelines request a response such as new methods and strategies to increase the participation and/or employment of underrepresented minorities.

Data reports for students and the three targeted classes of employees are provided as excel spreadsheets at the end of these instructions. Additionally, excel tables have been created for setting goals and reflecting goal achievement. The college may choose to integrate these reports into the body of the report or include them as appendices.

The College Annual Equity Update is due to the Florida Department of Education, Division of Florida Colleges (DFC) by April 30, 2016. Requirements for the 2015-2016 update should address the following six parts of your 2014-2015 report.

### Part I. Description of Plan Development

Are there any changes to the development of the college equity plan? No \_\_\_ Yes X

If yes, provide the following applicable updates:

- A. A list of persons, by title and organizational location, involved in the development of the plan
- B. A description of the participation of any advisory groups or persons

The preparation of the 2016-17 Annual Equity Update Report included a more focused process to analyze and document changes that occurred from than the last version, 2015-16. A collaborative, team approach included advisory persons from Institutional Research, Instruction and Academic Programs, Student Services, Administrative and Business Services, and the Equal Access/Equal Opportunity (EA/EO) Office.

- Tony Callaghan, Analyst Programmer
- Anne Cooper, Senior Vice President, Instruction and Academic Programs
- Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services
- Marie Couch, Grant Management Specialist
- Sabrina Crawford, Executive Director of Institutional Effectiveness and Research
- Eva Christensen, Director Admissions and Records
- Theresa Dimmer, Research Analyst for Institutional Effectiveness and Research
- Djuan Fox, Coordinator of Special Projects
- Suzanne Gardner, General Counsel
- David Gill, Athletic Director
- Linda Hogans, Executive Director, Retention Services
- Dorothy Hopkins, Sr. Analyst Programmer
- Misty Kemp, Title III Director
- Wayne Kruger, Executive Student Services Director
- Natavia Middleton, (Interim) Dean of Natural Science
- Kay Morgan, Student Support Manager
- Debbie Proctor, Manager Student Information Systems
- Patrick Rinard, Associate Vice President, Enrollment Services
- Katie Shultz, Associate Director of Grant Development
- Edward Siegel, Director of Institutional Research
- Davanh Sengphrachanh, Employment Coordinator
- Sharon Setterlind, Dean of Computer and Information Technology
- Pam Smith, Director, Equal Access and Equal Opportunity, Title IX Coordinator
- Aimee Stubbs, Accessibility Service Director Resources
- Tonjua Williams, Senior Vice President, Student Services
- Lisa Vanover, Career & Technical Education Coordinator
- Stan Vittetoe, Provost
- Desiree Woroner, Director, Human Resources

The plan was adopted by the St. Petersburg College Board of Trustees on April 18, 2017.



## Part II. Policies and Procedures that Prohibit Discrimination

This section relates to processes used to ensure that certain policies and procedures are current, accurate, in compliance and available to all students, employees and applicants as required by statute.

- A. Have there been any updates to the college's policy of nondiscrimination adopted by the governing board? No  Yes \_\_\_ If yes:
- 1) Provide the date of revision:
  - 2) Describe the revision:
  - 3) Provide the web link(s) to document the revision:
- B. Have there been any updates to the procedures utilized to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy?  
No  Yes \_\_\_ If yes, provide updated information.
- C. Have there been any updates to person(s) designated to coordinate the college's compliance with §1000.05, F.S.; Rule 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II? \_\_\_ Yes  No  
If yes, provide the name/title, phone number, address and email address for each update and confirm if this information is available in the regular notice of nondiscrimination.
- D. Have there been any updates to the college's grievance or complaint procedures for use by students, applicants and employees who allege discrimination? No \_\_\_ Yes  If yes:
- 1) Provide the date of revision: [August 17, 2016](#)
  - 2) Describe the revision:
    - [The "Definitions" section of the procedure was updated to reflect pregnancy in the definition of discrimination.](#)
    - [The "General Provisions" section of the procedure was updated to eliminate outdated information and reflect the current path for the reporting and review of allegations of sexual harassment.](#)
  - 3) Provide the web link(s) to document the revision: [P1.34](#)
- E. Grievance procedures should address the following at a minimum as required under Rule 6A-19.010(h), F.A.C. Confirm if the college is meeting these requirements:
- 1) Notifications of these procedures are placed in prominent and common information sources. No \_\_\_ Yes
  - 2) Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints but do not prohibit individuals from seeking redress from other available sources. No \_\_\_ Yes
  - 3) Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination. No \_\_\_ Yes

If any answers in "E" are "No," provide the college's plan for compliance.

F. Have there been any revisions to nondiscrimination policies or procedures pertaining to:

1)	Title IX?	No <input checked="" type="checkbox"/> Yes ___
2)	Title II?	No <input checked="" type="checkbox"/> Yes ___
3)	Section 504?	No <input checked="" type="checkbox"/> Yes ___
4)	Nondiscrimination policies or procedures pertaining to disability services, including Rule 6A-10.041, F.A.C., that addresses course substitution requirements?	No <input checked="" type="checkbox"/> Yes ___
5)	Acquired Immune Deficiency Syndrome/Human Immunodeficiency Virus (AIDS/HIV) Infectious Disease?	No <input checked="" type="checkbox"/> Yes ___
6)	Other policies or procedures related to civil rights or nondiscrimination?	No <input checked="" type="checkbox"/> Yes ___

Address the following for any policies or procedures in "F" marked "Yes"

- a) The name of the policy and/or procedure(s): **Not Applicable**
- b) The date of revision: **Not Applicable**
- c) A description of the revision: **Not Applicable**
- d) The web link(s) to document the revision: **Not Applicable**

### Part III. Strategies to Overcome Underrepresentation of Students

#### A. Student Enrollments

Colleges will continue to examine data trends in the representation of students by race, gender, students with disabilities (DIS) (self-reported) and national origin minority students with limited English-language proficiency (LEP) skills for first-time-in-college (FTIC) and for overall enrollment. Colleges should continue to assess, modify and/or develop new methods and strategies for accomplishing the established goals that have not been achieved based on goals set in the previous year.

Both Overall and FTIC representation decreased when compared to the previous year. This is in line with internal college analyses. Students with self-reported disabilities are holding steady for the last two years at 4.2% of the total enrollment after increasing steadily for several years. Minority and Hispanic student enrollment have shown increases but White and Black students are showing declines.

Florida College System  
College: St. Petersburg  
Student Participation-Enrollments

		FTIC			Total Enrollments		
Race: Black		Total	Overall Enrollment	%	Total	Overall Enrollment	%
Gender	Rpt Year						
Female	2013-14	503	5,032	10.00	3,853	40,788	9.45
	2014-15	553	5,232	10.57	3,900	41,866	9.32
	2015-16	465	5,034	9.24	3,727	40,017	9.31
Male	2013-14	440	5,032	8.74	2,022	40,788	4.96
	2014-15	449	5,232	8.58	2,105	41,866	5.03
	2015-16	341	5,034	6.77	1,963	40,017	4.91
Total	2013-14	943	5,032	18.74	5,875	40,788	14.40
	2014-15	1,002	5,232	19.15	6,005	41,866	14.34
	2015-16	806	5,034	16.01	5,690	40,017	14.22
<b>Race: Hispanic</b>							
Gender	Rpt Year						
Female	2013-14	350	5,032	6.96	2,631	40,788	6.45
	2014-15	405	5,232	7.74	2,923	41,866	6.98
	2015-16	434	5,034	8.62	3,052	40,017	7.63
Male	2013-14	287	5,032	5.70	1,729	40,788	4.24
	2014-15	355	5,232	6.79	1,970	41,866	4.71
	2015-16	363	5,034	7.21	2,058	40,017	5.14
Total	2013-14	637	5,032	12.66	4,360	40,788	10.69
	2014-15	760	5,232	14.53	4,893	41,866	11.69
	2015-16	797	5,034	15.83	5,110	40,017	12.77
<b>Race: Other</b>							
Gender	Rpt Year						
Female	2013-14	187	5,032	3.72	1,376	40,788	3.37
	2014-15	188	5,232	3.59	1,542	41,866	3.68
	2015-16	235	5,034	4.67	1,601	40,017	4.00
Male	2013-14	149	5,032	2.96	980	40,788	2.40
	2014-15	165	5,232	3.15	1,092	41,866	2.61
	2015-16	181	5,034	3.60	1,057	40,017	2.64
Total	2013-14	336	5,032	6.68	2,356	40,788	5.78
	2014-15	353	5,232	6.75	2,634	41,866	6.29
	2015-16	416	5,034	8.26	2,658	40,017	6.64
<b>Race: White</b>							
Gender	Rpt Year						
Female	2013-14	1,581	5,032	31.42	16,519	40,788	40.50
	2014-15	1,595	5,232	30.49	16,585	41,866	39.61
	2015-16	1,596	5,034	31.70	15,614	40,017	39.02
Male	2013-14	1,535	5,032	30.50	11,678	40,788	28.63
	2014-15	1,522	5,232	29.09	11,749	41,866	28.06
	2015-16	1,419	5,034	28.19	10,945	40,017	27.35
Total	2013-14	3,116	5,032	61.92	28,197	40,788	69.13
	2014-15	3,117	5,232	59.58	28,334	41,866	67.68
	2015-16	3,015	5,034	59.89	26,559	40,017	66.37

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Source: Student Data Base (2012-13, 2013-14, AND 2014-15) Annual Unduplicated Counts. Fl. DOE years begin with the summer term. (Ex. 2013-14 includes Summer and Fall of 2013, Winter/Spring of 2014). Total enrollments are reflected for each enrollment category excluding Non-Resident Aliens, Unknown Race, Unknown Gender, or Unknown Citizenship. FTIC counts include students enrolled in courses in the following instructional areas: Advanced and Professional, Postsecondary Vocational, Apprenticeship, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory and EPI. Enrollments (excludes Supplemental Voc., Adult Basic and Secondary, GED Prep, and LLL).

		FTIC		Total Enrollments	
		LEP	DIS	LEP	DIS
Gender	Rpt Year				
Female	2012-13	67	97	501	945
	2014-15	60	86	508	1,020
	2015-16	52	98	469	1,027
Male	2013-14	44	85	271	645
	2014-15	32	73	254	722
	2015-16	49	87	252	668
Total (ALL)	Rpt Year				
	2012-13	111	182	772	1,590
	2014-15	92	159	762	1,742
	2015-16	101	185	721	1,695

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Source: Student Data Base (2012-13, 2013-14, AND 2014-15) Annual Unduplicated Counts. Fl. DOE years begin with the summer term. (Ex. 2013-14 includes Summer and Fall of 2013, Winter/Spring of 2014). Total enrollments are reflected for each enrollment category excluding Non-Resident Aliens, Unknown Race, Unknown Gender, or Unknown Citizenship. FTIC counts include students enrolled in courses in the following instructional areas: Advanced and Professional, Postsecondary Vocational, Apprenticeship, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory and EPI. Enrollments (excludes Supplemental Voc., Adult Basic and Secondary, GED Prep, and LLL).

Each college will address the following based on the data reports provided. Following assessment, the college will complete a goal setting process for 2016-2017 in the excel table provided.

	2015- 2016 Goals for FTIC	2015- 2016 Goals Achieved FTIC Yes/No	2016 - 2017 Goals for FTIC	2015- 2016 Goals for Overall Enrollments	2015- 2016 Goals Achieved Overall Enrollments Yes/No	2016 - 2017 Goals for Overall Enrollments
Minority Male	Increase population by 1% to 38%	Yes 40.1%	N/A	N/A	N/A	N/A
Minority Overall	N/A	Yes	N/A	N/A	N/A	Increase population by 0.5% to 34%
Black	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	Increase population by 1% to 15%	Yes 15.8%	Increase population by 0.5% to 16.3%	Increase participation by 0.5% to 12.5%	Yes 12.8%	Increase population by 0.5% to 13.3%
Other Minorities	N/A	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A	N/A
DIS	N/A	N/A	N/A	N/A	N/A	N/A
LEP	N/A	N/A	N/A	N/A	N/A	N/A

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The college is achieving goals: Yes  No  If no, provide:

- 1) An evaluation of each of the methods and strategies developed to increase student enrollment from underrepresented groups
- 2) New methods and strategies to target underrepresented students where goals have not been achieved

***Although goals have been achieved, SPC has been working on several new or enhanced initiatives to assist our enrollment efforts and are documented below.***

- 1) As an effort to expand instructional delivery systems to serve a more diverse student population, small knowledge gap learning modules (toolkits) supporting course curriculum were developed for Gateway Courses (highest enrollment, lowest completion). Embedded within these toolkits are brief lessons, videos and activities developed by SPC faculty to support learning outside of the classroom. Students can access toolkits in the on-line resources tab of the Library and Learning Support Commons Virtual Learning Commons.
- 2) The Guided (AACC) Pathways was designed to improve student engagement with the college through identification within a Career and Academic Community, using recommended program pathways that identify courses in the order in which students should take them, as well as designing pathways within Career and Academic Communities to have similar first 15 credit hours to allow students to move between programs without loss of time to degree and complete important gateway courses that have been identified to build foundational skills for academic success, such as Math and English. To date the initiative has contributed to student success as measured by credit hours earned (Figure 1). Fall 2015 shows continued increases in the numbers of students completing both 6 or more credit hours their first term (58%) and 15 or more credit hours during their first year (44%). In addition, Fall 2015 shows continued increases of students completing gateway math and English courses within the first year (Figure 2).

Figure 1

Fall	Earned College Credits	
	6+ 1st Term	15+ Year 1
2013	50%	40%
2014	53%	41%
2015	58%	44%

Figure 2

Fall	Completed Gateway Courses in Year 1		
	Math	English	Both
2013	39%	61%	35%
2014	39%	61%	37%
2015	45%	66%	41%

- 3) SPC has developed multiple 2+2 articulation programs with the University of South Florida Tampa and St. Petersburg campuses within the new FUSE program. Students who are interested in transferring to these two university campuses will enroll in FUSE and have a direct pathway to their baccalaureate program of choice. During the initial pilot, students will be referred to SPC from USF to complete their AA using jointly created transfer plans that include the state mandated prerequisites to ensure student

readiness. As long as students maintain their GPA and meet admission guidelines, they will be guaranteed a spot within the USF program. Currently 37 students are enrolled in the pilot stage of this program.

- 4) Due to the uptick in Hispanic enrollment, SPC is working on translating many of its application documentations, including the SPC Parent Guide into Spanish.

**B. Student Completions (college degree and certificate programs)**

This year's report evaluates student academic achievements of Associate of Arts (AA) Degrees, Associate of Science (AS) Degrees or Certificates of Completion (Career Technology, PSAV). The data years are 2013-2014 to 2015-2016, and the categories for assessment are race, gender, disability (DIS) and limited English-language proficiency (LEP). Associate of Applied Science (AAS) Degrees are included in the data for AA Degrees.

The overall number of program completers for AA degrees and certificates continued to increase. The distribution across programs changed showing more students earned certificates in recent years. This may be attributed to the new auto-graduation process and is in line with college efforts to support the number of students taking courses part-time to achieve a credential that leads to a job. Student completers with self-reported disabilities continued to increase. In 2015-16, students with disabilities earned 5.2% of all awards which is higher than 4.8% reported in 2011-12. The number of minority (Black, Hispanic, Other) program completers also continued to increase. In 2015-16, this group earned 26.6% of all awards which is 6.5 percentage points higher than in 2011-12 (20.1%). The past three years have seen a 35% increase for overall completions for Black students.



Florida College System  
College: St. Petersburg  
Student Participation/Completions

Race: Black		AA Degrees			AS Degrees			Certificates		
		Num	Total	%	Num	Total	%	Num	Total	%
Gender	Rpt Year									
Female	2013-14	181	2,814	6.43	59	925	6.38	36	794	4.53
	2014-15	194	2,696	7.20	64	1,013	6.32	59	1,080	5.46
	2015-16	245	3,496	7.09	54	927	5.83	106	1,736	6.11
Male	2013-14	82	2,814	2.91	20	925	2.16	34	794	4.28
	2014-15	84	2,696	3.12	32	1,013	3.16	42	1,080	3.89
	2015-16	111	3,456	3.21	25	927	2.70	82	1,736	4.72
Total	2013-14	263	2,814	9.35	79	925	8.54	70	794	8.82
	2014-15	278	2,696	10.31	96	1,013	9.48	101	1,080	9.35
	2015-16	356	3,456	10.30	79	927	8.52	188	1,736	10.83
Race: Hispanic										
Gender	Rpt Year									
Female	2013-14	164	2,814	5.83	46	925	4.97	25	794	3.15
	2014-15	177	2,696	6.57	49	1,013	4.84	38	1,080	3.52
	2015-16	253	3,456	7.32	51	927	5.50	57	1,736	3.28
Male	2013-14	101	2,814	3.59	28	925	3.03	27	794	3.40
	2014-15	95	2,696	3.52	30	1,013	2.96	54	1,080	5.00
	2015-16	137	3,456	3.96	29	927	3.13	97	1,736	5.59
Total	2013-14	265	2,814	9.42	74	925	8.00	52	794	6.55
	2014-15	272	2,696	10.09	79	1,013	7.80	92	1,080	8.52
	2015-16	390	3,456	11.28	80	927	8.63	154	1,736	8.87
Race: Other										
Gender	Rpt Year									
Female	2012-13	91	2,814	3.23	29	925	3.14	18	794	2.27
	2014-15	109	2,696	4.04	34	1,013	3.36	13	1,080	1.20
	2015-16	154	3,456	4.46	26	927	2.80	39	1,736	2.25
Male	2013-14	54	2,814	1.92	17	925	1.84	19	794	2.39
	2014-15	81	2,696	3.00	15	1,013	1.48	31	1,080	2.87
	2015-16	103	3,456	2.98	19	927	2.05	41	1,736	2.36
Total	2013-14	145	2,814	5.15	46	925	4.97	37	794	4.66
	2014-15	190	2,696	7.05	49	1,013	4.84	44	1,080	4.07
	2015-16	257	3,456	7.44	45	927	4.85	80	1,736	4.61
Race: White										
Gender	Rpt Year									
Female	2012-13	1,325	2,814	47.09	462	925	49.95	279	794	35.14
	2014-15	1,222	2,696	45.33	514	1,013	50.74	335	1,080	31.02
	2015-16	1,593	3,456	44.53	488	927	52.64	522	1,736	30.07
Male	2013-14	816	2,814	29.00	264	925	28.54	356	794	44.84
	2014-15	734	2,696	27.23	275	1,013	27.15	508	1,080	47.04
	2015-16	914	3,456	26.45	235	927	25.35	508	1,736	45.62
Total	2013-14	2,141	2,814	76.08	726	925	78.49	635	794	79.97
	2014-15	1,956	2,696	72.55	789	1,013	77.89	843	1,080	78.06
	2015-16	2,453	3,456	70.98	723	927	77.99	1,314	1,736	75.69

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DOE collection years begin with the summer term. (Ex. 2013-14 includes Summer and Fall of 2013, Winter/Spring of 2014). Total completions are reflected for each Degree/Certificate category including the white populations, but excluding non-resident aliens, unknown race, unknown gender, or unknown citizenship. Provide data for each of the reporting years requested above, beginning summer, continuing through fall, and ending in the spring. 2016 data is not available. LEP = Limited English Proficiency and DIS = Disabled

Florida College System  
College: St. Petersburg  
Student Participation/Completions

		AA Degrees		AS Degrees		Certificates	
		LEP	DIS	LEP	DIS	LEP	DIS
Gender	Rpt Year						
Female	2012-13	29	68	10	36	8	20
	2014-15	35	109	23	51	10	33
	2015-16	47	110	19	49	15	41
Male	2013-14	18	53	2	23	5	15
	2014-15	13	48	6	22	13	26
	2015-16	16	64	5	19	8	33
Total (ALL)	Rpt Year						
	2013-14	47	121	12	59	13	35
	2014-15	48	157	29	73	23	59
	2015-16	63	174	24	68	23	74

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DOE collection years begin with the summer term. (Ex. 2013-14 includes Summer and Fall of 2013, Winter/Spring of 2014). Total completions are reflected for each Degree/Certificate category including the white populations, but excluding non-resident aliens, unknown race, unknown gender, or unknown citizenship. Provide data for each of the reporting years requested above, beginning summer, continuing through fall, and ending in the spring. 2016 data is not available. LEP = Limited English Proficiency and DIS = Disabled

Each college will address the following based on the data reports provided. Following assessment, the college will complete a goal-setting process for 2015-2016 using the excel table provided.

Associate in Arts	2015- 2016 AA Degrees	2015- 2016 Goal	Achieved Yes/No	Goals for 2016 - 2017
Black	356	N/A	N/A	N/A
Hispanic	390	N/A	N/A	N/A
Other Minorities	137	N/A	N/A	N/A
White	257	N/A	N/A	N/A
Male	2,453	N/A	N/A	N/A
Female	1,265	N/A	N/A	N/A
DIS	2,191	N/A	N/A	Increase by 5% to 183
LEP	174	Increase by 10.0% to 173	Yes	N/A
Associate in Science	2015- 2016 AS Degrees	2015- 2016 Goal	Achieved Yes/No	Goals for 2016 - 2017
Black	79	Increase by 5% to 101	No	Increase participation (percent of total) by 0.48% to 9.00
Hispanic	80	N/A	N/A	N/A
Other Minorities	45	N/A	N/A	N/A
White	723	N/A	N/A	N/A
Male	308	N/A	N/A	N/A
Female	619	N/A	N/A	N/A
DIS	68	N/A	N/A	N/A
LEP	24	N/A	N/A	N/A
Certificate	2015- 2016 Certificate	2015- 2016 Goal	Achieved Yes/No	Goals for 2016 - 2017
Black	188	Increase by 5.0% to 106	YES	Increase participation (percent of total) by .5% to 11.33
Hispanic	154	N/A	N/A	N/A
Other Minorities	80	N/A	N/A	N/A
White	1,314	N/A	N/A	N/A
Male	1,736	N/A	N/A	N/A
Female	794	N/A	N/A	N/A
DIS	74	N/A	N/A	N/A
LEP	23	N/A	N/A	N/A

The college is achieving goals: Yes \_\_\_ No X If no, provide:

1) An evaluation of each of the methods and strategies developed to increase student enrollment from underrepresented groups. The following strategies have updates from the previous submission.

- Program-based GPA and Guided Pathways continues to help students to focus directly on courses within their plan of study - courses outside their program are not be included in the calculation of Title IV aid.
- Although auto graduation has continued to contribute to increases for embedded certificates (32.1%) program completions in 2015-16, its combined use with the Pathways program has helped student progression through their academic programs.
- The overall shift of enrollment towards growth in the Hispanic population would make focusing on an increase on Hispanic completions rates more easily feasible, however as we did not meet our goal for Black A.S. completions this year, we want to continue to work on this goal. Expecting a continued a decrease in enrollment, we have shifted the focus of the goal from increases in total number to increases in participation (percent of completion for these students in relation to the total).

2) New methods and strategies, if applicable.

- Career and Academic Communities have been designed to not only help students get started on their accademic path, but to increase their engagment with the college through specific activities that are focused upon meeting ther needs depending upon where they are on their path (broken down by 25% increments). The intent moves beyond making sure students are enrolled in the program that best suits their interests but that they know the potential opportunities that are available for them upon graduation, provides experiences that support the skills they are learning within their program, and engages them in resume-building experiences.
- In Spring 2017, SPC implemented, a career and character development training program (Persistence Incorporated inTo College, Hired (PITCH) Program). This program focuses on services for African American males between the ages of 17-24 at the Midtown and St. Petersburg/Gibbs campuses through a cohort model providing paid training, college/career readiness, dedicated advising and tutoring and targeted workshops/guest speakers. Students will be directed to specific programs that align with growing industry sectors in the Tampa Bay area and specifically St. Petersburg.

### C. Student Success in Targeted Programs

The college's plan for 2015-2016 should have included methods and strategies to increase the participation of students in programs and courses in which students have been traditionally underrepresented, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education, as required under §1000.05, F.S., Part (4). Colleges should provide any updates to methods and strategies if applicable.

The college is providing updates: Yes  No  If yes, provide:

- 1) An evaluation of each of the methods and strategies developed to increase student participation from underrepresented groups.

The following strategies have updates from the previous submission.

- Women 2 STEM is a new program that targets women who have been underemployed or unemployed for a number of years. Mathematicians, scientists, engineers, and technologists who are women. A series of career exploration activities help the participants determine if a STEM career is a good choice for them. Help with time and finance management, life skills, and student skills is included.
- New program – Biotechnology Laboratory Technology A.S. - Biotechnology is one of the fastest growing industries in the nation, topping \$500 billion a year. Nationally, employment of biological technicians is expected to grow by 5% through 2024. SPC's new A.S. degree in Biotechnology Laboratory Technology provides hands-on skills to work in laboratories as a biological technician. Job opportunities include clinical research, pharmaceutical companies, biotechnology and biomanufacturing firms, forensic investigation, environmental improvement and protection, and agricultural product enhancement. The average salary in Florida is \$37,975.
- New program – Biomedical Engineering Technology A.S. - According to recent U.S. Bureau of Labor Statistics, employment of medical equipment repairers is projected to grow 30 percent from 2012 to 2022. The state of Florida needs individuals trained in the area of biomedical technology due to the high-demand for health care services and the increasing types and complexity of the equipment these professionals manage. Job opportunities in hospitals, clinics, health maintenance organizations and managed care agencies, public health and government agencies as well as companies that manufacture, install, manage and service medical equipment. The average biomedical technology worker earns \$45,000 annually.
- Computer Information and Technology Middle Skill STEM Pathway Grant participation has grown to 107 students (50 in 2015-16; 57 in 2016-17) with 9 students receiving their A+ Industry Certifications so far.

- 2) New methods and strategies, if applicable.

- SPC is currently building a new STEM facility on its Bay Pines property with anticipated course offerings in Environmental Science, Marine Biology, Field Biology, Biological Science, and Oceanography. This facility will provide ecology students an opportunity to collect samples and monitor animal behavior in their natural habitats. Collaborative partnerships with other educational groups are anticipated.

- Natural Science faculty development of previously mentioned toolkits will increase student access and engagement with academic material in health-related and general education courses.
- In 2017, the National Science Foundation grant will focus on increasing engagement and support to underrepresented students in technician specific disciplines.
- Natural Science faculty are developing standardized online courses for biological sciences and anatomy and physiology I. SPC is revitalizing online courses applying nationally-regarded “best practices” to ensure that student experiences are equal for online and on-campus courses.
- Community outreach events included [STEM Festival](#) at Clearwater and [STEAM Festival](#) at St. Petersburg/Gibbs campuses.
- College of Computer & Information Technology hosted the First Women in Technology Career Exploration and Networking event on October 27<sup>th</sup>.

**Part IV. Substitution Waivers for Admissions and Course Substitutions for Eligible Students with Disabilities**

**Course Substitution Report, Form CSR01**

List the number of students with reported and eligible disabilities who received course substitutions as well as the required course(s), substitution(s) provided, and discipline area (i.e., mathematics) by disability type beginning with the fall semester of the preceding academic year.

<b>Disability</b>	<b>Number of students</b>	<b>Required Course(s)</b>	<b>Substituted Course(s)</b>	<b>Discipline Area</b>
Deaf/ Hard of Hearing				
Visual Impairment	<b>1</b>	<b>MAT 1033</b>	<b>MGF 1106</b>	<b>Math</b>
Specific Learning Disability	<b>2</b>	<b>MAT 0022</b>	<b>MAT 1100</b>	<b>Math</b>
		<b>MAT 0028</b>	<b>MGF 1107</b>	<b>Math</b>
Orthopedic Impairment				
Speech Impairment				
Emotional or Behavioral Disability				
Autism Spectrum Disorder				
Traumatic Brain Injury				
Other Health Impairment				

How many requests for course substitutions were received and how many substitutions were granted during the preceding academic year? (List the number of requests per semester starting with the fall semester.)

<b>Semester</b>	<b>Number of substitutions requested</b>	<b>Number of substitutions granted</b>
<b>Fall</b>	<b>2</b>	<b>2</b>
<b>Spring</b>	<b>2</b>	<b>1</b>
<b>Summer</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>4</b>	<b>3</b>



## Part V. Gender Equity in Athletics

### A. Assessment of Athletic Programs

§1006.71, F.S., gender equity in intercollegiate athletics is applicable to postsecondary institutions offering athletic programs. Florida College System institutions that offer athletic programs shall develop a gender equity plan pursuant to §1000.05, F.S. The plan is to include consideration of equity in sports offerings, participation, availability of facilities, scholarship offerings and funds allocated for administration, recruitment, comparable coaching, publicity and promotion and other support costs. An annual assessment is required and each college president is to be evaluated on the extent to which gender equity goals have been accomplished.

For this part, provide the college's latest Equity in Athletics Disclosure Act (EADA) Survey Federal Report as an appendix.

### B. Data Assessment

§1006.71, F.S., requires an assessment of major areas to evaluate the college's progress toward gender equity in athletics.

Provide updates or new information related to sports offerings; participation; availability of facilities; scholarship offerings; funds allocated for administration, recruitment, comparable coaching, publicity and promotions; or other considerations by the college to continue efforts to achieve gender equity. If the college is not in compliance with Title IX, updates must be included in the college's Corrective Action Plan in Part D of this report.

- 1) Sports offerings and whether they effectively accommodate the interests and abilities of members of both genders: [We currently have 4 women's teams and 2 men's teams.](#)
- 2) Participation rates, substantially proportionate to the enrollment of males and females: [Yes, which is detailed further in the enrollment and athletic participation spreadsheet \(noted below\).](#)
- 3) Availability of facilities, defined as locker rooms, practice areas, and competitive facilities: [SPC gym sports \(women's volleyball, men's and women's basketball\) all have dedicated locker rooms. Women's tennis participates at an off campus facility. Men's baseball and women's softball are housed at the Clearwater Campus and both teams have designated locker room space. Additionally, this year we updated a contractual agreement with the City of Clearwater for women's softball to play and practice at the Eddie C. Moore Sports Complex and for the men's baseball team to practice and play at Jack Russel Stadium.](#)
- 4) Scholarship offerings for athletes: [Total # of scholarships that are available for women by sport: Volleyball-14, Basketball-15, Softball-18 and Tennis-9. Total # of scholarships that are available for men by sport: Basketball-12 and Baseball-18.](#)
- 5) Funds allocated for:
  - a. The athletic program overall: [\\$1,611,689.54](#)
  - b. Administration: [The Athletic Director reports to the Senior Vice President of Student Affairs, who in turn reports to the President.](#)

- c. **Recruitment:** Recruitment is at the discretion of the coach with periodic involvement from the athletic administration. They (Head Coaches) all have budgets that they can draw from to pay for recruitment, equipment, travel, etc. A complete breakdown in expenses can be seen in the EADA report that's included in this submission.
- d. **Comparable coaching:** SPC has 5 full-time head coaches (Men's basketball, Men's baseball, Women's basketball, Women's softball & Women's volleyball) and one part-time head coach (Women's tennis).
- e. **Publicity and promotion:** St. Petersburg College Athletics is promoted through multiple channels such as the website (on the athletic page and events calendar), electronic signage that posts game dates/times for our sports, and sandwich boards on campus. Additionally, there are schedules printed per sport that are created and handed out in the community. College staff and coaches use blogs, Twitter, Facebook, and other social media outlets as a way to promote athletics at the college. This year, the athletics website was completely revamped by an outside vendor and we have included live streaming all of our sports.
- f. **Other support costs:** The Foundation Department houses college related donations, including athletic monetary support. Additionally, when an athletic team qualifies for state or national tournaments, funding is provided by the Senior Vice President of Student Affairs.
- g. **Travel and per diem allowances:** Allowances are allowed for each team who travels outside of the district and payment for travel comes from within their team budget. Per Diem costs are also allowable when teams travel overnight. Oversight of per diem allotments come via a sign in sheet, where the student verifies receiving money.
- h. **Provision of equipment and supplies:** is noted in 5 (c) above
- i. **Scheduling of games and practice times:** Men's and Women's basketball split time in the gym with women's volleyball. However, women's volleyball begins in early August and therefore, there rarely seems to be issues with scheduling between the court sports. Whereas, women's tennis, women's softball, and men's baseball practice and play games off campus with very little interruption to their practice or game schedules.
- j. **Opportunities to receive tutoring:** Each and every student athlete has access to free tutoring on all campuses, Monday-Thursday 8:00 am-8:00 pm, Friday 8:00 am-3:00 pm, periodic Saturday hours (varies by campus), and closed on Sundays. In addition to tutoring, each head coach requires a specific amount of hours to be spent in study hall (on a weekly basis).
- k. **Compensation of coaches and tutors:** The athletic department funds partial salaries for all coaches with the exception of the tennis coach, softball coach, and baseball coach-who are paid entirely out of the athletic department. The coaches other percentages of their salaries come from the other departments in which they are assigned to. The tutors are paid out of other departmental funds; not by athletics.
- l. **Medical and training services:** The Athletic Department at SPC has recently invested in having an Athletic Trainer at all home contests. As for medical services, student athletes not covered by their parents or guardians insurance are covered by SPC's insurance plan.

- m. Housing and dining facilities and services: Student athletes who receive full scholarships (tuition, book stipend, food allowance and housing supplement) have the ability to select and live in housing of their choice. The college does not sign lease agreements for housing. St. Pete/Gibbs and Clearwater Campuses both have college approved food vendors where student athlete may dine if that's their desire.

### C. Compliance with Title IX

Using athletic participation data from the latest EADA Survey Federal Report, complete the following table to determine gender equity based on participation rates.

**Athletic Participation by Gender Compared to Student Enrollments by Gender for July 1, 2014 through June 30, 2015 and July 1, 2015 through June 30, 2016**

	2014-2015			2015-2016			
	Males	Females	Total		Males	Females	Total
Total Number of Athletes	37	52	89	Total Number of Athletes	38	52	90
Percent of Athletes by Gender	42%	58%	100%	Percent of Athletes by Gender	42%	58%	100%
Total Number of Enrollments	16916	24950	41866	Total Number of Enrollments	16023	23994	40017
Percent of Enrollments by Gender	40%	60%	100%	Percent of Enrollments by Gender	40%	60%	100%
Record the difference between the percent of athletes and the percent of students enrolled:	1.2%	-1.2%	0.0%	Record the difference between the percent of athletes and the percent of students enrolled:	2.2%	-2.2%	0.0%

#### Proportionality of Participation

Based on the table, is the percentage of female athletes greater than (or at least within 5 percentage points of) the percent of female students enrolled?

2014-2015: Yes  No       2015-2016: Yes  No

Based on the participation rates of female athletes compared to female enrollments and based on the college's athletic program assessment as presented in the EADA Survey Federal Report, check at least one component below for assuring that it is in compliance with Title IX, Gender Equity in Athletics:

- Accommodation of interests and abilities  
 Substantial proportionality  
 History and practice of expansion of sports

### D. Corrective Action Plan

If the program is not in compliance, complete the Corrective Action Plan below and specify or update the plan to achieve compliance. Include completion dates for each method and strategy.

<b>Gender Equity in Athletics Component</b>	<b>Planned Actions To Address Deficiencies Found in Athletics</b>	<b>Responsible Person(s) and Contact Information</b>	<b>Time Lines</b>

## Part VI. College Employment Equity Accountability Plan

§1012.86, F.S., Florida College System institution employment equity accountability program requires that each college include in its annual equity update a plan for increasing the representation of women and minorities in senior-level positions, full-time faculty positions, and full-time faculty positions who have attained continuing contract status. The plan must include specific measurable goals and objectives, specific strategies and timelines for accomplishing these goals and objectives, and comparable national standards as provided by the Florida Department of Education.

### General information for completing this plan

#### A. Data, Analysis and Benchmarks

Beginning with this year's annual equity update report, colleges will be provided employment data for the last three years, rather than the last five years. This change is for purposes of maintaining a three-year plan as described in §1012.86(1), F.S. Data to evaluate employment trends for females and minorities in senior level positions (also referred to as Executive/Administrative/Managerial or EAM positions), full-time instructional staff, and full-time instructional staff with continuing contract status are from the Independent Postsecondary Education Data System (IPEDS) Fall Staff Criteria Used for Data Categorization as they have been in the past (previously identified as the EEO-6 Federal Report).

The individual data reports reflect annual employment numbers and percentages by race and gender. The data reports also provide numerical and percentage differences in employment demographics when comparing Fall 2015 with Fall 2016.

**NEW!** National benchmarks have changed, beginning with this year's report. Previously, data was collected from the American FactFinder Educational Attainment Census Data and reflected persons by race and gender over the age of 25 who had attained a bachelor's degree and master's degree or higher.

Colleges have also been provided with their own student enrollment percentages by race and gender since the 2008-2009 equity update reports. This additional benchmark was added based on feedback that colleges should strive to reflect their student demographics in their employment. Beginning this year, student enrollment data will be used as the benchmark for setting employment goals.

This may require a closer look and evaluation of methods and strategies to attract more minorities and these should be included in your plan.

#### 1. College Full-Time Exec/Administrative/Managerial Staff

- a. Use the excel table provided to reflect an analysis and assessment of the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in EAM positions. Include and evaluate strategies for addressing underrepresentation.

This year, there is a slight decrease in the EAM Staff for Total Females. This year, the College improved in the area of EAM hiring and retention of Staff for Black Females, Black Males and Other Minority Males. Goals for 2017 will focus on increasing diversity of the EAM Staff: Hispanic Females, Hispanic Males, White Females and Other Minority Females.

### EAM - Goal Achievement Analysis and Setting Goals

	Actual Data (%) Fall 2015	Actual Data (%) Fall 2016	College Student Population %	Stated Goals Fall 2016	Met Goal (Yes/No)	Percent Goals for 2017
Black Female	5.8	6.7	8.8%	5.8	Y	6.0
Black Male	5.0	5.0	4.7%	5	Y	5.0
Hispanic Female	2.5	1.7	7.2%	2.5	N	2.5
Hispanic Male	0.8	0.8	5.0%	1.5	N	1.5
White Female	42.5	40.8	37.1%	42.5	N	42.0
White Male	40.0	41.7	27.3%	40	Y	40.0
Other Minorities	0.0	0.0	0.0%	0.0		0.0
Other Minorities Female	0.8	0.8	5.2%	2.5	N	3.0
Other Minorities Male	2.5	2.5	3.9%	2.5	Y	2.5
Total Female	51.7	50.0	58.7%	52	N	51.0
Total Male	48.3	50.0	41.3%	48	N	49.0

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- b. Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities? (optional information) N/A

### 2. College Full-Time Instructional Staff

- a. Use the excel table provided to reflect an analysis and assessment of the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional positions. Include and evaluate strategies for addressing underrepresentation.

This year, the College was steady with Instructional hiring and retention in most areas and improved in the area of Instructional hiring and retention for Black Females. Goals for 2017 will focus on increasing diversity of the Instructional Staff in all categories.

### Instructional - Goal Achievement Analysis and Setting Goals

	Actual Data (%) Fall 2015	Actual Data (%) Fall 2016	College Student Population %	Stated Goals Fall 2016	Met Goal (Yes/No)	Goals for 2017
Black Female	5.0	5.3	8.8%	5.0	Y	5.0

Black Male	4.2	4.0	4.7%	4.5	N	4.5
Hispanic Female	3.7	3.7	7.2%	4.0	N	4.0
Hispanic Male	1.6	1.3	5.0%	2.5	N	2.0
White Female	45.4	45.5	37.1%	45.0	Y	45.0
White Male	34.9	35.1	27.3%	35.0	Y	35.0
Other Minorities	0.0	0.0	0.0%	0.0		0.0
Other Minorities Female	2.4	2.1	5.2%	3.0	N	3.0
Other Minorities Male	2.9	2.9	3.9%	3.0	N	3.0
Total Female	56.4	56.6	58.7%	58.0	N	58.0
Total Male	43.6	43.4	41.3%	42.0	Y	42.0

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- b. Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities? (optional information) [N/A](#)

### 3. College Full-Time Instructional Staff with Continuing Contract

- a. Use the excel table provided to reflect an analysis and assessment of the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional staff with continuing contract positions. Include and evaluate strategies for addressing underrepresentation.

[This year, the College had a decrease in the Instructional with Continuing Contract Staff hiring and retention but improved in the area of hiring and retention for Black Males and Hispanic Females. Goals for 2017 will focus on increasing diversity of the Instructional with Continuing Contract Staff in all categories.](#)

## Instructional with Continuing Contract – Goal Achievement Analysis and Setting Goals

	Actual Data (%) Fall 2015	Actual Data (%) Fall 2016	College Student Population Percent	Stated Goals Fall 2016	Met Goal (Yes/No)	Goals for 2017
Black Female	4.7	3.9	8.8%	5.0	N	5.0
Black Male	3.9	4.6	4.7%	4.0	Y	4.0
Hispanic Female	4.3	3.9	7.2%	4.5	Y	4.5
Hispanic Male	2.0	1.4	5.0%	2.5	N	2.5
White Female	44.1	42.7	37.1%	44.0	N	44.0
White Male	35.2	38.1	27.3%	35.0	Y	35.0
Other Minorities	0.0	0.0	0.0%	0.0		0.0
Other Minorities Female	2.3	2.1	5.2%	2.5	N	3.0
Other Minorities Male	3.5	3.2	3.9%	3.5	N	3.0
Total Female	55.5	52.7	58.7%	55.5	N	55.5
Total Male	44.5	47.3	41.3%	44.5	Y	44.5

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- b. Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities? (optional information) [N/A](#)

### B. Evaluations of Employment Practices – Evaluations of Key Personnel and Presidents

- 1) Provide a summary of the results of the evaluation of department chairpersons, deans, provosts, and vice presidents in achieving employment accountability goals. The summary should also briefly describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals.

College Administrative staff are evaluated using the approved performance review processes applicable to their respective employee classifications. These performance evaluations are for the purposes of (1) discussing and documenting employee accomplishments through the evaluations period; (2) discussing and documenting employee development opportunities and the quality of employee performance; and (3) discussing and documenting ways employees can sustain satisfactory job performance or improve job performance, as needed.

Supervisors review the employee's information, assess the employee's performance, and together they develop goals for the upcoming year to either enhance their performance or mitigate any areas for improvement. In addition to the Administrative/Professional Performance Evaluation, academic Deans receive feedback from their direct reports. By seeking input from a wider variety of employees, the Deans are able to gain a deeper perspective on their ability to lead continuous improvement and support of the staff within their department.



- 2) Provide a summary of the college's board of trustees' annual evaluation of the performance of the president in achieving the annual and long-term goals and objectives of the employment equity plan.

The President provides leadership to assure the College addresses equity issues required by the State and in bringing forth a report to the Board of Trustees communicates goals and performance in this area. The most recent performance evaluation of Dr. William D. Law is dated May 17, 2016. Dr. William D. Law, Jr. continued to achieve high scores from the members of the Board of Trustees.

### C. Additional Requirements

**The college should complete the following related to additional processes required by §1012.86, F.S. The Signature Page of this report will suffice as certification of each. Use space as needed.**

- 1) The college maintains diversity and balance in the gender and ethnic composition of the selection committee for each vacancy. Yes  X  No  \_\_\_

Include below a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees.

St. Petersburg College (SPC) publishes policies regarding appointment, employment, and evaluation of all personnel through its Human Resources Department. Consistent with its mission, values, and goals, SPC is committed to the recruitment of a diverse faculty, staff and student body, fostering a climate that treasures differences and provides rich opportunities for continuous growth. The staff of the Human Resources Department strive to provide the environment, resources and encouragement for employees to have the opportunity to develop professionally and personally as well as deliver compensation, benefits, recognition, and a work environment that helps attract, retain and motivate high-quality employees.

Committee membership shall be composed of College Staff in budgeted positions and, in some cases, appropriate persons from the community. The committee must include an appropriate representation of race and gender. The committee membership may be representative of the College's service area. The president periodically will certify to Human Resources an updated list of those positions requiring a screening committee.

Once a position is posted on the College's employment website, applications may be submitted. HR monitors applicants and releases the pool to be reviewed by the hiring manager once it meets equity standards.

- 2) Briefly describe the process used to grant continuing contracts.

After five years, full-time Faculty members can be offered continuing contract (SPC's version of tenure) if recommended by their Program Director or Dean and Provost and if the Faculty member has completed the required professional

development. Each recommending Dean or Program Director is asked to submit a summary of five years' worth of evaluations within the Annual and Continuing Contract Review form to the Senior Vice President of Instruction and Academic Programs each year for review. The names of those full-time faculty ready to receive continuing contract status are brought before the Board of Trustees.

In order to be eligible for a continuing contract, full-time faculty shall meet the following requirements:

- a) Complete the minimum years of satisfactory service, based on the criteria set forth herein, and as provided for in the Board of Trustees' Rule 6Hx23-2.21. In all cases, such service shall be continuous except for leave duly authorized and granted.
- b) Receive the recommendation of the President and the approval of the Board based on successful performance of duties and demonstration of professional competence as developed by the Collaborative Committee on Faculty Evaluation and adopted by the Faculty Governance Organization and College administration, and utilizing the following criteria:
  - 1) Quantifiable measured effectiveness in the performance of faculty duties;
  - 2) Continuing professional development;
  - 3) Currency and scope of subject matter knowledge;
  - 4) Relevant feedback from students, faculty and employers of students;
  - 5) Service to the department, college, and community; and,
  - 6) Demonstrated and measurable contribution to student success.
- c) Additional criteria developed by Collaborative Committee on Faculty Evaluation and adopted by the Faculty Governance Organization and College administration may include:
  - 1) Educational qualifications and efficiency;
  - 2) Capacity to meet the educational needs of the community; and
  - 3) The length of time the duties and responsibility of this position are anticipated to be needed.

- 3) Briefly describe the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status.

All faculty members (full and part-time) at St. Petersburg College participate in annual evaluations. Data is gathered in the new e-Portfolio tool, Faculty 180. The evaluation process is automated with faculty submissions sending emails to Deans/Academic Chairs to notify them of the submission. Faculty meet with their Dean/Academic Chair to review the submission, discuss goals, and professional development intentions. Final Dean/Academic Chair feedback is recorded within the system, and faculty are given time to provide a response to feedback. All evaluations are stored within the system, with multiple college-wide and department level reporting available.

- 4) Briefly describe the college's budgetary incentive plan to support and ensure attainment of the employment equity accountability goals. Include how resources will be allocated to support the implementation of strategies and the achievement of goals in a timely manner.

The College has an advertising budget used to nationally recruit executive administrators and faculty in departments where minorities are underrepresented. There are also Staff and Program Development budgets for Staff and Program development initiatives related to onboarding and retention and enhancing teaching performance. SPC's Center of Excellence for Teaching and Learning (CETL) spearheads faculty professional development that aligns with the College's priority for equity. The College utilizes Staff and Program Development funds to conduct comprehensive faculty in-service training conferences each year. The conferences cover a wide range of topics relative to faculty teaching and learning strategies for improved performance. These sessions are applicable to all faculty including those eligible for continuing contract.

- 5) Salary Information: Include the salary ranges in which new hires were employed compared to the salary ranges for employees with comparable experience and qualifications as required in §1012.86 (2)(b)(5), F.S. For comparison purposes, the following table may be used; however, the college may create a similar table that includes this information.

Note: Salary information is requested only for new hires. New hire information can be found in your Fall Staff Survey IPEDS report. Race and gender information is not required; however, the college may choose to include additional information for purposes of diversity analysis.

### Salary Information

Job Classifications	Existing Employee	New Hire	Grand Total
21 - Management Occupations	89	5	94
25 - Instruction	343	39	382
<b>Grand Total</b>	<b>432</b>	<b>44</b>	<b>476</b>

Annual Salary	21 - Management Occupations		25 - Instruction		Grand Total
	Existing Employee	New Hire	Existing Employee	New Hire	
\$45,000-\$54,999	0	4	23	8	35
\$55,000-\$64,999	7	1	74	22	104
\$65,000-\$74,999	14	0	97	8	119
\$75,000-\$84,999	68	0	149	1	218
<b>Total Comparison</b>	<b>89</b>	<b>5</b>	<b>343</b>	<b>39</b>	<b>476</b>

\* IPEDS definition of *New Hires*:

“The part that is collected on new hires from degree-granting institutions that have 15 or more full-time staff has the following reporting requirement: includes full-time permanent new hires on the payroll of the institution between July 1 and October 31, 2016 either for the first time (new to the institution) or after a break in service AND who are still on the payroll of the institution as November 1, 2016.”

**Part VII. Signature Page**

**FLORIDA EDUCATIONAL EQUITY ACT  
2016/2017 ANNUAL EQUITY UPDATE REPORT  
*Signature Page***

**St. Petersburg College**

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**(Name of Institution)**

The college ensures that §1000.05, F.S. and §1012.86, F.S., and implementing Rules 6A-19.001-.010, F.A.C., referenced in this report are properly implemented and that this institution prohibits discrimination against students, applicants for admission, employees or applicants for employment on the basis of race, color, ethnicity, national origin, gender, pregnancy, disability, age or marital status.

The college has developed policies and procedures for providing reasonable substitutions for admission, graduation, study program admission and upper-division entry for eligible students with disabilities as required by §1007.264 and §1007.465, F.S., and for implementing Section 504 of the Rehabilitation Act of 1973.

The institution is in compliance with the identified components of the athletic programs, as required by Title IX, the Florida Educational Equity Act, §1006.71, F.S., Gender Equity in Intercollegiate Athletics, and, where not compliant, the college has implemented a corrective action plan. (Applicable for institutions with athletic programs)

The college actively implements and monitors the Employment Equity Accountability Plan and certifies compliance with all statutory requirements of §1012.86, F.S.

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Name (Equity Officer)	Date
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Name (College President)	Date
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
Name (Chair, College Board of Trustees)	Date
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This concludes the Annual Equity Update Report for 2016/2017.

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April 18, 2017

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William, D. Law, Jr., President   
**SUBJECT:** WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas – Training Agent Agreement

**Confirmation is sought for an Agreement entered into, subject to the Board of Trustees' approval, with WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas (CareerSource) whereby the College will provide training to those eligible individuals sent to SPC by CareerSource staff working in the One-Stop Centers for CareerSource in Pinellas County. Permission is also sought to enter into any extensions or amendments, as may be necessary.**

Under the terms of the Agreement, CareerSource will provide funding for certain training of eligible individuals under the Workforce Innovation and Opportunity Act and other special project training funds to St. Petersburg College as the Training Agent for payment of tuition, fees, materials and supplies. The Agreement period commenced April 1, 2017 and will continue for the period of one year. The estimated revenue that may be received during this time is approximately \$275,000.

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

jk0330172

April 18, 2017

**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, Lifelong Learning:* Added two new courses offered in conjunction with St. Petersburg College's theater department. The courses will introduce high school students to theater production while working with current SPC students.

- AAP0080 Acting Repertory
- AAP0081 Technical Theater Production


Anne Cooper, Senior Vice President, Instruction and Academic Programs, James Connolly, Director, Workforce & Professional Development, recommend approval.



April 18, 2017

**MEMORANDUM**

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

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

**SUBJECT:** Agreement between St. Petersburg College and ANF Services, LLC (Nature's Table, Inc.), for a lease of space at the Health Education Center

**Approval is sought to enter into a Lease Agreement with ANF Services, LLC (Nature's Table, Inc.), whereby Nature's Table, Inc. will occupy first floor space (1094 square feet) at the Clearwater Campus.**

St. Petersburg College (SPC) and ANF Services LLC have tentatively agreed to the following terms and conditions, subject to the Board's approval, for a lease of space at the Clearwater Campus in order to provide much needed food service within the building. This lease includes 1094 square feet of exclusive use space and shall be leased by the tenant for the preparation and serving of food.

- A summary of the terms are set forth below:
- The exclusive use space is 1094 square feet at a flat rate of \$1,500.00 per month.
- Terms of the lease shall be two (2) years and shall start on May 8, 2017.
- Following the three (3) year term the agreement may be extended for two one (1) year terms.
- The College shall be responsible for all capital maintenance and repairs to the structure of the building and shall be responsible for all custodial services in all common areas. Tenant shall be responsible for the maintenance, repair, cleaning and pest control of their exclusive use space and shall keep the premises in orderly condition to comply with all current health department standards.

The lease agreement amendment is being provided to the Board as required by Florida Statutes, Chapter 1013.15 Lease, rental, and lease-purchase of educational facilities and sites, Section (1): Prior to entering into or executing any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

Brian P. Miles, Vice President, Administrative/Business Services and Information Technology; Suzanne L. Gardner, General Counsel; Stan Vittetoe, Provost; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; and Amy Lockhart, Associate Vice President, Business & Financial Services recommend approval.

Attachment

LEASE  
BETWEEN  
ANF SERVICES LLC, dba NATURE'S TABLE  
AS TENANT  
AND  
ST. PETERSBURG COLLEGE  
AS LANDLORD

Initials:

\_\_\_\_\_

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COMMERCIAL (FOOD SERVICE) LEASE

THIS LEASE made and entered into this 8th day of May, 2017, by and between the Board of Trustees St. Petersburg College, a political subdivision of the state of Florida, herein designated "Landlord"(Board of Trustees, St. Petersburg College, PO Box 13489, St. Petersburg, Florida, 33733), and ANF Services LLC (Nature's Table), a Florida Corporation whose principal address is PO Box 47813, St. Petersburg, FL 33743 herein designated "Tenant". In this regard, Landlord does hereby lease and deliver to Tenant, and Tenant does hereby lease, hire, and accept from Landlord, that certain retail space located at (the "Building"), as further described herein below:

1. **PREMISES:** The leased space utilized by Tenant is located in Building ES on the Clearwater Campus, 2465 Drew Street, Clearwater, Florida, and shall include 1094 square feet of floor area together with all fixtures and improvements associated therewith. See Exhibit A for floor plan of leased space.

2. **TERM:**

A. The term of this Lease (herein called "Lease Term") shall be for a period of two (2) years, and shall commence on the 8th day of May, 2017 (the "Commencement Date"). The Lease Term shall expire 5:00 p.m. on the 7<sup>th</sup> day of May, 2019 (the "Termination Date"). The Commencement Date may be modified where mutually agreed upon pursuant to the Commencement Date Agreement, Exhibit D. Tenant shall have an option to renew this Lease for an additional two one (1) year terms, by giving 120 days prior written notice before the Termination Date.

B. Landlord and Tenant shall be bound by the terms and conditions of the Lease, and such terms and conditions are in full force and effect, on the date upon which the Lease is fully executed by Landlord and Tenant (the "Effective Date").

C. Landlord will be deemed to have delivered possession of the Premises to Tenant on the Commencement Date or install in the Premises the improvements to be constructed or installed by Landlord according to the Workletter. If no Workletter is attached to this Lease, it will be deemed that Landlord delivered to Tenant possession of the Premises as is in its present condition on the Commencement Date. Tenant acknowledges that neither Landlord nor its agents or employees have made any representations or warranties as to the suitability or fitness of the Premises for the conduct of Tenant's business or for any other purpose, nor has Landlord or its agents or employees agreed to undertake any alterations or construct any Tenant improvements to the Premises except as expressly provided in this Lease and the Workletter. If for any reason Landlord cannot deliver possession of the Premises to Tenant on the Commencement Date, this Lease will not be void or voidable, and Landlord will not be liable to Tenant for any resultant loss or damage.

D. Prior to the Premises being ready for occupancy by Tenant, Landlord shall furnish to Tenant a Commencement Date Agreement in the form attached as Exhibit "D" and made a part hereof, said Agreement setting forth the specific Commencement Date for this Lease as hereinabove determined. Tenant shall execute the Commencement Date Agreement and immediately return a signed copy to Landlord within forty-eight (48) hours of receipt.

E. If Tenant is permitted entry to the Premises prior to the Commencement Date for the purpose of installing fixtures or any other purpose permitted by Landlord, the early entry will be at

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Tenant's sole risk and subject to all the terms and provisions of this Lease as though the Commencement Date had occurred, except for the payment of Rent, which will commence on the Commencement Date. Tenant, its agents, or employees will not interfere with or delay Landlord's completion of construction of the improvements. All rights of Tenant under this Paragraph 2(E) will be subject to the requirements of all applicable Building codes, zoning requirements, and federal, state, and local laws, rules, and regulations, so as not to interfere with Landlord's compliance with all laws, including the obtaining of a certificate of occupancy for the Premises. Landlord has the right to impose additional conditions on Tenant's early entry that Landlord, in its reasonable discretion, deems appropriate, including without limitation an indemnification of Landlord and proof of insurance, and will further have the right to require that Tenant execute an early entry agreement containing those conditions prior to Tenant's early entry.

F. In the event that either party commits a breach of a term or condition of this Agreement then the non-breaching party may give written notice to the breaching party describing said breach and the breaching party shall be provided sixty (60) days to cure said breach. In the event the breaching party is unable or unwilling to satisfactorily cure said breach completely within sixty (60) days then the non-breaching party may terminate this Agreement without penalty upon ninety (90) days written notice. If Landlord terminates this Agreement prior to the end of the initial two (2) year term then Tenant shall be entitled to the remaining payments due under Clause 4 of this agreement.

Each party shall also provide periodic feedback to the other party regarding the business relationship between the parties, the quality of the services provided by Tenant on the Premises and the business success of the Tenant. This feedback shall occur at least twice annually. In the event that either party's feedback includes a request of other party then the non-requesting party may refuse or accept the request. In the event the non-requesting party accepts the request then it shall be provided sixty (60) days to accommodate said request. In the event the non-requesting party refuses the request or fails to accommodate the request within the sixty (60) day period then the requesting party may provide twelve (12) months' written notice of its intent to terminate this Agreement. Such termination shall be without penalty. If Landlord terminates this Agreement prior to the end of the initial two (2) year term then Tenant shall be entitled to the remaining payments due under Clause 4 of this agreement.

3. **BASE RENT:**

A. Throughout the Term of this lease, Tenant will pay Monthly Rent to Landlord as rent for the Premises. Monthly Rent will be paid in advance on or before the first day of each calendar month of the Term. If the Term commences on a day other than the first day of a calendar month or ends on a day other than the last day of a calendar month, then monthly rent will be appropriately prorated by Landlord based on the actual number of calendar days in such month. If the Term commences on a day other than the first day of a calendar month, then the prorated monthly rent for such month will be paid on or before the first day of the Term. The Monthly Rent is based on the rentable square footage of the Premises. Monthly Rent will be paid to Landlord, without written notice or demand, and without deduction or offset, in lawful money of the United States of America at Landlord's address, or to such other address as Landlord may from time to time designate in writing. In the event Landlord shall at any time or times accept said rent (or other payments) after it shall become due and payable, such acceptance shall not constitute a waiver of any of Landlord's rights hereunder or excuse such delay or delays on subsequent occasions.

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B. The monthly base rent ("Base Rent") for the Lease Term shall be \$1,500.00 per month for the use of Premise, plus all applicable sales tax. The first and last month of the lease shall be prorated.

C. In addition, Tenant shall and hereby agrees to pay Landlord each month a sum equal to any sales tax, tax on rentals, and any other charges, taxes and/or impositions, now in existence or hereinafter imposed, based on the privilege of renting the space leased hereunder or upon the total amount of rental and other fees collected therefore, including Additional Rent as specified below. Nothing herein shall, however, be taken to require Tenant to pay any part of any Federal and State Taxes on income imposed upon Landlord.

D. In the event Tenant's Monthly Rent and/or Additional Rent (as defined in Paragraph 3(B) of this Lease) payment is received after the fifth day of the month tenant shall promptly pay to Landlord, no later than at the time of the next monthly payment, a late charge equal to the greater of one hundred dollars (\$100.00) or ten percent (10%) of the Monthly Base Rent. Such charge shall be due and payable without notice or demand, and Tenant agrees it represents a fair and reasonable estimate of the costs Landlord will incur by reason of the late payment by Tenant. The payment of such service charge in no way waives any other rights or remedies of Landlord resulting from a default hereunder. Additionally, interest shall accrue on any amount due by Tenant as rent hereunder at the rate of eighteen percent (18%) per annum.

4. RENT CREDIT: Intentionally deleted

5. OPERATING EXPENSES, TAXES AND INSURANCE: Tenant shall pay all additional expenses associated with the Building, including but not limited to real estate taxes (if real estate taxes are imposed in the future Tenant shall pay their pro rata share of such taxes based on square footage.) Tenant shall at all times carry and maintain such required insurance as provided for in Section 16, herein.

6. LANDLORD'S SERVICES:

A. Landlord will maintain, repair and restore the structure of the Building including the roof, and any mechanical plumbing problem not related to Tenant's use.

B. Landlord will not be in default under this Lease or be liable to Tenant or any other person for direct or consequential damage, or otherwise, for any failure to supply any heat, air conditioning, elevator, cleaning, lighting, security; for surges or interruptions of electricity; or for other services Landlord has agreed to supply during any period when Landlord uses reasonable diligence to supply such services. Landlord will use reasonable efforts to diligently remedy any interruption in the furnishing of such services. Landlord reserves the right temporarily to discontinue such services at such times as may be necessary by reason of accident; repairs, alterations or improvements; strikes; lockouts; riots; acts of God; governmental preemption in connection with a national or local emergency; any rule, order, or regulation of any governmental agency; conditions of supply and demand that make any product unavailable; Landlord's compliance with any mandatory governmental energy conservation or environmental protection program, or any voluntary governmental energy conservation program at the request of or with consent or acquiescence of Tenant; or any other happening beyond the control of Landlord. Landlord will not be liable to Tenant or any other person or entity for direct or consequential

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damages resulting from the admission to or exclusion from the Building or Project of any person. In the event of invasion, mob, riot, public excitement, strikes, lockouts, or other circumstances rendering such action advisable in Landlord's sole opinion, Landlord will have the right to prevent access to the Building or Project during the continuance of the same by such means as Landlord, in its sole discretion, may deem appropriate, including without limitation locking doors and closing parking areas and other Common Areas. Landlord will not be liable for damages to person or property or for injury to, or interruption of, business for any discontinuance permitted under this Paragraph 6, nor will such discontinuance in any way be construed as an eviction of Tenant or cause an abatement of rent or operate to release Tenant from any of Tenant's obligations under this Lease.

7. **SECURITY DEPOSIT:** Intentionally deleted

8. **PERMITTED USE:** Tenant shall use and occupy the Premises only for and related uses as a restaurant, and shall not use or permit the use of the Premises for any other purpose without the prior written consent of Landlord. Tenant's use of the Premises shall not violate any ordinance, law or regulation of any governmental body or the rules and regulations of Landlord or cause an unreasonable amount of use of any of the services provided in the Building as determined in the sole discretion of Landlord. Tenant agrees to conduct its business in the manner and according to the generally accepted business principles of the business or profession in which Tenant is engaged. No use shall be made or permitted to be made upon the Premises, nor acts done, which will increase the existing rate of insurance upon the property, or cause cancellation of policies covering said property. Only Tenant shall actually occupy and use the Premises.

9. **LANDLORD'S WORK:** Intentionally deleted

10. **TENANT'S WORK:** During the term of the Lease, should Tenant at its sole expense, wish to make improvements to the space, Tenant shall be bound by, and agree to adhere to, Landlord's requirements as shown in the attached Exhibit "C" of this Lease. Tenant shall submit to Landlord a description of proposed work to be approved by Landlord prior to installation in accordance with the terms of Exhibit "C". Tenant shall submit to Landlord a detailed plan of the space to be approved in writing by Landlord.

11. **TENANT'S CARE OF PREMISES:**

A. Tenant will take good care of the Premises and the fixtures and appurtenances therein, and will suffer no active or permissive waste or injury thereof. Tenant shall maintain the Premises in a clean, neat, and orderly condition to current health department standards. Tenant shall be responsible at all time for keeping their leased space clean to current health department standards and shall empty their trash as needed. Tenant shall be responsible for their prorata share of cleaning windows, coverings, and shampooing of carpeting and cleaning of floor located in the Premises, daily janitorial services and pest control (Tenant shall provide a copy of the pest control agreement and provide notice when service is occurring) as well as the painting and decorating of the Premises so as to maintain the Premises in good condition, normal wear and tear excepted. Notwithstanding anything to the contrary herein, Tenant shall promptly repair to the satisfaction of Landlord any injury or damage to the Premises or Building caused by the misuse or neglect thereof by Tenant, or by persons permitted on the Premises by Tenant, or by Tenant moving in or out of the Premises. Any repairs not promptly made by Tenant may be made by Landlord, and the cost of such repairs, together with a sum equal to fifteen percent (15%) of said costs for overhead and administration, shall be immediately due and payable by Tenant to Landlord and collectable as Additional Rent.

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B. Tenant will not, without Landlord's written consent, which consent shall not be unreasonably withheld, make alterations, additions or improvements in or about the Premises, except for the inclusion or placement of decorative items, moveable furniture and kitchen equipment, and will not do anything to or on the Premises which will increase the rate of fire insurance on the Building. All alterations approved by Landlord (i) will be performed by contractors approved by Landlord and subject to conditions specified by Landlord (which may include requiring the posting of a mechanic's or material men's lien bond), and (ii) will require that Tenant obtain all applicable governmental permits and authorizations, and shall comply fully with all applicable laws, ordinances, and governmental regulations and with all applicable requirements of issuers issuing insurance with respect to the Premises, and shall see that any additional hazard relating to construction of the alteration or addition is fully covered by Tenant's comprehensive liability and employee's compensation insurance for the protection of Landlord. All alterations of a permanent nature made or installed by Tenant to the Premises shall become the property of Landlord at expiration of this Lease, but Landlord reserves the right to require Tenant to remove any improvements or additions made to the Premises by Tenant and to repair and restore the Premises to its condition prior to such alteration, additions or improvement. Tenant shall give advance notice to Landlord through the property manager of any supply deliveries or furnishing deliveries or removals which may require the use of the elevators or stairwells, or blocking or obstruction of hallways or entrances in the Building.

C. If Landlord has required Tenant to remove any or all alterations, additions, fixtures, and improvements that are made in or upon the Premises pursuant to this Paragraph 11 prior to the Termination Date, Tenant will remove such alterations, additions, fixtures, and improvements at Tenant's sole cost and will restore the Premises to the condition in which they were before such alterations, additions, fixtures, improvements, and additions were made, reasonable wear and tear excepted. All property of Tenant remaining on the Premises after expiration of the Lease Term shall be deemed abandoned and may be removed, stored, or disposed of by Landlord, in its sole discretion.

D. All work by or for Tenant related to the installation of Tenant's furnishings, fixtures, or equipment in the Premises, shall be performed in accordance with the requirements as stated in the attached Exhibit "C" of this Lease.

E. Tenant shall not place or maintain any coin operated vending machines within the Premises or the Building.

F. Tenant agrees that all personal property brought into the Premises by Tenant, its employees, licensees and invitees shall be at the sole risk of Tenant, and Landlord shall not be liable for theft thereof or of money deposited therein or for any damages thereto, such theft or damage being the sole responsibility of Tenant.

G. Tenant shall indemnify Landlord and hold Landlord harmless from and against every claim or liability arising from any alteration or addition performed by Tenant, including but not limited to bodily injury (including death) and property damages, and including but not limited to mechanic's or similar liens, and shall make such arrangement Landlord may reasonably require to protect the Premises from mechanic's liens or similar liens.

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12. **MECHANIC'S LIENS:** Nothing contained in this Lease and no action or inaction by Landlord shall be construed as (i) constituting the consent or request of Landlord, express or implied, to any contractor, subcontractor, laborer, material man or vender to or for the performance of any labor or services or the furnishings of any materials or other property for the construction, alteration addition, repair or demolition of or to the Leased Property or any part thereof or (ii) giving Tenant any right, power or permission to contract for or permit the performance of any labor or services or the furnishing of any materials or other property in such fashion as would permit the making of any claim against Landlord in respect thereof or to make any agreement that may create, or in anyway be the basis for, any right, title, interest, lien, claim or other encumbrance upon the estate of Landlord in the Leased Property or any portion thereof. Tenant shall strictly comply with the Mechanics' Lien Law of the State of Florida as set forth in F.S. 713. Tenant will pay or cause to be paid all costs and charges for work (a) done by Tenant or caused to be done by Tenant, in or to the Premises, and (b) for all materials furnished for or in connection with such work. Tenant will indemnify Landlord against and hold Landlord, the Premises, and the Project free, clear, and harmless of and from all mechanics' liens and claims of liens, and all other liabilities, liens, claims, and demands on account of such work by or on behalf of Tenant, other than work performed by Landlord pursuant to the Workletter. If any such lien, at any time, is filed against the Premises or any part of the Project, Tenant will cause such lien to be discharged of record within 10 days after the filing of such lien, except that if Tenant desires to contest such lien, it will furnish Landlord, within such 10-day period, security reasonably satisfactory to Landlord of at least 150% of the amount of the claim, plus estimated costs and interest, or comply with such statutory procedures as may be available to release the lien. If a final judgment establishing the validity or existence of a lien for any amount is entered, Tenant will pay and satisfy the same at once. If Tenant fails to pay any charge for which a mechanics' lien has been filed, and has not given Landlord security as described above, or has not complied with such statutory procedures as may be available to release the lien, Landlord may, at its option, pay such charge and related costs and interest, and the amount so paid, together with reasonable attorneys' fees incurred in connection with such lien, will be immediately due from Tenant to Landlord as Additional Rent. Nothing contained in this Lease will be deemed the consent or agreement of Landlord to subject Landlord's interest in the Project to liability under any mechanics' or other lien law. If Tenant receives written notice that a lien has been or is about to be filed against the Premises or the Project, or that any action affecting title to the Project has been commenced on account of work done by or for or materials furnished to or for Tenant, it will immediately give Landlord written notice of such notice. At least 15 days prior to the commencement of any work (including but not limited to any maintenance, repairs, alterations, additions, improvements, or installations) in or to the Premises, by or for Tenant, Tenant will give Landlord written notice of the proposed work and the names and addresses of the persons supplying labor and materials for the proposed work. Landlord will have the right to give, record and post as appropriate, notices of non-responsibility or similar notices under any mechanic's lien laws now or hereafter existing, in order to protect the premises against any such liens. This section shall survive the termination of the Lease.

13. **LANDLORD'S RIGHTS:** Landlord shall have the following rights exercisable without notice to Tenant (except as expressly provided otherwise) and without being deemed an eviction or disturbance of Tenant's use or possession of the Premises, or giving rise to any claim for offset or abatement of rent:

A. **Matters Affecting View From Exterior.** To designate or approve prior to installation all types of signs, window shades, blinds, drapes, awnings or other similar items and all internal lighting that may be visible from the exterior of the Premises (either from outside the building or from common areas within the Building). Tenant shall propose any such installations to Landlord thirty (30) days prior to installation, within which time Landlord shall notify Tenant of any corrections or disapprovals.

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B. Access Changes. To change the arrangement of entrances, doors, corridors, and other access ways in the Building (including ingress and egress to the Building), provided that no such change shall materially or adversely affect access to the Premises.

C. Business Hours. To close the Building after normal business hours except that Tenant and its employees and invitees shall be entitled to admission, under such regulations as Landlord prescribes for security purposes. Hours of operation shall be delineated on a Lease Addendum, and days of operation will reflect the College's current Academic Calendar (Exhibit F) of the College and will be mutually acceptable to both the College and Tenant. In the event that the days and hours of operation are requested to be changed by the Tenant, such request must be submitted in writing to the campus Provost for approval.

D. Access. To take any and all reasonable measures, including inspections and repairs to the Premises or to the Building, as may be necessary or desirable for the operation or protection of the Building. Tenant shall allow Landlord access to the Premises for such purposes at reasonable times.

E. Keys. To maintain at all times master keys or pass keys to the Premises. If the Tenant changes any locks, Landlord must be provided with a key upon installation.

F. Structural Elements. To install and maintain pipes, ducts, conduits, wires, and other structural elements located in the Premises which serve other parts or other tenants of the Building.

14. ENTRY BY LANDLORD: Landlord, its agents, employees, and contractors may enter the Premises at any time in response to an emergency and at reasonable hours after giving twenty four (24) hours advance written notice to:

- (1) Inspect the Premises;
- (2) Exhibit the Premises to prospective purchasers, lenders, or tenants;
- (3) Determine whether Tenant is complying with all its obligations in this Lease;
- (4) Supply cleaning service and any other service to be provided by Landlord to Tenant according to this Lease;
- (5) Post written notices of non-responsibility or similar notices; or
- (6) Make repairs required of Landlord under the terms of this Lease or make repairs to any adjoining space or utility services or make repairs, alterations, or improvements to any other portion of the Building; however, all such work will be done as promptly as reasonably possible and so as to cause as little interference to Tenant as reasonably possible.

Tenant, by this Paragraph 14, waives any claim against Landlord, its agents, employees, or contractors for damages for any injury or inconvenience to or interference with Tenant's business, any loss

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of occupancy or Quiet Enjoyment of the Premises, or any other loss occasioned by any entry in accordance with this Paragraph 14. Landlord will at all times have and retain a key with which to unlock all of the doors in, on, or about the Premises (excluding Tenant's vaults, safes, and similar areas designated in writing by Tenant in advance). Landlord will have the right to use any and all means Landlord may deem proper to open doors in and to the Premises in an emergency in order to obtain entry to the Premises, provided that Landlord will promptly repair any damages caused by any forced entry. Any entry to the Premises by Landlord in accordance with this Paragraph 14 will not be construed or deemed to be a forcible or unlawful entry into or a detainer of the Premises or an eviction, actual or constructive, of Tenant from the Premises or any portion of the Premises, nor will any such entry entitle Tenant to damages or an abatement of Monthly Rent, Additional Rent, or other charges that this Lease requires Tenant to pay.

15. **INDEMNIFICATION OF LANDLORD:** Except for any injury or damage to persons or property on the Premises that is proximately caused by or results proximately from the negligence or acts of Landlord, its employees, or agents, Tenant will neither hold nor attempt to hold Landlord, its employees, or agents liable for, and Tenant will indemnify and hold harmless Landlord, its employees, and agents from and against, any and all demands, claims, causes of action, fines, penalties, damages (including consequential damages), liabilities, judgments, and expenses (including without limitation reasonable attorneys' fees) incurred in connection with or arising from:

- (1) the use or occupancy or manner of use or occupancy of the Premises by Tenant or any person claiming under Tenant;
- (2) any activity, work, or thing done or permitted by Tenant in or about the Premises, the Building, or the Project;
- (3) any breach by Tenant or its employees, agents, contractors, or invitees of this Lease; and
- (4) any injury or damage to the person, property, or business of Tenant, its employees, agents, contractors, or invitees entering upon the Premises under the express or implied invitation of Tenant; and/or
- (5) any injury to any person or persons, including death, resulting at any time therefrom, occurring in or about the Premises not otherwise caused by, or resulting from, the fault or negligence of Landlord.

Without in any way limiting the above, the Tenant agrees to indemnify the Landlord from any and all liability which may arise or be claimed in favor of any persons, for injuries or damages to the person or property of any person arising from Tenant's use of the Premises and for any damage occasioned by or resulting from the breakage, leakage, or obstruction of the water, gas, sewer pipes or of the roof or rain ducts, or any fire sprinkler or other quenching system, or of other leakage or overflow, or from carelessness, negligence or improper conduct on the part of Tenant or the Tenant's employees, subtenant (if any), or agents. The Landlord shall not be liable for any damage, loss or injury by reason of water, rain, fire, storms or accidents or by reason of the acts of any other Tenants, and the Rents shall not be diminished or withheld by reason or account of any such loss or damage.

If any action or proceeding is brought against Landlord, its employees, or agents by reason of any such claim for which Tenant has indemnified Landlord, Tenant, upon written notice from Landlord, will

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defend the same at Tenant's expense, with counsel determined by Landlord.

Tenant, as a material part of the consideration to Landlord for this Lease, by this Paragraph 15 waives and releases all claims against Landlord, its employees, and agents with respect to all matters for which Landlord has disclaimed liability pursuant to the provisions of this Lease.

**16. INSURANCE:**

A. At all times during the Term, Tenant will carry and maintain, at Tenant's expense, the following insurance, with an insurance company that has an A.M. Best rating A VII or better, in the amounts specified below or such other amounts as Landlord may from time to time reasonably request, with insurance companies and on forms satisfactory to Landlord:

(1) Bodily injury and property damage liability insurance, with a combined single occurrence limit of not less than \$1,000,000. All such insurance will be equivalent to coverage offered by a commercial general liability form, including without limitation personal injury and contractual liability coverage for the performance by Tenant of the indemnity agreements set forth in Paragraph 15 of this lease;

(2) Insurance covering all of Tenant's furniture and fixtures, machinery, equipment, stock, and any other personal property owned and used in Tenant's business and found in, on, or about the Project, and any leasehold improvements to the Premises in excess of the allowance, if any, provided pursuant to the workletter in an amount not less than the full replacement cost. Property forms will provide coverage on a broad form basis insuring against "all risks of direct physical loss." All policy proceeds will be used for the repair or replacement of the property damaged or destroyed; however, if this Lease ceases under the provisions of Paragraph 19, Tenant will be entitled to any proceeds resulting from damage to Tenant's furniture and fixtures, machinery, equipment, stock, and any other personal property;

(3) Worker's compensation insurance insuring against and satisfying Tenant's obligations and liabilities under the worker's compensation laws of the State in which the Premises are located, including employer's liability insurance in the limits required by the laws of the State in which the Project is located; and

(4) If Tenant operates owned, hired, or non-owned vehicles on the Project, comprehensive automobile liability at a limit of liability not less than \$500,000 combined bodily injury and property damage.

The insurance coverages and amounts in this Paragraph 16(A) will be reasonably determined by Landlord.

B. Certificates of insurance, together with copies of the endorsements, when applicable, naming Landlord and any others specified by Landlord as additional insureds, will be delivered to Landlord prior to Tenant's occupancy of the Premises and from time to time at least 10 days prior to the expiration of the Term of each such policy. All commercial general liability or comparable policies maintained by Tenant will name Landlord and such other persons or firms as Landlord

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specifies from time to time as additional insureds, entitling them to recover under such policies for any loss sustained by them, their agents, and employees as a result of the negligent acts or omissions of Tenant. All such policies maintained by Tenant will provide that they may not be terminated nor may coverage be reduced except after 30 days' prior written notice to Landlord. All commercial general liability and property policies maintained by Tenant will be written as primary policies, not contributing with and not supplemental to the coverage that Landlord may carry.

C. Landlord and Tenant each waive any and all rights to recover against the other or against any other Tenant or occupant of the Project, or against the officers, directors, shareholders, partners, joint venturers, employees, agents, customers, invitees, or business visitors of such other party or of such other Tenant or occupant of the Project, for any loss or damage to such waiving party arising from any cause covered by any property insurance required to be carried by such party pursuant to this Paragraph 16 or any other property insurance actually carried by such party to the extent of the limits of such policy. Landlord and Tenant from time to time will cause their respective insurers to issue appropriate waiver of subrogation rights endorsements to all property insurance policies carried in connection with the Project or the Premises or the contents of the Project or the Premises. Tenant agrees to cause all other occupants of the Premises claiming by, under, or through Tenant to execute and deliver to Landlord such a waiver of claims and to obtain such waiver of subrogation rights endorsements.

D. Landlord, its agents, and employees make no representation that the limits of liability specified to be carried by Tenant pursuant to this Paragraph 16 are adequate to protect Tenant. If Tenant believes that any of such insurance coverage is inadequate, Tenant will obtain such additional insurance coverage as Tenant deems adequate, at Tenant's sole expense.

17. **REQUIREMENTS OF LAW; FIRE INSURANCE/HAZARDOUS MATERIALS:**

A. At its sole cost and expense, Tenant will promptly comply with all laws, statutes, ordinances, and governmental rules, regulations, or requirements now in force or in force after the Lease Date, including without limitation requirements of the Americans with Disabilities Act, with the requirements of any board of fire underwriters or other similar body constituted now or after this date, with any direction or occupancy certificate issued pursuant to any law by any public officer or officers, as well as with the provisions of all recorded documents affecting the Premises, insofar as they relate to the condition, use, or occupancy of the Premises, excluding requirements of structural changes to the Premises or the Building, unless required by the unique nature of Tenant's use or occupancy of the Premises.

B. For purposes of this lease, "Hazardous Materials" means any explosives, radioactive materials, hazardous wastes, or hazardous substances, including without limitation substances defined as "hazardous substances" in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. §§ 9601-9657; the Hazardous Materials Transportation Act of 1975, 49 U.S.C. §§ 1801-1812; the Resource Conservation and Recovery Act of 1976, 42 U.S.C. §§ 6901-6987; or any other federal, state, or local statute, law, ordinance, code, rule, regulation, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning Hazardous Materials, waste, or substances now or at any time hereafter in effect (collectively, "Hazardous Materials Laws").

- (1) Tenant will not cause or permit the storage, use, generation, or disposition of any  
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Hazardous Materials in, on, or about the Premises or the Project by Tenant, its agents, employees, or contractors. Tenant will not permit the Premises to be used or operated in a manner that may cause the Premises or the Project to be contaminated by any Hazardous Materials in violation of any Hazardous Materials Laws. Tenant will immediately advise Landlord in writing of (1) any and all enforcement, cleanup, remedial, removal, or other governmental or regulatory actions instituted, completed, or threatened pursuant to any Hazardous Materials Laws relating to any Hazardous Materials affecting the Premises; and (2) all claims made or threatened by any third party against Tenant, Landlord, or the Premises relating to damage, contribution, cost recovery, compensation, loss, or injury resulting from any Hazardous Materials on or about the Premises. Without Landlord's prior written consent, Tenant will not take any remedial action or enter into any agreements or settlements in response to the presence of any Hazardous Materials in, on, or about the Premises.

(2) Tenant will be solely responsible for and will defend, indemnify and hold Landlord, its agents, and employees harmless from and against all claims, costs, and liabilities, including attorneys' fees and costs, arising out of or in connection with Tenant's breach of its obligations in this Paragraph 17. Tenant will be solely responsible for and will defend, indemnify, and hold Landlord, its agents, and employees harmless from and against any and all claims, costs, and liabilities, including attorneys' fees and costs, arising out of or in connection with the removal, cleanup, and restoration work and materials necessary to return the Premises and any other property of whatever nature located on the Project to their condition existing prior to the appearance of Tenant's Hazardous Materials on the Premises. Tenant's obligations under this Paragraph 17 will survive the expiration or other termination of this Lease.

C. Tenant will not do or permit to be done any act or thing upon the Premises or the Project which would (a) jeopardize or be in conflict with fire insurance policies covering the Project and fixtures and property in the Project; (b) increase the rate of fire insurance applicable to the Project to an amount higher than it otherwise would be for general office use of the Project; or (c) subject Landlord to any liability or responsibility for injury to any person or persons or to property by reason of any business or operation being carried on upon the Premises.

18. **CONDEMNATION:** If the Premises or any portion thereof shall be taken under power of eminent domain, this Lease shall automatically terminate as of the date of such taking. Tenant hereby assigns to Landlord any award which may be made in such taking, provided however, nothing contained herein shall be deemed to give Landlord any interest in nor require Tenant to assign to Landlord any award made to Tenant for the taking of Tenant's personal property and fixtures, nor for the interruption of or damage to, Tenant's business.

19. **DESTRUCTION OF PREMISES:** In the event of (a) partial destruction of the Premises or the Building in which the Premises are located during the Lease Term which requires repairs to either the Premises or the Building or (b) the Premises or the Building being declared unsafe or unfit for occupancy by any authorized public authority for any reason other than Tenant's act, use, or occupation, which declaration requires repair to either the Premises or the Building, Landlord shall make the repairs, provided that the damage is such, in Landlord's sole reasonable judgment, that under normal working conditions, repairs could be made within ninety (90) days, but partial destruction (including any destruction necessary in order to make repairs required by any declaration) shall in no way annul or void this Lease, except that

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Tenant shall be entitled to a proportionate reduction of rent while such repairs are being made; and such work or repair shall be commenced promptly after the nature of the damage and degree of repair required is determined, any necessary permits from governmental authorities are obtained, and if appropriate, insurance adjustments completed. The proportionate reduction is to be based upon the extent to which the making of repairs shall interfere with the business carried on by Tenant in the Premises. If the damage be such, in nature or extent, that repairs could not be made within ninety (90) days as aforesaid, either party may terminate this Lease by giving written notice to the other party and if neither party elects to terminate then Landlord shall proceed nonetheless to make same, this Lease continuing in full force and effect and the rent to be proportionately abated, as in this Paragraph provided. Any repairs undertaken by Landlord in accordance with the foregoing shall be substantially completed as soon as practicable. A total destruction (including any destruction required by any authorized public authority) of either the Premises or the Building shall terminate this Lease.

20. **EVENTS OF DEFAULT:** The following events are referred to, collectively, as "events of default" or, individually, as an "event of default":

- A. Tenant defaults in the due and punctual payment of Rent, and such default continues for 5 days after written notice from Landlord; however, Tenant will not be entitled to more than 1 written notice for monetary defaults during any 12-month period, and if after such written notice any Rent is not paid when due, an event of default will be considered to have occurred without further notice;
- B. Tenant vacates or abandons the Premises;
- C. This Lease or the Premises or any part of the Premises are taken upon execution or by other process of law directed against Tenant, or are taken upon or subject to any attachment by any creditor of Tenant or claimant against Tenant, and said attachment is not discharged or disposed of within 15 days after its levy;
- D. Tenant files a petition in bankruptcy or insolvency or for reorganization or arrangement under the bankruptcy laws of the United States or under any insolvency act of any state, or admits the material allegations of any such petition by answer or otherwise, or is dissolved or makes an assignment for the benefit of creditors;
- E. Involuntary proceedings under any such bankruptcy law or insolvency act or for the dissolution of Tenant are instituted against Tenant, or a receiver or trustee is appointed for all or substantially all of the property of Tenant, and such proceeding is not dismissed or such receivership or trusteeship vacated within 60 days after such institution or appointment;
- F. Tenant fails to take possession of the Premises on the Commencement Date of the Term;  
or
- G. Tenant breaches any of the other agreements, terms, covenants, conditions, or rules and regulations that this Lease requires Tenant to perform, and such breach continues for a period of fifteen (15) days after written notice from Landlord to Tenant or, if such breach cannot be cured reasonably within such fifteen(15) day period, if Tenant fails to diligently commence to cure such breach within fifteen (15) days after written notice from Landlord and to complete such cure within fifteen (15)days thereafter.

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21. **REMEDIES OF LANDLORD ON DEFAULT OR BREACH BY TENANT:**

A. If any one or more events of default set forth in Paragraph 20 occurs then Landlord has the right, at its election:

(1) To give Tenant written notice of Landlord's intention to terminate this Lease on the earliest date permitted by law or on any later date specified in such notice, in which case Tenant's right to possession of the Premises will cease and this Lease will be terminated, except as to Tenant's liability, as if the expiration of the Term fixed in such notice were the end of the Term;

(2) Without further demand or notice, to reenter and take possession of the Premises or any part of the Premises, repossess the same, expel Tenant and those claiming through or under Tenant, and remove the effects of both or either, using such force for such purposes as may be necessary, without being liable for prosecution, without being deemed guilty of any manner of trespass, and without prejudice to any remedies for arrears of monthly rent or other amounts payable under this Lease or as a result of any preceding breach of covenants or conditions; or

(3) Without further demand or notice to cure any event of default and to charge Tenant for the cost of effecting such cure, including without limitation reasonable attorneys' fees and interest on the amount so advanced at the highest legal rate allowed by law, provided that Landlord will have no obligation to cure any such event of default of Tenant.

(4) Should Landlord elect to reenter as provided in subsection (2), or should Landlord take possession pursuant to legal proceedings or pursuant to any notice provided by law, Landlord may, from time to time, without terminating this Lease, relet the Premises or any part of the Premises in Landlord's or Tenant's name, but for the account of Tenant, for such term or terms (which may be greater or less than the period which would otherwise have constituted the balance of the Term) and on such conditions and upon such other terms (which may include concessions of free rent and alteration and repair of the Premises) as Landlord, in its reasonable discretion, may determine, and Landlord may collect and receive the rent. Landlord will in no way be responsible or liable for any failure to relet the Premises, or any part of the Premises, or for any failure to collect any rent due upon such reletting. No such reentry or taking possession of the Premises by Landlord will be construed as an election on Landlord's part to terminate this Lease unless a written notice of such intention is given to Tenant. No written notice from Landlord under this Section or under a forcible or unlawful entry and detainer statute or similar law will constitute an election by Landlord to terminate this Lease unless such notice specifically so states. Landlord reserves the right following any such reentry or reletting to exercise its right to terminate this Lease by giving Tenant such written notice, in which event this Lease will terminate as specified in such notice.

(5) If any event of default occurs, the Landlord shall have the right, at its option, to declare (accelerate) the rents for the entire remaining Term and the rents and other indebtedness, if any, shall be immediately due and payable without regard to whether possession shall have been surrendered to or taken by the Landlord, and Landlord may commence action immediately thereupon and recover judgment therefor.

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(6) During the period of any litigation between Landlord and Tenant regarding this Lease, whether or not Tenant shall have claimed payment of rent as a defense, Tenant shall be required to post with the Registry of the Court all past-due Rents and additional Rents as they come due. Tenant's failure to post such rents with the Court shall be grounds for the entry of an immediate order entitling Landlord to possession of the Premises forthwith.

B. In the event that Landlord does not elect to terminate this Lease as permitted in Paragraph 21(A)(1), but on the contrary elects to take possession as provided in Paragraph 21(A)(2), Tenant will pay to Landlord monthly Rent and other sums as provided in this Lease that would be payable under this Lease if such repossession had not occurred, less the net proceeds, if any, of any reletting of the Premises after deducting all of Landlord's reasonable expenses in connection with such reletting, including without limitation all repossession costs, brokerage commissions, attorneys' fees, expenses of employees, alteration and repair costs, and expenses of preparation for such reletting. If, in connection with any reletting, the new Lease term extends beyond the existing Term, or the Premises covered by such new Lease include other Premises not part of the Premises, a fair apportionment of the rent received from such reletting and the expenses incurred in connection with such reletting as provided in this Section will be made in determining the net proceeds from such reletting, and any rent concessions will be equally apportioned over the Term of the new Lease. Tenant will pay such rent and other sums to Landlord monthly on the day on which the monthly rent would have been payable under this Lease if possession had not been retaken, and Landlord will be entitled to receive such rent and other sums from Tenant on each such day.

C. If this Lease is terminated on account of the occurrence of an event of default, Tenant will remain liable to Landlord for damages in an amount equal to monthly Rent and other amounts that would have been owing by Tenant for the balance of the Term, had this Lease not been terminated, less the net proceeds, if any, of any reletting of the Premises by Landlord subsequent to such termination, after deducting all of Landlord's expenses in connection with such reletting, including without limitation the expenses enumerated in Paragraph 21(B). Landlord will be entitled to collect such damages from Tenant monthly on the day on which monthly Rent and other amounts would have been payable under this Lease if this Lease had not been terminated, and Landlord will be entitled to receive such monthly Rent and other amounts from Tenant on each such day. Alternatively, at the option of Landlord, in the event this Lease is so terminated, Landlord will be entitled to recover against Tenant as damages for loss of the bargain and not as a penalty:

(1) The worth at the time of award of the unpaid Rent that had been earned at the time of termination;

(2) The worth at the time of award of the amount by which the unpaid Rent that would have been earned after termination until the time of award exceeds the amount of such rental loss that Tenant proves could have been reasonably avoided;

(3) The worth at the time of award of the amount by which the unpaid Rent for the balance of the Term of this Lease (had the same not been so terminated by Landlord) after the time of award exceeds the amount of such rental loss that Tenant proves could be reasonably avoided;

(4) Any other amount necessary to compensate Landlord for all the detriment

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proximately caused by Tenant's failure to perform its obligations under this Lease or which in the ordinary course of things would be likely to result therefrom.

The "worth at the time of award" of the amounts referred to in clauses (a) and (b) above is computed by adding interest at the highest legal rate allowed by law on the date on which this Lease is terminated from the date of termination until the time of the award. The "worth at the time of award" of the amount referred to in Paragraph 23(C)(3) above is computed by discounting such amount at the discount rate of the United States Federal Reserve Bank, at the time of award plus 1%.

D. Any suit or suits for the recovery of the amounts and damages set forth in Paragraphs 21(B) and 21(C) may be brought by Landlord, from time to time, at Landlord's election, and nothing in this Lease will be deemed to require Landlord to await the date upon which this Lease or the Term would have expired had there occurred no event of default. Each right and remedy provided for in this Lease is cumulative and is in addition to every other right or remedy provided for in this Lease or now or after the Lease date existing at law or in equity or by statute or otherwise, and the exercise or beginning of the exercise by Landlord of any one or more of the rights or remedies provided for in this Lease or now or after the Lease date existing at law or in equity or by statute or otherwise will not preclude the simultaneous or later exercise by Landlord of any or all other rights or remedies provided for in this Lease or now or after the Lease date existing at law or in equity or by statute or otherwise. All costs incurred by Landlord in collecting any amounts and damages owing by Tenant pursuant to the provisions of this Lease or to enforce any provision of this Lease, including reasonable attorneys' fees from the date any such matter is turned over to an attorney, whether or not one or more actions are commenced by Landlord, will also be recoverable by Landlord from Tenant.

E. Tenant waives any right of redemption arising as a result of Landlord's exercise of its remedies under this Paragraph 21.

22. **LANDLORD'S DEFAULT:** Landlord shall in no event be in default in the performance of any of its obligations under this Lease unless and until Landlord shall have failed to perform such obligations within thirty (30) days after receipt of written notice from Tenant of such default, or such additional time as is reasonably required to correct any such default, which notice must specify wherein Landlord has failed to perform any such obligations.

23. **CONDITION UPON SURRENDER OF PREMISES:** At the end of this Lease, Tenant will promptly quit and surrender the Premises broom-clean, in good order and repair, ordinary wear and tear excepted. If Tenant is not then in default, Tenant may remove from the Premises any trade fixtures, equipment, and movable furniture placed in the Premises by Tenant, whether or not such trade fixtures or equipment are fastened to the Building; Tenant will not remove any trade fixtures or equipment without Landlord's prior written consent if such fixtures or equipment are used in the operation of the Building, or if the removal of such fixtures or equipment will result in impairing the structural strength of the Building. Whether or not Tenant is in default, Tenant will remove such alterations, additions, improvements, trade fixtures, equipment, and furniture as Landlord has requested in accordance with Paragraph 11. Tenant will fully repair any damage occasioned by the removal of any trade fixtures, equipment, furniture, alterations, additions, and improvements. All trade fixtures, equipment, furniture, inventory, effects, alterations, additions, and improvements on the Premises after the end of the Term will be deemed conclusively to have been abandoned and may be appropriated, sold, stored, destroyed, or otherwise disposed of by Landlord without written notice to Tenant or any other person and without obligation to account for them. Tenant

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will pay Landlord for all expenses incurred in connection with the removal of such property, including but not limited to the cost of repairing any damage to the Building or Premises caused by the removal of such property. Tenant's obligation to observe and perform this covenant will survive the expiration or other termination of this Lease.

24. **MISCELLANEOUS:**

A. **RELOCATION/REDEVELOPMENT:** Notwithstanding the foregoing, Landlord shall have the right to redevelop the Building and surrounding property. Landlord shall give Tenant a minimum of six (6) months' advance written notice of its intent to redevelop ("Redevelopment Notice"). If such redevelopment shall include a retail component compatible to Tenant's use, then Landlord agrees to offer to relocate Tenant to a comparable space in the redeveloped building. Should the redevelopment not include a compatible space, or should Tenant not agree within two (2) months after receipt of the Redevelopment Notice to be relocated, either party shall have the right to terminate the Lease. Failure by Tenant to provide a timely response to the Redevelopment Notice, or to agree to be relocated shall be deemed an election not to be relocated.

B. **SIGNS:** Tenant shall be permitted to purchase, at its sole cost and expense, standard signage as approved by Landlord. Landlord shall approve the placement of interior and exterior signage, including approval of any specifications and text.

C. **ATTORNEY AND PARALEGAL FEES:** In case suit should be brought for recovery of the Premises, or for any sum due hereunder, or because of any act which may arise out of the possession of the Premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such action, including reasonable attorney and paralegal fees, and including appellate and bankruptcy proceedings.

D. **NOTICES:** Any notice which either party may or is required to give, shall be given by mailing the same, certified mail return receipt requested, postage prepaid, to Tenant or Landlord at the address shown below, or at such other places as may be designated by the parties from time to time. Notices shall be deemed delivered three (3) days following deposit of same with the United States Postal Service if sent as hereinabove specified

Landlord: St. Petersburg College  
General Counsel's Office, District Office  
PO Box 13489.  
St. Petersburg, FL 33733

Tenant: ANF Services LLC  
\_\_\_\_\_  
Principal/Owner  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. **HOLDING OVER:** Tenant will have no right to remain in possession of all or any part of the Premises after the expiration or earlier termination of the Term. If Tenant remains in possession of all or any part of the Premises after the expiration or earlier termination of the Term,

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with the express or implied consent of Landlord: (a) such tenancy will be deemed to be a periodic tenancy from month-to-month only; (b) such tenancy will not constitute a renewal or extension of this Lease for any further Term; and (c) such tenancy may be terminated by Landlord upon the earlier of 30 days' prior written notice or the earliest date permitted by law. In such event, monthly Rent will be increased to an amount equal the greater of two times the Monthly Rent payable during the last month of the Term, and any other sums due under this Lease will be payable in the amount and at the times specified in this Lease. In addition to the payment of the increased Monthly Rent as set forth herein and all Additional Rent, Tenant shall be liable to Landlord for all costs, claims, losses or liabilities (including attorney's fees) which Landlord may incur as a result of Tenant's failure to surrender possession of the Premises to Landlord upon the expiration or earlier termination of this Lease. In no way shall the increased Monthly Rent set forth herein or any other monetary or nonmonetary requirements set forth in this Lease be construed to constitute liquidated damages for Landlord's loss resulting from Tenant's holdover. Such month-to-month tenancy will be subject to every other term, condition, and covenant contained in this Lease.

F. **TIME**: Time is of the essence of this Lease.

G. **HEIRS, ASSIGNS, SUCCESSORS**: This Lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties.

H. **RULES AND REGULATIONS**: Tenant shall abide by the rules and regulations (attached hereto as Exhibit "E") or as may be promulgated by Landlord from time to time provided by future rules and regulations do not hinder Tenant's use of the Premises. Violation of such rules and regulations, after notice and reasonable opportunity to cease or cure, pursuant to Paragraph 20 (G) shall constitute a breach of this Lease.

I. **ESTOPPEL CERTIFICATE**: Tenant shall execute an estoppel certificate requested by Landlord or any mortgagee of Tenant certifying to all material facts relevant to this Lease and Tenant's possession of the Premises within five (5) business days of request for same. If true, the estoppel certificate will certify that Tenant is in possession of the Premises, that this Lease is unmodified and in full effect (or, if modified, set forth the modifications), confirming through what date rent has been paid, and confirming that to Tenant's knowledge there is no existing default of Landlord or Tenant (or if any default, what is the nature of the default).

J. **QUIET ENJOYMENT**: Landlord covenants that upon Tenant's paying the Base Rent, Additional Rent, and any other sums due hereunder and observing and performing all the terms, covenants and conditions of this Lease on its part to be observed and performed, Tenant may peaceably and quietly enjoy the Premises, subject, nevertheless, to the terms and conditions of this Lease.

K. **ACCORD AND SATISFACTION**: No endorsement or statement on any check or in any letter accompanying any check in payment of Base Rent, Additional Rent or any other sums due from Tenant to Landlord shall be deemed as accord and satisfaction. Landlord may accept such check or payment without being subject to the terms of any such endorsement or statement and without prejudice to Landlord's right to recover the balance of all Base Rent, Additional Rent or any other charges due Landlord or Landlord's right to pursue any other remedy provided in this Lease.

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L. **COUNTERCLAIM:** Intentionally omitted.

M. **WAIVER OF JURY TRIAL:** LANDLORD AND TENANT HEREBY WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM BROUGHT BY EITHER OF THE PARTIES HERETO AGAINST THE OTHER, ON OR IN RESPECT TO ANY MATTER WHATSOEVER ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS LEASE, THE RELATIONSHIP OF LANDLORD AND TENANT HEREUNDER, TENANT'S USE OR OCCUPANCY OF THE PREMISES, AND/OR CLAIM OF INJURY OR DAMAGES.

N. **FORCE MAJEURE:** Tenant shall be excused for the period of any delay and shall not be deemed in default with respect to the performance of any of the terms, covenants, and conditions of this Lease when prevented from so doing by a cause or causes beyond its control, which shall include, but shall not be limited to, all labor disputes, governmental regulations or controls, fire or other casualty, inability to obtain any material or services, acts of God, or any other cause not within its reasonable control.

O. **RELATIONSHIP OF PARTIES:** The parties are only landlord and tenant and are not partners or in any other business relationship.

P. **COMPLIANCE:** Landlord and Tenant shall comply with any and all requirements of the county, municipal, state, federal and other applicable governmental authorities, now in force, or which may hereafter be in force, pertaining to the Premises, and shall faithfully observe in the use of the Premises all municipal and county ordinances, and state and federal statutes now in force or which may hereafter be in force, and all regulations, orders and other requirements issued or made pursuant to any such ordinances and statutes. In addition, Tenant shall provide a fully charged fire extinguisher in Premises.

Q. **ASSIGNMENT AND SUBLETTING:** Tenant shall not assign this Lease or sublet any portion of the Premises without prior written consent of the Landlord whose consent shall not be unreasonably withheld. Any such assignment or subletting without consent shall be void and, at the option of the Landlord, may terminate this Lease. The sale or transfer of a majority of Tenant's voting stock (if a corporation) or partnership interest (if a partnership) or the occupancy of the Premises by any successor firm of the Tenant or by any firm into which or with which the Tenant may become merged or consolidated shall not be deemed an assignment of this Lease requiring the prior written consent of Landlord.

R. **FLORIDA CONTRACT:** This Lease has been made under and shall be construed and interpreted under and in accordance with the laws of the State of Florida. Venue for any litigation arising hereunder shall be in Pinellas County, Florida or in the U.S. District Court for the Middle District of Florida, Tampa Division.

S. **EXHIBITS:** All exhibits to this Lease are by this provision incorporated into this Lease as a material part hereof.

T. **BROKER:** Tenant warrants that it did not have dealings with any broker.

U. **LEASE NOT TO BE RECORDED:** Either party's recordation of this Lease or any memorandum or short form of it will be void and a default under this Lease.

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V. **CORPORATE WARRANTIES BY TENANT:** If Tenant is a corporation, the parties executing the Lease on behalf of Tenant represent and warrant to Landlord, that:

- A. Tenant is a valid and existing corporation;
- B. All things necessary to qualify Tenant to do business in the State of Florida have been accomplished prior to the date of the Lease;
- C. All franchise and other corporate taxes have been paid to the date of the Lease;
- D. All forms, reports, fees and taxes required to be filed or paid by such corporation have been filed or paid;
- E. The certified copy of a corporate resolution so stating delivered to Landlord concurrently with the execution of the Lease.

W. **INTERPRETATION OF LEASE PROVISIONS:** The Lease shall be construed without regard to the identity of the person who drafted the various provisions hereof. Moreover, each and every provision of the Lease shall be construed as though all parties hereto participated equally in the drafting of the Lease. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable.

X. **NO WAIVER:** No waiver of any covenant or condition or the breach of any covenant or condition of the Lease shall be taken to constitute a waiver of any subsequent breach of such covenant or condition, not to justify or authorize the non-observance on any other occasion of the same or any other covenant or condition hereof; nor shall the acceptance of rent or other payment by the Landlord at any time when the Tenant is in default under any covenant or condition hereof be construed as a waiver of such default or of the Landlord's right to terminate the Lease on account of such default; nor shall any waiver or indulgence granted by the Landlord to the Tenant be taken as an estoppel against the Landlord, it being expressly understood that if at any time the Tenant shall be in default in any of its covenants or conditions hereunder, and acceptance by the Landlord of rental or other payment during the continuance of such default or the failure on the part of the Landlord promptly to avail itself of such other rights or remedies as the Landlord may have, shall not be construed as a waiver of such default, but the Landlord may at any time thereafter, if such default continues, terminate the Lease on account of such default in the manner provided for in the Lease.

Y. **RADON GAS:** Radon is a naturally occurring radioactive gas that when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit. This notice is given pursuant to 404.056(8) Florida Statutes.

Z. **PARKING:** N/A

AA. **JOINT AND SEVERAL LIABILITY:** If Tenant is composed of more than one signatory to this Lease, each signatory will be jointly and severally liable with each other signatory for  
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payment and performance according to this Lease. The act of, written notice to, written notice from, refund to, or signature of any signatory to this Lease (including without limitation modifications of this Lease made by fewer than all such signatories) will bind every other signatory as though every other signatory had so acted, or received or given the written notice or refund, or signed.

**BB. LIMITATION ON RECOURSE:** Tenant specifically agrees to look solely to Landlord's interest in the Project for the recovery of any judgment from Landlord. It is agreed that Landlord (and its shareholders, venturers, and partners, and their shareholders, venturers, and partners and all of their officers, directors, and employees) will not be personally liable for any such judgments. The provisions contained in the preceding sentences are not intended to and will not limit any right that Tenant might otherwise have to obtain injunctive relief against Landlord or relief in any suit or action in connection with enforcement or collection of amounts that may become owing or payable under or on account of insurance maintained by Landlord.

**CC. SEVERABILITY:** If any provision of this Lease proves to be illegal, invalid, or unenforceable, the remainder of this Lease will not be affected by such finding, and in lieu of each provision of this Lease that is illegal, invalid, or unenforceable a provision will be added as a part of this Lease as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

**DD. LIEN FOR RENT:** Tenant hereby grants to Landlord a lien on all property of Tenant now or hereafter placed in or on the Premises and such other property shall be and remain subject to such lien of Landlord for payment of all rent and other sums agreed to be paid by Tenant herein or for services or costs relating to the Premises that the Tenant may hereafter agree to pay Landlord. Said lien shall be in addition to and cumulative of the Landlord's lien rights provided by law.

**EE. LANDLORD'S FEES:** Intentionally omitted.

**FF. ENTIRE AGREEMENT /WRITTEN AMENDMENT REQUIRED:** This Lease, the Exhibits and Addenda, if any, contain the entire agreement between Landlord and Tenant. No promises or representations, except as contained in this Lease, have been made to Tenant respecting the condition or the manner of operating the Premises, the Building, or the Project. No amendment, alteration, modification of, or addition to the Lease will be valid or binding unless expressed in writing and signed by Landlord and Tenant. Tenant agrees to make any modifications of the terms and provisions of this Lease required or requested by any lending institution providing financing for the Building, or Project, as the case may be, provided that no such modifications will materially adversely affect Tenant's rights and obligations under this Lease.

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IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written

Signed, sealed and delivered

Landlord:

in the presence of:

\_\_\_\_\_  
SIGNATURE

BY: \_\_\_\_\_

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME

Tenant:

Signed, sealed and delivered

\_\_\_\_\_  
SIGNATURE

BY: \_\_\_\_\_

\_\_\_\_\_  
NAME

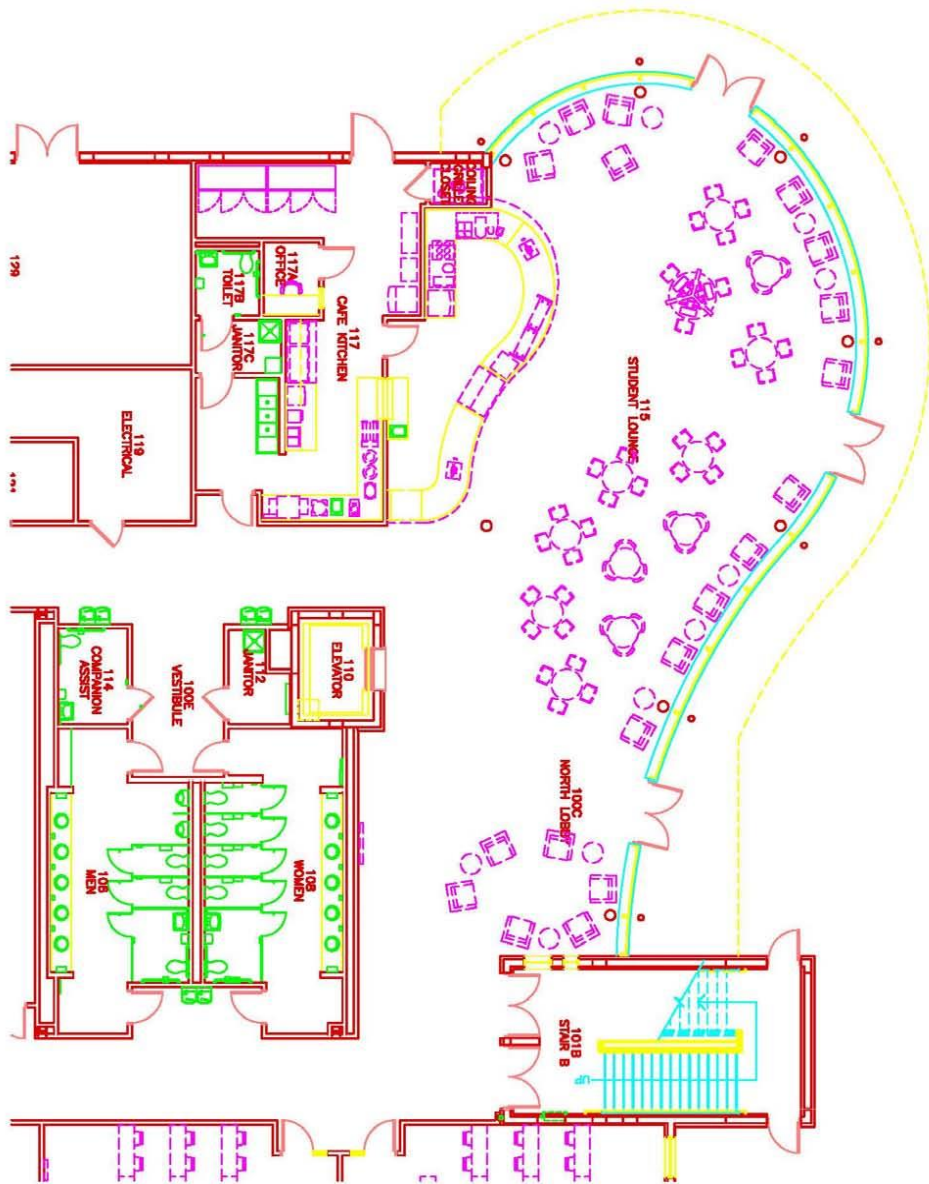
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**EXHIBIT "C"**  
**Tenant's Work**

Tenant's improvements to space shall meet the requirements listed below:

- (a) All tenant improvement plans and specifications for the work and for later alterations, additions, substitutions and improvements shall be submitted to the Landlord and preapproved by Landlord in writing.
- (b) No Premises work shall be initiated until Tenant shall have procured, so far as the same may be required by law from time to time, all permits, authorizations, reports and/or other necessary action of all municipal agencies and departments of governmental agencies and subdivisions having applicable jurisdiction;
- (c) All improvements shall be installed in compliance with all applicable permits and authorizations and building and zoning laws and with all other laws, ordinances, orders, rules, regulations and requirements of all federal, state and municipal governments, departments, commissions, boards and officers, and in accordance with applicable insurance requirements. All construction shall be done in conformity with all health and safety requirements and in a good and workmanlike manner;
- (d) Prior to the commencement of any work, and at Landlord's request, Tenant shall, at Tenant's expense, furnish to Landlord a payment and performance bond covering the cost of the work and the performance thereof;
- (e) All work shall be performed by duly licensed and qualified contractors and shall be approved by Landlord;
- (f) Tenant's work shall not at any time impede, or otherwise interfere with Landlord's work (as described in Exhibit "B" herein), or any other work being accomplished or performed by Landlord.
- (g) In connection with the completion of the work, (i) Tenant shall provide Landlord with sufficient proof that lien waivers have been obtained from all contractors, subcontractors, and material and labor suppliers performing work or providing labor in connection with the work; (ii) Tenant's architect shall have inspected the Premises and certified that the work has been completed in accordance with the approved plans and specifications; (iii) Tenant shall obtain a certificate of occupancy for the Premises, and (iv) Tenant's architect shall have issued a certificate of substantial completion which is in form and content customary in the industry. The general contractor shall be obligated to list as an attachment to the construction contract all contractors and subcontractors to be performing the work. The general contractor, shall be obligated to furnish Landlord with certificates of insurance with an insurance company that has an A.M. Best rating A VII naming Landlord and any other required entities as an additional insured which such policies shall include general liability insurance (occurrence form) as follows: \$2,000,000 Each Occurrence; \$2,000,000 Personal and Advertising Injury; \$2,000,000 Products/Completed Operations Aggregate; \$2,000,000 General Aggregate; \$100,000 Fire Damage (Any One Fire); \$5,000 Medical Expense (Any One Person) as well as evidence of adequate workman's compensation, and commercial automobile liability coverage, \$1,000,000 minimum combined single limit;

Initials:

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(h) Landlord may file and record at the time of the execution of this Lease a notice of nonresponsibility or a similar notice as may be provided by law, so that whenever any work shall be undertaken by Tenant on the Premises no mechanic's lien or lien for materials or labor could attach to or affect the reversionary status or other estate, right or interest of Landlord in and to the Land;

(i) All nonfixtures goods, effects, personal property, business and trade fixtures, machinery and equipment owned by Tenant and installed at Tenant's expense, shall remain the personal property of Tenant and may be removed by Tenant at any time, and from time to time, during the Lease Term provided that any damage caused by such removal can be totally repaired and Tenant, in removing any of such property, does in fact repair all damage to the Premises and the Building caused by such removal;

(j) All alterations, additions, substitutions and improvements made and installed by Tenant pursuant to this Exhibit "C", shall be and remain Landlord's property and at no expense to the landlord, except the items referenced in subparagraph (i) of this Exhibit "C";

(k) Tenant shall pay or cause to be paid, before delinquency, any and all taxes levied or assessed and which become payable during the Lease Term upon the property of Tenant which is located in the Premises.

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EXHIBIT "D"  
COMMENCEMENT DATE AGREEMENT

Re: Lease dated \_\_\_\_\_, 2016 between St. Petersburg College, Landlord, and ANF Services LLC, dba Nature' Table, Tenant, concerning the commercial lease of space at the Seminole Campus. By executing lease, Tenant agrees to execute the commencement date agreement when SPC can predict a date of completion of leasehold improvements.

In accordance with the subject Lease, we wish to advise and/or confirm as follows:

1. That the Premises have been accepted herewith by the Tenant as being substantially complete in accordance with the subject Lease, and that there is no deficiency in construction.
2. That the Tenant has possession of the Premises and acknowledges that under the provisions of the subject Lease, the term of said Lease shall commence, or has commenced, as of \_\_\_\_\_, 2016 for a term of three (3) years, ending on \_\_\_\_\_.
3. That in accordance with the subject Lease, first six (6) months rent are hereby waived. Therefore, the first rental payment shall be due March 1, 2017, and as set forth in this Agreement at Sections 3 and 4.
4. If the commencement date of the subject Lease is other than the first day of the month, the first billing will contain a pro rata adjustment. Each billing thereafter shall be for the full amount of the monthly installment as provided for in said Lease.
5. Rent is due and payable in advance on the first day of each and every month during the term of said Lease. Rent checks should be made payable to St. Petersburg College, attn.: Business Services, Leasing Department.

Landlord: \_\_\_\_\_

Tenant: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

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

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

Initials:

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EXHIBIT "E"

BUILDING  
RULES AND REGULATIONS

1. Rules and Regulations. Tenant agrees to comply with and observe the rules and regulations set forth below. Tenant's failure to keep and observe said rules and regulations shall constitute a breach of the terms of the Lease in the manner as if the same were contained herein as covenants. Landlord reserves the right from time to time to amend or supplement said rules and regulations applicable to the Premises. Landlord may waive any one or more of these Rules and Regulations for the benefit of Tenant or any other tenant, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of Tenant or any other tenant, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the tenants of the Building. Any condition existing prior to the creation of a rule or regulation shall not be exempt from the operation of future rules or regulation.
2. Loading. All loading and unloading of goods, merchandise, supplies and fixtures shall be done only at such times, in the areas, and through the entrances designated for such purposes by Landlord.
3. Animals. No animals or pets may be brought on or are permitted to be in the Building or Premises, except Services Animals.
4. Antennas. No radio or television antennas or other similar devices shall be installed without first obtaining, in each instance, Landlord's written consent. No aerial shall be erected on the roof or exterior walls of the Premises, or on the grounds without, in each instance, Landlord's written consent. Any aerial so installed without such consent shall be subject to removal at any time without notice.
5. Noise. No loudspeakers, television, radio, music or other devices shall be used which cause noise to be heard outside the Premises or which exceed the City's noise ordinance. Tenant shall not make unreasonable noises, cause any vibrations to the Building, create disturbances or odors of any kind which emit from the Premises and which may be disruptive or offensive in anyway whatsoever to other tenants of the Building, their employees, agents, customers, or invitees.
6. Security. Tenant assumes full responsibility for protecting Premises from theft, robbery, and pilferage. Except during Tenant's normal business hours or whenever Tenant is using the Premises, Tenant shall keep all doors to the Premises locked and other means of entry secured. Doors shall not be left in a propped open position. Tenant shall provide Landlord with a passkey to Premises (for emergency repairs or inspections) and Tenant shall not change the locks to Premises without Landlord's approval. Landlord shall not be responsible for any lost or stolen property of any kind from Premises or public areas unless caused by Landlord and then only to the extent that the insurance required under the Lease is insufficient to cover such loss, after applicable deductible.
7. Expulsion. Landlord reserves the right to exclude or expel from the Building any person who, in Landlord's judgment, is intoxicated or under the influence of liquor or drugs or who is in violation of any of the Rules and Regulations of the Building.

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8. Plumbing. The plumbing facilities shall not be used for any other purpose than that for which they are constructed. No foreign substance of any kind shall be thrown in them, and the expense of any breakage, stoppage, or damage resulting from a violation of this provision shall be borne by Tenant. Tenant shall not install any device or equipment to the water lines without Landlord's written approval.

9. Electrical Equipment. Tenant must obtain Landlord's prior written approval to install any equipment other than computers, typewriters, cash registers, adding machines, printers, dictating equipment, security devices, or devices to control lighting. Tenant may not use any power for operation of any equipment or device other than electricity.

10. Intentionally deleted

11. Storage. The Premises shall not be used as storage or warehouse space for any other business owned and operated by Tenant.

12. Signs. No sign, placard, picture, advertisement, name or notice visible from outside the Premises shall be installed or displayed on any part of the interior or exterior of the Building without the prior written consent of Landlord. Landlord shall have the right to remove, at Tenant's expense and without notice, any sign installed or displayed in violation of this rule. All approved signs or lettering on doors and walls shall be printed, painted, affixed or inscribed at the expense of Tenant by a person approved by Landlord, using materials, and in a style and format approved by Landlord.

13. Hazardous or Toxic Substances. Tenant shall not bring any hazardous, toxic, flammable, corrosive, explosive or poisonous substance onto Premises except as may be contained in common products sold to the general public (such as cleaning products) that are also consistent with Tenant's use and, if such are used, Tenant shall properly dispose of them so as not to contaminate any property on or away from the Building. Tenant shall be solely responsible for any liability arising from the violation of this rule and shall indemnify and hold Landlord harmless, including reasonable attorney's fees, as to such matters.

14. Trash Disposal: Janitorial services, including trash disposal are provided during the evenings, Monday through Friday. **Tenant will share in their prorated share of such services. Tenant shall be responsible for cleaning and removal of trash of the leased space, as well as busing and keeping seating areas clean during hours of operation.**

15. Exterior Areas. The exterior areas immediately adjoining the Premises shall be kept clean and free from dirt and rubbish by Tenant to the satisfaction of Landlord and Tenant shall not place or permit any obstructions or merchandise in such areas. Tenant shall not install awnings or structures of any kind on the exterior of the Building.

16. Installations. Tenant will refer to Landlord all contractors or installation technicians rendering any service for Tenant for Landlord's supervision and approval before performance of any contractual services including, but not limited to, installation of telephones, electrical devices and attachments, and installations of any kind affecting floors, walls, woodwork, trim, windows, ceilings, equipment or other physical portions or services of the Building. Any heavy or unusual item may be installed only with Landlord's prearranged consent. Landlord may designate placement of such items for weight load factors.

17. No Solicitation. Tenant shall not solicit business in or hold demonstrations in the parking areas or Common Areas nor distribute any handbills or other advertising matter to, in, or upon any automobiles

Initials:

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located in parking areas or in Common Areas except with prior written consent of the Landlord. Canvassing, soliciting and distribution of handbills or any other written material and peddling in the Building are prohibited, and each tenant shall cooperate to prevent same. Tenant shall not make any room-to-room solicitation of business from other tenants in the Building.

18. Vending Machines. Tenant shall not install, maintain or operate upon the Premises any vending machine without the written consent of Landlord.

19. Safety Compliance. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.

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LEASE ADDENDUM

THIS ADDENDUM dated \_\_\_\_\_, is hereby agreed to and made a part of that certain lease agreement dated \_\_\_\_\_, by and between the Board of Trustees St. Petersburg College, a political subdivision of the state of Florida, designated "Landlord" and \_\_\_\_\_, herein designated "Tenant" (the "Lease").

WHEREAS the parties hereto agree to the following terms and conditions, and to amend certain provisions as described herein, in reference to the above mentioned Lease:

1. Hours of Operation – Hours of operation shall be 7 am to 7 pm, Monday through Thursday, and 7 am to 3:30 pm on Friday. Any changing of hours will be negotiated with Landlord if needed. Tenant can be open additional hours if warranted.

All other terms and conditions of the Lease shall remain in full force and effect.

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April 18, 2017

**MEMORANDUM**

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

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

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

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

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

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

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

- 1. P.O. #101223– Delibanquetes Sa De Cv** – This is in the amount of **\$57,545.25** to provide for (between 40-54 per course) all training to be held at the National Police Academy between January 2017 through June 2017. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Scott Fronrath, Provost, AC, and approved by Tonjua Williams, Senior Vice President of Student Services.
  
- 2. P.O. #101277– Prolifics Application Services Inc** – This is in the amount of **\$76,242.00** for consultant fee, for Bhavik Patel, to assist and supervise support as application lead for new project development in PeopleSoft and gathering requirements for project based in PeopleSoft from February 1, 2017 through June 30, 2017 for 786 hours @ \$97.00 per. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information technology...” **Recommended** by Brian Miles, Vice President Business Services and Information Technology, and approved by Brian Miles, Vice President Business Services and Information Technology.



3. **P.O. #101306– Vides, Julio Cesar Marroquin** – This is in the amount of **\$55,000.00** to provide the El Salvador based SME project manager to mentor the PNC personnel on the implementation of best practices in modern law enforcement crime prevention strategies.  
**This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Scott Fronrath, Provost, AC, and approved by Tonjua Williams, Senior Vice President of Student Services.
4. **P.O. #101520– Ratcliffe, Jeremy Hayward** – This is in the amount of **\$91,000.00** for presentation of up to 7 iterations of 40-hour intelligence led policing class to be held in El Salvador between May and November 2017. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Scott Fronrath, Provost, AC, and approved by Tonjua Williams, Senior Vice President of Student Services.

**Change Orders listed in numeric order:**

1. **P.O. #99499.3 – Barnes and Noble Booksellers LLC** – This change order is in the amount of **\$10,000.00** increase (new total is \$37,700.00). For educational materials as need from July 1, 2016 – June 30, 2017. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational tests...” **Recommended** by James Connolly, Director, Workforce and Professional Development, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
2. **P.O. #99572.6 – Rubens Art Studio**– This change order is in the amount of **\$4,000.00** increase (new total is \$35,508.00). For consultant for design, review, and scribing/business illustration for collaborative lab engagements for fiscal year July 2016- June 2017. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Andrea Henning, Collaborative Labs Executive Director, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
3. **P.O. #99572.7 – Rubens Art Studio**– This change order is in the amount of **\$8,000.00** increase (new total is \$43,508.00). For consultant for design, review, and scribing/business illustration for collaborative lab engagements for fiscal year July 2016- June 2017. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Andrea Henning, Collaborative Labs Executive Director, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
4. **P.O. #99645.1 – Assessment Technologies Inst LLC**– This change order is in the amount of **\$100,000.00** increase (new total is \$220,000.00). For textbooks, dvd’s, and assessment and review program for the College of Nursing from July 2016 to June 2017. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational tests...” **Recommended** by Susan Baker, Dean, College of Nursing, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.

- 5. P.O. #100058.2 – Hoteles Sa De Cv**– This change order is in the amount of **\$5,567.50** increase (new total is \$84,135.00). For additional training on June 5-9, 2017 for intelligence lead policing course. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Scott Fronrath, Provost, AC, and approved by Tonjua Williams, Senior Vice President of Student Services.
  
- 6. P.O. #100093.1– NCS Pearson Inc.** – This change order is in the amount of **\$25,000.00** increase (new total is \$50,000.00). To purchase anticipated industry certifications test exam vouchers or site licenses for the period of 8/16/16-6/30/17. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational tests ...” **Recommended** by Jason Krupp, Director of Workforce Services, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.

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

NA

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

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

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

- A. Purchases under Sections 946.515 (PRIDE) and 946.519 (The State Department of Corrections), Florida Statutes.
- B. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, and computer-based instructional software.
- C. Library books, reference books, periodicals, and other library materials and supplies.
- D. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.
- E. Food.
- F. Services or commodities available only from a single or sole source.
- G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, "professional services" shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.

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

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

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


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

This Quarterly Informational Report was compiled by Joe C. Smith, Director of Procurement, Asset Management and Auxiliary Services.

April 18, 2017

**MEMORANDUM**

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

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

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

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

**Section A: Program Related Contracts**

1. Agreement with **Avid Technology, Inc.** that will allow the College to continue as an Avid Learning Partner to provide training courses to students using Avid products. The Agreement will commence as soon as possible and continue through July 31, 2020. The cost to the College through July 31, 2017 will be \$3,000; the total cost to the College over the 43-month contract period will be \$14,625. This item was approved by Anne Cooper on January 31, 2017. Department—Humanities & Fine Arts
2. Agreement with **Best in Class SEO** to partner to deliver Digital Media Strategy program curriculum for on-ground and online certificate programs. Best in Class will provide curriculum and updates for Digital Media courses, work with the College to build the online course in Desire2Learn and promote and advertise the course via its website. The College will advertise/market the program, recruit and enroll students, provide classroom space and access to information technology, provide instructor kit, pre-order student materials and recruit/onboard certified/qualified non-credit adjunct instructor. The parties will share the revenue based on a split of 85% to SPC and 15% to Best in Class of the revenue received. The Agreement will commence as soon as possible and continue for the period of one year. The anticipated annual net revenue to the College, after expenses, is expected to be \$7,035. This item was approved by Anne Cooper on January 3, 2017. Department—Workforce Institute
3. Affiliation Agreement with **City of Dunedin, Dunedin Fire Department** to provide field internship clinical experience to students in the Emergency Medical Services Program. The Agreement will commence as soon as possible and is anticipated to continue for a period of one year. There is no cost to the College. This item was approved by Anne Cooper on March 17, 2017. Department—Emergency Medical Services

4. Agreement with **Fidelis SDG, LLC** to develop and deliver Entrepreneurship curriculum for in-class and hybrid certificate programs. The College will market the program, recruit students, enroll students, provide classroom space, provide access to instructional technology needed for class, and pay Fidelis 40% of the gross tuition revenue collected. Fidelis will deliver content and curriculum for the course and provide instruction. The College estimates an annual revenue of approximately \$11,970 with an annual cost of \$4,788. Based on the foregoing, the net revenue annually to the College is anticipated to be \$7,182. The Agreement will commence as soon as possible and continue for the period of one year; thereafter, the Agreement will continue annually unless terminated by either party with 60 days' notice. This item was approved by Anne Cooper on March 27, 2017. Department—Workforce and Professional Development
5. Affiliation Agreement with **Gentiva Health Services (Certified), Inc. d/b/a Kindred at Home** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours. The Agreement will commence as soon as possible and continue unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on February 17, 2017. Department—College of Nursing
6. Agreement with **City of Halki** in Greece to continue to promote the exchange of experiences and staff in the fields of education, science, culture and other academic areas. The Agreement will commence as soon as possible and will continue unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on January 12, 2017. Department—Center for International Programs
7. Affiliation Agreement with **HCA Galencare, Inc. d/b/a Northside Hospital** to provide clinical experience to students in the Emergency Medical Services Program. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on February 3, 2017. Department—Emergency Medical Services
8. Affiliation Agreement with **HCA Galencare, Inc. d/b/a Northside Hospital** to provide clinical experience to students in the Radiography Program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on January 5, 2017. Department—Radiography Program
9. Affiliation Agreement with **HCA Health Services of Florida, d/b/a Blake Medical Center** to provide clinical experience to students in the Respiratory Care Program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on February 7, 2017. Department—Respiratory Care Program
10. Affiliation Agreement with **HCA Health Services of Florida d/b/a Oakhill Hospital** to provide clinical experience to students in the Health Services Administration Program. The Agreement will commence as soon as possible and continue for the period of two years.

There is no cost to the College. This item was approved by Tonjua Williams for Anne Cooper on January 24, 2017. Department—College of Health Sciences

11. Affiliation Agreement with **HCA Osceola Regional Hospital, Inc.** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period of three years. There is no cost to the College. This item was approved by Tonjua Williams for Anne Cooper on January 24, 2017. Department—College of Nursing
12. Affiliation Agreement with **HCA Sun City Hospital d/b/a South Bay Hospital** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period of two years. There is no cost to the College. This item was approved by Anne Cooper on January 13, 2017. Department—College of Nursing
13. Agreement with **HCA West Florida PPH, LLC d/b/a Palms of Pasadena Hospital** to provide clinical experience to students enrolled in the Emergency Medical Services Program at no cost to the College. The Agreement will commence as soon as possible and continue for a period of two years. This item was approved by Anne Cooper on March 17, 2017. Department—Emergency Medical Services
14. Agreement with **Kagawa University** in Japan to continue to promote the exchange of experiences and staff in the fields of education, science, culture and other academic areas. The Agreement will commence as soon as possible and will continue for the period of five years. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on January 12, 2017. Department—Center for International Programs
15. Agreement with **Kahn Financial Group** to provide Passport to Retirement classes as part of the Lifelong Learning course offerings. The College will market the course through website and catalog, administrate courses through student registration and fee collection, review and approve course brochure with the use of the SPC logo. Kahn will instruct the course, develop materials, and provide all course materials at no cost to SPC. Kahn will submit all brochures/printed materials for approval for use of the SPC logo. Based on an estimated revenue per class of \$975 and costs of \$120, the net revenue anticipated per class would be approximately \$855. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Anne Cooper on February 1, 2017. Department—Lifelong Learning/Recreation & Leisure
16. Agreement with the **City of Kalymnos** in Greece to promote the exchange of experiences and staff in the fields of education, science, culture and other academic areas. The Agreement will commence as soon as possible and will continue unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on January 12, 2017. Department—Center for International Programs

17. Affiliation Agreement with **Medical Center of Central Georgia, Inc. d/b/a The Medical Center Navient** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on January 13, 2017. Department—College of Nursing
18. Articulation Agreement with **Metropolitan Community College Maple Woods Veterinary Technology (MCC)** that will allow graduates of MCC's AS in Veterinary Technology Program to articulate into SPC's BAS in Veterinary Technology Program. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on March 24, 2017. Department—Veterinary Technology
19. Agreement with **Murray State College (MSC)** to admit graduates of MSC's AS degree in Veterinary Technology into SPC's BAS Veterinary Technology Program. The Agreement will commence as soon as possible and will continue for a period of three years. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on February 1, 2017. Department—Veterinary Technology
20. Agreement with **Pasco-Hernando Community College** to allow PHCC students to complete their General Education courses at PHCC and then transfer to SPC's Veterinary Technology Program. Upon completion of SPC's AS Veterinary Technology Program, students can then continue into SPC's BAS Veterinary Technology Program. The Agreement will commence as soon as possible and continue for a period of three years. This item was approved by Anne Cooper on January 3, 2017. Department—Veterinary Technology
21. Agreement with the **Pinellas County Urban League** whereby the College agrees to provide access to Vocational Evaluations and Learn-to-Earn programs and the Urban League will refer Workforce development clients and pay fees related to these services/training programs. There is no cost to the College. The Agreement will commence April 1, 2017 and continue through March 31, 2018. This item was approved by Jesse Coraggio on January 21, 2016. Department – Workforce and Professional Development
22. Agreement with **Sacred Heart Health System, Inc.** to provide a medical surgical clinical site and preceptor for the RN Refresher/Remediation/Return-to-Work students in the Continuing Education Health Nursing Program. The Agreement will commence as soon as possible and will continue for the period of one year. Thereafter, the Agreement will automatically renew for one-year periods unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on February 14, 2017. Department—Continuing Education Health
23. Agreement with **The Salvation Army** to provide for the use of its facility that will allow the College to deliver training and certification programs to participants over a period of



- three years. The training and certification programs will be offered to participants through the Salvation Army's Adult Rehabilitation Center (ARC) in St. Petersburg. There is no cost to the College for the use of its facility. The College will provide instructors to teach the curriculum onsite at the ARC and the Salvation Army will provide funding to cover student fees through Thomas L. Williams incentive funding. The Agreement will continue through December 31, 2019. This item was approved by Anne Cooper on January 3, 2017. Department—Workforce Institute
24. Affiliation Agreement with **St. Vincent's Health System, Inc. d/b/a St. Vincent's Healthcare** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period of one year; thereafter, the Agreement will automatically renew for additional one-year terms. There is no cost to the College. This item was approved by Tonjua Williams for Anne Cooper on January 24, 2017. Department—College of Nursing
  25. Agreement with **Sunrise Educational Services, LLC (SES)** whereby SES will promote the College's Intensive English Program in China and other countries and assist students in enrolling in the Program. The estimated revenue over one year is anticipated to be approximately \$39,390 with an approximate expense of \$5,200. The Agreement will commence as soon as possible and will continue for the period of one year. This item was approved by Anne Cooper on February 24, 2017. Department—Workforce and Professional Development
  26. Affiliation Agreement with **Tallahassee Medical Center** to provide clinical experience to students in the Health Services Administration Program. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on January 6, 2017. Department—College of Health Sciences
  27. Amendment to the Agreement with the **University of South Florida, College of Medicine** to continue to provide consulting services for the Respiratory Care Program. Specifically, the Amendment provides that Dr. Mark Rumbak will replace Dr. Solomon, who is retiring, to provide physician input and related clinical experience regarding pulmonary medicine during Session II, 2016-17. The cost to the College for Session II, which was approved previously, will be \$1,000. This item was approved by Anne Cooper on January 27, 2017. Department—Respiratory Care
  28. Affiliation Agreement with **U.S. Department of Veterans Affairs, James A. Haley Veterans Hospital** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period of five years. There is no cost to the College. This item was approved by Tonjua Williams for Anne Cooper on January 24, 2017. Department—College of Nursing
  29. Affiliation Agreement with **Veterinary Clinics of America** to provide several clinical locations that will allow for the College's Veterinary Technology students to obtain clinical

experience. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on March 24, 2017. Department—Veterinary Technology

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

30. Agreement with **Pinellas County** that will allow the College's Fire Training Center to continue to provide fire training courses for the Pinellas County Technical Rescue and Hazardous Materials Teams. The Agreement is from January 24, 2017 through January 24, 2020. The County will pay for instructor costs, an administrative fee of \$250 for each course, \$1,250 for the HazMat 160 training course and \$230 add-on for the ICS300 course. Pricing adjustments may occur as of July 1<sup>st</sup> of each year for instructor and course administration costs. Although the number of courses is not known at this time, it is anticipated that the Pinellas County Fire administration may pay the College up to approximately \$240,000 during the three-year period of the Agreement. This item was approved by Anne Cooper on February 1, 2017. Department—Fire Science
31. Amendment to the Agreement with the **University of Washington, Center for Educational Leadership (CEL)** for a partnership whereby CEL provides services to fulfill requirements specified in the grant awarded to the College from the Florida Department of Education for the Center for Excellence in Elementary Teacher Preparation initiative. The grant focuses on enhancements in field supervision of teacher candidates. CEL's services include conducting institutes; studio sessions; virtual coaching with field supervisors; planning calls; planning days; and report writing. The amount to be paid to CEL for its services was to be \$164,450; however, this Amendment is for an additional amount to be paid to CEL that will not exceed \$24,675. The Amendment will allow for additional services by CEL related to the Capacity Building Day; Planning for Sustainability; and time for virtual coaching for field supervisors. The Amendment will commence as soon as possible and continue through June 30, 2017. This item was approved by the Anne Cooper on March 17, 2017. Department—College of Education

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

32. Agreement with **Adaptive Insights, Inc.** to provide for the subscription, support, and eLearning and professional services for the implementation and integration of Adaptive's proprietary software into the College's business environment. The project will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$78,744. This item was approved by Brian Miles on March 1, 2017. Department—Business Services/Budget and Compliance
33. Agreement with **Brown and Brown of Florida, Inc.** to continue to provide consulting services to assist the College with the administration of employee benefit plans and the College's communication with employees; provide quarterly claim and utilization review meetings; conduct an actuarial review; consult with the College regarding its wellness program; assist with health care reform compliance; assist with renewal efforts; and provide post-RFP services. The Agreement will commence as soon as possible and

continue through December 31, 2017. The Cost to the College for this period will be \$75,000. This item was approved by Brian Miles on February 1, 2017. Department—Human Resources/Benefits

34. Agreement with **Clearwater Beach Marriott Suites on Sand Key** to provide the use of its meeting spaces, guest rooms, group food and beverages as well as all meeting related charges to host the Florida College System Council of Business Affairs (COBA) conference to be held on September 27-29, 2017. The anticipated cost to the College for the Agreement is \$55,000; however, the College will be reimbursed for the cost through sponsorship funds which will be collected prior to the start of the conference. This item was approved by Brian Miles on January 5, 2017. Department—Business Services

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

35. Agreement with **Apple Financial Services** to lease 4 Apple computers for use by the Marketing Department. The lease is for a period of 48 months. The cost to the College for this lease is expected to be approximately \$12,026.56. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$1. Based on the foregoing, the total cost to the College for this lease agreement will not exceed \$12,027.56. Should funds not be appropriated to continue the lease for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 30 days' notice prior to the end of the current fiscal period. This item was approved by the Board based on its approval of the 2016-17 Budget on June 21, 2016. — Brian Miles
36. Agreement with **BayCare Health System, Inc.** to provide wellness training programs related to pre-diabetes, nutrition, heart, weight and fitness, and stress management. The Agreement will commence as soon as possible and continue through December 31, 2017. The cost to the College for this Agreement will not exceed \$21,000. This item was approved by Brian Miles on January 24, 2017. Department—Wellness
37. Agreement with **CAE Healthcare, Inc.** to provide support and maintenance for the simulation products: BabySIM BAB 174; iStan ISTAN065; and PediaSIM ECS PECS194 used in the College of Nursing. The Agreements will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$16,685.76. This item was approved by Tonjua Williams on March 22, 2017. Department—College of Nursing
38. Agreement with the **City of Clearwater** to allow the College to use the Jack Russell Memorial Stadium and Eddie Moore Softball Complex. The Agreement will commence upon execution and continue for a period of three years; thereafter, the Agreement will automatically continue for one-year periods unless terminated by either party. Under the terms of the Agreement, the College agrees to make improvements to the Jack Russell Memorial Stadium in an amount not to exceed \$30,000. Such improvements may be completed in phases. This item was approved by Tonjua Williams on January 9, 2017. Department—Athletics

39. Renewal Agreement with **Eaton Corporation** to provide its Powerware ProActive Service Plan whereby Eaton will provide support and maintenance services for the power quality equipment used in Administrative Information Systems. The Plan includes 8-hour response time; after hours 7 x 24; UPS annual preventive maintenance; remote monitoring; sealed battery preventive maintenance and a 30% Spare Part Kit and time and material discount. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement period will be \$15,432. This item was approved by Brian Miles on January 26, 2017. Department—AIS-DO
40. Amendment to the Agreement with **Enliven Wellness Works** to provide the services of a contracted wellness professional to assist in the implementation of the College's employee wellness program. The Agreement continues through December 31, 2017. This modification reflects a decrease in the total cost of the Agreement which is anticipated to be \$32,328.97 rather than as previously advised. All other terms and conditions remain as previously approved. This item was approved by Brian Miles on January 26, 2017. Department—Human Resources, Wellness
41. Agreement with **Ellen Fontana, CPA** to provide accounting services for the Institute for Strategic Policy Solutions. The Agreement will commence April 1, 2017 and continue through March 31, 2018. The cost to the College for this Agreement will be \$10,500. This item was approved by Tonjua Williams on February 23, 2017. Department—Institute for Strategic Policy Solutions
42. Agreement with **Health & Wellness Professionals** to provide wellness screening for the College. The Agreement will commence as soon as possible and continue through approximately April 30, 2017. The cost to the College for this Agreement is anticipated to be \$15,805. This item was approved by Brian Miles on January 24, 2017. Department—Human Resources
43. Agreement with the **Hilton Garden Inn Alexandria** to provide hotel rooms and breakfast for the attendees of the annual Student Government Association officers' trip to Washington, D.C. on May 11, 2017. The cost to the College for this Agreement will be \$18,858. This item was approved by Tonjua Williams on February 6, 2017. Department—Student Life & Leadership, TS
44. Agreement with the **Hilton St. Petersburg Carillon Park** to secure event space and food and beverage for the long-time Employee Appreciation Dinner to be held on April 26, 2017. The cost to the College for this Agreement is anticipated to be \$15,000. This item was approved by Brian Miles on January 23, 2017. Department—Administrative/Business Services & Information Technology
45. Agreement with **Hopf Consulting, LLC** to conduct a gap analysis of national institutional strategic planning best practices and SPC's current institutional planning process as well as complete a comprehensive ERG Review and Reconciliation as part of the revised three-year course review process. The Agreement will commence as soon as possible and continue for a period of approximately three months. The cost to the College for this

Agreement will be \$18,500. This item was approved by Anne Cooper on March 1, 2017.  
Department—Humanities & Fine Arts

46. Agreement with **Ingeniux Corporation** to provide software and maintenance support services for the Ingeniux CMS software being used for the website redesign project. The software configuration includes one Content Management Server software installation; two Dynamic Site Server software installations; and one Test/Development Server software installation. The cost to the College for this Agreement will be \$11,000. The Agreement will commence March 1, 2017 and continue through February 28, 2018. This item was approved by Jesse Coraggio on January 6, 2017. Department—Marketing & Strategic Communications
47. Amendment to the Agreement with **Pandora Media, Inc.** to provide radio spots to run on Pandora during July 2016, October 2016, November 2016 and June 2017. The Amendment reflects a reduction in cost (reduced by an amount of \$1,594.99) due to the decrease in the total number of radio spots to be run during June 2017. Accordingly, the cost to the College associated with the Agreement and Amendment will be \$32,815.01 rather than as previously advised. This item was approved by Anne Cooper on February 6, 2017. Department—Marketing & Strategic Communications
48. Agreement with **ProEducation Solutions, LLC** to provide the ProDoc System for Electronic Online Forms and eSignatures portal service which will allow students and parents to complete and eSign documents, needed by Financial Assistance Services, on any computer or smart device. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$20,000. This item was approved by Tonjua Williams on January 2, 2017. Department—Financial Assistance Services
49. Amendment to the Agreement with **Salesforce.com Foundation** to add twenty (20) subscriptions for the licensing of Sales Cloud – Lightning CRM-Enterprise Edition and the Premier Success Plan (Support). The Amendment will commence as soon as possible and continue through March 3, 2018. The cost to the College for this Amendment will be \$11,790. This item was approved by Tonjua Williams on February 4, 2017. Department—Marketing & Strategic Communications
50. Amendment to the Agreement with **Salesforce.com Foundation (a/k/a Exact Target, Inc.)** to change the products associated with the CRM system which will slightly reduce the cost for year three. The cost for year three was previously anticipated to be \$29,475; however, the product changes resulted in a renewal cost for year three of \$29,250. The renewal will change Products for year three to: the Salesforce Marketing Cloud Connector; the Premier Success Plan – ExactTarget; and the ExactTarget – Corporate Edition – Core/Advanced. Year three commenced March 1, 2017 and will continue through February 28, 2018. This item was approved by Tonjua Williams on March 16, 2017. Department—Marketing & Strategic Communications
51. Agreement with **Sunburst Entertainment Group, LLC** to provide the use of the Tropicana Field and facilities for the College’s graduation ceremony to be held May 13, 2017. The cost to the College for this Agreement is anticipated to be approximately

\$18,100. This item was approved by Tonjua Williams on March 23, 2017. Department—Enrollment Services

52. Agreement with **Tampa Bay Trane** to continue to provide scheduled services for building management system controllers (Trane Tracer Summit System) college-wide. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$22,625. This item was approved by Brian Miles on February 10, 2017. Department—Facilities Services
53. Agreement with the **U.S. Department of Veterans Affairs** whereby the College will provide range and Matt room training services to the Tampa Veterans Affairs Police. The training will take place at the Allstate Center. The Agreement will commence as soon as possible and is for a one-year period at an anticipated revenue to the College of \$28,136. This item was approved by Anne Cooper on March 16, 2017. Department—Academies In-service

#### **Section E: Contracts below \$10,000**

54. Agreement with **AARP Florida** to delineate the role and responsibilities of AARP and the College's Institute for Strategic Policy Solutions in partnering to support the work of the Age Friendly St. Petersburg project. The Agreement will commence as soon as possible and continue through December 31, 2017 at no cost to the College. This item was approved by Mark Strickland on February 8, 2017. Department—Institute for Strategic Policy Solutions
55. Agreement with **Advantage Village Academy, Inc.** to facilitate the expansion of the MLK Day of Service in the St. Pete Dream Big Family Fun Day activities in St. Petersburg. Advantage Village Academy will receive funds up to \$10,000 for its services. The Agreement will continue through February 28, 2017. This item was approved by Tonjua Williams on January 2, 2017. Department—Special Programs
56. Agreement with **Apperson Print Resources, Inc.** to provide maintenance for the DataLink 3000 scanner used in the Emergency Medical Services Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$229. This item was approved by Tonjua Williams on March 22, 2017. Department—Emergency Medical Services
57. Agreement with **Apple Financial Services** to lease 3 Apple computers for use at the Seminole Campus. The lease is for a period of 48 months. The cost to the College for this lease is expected to be approximately \$6,098. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$1. Based on the foregoing, the total cost to the College for this lease agreement will not exceed \$6,099. Should funds not be appropriated to continue the lease for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 30 days' notice prior to the end of the current fiscal period. This item was approved by the Board based on its approval of the 2016-17 Budget on June 21, 2016. — Brian Miles

58. Agreement with **Aramark Sports & Entertainment** to provide a continental breakfast for SPC attendees of the Port of Tampa Bay Tour to be held February 16, 2017. The cost to the College for this Agreement will be \$329.40. This item was approved by Anne Cooper on January 27, 2017. Department—Career Connections
59. Agreement with **Cynthia Barnett** to provide a speech and question/answer session for SPC students and the general public. The presentation will be on the topic, “Protecting Pinellas Waters” at the event to be held at the Seminole Campus Conference Center on February 28, 2017. The cost to the College will be \$750. This item was approved by Tonjua Williams on February 24, 2017. Department—Institute for Strategic Policy Solutions
60. Agreement with **CAE Healthcare, Inc.** to provide technical service on the training equipment (METIman Pre-Hospital MMP625) used in the Emergency Medical Services Program. The cost to the College for this Agreement will be \$5,746. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Tonjua Williams on March 22, 2017. Department—Emergency Medical Services
61. Agreement with **Career Dimensions, Inc.** for the use of FOCUS 2 Online that allows students to complete a career assessment enabling them to make academic major and career choices. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this Agreement will be \$2,614. This item was approved by Anne Cooper on February 24, 2017. Department—Career Connections
62. Agreement with **Delectables Fine Catering, Inc.** to provide catering for 85 guests at the Retiree Emeritus Honoree Luncheon to be held on April 11, 2017. The cost to the College for this Agreement will be \$2,433.69. This item was approved by Brian Miles on March 17, 2017. Department—Honors Program – CSEC Committee
63. Agreement with **DEXIS, LLC** to provide service maintenance on three digital sensors used in the Dental Hygiene Clinic at the College. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$3,585. This item was approved by Tonjua Williams on February 21, 2017. Department—Dental Hygiene
64. Agreement with **Direct Media, USA** to provide bus super tail ad space which will run for three 1-month periods from May to August 2017. The cost to the College for this Agreement will be \$1,810. This item was approved by Jesse Coraggio on March 23, 2017. Department—Marketing & Strategic Communications
65. Agreement with **Elsevier B.V.** to continue the subscription for the Teaching and Learning in Nursing Journal to be used for the Nursing Program. The Agreement is for the period of one year at a cost to the College of \$256.45. This item was approved by Anne Cooper on January 4, 2017. Department—District Library

66. Agreement with **Elsevier B.V.** to continue the subscription for the Science Direct College Edition which gives the College access to Health and Life Sciences Journals. The Agreement will commence on May 1, 2017 and continue for the period one year. The cost to the College for this Agreement will be \$3,543.15. This item was approved by Anne Cooper on March 30, 2017. Department—District Library
67. Agreement with **eSkill Corporation** to continue the eSkill Test Center subscription that allows the College to conduct unlimited testing for the period of one year. This testing assessment capability will be used by the College's Workforce Institute in providing training services to its client(s). The cost to the College for a one-year period will be \$3,500. This item was approved by Anne Cooper on February 22, 2017. Department—Workforce Institute
68. Agreement with **Fitness Challenge Foundation, d/b/a Ride 2 Recovery** to allow for the use of SS 105, common areas and parking on the Clearwater Campus. Ride 2 Recovery is a non-profit charitable entity that provides services in support of U.S. Veterans. The College will provide the space, cover utilities, and provide trash collection/custodial services. The College will also provide storage space if available. The Agreement will commence as soon as possible and will continue for the period of one year. This item was approved by Tonjua Williams on January 9, 2017. Department—Provost
69. Agreement with **Florida Collegiate Umpires, Inc.** to provide umpires for the College's spring 2017 baseball games. The cost to the College for this Agreement will be up to \$4,820. This item was approved by Tonjua Williams on January 23, 2017. Department—Athletics
70. Agreement with the **Hampton Inn** in Pensacola, Florida to provide rooms for the College's Baseball Team trip on February 2-3, 2017. The cost to the College for this Agreement will be \$2,856. This item was approved by Tonjua Williams on January 24, 2017. Department—Athletics
71. Agreement with **Hampton Inn and Suites** to provide rooms for the College's Tennis Team trip to Miramar, Florida on February 25-26, 2017. The cost to the College for this Agreement will be \$696. This item was approved by Tonjua Williams on February 21, 2017. Department—Athletics
72. Agreement with **Harland Technology Services** to provide maintenance and parts replacement for the Scantron machine used in the Provost Office at the Downtown Center. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$820. This item was approved by Kevin Gordon on January 30, 2017. Department—Provost's Office
73. Agreement with the **Holiday Inn Express & Suites** to provide rooms and breakfast for the College Reach-Out Program (CROP) trip to St. Augustine on April 13-15, 2017. The cost to the College for this Agreement will be \$1,551.48. This item was approved by Tonjua Williams on February 17, 2017. Department—Retention Services—CROP Program



74. Agreement with the **Holiday Inn Alexandria @ Carlyle** to provide rooms and breakfast for the College Reach-Out Program (CROP) trip to Washington, DC on March 11-14, 2017. The cost to the College for this Agreement will be \$8,476.47. This item was approved by Tonjua Williams on February 23, 2017. Department—Retention Services, CROP
75. Agreement with **InfoGroup, Inc.** and its affiliates to continue to provide access to an internet-based reference service which will allow students to find up-to-date quality business and industry information, including details necessary for complicated business papers and class projects. The Agreement will be for the period of one year at a cost to the College of \$3,150. This item was approved by Anne Cooper on January 30, 2017. Department—District Library
76. Agreement with **Jungle Source, Inc.** to process background checks as needed on prospective/current employees and volunteers. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College associated with this Agreement is anticipated to be \$1,575. This item was approved by Brian Miles on January 11, 2017. Department—Human Resources
77. Agreement with the **Kiwanis Club of Seminole Florida, Inc.** to use the College's Seminole Campus parking lot from 1:00-3:00 p.m. on March 12, 2017 for the Fire Truck Pull which is part of the Seminole Pow-Wow festivities held to benefit area children. The Kiwanis Club will provide a Certificate of Insurance and the City Public Works department will assist the Club with securing and cordoning off the area and assuring safety. There is no cost to the College associated with this Agreement. This item was approved by Mark Strickland on January 17, 2017. Department—Provost, SE Campus
78. Agreement with the **Library of Congress** to continue to provide the Classification Web access for use in the College's libraries. The renewal period will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$525. This item was approved by Anne Cooper on February 22, 2017. Department—District Library
79. Agreement with **Music Theatre International** to provide the scripts and music for the theater department production of Fiddler on the Roof performances to be held June 30<sup>th</sup> and July 1, 2017. The cost to the College for this Agreement will be \$1,405. This item was approved by Anne Cooper on March 1, 2017. Department—Humanities & Fine Arts
80. Agreement with **Old Town Trolley Tours** to provide a historic night tour of St. Augustine for College Reach-Out Program (CROP) participants on April 13, 2017. The cost to the College for this Agreement will be \$398. This item was approved by Tonjua Williams on February 14, 2017. Department—Retention Services—CROP Program
81. Agreement with **Phillies Florida, LLC** whereby the College will provide access to the two northern parking lots on the Clearwater Campus for fan parking during Phillies Spring Training home games. The Agreement will commence as soon as possible and continue through the end of spring training. In exchange, Phillies Florida will provide in-kind,

- stadium Billboard outfield signage and two season tickets during the season. There is no cost to the College associated with entering into this Agreement. This item was approved by Brian Miles on January 10, 2017. Department—Administrative/Business Services
82. Agreement with **Phillips Healthcare** to provide maintenance on the Heartstart MRX equipment used in the Emergency Medical Services Program. The Agreement will commence as soon as possible and continue for the period of two years. The cost to the College for this Agreement will be \$2,460.50. This item was approved by Tonjua Williams on March 25, 2017. Department—Emergency Medical Services
  83. Agreement with **Physio-Control, Inc.** to provide technical support and maintenance for the equipment used in the Emergency Medical Services Program. The Agreement will commence as soon as possible and will continue for the period of one year at a cost to the College of \$5,150. This item was approved by Tonjua Williams on February 21, 2017. Department—Emergency Medical Services
  84. Agreement with **ProctorU** to offer online proctoring services for the College’s online courses that require an online proctored exam. The Agreement will commence as soon as possible and will continue unless terminated by either party. There is no cost to the College; however, the fees for students have increased. Optional fees may be charged to students if they choose the “Take It Soon” or the “Take It Now” scheduling options for testing. ProctorU’s testing services are available 24 hours a day, 7 days a week. This item was approved by Tonjua Williams for Anne Cooper on January 25, 2017. Department—Online Learning & Services
  85. Agreement with **Qumpus, Inc. d/b/a Better World Books** to dispose of withdrawn books and pay the College 10% of the net proceeds from those books. The Agreement will commence as soon as possible and continue for the period of two years. Thereafter, the Agreement will automatically renew for two-year periods unless terminated by either party. It is anticipated that the College will received approximately \$900 per year. This item was approved by Anne Cooper on January 4, 2017. Department—District Library
  86. Agreement with **Springshare, Inc.** to continue to provide LibGuides, a template-driven content management system for libraries. The system will be used to create attractive multimedia content, share knowledge and information and promote library resources to the community. The system also allows integration of interactive content such as videos, podcasts, RSS feeds and widgets such as chat and feedback from polls/surveys. The Agreement renewal will also include the LibWizard tool and is for the period of one year at a cost to the College of \$4,536. This item was approved by Anne Cooper on January 25, 2017. Department—District Library
  87. Agreement with the **City of St. Petersburg** for the use of The Coliseum for the Fall Faculty Welcome Back breakfast to be held August 10, 2017. The cost to the College for this Agreement will be \$3,775. This item was approved by Anne Cooper on January 9, 2017. Department—Instruction and Academic Programs

88. Agreement with **Stryker Medical** to provide maintenance on equipment used in the Emergency Medical Services Department including three MX-Pro Stretchers; one Stair-Pro and one Power-Pro XT. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$1,438.12. This item was approved by Tonjua Williams on March 22, 2017. Department—Emergency Medical Services
89. Agreement with **Swank Motion Pictures, Inc.** to provide a license that will allow the College of Education to stream “Waiting for Superman” for academic use. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$190. This item was approved by Anne Cooper on January 5, 2017. Department—College of Education
90. Agreement with **Tampa Port Authority d/b/a Port Tampa Bay** to provide the use of its facility for the Regional Disaster Training Exercise to be held on April 26, 2017 and which is being sponsored by St. Petersburg College. The Exercise is part of the Hazards in Health Care Conference. There is no cost to the College associated with entering into this Agreement. This item was approved by Jesse Coraggio for Anne Cooper on March 14, 2017. Department—Workforce Institute—CE Health
91. Agreement with the **University of South Florida**, College of Behavioral and Community Sciences, Department of Child and Family Studies to expand The Learning Academy (TLA) Program at USF to St. Petersburg College. The Learning Academy is a customized transition program to assist in preparing young adults diagnosed with Autism Spectrum Disorder for employment. Under this Agreement, USF will hire a full-time Human Services Program Specialist to provide program oversight and supervision of TLA at St. Petersburg College and provide instruction to TLA students at the SPC site. USF will also hire up to 15 SPC student mentors as OPS employees for 4 hours per week for 30 weeks. USF will also provide TLA operations manual, curriculum and associated lesson plans and materials and cover expenses associated with program operation. The College will provide one office and phone for the coordinator, one classroom to accommodate up to 20 students/staff four mornings per week, access to one computer lab space for 15 TLA students, at least two staff advisors to TLA during the 30-week program, and support TLA by offering information and assistance to the coordinator/instructor that will support TLA students on the SPC site. The Agreement will commence August 1, 2017 and continue for the period of two years. Thereafter, it is anticipated that SPC will take responsibility for the programmatic and fiscal operations of TLA at SPC; however a new Agreement will be entered into and submitted for approval at that time. This item was approved by Tonjua Williams on January 11, 2017. Department—Retention Services-Accessibility Services
92. Agreement with **Wiley Subscription Services, Inc.** to provide access to the Cochrane Database of Systematic Reviews used for study and research in the College’s libraries. The Agreement will commence as soon as possible and continue through December 31, 2017. The cost to the College for this period will be \$4,843.40. This item was approved by Anne Cooper on January 5, 2017. Department—District Library


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

Suzanne Gardner, General Counsel, recommends approval.

ps0404171

April 18, 2017

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Quarterly report of Dell Financial agreements

**Section B: Major Technology Contracts**

1. Agreements with **Dell Financial Services, LLC** to lease a total of 129 computers; network infrastructure equipment for various sites; AV equipment and displays; and other computer equipment for use in various academic and administrative departments college wide. The leases, **entered into between January 7, 2017 and April 4, 2014** are for a period of 36 - 60 months. The cost to the College for these leases is expected to be approximately \$302,104.64. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$12,831.39. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$314,936.03. Should funds not be appropriated to continue the leases for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 60 days written notice prior to the end of the current fiscal period. These items are being reported to the Board based on its approval of the 2016-17 Budget on June 21, 2016. —  
Brian Miles

Brian Miles, Vice President, Administrative/Business Services and Information Technology  
Recommends Approval

April 18, 2017

**MEMORANDUM**

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

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

**SUBJECT:** Removal of Certain Assets from Property Inventory

This Memo is for informational purposes and fulfills the requirement of Florida Statute 274.07 for the recording of the disposition of government property into the Board Meeting minutes. Per approval by the Survey Committee for removal from the inventory, the following items have a current Net Book value of \$0 and were acquired between 1978 and 2014.

Tag Number	Description	Acq Date
01106	Mettler Balance	8/1/1988
01231	Planetarium Oper Sys:Mas	2/1/1989
01233	Planetarium Operating Sy	2/1/1989
01347	Simv Ventilator	10/1/1978
01444	Storage Console Opr Rm M	11/1/1981
01465	Centrifuge:15Ml:Dynac li	5/1/1987
02961	Monitor:Panasonic	5/1/1988
02963	Videotek Broadcast Wave	5/1/1982
03637	Computerow:Universal	6/1/1987
03638	Leg Extension Machine	2/1/1982
03645	Abduction/Adduction Mach	8/1/1987
03646	Abdominal Machine:Nautil	9/1/1986
03648	Bench Press	8/1/1989
03650	Rotary Torso Machine	8/1/1987
03651	Compound Rowing Machine	8/1/1989
05082	Nautilus Bench Press	3/1/1989
05084	Nautilus Leg Curl Machin	3/1/1989
05636	Signature Machine:Autope	6/1/1984
06021	Stairmaster Exercise Sys	1/1/1991
06340	Work Surface/Storage Uni	6/1/1991
07211	Multi-Joint System:Biode	5/1/1992

Tag Number	Description	Acq Date
07236	Desk W/Return & O.H. Sto	6/1/1992
07240	Desk W/Return & O.H. Sto	6/1/1992
07501	Leg Extension Machine	2/1/1993
07875	Refrigerator:Single Door	2/1/1993
08143	Super Leg Press Machine	5/1/1993
08187	Abdominal Machine	6/1/1993
08347	Color Monitor:Panasonic 13"	8/1/1993
08575	Vectroscope:Videotek	11/1/1993
08671	Crossrobics Machine	4/1/1994
08693	Saratoga Cycle	6/1/1994
09300	Evacu-Trac	7/1/1995
09301	Evacu-Trac	7/1/1995
09302	Evacu-Trac	7/1/1995
09391	Evacu-Trac	5/1/1995
09392	Evacu-Trac	5/1/1995
09393	Evacu-Trac	5/1/1995
09395	Evacu-Trac	6/1/1995
09396	Evacu-Trac	6/1/1995
09547	Evacu-Trac	7/1/1995
09548	Evacu-Trac	7/1/1995
09549	Evacu-Trac	7/1/1995
09550	Evacu-Trac	7/1/1995
09551	Stair Trac	7/1/1995
09753	Computer:Compaq Deskpro	10/1/1995
09869	Preacher Curl Machine	1/1/1997
09871	Lower Abdominal Machine	1/1/1997
10091	Evacu-Trac	6/1/1996
10092	Evacu-Trac	6/1/1996
10093	Evacu-Trac	6/1/1996
10787	Powermac 7200 Computer	2/3/1997
10833	2 St High/Low Pulley Mac	2/20/1997
11033	Printer: HP 5M	4/8/1997
12130	Total Gym Therapy System:4000	11/19/1997
12131	TTL Gym Therapy System:4000	11/19/1997
12481	Projector:Epson 5100	3/3/1998
13870	Diagonal Smartboard:72"	9/21/1998

Tag Number	Description	Acq Date
14458	Hip Extension	2/26/1999
14463	Abdominal	2/26/1999
14538	Stairmaster:FreeRunner	3/9/1999
14585	Printer: Lexmark 1855N	3/11/1999
14705	Projector:LCD Video/Data	4/7/1999
14934	Telephone System:NEAX2000	12/15/1998
14935	Telephone System:NEAX2000	12/15/1998
15194	Smartboard:580	6/23/1999
15199	Laptop Computer:Dell Latitude	6/29/1999
15236	Projector:Epson	7/12/1999
15680	Analytical Balance:Mettler	5/23/2000
16139	Smartboard	1/12/2000
16423	Seated Tricep	5/31/2000
16626	Router:Cisco	12/7/1999
16631	Router:Cisco	12/7/1999
16638	Router:Cisco	12/7/1999
16643	Router:Cisco	12/7/1999
16651	Router:Cisco	12/7/1999
16653	Router:Cisco	12/7/1999
16655	Router:Cisco	12/7/1999
16667	Router:Cisco	12/7/1999
16669	Nova Workstation	1/18/2000
17085	Router:Cisco	4/18/2000
17090	Router:Cisco	4/18/2000
17857	Printer:Lexmark T612N	8/11/2000
17867	SuperStack Switch:3900	8/16/2000
17914	Echo Cancellation/Auto Mixer	6/1/2000
17948	Router:Cisco	8/11/2000
17949	Router:Cisco	8/11/2000
17951	SP Recorder:Sony	6/30/2000
18064	Router:Cisco	8/11/2000
18067	Router:Cisco	8/11/2000
18069	Router:Cisco	8/11/2000
18070	Router:Cisco	8/11/2000
18071	Router:Cisco	8/11/2000
18279	Router:Cisco	10/19/2000



Tag Number	Description	Acq Date
18281	Router:Cisco	10/10/2000
18282	Router:Cisco	10/19/2000
18284	Router:Cisco	10/19/2000
18285	Router:Cisco	10/10/2000
18286	Router:Cisco	10/10/2000
18287	Router:Cisco	10/10/2000
18444	Projector:Epson	2/8/2001
18458	Excercise Bike:Monark	5/8/2001
18460	Excercise Bike:Monark	5/8/2001
18463	Excercise Bike:Monark	5/8/2001
18464	Excercise Bike:Monark	5/8/2001
18466	Excercise Bke:Monark	5/8/2001
18468	Excercise Bike:Monark	5/8/2001
18469	Excercise Bike:Monark	5/8/2001
18471	Excercise Bike:Monark	5/8/2001
18472	Excercise Bike:Monark	5/8/2001
18506	Projector:Proxima	11/17/2000
18584	Nova Station	8/1/2000
19122	Switcher:Extron	2/8/2000
19148	Projector:Epson	3/27/2001
19215	Printer:Hp Design Jet 1050C	4/30/2001
19764	Drafting/CAD Workstation	12/10/2001
20384	Printer:HP 4100TN	1/17/2002
21302	Evac-Trac	11/1/2001
21303	Evac-Trac	11/1/2001
21407	Evacutrac	3/22/2002
21408	Evacutrac	3/22/2002
21560	Instructor Workstation	10/22/2001
22076	Printer:Lexmark T620N	6/4/2002
22439	Catalyst:Cisco	7/16/2002
22447	Server:Dell 2600	11/15/2002
23199	Router:Cisco	5/23/2002
23200	Router:Cisco	5/23/2002
23201	Router:Cisco	5/23/2002
23202	Router:Cisco	5/23/2002
23203	Router:Cisco	5/23/2002

Tag Number	Description	Acq Date
23211	Chassis:Cisco	5/23/2002
23212	Chassis	5/23/2002
23213	Chassis	5/23/2002
23420	Projector:Epson	10/22/2002
23528	Rotary Torso Machine	10/2/2002
23533	Printer: Lexmark T522N	12/6/2002
23537	Printer: Lexmark T522N	12/6/2002
23543	Lecturn w/Monitor Cage	2/14/2003
23544	Lecturn w/Monitor Cage	2/14/2003
23545	Lecturn w/Monitor Cage	2/14/2003
23546	Lecturn w/Monitor Cage	2/14/2003
23588	Evacu-Trac	11/4/2002
23589	Evacu-Trac	11/4/2002
23752	Instructor Station:Nova Wireless Microphone	9/17/2002
24380	Lav:Sennhe	11/22/2002
24454	Router:Cisco	8/22/2002
24455	Router:Cisco	8/22/2002
24456	Router:Cisco	8/22/2002
24457	Router:Cisco	8/22/2002
24459	Router:Cisco	8/22/2002
24460	Router:Cisco	8/22/2002
24469	Printer: Lexmark T620n	3/28/2003
24573	Server (Call Manager):Cisco	1/10/2003
24574	Server (Unity Server):Cisco	1/10/2003
24586	Projector: Proxima DP6870	3/10/2003
24591	Printer: HP 2600DN	3/26/2003
24676	Utility Cart:Carryall	5/7/2003
24683	SP Recumbent Bike:Precor	5/30/2003
24729	Router:Cisco	1/8/2003
24787	Printer System: Magicolor	4/16/2003
25036	Printer:HP	4/22/2003
25055	Printer:X630	5/28/2003
25519	Projector:Epson 7700P	5/6/2003
25520	Projector:Epson 7700P	5/6/2003
25943	Sign on Wheels	6/27/2003

Tag Number	Description	Acq Date
26072	Visual Presenter:Elmo	6/3/2003
26223	Projector:Epson	8/20/2003
26224	Projector:Epson	8/20/2003
26226	Projector:Epson	8/20/2003
26279	Projector:Epson	1/7/2004
26280	Projector:Epson	1/7/2004
26756	Fireproof File Cabinet:Schwab	6/10/2004
26841	Booth:Single 60"	8/20/2003
26842	Booth:Single 60"	8/20/2003
26843	Booth:Double 60"	8/20/2003
26844	Booth:Double 60"	8/20/2003
27016	Rocket Model:Saturn V	11/17/2003
27103	Projector:Epson 7800P	4/5/2004
27152	Kinesthetic Ability Trainer	6/30/2004
27226	Evacutrac Lifts:Garaventa	3/10/2004
27227	Evacutrac Lift:Garaventa	3/10/2004
27329	VersaClimber:108LXP	1/8/2004
27668	Computer:Apple G4	4/5/2004
28043	Computer:Dell GX270	6/3/2004
	Laminar Flow Hood:Forma	
28239	Scient	4/13/2004
28263	Mic View Control:Vaddio	8/31/2004
28268	Control Sys Processor:Crestron	8/31/2004
28269	MultiMedia Switch:Crestron	8/31/2004
28683	Computer:Dell GX280	11/17/2004
28791	Projector:Epson	4/19/2005
28830	Evac-U-Trac	10/22/2005
28915	Projector:Epson	1/5/2005
28916	Projector:Epson	1/5/2005
28945	Camera Control System:Vaddio	12/3/2004
29013	Printer:Primera Signature Z6	11/2/2004
29014	DVD 8X+/- Duplicator:Primera	11/2/2004
29041	Computer:IBM Clone	12/14/2004
29046	Computer:Dell GX280	12/15/2004
29087	Printer:Lexmark	12/23/2004
29173	Printer:Dell M5200N	1/31/2005

Tag Number	Description	Acq Date
29242	Printer:Okidata	1/28/2005
29286	Projector:Dell 4100MP	3/14/2005
29295	Dual Bus Control System:Crestr	12/3/2004
29302	Projector:Dell 4100T	4/12/2005
29415	Switch:Cisco	2/7/2005
29712	Computer:Dell GX280	3/18/2005
29713	Computer:Dell GX280	3/18/2005
29852	Projector:Epson	7/22/2005
29990	Computer:Dell GX280	5/9/2005
30093	FW Cable Crossover	5/6/2005
30103	Golf Cart:EZGo	8/1/2005
30166	Projector:Eiki	6/16/2006
30192	Video/Audio Switch: Crestron	6/16/2006
30216	Projector: Eiki	6/16/2006
30257	Wallview 300 PTX Camera	6/16/2006
30258	Wallview 300 PTX Camera	6/16/2006
30263	Control View Extreme Camera	6/16/2006
30311	QuickMedia Matrix Switcher	6/21/2006
30326	Projector-Eiki	6/21/2006
30335	IP Panel-Interwrite	6/21/2006
30386	Prof Dual Bus Control System	6/16/2006
30398	Matrix Switcher: Crestron	6/16/2006
30399	Matrix Switcher: Creston	6/16/2006
	Operator Control Camera	
30498	System	6/16/2006
30525	Display processor :RBG Spect	6/16/2006
30569	Computer:Dell GX280	6/7/2005
30577	Laptop Computer:Dell Latitude	6/7/2005
30586	Computer:Dell GX280	6/8/2005
30644	Projector:Eiki	6/16/2006
30647	Projector:Eiki	6/16/2006
30696	Media Manager:Creston	6/16/2006
30718	Projector:Eiki	6/16/2006
30755	Control System: Crestron	4/6/2006
30771	Mic View: Vaddio	4/6/2006
30885	Computer:Apple IMACG5	6/30/2005

Tag Number	Description	Acq Date
30893	Server:Dell PowerEdge 2850	7/7/2005
30894	Server:Dell PowerEdge 1850	7/1/2005
30895	Server:Dell PowerEdge 1850	7/1/2005
30916	Printer:Dell 5100cn	8/5/2005
31284	Computer:Dell GX280	7/18/2005
31343	Computer:Dell GX280	7/18/2005
31356	Computer:Dell GX280	7/18/2005
31620	Computer:Dell GX280	9/16/2005
31655	Computer:Dell GX520	9/26/2005
31749	Computer:Apple PMG5	1/31/2006
31750	Computer:Apple PMG5	1/31/2006
31870	Switch:Extreme Summit 300-48	3/22/2006
31942	Computer:Dell GX620	4/4/2006
32093	Computer:Apple IMac	5/22/2006
32237	Laptop Computer:Dell Latitude	8/23/2005
32312	Computer:Dell GX620	8/23/2005
32316	Computer:Dell GX620	8/23/2005
32317	Computer:Dell GX620	8/23/2005
32318	Computer:Dell GX620	8/23/2005
32319	Computer:Dell GX620	8/23/2005
32332	Computer:Dell GX620	8/23/2005
32344	Printer:Dell W5300n	8/23/2005
32348	Printer:Dell W5300n	8/23/2005
32558	Computer:Dell GX620	9/1/2005
32828	HDV Camcorder:Sony	3/23/2006
33267	Computer:Dell GX620	1/9/2006
33334	Computer:Dell GX620	12/9/2005
33348	Computer:Dell GX620	1/9/2006
33356	Computer:Dell GX620	1/9/2006
33485	Projector:Dell 2300MP	6/4/2006
33838	Computer:Apple IMac	5/22/2006
33911	Sign:The Wave	4/19/2006
33912	Sign:"Refreshment"	4/19/2006
33913	Sign:"Breakfast"	4/19/2006
33914	Sign:"Lunch"	4/19/2006
33915	Sign:"Beverages"	4/19/2006

Tag Number	Description	Acq Date
34035	Laptop Computer:Dell Latitude	8/15/2006
34055	Computer:Dell GX620	3/22/2006
34295	Computer:Dell GX620	5/3/2006
34315	Control System - Crestron	11/30/2005
34340	Adult/Pediatric Lung Model	6/13/2006
34341	Pulmonary Graphics	6/13/2006
34398	Computer: Dell GX620	5/12/2006
34900	Camcorder:Sony	12/5/2006
35133	Computer:Dell GX620	11/16/2006
35137	Laptop Computer:Dell Latitude	11/17/2006
35148	Laptop Computer:Dell Latitude	12/5/2006
35150	Computer:Dell GX620	12/7/2006
35151	Computer:Dell GX620	12/7/2006
35185	Laptop Computer:Dell Latitude	12/18/2006
35477	Computer:Dell GX620	9/11/2006
35581	Computer:Dell GX620	11/27/2006
35606	Laptop Computer:Dell Latitude	12/18/2006
35608	POWEREDGE SC1430	12/18/2006
35770	Golf Cart:Club Car	12/12/2007
35823	Dell OptiPlex	3/6/2007
35883	Computer Dell	2/21/2007
35885	Computer Dell	2/21/2007
35886	Computer Dell	2/21/2007
35888	Computer Dell	2/21/2007
36014	Refrigerated Display case	4/13/2007
36166	Computer: Desktop	5/7/2007
36193	VISUAL PRESENTER: ELMO	4/18/2007
36220	Golf Cart -EZ Go	6/13/2007
36437	Ice Maker	11/6/2007
36452	Ice Maker	6/6/2008
36608	Latitude D820	7/5/2007
36616	Sign: Floor Stand	6/22/2007
36617	Slgn: Floor Stand	6/22/2007
36649	Computer: Laptop	5/18/2007
36651	Computer: Laptop	5/18/2007
36655	Computer: Laptop	5/18/2007

Tag Number	Description	Acq Date
36660	Computer: Laptop	5/18/2007
36738	Computers Dell OptiPlex	6/6/2007
36740	Computers Dell OptiPlex	6/6/2007
36741	Computers Dell OptiPlex	6/6/2007
36745	Computers Dell OptiPlex	6/6/2007
36752	Computers Dell OptiPlex	6/6/2007
36756	Computers Dell OptiPlex	6/6/2007
36771	Computer Desktop	6/20/2007
36889	IP Phone-LifeSize	10/19/2007
36922	Evacu-Trac	1/24/2008
36924	Evacu-Trac	1/24/2008
37207	Scrubber BR400	5/6/2008
37357	Computer - Latitude D830	3/24/2008
37610	Computer - Latitude D830	1/30/2008
37709	Projector - Epson 4000 lumens	6/30/2008
37845	EIKI LCD Projector	1/23/2009
37873	Mower Toro Walk Behind	1/7/2009
37904	Computer - Optiplex 755 MT	5/15/2008
37910	Computer - Optiplex 755 MT	5/15/2008
37922	Computer - Optiplex 755 MT	6/24/2008
37946	Thermoforming Table-12 station	5/6/2008
38093	Opti Plex 755 Minitower	6/4/2008
38107	Evac-U-Tracs	4/14/2008
38111	Evac-U-Tracs	4/14/2008
38154	Optiplex 755 Minitower	6/6/2008
38173	Apple iMac	6/12/2008
38179	Apple iMac	6/12/2008
38338	Projector - Epson 6110i	10/1/2008
38468	Bio-Sculptor	3/17/2009
38739	Laptop 2.00 GHZ 2.5 GB 80GB	10/21/2008
38746	Laptop 2.00 GHZ 2.5 GB 80GB	10/21/2008
38754	Laptop 2.00 GHZ 2.5 GB 80GB	10/21/2008
38760	Laptop 2.00 GHZ 2.5 GB 80GB	10/21/2008
38762	Laptop 2.00 GHZ 2.5 GB 80GB	10/21/2008
39027	EIKI Projector	3/5/2009
39192	Spectrophotometer	10/26/2009

Tag Number	Description	Acq Date
39224	Step Machine	8/20/2010
39225	Step Machine	8/20/2010
39463	2008 Club Car Gas	3/1/2010
39510	Optiplex 960 Dell	5/7/2010
39511	Optiplex 960 Dell	5/7/2010
39512	Optiplex 960 Dell	5/7/2010
39513	Optiplex 960 Dell	5/7/2010
39515	Optiplex 960 Dell	5/7/2010
39516	Optiplex 960 Dell	5/7/2010
39518	Optiplex 960 Dell	5/7/2010
39519	Optiplex 960 Dell	5/7/2010
39524	Optiplex 960 Dell	5/7/2010
39525	Optiplex 960 Dell	5/7/2010
39530	Optiplex 960 Dell	5/7/2010
39539	Optiplex 960 Dell	5/7/2010
39581	Computer- Apple IMAC 27"	8/19/2010
39590	Computer- Apple IMAC 27"	8/19/2010
39767	Switcher - Matrix 8x8	9/27/2010
39776	CISCO Catalyst 2970	6/29/2010
39777	CISCO Catalyst 2970	6/29/2010
39931*	18 HP Kawasaki 36" Mower	7/15/2011
40028	Apple iMac 27"	5/18/2011
40159	Audio Mixer	11/12/2010
40196	Treadmill	1/20/2011
40222*	2010 Treker Gas Cart	3/3/2011
40298	Audio Mixer	2/15/2011
40400	Optiplex 780	5/10/2011
40405	Optiplex 780	5/10/2011
40426	Optiplex 780	5/10/2011
40680*	Treker 2010 GRA 4x2 Cart	6/20/2011
40777	Epson Powerlite 6155 Projector	6/2/2011
40883**	X-Ray Sensor (Dexis)	5/1/2012
41614	Dell E5420 Laptop	5/10/2012
41664	Dell Latitude E5420 Laptop	8/24/2012
42172	EIKI	5/8/2013
42671	Crestron CP2E	7/1/2013



Tag Number	Description	Acq Date
42889***	Universal Weight Machine	1/8/2014

\*Trade-in for newer equipment

\*\*Broken and returned to vendor for replacement

\*\*\*Asset was gifted to SPC (not purchased)

William D. Law, Jr., President; Brian Miles, Vice President, Business & Information Technology; Amy Lockhart, Associate Vice President, Business & Financial Services; and Joe C. Smith, Director of Procurement & Asset Management, recommend approval.