

MINUTES OF THE NOVEMBER 14, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, November 14, 2017 at the St. Petersburg College Tarpon Springs Campus, 600 Klosterman Rd, Tarpon Springs, Florida. The following Board members were present: Chair Nathan Stonecipher, Vice Chair Katie Cole, Bridgette Bello, Bill Foster, and Deveron Gibbons. Also present were Tonjua Williams, 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, November 14, 2017, at the St. Petersburg College Tarpon Springs Campus, 600 Klosterman Rd, Tarpon Springs, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

Members of the public are given the opportunity to provide public comment at meetings of the Board of Trustees concerning matters and propositions on the agenda for discussion and Board action. At the Board meeting, in advance of the time for public comment on the agenda, individuals desiring to speak shall submit a registration card to the Board Clerk, 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

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).

17-184. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

AGENDA

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
November 14, 2017**

Tarpon Springs Campus
600 Klosterman Rd. FA 132
Tarpon Springs, FL

SPECIAL MEETING: 9:00 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. RECOGNITIONS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Sandra Nieves (*Not Attending*)
- B. Announcements
 - 1. Verizon – Ms. Frances Neu, Vice President, Institutional Advancement and Executive Director Foundation and Mr. Eric Wingard, Verizon Client Services
 - 2. Introduce Dr. Misty Kemp, Executive Director, Retention Services/Director of Title III

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of October 17, 2017 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel

VI. CONSENT AGENDA

- A. OLD BUSINESS (**items previously considered but not finalized**) - None

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B. NEW BUSINESS

1. GRANTS/RESTRICTED FUNDS CONTRACTS

- a. National Science Foundation – Education and Human Resources (HER) Core Research (*Action*)
- b. National Science Foundation – Advancing Technological Education (ATE) Engineering Technology Center for Medical Devices (*Action*)
- c. National Science Foundation – Improving Undergraduate STEM Education (IUSE) – Contextualized Math in STEM Courses (C-STEM) (*Action*)
- d. Florida Department of Military Affairs, Florida National Guard Counterdrug Program – Multijurisdictional Counterdrug Task Force Training (MCTFT) (*Information*)

2. Construction

- a. Spot Survey #2, Remodel of Language Arts, Clearwater Campus (*Action*)
- b. Resolution to Terminate Temporary Facilities (*Action*)
- c. Selection of Roofing Contractor for Health Education Center (*Action*)
- d. Lease Agreement with the University of Florida regarding the Pharmacy Building (*Action*)

VII. STRATEGIC FOCUS AND PLANNING

A. BUDGET AND FINANCE

1. Monthly Budget Report –Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology and Ms. Janette Hunt, Acting Associate Vice President, Budget and Compliance (*Presentation*)

B. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Stop Loss Renewal (*Action*)

C. STRATEGIC PRIORITIES

1. Presidential Transition Team Findings (*Presentation*)
 - Opening Comments – Mr. Adam Goodman, Consultant/Chairman
 - Communication – Dr. Shannon Ulrich, President, Faculty Governance Organization

- Branding – Ms. Rita Farlow, Assistant Director, Strategic Communications, Marketing
- Student Engagement – Mr. Frank Jurkovic, Student Life and Leadership Coordinator, Downtown Campus
- Student Support – Ms. Fatma Hedeia, President, Student Governance Association, Clearwater Campus
- Community Involvement – Dr. Kimberly Jackson, Chair, Social Sciences, Midtown Campus
- Efficiency/ Organization – Mr. Benjamin Woods, Administrative Services Specialist, Seminole Campus
- Closing Comments – Mr. Adam Goodman

VIII. INFORMATIONAL REPORTS – None

IX. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing – None

X. PRESIDENT’S REPORT

XI. NEXT MEETING DATE AND SITE

**Strategic Planning Workshop:
December 12, 2017, EpiCenter, Collaborative Labs**

**Regular Meeting:
January 16, 2018 EpiCenter**

XII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting November 14, 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.

***No packet enclosure**

Date Advertised: November 3, 2017

Confirmation of Publication

17-185. Under Item I, Call to Order

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

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17-186. Under Item II-A, Recognition/Announcements

Presentation of Retirement Resolutions and Motion for Adoption

1. Sandra Nieves (*Not Attending*)

17-187. Under Item II-B, Announcements

1. Verizon – Ms. Frances Neu, Vice President, Institutional Advancement and Executive Director Foundation and Mr. Eric Wingard, Verizon Client Services

Ms. Neu shared that the Foundation received a \$50,000 grant from Verizon to establish a scholarship for minority and other under-represented students attending St. Petersburg College. She said Verizon joins a growing number of business partners supporting the College through the Foundation; six 6 years ago the Foundation had a small handful of business partners, today the Foundation has over 70 business partnerships that support scholarships and a host of other college programs. She gave special thanks to Dr. Williams and Mr. Gibbons for their support of this grant and to Jody Craig on the Foundation team for developing the proposal. Ms. Neu shared that the Verizon scholarship will give special preference to SPC students who are interested in attending Florida A&M University after they earn their AA degree at SPC.

Mr. Wingard stated that it is a privilege to talk about Verizon investing in the community, and that Verizon could not do it without SPC. He added that he hopes this will be the beginning of a long partnership between Verizon and SPC. Mr. Wingard stated that he wants to continue the relationship with SPC and that it means a lot to have these collaborations.

Dr. Williams thanked Katie Shultz, Associate Director of Grant Development, for ensuring all the grant paperwork was submitted on time.

2. Introduce Dr. Misty Kemp, Executive Director, Retention Services/Director of Title III

Dr. Patrick Rinard, Interim Senior Vice President of Student Services, introduced Dr. Misty Kemp. He shared that Dr. Kemp joined SPC in 2015 as the Director of Title III. She has 18 years of higher education experience. In her new role as Executive Director of Retention Services, Dr. Kemp oversees Postsecondary Programs (Veteran Services, Accessibility Services, Women on the Way, Student Support Services and TRIO), in addition to secondary programs for middle and high school students that include the Center of Excellence and the College Reach Out Program. She also manages the Dr. Martin Luther King, Jr. Day of Service State Project. Dr. Kemp thanked the Board for this opportunity.

17-188. Under Item III, Comments

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

Chair Stonecipher thanked Vice Chair Cole for her help leading last month's board meeting while he was out of town. Chair Stonecipher attended part of SPC's Discovery Day and he found it exciting and impressive. He is impressed with all that has happened over the past few months since Dr. Williams became president. He praised her flexibility and communication during the transition and during Hurricane Irma. Chair Stonecipher stated that he still wants to learn more about what goes on at SPC; every few weeks, he would like to be on a campus or in a classroom, or attending a sporting event. He stated that SPC is an exciting institution to be a part of and that he is so glad to be involved.

Vice Chair Cole agreed that it is an exciting time to be involved with SPC. She shared that she traveled to Seattle for the final Pathways presentation, programs, and workshops. She recognized the skill and the positive momentum of SPC, and the respect SPC earns among the national organization and other community colleges. She stated that in speaking to people at the conference, particularly presidents of other colleges, she was nothing but proud to be on the Board. She expressed gratitude for the opportunity to travel and be a part of the Pathways planning program.

Mr. Gibbons agreed with the statements of Chair Stonecipher and Vice Chair Cole.

Ms. Bello said that she was honored to be a part of the Moving the Needle Conference, held November 8-9, 2017, at SPC. She recognized Dr. Williams' commitment to convene the conversation. She shared that more than half of the attendees were not from Florida. She thanked Dr. Williams for doing things like this for the community.

Dr. Williams thanked Chair Stonecipher, Vice Chair Cole, Mr. Gibbons, and Ms. Bello for their involvement. She stated that it has been suggested that board members visit campuses, so she is glad they have volunteered. Dr. Williams shared that she has spent time on campuses, most recently the Downtown Center, the Midtown Jamerson Center, and EPI Center. She has visited classes such as Chemistry, Algebra, and Communications. She stated that these visits allowed her to see the campus Learning Centers from a different light and to see work that needs to be done. She also said that she had the opportunity to sit down with provosts during these visits.

She shared that on Friday night, SPC was awarded the Student Workforce Initiative of the Year in partnership with JP Morgan. She said the energy in the room was great and that it is an opportunity for SPC to expand their CCIT work. She said she was very proud. She praised Dean Setterlind and her team.

Dr. Williams shared that SPC had their Physical Therapy Assistant accreditation visit and their Respiratory Care Program accreditation visit, both of which went well. She praised the Model UN for winning the Outstanding Delegation Award, which is the highest award bestowed upon the Model UN and students. She shared that the men's basketball team had a ring ceremony from being state champions last year, and that the SPC volleyball team is going to the national

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championship (the volleyball team is currently ranked third in the state). She stated that Pizza with the President went well, and not all of the comments were complaints; attendees had lots of creative ideas and questions.

Dr. Williams thanked Mr. Foster for taking over the Chair role at a critical time. She stated that he stepped in, did the hard work, and kept the college running and moving forward. Dr. Williams presented Mr. Foster with the Trustee Chair Award plaque.

17-189. Under Item IV, Review and Approval of Minutes

The minutes of the October 17, 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. Foster seconded the motion. The motion passed unanimously.

17-190. Under Item V, Monthly Reports

Under Monthly Reports

A. Board Attorney

The Board Attorney had no report.

B. General Counsel

Suzanne Gardner stated that on October 31, 2017, Dr. Marvin Bright filed a petition with the Board requesting an administrative hearing, as provided in the statutes, regarding his termination from employment. Chapter 20 of the statutes and the implementing state Board regulations provide the process for granting and conducting an administrative hearing. She shared that she has conferred with Mr. Lang, SPC's Board Attorney as well as the counsel of SPC's Labor Attorney, Mr. Mark Levitt of Allen, Norton, and Blue, who has been appointed in the matter. She shared that the college has retained the firm of Allen, Norton, and Blue as outside labor counsel for decades. The firm has represented many institutions around Florida and many state colleges. Mr. Mark Levitt has represented SPC in many cases over many decades, he is a partner in the firm, and he has thirty years' experience in labor and employment law. She stated that Mr. Levin will give an overview of the statutory process and a recommendation regarding the administrative handling of the petition and a possible referral to the state Division of Administrative Hearings.

Mr. Levin thanked Ms. Gardner, the Board, and Dr. Williams. He stated that he needs direction from the Board on how to proceed. He stated that Dr. Bright has the right to petition for a hearing. He explained that one option is for the entire Board or a delegated member of the Board to hold an evidentiary hearing. He added that the hearing could last a day or more. The other option is to delegate the hearing to the Division of Administrative Hearings who would then assign a Hearing Officer who will hear the case and make a recommendation on how to proceed; ultimately, the matter will come back before the Board. The Board, as an administrative matter, would be bound by findings of fact, but the ultimate conclusions of law would be up to the

Board. Mr. Levin stated that the college has not had an administrative hearing for around twenty years. He recommended that the Board delegate to the Division of Administrative Hearings to hold a hearing.

Mr. Foster moved that the Board delegate this matter to the Division of Administrative Hearings. Mr. Gibbons seconded the motion.

Chair Stonecipher asked what the timeline would be.

Mr. Levin answered that the hearing would be in six to eight weeks, that there would be a decision within twenty days, and that there would be a process for exceptions to be taken. He said it would be three to four months before it came back to this board.

Mr. Gibbons asked who selects the Hearing Officer.

Mr. Levin answered that the Hearing Officer is assigned by Tallahassee and that it will be someone with experience in the area.

Mr. Gibbons asked if the Board will be able to appeal, regardless of what the Hearing Officer says.

Mr. Levin stated that it is ultimately appealed back to this Board. He stated that the Board decision will be the final decision, absent an irregularity, such as a violation of due process or a Constitutional violation, which could be appealed to a court of appeals.

The motion passed unanimously.

Joe Lang, previous Chair of the Board, commended the Board on their decision. He stated that when faced with a petition for an administrative hearing twenty or thirty years ago, the board held the hearing and it took an entire week.

17-191. **Under Item VI – A, Old Business**
NONE

17-192. **Under VII-B, New Business**

1. GRANTS/RESTRICTED FUNDS CONTRACTS

- a. National Science Foundation – Education and Human Resources (HER)
Core Research (*Action*)
- b. National Science Foundation – Advancing Technological Education (ATE)
Engineering Technology Center for Medical Devices (*Action*)
- c. National Science Foundation – Improving Undergraduate STEM Education (IUSE) – Contextualized Math in STEM Courses (C-STEM) (*Action*)
- d. Florida Department of Military Affairs, Florida National Guard
Counterdrug Program – Multijurisdictional Counterdrug Task Force

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Training (MCTFT) (*Information*)

2. Construction

- a. Spot Survey #2, Remodel of Language Arts, Clearwater Campus (*Action*)
- b. Resolution to Terminate Temporary Facilities (*Action*)
- c. Selection of Roofing Contractor for Health Education Center (*Action*)
- d. Lease Agreement with the University of Florida regarding the Pharmacy Building (*Action*)

The Board considered Items VII-B.1-2. Mr. Gibbons moved to approve. Mr. Foster seconded the motion. The motion passed unanimously.

17-193. VII. STRATEGIC FOCUS AND PLANNING

A. BUDGET AND FINANCE

1. Monthly Budget Report –Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology and Ms. Janette Hunt, Acting Associate Vice President, Budget and Compliance (*Presentation*)

Ms. Hunt shared that revenue for student tuition and fees was \$36.2 million, which includes seven days of registration for October. State funding was \$19 million and there was total revenue of \$57.1 million. Regarding the tuition projection, last month the numbers were a bit above the projection, but this month they are \$52,000 under the projected amount. Ms. Hunt stated that SPC needs to continue efforts on recruitment and retention. Ms. Hunt then reviewed expenses: personnel at \$37.8 million, current expenses at \$8.7 million, capital at \$928,000. SPC has continued the trend of spending less than last fiscal year; as a total in all categories, SPC has spent \$2 million less than last year, with a total revenue over expenditures of \$9.6 million.

B. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Stop Loss Renewal (*Action*)

Mr. Gibbons moved to approve VII-B.1. Mr. Foster seconded the motion. The motion passed unanimously.

C. STRATEGIC PRIORITIES

1. Presidential Transition Team Findings (*Presentation*)
 - Opening Comments – Mr. Adam Goodman, Consultant/Chairman

- Communication – Dr. Shannon Ulrich, President, Faculty Governance Organization
- Branding – Ms. Rita Farlow, Assistant Director, Strategic Communications, Marketing
- Student Engagement – Mr. Frank Jurkovic, Student Life and Leadership Coordinator, Downtown Campus
- Student Support – Ms. Fatma Hedeia, President, Student Governance Association, Clearwater Campus
- Community Involvement – Dr. Kimberly Jackson, Chair, Social Sciences, Midtown Campus
- Efficiency/ Organization – Mr. Benjamin Woods, Administrative Services Specialist, Seminole Campus
- Closing Comments – Mr. Adam Goodman

Chair Stonecipher thanked Mr. Goodman for all his hard work leading the team.

Mr. Goodman congratulated Mr. Foster for the board appointment and welcomed Dr. Williams. He added that it was great to see Chair Stonecipher. He explained that he represents twenty-nine people who came together and looked forward at the urging of Dr. Williams. He introduced himself as a national communications and media consultant with thirty years' experience, who was named last year as the first Senior Fellow at the Edward R. Murrow Center for a Digital World. He stated that he was asked to chair the committee by Dr. Williams to bring an outside perspective. He shared that he was prepared for an incredible experience, and it became a remarkable experience. He worked with some people with long experience at the College and some who were newer. The committee worked to redefine who SPC is, where SPC is going, and how to get there efficiently and better than before. He stressed the importance of figuring out how to self-evaluate and set benchmarks. He added that flexibility is also important. He stated that an attitude of 'starting with yes' should be the spirit of the SPC family. He challenged all involved to think creatively and to focus on students.

He shared that the committee started their process by considering Dr. Williams' Four Cs - Culture, Communication, Collaboration and Culture. Mr. Goodman felt that the first session was remarkable, with an amazing outpouring of ideas on how to move forward and many 'ah ha' moments. The organizing principle of the committee is communication and the fundamental premise is to be the community's college. He stated that the community depends on SPC to come through. He related that during the second session, the committee targeted six areas; all twenty-nine members of the committee got to the same six ideas very quickly. Mr. Goodman thanked Tina Fischer and the Collaborative Labs. He shared that the committee focused on the goals of retention, community buy in, faculty morale, and school spirit. The six subcommittees created were communication, branding, student engagement, student support, community involvement, and efficiency/organization. During the third session, the committee sketched out possible remedies within breakout groups, and then the groups reported to the full committee. During the fourth session, the committee moved ideas to action; everyone engaged and communicated. Mr. Goodman again thanked Ms. Fischer, praised the Collaborative Labs, and praised the artistic mural produced during the Collaborative Labs sessions. Representing the committee's work.

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Dr. Ulrich introduced herself as President of the Faculty Governance Organization and faculty member at the Clearwater campus. She said that she is honored and excited to present the ideas of the Communication subcommittee, who wants to empower the college family to provide clear and consistent communication through an organized structure and process. She shared that the subcommittee focused on ‘One Voice, One College’ and ‘Communication is Caring.’

The subcommittee wants to create more accessible and consistent communication methods leading to a more inclusive culture. She shared several of the subcommittee’s ideas, such as: a college-wide calendar with extensive filter functions; an online repository where minutes or executive summaries of strategic meetings with leadership will be shared with all; streamline and simplify communication systems, specifically, have one website and one email for students and one email for faculty; collapse online information systems, for example Sharepoint, OneCollege, and MySPC, into one, taking into account the Technology Review Committee outcomes and recommendations; and promote healthy top down and bottom up communication. She argued that SPC severely lacks opportunities for bottom-up communication, and that SPC needs to create opportunities and foster creativity.

The subcommittee also recommended an internal suggestion box, such as The Grapevine. The subcommittee would also like to see deans, career services employees, safety and security, and provosts represented at executive committee meetings. The subcommittee recommended identifying a taskforce to develop a standard and flexible protocol for communication with the goal of timely debriefing and regular updates college-wide. The subcommittee wants the college family to receive timely and relevant information.

The subcommittee suggests outlining and following a communication chain of command based on best practices, which will create a culture where communication is depoliticized and valued by all. The subcommittee also suggested holding an annual communication workshop with top-down communicators to assess efficacy of current communication practices. Prior to the workshop, the college community should be surveyed to identify areas of weaknesses, gaps and strengths. This will encourage regular analysis of communication practices and serve as a reminder that communication is caring.

Chair Stonecipher asked what the subcommittee discussed in terms of taking it from a document on a bookshelf to an active document.

Dr. Ulrich replied that the subcommittee had a couple of tiers, such as champions and a president’s advisory team to check in on different initiatives.

Mr. Gibbons asked if this is a part of the new marketing plan to the public.

Dr. Ulrich replied that would be upcoming in the presentation.

Dr. Williams said the plan is to take this information and create a strategic impact plan that meets accreditation requirements.

Vice Chair Cole asked if the subcommittee considered the costs.

Dr. Ulrich responded that the subcommittee did not, because the Technology Review Committee is considering costs, and the committee did not want to replicate efforts.

Ms. Rita Farlow, Assistant Director of Strategic Communications, speaking on behalf of Ms. Amy Lockhart, said that branding is more than a logo; it is a building block to trust and relationships, a commitment to students, families, faculty, staff, and the community. It is SPC's good name – SPC has grown an organic brand for ninety years. She argued that it is time to capitalize on and enhance SPC's brand and that all people associated with SPC are representatives of the brand. She suggested a committee or taskforce of college family members.

Ms. Farlow stated that branding materials should be in print and digital format and should be easy to use. Branding materials must be visual, vibrant, and everywhere one looks. If one has to look for it, it is not visual enough. She stated that branding should be especially dominant in the buildings that students first see in order to create an emotional connection with students. She argued that a consistent college image provides a positive perception and is crucial in setting SPC apart from the competition.

Ms. Farlow stated that branding should be catchy, easy to remember, and associated with SPC. She gave a few examples of slogans: “come to SPC, we have what you need” (which shows SPC is proactive and nimble), “stronger together,” “have a Titan on your side.” She argued that SPC must recognize and reward success, particularly alumni recognition, as many local leaders are SPC alumni. Ms. Farlow spoke of the importance of elevating SPC in the community. She shared the committee's recommendation to create a “Titan Hall of Fame” to be displayed on campuses. Ms. Farlow concluded that branding strategies will help engage students.

Ms. Bello thanked Ms. Farlow for wanting to do the Hall of Fame idea, as it is an idea she has supported for years and it is cost efficient. Ms. Bello stated that she would be interested in being involved in the creation of a brand manual.

Dr. Williams stated that she liked the idea of a college family committee and asked if the committee would consider including external parties and SPC marketing faculty. She praised Ms. Farlow's presentation.

Vice Chair Cole shared that she was with Ms. Neu last week, and Ms. Neu told her that the Titan logo is on all campuses and is becoming more prominent. She added that there has been great feedback about the Titan logo.

Mr. Gibbons asked if students will be on the committee; Ms. Farlow replied in the affirmative. Dr. Williams added that there have been four or five students on the committee all along.

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Mr. Frank Jurkovic, Student Life and Leadership Coordinator, Downtown Campus, spoke about Student Engagement. He commented that a lot of good ideas have come from the committee. He stated that ‘students that are engaged walk the stage,’ meaning students who get involved and participate in activities have higher retention and success rates. He referenced data presented by Professor Newsom and Mr. Gill at last month’s Board of Trustees meeting, which showed that students who participate in activities have a higher retention and success rate than the average student. He added that this must be an ongoing, consistent effort.

Mr. Jurkovic shared some ways of engaging students on campus, such as: Meet your Professors events held a week before enrollment begins; trivia nights and escape rooms to encourage friendly competition with staff; and college-wide tailgating parties prior to SPC sporting events to encourage school spirit and cheer on SPC athletic teams. He also shared ideas for off-campus events, such as: a volunteer day for the entire college (on a Friday); and partnering with local sports teams or museums in the area and doing an SPC day where people can participate with their families. He argued that events such as these will foster bonding between students, faculty, and staff.

Mr. Jurkovic argued that SPC should leverage technology to connect to students, particularly online students. He shared several ideas for connecting with online students: stream sports games to online students and/or have watch parties on campus so students feel Titan pride; Titan Talks, during which Dr. Williams does an online Q&A session; online clubs utilizing asynchronous technology such as blogs or discussion boards, for example a single mothers’ art club. He concluded that the conversation will never end and will always be evolving – the answer for this year might not be the answer for next year.

Vice Chair Cole acknowledged that SPC’s multiple campuses presents a challenge in terms of student engagement. She opined that efforts to make students feel involved in the college as a whole will feed faculty and staff ability to engage across campuses.

Mr. Gibbons expressed a desire to see more inclusion. He shared that he gets feedback that SPC needs to be more inclusive of all races and ethnicities, to have programming to fit everybody. He acknowledged that while every campus will have different programming due to different cultures, all campuses need to have an inclusion component and track diversity. He also stated that SPC must consider inclusion and diversity when hiring vendors.

Ms. Bello related that she attended a panel at the Moving the Needle conference which included an African American gentleman, a Hispanic gentleman, and two women. The recommendation of the panel was to get involved. There was inclusiveness in the panel, and Ms. Bello is convinced that the four students on the panel will graduate.

Mr. Gibbons agreed that Ms. Bello illustrated his point – that students have to have something they connect to in order to get involved. Mr. Gibbons lamented that SPC had several engagement opportunities in the past that are no longer available, such as a student newspaper and

opportunities to be part of USF festivities in St Pete. He argued that inclusion can include career tracks, engineering, and science clubs.

Dr. Williams pointed out that it is important that SPC has creativity with the activity planning and student engagement initiatives. She asked that the Board allow faculty and staff to do that work and bring their results back to the Board so the Board can see the work faculty and staff are doing with students. She agreed that inclusion is important to a community of care. She also agreed that SPC should make sure all our contracts are diverse vendors and can bring a culture of community to all students. She informed the Board that they will be invited to participate in some of these events.

Mr. Gibbons asked that Dr. Williams bring back to the Board what the students want.

Dr. Williams agreed that it is good for the Board to know what SPC is doing.

Chair Stonecipher asked if a new student is given a list of clubs and organizations and expected to connect on their own, or if there is any follow-up. He pointed out that a list can be overwhelming and sometimes people need encouragement to step into a room of strangers.

Mr. Jurkovic described the online Workplace, which anyone can post to. It runs on the Facebook platform and has a separate page for each campus. He also mentioned academic communities, kick off events during the beginning of each semester, and advisors meeting with students to educate them about activities. He added that faculty on campus encourage students to get involved.

Next, Ms. Fatma Hedeia, President, Student Governance Association, Clearwater Campus, presented regarding Student Support. She shared that it is an honor to be a part of the SPC family and to support student recommendations. She explained several of the subcommittee's recommendations: a college-wide peer mentoring program to promote college services to new and returning students, leading to greater awareness and usage of services such as Women on the Way, tutoring, and BayCare; collaborate with outside partners on a childcare program; align on-campus and online support; provide additional out-of-class support for online classes along with more on-campus support; provide more options to students who prefer on-campus classes. She pointed out that these initiatives would help students learn of opportunities to get involved, such as student organizations and sports.

She argued that once students get involved, they stay involved. She stressed that student support does not end with graduation; students will know that SPC provides opportunities beyond graduation, such as job placement, bachelor degree programs, and transfer to university. She concluded by saying that involvement is key.

Dr. Kimberly Jackson, Chair, Social Sciences, Midtown Campus, shared the subcommittee's recommendations regarding Community Involvement. She is excited about being involved in the community. She stated that the subcommittee's vision has a roadmap – 'we are our community.' She stated that people in the community care about SPC; many have attended or taught at SPC. She opined that SPC needs effective partnerships that transform lives. While SPC has many

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community partnerships, there is no central organization and communication. SPC needs to identify current partners and potential future partners and create sustainability with ongoing relationships.

The subcommittee suggested that a software management program (new or existing) and a Community Outreach Officer (new position) would ensure efficiency. Dr. Jackson and her team support a 'Culture of Yes' – say yes first, figure it out later, so that SPC does not miss opportunities. SPC needs to increase community collaboration and identify gaps. She argued that partnerships begin with K-12 populations. Dr. Jackson wants SPC to be students' first choice. She opined that there is a wealth of opportunity within the community.

Some additional suggestions were: support the ambassador program; expand FUSE; expand FAMU Ignite program; and align our current successful departments – workforce, internships, foundation, civic engagement, and marketing into a Community Partnership Office that would enhance efficiency and effectiveness.

Chair Stonecipher agreed that it is critical to be able to engage more with the community, whether it is potential students or business partnerships. He particularly liked Dr. Jackson's suggestions of streamlining the process and making sure everyone is on the same page with what that means. He hopes this becomes a larger piece of SPC's future. He opined that SPC should be involved in just about everything the community does.

Ms. Bello asked Dr. Jackson to define 'partners.'

Dr. Jackson provided several examples of 'partners': faculty, staff, and students who are well connected in the community; corporate partners, such as JABIL; partners in the arts; student interns; and community members who make donations. She stated that 'partners' are not just businesses, individuals, and small organizations. For example, SPC needs to know who to go to in the community if someone wants to be an actor, or a congressperson. SPC does not want five to ten people talking to one entity; the entity should know who they should be communicating with to create a sustainable relationship.

Ms. Bello suggested that 'partner' be defined somewhere, so that if JABIL, for example, is not a partner, they know how to become one.

Dr. Jackson shared that the committee did start the process of creating exhaustive lists of partners, but then realized there are already lots of departments doing this. She argued that it is better to put it under one umbrella.

Ms. Bello suggested the committee identify partners at different levels, so that partners will want to be on a higher level.

Mr. Gibbons added that SPC must define what partnership means for each individual.

Dr. Williams suggested a Hall of Fame of Partners on the website to let people know the benefits of becoming a partner. She also stressed the importance of preventing everyone from going for the same partner and that this be a coordinated effort.

Mr. Benjamin Woods, Administrative Services Specialist, Seminole Campus, spoke regarding Efficiency and Organization. He said that it is a pleasure to be a part of this process. He shared that the subcommittee came up with the slogan 'Efficiency creates Empowerment.'

Mr. Woods stated that the committee identified several areas that need attention. The current organization chart can be confusing and lead to power struggles. The subcommittee recommended an Organization-Chart taskforce; to improve collaboration and academic and career services employees should be included. The taskforce should work within a forty-five-day time frame and include a review of academic and student services roles. The taskforce should be empowered to enrich culture and improve communication. The goal is to create an organization chart that flows.

The subcommittee also suggested facility resource allocation by alignment, meaning facility resources are allocated based on students' needs and use of facilities. The subcommittee suggested SPC optimize current technology systems, including reactivating, fixing, or creating a student wait list so students spend less time on the waitlist. The subcommittee recommended a reward and recognition system for employees, such as an Employee of the Year to recognize high performers.

Additionally, the subcommittee recommended an appropriate budget, improving morale, and including students in this conversation. There should be a high priority on student perspectives as far as how staff and faculty are doing. Mr. Woods concluded that small investments equal big results. He summed up the subcommittee's three priorities as efficiency, alignment, and recognition.

Dr. Williams stated that the recommendation of an Employee of the Year award and including students in the process sounds like the subcommittee wants students to rate and evaluate employees.

Mr. Woods agreed and stated that maybe it could be part of the Student Survey of Instruction.

Dr. Williams asked if, for example, students would rate a Financial Aid Accounting Clerk.

Mr. Woods stated that students would have the option.

Dr. Williams recommended looking at existing evaluations.

Chair Stonecipher praised the idea of reviewing resource allocation by campus, however he pointed out that how SPC formulates and defines this needs to be extremely clear; i.e. this is why something is rated this way, why certain resources are allocated this way.

Mr. Gibbons agreed, as long as there are no additions to the cost of education.

MINUTES OF THE NOVEMBER 14, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Dr. Williams pointed out that a lot would have to go into a restructuring taskforce. She stated that her goal is to take the report and look at the funding that SPC has. She clarified that any changes to positions and titles involve money.

Vice Chair Cole added that, as the Board's delegate to the Foundation Board, she sees an opportunity for the Foundation to be involved. She shared that she learned about the direct service organization role and how it fits in. She opined that there is an opportunity for SPC to define, redefine, or maximize the Foundation Director and staff and to collaborate with other departments. She stated that the Foundation has been focused on scholarships, but there is an opportunity with community partners to make a difference with private dollars.

Mr. Gibbons added that SPC should look at ways to raise more money and at how the Direct Support Organizations can become self-sufficient so they can provide more money to the college as a whole, so that SPC can provide not only scholarships, but also more opportunities as students leave.

Mr. Foster added that is where corporate partners come in. He provided the example of the Top Apple award, where principals and staff at high schools that receive top grades for their grading systems were recognized using money raised through community and corporate partners. He opined that it is a great way to include corporate partners.

Mr. Goodman concluded that leading the committee for four weeks felt like four months because of all the progress and bonds made. He said that it was interesting to hear this conversation and the questions from the Board, and added that the Board's conversation and questions were very similar to questions and discussions that the committee had over the four weeks.

He commended Mr. Foster for talking about community partnerships. He told Ms. Bello that she added the 55th specific recommendation to the committee's list of 54. He commented that Mr. Gibbons put a big exclamation point on the fact that everything we represent needs to promote diversity. Mr. Goodman stated that the Titan Hall of Fame is one of his favorite things to come out of this, and that he would nominate all members of the committee.

Mr. Goodman stated that this report is abridged; the committee went after six specific areas, but did not address everything. For example, while the committee did not address specifically student retention or budget, everything they talked about had to do with SPC's ability to fund and engage students. The committee started with four Cs which lead naturally to a 5th C – Community. Mr. Goodman stated that “we are a community,” and it's a community that people want to be a part of. He said that SPC is a college that wants to up its game and is ready to up its game. He shared that when people ask him what makes SPC so special, he tells them that SPC is a dynamic institution on the move to help students succeed, to help the community succeed, that SPC is value driven, and that everyone at SPC pulls together as one. He concluded that everything the committee talks about should be practical and doable.

Mr. Foster thanked Mr. Goodman and the committee.

The committee stood and received a standing ovation.

Mr. Foster said that he loves what he's heard so far, and he knows it is just the beginning. He said he loves the idea that SPC is not a community college, but the community's college, and that there is a huge difference; SPC is Pinellas County's and the region's college. Mr. Foster wants SPC to continue to brand like that and to be that choice.

He stated that the Board knew that there were challenges, such as enrollment and budget, but that the Board did not know the scale of those challenges until there was a change. He opined that Dr. Williams is the right person at the right time, and added that it is very refreshing to be in a new season. He shared that in her interview, Dr. Williams talked about the staleness that we were going through. He acknowledged that there was a reason there were some union efforts and enrollment challenges, and that SPC was stale and set in its ways. He reiterated that Dr. Williams is the right leader for the right time. He pointed out the Dr. Williams has already begun improving top down, bottom up communication.

Mr. Foster maintained that engagement with the president is key. He stated that 'communication,' 'action,' 'streamline,' 'engage,' and 'fun' should all be SPC buzz words, and that education should be fun for students and for faculty. Faculty have dedicated their lives to teaching others and helping others achieve, and going to work should be fun. He also praised 'mentoring' and 'Yes as a culture' as positive action words. Mr. Foster thanked Mr. Goodman and the transition team. He pointed out that the presentation did not get into the performance measures and asked how success will be measured. He suggested goals, mission, and success metrics be posted online. He praised the presentation and thanked all the presenters.

Mr. Gibbons praised the report and thanked the presenters. He stated that the hard part now is going back and seeing how to implement the great ideas. He jokingly asked Dr. Williams if she could have Mr. Goodman come back and make a report every week. He further praised Mr. Goodman and again thanked all the presenters. He opined that the college will only get better if everyone comes together as a family with honesty. He added that the tougher task is taking what you put on paper and moving that process forward. He informed the committee that he may call on them for clarity or advice, and entreated the other Board members to do the same. He stressed the importance of everyone working together to try to move this document forward with the President. He thanked the committee and Dr. Williams.

Vice Chair Cole thanked the committee. She shared that she has spoken about general strategic planning at the College with Dr. Williams. Specifically, they discussed how the Pathways plan intersects with other initiatives at the college. They had seen lots of feedback and initiative, but no master plan. Vice Chair Cole is glad to see that the Board is having a strategic planning session next month. She expressed to Chair Stonecipher her hope that part of next month's planning session will include working with Mr. Goodman and the transition team. She asked Chair Stonecipher to work with Dr. Williams and Mr. Goodman to see how this becomes part of the plan for next month's strategic planning. She shared that she talked to Dr. Williams about not only the immediate plan, but a three- or five-year plan. She said they also talked about adding Community to the Four Cs. She concluded that she would like to see this strategic plan turned into a three-to-five-year plan.

MINUTES OF THE NOVEMBER 14, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Dr. Williams stated that the goal of having the transition team was to take the action items of the team and make sure that is part of a three-to-five-year plan, along with a lot of other things that will be part of that plan. She said that she will sit down with Andrea Henning, Executive Director of Collaborative Labs, and the Board and prepare for the strategic planning workshop. She expressed her desire to work with Mr. Goodman and the team, along with executive leadership. She wants all voices at the table.

Dr. Williams said she is extremely proud and excited about the work the team put in and grateful for their honesty. She added that there is a lot of detail in the report that will help people really understand the overall recommendations. She praised the team for great ideas, thoughtful input, and telling the truth, which is part of open and honest engagement. She admitted that it will be hard work to implement the suggestions in the report, and that she will be looking for the trustees' leadership and wisdom next month to develop a strong strategic plan. She told the team that she had high expectations and they totally exceeded those expectations.

Mr. Gibbons suggested including Mr. Goodman and maybe the rest of the committee in next month's planning session. He said he would like to hear feedback from the committee to ensure the things they discussed are implemented.

Chairman Stonecipher added his own thanks to the group. He praised everyone for pulling together at critical time. He admitted that a change in leadership leads to both anxiety and excitement. He hopes this group pushes SPC more towards the excitement end of the swing. He said there is a lot of work, but it is fun work, and that hopefully everyone will enjoy working on it together. He thanked everyone for taking time out of busy schedules to focus on this, which is critical to the college. He expressed excitement about: engagement of students, faculty, and staff, and how that may help retention; a visual, vibrant brand that will lead to more enrollment; and partnerships that will build strong a foundation for years to come. He concluded that SPC is doing a lot to improve the budget without actually talking about budget.

17-194. Under Item VIII, Informational Reports

There were no informational reports.

17-195. Under Item IX, Proposed Changes to BOT Rules Manual – Public Hearing - NONE

17-196. Under Item X, President's Report

Dr. Williams shared that she went to Tallahassee yesterday to attend the Senate Education Committee meeting and discuss the Community College Competiveness Act of 2018 bill introduced by Senator Hukill. She said that college presidents are working through this bill. She shared that one piece talks about bachelor degrees. Dr. Williams was asked to speak about the 2+2 matriculation agreement. The agreement already started in 2016 with USF FUSE, and more recently with Florida A&M. SPC will continue working with K-12 partners, technical schools, and vocational schools. Dr. Cooper and Dr. Williams will be meeting about 2+2 with technical

colleges. The committee decided to move forward with the bill. There is no opposing bill on the house side yet. Dr. Williams is hopeful community college voices will be heard. She stated that she will continue to stay involved in Tallahassee. She thanked Ed Woodruff, Government Relations Director for his support.

Dr. Williams shared that SPC expects the largest attendance at a December graduation ever next month. There will be church overflow for families to sit and some may have to watch the ceremony via screen. She explained that in December, there are two graduations back-to-back. There are usually around 250 attendees – this year, she expects 500 at each ceremony. She stated that SPC needs extra security for the event, and she suggested that everyone be on time or early.

She said she is proud so many students want to be there for graduation. She thanked Mr. Jurkovic for the ‘those that are engaged walk across the stage’ motto. She thanked Provost Rod Davis for inviting the Board to Tarpon Springs. She invited all in attendance to visit the Leepa Ratner museum following the board meeting. She encouraged everyone to enjoy time with their families during the holidays and wished everyone well.

17-197. Under Item XI, Next Meeting Date and Location

The Board confirmed its next meeting date and location as Tuesday, December 12, 2017, 9:00 a.m., at EpiCenter, Collaborative Labs. This meeting will be a strategic planning workshop. The next regular meeting will be Tuesday, January 16, 2018, 9:00 a.m. at the EpiCenter.

XII. ADJOURNMENT

Having no further business to come before the Board, Chairman Stonecipher adjourned the meeting at 10:45a.m.

Tonjua Williams
Secretary, Board of Trustees
 St. Petersburg College
 FLORIDA

Nathan Stonecipher
Chairman, Board of Trustees
 St. Petersburg College
 FLORIDA

Attachments
Board Memos and
Supplemental
Materials

Board of Trustees
Meeting

November 14, 2017

II – B.2 Dr. Misty Kemp, Executive Director, Retention Services/Director of Title



Executive Director of Retention Services

Dr. Misty Kemp joined SPC in 2015 as the Director of Title III. In her new role as Executive Director of Retention Services, Dr. Kemp oversees Postsecondary Programs (Veteran Services, Accessibility Services, Women on the Way, Student Support Services and TRIO), in addition to secondary programs for middle and high school students that include the Center of Excellence and the College Reach Out Program. She also manages the Dr. Martin Luther King, Jr. Day of Service State Project.

Dr. Kemp brings with her 18 years of higher education experience serving at community and state colleges as a recruiter, admissions and career advisor, Director of Housing and Student Life, Communications and Social Sciences faculty, Director of Veterans Services, Director of Student Support Services TRIO and Veterans Upward Bound.

Dr. Kemp's dissertation focused on Entrepreneurial Psychology and the motivational attributes of successful entrepreneurs. She is a veteran of the United States Navy and resides in Largo with her husband, Joe and their recently rescued dog Ellie.

November 14, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President

SUBJECT: National Science Foundation, Education & Human Resources (EHR) Core Research Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by Jobs for the Future (JFF), in partnership with St. Petersburg College to the National Science Foundation for the Education & Human Resources (EHR) Core Research Grant. Permission is also sought to accept an estimated \$105,000 in funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

NSF's EHR Core Research program focuses on the development and accumulation of foundational knowledge based on fundamental research on STEM (Science, Technology, Engineering and Math) learning and learning environments, STEM professional workforce development, and broadening participation in STEM. As lead applicant, Jobs for the Future has invited SPC and Valencia College to be partners on a proposal, together with research organization WestEd, to develop a 3-year research based design focusing on the Impact of Work-Based-Learning (WBL) on Community College STEM Outcomes.

Despite its prominence, little is known about participation in WBL in community college STEM and its impact on certificate or degree completion, or post-graduation STEM employment and education. Social cognitive career theory (SCCT) provides a useful framework for understanding why students leave STEM fields and, conversely, how to increase the number and diversity of STEM graduates. Drawing on SCCT theory in this new context of WBL, this study seeks to fill these gaps with research that focuses on: 1) participation in community college STEM WBL; 2) structures of community college STEM WBL opportunities and their alignment to best practice principles; and 3) the impact of participating in community college STEM WBL on student outcomes.

The estimated period of performance will be from October 1, 2018 – September 30, 2021. The total sub-award amount is projected to be \$105,000 over a three-year period. See attached Information Summary for additional information.

Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services; Suzanne L. Gardner, General Counsel; and Sabrina Crawford, Executive Director, Institutional Effectiveness, recommend approval.

Attachment
js1101172

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

Date of BOT Meeting:	November 14, 2017	
Funding Agency or Organization:	National Science Foundation	
Name of Competition/Project:	Education & Human Resources (EHR) Core Research Grant	
SPC Application or Sub-Contract:	Sub-Contract	
Grant/Contract Time Period:	Start: 10/1/18	End: 09/30/2021
Administrator:	Jesse Coraggio	
Manager:	Sabrina Crawford	

Focus of Proposal:

As lead applicant, Jobs for the Future has invited SPC and Valencia College to be partners on a proposal, together with research organization WestEd, to develop a 3-year research based design focusing on the Impact of Work-Based-Learning (WBL) on Community College STEM Outcomes, specifically as part of Information Technology and Engineering Technology programs. Despite its prominence, little is known about participation in WBL in community college STEM and its impact on certificate or degree completion, or post-graduation STEM employment and education. Social cognitive career theory (SCCT) provides a useful framework for understanding why students leave STEM fields and, conversely, how to increase the number and diversity of STEM graduates. SCCT combines three interrelated aspects of career development: 1) how academic and career interests develop; 2) how educational and career choices are made; and 3) how academic and career success is obtained. Drawing on SCCT theory in this new context of WBL, this study seeks to fill these gaps with research that focuses on:

1. Participation in community college STEM WBL:
 - a) How does participation in community college STEM WBL differ by student gender, race/ethnicity, and first-generation status, and during economic recessions and expansions?
 - b) Why do students participate in community college STEM WBL and what self-efficacy, outcomes expectations, and goal-setting factors influence their selection?
2. Structures of community college STEM WBL opportunities and their alignment to best practice principles:
 - a) How are community college STEM WBL opportunities structured?
 - b) How do community college STEM WBL structures align with best practice principles as established in the field and by research?
 - c) What are the challenges to implementing best practice principles in WBL?
3. The impact of participating in community college STEM WBL on student outcomes:

- a) What are the impacts of community college STEM WBL on student completion of certificates or associate’s degrees, and postgraduate entrance into a STEM career or further STEM education?
- b) Is the impact of community college STEM WBL bigger for historically underrepresented groups (i.e., women, minority students, first-generation students)?

Budget for Proposal:

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

Personnel	\$ 64,865
Fringe	\$ 11,632
Deliverables	\$ 7,836
Travel	\$ 4,500
Supplies	\$ 2,471
Indirect Costs	\$ 13,696
Total Budget	\$ 105,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 105,000

Total amount from funder: \$ 105,000

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

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

College Values and Strategic Initiatives Addressed:


Values 1. Culture of Inquiry
2. Innovation

Strategic Initiatives: 1. Learning Beyond the Classroom
2. Recruitment and Retention

November 14, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: National Science Foundation – Advanced Technological Education (ATE) Center Planning Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by Indiana University - Purdue University Indianapolis (IUPUI) in partnership with St. Petersburg College to the National Science Foundation for the Advanced Technological Education (ATE) Center Planning Grant funding opportunity. Permission is also sought to accept an estimated \$4,030 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The proposed ATE Center Planning Grant will establish development plans for the *Engineering Technology Center for Medical Devices*. This application is built on the work of two previously funded NSF ATE project grants, and expands SPC's partnerships with IUPUI, Community College of Philadelphia, Forsyth Technical Community College, and Cincinnati State Technical and Community College. The project will convene these institutions with leaders from industry and professional associations such as the American Association of Medical Instrumentation to identify the framework and structure of a national Center supporting innovative education, academic and career pathways, and professional development for medical device engineers. As a partner institution, SPC will support the development of Center plans by identifying complementary activities from SPC's Biomedical Engineering Technology ATE grant, attending a two-day Center planning event, and facilitating relationships with medical device industry representatives in Florida. Funding for this project would support faculty time; all travel to meetings will be covered by IUPUI.

The estimated period of performance will be from October 1, 2018 through September 30, 2019. The total project budget is approximately \$68,552, of which the College anticipates receiving an estimated \$4,030 over the one-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; Natavia Middleton, Dean, Natural Sciences, recommend approval.

Attachment
ks1101172

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

Date of BOT Meeting: November 14, 2017

Funding Agency or Organization: National Science Foundation

Name of Competition/Project: Advanced Technological Education (ATE)
Center Planning Grant

SPC Application or Sub-Contract: Sub-Contract

Grant/Contract Time Period: **Start:** 10/1/18 **End:** 9/30/19

Administrator: Natavia Middleton

Manager: Brian Bell

Focus of Proposal:

To address the significant workforce pipeline challenges in the medical device engineering profession and capture rapidly emerging technologies such as cybersecurity, the proposed ATE Planning Grant will develop plans for a national *Engineering Technology Center for Medical Devices*. Led by Indiana University Purdue - University Indianapolis (IUPUI), in partnership with several other colleges across the country, the *Engineering Technology Center for Medical Devices Planning Grant* will seek to develop a Center to expand the academic community surrounding the discipline. The Center will support the development of new programs with strong recruitment strategies, expand internships and apprenticeships, design student mentoring and persistence interventions, and explore pathways for faculty development. The *Planning Grant* will focus on the following activities: 1) Host a national, 2-day convening centered on medical device technician education and career needs and emerging trends; 2) Plan the structure and activities of an ideal Engineering Technology Center for Medical Devices through partnership with colleges, industry, and professional associations; 3) Craft and submit an ATE Center proposal to address the workforce needs of an emerging discipline with evolving and expanding technical skills. SPC will contribute staff time to assist with grant deliverables, including Center plan development through a national convening, writing and editing a full Center proposal, and building relationships with industry representatives.

Budget for Proposal:

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

Personnel	\$	2,612
Fringe Benefits	\$	418
Travel	\$	0
Equipment	\$	0
Materials and Supplies	\$	0
Other (Certifications, Netlab)	\$	0

Indirect Costs	\$	1,000
Total Budget	\$	4,030

Funding:

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

\$ 4,030

Total amount from funder:

\$ 4,030

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

College Values, Strategic Initiatives, and Activities Addressed:

Values:


1. Academic Excellence
2. Partnerships
3. Innovation

Strategic Initiative(s):

1. Learning Beyond the Classroom
2. Employee Professional Development

November 14, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, Ph.D., President 
SUBJECT: National Science Foundation – Improving Undergraduate STEM Education (IUSE) Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the National Science Foundation (NSF) for the Improving Undergraduate STEM Education (IUSE) funding opportunity. Permission is also sought to accept an estimated \$300,000 in funding over a three-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The purpose of the Improving Undergraduate STEM Education (IUSE) program is to increase the number of highly-qualified STEM graduates by implementing programs that generate new knowledge and evidence on effective education and learning strategies. *SPC's Contextualization of Science, Technology, and Engineering in Math (C-STEM)* proposal will build new evidence by demonstrating contextualization as an effective intervention strategy that improves math success and increases student persistence and success in STEM majors. Students will receive specialized assignments and out of class supports, engage in hands-on STEM lab activities within their math courses, and connect with STEM industry leaders. As a result, students will show improved retention of critical math concepts and a deeper understanding of how these concepts are utilized throughout STEM academic pathways and careers. Faculty will also enhance their understanding of interdisciplinary STEM pedagogy and contextualized instructional methods, improving outcomes for students beyond the C-STEM participant group. Research and evaluation of the program will demonstrate effectiveness and move the needle on contextualization in community colleges. Funding for this project will support project leadership time and effort, deliverables for faculty engagement, supplies for lab activities, travel for conferences and other faculty professional development activities, and an external evaluation team.

The estimated period of performance will be from August 1, 2018 through July 31, 2021. The total project budget is approximately \$300,000 over the three-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; Jimmy Chang, Dean, Natural Sciences, recommend approval.

Attachment
jm1101172

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

Date of BOT Meeting: November 14, 2017

Funding Agency or Organization: National Science Foundation

Name of Competition/Project: Improving Undergraduate STEM Education

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 8/1/18 **End:** 7/31/21

Administrator: Jimmy Chang

Manager: Daniel Bueller

Focus of Proposal:

Student persistence in STEM degree pathways is an ongoing concern both nationally and locally, with difficulty in gateway mathematics often cited as a primary factor community college students leaving STEM. Contextualization of course material is a promising practice to improve student outcomes, but has not been implemented or studied to a large degree in gateway mathematics courses. In order to improve student outcomes in gateway math courses and persistence in STEM degree pathways, SPC's *Contextualization of Science, Technology, and Engineering in Math (C-STEM)* project will bring together a team of interdisciplinary STEM faculty to develop contextualized course materials and experiential learning activities for students in Intermediate and College Algebra courses. Led by SPC, the project engages multiple advisory partners including the Community College Research Center at Teachers College, Columbia University; the Florida College System's Student Success Center; and the University of Central Florida's EXCEL program. This innovative approach will also integrate research and evaluation metrics to develop evidence for best practices in both STEM student support and implementation of contextualized materials. *C-STEM* will focus on the following primary activities: 1) Develop contextualized assignments, out-of-class supports (active learning toolkits), and lab activities for Intermediate Algebra and College Algebra courses; 2) Implement, test, and refine these activities on five campuses, with a participant course (treatment) and non-participant course (control) for comparison study; and 3) support ongoing interdisciplinary conversations and collaboration between STEM faculty regarding contextualization through workshops, informal learning communities, and faculty feedback. *C-STEM* will serve an estimated 1540 participants over the grant period. Research on these activities will seek to determine the intervention's effectiveness as a promising practice in improving math outcomes and STEM persistence, with outcomes establishing a foundation for program implementation and dissemination on a national scale.

Budget for Proposal:

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

Personnel	\$ 132,200
Fringe Benefits	\$ 21,153
Travel	\$ 26,998

Printing	\$	1,000
Materials and Supplies	\$	6,005
Contractual—Evaluator	\$	29,400
Other (Collaborative Labs, Speaker)	\$	9,900
Indirect Costs	\$	73,344
Total Budget	\$	300,000

Funding:

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

\$300,000

Total amount from funder:

\$300,000

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

College Values, Strategic Initiatives, and Activities Addressed:

Values:

1. Academic Excellence
2. Partnerships
3. Innovation


Strategic Initiative(s):

1. The Classroom Experience
2. Quality Enhancement Plan
3. Employee Professional Development

November 14, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Florida Department of Military Affairs, Florida National Guard Counterdrug Program – Multijurisdictional Counterdrug Task Force Training (MCTFT) (Information)


This 5-year agreement was initially approved November 18, 2014 with the **Florida Department of Military Affairs**, re-establishing the 22-year old federally-funded counterdrug training program that provides all aspects of military and law enforcement counterdrug training support throughout the nation. The contract is supplemented by individual Statements of Work that detail specific training products/services to be delivered by the College's Center for Public Safety Innovation and the budget that has been allocated and approved for that particular project. **This item is to update the Board that the actual revenue to the College for Year One (Federal FY15) was \$887,000; Year Two (Federal FY16) was \$1,501,500, and Year 3 (Federal FY17) was \$1,200,000 which was \$200,000 more than originally anticipated. Revenue to the College for Year 4 (Federal FY18) is anticipated to be approximately \$1,200,000. Year 5 will be dependent on the federal budget for that year.** The Board will be advised annually of any significant changes in anticipated revenue as the contract amount is subject to the availability of federal funding every year. All other terms and conditions will remain as previously approved/advised.

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

e11101172

November 14, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, President 
SUBJECT: Spot Survey, #2, Remodel of Language Arts, Clearwater Campus

Approval is sought for Spot Survey #2, Remodel of Language Arts, Clearwater Campus and the Remodel of the Production Support Facility Garage into a Shootout Annex, Allstate Center.

Associated with the construction of the new Joint-Use Library project at the Clearwater Campus, a portion of the Language Arts Building will need to be remodeled to accommodate additional relocations as a result in the shift of student support functions. The college also needs to remodel the Production Support Facility Garage into a Shootout Annex, at the Allstate Center. The college intends to use Sum of the Digits Allocation (SODA) funds for this scope of work, which requires that the work be included on the Educational Plant Survey. This amendment to the Educational Plant Survey satisfies that requirement, as detailed in FS 1013.31.

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

AMENDMENT #2 (Spot Survey #2)
EDUCATIONAL PLANT SURVEY dated June 30, 2017
St. Petersburg College
November 14, 2017

Pursuant to Section 1013.31, Florida Statutes, administrative staff of St. Petersburg College has prepared an amendment to the current Educational Plant Survey for St. Petersburg College, submitted on June 30, 2017. In accordance with Section 1013.31, Florida Statutes, the amendment has been reviewed and approved by the Board of Trustees.

The following new recommendations are made:

The College requests an amendment to the Educational Plant Survey dated June 30, 2017, to include the following items:

Site 2: Clearwater Campus

2.012: Remodel of Language Arts Building; Building 36, to accommodate additional student support functions.

Site 9: Allstate Center


9.012: Remodel of the Production Support Facility Garage; Building 72, into a Shootout Annex.

Approved by the Board of Trustees of St. Petersburg College on November 14, 2017.

Tonjua Williams, President of the College
Secretary to the Board of Trustees
St. Petersburg College

November 14, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, President 
SUBJECT: Resolution to Terminate Temporary Facilities (Portables)

Approval is sought to terminate these portables from the College Facilities Inventory; and to eventually dispose of the portables as surplus property in the manner prescribed by Chapter 274, Florida Statutes.

As the college assesses its physical facilities footprint, the continued reduction of our use of portable classrooms provides advantages in the areas of energy conservation and reduced maintenance. As suitable replacement space is identified, these units will be taken out of service. Removal of these portables from service requires approval from the Board of Trustees.

The College has temporary facilities (portables) that are approaching the end of their service life. These facilities are located at the following sites:

Facility 103	Portable Building, Fire Training Center (Site 17)
Facility 121	Portable Building, St. Petersburg/Gibbs Campus (Site 3)
Facility 172	Portable Building, Fire Training Center (Site 17)
Facility 176	Portable Building, Allstate Center (Site 9)
Facility 178	Portable Building, Allstate Center (Site 9)
Facility 206	Portable Building, Health Education Center (Site 8)
Facility 266	Portable Building, Health Education Center (Site 8)

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

Resolution of the Board of Trustees
St. Petersburg College

Whereas, the College owns property known as Portables in Facility Buildings 103, 121, 172, 176, 178, 206, 266;

Whereas, said property have significantly expended their useful life, and

Be it therefore resolved, that pursuant to Section 1013.28, Florida Statutes, and Section 1.4(4) State Requirements for Educational Facilities – 2014, the Board of Trustees authorizes the termination of said property.

Dated this 14th day of November, 2017


Board of Trustees
St. Petersburg College

Tonjua Williams, President
Of the College and Secretary to the Board of
Trustees
St. Petersburg College

November 14, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Selection of roofing contractor for the restoration of the roof of the Health Education Center.

Approval is requested of the Board of Trustees to authorize the President to act on the Board's behalf relating to the selection of a roofing contractor for the restoration of the roof of the Health Education Center.

Due to deterioration of the roof on the Health Education Center building, the college is pursuing a solution that will provide an interim (10 year) solution rather than invest in an entire replacement of the roof, which could eclipse a cost of two million dollars. Proposals are currently being solicited, received and evaluated, and the indications are that this proposed ten-year solution will cost approximately \$800,000- \$900,000.

One of the criteria being evaluated is the firm's ability to perform the work during the upcoming winter holiday break. Since the final recommendation will not be made before the November Board meeting, this request is made for the Board to authorize the President to act on behalf of the Board of Trustees to consider and approve, if the President deems appropriate, the recommendation that will be made. This action will allow the project to proceed as scheduled and provide minimal disruption to our students and staff. Results of that action by the President will be provided in a report at a subsequent meeting of the Board of Trustees.

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

November 14, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President



SUBJECT: Lease Agreement with the University of Florida regarding the UF Pharmacy building.

Authorization is requested to approve a change in the terms of the lease agreement with the University of Florida regarding the use of the UF Pharmacy building at the SPC Seminole campus.

As part of the teach-out of the University of Florida's Pharmacy program at our Seminole campus, the University has requested a reduced footprint in the SPC/UF Pharmacy building. While the other terms of the lease have not changed, the University has asked to reduce their footprint from 5,980 square feet to 2,313, square feet. The rate per square foot will continue to follow the terms of the lease; the same rate as the state provides for the Operating Costs for New Facilities (OCNF), which is currently \$7.03/square foot. The University expects to further reduce their presence again next year, and this memorandum requests that the Board authorizes the President to act on the college's behalf on the continued modification of our agreement with UF's College of Pharmacy as the teach-out comes to a close.

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

VII – A.1 Budget Monthly Report

St. Petersburg College
Board of Trustees
Budget Report as of October 31, 2017

Janette Hunt
November 14, 2017

St. Petersburg College
SPC

SPC St. Petersburg College
Report as of October 31, 2017

	PY Budget	PY Actual	PY %	Budget	Actual	% of YTD
Revenue						
Student Tuition & Fees	\$ 68,364,047	\$ 37,344,852	54.6%	\$ 61,246,719	\$ 36,243,763	59.2%
State Funding	\$ 72,320,423	\$ 18,542,303	25.6%	\$ 71,793,706	\$ 19,020,883	26.5%
Other Revenues	\$ 5,397,200	\$ 1,961,349	36.3%	\$ 5,609,289	\$ 1,477,401	26.3%
Fund Transfers In	\$ 3,556,839	\$ 358,500	10.1%	\$ 3,782,619	\$ 400,000	10.6%
Reserves	\$ 4,464,452	\$ -	0.0%	\$ 1,825,000	\$ -	0.0%
Total Revenue	\$ 154,102,961	\$ 58,207,003	37.8%	\$ 144,257,333	\$ 57,142,047	39.6%

TUITION PROJECTION

Legend: Budget (red line), Actual (blue line)

Month	Budget	Actual
JUL	\$10,000,000	\$10,000,000
AUG	\$25,000,000	\$25,000,000
SEP	\$25,000,000	\$25,000,000
OCT	\$30,000,000	\$30,000,000
NOV	\$35,000,000	\$35,000,000
DEC	\$40,000,000	\$40,000,000
JAN	\$45,000,000	\$45,000,000
FEB	\$45,000,000	\$45,000,000
MAR	\$50,000,000	\$50,000,000
APR	\$50,000,000	\$50,000,000
MAY	\$50,000,000	\$50,000,000
JUN	\$50,887,002	\$50,834,266


SPC St. Petersburg College		Report as of October 31, 2017				
	PY Budget	PY Actual	PY %	Budget	Actual	% of YTD
Personnel & Benefits						
Faculty	\$ 28,980,411	\$ 10,031,678	34.6%	\$ 26,776,489	\$ 9,505,107	35.5%
Administrative & Professional	\$ 26,069,342	\$ 8,343,573	32.0%	\$ 24,251,689	\$ 8,054,107	33.2%
Career Service (includes OT)	\$ 22,059,113	\$ 6,508,215	29.5%	\$ 19,951,011	\$ 6,239,574	31.3%
Adjunct/Supplemental	\$ 14,341,325	\$ 3,870,142	27.0%	\$ 13,549,064	\$ 3,701,288	27.3%
Other Personal Services (OPS)	\$ 2,896,867	\$ 806,767	27.8%	\$ 2,041,007	\$ 585,740	28.7%
Student Assistants	\$ 428,000	\$ 146,417	34.2%	\$ 428,000	\$ 221,671	51.8%
Health Insurance	\$ 11,854,771	\$ 4,656,882	39.3%	\$ 14,931,773	\$ 5,344,057	35.8%
Other Benefits	\$ 11,700,630	\$ 4,342,974	37.1%	\$ 11,280,323	\$ 4,195,660	37.2%
Total Personnel & Benefits	\$ 118,330,460	\$ 38,706,648	32.7%	\$ 113,209,356	\$ 37,847,204	33.4%
Current Expense						
Total Current Expense	\$ 32,341,920	\$ 9,808,824	30.3%	\$ 28,278,499	\$ 8,701,432	30.8%
Capital						
Total Capital	\$ 3,430,581	\$ 958,359	27.9%	\$ 2,769,478	\$ 928,581	33.5%
Total Operating	\$ 154,102,961	\$ 49,473,831	32.1%	\$ 144,257,333	\$ 47,477,217	32.9%
Balance	\$ -	\$ 8,733,173		\$ -	\$ 9,664,830	

Questions?

November 14, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Moulton, Erica L	STEM Director	Natural Science SE	10/23/2017 - 6/30/2018
Mobley, Chaye R	(Acting) Career & Acad Advisor	SPC-Downtown DT	10/09/2017 - 6/30/2018

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
West, Suzanne	Coord, Int'l LanguageInstitute	Workforce/Professnl Developmnt EPI	10/19/2017 - 6/30/2018

RE-APPOINTMENT Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Kirsch,Ramona R	Dir, International Program	Ctr for International Programs	12/19/2017 - 6/30/2018
Brink,Patricia J	Instructional Designer/Facilit	Human Resources DO	12/19/2017 - 6/30/2018
O'Berry,Michael R.	Instructional Designer/Facilit	Human Resources DO	12/19/2017 - 6/30/2018
Sengphrachanh,Phonedavanh	Employment Coordinator	Human Resources DO	12/19/2017 - 6/30/2018
Waugh,Kathleen A	Onboarding Concierge	Human Resources DO	12/19/2017 - 6/30/2018
Williams,Yvonne G	Instructional Designer/Facilit	Human Resources DO	12/19/2017 - 6/30/2018
Schmitt,Eileen M.	Payroll Manager	Human Resources/Payroll EPI	12/19/2017 - 4/17/2018

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Qirjollari, Jorgo	Administrative Svcs Specialist	Career Connections EPI	10/16/2017
Kitzmiller Jr, Ralph W	Laboratory Specialist	Natural Science SE	10/25/2017
Boyle, Cathleen R	Administrative Svcs Specialist	Online Learning and Services EPI	10/23/2017

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Williamson, Annelies C	Student Supp Advisor, Vet Svcs	Student Services CL	10/16/2017

HIRE Supplemental			
Name	Title	Department/Location	Effective Date
Brito, Anna F	Professional Trainer	Emergency Medical Services HEC	9/22/2017

HIRE Temporary			
Name	Title	Department/Location	Effective Date
Serino, Paul P	Adjunct Faculty	Emergency Medical Services HEC	10/9/2017
Voitshenko, Tetiana	Adjunct Faculty	Mathematics CL	10/9/2017
Noesen, Sonja V	Adjunct Faculty, Bach	Baccalaureate Programs HEC	10/9/2017
Delgado-Ovalles, Maria A	OPS Career Level 1	Academic & Student Affairs HEC	10/4/2017

Camero, Mateo	OPS Career Level 2	Associate Provost Office CL	9/21/2017
Wiechmann, Philip J	OPS Career Level 6	Academic & Student Affairs HEC	10/9/2017
Brian, Aric J	OPS Professional	Humanities & Fine Arts SPG	10/10/2017
Serio, Gregory M	OPS Professional	Workforce/Professnl Developmnt EPI	9/27/2017
Winckel, Christopher J	Professional Trainer	Criminal Justice AC	10/23/2017
Reese, Willis W	Professional Trainer	Workforce/Professnl Developmnt EPI	10/1/2017

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

Tunceren, Lillian	Instructor	Communications	11/9/2017 - 11/14/2017
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Destination: Paris, France

The purpose of this trip is for the Faculty member to participate in an EP Tours Orientation and Development Seminar in Paris, France. The College will benefit by providing training to the Faculty member to become versed in guiding first time faculty leading study abroad programs.

Estimated cost to the College not to exceed \$291.30.

Slater, Roy	Instructor	Social & Behavioral Science	1/05/2018 - 1/15/2018
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Destination: Isla San Cristobal, Ecuador

The purpose of this trip is to lead five (5) SPC students to the Model United National international conference in Ecuador/Galapagos Islands. Students will gain valuable research, writing and speaking skills through participation and become versed in international issues through meetings and discussions with students from around the world. The College will benefit by providing students with international educational opportunities and cultural experiences. Cost includes travel and accommodations for Roy Slater and 5 participating students.

Estimated cost to the College not to exceed \$19,321.94.

Rivero, Douglas	Instructor	Social & Behavioral Science	1/05/2018 - 1/15/2018
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Destination: Isla San Cristobal, Ecuador

The purpose of this trip is to lead five (5) SPC students to the Model United National international conference in Ecuador/Galapagos Islands. Students will gain valuable research, writing and speaking skills through participation and become versed in international issues through meetings and discussions with students from around the world. The College will benefit by providing students with international educational opportunities and cultural experiences.

Estimated cost to the College not to exceed \$3,113.29.

Felos, Kimberly	Instructor	Humanities/Fine Art	5/3/2018 - 5/13/2018
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Destination: Athens, Greece

The purpose of this trip is to lead SPC students on a study abroad program to Athens, Greece. A total of ten (10) students are enrolled in the program and will receive credit in one of the following: LIT 2210, HUM 1020, HUM 2210, HUM 2262, CLT 2373. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College not to exceed \$4,518.90.

Levin, Roxana	Instructor	Communications	6/9/2018 - 7/2/2018
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Destination: Salamanca, Spain

The purpose of this trip is to lead SPC students on a study abroad program to Salamanca, Spain. A total of ten (10) students are enrolled in the program and will receive credit in one Spanish language course, including SPN 2949. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College not to exceed \$6,423.67.


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

ND10232017

November 14, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Renewal of College's Stop Loss Policy

Confirmation is sought to renew the College's stop-loss policy for its self-funded health plan effective January 1, 2018, according to the agreed-upon terms. The College carries stop-loss coverage on specific (individual person) as well as overall aggregate (college-wide) claims to reduce its risk of catastrophic loss. The College re-evaluated the coverage levels, and considered market bids as part of an overall review of the plan coverage leading into the 2018 plan year. The recommendation is to maintain coverage at the current deductible level for the 2018 plan year.

The College's policy would continue with Symetra Financial. The Symetra Financial aggregate and specific stop-loss premium will be locked in through Dec. 31, 2018 at \$400,075.20. In 2017, the college paid \$364,513 in specific stop-loss premium. This is an increase from 2017 to 2018 of \$35,562 in annual premium (total increase in premium of 9.76%).

The terms of the 2018 agreement are as follows:

2018 Terms and Options	
Specific Terms - Limit:	Unlimited/person, mandated by Health Care Reform legislation
Aggregate Terms:	Limit \$1-million, 125% aggregate margin
Covered Benefits:	Medical and Prescription Drugs
Third-Party Administrator:	Aetna
Specific Deductible*:	\$350,000
Estimated Aggregate Deductible:	\$19,211,446.46
Annual Premium:	\$400,075.20

**Includes unlimited lifetime max feature mandated by Health Care Reform*

Brian Miles, Vice President, Administrative/Business Services & Information Technology, and Michelle Manteiga, Senior Manager, Benefits and Wellness, bring this action forward, and recommend approval.



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2255 Glades Road, Suite 200E
Boca Raton, FL 33486

561-998-6808
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October 30, 2017

Ms. Michelle Manteiga, SHRM
Senior Manager, Benefits & Wellness
St. Petersburg College, Epi Services
8580 66 Street North
St. Petersburg, FL 33781

Re: 2018 Stop Loss Renewal

Dear Michelle:

Attached you will find the Stop Loss renewal for St. Petersburg College, effective January 1, 2018:

2018 Terms and Options: **Official renewal rates, terms and alternatives are illustrated per the attached exhibit

- Current Specific Stop Loss Deductible: \$350,000
- Specific Terms: Limit: UNLIMITED/person mandated by Health Care Reform legislation
- Aggregate Terms: Limit \$1,000,000, 125% Aggregate Margin
- Covered Benefits: Medical & Prescription Drugs
- TPA: Aetna

Symetra has agreed to a best and final increase of +9.76% (reduced from the original renewal offer of +15.36%) for the 2018 plan year for the current \$350,000 Specific Stop Loss Deductible and plan structure inclusive of the Aggregate Rate. This represents an increase of approximately \$35,562 in fixed costs. Total expected liability including fixed costs is estimated at \$19,211,446 based on 1,372 covered lives, an increase of approximately 16.31% over current expected liability. We have also provided cost information for two alternative specific deductible levels; \$300,000 & \$375,000 as illustrated in the attached rate exhibit in the event the College wishes to modify the current protection level either up or down (Fixed costs of approximately +36.45% and -1.17% respectively).

Additionally, as it pertains to your stop loss program with Symetra; we will need to receive acceptance by the college of this renewal by December 1, 2017, as these numbers are only firm up to that date, or an additional month (s) of claims data could be required which could impact these numbers (both monthly and large). Furthermore, any known changes to the current benefit structure for the new plan year (1/2018) will need to be disclosed to Symetra.

If the college proceeds with Symetra for 2018 and with respect to the annual renewal premium payment, we will assume the same process of invoicing you under our own accounting system. As in the past, payment of the full required premium will be made to us for forwarding to Symetra.

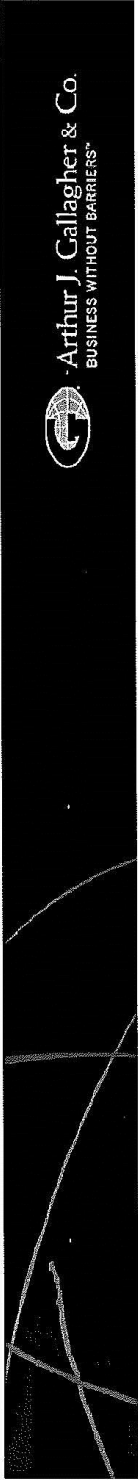
Thank you for your assistance and cooperation through this process as always. Should you have any questions or concerns relative to this matter, please feel free to contact me.

Sincerely,

Janis Goode, HIA, GDBS
Account Executive

Attachments: Renewal Exhibit

This notice is an outline of the coverage proposed by the carrier(s) based on information provided by your company. It does not include all the terms, coverage, exclusions, limitations, and conditions of the actual contract language. The policies and contracts themselves must be read for those details. Additionally this analysis is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect the future health care costs, including utilization patterns, catastrophic claims, plan design changes, health care trend increases, etc. This analysis does not amend, extend or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.



Carriers Invited to Quote

Stop Loss	Response
Symetra	Current Carrier - Shown in Proposal
AIG	Declined to Quote / Uncompetitive (2.5x above current)
HM Insurance Group	Declined to Quote / Uncompetitive (131% above current)
OptumHealth	Declined to Quote / Uncompetitive (30% above current)
SunLife	Declined to Quote / Uncompetitive (35% above current)
VOYA Financial	Declined to Quote / Uncompetitive (55% above current)

2018 Stop Loss Coverage Current, Renewal & Plan Alternates for St. Petersburg College

Description	Symetra - Current		Symetra - Renewal		Symetra - Negotiated Renewal	
	January 1, 2017	12/15	January 1, 2018	12/15	January 1, 2018	12/15
Effective Date	1,372		1,372		1,372	
Medical Enrollment	125%		125%		125%	
Aggregate Stop Loss	\$1.50		\$1.50		\$1.50	
Composite Rate PEPM	350K / 12 / 15		350K / 12 / 15		350K / 12 / 15	
Contract Maximum	\$350,000		\$350,000		\$350,000	
Composite Rate PEPM	\$20.64		\$24.04		\$22.80	
Total Stop Loss Costs	\$22.14		\$25.54		\$24.30	
Monthly Total	\$30,376.08		\$35,040.88		\$33,339.60	
Annual Total	\$364,512.96		\$420,490.56		\$400,075.20	
% Change to current	--		15.36%		9.76%	
\$ Change to current	--		\$55,977.60		\$35,562.24	
Claims Expense	12/15 Medical & Rx w/125%		12/15 Medical & Rx w/125%		12/15 Medical & Rx w/125%	
Expected Claims Liability PEPM	\$981.14		\$1,190.18		\$1,142.58	
Annual Expected Claims Liability	\$16,153,554.82		\$19,595,178.40		\$18,811,371.26	
Current Carrier Runout	N/A		N/A		N/A	
Combined Expected Claims Liability PEPM	\$981.14		\$1,190.18		\$1,142.58	
Combined Expected Claims Liability	\$16,153,554.82		\$19,595,178.40		\$18,811,371.26	
Expected Claims \$ Change to current	--		\$3,441,623.58		\$2,657,816.45	
Expected Claims % Change to current	--		21.31%		16.45%	
Maximum Claims Liability PEPM	\$1,226.43		\$1,428.22		\$1,428.22	
Annual Maximum Claims Liability	\$20,191,943.52		\$23,514,214.08		\$23,514,214.08	
Annual Maximum \$ Change to current	--		\$3,322,270.56		\$3,322,270.56	
Annual Maximum % Change to current	--		16.45%		16.45%	
Total Expected COST - SL & Attach. PEPM	\$1,003.28		\$1,215.72		\$1,168.88	
Total Monthly Expected Cost	\$1,376,505.65		\$1,667,972.41		\$1,600,953.87	
Total Annual Expected Cost	\$16,518,067.78		\$20,015,668.96		\$19,211,446.46	
Lasers	\$0.00		\$0.00		\$0.00	
Total Annual Expected Liability	\$16,518,067.78		\$20,015,668.96		\$19,211,446.46	
% Change to current	--		21.17%		16.31%	
\$ Change to current	--		3,497,601.18		2,693,378.69	
Notes:						

This analysis is for illustrative purposes only and is not a guarantee of future experience. Claims costs, medical costs savings, etc. There are many variables that can affect future health care costs including utilization patterns, substitution claims, changes in plan design, health care trends, etc. This analysis does not account for all of the above and the coverage provided by the actual insurance policies in contracts. Please refer to your policy or contact us for specific information or further details on this report.



2018 Stop Loss Coverage Current, Renewal & Plan Alternates for St. Petersburg College

Description	Symetra - Current		Symetra - \$300K Option		Symetra - \$375K Option	
	January 1, 2017	12/15	January 1, 2018	12/15	January 1, 2018	12/15
Effective Date	1,372		1,372		1,372	
Medical Enrollment	125%		125%		125%	
Aggregate Stop Loss	\$1.50		\$1.50		\$1.50	
Composite Rate PEPM						
Specific Stop Loss	350K / 12 / 15		300K / 12 / 15		375K / 12 / 15	
Contract Maximum	\$350,000		\$300,000		\$375,000	
Composite Rate PEPM	\$20.64		\$28.71		\$20.38	
Total Stop Loss Costs	\$22.14		\$30.21		\$21.88	
Monthly Total	\$30,376.08		\$41,448.12		\$30,019.36	
Annual Total	\$364,512.96		\$497,377.44		\$360,232.32	
% Change to current	--		36.45%		-1.17%	
\$ Change to current	--		\$132,864.48		(\$4,280.64)	
Claims Expense	12/15 Medical & Rx w/125%		12/15 Medical & Rx w/125%		12/15 Medical & Rx w/125%	
Expected Claims Liability PEPM	\$981.14		\$1,138.44		\$1,144.27	
Annual Expected Claims Liability	\$16,153,554.82		\$18,743,276.16		\$18,839,294.21	
Current Carrier Runout	N/A		N/A		N/A	
Combined Expected Claims Liability PEPM	\$981.14		\$1,138.44		\$1,144.27	
Combined Expected Claims Liability	\$16,153,554.82		\$18,743,276.16		\$18,839,294.21	
Expected Claims \$ Change to current	--		\$2,589,721.34		\$2,685,739.39	
Expected Claims % Change to current	--		16.03%		16.63%	
Maximum Claims Liability PEPM	\$1,226.43		\$1,423.05		\$1,430.34	
Annual Maximum Claims Liability	\$20,191,943.52		\$23,429,095.20		\$23,549,117.76	
Annual Maximum \$ Change to current	--		\$3,237,151.68		\$3,357,174.24	
Annual Maximum % Change to current	--		16.03%		16.63%	
Total Expected COST -- SL & Attach, PEPM	\$1,003.28		\$1,168.65		\$1,168.15	
Total Monthly Expected Cost	\$1,376,505.65		\$1,603,387.80		\$1,599,960.54	
Total Annual Expected Cost	\$16,518,067.78		\$19,240,653.60		\$19,199,526.53	
Lasers	\$0.00		\$50,000.00		\$0.00	
Total Annual Expected Liability	\$16,518,067.78		\$19,290,653.60		\$19,199,526.53	
% Change to current	--		16.79%		16.23%	
\$ Change to current	--		2,772,585.82		2,681,458.75	
Notes:						

This subject is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, included care savings, etc. There are many variables that can affect future health care costs including utilization patterns, cost-sharing claims, changes in plan design, health care trends, etc. This analysis does not account, extend or alter the coverage provided by the actual plan or policies in contracts. Please refer your policy or contract for specific information or future details in this regard.



Arthur J. Gallagher & Co.
BUSINESS WITHOUT BARRIERS™



St. Petersburg College
Stop Loss Contract Provisions
1/1/2018 through 12/31/2018

Category	Incumbent
A Carrier	Symetra
B Coverages Included	Medical/Rx
C Policy Year Maximum	Unlimited
D Lifetime Maximum	Unlimited
E Claim Accumulation Basis	Per Member
F Reimbursement Percentage	100%
G Contract Basis	12/15
H Dollar Limit on Run-in Claims	No
I Maximum Aggregate Refund	\$1,000,000
J Retirees Included	Yes
K Actively at Work Provision	Waived
L Lasered Claimants	None
M Commission Included in the Rates	5.0%
N Supplemental Compensation	0.0%

This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.

This analysis contains an outline of key policy provisions which may represent additional financial liability. The intent of this analysis is to provide you with general information the status of, and/or potential concerns related to your current employee benefits environment. It does not necessarily fully address all of your specific issues. It should not be as, nor is it intended to, provide legal advice. Questions regarding specific issues should be addressed by your general counsel or an attorney who specializes in this practice area.

While GBS does not guarantee the financial viability of any health insurance carrier or market, it is an area we recommend that clients closely scrutinize when selecting a health. There are a number of rating agencies that can be referred to including, A.M. Best, Fitch, Moody's, Standard & Poor's, and Weiss Ratings (TheStreet.com). Generally, agencies that provide ratings of Health Insurers, including traditional insurance companies and other managed care organizations, reflect their opinion based on a comprehensive quantitative and qualitative of a company's financial strength, operating performance and market profile. However, these ratings are not a warranty of an insurer's current or future ability to meet its





St. Petersburg College
Stop Loss Financial Analysis
\$350,000 Specific Stop Loss Level
1/1/2018 through 12/31/2018

Category	Current Program	Incumbent Renewal Preliminary	Incumbent Renewal Final
A Carrier	Symetra	Symetra	Symetra
Specific Stop Loss			
B Coverages	Medical/Rx	Medical/Rx	Medical/Rx
C Contract Basis	12/15	12/15	12/15
D Specific Stop Loss Level	\$350,000	\$350,000	\$350,000
E Aggregating Specific Deductible	\$0	\$0	\$0
F Labeled Claimants	None	None	None
G Projected Employee Lives	1,372	1,372	1,372
H Specific Stop Loss Rate - Composite	\$20.64	\$24.04	\$22.80
I Total Specific Stop Loss Premium - Monthly	\$28,318	\$32,983	\$31,282
J Total Specific Stop Loss Premium - Annual	\$339,817	\$395,795	\$375,379
K Premium Cost/(Savings) Over Current	-	\$55,978	\$35,562
L % Premium Cost/(Savings) Over Current	-	16.5%	10.5%
Aggregate Stop Loss			
M Coverages	Medical/Rx	Medical/Rx	Medical/Rx
N Aggregate Attachment Corridor	125%	125%	125%
O Maximum Aggregate Refund	\$1,000,000	\$1,000,000	\$1,000,000
P Projected Employee Lives	1,372	1,372	1,372
Q Aggregate Stop Loss Rate - Composite	\$1.50	\$1.50	\$1.50
R Total Aggregate Stop Loss Premium - Monthly	\$2,058	\$2,058	\$2,058
S Total Aggregate Stop Loss Premium - Annual	\$24,696	\$24,696	\$24,696
T Premium Cost/(Savings) Over Current	-	\$0	\$0
U % Premium Cost/(Savings) Over Current	-	0.0%	0.0%
V Aggregate Claim Factor - Composite	\$1,226.43	\$1,428.22	\$1,428.22
W Aggregate Annual Attachment Point	\$20,191,944	\$23,514,214	\$23,514,214
X Minimum Aggregate Annual Attachment Point	\$17,298,550	\$20,144,757	\$20,144,757
Total			
Y Total Stop Loss Premium - Annual	\$364,513	\$420,491	\$400,075
Z Premium Cost/(Savings) Over Current	-	\$55,978	\$35,562
AA % Premium Cost/(Savings) Over Current	-	15.4%	9.8%
AB Estimated Additional Claim Liability ¹	-	\$0	\$0
AC Labeled Claim Liability	\$0	\$0	\$0
AD Net Stop Loss Costs (Y + AB + AC)	\$364,513	\$420,491	\$400,075
AE Net Stop Loss (Savings)/Added Cost Over Current	-	\$55,978	\$35,562

	Symetra	Symetra	Symetra
AF Commission Included in the Rates	5.0%	5.0%	5.0%
AG Supplemental Compensation	0.0%	0.0%	0.0%



This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claim costs, managed care savings, etc. There are many variables that can affect final health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information in further details in this regard.

VII – C.1 Presidential Transition Team Findings



Members of the Transition Team

- Kenneth Afienko
- Candace Baker
- Belintha Berry
- Lisa Borzewski
- Eric Carver
- Jimmy Chang
- Rod Davis
- Victor Dukes
- Rita Farlow
- Bill Grey
- Christopher Harvey
- Fatma Hedeia
- Kimberly Jackson
- Joven Jocelyn
- Frank Jurkovic
- Amy Lockhart
- Starla Metz
- Steven Moody
- Tom Philippe
- Jose Ribas
- Cynthia Seay
- Dwayne-ron Sharpe
- Joshua Smith
- Karen Sommerville
- Jeanne Trimble
- Shannon Ulrich
- Todd VanAuken
- Darlene Westberg
- Benjamin Woods

Chair: Adam Goodman, President, The Victory Group



The Transition Team's Path to Today

- **Meeting 1 (August 25)**
Organized 6 different subcommittees
- **Meeting 2 (September 18)**
Prioritized Needs/Challenges
- **Meeting 3 (October 5)**
Developed Remedies/Solutions
- **Meeting 4 (October 30)**
Finalized Action Plans with Strategies and Tactics
and developed our Value Propositions



"The Four C's"

- **Culture** – the values, attitudes and character of SPC
- **Communication** – how we interact with each other and the world around us
- **Collaboration** – uniting to leverage our collective strengths
- **Creativity** – utilizing ideas that motivate and drive success



Subcommittees of the Transition Team

The SPC Presidential Transition Team created 6 Subcommittees:

- **Communication**
Presenter: Shannon Ulrich
- **Branding**
Presenter: Amy Lockhart
- **Student Engagement**
Presenter: Frank Jurkovic
- **Student Support**
Presenter: Fatma Hedeia
- **Community Involvement**
Presenter: Kimberly Jackson
- **Efficiency/Organization**
Presenter: Benjamin Woods



Communication Subcommittee

Communication is Caring

We want to empower our college family to provide clear and consistent communication through an organized structure and process.

- One Voice, One College
- Streamline and simplify
- Top down and bottom up
- Doing what works: Best Practices
- Timely and relevant



Branding Subcommittee

Branding is a message and an attitude

- Unified, consistent and available
- Visual, vibrant and everywhere
- Connection is emotional
- Fresh, catchy and on message
 - Building a better base for a strong future
 - We are stronger together
- Our best branding ambassadors are us
- Titan Hall of Fame



Student Engagement Subcommittee

SPC Students who are engaged walk the stage

- Engagement = retention and success
- "Get involved"
- One Time vs. All the Time
- On-campus connection
- Expand the fun off-campus
- Leverage technology to power the SPC Connection
- The conversation never ends



Student Support Subcommittee

SPC: The support you need to succeed

- College-wide mentoring to mentor success
- SPC is there for you on and off campus
- Align on-campus and online
- Something for everyone
- It doesn't end with graduation



Community Involvement Subcommittee

St. Petersburg College is OUR Community's College

- Vision has a roadmap
 - Cannot master our potential without a master plan
- "What you need is what we have"
- Start with YES and we will figure it out
- Partnerships begin early
- Community Partnership Office (CPO)
 - Align all in community engagement into one Department



Efficiency & Organization Subcommittee

Efficiency creates Empowerment

- An organizational chart that is organized
 - A flow chart that flows
 - Clarity of organizational structure
- Less waiting on wait lists
- Leveraging and prioritizing
- Recognition = Happy Employees
 - *Small investments build big results*

Efficiency, alignment, and recognition empowers students, employees, and the community to succeed



Six Priorities

- **Communication**
- **Branding**
- **Student Engagement**
- **Student Support**
- **Community Involvement**
- **Efficiency/Organization**



The 5th C: "Community"

Culture
Communication
Collaboration
Creativity

= Community

The Bottom Line...