

## **AGENDA**

### **ST. PETERSBURG COLLEGE BOARD OF TRUSTEES**

**April 17, 2018**

EPICENTER MEETING ROOM (1-453)

13805 -58th STREET N.

CLEARWATER, FL

**REGULAR 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. Concepcion Whetstone (*Attending*)
  - 2. Deborah Boyle (*Attending*)
  - 3. Ca Ve Le (*Not Attending*)
  - 4. Lavester Miller (*Not Attending*)
  - 5. Valerie Robertino (*Not Attending*)
- B. Announcements

#### **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 March 20, 2018 (*Action*)

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

- A. Board Attorney
- B. General Counsel

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

- A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT
  - 1. Strategic Impact Plan – Dr. Sabrina Crawford, Executive Director, Institutional Research and Effectiveness and Mr. Djuan Fox, Acting Institutional Research Director (*Presentation*)
  - 2. SPC Model United Nations – Dr. Douglas Rivero, Academic Chair, Social and Behavioral Sciences and Mr. Roy Slater, Professor, Social and Behavioral Sciences (*Presentation*)

- B. BUDGET AND FINANCE
  - 1. Monthly Budget Report – Ms. Janette Hunt, Associate Vice President, Budgeting and Compliance (*Presentation*)
  - 2. FY 18/19 Budget Development Update – Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology (*Presentation*)
- C. ADMINISTRATIVE MATTERS
  - 1. Human Resources
    - a. Personnel Report (*Action*)
    - b. Executive/Administrative/Managerial and Professional Contract Recommendations (*Action*)\*

## **VII. CONSENT AGENDA**

- A. OLD BUSINESS (**items previously considered but not finalized**) - None
- B. NEW BUSINESS
  - 1. Workforce and Professional Development Curriculum Changes (*Action*)
  - 2. Equity Report (*Action*)
  - 3. GRANTS/RESTRICTED FUNDS CONTRACTS
    - a. City of St. Petersburg – Educational and Entrepreneurial Training Program Extension (*Information*)
    - b. U.S. Department of Homeland Security: Federal Emergency Management Agency (FEMA) – Fire Prevention and Safety Program (*Action*)
  - 4. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
    - a. Renewal of Contracts, Pre-Qualified Architectural Firms for Miscellaneous Projects (*Action*)

## **VIII. INFORMATIONAL REPORTS**

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

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

## **X. PRESIDENT’S REPORT**

**XI. NEXT MEETING DATE AND SITE**

**May 15, 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 April 17, 2018, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

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

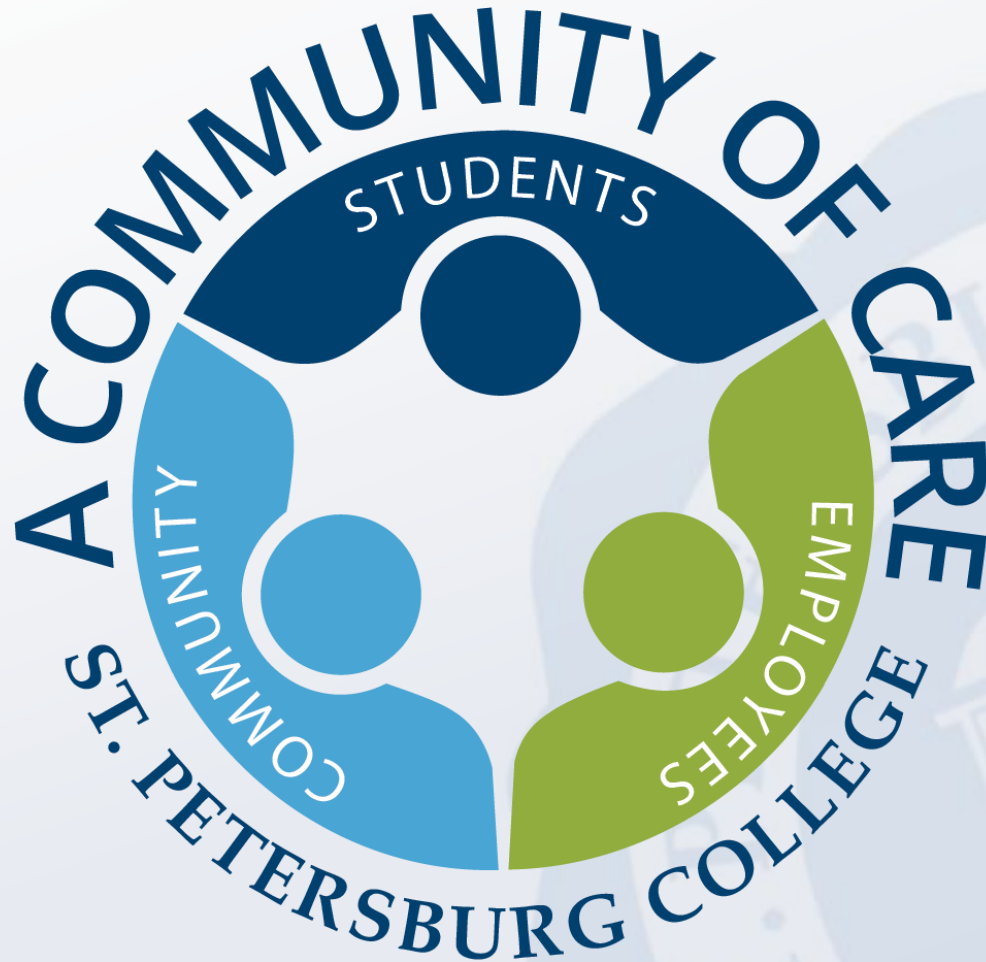
**\*No packet enclosure**

Date Advertised: April 6, 2018

# Strategic Impact Plan – Next Steps

*Board of Trustees Meeting*

*April 17, 2018*



# President's Vision

## **Academic Excellence**

*We will provide a high-quality education for our students by creating an innovative and engaging learning environment within a supportive, collegial culture.*

## **Economic Mobility**

*We will provide opportunities for our students to be prepared for high-wage, high-need careers and professional growth, which will contribute to their economic success and improve the quality of life within our community as well as assist in ending generational cycles of poverty.*

## **Community Engagement**

*We will invest in the well-being and growth of our community by serving as a leader, a convener, and a catalyst for positive change. We will maintain this commitment by creating strong partnerships, participating in civic learning and community engagement, and cultivating a community of care.*

# Three Commitments

“Everyone who would like to have a voice in the process will have an opportunity to be involved.”

Value

Harrison Aquino  
Matthew Bodie  
Jeffrey Briggs  
**Ashley Caron**  
Susan Colaric  
Jesse Coraggio  
Sabrina Crawford  
Susan Demers  
Briana Esposito  
Rita Farlow  
Kristina Fischer  
Djuan Fox  
Scott Fronrath  
Kevin Gordon  
Jennifer Haber  
Christopher Harvey  
Andrea Henning

Kimberly Jackson  
Jason Krupp  
Sunita Kumari  
Christopher Martinez  
Christian Moriarty  
Melanie Paden  
Bledar Prifti  
Heather Roberson  
Mark Strickland  
Shannon Ulrich  
Stan Vittetoe  
Jim Wallis  
Nancy Watkins  
Carol Weideman  
**Vicki Westergard**  
Robin Wilber  
Kellie Ziemak

# Committee Members

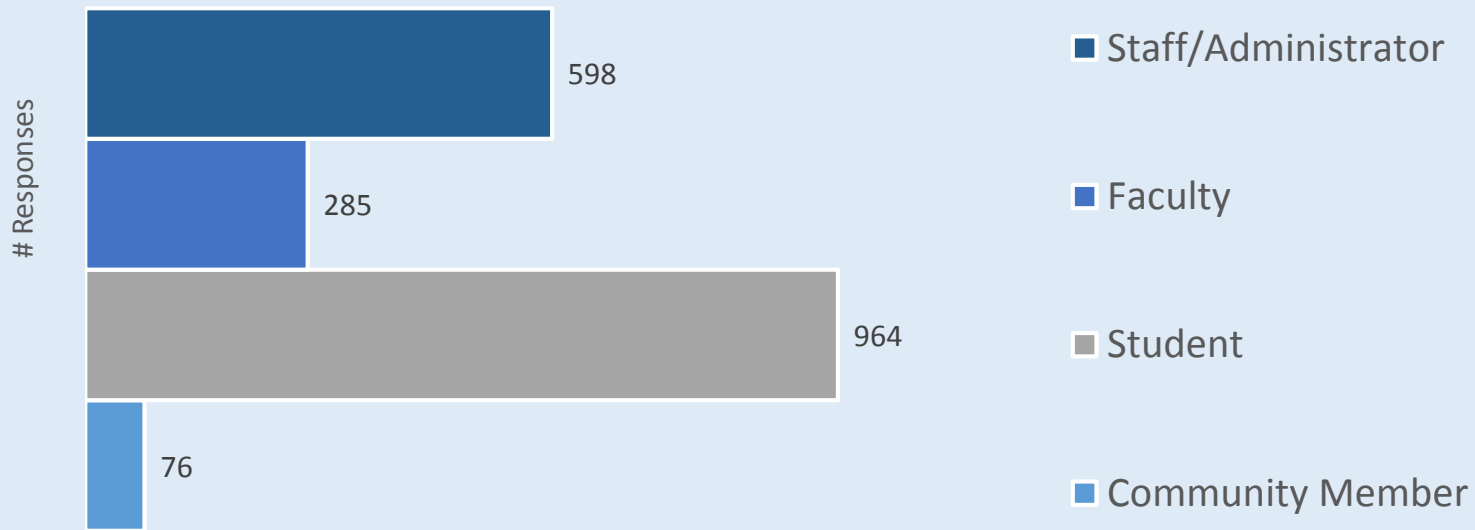


- Survey
- College Focus Groups
- Community Focus Groups



Stakeholder Feedback

## Primary Role of Survey Respondents



Total Responses: 1,923

In 1-3 words, what comes to mind when you think of SPC?



## Results Overview

# What are the Top 3 SPC Values?

1,134  
Student Focus



766  
Academic Excellence



727  
Diversity



# Focus Groups (A&P/Staff/Students)

- Seminole Campus – February 15<sup>th</sup>
- SP/Gibbs – February 19<sup>th</sup>
- Online – February 26<sup>th</sup>
- Tarpon Springs Campus – March 1<sup>st</sup>

# Community Members

- Clearwater Campus – March 13<sup>th</sup>
- Midtown Campus – March 20<sup>th</sup>

# Collaborative Labs

- Lab 1: Vision, Mission, Values, 3 hours – 100 Stakeholders at Collaborative Labs **(April 23)**
- Lab 2: Goals & Strategies for 3 Commitment Areas – 100 Stakeholders at Collaborative Labs **(May 3)**
- Lab 3: Champions/Teams Develop 1-Year Tactical Plans for 2018-19 **(May 17)**

## Next Steps

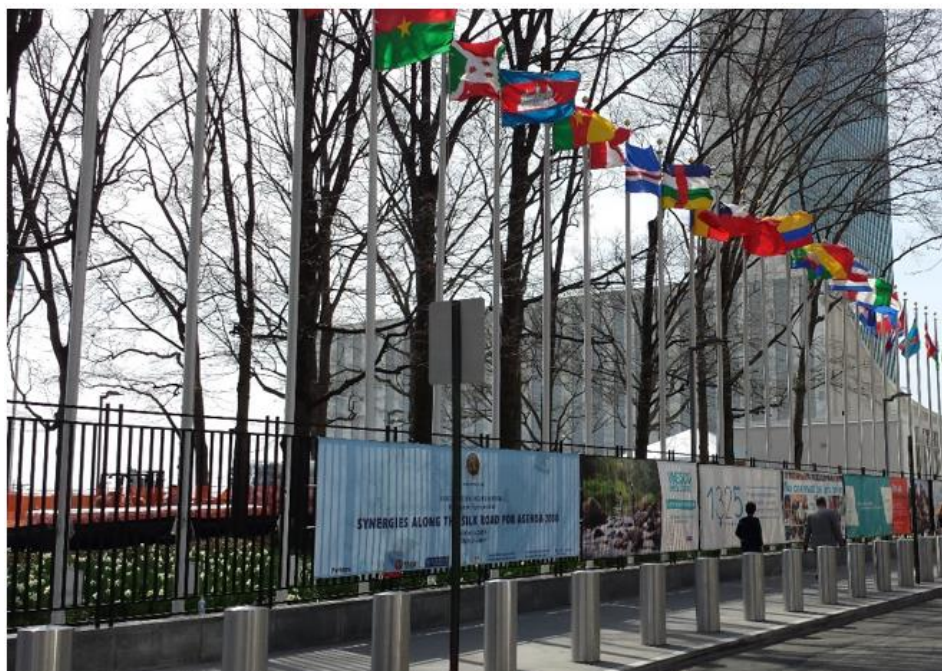
<b>Role</b>	<b>Selected by:</b>	<b>Count</b>
Faculty	FGO and CETL	25
Career Staff	CSEC	20
A&P Staff	VPs, Provost and Deans	20
Administration	VPs, Provost and Deans	10
College Organizations	College Organizations	5
Students	SCOP and Student Life and Leadership	10
Community Members	Organizations	10
<i>Diversity is a consideration for all choices.</i>		
<b>Total</b>		<b>100</b>

# Collaborative Labs

# Questions?







Model UN Team in New York General Assembly in 2018



Model UN Team in New York committee representing Bolivia in 2018

# SPC Model United Nations Program



# SPC MUN Program Nationally and Abroad



- Students gain valuable research, writing, and speaking skills while discussing global issues with students from around the world

## *Team Recognition*

- Fall 2016 Washington D.C. – Outstanding Delegation  
Represented Jordan
- Spring 2016 New York – Outstanding Delegation  
Represented Luxembourg
- Fall 2017 Washington D.C. – Outstanding Delegation  
Represented Portugal
- Spring 2018 Ecuador/Galapagos – Outstanding Delegation  
Represented Ukraine
- Spring 2018 New York – Outstanding Delegation  
Represented Malawi

\*Outstanding Delegation is the highest award presented by the National Model United Nations.



Model UN Team in New York in 2018



Model UN Team in Quito, Ecuador in 2018

# Model United Nations Program in the Community



SPC MUN Students are actively involved in the community. Some of the activities that students have participated in include:

- PCS Global Classrooms (Annually)
- Volunteering to present a mock UN session to young African-American kids on Saturday morning
- Delivering Presentations during Community Week for Social & Behavioral Sciences (Pics Below)



Model UN Team leading Global Classrooms in 2018



# Model United Nations Program in the Community



QUESTIONS?

# St. Petersburg College Board of Trustees Meeting March 2018 Budget Report

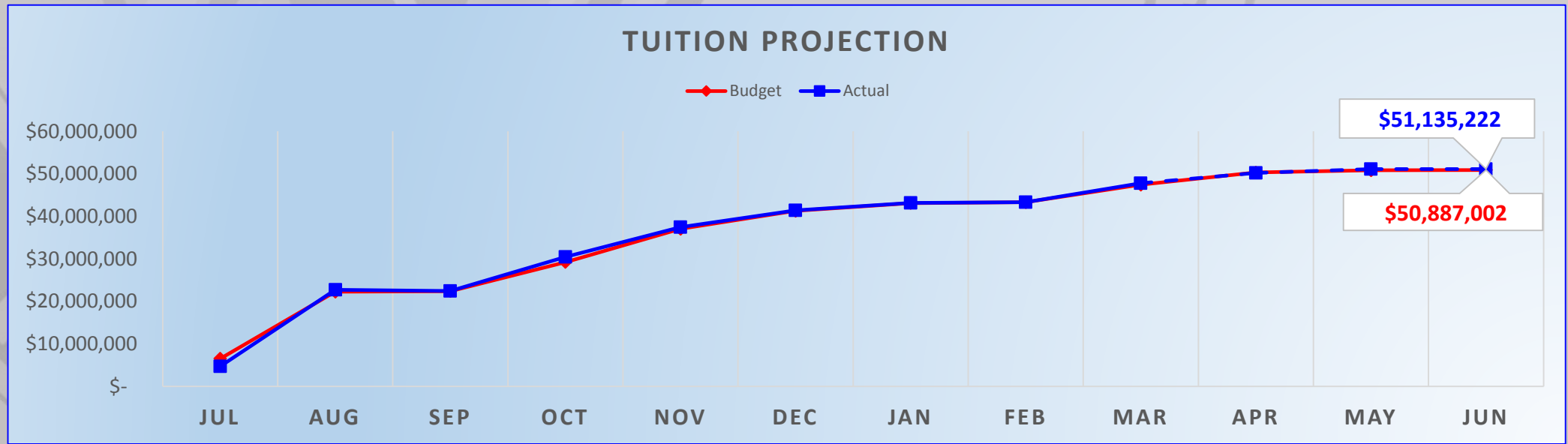
Janette Hunt  
April 17, 2018





# Report as of March 31, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Revenue</b>						
Student Tuition & Fees	\$ 68,364,047	\$ 58,953,272	86.2%	\$ 61,246,719	\$ 57,101,479	93.2%
State Funding	\$ 72,320,423	\$ 48,401,729	66.9%	\$ 71,793,706	\$ 48,512,104	67.6%
Other Revenues	\$ 5,397,200	\$ 4,160,504	77.1%	\$ 5,609,289	\$ 4,246,238	75.7%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,782,619	\$ 2,516,352	66.5%
Reserves	\$ 4,464,452	\$ -	0.0%	\$ 1,825,000	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 154,102,961</b>	<b>\$ 114,653,158</b>	<b>74.4%</b>	<b>\$ 144,257,333</b>	<b>\$ 112,376,174</b>	<b>77.9%</b>





# Report as of March 31, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Personnel &amp; Benefits</b>						
Faculty	\$ 28,980,411	\$ 21,719,818	74.9%	\$ 26,776,489	\$ 20,777,812	77.6%
Administrative & Professional	\$ 26,069,342	\$ 18,349,492	70.4%	\$ 24,251,689	\$ 17,660,977	72.8%
Career Service (includes OT)	\$ 22,059,113	\$ 15,176,059	68.8%	\$ 19,951,011	\$ 14,560,392	73.0%
Adjunct/Supplemental	\$ 14,341,325	\$ 10,144,973	70.7%	\$ 13,549,064	\$ 9,737,984	71.9%
Other Personal Services (OPS)	\$ 2,896,867	\$ 1,746,363	60.3%	\$ 2,041,007	\$ 1,305,217	63.9%
Student Assistants	\$ 428,000	\$ 192,866	45.1%	\$ 428,000	\$ 273,573	63.9%
Health Insurance	\$ 11,854,771	\$ 10,745,821	90.6%	\$ 14,931,773	\$ 11,218,817	75.1%
Other Benefits	\$ 11,700,630	\$ 9,593,309	82.0%	\$ 11,280,323	\$ 9,314,865	82.6%
Total Personnel & Benefits	\$ 118,330,460	\$ 87,668,702	74.1%	\$ 113,209,356	\$ 84,849,636	74.9%
<b>Current Expense</b>						
Total Current Expense	\$ 32,341,920	\$ 19,431,302	60.1%	\$ 28,278,499	\$ 17,987,786	63.6%
<b>Capital</b>						
Total Capital	\$ 3,430,581	\$ 1,752,495	51.1%	\$ 2,769,478	\$ 1,680,194	60.7%
Total Operating	\$ 154,102,961	\$ 108,852,499	70.6%	\$ 144,257,333	\$ 104,517,616	72.5%
<b>Balance</b>	\$ -	\$ 5,800,659		\$ -	\$ 7,858,559	

# FY18/19 Budget Development Update

Brian Miles

VP, Admin/Business Services & IT







# FY 2018/19 Budget Development

Revenue Budget

Enrollment Projections

Student Fees

State Funding

Reserve Reliance



# FY 2018/19 Budget Development

Expense Budget

Resource Reallocation

Health Insurance

Professional Development

# Questions




**St. Petersburg College  
Budget Report  
As of March 31, 2018**

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Revenue</b>						
Student Tuition	\$ 56,560,516	\$ 49,299,555	87.2%	\$ 50,887,002	\$ 47,566,619	93.5%
State Appropriation - FCS	\$ 51,695,712	\$ 38,984,746	75.4%	\$ 53,548,581	\$ 40,184,130	75.0%
State Appropriation - Lottery	\$ 16,693,508	\$ 6,677,404	40.0%	\$ 14,231,049	\$ 5,692,420	40.0%
Performance Funding	\$ 3,652,774	\$ 2,739,579	75.0%	\$ 3,514,076	\$ 2,635,554	75.0%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	\$ -	\$ -	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,510,442	82.4%	\$ 1,639,890	\$ 1,446,721	88.2%
Distance Learning Fee	\$ 3,814,485	\$ 3,356,776	88.0%	\$ 3,526,830	\$ 3,443,167	97.6%
Technology Fee	\$ 2,818,596	\$ 2,380,934	84.5%	\$ 2,508,569	\$ 2,286,529	91.1%
Lab Revenue Fees	\$ 1,714,401	\$ 1,778,345	103.7%	\$ 1,592,067	\$ 1,738,277	109.2%
Industry Certifications	\$ 150,000	\$ -	0.0%	\$ 500,000	\$ -	0.0%
Other Revenues	\$ 5,397,200	\$ 4,160,504	77.1%	\$ 5,609,289	\$ 4,246,238	75.7%
Other Student Fees	\$ 1,622,007	\$ 627,221	38.7%	\$ 1,092,361	\$ 620,166	56.8%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,782,619	\$ 2,516,352	66.5%
Reserve	\$ 4,464,452	\$ -	0.0%	\$ 1,825,000	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 154,102,961</b>	<b>\$ 114,653,158</b>	<b>74.4%</b>	<b>\$ 144,257,333</b>	<b>\$ 112,376,174</b>	<b>77.9%</b>
<b>Personnel &amp; Benefits</b>						
Instructional/Faculty-Full time	\$ 28,980,411	\$ 21,719,818	74.9%	\$ 26,776,489	\$ 20,777,812	77.6%
Administrative & Professional	\$ 26,069,342	\$ 18,349,492	70.4%	\$ 24,251,689	\$ 17,660,977	72.8%
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<b>Current Expense</b>						
Travel	\$ 629,676	\$ 626,694	99.5%	\$ 311,583	\$ 291,312	93.5%
Repairs & Maint	\$ 872,674	\$ 677,859	77.7%	\$ 886,195	\$ 727,881	82.1%
Rental/Leases	\$ 445,340	\$ (6,547)	-1.5%	\$ 140,050	\$ 26,377	18.8%
Insurance (Non Health)	\$ 1,708,272	\$ 1,653,219	96.8%	\$ 1,758,611	\$ 1,294,224	73.6%
Utilities	\$ 5,800,000	\$ 3,682,922	63.5%	\$ 5,260,407	\$ 3,959,232	75.3%
Services and Fees	\$ 7,734,988	\$ 4,338,028	56.1%	\$ 6,033,319	\$ 3,826,581	63.4%
Scholarships/Fee Waivers	\$ 1,559,895	\$ 2,203,715	141.3%	\$ 2,423,463	\$ 2,222,308	91.7%
Materials and Supplies	\$ 5,928,526	\$ 3,145,676	53.1%	\$ 4,476,333	\$ 2,604,941	58.2%
Tech Expense/Licensing	\$ 2,805,757	\$ 1,898,773	67.7%	\$ 2,594,386	\$ 1,929,507	74.4%
Bad Debt/Unemployment	\$ 1,147,782	\$ (41,751)	-3.6%	\$ 1,003,810	\$ (76,988)	-7.7%
Other Current Expense	\$ 3,709,010	\$ 1,252,713	33.8%	\$ 3,390,342	\$ 1,182,411	34.9%
<b>Total Current Expense</b>	<b>\$ 32,341,920</b>	<b>\$ 19,431,302</b>	<b>60.1%</b>	<b>\$ 28,278,499</b>	<b>\$ 17,987,786</b>	<b>63.6%</b>
<b>Capital</b>						
Computer Refresh Leases	\$ 2,904,221	\$ 1,550,303	53.4%	\$ 2,379,879	\$ 1,460,683	61.4%
Capital Purchases	\$ 526,360	\$ 202,192	38.4%	\$ 389,599	\$ 219,510	56.3%
<b>Total Capital</b>	<b>\$ 3,430,581</b>	<b>\$ 1,752,495</b>	<b>51.1%</b>	<b>\$ 2,769,478</b>	<b>\$ 1,680,194</b>	<b>60.7%</b>
<b>Total Operating</b>	<b>\$ 154,102,961</b>	<b>\$ 108,852,499</b>	<b>70.6%</b>	<b>\$ 144,257,333</b>	<b>\$ 104,517,616</b>	<b>72.5%</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ 5,800,659</b>		<b>\$ -</b>	<b>\$ 7,858,559</b>	

April 17, 2018

**MEMORANDUM**

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

**FROM:** Dr. Tonjua Williams, President 

**SUBJECT:** Personnel Report

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

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Long, Johnie V	Acting Dean, College of Comp&IT	Academic & Student Affairs SPG	3/12/2018 - 6/30/18
Yeager, Gabriel H	Apprenticeship Empl. Recruiter	College of Computer & InfoTech SPG	3/26/2018 - 6/30/18
Bowman, Margaret E	Dir, Organizational&EmpSuccess	Human Resources DO	4/9/2018 - 6/30/18

<b>RE-APPOINTMENT Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Schmitt, Eileen M.	Payroll Manager	Human Resources/Payroll EPI	4/17/2018 - 6/30/18

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Hall, Robert L	Instructional Supp Specialist	Accessibility Services/OSSD SPG	3/26/2018
Macdonald, Stephen W	Administrative Svcs Assistant	Admissions & Central Records DO	3/26/2018
Withers, David S	Security Officer	Campus Security TS	4/9/2018
Davis, Adam C	Laboratory Specialist	Natural Science CL	2/26/2018

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Truong, Vien D	Facilities Specialist	Maintenance Services CL	3/24/2018
Panov, Sharon B	Sr Administrative Svcs Speclst	Provost Office SE	3/24/2018

<b>TRANSFER/PROMOTION Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Ma, Jun	Acting Chair, College Comp&IT	College of Computer & InfoTech SE	3/12/2018 - 7/31/2018

<b>HIRE Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Hatch, David O	Adjunct Faculty	College of Computer & InfoTech EPI	3/12/2018
Persons, Elizabeth A	Adjunct Faculty	College of Education TS	3/12/2018
Hill, Catherine M	Adjunct Faculty	Foreign Language TS	3/12/2018
Bloom, Zachary K	General Support	Engineering Technology CL	3/26/2018
Brackett, Keith P	OPS Career Level 1	Emergency Medical Services HEC	3/12/2018
Linden, Patti J	OPS Career Level 1	Learning Resources TS	3/14/2018
Shanmugam, Geetha	OPS Career Level 2	Admissions & Central Records DO	3/26/2018
McBriarty, Linda M	OPS Career Level 2	Leepa/Rattner Museum TS	3/12/2018
Rivera, Michael J	OPS Career Level 3	Provost Office DT	3/26/2018
Voliton, Bryan	OPS Career Level 5	Academic & Student Affairs SE	3/26/2018
Anderson, Robert D	OPS Career Level 5	Help Desk Technical Support EPI	3/1/2018

Bush, Heather K	OPS Career Level 5	Learning Resources SE	3/26/2018
Williams, Kevin A	OPS Career Level 7	Natural Science CL	3/26/2018
Kile, Monica R	OPS Career Level 7	Provost Office DT	3/12/2018
Dean, Courtney E	OPS Professional	Humanities & Fine Arts CL	3/12/2018
Tempe, Holli A	OPS Teaching Asst/Interpreter	Accessibility Services CL	2/26/2018
Harahan, Michelle M	Professional Trainer	Academic & Student Affairs HEC	3/12/2018

<b>TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Riggs, Carolyn	Instructor	Vet Tech	07/20/18 - 08/04/18

Destination: Filzroy Island, Australia

The purpose of this trip is to lead SPC students on a study abroad program to Australia. A total of twenty (10) students are enrolled in the program and will receive credit in ATE 2947 Work Practicum V. 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 \$4,282.14.

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

ND04092018

April 17, 2018

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President



**SUBJECT:** Credit Curriculum

The following is a summary of credit curriculum changes for which approval is sought for Summer 2018 (Term 0545) and Fall 2018 (0550).

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

Career and Academic Community	New	Transfer	Deleted	Modified	Total
Arts, Humanities, and Design		1		1	2
Business				2	2
Communications		5			5
Education				7	7
Engineering, Manufacturing, and Building Arts	1			3	4
Health Sciences and Veterinary Technology				3	3
Public Safety, Public Policy, Legal Studies				2	2
Science and Mathematics	1				1
Social/Behavioral Sciences and Human Services					
Technology				1	1
Totals	2	6	0	19	27

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

Career and Academic Community	New	Deleted	Modified	Revitalized	Total
Arts, Humanities, and Design			2		2
Business			1	1	2
Communications	4				4
Education	1		23		24
Engineering, Manufacturing, and Building Arts	5		6		11
Health Sciences and Veterinary Technology	3		18	1	22
Public Safety, Public Policy, Legal Studies			4	2	6
Science and Mathematics	1		12		13
Social/Behavioral Sciences and Human Services			1		1
Technology	1		1	1	3
Totals	15		69	5	89

## Credit Curriculum Updates for Summer 2018 & Fall 2018

### Program & Course Updates Effective Summer (0545) & Fall 2018 (Term 0550)

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

#### **A. Arts, Humanities, and Design**

1. New Program: the following programs were created as a result of the college's Transfer Plan initiative:
  - a. **Theatre Transfer Plan** (THEATRE-TR): USF transfer plan with articulation agreement.
2. Program Update: The following program was modified as a result of a change in the State Framework.
  - a. **Digital Media** (DIG-AS): New State Framework required reduction in program hours from 64 to 60; added Digital Photography subplan; program title changed to better reflect industry standards and curriculum content.
3. Course Updates: The following courses were modified as a result of course review.
  - a. **Legal Issues in Media Development** (DIG 2091): credit hours decreased to 2 from 3 to accommodate program reduction in credits.
  - b. **Sound for Media** (DIG 2251): Major Learning Outcomes (MLOs) were updated to improve the quality of course.

#### **B. Business**

1. Program Updates: The following programs were modified as a result of program review.
  - a. **Business Administration** (BUS-BS): BUL 3130 – Law for Professionals replaced with reactivated course BUL 3320 – Business Law, for improved transferability; elective courses removed in order to streamline program.
  - b. **Management and Organizational Leadership** (MGTORG-BAS): BUL 3130 – Law for Professionals replaced with reactivated course BUL 3320 – Business Law for improved transferability.
2. Course Update: The following course was modified as a result of online revitalization:
  - a. **Principles of Management** (MAN 2021): MLOs were updated to improve the quality of the course. *Note: Summer 2018 (0545) implementation.*
  - b. **The Event Industry** (HFT 2750): Course reactivated and MLOs updated to current industry standards.. *Note: Summer 2018 (0545) implementation.*
  - c.

#### **C. Communications**

1. New Programs: the following programs were created as a result of the college's Transfer Plan initiative:
  - a. **Speech Communication and Rhetoric** (SPC-TR)
  - b. **USF St. Petersburg English Transfer Plan** (FSPENG-TR): FUSE USF St. Petersburg transfer plan.
  - c. **USF St. Petersburg World Languages Transfer Plan** (FSPWLN-TR): FUSE USF St. Petersburg transfer plan.
  - d. **USF Tampa English Transfer Plan** (FTENG-TR)
  - e. **American Sign Language Studies Transfer Plan** (SLIP-TR)



2. New Courses: The following courses were created as a result of the new *Educational Interpreting* (SLIP) subplan in the **Educational Studies and Community Leadership** (EDST-BS) program.
  - a. *Introduction to Interpreting* (INT 3004)
  - b. *Fundamentals of Interpreting* (INT 3205C)
  - c. *Advanced ASL Interpreting and Translation in Educational Settings* (INT 3404)
  - d. *Interpreting Internship* (INT 4944)

#### D. Education

1. Program Updates: The following programs were modified as a result of program review and new state requirements removing State Mandated Prerequisite (SMP) courses EME 2040 and EDF 2085:
  - a. **Educational Studies and Community Leadership** (EDST-BS): added new *Educational Interpreting* (SLIP) subplan in order to provide students with a Bachelor's degree option which is now required for certification in the field of sign language and interpreting.
  - b. **Elementary Education (K-6) with Infused ESOL & Reading Endorsements** (ELED-BS)
  - c. **Exceptional Student Education (K-12)** (ESED-BS)
  - d. **Secondary Education Mathematics (6-12)** (MTSED-BS)
  - e. **Middle Grades Mathematics Education (5-9)** (MGMED-BS)
  - f. **Middle Grades General Science Education (5-9)** (MGSED-BS)
  - g. **Science Teacher Education Biology Teacher Education (6-12)** (BSCED-BS)
2. New Courses: The following course was created as a result of program review and State committee recommendations:
  - a. *Early Childhood Education Internship* (EEC 4948) in EDST-BS
3. Course Updates: The following courses had MLOs and descriptions modified as a result of course review and in order to reflect current practices in the educational field.
  - a. *Integrated English Language Arts, Social Studies and Creative Arts for the Elementary Classroom* (EDE 4226)
  - b. *Integrated English Language Arts, Social Studies and Creative Arts for the Elementary Classroom Practicum* (EDE 4942)
  - c. *Observation and Assessment in Early Childhood* (EEC 1223)
  - d. *Caring for Infants and Toddlers* (EEC 1512)
  - e. *Guiding the Young Child* (EEC 1600)
  - f. *Early Childhood Development* (EEC 1603)
  - g. *Introduction to Working with Young Children with Special Needs* (EEC 2271)
  - h. *Early Childhood Education Internship* (EEC 2907)
  - i. *Child Growth and Development in Early Childhood* (EEC 3005)
  - j. *Foundations of Early Childhood and Education* (EEC 3009)
  - k. *Curriculum in Early Childhood Education* (EEC 3204)
  - l. *Program Planning for Infants & Toddlers* (EEC 3266)
  - m. *Young Children with Special Needs* (EEC 3403)
  - n. *Working With Diverse Families in Early Childhood Education* (EEC 3413)
  - o. *STEM in Early Childhood* (EEC 4212)
  - p. *Creative Arts for Early Childhood Education* (EEC 4227)
  - q. *Family, Teacher, and Community Relations in Early Childhood Education* (EEC 4408)
  - r. *Early and Emergent Literacy in Early Childhood* (EEC 4706)
  - s. *Curriculum and Instruction for Exceptional Students* (EEX 3241)
  - t. *Strategy Instruction and Transitions for Exceptional Students* (EEX 4261)
  - u. *Effective Learning Environments for Autism Through Design, Assessment, Behavior Management and PBS* (EEX 4291)

- v. *Assessment in Mathematics Education* (MAE 4642)
- w. *Perspectives in Mathematics* (MHF 4404)

## E. Engineering, Manufacturing, and Building Arts

1. New Programs:
  - a. **Mechatronics** (MECH-CT): 30 credit certificate embedded in the **Engineering Technology** AS program; added as a result of recommendation by the Program's Advisory Committee.
2. Program Updates: The following programs are being modified based on recommendations by the Program's Advisory Committee.
  - a. **Building Design and Construction Management** (ARCH-AS): name changed from Architectural Design and Construction Technology to better reflect program content; elective courses removed to streamline curriculum.
  - b. **Engineering Technology** (ENG-AS): new subplan added, *Advanced Manufacturing*, which aligns to new certificate and 5 year Workforce Institute manufacturing plan.
  - c. **Sustainable Construction Technology** (BCNST-CT): name changed from Sustainable Design to better reflect program content within the construction technology field.
2. New Courses: The following courses were created as a result of the new **Mechatronics Certificate** (MECH-CT) and the **Engineering Technology** (ENG-AS), *Advanced Manufacturing* subplan:
  - a. **Fluid Power** (ETM 2315C)
  - b. **Motors and Controls** (ETS 1511C)
  - c. **Automation and Sensors** (ETS 1535C)
  - d. **Programmable Logic Controllers (PLCs)** (ETS 1542C)
  - e. **Robotics** (ETS 2604C)
3. Course Updates: The following courses were modified as a result of online revitalization or course review:
  - a. **Architectural Theory I** (ARC 2201): prerequisite course changed from ARC 2303 to ARC 1302.
  - b. **Introduction to Biomedical Engineering Technology** (BME 1008C): MLO added and course description updated.
  - c. **Special Topics in Biomedical Engineering** (BME 2930): changed prerequisites to ETS 1412C and CNT 1000.
  - d. **AC/DC Circuits with Lab** (EET 1035C): course title and prerequisites updated to align with program changes.
  - e. **AutoCAD Inventor (3D modeling)** (ETD 1350C): course title updated to better reflect content of course and to align with program changes.
  - f. **SolidWorks Applications** (ETD 2369C): course title, major learning outcomes and prerequisites updated to align with program changes.

## F. Health Sciences and Veterinary Technology

1. Program Updates:
  - a. **Emergency Medical Services** (EMS-AS): Course credit hours, course content and course sequence modified in order to accommodate state curriculum updates and removal of courses.
  - b. **Paramedic** (PMED-CT): Course credit hours, content and sequence modified in order to accommodate state curriculum updates and removal of courses.
  - c. **Veterinary Technology** (VETTC-BAS): removed elective course that is no longer offered (ATE 3642).

2. New Courses: The following courses were created as a result of recommendations by the program's Advisory Committee to develop a new subplan, *Clinical Documentation Improvement Specialist (CDI)*, in the **Health Services Administration (HSA-BAS)** program (*Fall 2019 implementation*).
  - a. *CDI Principles and Practice* (HIM 3240)
  - b. *Coding and Reimbursement for CI Professionals* (HIM 3243)
  - c. *Case Studies of the Clinical Documentation Practitioner* (HIM 3534)
  
3. Course Updates: The following courses were modified as a result of course review, state curriculum framework modification or accreditation standards:
  - a. *Paramedic Theory I* (EMS 2601): MLOs, credit hours, course description, Equated Credit Hour (ECH) and prerequisites were updated due to additional curricular content.
  - b. *Paramedic Laboratory I* (EMS 2601L): MLOs, credit hours and prerequisites were updated due to additional curricular content.
  - c. *Paramedic Theory II* (EMS 2602): MLOs and prerequisites were updated due to change in curricular content.
  - d. *Paramedic Laboratory II* (EMS 2602L): ): MLOs and prerequisites were updated due to change in curricular content.
  - e. *Paramedic Field Internship* (EMS 2659C): MLOs, credit hours and prerequisites were updated due to additional curricular content.
  - f. *Paramedic Clinical I* (EMS 2664): MLOs, credit hours and prerequisites were updated due to additional curricular content.
  - g. *Paramedic Clinical II* (EMS 2665): MLOs, credit hours and prerequisites were updated due to additional curricular content.
  - h. *Functional Anatomy and Kinesiology* (PHT 1121): MLOs were updated to align with accreditation standards.
  - i. *Functional Anatomy and Kinesiology Laboratory* (PHT 1121L):
  - j. *Introduction to Basic Patient Care* (PHT 1200): MLOs were updated to align with accreditation standards.
  - k. *Basic Patient Care Laboratory* (PHT 1200L): MLOs were updated to align with accreditation standards.
  - l. *Physical Therapy Principles and Procedures* (PHT 1217): MLOs were updated to align with accreditation standards.
  - m. *Physical Therapy Principles and Procedures Laboratory* (PHT 1217L): MLOs were updated to align with accreditation standards.
  - n. *Therapeutic Exercise in Physical Therapy* (PHT 2220): MLOs were updated to align with accreditation standards.
  - o. *Therapeutic Exercise in Physical Therapy Lab* (PHT 2220L): MLOs were updated to align with accreditation standards.
  - p. *Orthopedic Disabilities and Treatment* (PHT 2252): MLOs were updated to align with accreditation standards.
  - q. *Orthopedic Disabilities and Treatment Laboratory* (PHT 2252L): MLOs were updated to align with accreditation standards.
  - r. *Trends in Physical Therapy* (PHT 2931):

#### **G. Public Safety, Public Policy, and Legal Studies**

1. Program Updates: The following programs were modified based on Advisory Board recommendations:
  - a. **Emergency Administration and Management** (EAM-AS): elective credits were increased by six credits to accommodate the removal of six credits from the major core course requirement; removed FFP 1823 and SYP 2460.
  - b. **Emergency Administration and Management** (EAM-CT): replaced FFP 2831 with DSC

1552.

2. Course Updates: The following courses were modified as a result of online revitalization or course review.
  - a. **Business Law** (BUL 3320): Course is being reactivated for ease of transferability to USF. MLOs, description and prerequisites updated to reflect current requirements.
  - b. **Emergency and Crisis Communications** (PUP 3823): Prerequisite course added.
  - c. **Introduction to Criminal Justice** (CCJ 1020): MLOs and description were updated to improve the quality of course.
  - d. **Crime and Delinquency** (CJE 1202): MLOs were updated to improve the quality of course.
  - e. **Investigative Trends** (CJE 2605): MLOs were updated to align with new State Frameworks.
  - f. **Constitutional Law & Rules of Evidence** (CJL 2062): MLOs and description were updated to improve the quality of course. *Note: Summer 2018 (0545) implementation.*

## H. Science and Mathematics

1. New Program: **Water Quality Technician** (WQT-CT): 12 credit certificate embedded in the **Environmental Science Technology AS** (ENVSC-AS) to support program completions and further strengthen students' position in the marketplace.
2. New Courses: the following course was added to expand the honors course offerings within the Natural Science curriculum.
  - a. **Honors Microbiology with Laboratory** (MCB 2010CH)
3. Course Updates: The following courses were modified as a result of online revitalization or course review.
  - a. **Biological Issues** (BSC 1930): MLOs updated and topics added.
  - b. **Human Anatomy & Physiology II** (BSC 2086): MLOs and prerequisites updated. *Note: Summer 2018 (0545) implementation.*
  - c. **General Chemistry I** (CHM 2045): MLOs and prerequisites updated.
  - d. **General Chemistry & Qualitative Analysis Laboratory I** (CHM 2045L): MLOs updated to align with lecture updates.
  - e. **General Chemistry II** (CHM 2046): MLOs updated.
  - f. **General Chemistry Laboratory II** (CHM 2046L): MLOs updated.
  - g. **Introduction to Environmental Science** (EVR 1001C): MLOs updated to align with benchmarks for state framework (WQT-CT).
  - h. **Urban Pollution** (EVR 1263): MLOs and prerequisites updated to align with benchmarks for state framework (WQT-CT).
  - i. **Wetland Resources** (EVR 1357): MLOs updated to align with benchmarks for state framework (WQT-CT).
  - j. **Environmental Sampling and Analysis I** (EVR 2892C): MLOs updated to align with benchmarks for state framework (WQT-CT).
  - k. **Comparative Physiology** (PCB 4723): MLOs and prerequisites updated to align with adjusted ECH.
  - l. **Comparative Physiology Lab** (PCB 4723L): MLOs and prerequisites updated to align with adjusted ECH.

## I. Social/Behavioral Sciences and Human Services


1. Course Update: The following course was modified as a result of college initiative.
  - a. **American National Government** (POS 2041): Reinstated previous prerequisite courses. *Note: Summer 2018 (0545) implementation.*

## J. Technology

1. Program Update: The following program has been modified based on the program's Advisory Committee recommendations.
  - a. **Computer Information Technology** (CIT-AS): created new subplan, *Data Technology* (DATA) in order to address workforce needs and address gap in the current program offerings.
2. New Courses: The following courses were created as a result of the new *Data Technology* (DATA) subplan in the **Computer Information Technology** (CIT-AS) program.
  - a. *Data Modeling and Logical Design* (CTS 2455)
3. Course Updates: The following courses were modified as a result of online revitalization or course review.
  - a. *Introduction to Networks* (CET 1600): MLOs and description were updated to improve the quality of course.
  - b. *Computer Information Technology Internship* (CIS 2940): Updated course title to align with AS program and subplan titles.

April 17, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President   
**SUBJECT:** 2017-2018 Equity Update Report

**Approval is sought to submit the 2017-2018 Equity Update Report to the Florida Department of Education, Division of Florida Colleges.**

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

While the 2017-2018 Equity Update Report is comprehensive, below are key performance outcomes for your review.

**STUDENT DATA** - Collection years begin with the summer term. (Ex. 2016-17 includes Summer/Fall of 2016, Winter/Spring of 2017). Reference attached Equity Report, Part III, pages 5-14.

**Participation- Total Enrollment Goals**

- Increase First Time in College Hispanic population by 0.5% - met – increased 0.7% to 16.5%
- Increase Overall Hispanic population by 0.5% - met – increased by 2% to 14%
- Increase Overall Minority population by 0.5% - met – increased by 2.3% to 35.8%
- *Next year's goals focus on continuing to increase FTIC Hispanic population and overall minority enrollment. Next year's goals also include increasing overall enrollment of students with self-reported disabilities.*

Methods Supporting Enrollment Goals

- Learning toolkits for Gateway courses
- Guided Pathways Career and Academic Communities efforts
- Articulations with universities and Pinellas County Schools
- Marketing documents translated into Spanish
- Accessibility Services communication plan

**Completion and Retention Goals**

- Increase percentage of students with disability receiving an AA by 5% - met – 178 students received.

- Increase percentage of Black students receiving a Certificate in relation to the total Certificates received up to 11.33% - met – 12.58% of the total number of Certificates awarded were given to Black students.
- Increase percentage of Black students receiving an AS degree in relation to the total AS degrees received up to 9% - met – 9.21% of the total number of AS degrees awarded were given to Black students.
- Next year’s goals include continued increases in AA degrees to students with disabilities and certificates to Black students and also increasing the percentages of AS and Bachelor degrees awarded to Hispanic students, as well as Bachelor degrees awarded to Black students.

Methods Supporting Completion and Retention Goals

- Program-based GPA and Auto Graduation
- Student engagement with Career and Academic Communities
- Persistence Incorporated InTo College Hired (PITCH) Program
- Brother to Brother
- SPaC faculty/student communication tool

**Success in STEM Programs – Methods Used (No Goals asked for in this area)**

- Women 2 STEM
- New programs – AS Biotechnology Laboratory Technology, AS Biomedical Engineering Technology, Megatronics Certificate
- Bay Pines STEM facility
- New National Science Foundation Bridges to Baccalaureate grant
- Center of Excellence grant for Elementary Education BS
- Tampa Bay New Skills at Work grant

**EMPLOYEE DATA-** student enrollment data is the benchmark for setting employment goals for the representation of women and minorities. Reference attached Equity Report, Part VI, pages 21-28.

**Executive/Administrative/Managerial Staff**

- African-American males decreased by .7% and is at 4.3%
- African-American females increased by .9% and is at 7.6%
- Other minority males increased by .8% and is at 3.3%
- Other minority females increased by .3% and is at 1.1%
- Hispanic males increased by .3% and is at 1.1%
- Hispanic females decreased by .6% and is at 1.1%

**Full-time Instructional Staff**

- African-American males increased by .4% and is at 4.4%

- African-American females increased by .2% and is at 5.5%
- Other minority males decreased by .2% and is at 2.7%
- Other minority females decreased by .2% and is at 1.9%
- Hispanic males increased by .3% and is at 1.6%
- Hispanic females increased by .1% and is at 3.8%

**Full-time Continuing Contract Instructional Staff**

- African-American males increased by .2% and is at 4.8%
- African-American females increased by .1% and is at 4.0%
- Other minority males increased by 1.9% and is at 5.1%
- Other minority females increased by .8% and is at 2.9%
- Hispanic males increased by .1% and is at 1.5%
- Hispanic females increased by .1% and is at 4.0%

While SPC has improved in some areas of equity and diversity – specifically in Hispanic and other minority student populations due to Guided Pathways, articulation agreements and other measures – more progress must occur in order to better reach and serve Pinellas county’s diverse population. Over the next year, SPC will develop and implement deliberate steps to continue improving equity and diversity at the college, both for students and employees.

Brian Miles, Vice President, Administrative / Business Services & Information Technology; Anne Cooper, Senior Vice President, Instruction & Academic Programs; Patrick Rinard, Interim Senior Vice President, Student Services; Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services; Carol Sumter, acting Executive Director of Human Resources; and Pamela S. Smith, Director, Equal Access and Equal Opportunity, Title IX Coordinator; recommend approval.

Attachment

nd041718



**Division of Florida Colleges**  
**Instructions *for***  
**2017-2018**  
**College Annual Equity Update**



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org



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## General Information and Applicable Laws for Reporting

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

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

Florida Statutes require postsecondary institutions in the Florida College System to develop and annually update plans that will positively impact efforts to increase diversity among students and employees. The Florida College System will utilize the statutory guidelines for colleges to create a baseline plan to be updated each year. The college equity plan submitted in April 2017 for 2016-2017 is considered as the college’s most recent baseline report. The employment equity accountability plan will continue to be submitted as an annual plan as required under §1012.86, F.S.

The Florida College System (FCS) continues to provide certified data, focused on the areas of measurement required by the Florida Educational Equity Act. Additionally, the FCS provides formulas in excel formats that eliminate the need for manual calculation of accomplishments. Colleges will be able to add formulas that draw data automatically from related tables such as goals and goal achievement.

There are two major changes in how the equity data are being reported to the 28 colleges in order to make the report more appropriate to the missions and academic offerings of the Florida colleges. These changes mean that, for example, the numbers on this year’s equity reporting of 2015-16 will not match the numbers on last year’s equity report for 2015-16. The two changes are:

1. Enrolled students who declare that they are enrolled in a baccalaureate program are now included in enrollment and completions headcounts. Baccalaureate students were not included in previous years’ reports.
2. Enrolled students who declare that they are enrolled as “No Formal Award (Credit, non-degree seeker)” are no longer included in the enrollment headcounts.

Item 2 will have a significant impact on the enrollment numbers for most of the 28 FCS colleges. For example, in 2015-16 there were approximately 77,000 students across the FCS that were enrolled as “No Formal Award (Credit, non-degree seeker).”

In subsequent years, the equity reports will continue to reflect these changes. We at the Division of Florida Colleges recognize that these changes may impact the previously set goals set for the 2016-17 year.

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

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

The College Annual Equity Update is due to the Florida Department of Education, Florida College System by May 1, 2018. The update should be submitted by email to the following email address: [Stephanie.Jeland@fldoe.org](mailto:Stephanie.Jeland@fldoe.org). The requirement to send a paper copy has been eliminated. For assistance or questions, please call 850-245-9468.

Requirements for the 2017-2018 update should address the following six parts of your report.

## Part I. Description of Plan Development

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

If yes, provide the following applicable updates:

A. A list of persons, by title and organizational location, involved in the development of the plan

- Susan Baker, Dean, College of Nursing
- Jimmy Chang, Dean, Mathematics
- Anne Cooper, Senior Vice President, Instruction and Academic Programs
- Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services
- Sabrina Crawford, Executive Director, Institutional Effectiveness and Research
- Nicole Delfino, Administrative Services
- Susan Demers, Dean, Public Policy and Legal Studies
- Theresa Dimmer, Coordinator, Institutional Research & Reporting
- Richard Flora, Dean of Clinical Health Sciences
- Djuan Fox, Acting Director, Institutional Research
- Suzanne Gardner, General Counsel
- Davie Gill, Athletic Director
- Cynthia Grey, Acting Associate Dean, Veterinary Technology
- Jill Harper-Judd, Chair, Natural Science
- Kimberly Hartman, Dean, College of Education
- Dorothy Hopkins, Sr. Analyst Programmer
- Misty Kemp, Executive Director, Retention Services/Director, Title III
- Joseph Leopold, Dean of Communications
- John Long, Acting Dean, Computer and Information Technology
- Natavia Middleton, Dean, Natural Science
- Brian Miles, Vice President, Administrative/Business Services & Information Technology
- Greg Nensiel, Dean, College of Business
- Patrick Rinard, Interim Senior Vice President, Student Services
- Davanh Sengphrachanh, Employment Coordinator
- Kristin Simunac, Faculty, Natural Science
- Joseph Smiley, Dean, Social & Behavioral Science
- Pam Smith, Director, Equal Access and Equal Opportunity, Title IX Coordinator
- Jonathan Steele, Dean, Fine Arts and Humanities
- Aimee Stubbs, Director, Accessibility Services
- Carol Sumter, Acting Executive Director, Human Resources
- Stan Vittetoe, Provost
- Katherine Woods, Acting Dean, Allied Health

The plan was adopted by the St. Petersburg College Board of Trustees on April 17, 2018.

B. A description of the participation of any advisory groups or persons

The preparation of the 2017-18 Annual Equity Update Report was a collaborative team effort that included the participation and expertise of advisory personnel from various departments/groups college-wide including Institutional Research & Effectiveness; Institutional Effectiveness & Academic Services; Instruction and Academic Programs, Student Services, Administrative and Business Services, Human Resources, Athletics, Accessibility Services, Retention Services, Information Technology, Program Deans, the General Counsel's Office and the Equity Office.

**Part II. Policies and Procedures that Prohibit Discrimination**

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

- A. Have there been any updates to the college's policy of nondiscrimination adopted by the governing board? No  Yes  If yes:
- 1) Provide the date of revision:
  - 2) Describe the revision:
  - 3) Provide the web link(s) to document the revision:
- B. Have there been any updates to the procedures utilized to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy? No  Yes  If yes, provide updated information.
- C. Have there been any updates to person(s) designated to coordinate the college's compliance with §1000.05, F.S.; Rule 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II?  Yes  No  
If yes, provide the name/title, phone number, address and email address for each update and confirm if this information is available in the regular notice of nondiscrimination.
- D. Have there been any updates to the college's grievance or complaint procedures for use by students, applicants and employees who allege discrimination? No  Yes  If yes:
- 1) Provide the date of revision:
  - 2) Describe the revision:
  - 3) Provide the web link(s) to document the revision:
- E. Grievance procedures should address the following at a minimum as required under Rule 6A-19.010(h), F.A.C. Confirm if the college is meeting these requirements:
- 1) Notifications of these procedures are placed in prominent and common information sources. No  Yes
  - 2) Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints but do not prohibit individuals from seeking redress from other available sources. No  Yes

- 3) Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination. No \_\_\_ Yes X

If any answers in “E” are “No,” provide the college’s plan for compliance.

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

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

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

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

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

**A. Student Enrollments**

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

Both Overall and FTIC representation decreased when compared to the previous year. The overall and FTIC declines are in line with internal college analyses. Students with self-reported disabilities are showing a slight increase over prior year from 4.9% to 5.2% of the total enrollment. Hispanic student enrollment has shown increases, but White and Black student enrollment are showing declines.



Florida College System College: ST. PETERSBURG Student Participation-Enrollments								
			FTIC			Total Enrollments		
Race	Gender	Report Year	Total	Overall Enrollment	%	Total	Overall Enrollment	%
Black	Female	2014-15	554	5,247	10.56%	3,539	34,819	10.16%
		2015-16	467	5,053	9.24%	3,417	34,335	9.95%
		2016-17	415	4,350	9.54%	3,201	32,751	9.77%
	Male	2014-15	452	5,247	8.61%	1,919	34,819	5.51%
		2015-16	342	5,053	6.77%	1,782	34,335	5.19%
		2016-17	277	4,350	6.37%	1,647	32,751	5.03%
	Total	2014-15	1,006	5,247	19.17%	5,458	34,819	15.68%
		2015-16	809	5,053	16.01%	5,199	34,335	15.14%
		2016-17	692	4,350	15.91%	4,848	32,751	14.80%
Hispanic	Female	2014-15	406	5,247	7.74%	2,494	34,819	7.16%
		2015-16	435	5,053	8.61%	2,668	34,335	7.77%
		2016-17	373	4,350	8.57%	2,771	32,751	8.46%
	Male	2014-15	355	5,247	6.77%	1,663	34,819	4.78%
		2015-16	364	5,053	7.20%	1,777	34,335	5.18%
		2016-17	344	4,350	7.91%	1,814	32,751	5.54%
	Total	2014-15	761	5,247	14.50%	4,157	34,819	11.94%
		2015-16	799	5,053	15.81%	4,445	34,335	12.95%
		2016-17	717	4,350	16.48%	4,585	32,751	14.00%
Other	Female	2014-15	188	5,247	3.58%	1,226	34,819	3.52%
		2015-16	236	5,053	4.67%	1,375	34,335	4.00%
		2016-17	198	4,350	4.55%	1,394	32,751	4.26%
	Male	2014-15	167	5,247	3.18%	902	34,819	2.59%
		2015-16	182	5,053	3.60%	909	34,335	2.65%
		2016-17	154	4,350	3.54%	899	32,751	2.74%
	Total	2014-15	355	5,247	6.77%	2,128	34,819	6.11%
		2015-16	418	5,053	8.27%	2,284	34,335	6.65%
		2016-17	352	4,350	8.09%	2,293	32,751	7.00%
White	Female	2014-15	1,597	5,247	30.44%	13,526	34,819	38.85%
		2015-16	1,601	5,053	31.68%	13,222	34,335	38.51%
		2016-17	1,320	4,350	30.34%	12,395	32,751	37.85%
	Male	2014-15	1,528	5,247	29.12%	9,550	34,819	27.43%
		2015-16	1,426	5,053	28.22%	9,185	34,335	26.75%
		2016-17	1,269	4,350	29.17%	8,630	32,751	26.35%
	Total	2014-15	3,125	5,247	59.56%	23,076	34,819	66.27%
		2015-16	3,027	5,053	59.91%	22,407	34,335	65.26%
		2016-17	2,589	4,350	59.52%	21,025	32,751	64.20%
All	Female	2014-15	2,745	5,247	52.32%	20,785	34,819	59.69%
		2015-16	2,739	5,053	54.21%	20,682	34,335	60.24%
		2016-17	2,306	4,350	53.01%	19,761	32,751	60.34%
	Male	2014-15	2,502	5,247	47.68%	14,034	34,819	40.31%
		2015-16	2,314	5,053	45.79%	13,653	34,335	39.76%
		2016-17	2,044	4,350	46.99%	12,990	32,751	39.66%
	Total	2014-15	5,247	5,247	100.00%	34,819	34,819	100.00%
		2015-16	5,053	5,053	100.00%	34,335	34,335	100.00%
		2016-17	4,350	4,350	100.00%	32,751	32,751	100.00%

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 Source: Student Data Base 2014-15, 2015-16, and 2016-17 Annual Unduplicated Counts. FI, DOE  
 years begin with the summer term. (Ex. 2015-16 includes Summer and Fall of 2015, Winter/Spring of 2016).

Total enrollments are reflected for each enrollment category excluding Non-Resident Aliens, Unknown Race, Unknown Gender, or Unknown Citizenship.

Gender	Report Year	FTIC		Total Enrollments	
		LEP	DIS	LEP	DIS
Female	2014-15	60	86	459	966
	2015-16	55	106	432	1,029
	2016-17	54	99	422	1,040
Male	2014-15	32	73	230	671
	2015-16	50	93	234	666
	2016-17	38	86	230	669
Total	2014-15	92	159	689	1,637
	2015-16	105	199	666	1,695
	2016-17	92	185	652	1,709

PERA 1722C CCEE0191 02/26/2018 14:38:03 collection  
 Source: Student Data Base 2014-15, 2015-16, and 2016-17 Annual Unduplicated Counts. Fl. DOE years begin with the summer term. (Ex. 2015-16 includes Summer and Fall of 2015, Winter/Spring of 2016). Total enrollments are reflected for each enrollment category excluding Non-Resident Aliens, Unknown Race, Unknown Gender, or Unknown Citizenship.

Each college will address the following based on the data reports provided. Following assessment, the college will complete a goal setting process for 2017-2018 in the excel table provided.

### Achievement of Goals: ENROLLMENTS

Based on goals from previous equity reports, identify areas where goals set by the college last year were achieved and set goals for 2016-2017. A table is provided to use as appropriate.

	2016-2017 Goals for FTIC	2016-2017 Goals Achieved FTIC Yes-No	2017-2018 Goals for FTIC		2016-2017 Goals for Overall Enrollments	2016-2017 Goals Achieved Overall Enrollments Yes-No	2017-2018 Goals for Overall Enrollments
Black	0	0	0	0	0	0	0
Hispanic	Increase population by 0.5% to 16.3%	Yes 16.5%	Increase population by 0.5% to 17%	0	Increase participation by 0.5% to 12.5%	Yes 14.0%	0
Minority Overall	0	0	0	0	Increase population by 0.5% to 34%	Yes 35.8%	Increase population by 0.5% to 36.3%
White	0	0	0	0	0	0	0
Minority Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0
DIS	0	0	0	0	0	0	Increase participation by 0.2% to 5.4%
LEP	0	0	0	0	0	0	0

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

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

Although our SPC goals have been achieved, below are updates on enhancements on last year's initiatives.

- As an effort to expand instructional delivery systems to serve a more diverse student population, small knowledge gap learning modules (toolkits) supporting course curriculum were developed for Gateway Courses (highest enrollment, lowest completion). Two additional toolkits for World Religion and Anatomy & Physiology were recently added.
  - The Guided (AACC) Pathways initiative was designed to improve student engagement with the college through identification within a Career and Academic Community, using recommended program pathways that identify courses in the order in which students should take them, as well as designing pathways within Career and Academic Communities to have similar first 15 credit hours to allow students to move between programs without loss of time to degree and complete important gateway courses that have been identified to build foundational skills for academic success, such as Math and English. During the past year each community has developed a series of events to engage students with careers in their area of interest and college supports that serve students.
  - SPC has developed multiple 2+2 articulation programs aligned to the process used to develop the FUSE program with the University of South Florida Tampa and St. Petersburg campuses. The new IGNITE program with FAMU is one of the most recent additions.
  - Due to the continuing trend of increased Hispanic enrollment, SPC has been working on translating many of its application documentations, including the SPC Parent Guide into Spanish. In addition, a Career Outreach Specialist on the Clearwater campus, where the population increase has been most prominent, has worked dilligently with the Hispanic Coalition to act as support and as a translator for first generation Hispanic students and their families interested in pursuing degree programs.
- 2) New methods and strategies to target underrepresented students where goals have not been achieved

Though many of these initiatives are not targeted at specific populations, they do target communities in which these populations live in an effort to make better community connections to the benefits and supports that SPC can provide, as well as to individuals they can get to know at the college.

- Beginning in Fall 2018, Accessibility Services will be rolling out a succinct communication plan to students to ensure they are aware of and enrolled in services they need. This will begin with an awareness email to all students of what is available through Accessibility Services and encouraging students in need to register. Then a follow-up email will be sent to all registered students during the first 25% of class to remind students to communicate their necessary accommodations with their faculty members. Finally, an email will be sent to all faculty to reach out to the registered students confidentially to discuss their needs if they haven't already done so.
- A multitude of community-focused events have been instituted to bring awareness about programs and services across the county. These include Explore SPC events on-campus and online, High School outreach, Open Campus events, invitations to high school guidance counselors to attend convenings such as Narrowing the Gulf, and summer guidance counselor tour days to increase knowledge of offerings and student support services provided by the college.
- Individual programs and faculty host a series of events as well. Examples include College of Fine Arts faculty, Pat Hernly, hosting a guitar festival at St. Petersburg College and a statewide "Cross-over" music festival each year for non-traditional high school music groups; David Manson hiring Music Industry Recording Arts students to teach music technology at the Royal Theater in South St. Petersburg; Scott Cooper hosting a summer theater outreach program at Clearwater Campus and overseeing the high school thespian one-act competition; and Dr. Smiley overseeing Model UN for middle school and high school students.
- A new auto-articulation initiative with Pinellas County School Academic Career Academy and Pinellas Technical College students will provide new avenues for high school students to achieve college credit. The pilot for this initiative will begin in the 2018-19 academic year in the areas of Education, Health, Engineering, and Technology.

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

This year's report evaluates student academic achievements of Associate of Arts (AA) Degrees, Associate of Science (AS) Degrees, Certificates of Completion (Career Technology, PSAV), and Baccalaureate degrees. The data years are 2014-2015 to 2016-2017, and the categories for assessment are race, gender, disability (DIS) and limited English-language proficiency (LEP). Associate of Applied Science (AAS) Degrees are included in the data for AA Degrees.

The overall number of 2016-2017 program completers for AA and AS degrees increased over prior year. Although there were decreases in overall certificate and baccalaureate awards for Black, Hispanic, and Other ethnicity groups, there were increases in the percentage of students receiving credentials. Previous increases in certificates were directly attributable to the new auto-graduation process and now that the process has run for several semesters, it has equalized to address just those new students who have completed the necessary courses in the current year.

The number of minority (Black, Hispanic, Other) program completers has increased by 46% since 2015-16. The past three years have seen a 37% increase for overall completions for Black students.

Student completers with self-reported disabilities continued to increase. Since 2014-15, students with disabilities program completers has increased by 26%.

Florida College System  
 College: ST. PETERSBURG  
 Student Participation/Completions

			AA Degrees			AS Degrees			Certifications			Baccalaureate		
Race	Gender	Rpt Year	Num	Total	%	Num	Total	%	Num	Total	%	Num	Total	%
Black	Female	2014-15	193	2,674	7.22%	63	1,003	6.28%	44	840	5.24%	72	1,049	6.86%
		2015-16	244	3,428	7.12%	52	909	5.72%	88	1,373	6.41%	74	1,149	6.44%
		2016-17	253	3,612	7.00%	71	977	7.27%	80	1,184	6.76%	92	1,075	8.56%
	Male	2014-15	84	2,674	3.14%	32	1,003	3.19%	36	840	4.29%	21	1,049	2.00%
		2015-16	110	3,428	3.21%	24	909	2.64%	69	1,373	5.03%	18	1,149	1.57%
		2016-17	130	3,612	3.60%	19	977	1.94%	69	1,184	5.83%	30	1,075	2.79%
	Total	2014-15	277	2,674	10.36%	95	1,003	9.47%	80	840	9.52%	93	1,049	8.87%
		2015-16	354	3,428	10.33%	76	909	8.36%	157	1,373	11.43%	92	1,149	8.01%
		2016-17	383	3,612	10.60%	90	977	9.21%	149	1,184	12.58%	122	1,075	11.35%
			AA Degrees			AS Degrees			Certifications			Baccalaureate		
Hispanic	Female	2014-15	176	2,674	6.58%	49	1,003	4.89%	27	840	3.21%	69	1,049	6.58%
		2015-16	251	3,428	7.32%	50	909	5.50%	49	1,373	3.57%	87	1,149	7.57%
		2016-17	258	3,612	7.14%	65	977	6.65%	52	1,184	4.39%	91	1,075	8.47%
	Male	2014-15	92	2,674	3.44%	29	1,003	2.89%	43	840	5.12%	32	1,049	3.05%
		2015-16	135	3,428	3.94%	28	909	3.08%	76	1,373	5.54%	31	1,149	2.70%
		2016-17	160	3,612	4.43%	40	977	4.09%	80	1,184	6.76%	38	1,075	3.53%
	Total	2014-15	268	2,674	10.02%	78	1,003	7.78%	70	840	8.33%	101	1,049	9.63%
		2015-16	386	3,428	11.26%	78	909	8.58%	125	1,373	9.10%	118	1,149	10.27%
		2016-17	418	3,612	11.57%	105	977	10.75%	132	1,184	11.15%	129	1,075	12.00%
			AA Degrees			AS Degrees			Certifications			Baccalaureate		
Other	Female	2014-15	107	2,674	4.00%	33	1,003	3.29%	12	840	1.43%	32	1,049	3.05%
		2015-16	149	3,428	4.35%	25	909	2.75%	25	1,373	1.82%	44	1,149	3.83%
		2016-17	161	3,612	4.46%	48	977	4.91%	34	1,184	2.87%	39	1,075	3.63%
	Male	2014-15	80	2,674	2.99%	15	1,003	1.50%	18	840	2.14%	18	1,049	1.72%
		2015-16	99	3,428	2.89%	17	909	1.87%	34	1,373	2.48%	13	1,149	1.13%
		2016-17	121	3,612	3.35%	26	977	2.66%	43	1,184	3.63%	16	1,075	1.49%
	Total	2014-15	187	2,674	6.99%	48	1,003	4.79%	30	840	3.57%	50	1,049	4.77%
		2015-16	248	3,428	7.23%	42	909	4.62%	59	1,373	4.30%	57	1,149	4.96%
		2016-17	282	3,612	7.81%	74	977	7.57%	77	1,184	6.50%	55	1,075	5.12%
			AA Degrees			AS Degrees			Certifications			Baccalaureate		
White	Female	2014-15	1,213	2,674	45.36%	510	1,003	50.85%	250	840	29.76%	568	1,049	54.15%
		2015-16	1,530	3,428	44.63%	480	909	52.81%	400	1,373	29.13%	596	1,149	51.87%
		2016-17	1,490	3,612	41.25%	449	977	45.96%	375	1,184	31.67%	502	1,075	46.70%

	Gender	Year	AA Degrees			AS Degrees			Certifications			Baccalaureate		
			Count	Count	Percentage	Count	Count	Percentage	Count	Count	Percentage	Count	Count	Percentage
All	Male	2014-15	729	2,674	27.26%	272	1,003	27.12%	410	840	48.81%	237	1,049	22.59%
		2015-16	910	3,428	26.55%	233	909	25.63%	632	1,373	46.03%	286	1,149	24.89%
		2016-17	1,039	3,612	28.77%	259	977	26.51%	451	1,184	38.09%	267	1,075	24.84%
	Total	2014-15	1,942	2,674	72.63%	782	1,003	77.97%	660	840	78.57%	805	1,049	76.74%
		2015-16	2,440	3,428	71.18%	713	909	78.44%	1,032	1,373	75.16%	882	1,149	76.76%
		2016-17	2,529	3,612	70.02%	708	977	72.47%	826	1,184	69.76%	769	1,075	71.53%

Data is based on the degree or other formal award being sought, as declared by the student and defined in rule 6A-14.030, Florida Statutes and collected through Data Element 2001 Program of Study-Award Type and include: Associate In Arts Degree; Associate in Science Degree; College Credit Certificate; Career and Certificate; Degree Seeking, undecided; Associate in Applied Science Degree;

Gender	Rpt Year	AA Degrees		AS Degrees		Certifications		Baccalaureate	
		LEP	DIS	LEP	DIS	LEP	DIS	LEP	DIS
Female	2014-15	32	106	23	49	10	17	17	24
	2015-16	42	104	17	47	8	33	18	36
	2016-17	49	110	12	51	13	24	12	33
Male	2014-15	11	46	4	22	8	16	5	19
	2015-16	14	61	5	18	7	30	3	15
	2016-17	14	68	2	26	13	40	4	19
Total	2014-15	43	152	27	71	18	33	22	43
	2015-16	56	165	22	65	15	63	21	51
	2016-17	63	178	14	77	26	64	16	52

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 DOE collection years begin with the summer term. Ex. 2015-16 includes Summer and Fall of 2015, Winter/Spring of 2016).  
 Total completions are reflected for each Degree/Certificate category including the white populations, but excluding non-resident aliens, unknown race, unknown gender, or unknown citizenship. Provide data for each of the reporting years requested above, beginning summer, continuing through fall, and ending in the spring. 2018 data is not available. LEP = Limited English Proficiency and DIS = Disabled

Colleges should continue to assess, modify and/or develop new methods and strategies for accomplishing any goals set in 2016-2017- that remain to be achieved. Each college will address the following based on the data reports provided. Following assessment, the college will complete a goal-setting process for 2017-2018 using the excel table provided.

Achievement of Goals: COMPLETIONS				
Based on the data, modify goals as necessary. Report goals below:				
Associate of Arts	2016-2017 AA Degrees	2016-2017 Goal	Achieved Yes-No	Goals for 2017-2018

Black	0	0	0	0
Hispanic	0	0	0	0
Other Minorities	0	0	0	0
White	0	0	0	0
Male	0	0	0	0
Female	0	0	0	0
DIS	178	Increase by 5%	Yes	Increase by 5% to 187
LEP	0	0	0	0
Associate of Science	2016-2017 AS Degrees	2016-2017 Goal	Achieved Yes-No	Goals for 2017-2018
Black	90	Increase participation (percent of total) by 0.48% to 9.00%	Yes	0
Hispanic	105	0	0	Increase participation (percent of total) by 0.5% to 11.5%
Other Minorities	0	0	0	0
White	0	0	0	0
Male	0	0	0	0
Female	0	0	0	0
DIS	0	0	0	0
LEP	0	0	0	0
Certificate	2016-2017 Cert Degrees	2016-2017 Goal	Achieved Yes-No	Goals for 2017-2018
Black	149	Increase participation (percent of total) by .5% to 11.33	Yes, 12.58%	Increase participation (percent of total) by 0.42% to 13.00%
Hispanic	0	0	0	0
Other Minorities	0	0	0	0
White	0	0	0	0
Male	0	0	0	0
Female	0	0	0	0
DIS	0	0	0	0
LEP	0	0	0	0
Baccalaureate	2016-2017 Bach Degrees	2016-2017 Goal	Achieved Yes-No	Goals for 2017-2018
Black	122	0	0	Increase participation by 5% to 128

				Increase participation by 5% to 135
Hispanic	129	0	0	
Other Minorities	0	0	0	0
White	0	0	0	0
Male	0	0	0	0
Female	0	0	0	0
DIS	0	0	0	0
LEP	0	0	0	0

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

- 1) An evaluation of each of the methods and strategies developed to increase student enrollment from underrepresented groups.
  - Program-based GPA and Guided Pathways continues to help students to focus directly on courses within their plan of study. Students attempting to enroll in courses outside their program are immediately notified that they will not be included in the calculation of Financial Aid.
  - Auto-graduation continues to support completion numbers, although the large increase in certificates has waned due to the process having been run for several semesters and now representing only current student course completion.
  - As the Hispanic population continues to increase, the college has chosen to include additional goals pertaining to their success.
- 2) New methods and strategies, if applicable.
  - Career and Academic Communities have been designed to not only help students get started on their academic path, but to increase their engagement with the college through specific activities that are focused upon meeting their needs depending upon where they are on their path (broken down by 25% increments). In addition to events, a new social media outlet aligned to these communities was rolled out in Fall 2018 – Workplace by Facebook. This provides easy access for students to communicate with one another, be aware of campus events in their area of interest, and share their own successes and questions with others in a format they are comfortable with.
  - In Spring 2017, SPC implemented, a career and character development training program (Persistence Incorporated into College, Hired (PITCH) Program). This program focuses on services for African American males between the ages of 17-24 at the Midtown and St. Petersburg/Gibbs campuses through a cohort model providing paid training, college/career readiness, dedicated advising and tutoring and targeted workshops/guest speakers. The results of this program show a high level of engagement and attainment. During its first iteration, 38 students signed up (goal was 35), 24 completed personal enrichment activities, 27 completed the College and Career Success Course, 35 completed a Computer Literacy course, 25 completed



a certification program with 4 earning industry-wide certifications, 7 students found jobs or internships within Supply Chain Management, CompTIA A+, Cell phone or Table Repair fields, and 11 transitioned into a college of their choice.

- Following the process used to develop our successful Women on the Way initiative, a newly revived Brother to Brother initiative is being designed to support our minority men rolling out in Fall 2018. The program will support up to 25 men on each campus, with a new campus added each year. Student support will include dedicated math and writing tutors, mentorship opportunities, designated computer/study lab, assistance with scholarship and resume writing, textbook lending program, and annual attendance at the Black Brown College Bound Summit.
- A new faculty tool called SParC allows faculty and advisors to immediately message and communicate with students if they seem to be falling off course. Details of communication is kept and available for both faculty and advisors to read, which enables increased collaboration between the classroom and support services.

### **C. Student Success in Targeted Programs**

The college's plan for 2017-2018 should have included methods and strategies to increase the participation of students in programs and courses in which students have been traditionally underrepresented, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education, as required under §1000.05, F.S., Part (4). Colleges should provide any updates to methods and strategies if applicable.

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

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

The following strategies have updates from the previous submission.

- Women 2 STEM is a new program that targets women who have been underemployed or unemployed for a number of years. Mathematicians, scientists, engineers, and technologists who are women. A series of career exploration activities help the participants determine if a STEM career is a good choice for them. Help with time and finance management, life skills, and student skills is included. Over the past two years, 27 women took part in a series of 4 weekend sessions.
- New program – Biotechnology Laboratory Technology A.S. - Biotechnology is one of the fastest growing industries in the nation, topping \$500 billion a year. Nationally, employment of biological technicians is expected to grow by 5% through 2024. Enrollment has increased to 103.
- New program – Biomedical Engineering Technology A.S. - According to recent U.S. Bureau of Labor Statistics, employment of medical equipment repairers is projected to grow 30 percent from 2012 to 2022. Enrollment has increased to 115.

- Natural Science faculty developed previously mentioned toolkits to support student access and engagement with academic material in health-related and general education courses.
  - Natural Science faculty developed standardized online courses for biological sciences and anatomy and physiology I.
- 2) New methods and strategies, if applicable.
- SPC's new STEM facility on its Bay Pines property was designed to provide a unique ecological experience for students. Not only can classes utilize the campus to collect samples and monitor animal behavior in their natural habitats, but general education courses are offered using contextualized content. Collaborative partnerships with other educational groups are anticipated.
  - Receipt of a the National Science Foundation grant, called Bridges to Baccalaureate focused on underrepresented minorities in technician specific disciplines will begin enrolling students Fall 2018.
  - Community outreach events included STEM Festival at the Tarpon campus.
  - New Programs – Middle Grades Science and Elementary Education BS programs have added an online only program modality to increase the reach of the program. Megatronics certificate and Electrical lineman certificate will begin Fall 2018.
  - Center of Excellence grant – additional STEM related content was added to the Elementary Education BS degree program.
  - Tampa Bay New Skills at Work grant focuses on students, who have not received a degree, to help them build technology and workforce skills and how to be successful in the IT workplace. Employers are directly involved in the program, which allows students direct access to hiring managers. Interactive experiences are designed to focus on job preparation and soft skills required to be successful in the industry.

**Part IV. Substitution Waivers for Admissions and Course Substitutions for  
Eligible Students with Disabilities  
Course Substitution Report, Form CSR01**

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

<b>Disability</b>	<b>Number of students</b>	<b>Required Course(s)</b>	<b>Substituted Course(s)</b>	<b>Discipline Area</b>
Deaf/ Hard of Hearing				
Visual Impairment	<b>1</b>	<b>MAT 1033</b>	<b>MGF 1106</b>	<b>Math</b>
Specific Learning Disability	<b>1</b>	<b>MAT 1100</b>	<b>MGF 1107</b>	<b>Math</b>
Orthopedic Impairment				
Speech Impairment				
Emotional or Behavioral Disability	<b>1</b>	<b>MAT 0022</b>	<b>MGF 1107</b>	
Autism Spectrum Disorder				
Traumatic Brain Injury				
Other Health Impairment	<b>1</b>	<b>Foreign Language requirement</b>	<b>EAP 1695</b>	<b>communications</b>

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

<b>Semester</b>	<b>Number of substitutions requested</b>	<b>Number of substitutions granted</b>
-----------------	--	--

<b>Fall</b>	<b>2</b>	<b>2</b>
<b>Spring</b>	<b>2</b>	<b>1</b>
<b>Summer</b>	<b>1</b>	<b>1</b>
<b>Total</b>	<b>5</b>	<b>4</b>

**Part V. Gender Equity in Athletics**

**(Include and address only if athletic programs are offered by the college)**

**A. Assessment of Athletic Programs**

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

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

**B. Data Assessment**

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

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

Sports offerings and whether they effectively accommodate the interests and abilities of members of both genders:

- 1) We currently have 4 women’s teams and 2 men’s teams.
- 2) Participation rates, substantially proportionate to the enrollment of males and females: Yes, which is detailed further in the enrollment and athletic participation spreadsheet (noted below).
- 3) Availability of facilities, defined as locker rooms, practice areas, and competitive facilities: SPC gym sports (women’s volleyball, men’s and women’s basketball) all have dedicated locker rooms. Women’s tennis participates at an off campus facility. Men’s baseball and

women's softball are housed at the Clearwater Campus and both teams have designated locker room space. Additionally, this year we updated a contractual agreement with the City of Clearwater for women's softball to play and practice at the Eddie C. Moore Sports Complex and for the men's baseball team to practice and play at Jack Russel Stadium.

- 4) Scholarship offerings for athletes: Total # of scholarships that are available for women by sport: Volleyball-14, Basketball-15, Softball-18 and Tennis-9. Total # of scholarships that are available for men by sport: Basketball-12 and Baseball-18.
- 5) Funds allocated for:
  - a. The athletic program overall: \$1,654,203.00
  - b. Administration: The Athletic Director reports to the Senior Vice President of Student Services, who in turn reports to the President.
  - c. Recruitment: Recruitment is at the discretion of the coach with periodic involvement from the athletic administration. They (Head Coaches) all have budgets that they can draw from to pay for recruitment, equipment, travel, etc. A complete breakdown of expenses can be seen in the EADA report that's included in this submission.
  - d. Comparable coaching: SPC has 3 full-time head coaches (Men's baseball, Women's softball & Women's volleyball) and 3 part-time head coaches (Men's basketball, Women's basketball & Women's tennis).
  - e. Publicity and promotion: St. Petersburg College Athletics is promoted through multiple channels such as the website (on the athletic page and events calendar), electronic signage that posts game dates/times for our sports, and sandwich boards on campus. Additionally, there are schedules printed per sport that are created and handed out in the community. College staff and coaches use blogs, Twitter, Facebook, and other social media outlets as a way to promote athletics at the college. The athletics website continues to live stream all of our sports.
  - f. Other support costs: The SPC Foundation houses college related donations, including athletic monetary support. Additionally, when an athletic team qualifies for state or national tournaments, funding is provided by the Senior Vice President of Student Services.
  - g. Travel and per diem allowances: Allowances are allowed for each team who travels outside of the district and payment for travel comes from within their team budget. Per Diem costs are also allowable when teams travel overnight. Oversight of per diem allotments come via a sign in sheet, where the student verifies receiving money.
  - h. Provision of equipment and supplies: is noted in 5 (c) above.

- i. Scheduling of games and practice times: Men’s and Women’s basketball split time in the gym with women’s volleyball. However, women’s volleyball begins in early August and therefore, there rarely seems to be issues with scheduling between the court sports. Whereas, women’s tennis, women’s softball, and men’s baseball practice and play games off campus with very little interruption to their practice or game schedules.
- j. Opportunities to receive tutoring: Each and every student athlete has access to free tutoring on all campuses, Monday-Thursday 8:00 am-8:00 pm, Friday 8:00 am-3:00 pm, periodic Saturday hours (varies by campus), and closed on Sundays. In addition to tutoring, each head coach requires a specific amount of hours to be spent in study hall (on a weekly basis).
- k. Compensation of coaches and tutors: The athletic department funds partial salaries for all coaches with the exception of the tennis coach, softball coach, and baseball coach-who are paid entirely out of the athletic department. The coaches other percentages of their salaries come from the other departments in which they are assigned to. The tutors are paid out of other departmental funds; not by athletics.
- l. Medical and training services: The Athletic Department at SPC has a Certified Athletic Trainer at all home contests. As for medical services, student athletes not covered by their parents or guardians insurance are covered by SPC’s insurance plan.
- m. Housing and dining facilities and services: Student athletes who receive full scholarships (tuition, book stipend, food allowance and housing supplement) have the ability to select and live in housing of their choice. The college does not sign lease agreements for housing. St. Pete/Gibbs and Clearwater Campuses both have college approved food vendors where student athletes may dine if that’s their desire.

**C. Compliance with Title IX**

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

**Athletic Participation by Gender Compared to Student Enrollments by Gender for July 1, 2015 through June 30, 2016 and July 1, 2016 through June 30, 2017**

	2015-2016			2016-2017			
	Males	Females	Total		Males	Females	Total
Total Number of Athletes	38	52	90	Total Number of Athletes	33	53	86
Percent of Athletes by Gender	42%	58%	100%	Percent of Athletes by Gender	38%	62%	100%
Total Number of Enrollments	13,653	20,682	34,335	Total Number of Enrollments	12,990	19,761	32,751
Percent of Enrollments by Gender	40%	60%	100%	Percent of Enrollments by Gender	40%	60%	100%
Record the difference between the percent of	2.5%	-2.5%	0.0%	Record the difference between the percent of	-1.3%	1.3%	0.0%

athletes and the percent of students enrolled:				athletes and the percent of students enrolled:			
--	--	--	--	--	--	--	--

**Proportionality of Participation**

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

2015-2016: Yes x No \_\_\_

2016-2017: Yes x No \_\_\_

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

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

**D. Corrective Action Plan**

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

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

## **Part VI. College Employment Equity Accountability Plan**

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

### **General information for completing this plan**

#### **A. Data, Analysis and Benchmarks**

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

The individual data reports reflect annual employment numbers and percentages by race and gender. The data reports also provide numerical and percentage differences in employment demographics when comparing Fall 2016 with Fall 2017.

Data is collected from the American FactFinder Educational Attainment Census Data and reflects persons by race and gender over the age of 25 who have attained a bachelor's degree and master's degree or higher.

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

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



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

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

This year, there is a slight decrease in the EAM Staff for Total Females. This year, the College improved in the area of EAM hiring and retention of Staff for Black Females and Other Minority Males. Goals for 2018 will focus on increasing diversity of the Exec/Administrative/Managerial Staff in all categories.

HR will begin developing a comprehensive performance management program and career pathing plan. This will assist in identifying more diverse qualified candidates from our internal candidate pool. In addition, technology enhancements will provide our recruiting staff the ability to focus more efforts on external recruiting of diverse candidates.

**EAM - Goal Achievement Analysis and Setting Goals**

	Actual Data (%) Fall 2016	Actual Data (%) Fall 2017	College Student Population %	Stated Goals Fall 2017	Met Goal (Yes/No)	Percent Goals for 2018
Black Female	6.7	7.6	9.70	6.0	Y	6.5
Black Male	5.0	4.3	5.03	5.0	N	5
Hispanic Female	1.7	1.1	8.46	2.5	N	2
Hispanic Male	0.8	1.1	5.54	1.5	N	1
White Female	40.8	38.0	37.85	42.0	N	41
White Male	41.7	43.5	26.35	40.0	N	40
Other Minorities Female	0.8	1.1	4.26	3.0	N	2
Other Minorities Male	2.5	3.3	2.74	2.5	Y	2.5
Total Female	50.0	47.8	60.34	51.0	N	51
Total Male	50.0	52.2	39.66	49.0	N	49

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

**2. College Full-Time Instructional Staff**

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

This year, the College was steady with Instructional hiring and retention in most areas and improved in the area of Instructional hiring and retention for Black Females and White Females. Goals for 2018 will focus on increasing diversity of the Instructional Staff in all categories.

HR will begin developing a comprehensive performance management program and career pathing plan. This will assist in identifying more diverse qualified candidates from our internal candidate pool. In addition, technology enhancements will provide our recruiting staff the ability to focus more efforts on external recruiting of diverse candidates.

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

**Instructional - Goal Achievement Analysis and Setting Goals**

	Actual Data (%) Fall 2016	Actual Data (%) Fall 2017	College Student Population%	Stated Goals Fall 2017	Met Goal (Yes/No)	Goals for 2018
Black Female	5.3	5.5	9.77	5.0	Y	6
Black Male	4.0	4.4	5.03	4.5	N	4.5
Hispanic Female	3.7	3.8	8.46	4.0	N	4
Hispanic Male	1.3	1.6	5.54	2.0	N	2
White Female	45.5	45.6	37.85	45.0	Y	45
White Male	35.1	34.4	26.35	35.0	Y	34
Other Minorities Female	2.1	1.9	4.26	3.0	N	2.5
Other Minorities Male	2.9	2.7	2.74	3.0	N	2
Total Female	56.6	56.8	60.34	58.0	N	60
Total Male	43.4	43.2	39.66	42.0	Y	40

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

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

This year, the College had a decrease in the Instructional with Continuing Contract Staff hiring and retention but improved in the area of hiring and retention for Black Males. Goals for 2018 will focus on increasing diversity of the Instructional with Continuing Contract Staff in all categories.

HR will begin developing a comprehensive performance management program and career pathing plan. This will assist in identifying more diverse qualified candidates from our internal candidate pool. In addition, technology enhancements will provide our recruiting staff the ability to focus more efforts on external recruiting of diverse candidates.

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

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

	Actual Data (%) Fall 2016	Actual Data (%) Fall 2017	College Student Population %	Stated Goals Fall 2017	Met Goal (Yes/No)	Percent Goals for 2018
Black Female	3.9	4.0	8.8	5.0	N	5
Black Male	4.6	4.8	4.7	4.0	Y	4.5
Hispanic Female	3.9	4.0	7.2	4.5	N	4
Hispanic Male	1.4	1.5	5.0	2.5	N	2
White Female	42.7	42.6	37.1	44.0	N	44
White Male	38.1	37.9	27.3	35.0	Y	35
Other Minorities Female	2.1	2.9	5.2	3.0	N	3
Other Minorities Male	3.2	5.1	3.9	3.0	N	2.5
Total Female	52.7	52.9	58.7	55.5	N	55
Total Male	47.3	47.1	41.3	44.5	N	45

PERA = CCEE0192 02/26/2018 14:38:04 Source: APR2016 - APR2018, SDB2017

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

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

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

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

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

The President provides leadership to assure the College addresses equity issues required by the State and in bringing forth a report to the Board of Trustees communicates goals and performance in this area. Our previous President, Dr. William Law Jr., vacated the position June 30<sup>th</sup>, 2017 before a performance evaluation was due. Dr. Tonjua Williams became our new President on July 1<sup>st</sup>, 2017.

Typically, the college's Board of Trustees completes an annual evaluation of the President in the spring. An annual evaluation of Dr. Williams by the college's Board of Trustees will take place prior to July 1, 2018.

**C. Additional Requirements**

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

- 1) The college maintains diversity and balance in the gender and ethnic composition of the selection committee for each vacancy. Yes  X  No  \_\_\_   
Include below a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees.

St. Petersburg College (SPC) publishes policies regarding appointment, employment, and evaluation of all personnel through its Human Resources Department.

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

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

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

After five years, full-time Faculty members can be offered continuing contract (SPC's version of tenure) if recommended by their Program Director or Dean and Provost and if the Faculty member has completed the required professional development. Each recommending Dean or Program Director is asked to submit a summary of five years' worth of evaluations within the [Annual and Continuing Contract Review](#) form to the Senior Vice President of Instruction and Academic Programs each year for review. The names of those full-time faculty ready to receive continuing contract status are brought before the Board of Trustees.

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

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

- 1) Educational qualifications and efficiency;
  - 2) Capacity to meet the educational needs of the community; and
  - 3) The length of time the duties and responsibility of this position are anticipated to be needed.
- 3) Briefly describe the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status.

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

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

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

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

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

**Salary Information**

Job Classification (the IPEDS Fall Staff Survey job classifications may be used as appropriate)	Number of New Hires*	New Hire Salary Range MIN	New Hire Salary Range MAX	Number of Existing Employee(s) with Comparable Experience	Existing Salary Range MIN	Existing Salary Range MAX
21 - Management Occupations	5	64,938	127,933	100	46,226	300,000
22 - Business and Financial Operations Occupations	0	-----	-----	45	34,606	68,556
23 - Computer, Engineering, and Science Occupations	6	33,606	63,796	114	32,406	82,764
24 - Community Service, Legal, Arts, and Media Occupations	1	49,760	49,760	66	32,406	94,513
25 - Instruction	20	50,360	99,369	347	41,966	108,686
29 - Archivists, Curators, and Museum	0	-----	-----	3	43,248	49,410
30 - Librarians	1	46,226	46,226	12	47,613	78,593
31 - Library Technicians	1	27,622	27,622	19	22,443	42,320
32 - Other Teaching and Instructional Support Occupations	5	32,406	62,896	84	32,406	89,746
33 - Healthcare Practitioners and Technical Occupations	0	-----	-----	4	32,048	50,448
34 - Service Occupations	18	22,443	40,395	131	22,443	74,072
35 - Sales and Related Occupations	1	61,938	61,938	9	35,874	61,937
36 - Office and Administrative Support Occupations	23	27,622	43,248	286	25,022	95,619
37 - Natural Resources, Construction, and Maintenance Occupations	1	49,211	49,211	64	25,022	55,757
38 - Production, Transportation, and Material Moving Occupations	2	25,022	52,416	20	25,022	64,968
Collegewide:	84	25,022	127,933	1304	25,022	300,000

\* IPEDS definition of *New Hires*:

“The part that is collected on new hires from degree-granting institutions that have 15 or more full-time staff has the following reporting requirement: includes full-time permanent new hires on the payroll of the institution between July 1 and October 31, 2017 neither for the first time (new to the institution) or after a break in service AND who are still on the payroll of the institution as November 1, 2017.”

**Part VII. Signature Page**

**FLORIDA EDUCATIONAL EQUITY ACT  
2017-2018 ANNUAL EQUITY UPDATE REPORT  
*Signature Page***

**St. Petersburg College**

**(Name of institution)**

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

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

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

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

The plan was adopted by the St. Petersburg College Board of Trustees on April 17, 2018.

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Pamela S. Smith (Equity Officer)

Date

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Dr. Tonjua Willams (College President)

Date

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Nathan Stonecipher (Chair, College Board of Trustees)

Date

This concludes the Annual Equity Update Report for 2017-2018. Please enclose appropriate appendices.



Back cover of report

## Screening Questions

Please answer these questions carefully as your responses will determine which subsequent data entry screens are appropriate for your institution.

**1. How will you report Operating (Game-day) Expenses?** By Team Per Participant**2. Select the type of varsity sports teams at your institution.** Men's Teams Women's Teams Coed Teams**3. Do any of your teams have assistant coaches?** Yes Men's Teams Women's Teams Coed Teams No

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional type of team remember to include associated data for that type of team on subsequent screens;
- 2) If you delete a type of team but have already entered associated data on other screens, all associated data for that type of team will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

## Sports Selection - Men's and Women's Teams

Select the varsity sports teams at your institution.					
Sport	Men's	Women's	Sport	Men's	Women's
Archery	<input type="checkbox"/>		Badminton	<input type="checkbox"/>	<input type="checkbox"/>
Baseball	<input checked="" type="checkbox"/>		Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Beach Volleyball	<input type="checkbox"/>		Bowling	<input type="checkbox"/>	<input type="checkbox"/>
Cross Country	<input type="checkbox"/>		Diving	<input type="checkbox"/>	<input type="checkbox"/>
Equestrian	<input type="checkbox"/>		Fencing	<input type="checkbox"/>	<input type="checkbox"/>
Field Hockey			Football	<input type="checkbox"/>	
Golf	<input type="checkbox"/>		Gymnastics	<input type="checkbox"/>	<input type="checkbox"/>
Ice Hockey	<input type="checkbox"/>		Lacrosse	<input type="checkbox"/>	<input type="checkbox"/>
Rifle	<input type="checkbox"/>		Rodeo	<input type="checkbox"/>	<input type="checkbox"/>
Rowing	<input type="checkbox"/>		Sailing	<input type="checkbox"/>	<input type="checkbox"/>
Skiing	<input type="checkbox"/>		Soccer	<input type="checkbox"/>	<input type="checkbox"/>
Softball			Squash	<input type="checkbox"/>	<input type="checkbox"/>
Swimming	<input type="checkbox"/>		Swimming and Diving (combined)	<input type="checkbox"/>	<input type="checkbox"/>
Synchronized Swimming			Table Tennis	<input type="checkbox"/>	<input type="checkbox"/>
Team Handball	<input type="checkbox"/>		Tennis	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Track and Field (Indoor)	<input type="checkbox"/>		Track and Field (Outdoor)	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field and Cross Country (combined)	<input type="checkbox"/>		Volleyball	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water Polo	<input type="checkbox"/>		Weight Lifting	<input type="checkbox"/>	<input type="checkbox"/>
Wrestling	<input type="checkbox"/>		Other Sports ( <b>Specify sports in the caveat box.)*</b>	<input type="checkbox"/>	<input type="checkbox"/>

CAVEAT

\* If you indicated in the caveat box that your other sports are Dancing and/or Cheerleading, please specify in the caveat box that these are competitive varsity teams (i.e., not pep squads).

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional team remember to include associated data for that sport on subsequent screens;
- 2) If you delete a sport but have already entered associated data on other screens, all associated data for that sport will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

## Athletics Participation - Men's and Women's Teams

Enter the number of participants as of the day of the first scheduled contest.

Varsity Teams	Men's Teams	Women's Teams
Baseball	19	
Basketball	14	14
Softball		21
Tennis		6
Volleyball		12
Total Participants Men's and Women's Teams	33	53
Unduplicated Count of Participants <i>(This is a head count. If an individual participates on more than one team, count that individual only once on this line.)</i>	33	53

**CAVEAT**  
(For each men's or women's team that includes opposite sex participants, specify the number of male and the number of female students on that team in this caveat box. This does not apply for coed teams. Additionally, provide any other clarifying information here.)

If you save the data on this screen, then return to the screen to make changes, please note you must re-save every screen because the survey system has to recalculate the totals.

## Head Coaches - Men's Teams

For each men's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.  
 The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball	1		1						1
Basketball		1	1						1
Coaching Position Totals	1	1	2	0	0	0	0	0	2

CAVEAT

## Head Coaches - Women's Teams

For each women's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball					1		1		1
Softball					1		1		1
Tennis		1		1					1
Volleyball	1		1						1
Coaching Position Totals	1	1	1	1	2	0	2	0	4

CAVEAT

## Head Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays head coaches as compensation for coaching. Do not include benefits on this screen.

Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.

For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Head Coaching Position (for coaching duties only)	35,276	24,797
Number of Head Coaching Positions Used to Calculate the Average	2	4
Number of Volunteer Head Coaching Positions (Do not include these coaches in your salary or FTE calculations.)		
Average Annual Institutional Salary per Full-time equivalent (FTE)	53,047	30,519
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	1.33	3.25

CAVEAT

The women's average is lower because the women's tennis and volleyball position is considered part time. Also impacting the average is the men's basketball coach who has been at the college for over 20 year.

## Assistant Coaches - Men's Teams

For each men's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball		1		1					1
Basketball		1	1						1
Coaching Position Totals	0	2	1	1	0	0	0	0	2

CAVEAT



## Assistant Coaches - Women's Teams

**For each women's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.**

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball						1		1	1
Softball						2		2	2
Tennis						1		1	1
Volleyball						0		0	0
Coaching Position Totals	0	0	0	0	0	4	0	4	4

CAVEAT

## Assistant Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays assistant coaches as compensation for coaching. Do not include benefits on this screen.  
Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.  
For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Assistant Coaching Position (for coaching duties only)	4,252	7,526
Number of Assistant Coaching Positions Used to Calculate the Average	2	4
Number of Volunteer Assistant Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	19,327	19,936
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	0.44	1.51

CAVEAT

## Athletically Related Student Aid - Men's and Women's Teams

Athletically related student aid is any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Other student aid, of which a student-athlete simply happens to be the recipient, is not athletically related student aid. If you do not have any aid to report, enter a 0.

	Men's Teams	Women's Teams	Total
Amount of Aid	285,819	573,892	859,711
Ratio (percent)	33	67	100%

CAVEAT

# Recruiting Expenses - Men's and Women's Teams

Recruiting expenses are all expenses an institution incurs attributable to recruiting activities. This includes, but is not limited to, expenses for lodging, meals, telephone use, and transportation (including vehicles used for recruiting purposes) for both recruits and personnel engaged in recruiting, and other expenses for official and unofficial visits, and all other expenses related to recruiting. If you do not have any recruiting expenses to report, enter a 0.

	Men's Teams	Women's Teams	Total
Total	0	0	0

CAVEAT

## Operating (Game-Day) Expenses - Men's and Women's Teams by Team

Operating expenses are all expenses an institution incurs attributable to home, away, and neutral-site intercollegiate athletic contests (commonly known as "game-day expenses"), for (A) Lodging, meals, transportation, uniforms, and equipment for coaches, team members, support staff (including, but not limited to team managers and trainers), and others; and (B) Officials.  
**For a sport with a men's team and a women's team that have a combined budget, click here for special instructions. Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.**

Varsity Teams	Participants	Men's Teams		Women's Teams		Total Operating Expenses	
		Operating Expenses per Participant	By Team Participants	Operating Expenses per Participant	By Team Participants		
Basketball	14	2,790	39,064	14	3,324	46,529	85,593
Baseball	19	3,267	62,066				62,066
Softball				21	1,468	30,829	30,829
Tennis				6	4,546	27,274	27,274
Volleyball				12	1,883	22,590	22,590
Total Operating Expenses Men's and Women's Teams	33		101,130	53		127,222	228,352

CAVEAT

**Note: This screen is for game-day expenses only.**

## Total Expenses - Men's and Women's Teams

Enter all expenses attributable to intercollegiate athletic activities. This includes appearance guarantees and options, athletically related student aid, contract services, equipment, fundraising activities, operating expenses, promotional activities, recruiting expenses, salaries and benefits, supplies, travel, and any other expenses attributable to intercollegiate athletic activities.

**Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.**

<b>Varsity Teams</b>	<b>Men's Teams</b>	<b>Women's Teams</b>	<b>Total</b>
Basketball	225,722	240,411	466,133
Baseball	270,077		270,077
Softball		277,553	277,553
Tennis		117,465	117,465
Volleyball		217,657	217,657
Total Expenses of all Sports, Except Football and Basketball, Combined	270,077	612,675	882,752
Total Expenses Men's and Women's Teams	495,799	853,086	1,348,885
Not Allocated by Gender/Sport (Expenses not attributable to a particular sport or sports)			305,318
Grand Total Expenses			1,654,203

CAVEAT

## Total Revenues - Men's and Women's Teams

Your total revenues must cover your total expenses.

Enter all revenues attributable to intercollegiate athletic activities. This includes revenues from appearance guarantees and options, an athletic conference, tournament or bowl games, concessions, contributions from alumni and others, institutional support, program advertising and sales, radio and television, royalties, signage and other sponsorships, sport camps, state or other government support, student activity fees, ticket and luxury box sales, and any other revenues attributable to intercollegiate athletic activities.


**Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.**

<b>Varsity Teams</b>	<b>Men's Teams</b>	<b>Women's Teams</b>	<b>Total</b>
Basketball	225,722	240,411	466,133
Baseball	270,077		270,077
Softball		277,553	277,553
Tennis		117,465	117,465
Volleyball		217,657	217,657
Total Revenues of all Sports, Except Football and Basketball, Combined	270,077	612,675	882,752
Total Revenues Men's and Women's Teams	495,799	853,086	1,348,885
Not Allocated by Gender/Sport (Revenues not attributable to a particular sport or sports)			305,318
Grand Total for all Teams (includes by team and not allocated by gender/sport)			1,654,203

CAVEAT

## Summary - Men's and Women's Teams

Your Grand Total Revenues must be equal to or greater than your Grand Total Expenses or you will not be able to lock your survey.

	Men's Teams	Women's Teams	Total
1 Total of Head Coaches' Salaries	70,552	99,188	169,740
2 Total of Assistant Coaches' Salaries	8,504	30,104	38,608
3 Total Salaries (Lines 1+2)	79,056	129,292	208,348
4 Athletically Related Student Aid	285,819	 573,892	859,711
5 Recruiting Expenses	0	0	0
6 Operating (Game-Day) Expenses	101,130	127,222	228,352
7 Summary of Subset Expenses (Lines 3+4+5+6)	466,005	830,406	1,296,411
8 Total Expenses for Teams	495,799	853,086	1,348,885
9 Total Expenses for Teams Minus Subset Expenses (Line 8 – Line 7)	29,794	22,680	52,474
10 Not Allocated Expenses			305,318
11 Grand Total Expenses (Lines 8+10)			1,654,203
12 Total Revenues for Teams	495,799	853,086	1,348,885
13 Not Allocated Revenues			305,318
14 Grand Total Revenues (Lines 12+13)			1,654,203
15 Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)	0	0	0
16 Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)			0

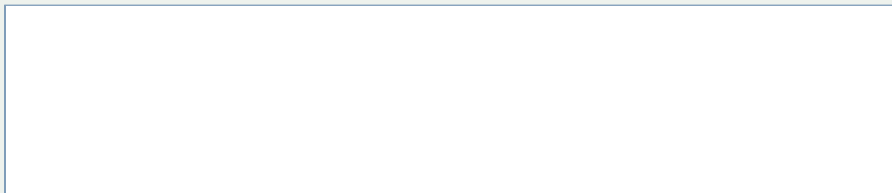
To return to a data entry screen, click on the link in the [Navigation Menu](#).

To proceed to the Supplemental Information screen, click on the link in the [Navigation Menu](#) or click on the "Next" button on this screen.



## Supplemental Information (optional)

This screen may be used to help the reader better understand the data you have provided, or to help a prospective student-athlete make an informed choice of an athletics program. This information will be viewable on the EADA public website. Please do not include the names of individuals or write messages to the help desk. To explain specific data entered on a previous screen, please use the caveat box on that screen.



April 17, 2018

**MEMORANDUM**

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

**FROM:** Tonjua Williams, Ph.D., President



**SUBJECT:** City of St. Petersburg – Educational and Entrepreneurial Training Program

**This informational memo provides a summary of a grant contract extension that was submitted to The City of St. Petersburg, by St. Petersburg College for the Educational and Entrepreneurial Training Program Grant. The grant will provide an additional \$218,420 in funding over a two-year period.**

Approved by the Board of Trustees in October 2016, St. Petersburg College was awarded a grant in the amount of \$109,210 through the City of St. Petersburg. This one-year funding supported the education and training to African American males between 18 and 24 years of age, with a particular focus on South St. Petersburg. After the initial year of programming, the City of St. Petersburg has awarded the College two additional years of funding. This memo provides both a description of the program and additional information, which has been updated from the original board documents including the award amount and period of performance.


The goal of the City’s Educational and Entrepreneurial Training Program is for participants to gain work readiness skills, obtain workplace certifications and enroll in post-secondary education. With the original grant funding SPC developed the PITCH program, which served 35 young adults at the Midtown and St. Petersburg/Gibbs campuses through a cohort model. PITCH offers paid training, college/career readiness, dedicated advising and tutoring and targeted workshops/guest speaker for this population. Funding, provided as a cost per participant, covers expenses such as: faculty pay, tuition assistance, certification testing fees, books, lab fees, tutors and support services. Based on the success of the first year of the PITCH program, the City of St. Petersburg has extended the contract by two years to provide services to an additional 35 young men each year.

The estimated period of performance for this additional funding will be from January 1, 2018 through December 31, 2019. The total project budget is projected to be \$218,420 over a two-year period.

Patrick Rinard, Interim Senior Vice President, Student Services; Suzanne L. Gardner, General Counsel; Kevin Gordon, Provost, Downtown/Midtown; and Jamelle Conner, Provost, St. Petersburg/Gibbs, recommend approval.

April 17, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, Ph.D., President   
**SUBJECT:** U.S. Department of Homeland Security: Federal Emergency Management Agency (FEMA) – Fire Prevention and Safety Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) by St. Petersburg College's Center for Public Safety Innovation (CPSI) for the Fire Prevention and Safety grant. Permission is sought to accept an estimated \$377,286 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

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

The estimated period of performance will be from August 1, 2018 through July 31, 2020. The total award amount is projected to be \$377,286 over a two-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; Andrea Henning, Executive Director, Collaborative Labs and Workforce Institute; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

eI0404182

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

**Date of BOT Meeting:** April 17, 2018

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

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

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

**Grant/Contract Time Period:** **Start:** 08/01/18      **End:** 7/31/20

**Administrator:** Andrea Henning

**Manager:** Eileen LaHaie

**Focus of Proposal:**

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

**Budget for Proposal:**

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

Personnel	\$ 151,259.00
Fringe	\$ 57,479.00
Travel	\$ 2,716.00
Supplies	\$ 2,400.00
Consultants/Contractors	\$ 154,532.00
Other Costs	<u>\$ 8,900.00</u>
Total Budget	\$ 377,286.00

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)      \$ 396,150.00

Total amount from funder:	\$ 377,286.00
Amount/value of match:	Cash: N/A In-kind: \$18,864
Required match or cost sharing:	No            Yes X
Voluntary match or cost sharing:	No            Yes X
Source of match/cost sharing:	SPC will not recover indirect costs (part of required in-kind contribution.)
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other: (20% Grant Acct Salary/Benefits for 2 yrs)	\$25,516

**College Values and Strategic Initiatives Addressed:**

Value(s):	1. Partnership 2. Professional Development
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Strategic Initiative(s):	1. Community Initiatives
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April 17, 2018

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President



**SUBJECT:** Renewal of Contracts, Architectural Firms for Miscellaneous Projects

Approval is sought by the Board of Trustees to renew the contracts for our three previously selected architectural firms for an additional three-year term.

In May of 2015, the college selected three architectural firms to perform services for miscellaneous projects college-wide, the scope of which is limited to a project value of \$2 million or less. The original Request for Qualifications (RFQ) included a provision for the renewal of the contracts for up to a six-year maximum. Given that the college has not endeavored a significant number of small projects during the first three years of the contract, it is the desire of the college to renew these contracts for another three years.


The firms as they were selected on April 29<sup>th</sup>, 2015, were as follows:

- 1) Williamson Dacar Associates
- 2) ARC3 Architecture, Inc.
- 3) Rowe Architects

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

April 17, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, Ph.D., President   
**SUBJECT:** Quarterly Informational Report of Contract Items

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

**Section A: Program Related Contracts**

1. Affiliation Agreement with **Boca Raton Regional Hospital, Inc.** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on January 5, 2018. Department—College of Nursing
2. Agreement with **Capella University** that will establish guidelines for the cooperative provision of practice within health care settings for learners enrolled in a Capella University School of Nursing and Health Sciences degree program. The Agreement will allow a graduate student from Capella to obtain practicum experience at SPC. There is no cost to the College. The Agreement will commence as soon as possible and will continue through December 2018. There is no cost to the College. This item was approved by Anne Cooper on March 20, 2018. Department—College of Nursing
3. Agreement with **Colby Community College (CCC)** to provide for the articulation of CCC's AAS Veterinary Technology Program graduates into SPC's BAS Veterinary Technology Program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on March 1, 2018. Department—Veterinary Technology
4. Affiliation Agreement with **Englewood Community Hospital d/b/a Englewood Community Hospital** to provide clinical experience to students enrolled in the Health Services Administration Program. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on February 1, 2018. Department—College of Health Sciences – Allied Health

5. Affiliation Agreement with the **Florida Department of Health, Brevard County** that will allow Health Services Administration students in their capstone course of the baccalaureate program, to obtain clinical/internship experience. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on January 11, 2018. Department—College of Health Sciences.
6. Affiliation Agreement with the **Florida Department of Health, Manatee County** to allow a student enrolled in the College of Education to obtain clinical experience. The Agreement will commence as soon as possible and continue through May 30, 2018. There is no cost to the College. This item was approved by Anne Cooper on December 15, 2017 and is being presented here as it did not appear in the previous Quarterly Report. Department—College of Education
7. Affiliation Agreement with the **Florida Department of Health, Monroe County** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue through February 21, 2021. There is no cost to the College. This item was approved by Anne Cooper on March 16, 2018. Department—College of Nursing
8. Affiliation Agreement with the **Florida Department of Health, Orange County** that will allow students in the College of Health Sciences to obtain clinical/internship experience. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on January 10, 2018. Department—College of Health Sciences
9. Affiliation Agreement with the **Florida Department of Health, Pinellas County** that will allow students in the College of Health Sciences to obtain clinical/internship experience. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on January 22, 2018. Department—College of Health Sciences
10. Agreement with **Florida Gateway College (FGC)** to provide for the articulation of FGC students to enter SPC's Distance AS Veterinary Technology Program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on March 1, 2018. Department—Veterinary Technology
11. Affiliation Agreement with **Florida Hospital Carrollwood** to provide clinical experience to students enrolled in the Health Information Technology Program. The Agreement will commence as soon as possible and continue for the period of one year. Thereafter, the Agreement will renew automatically for one-year terms unless terminated by either party. This item was approved by Anne Cooper on March 12, 2018. Department—Health Information Technology



12. Affiliation Agreement with **Lakewood Ranch Medical Center** to provide clinical experience to students enrolled in the Respiratory Care Program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Patrick Rinard for Anne Cooper on March 26, 2018. Department—Respiratory Care
13. Affiliation Agreement with **Largo Medical Center dba Largo Medical Center** to provide clinical experience to students enrolled in the Respiratory Care Program. The Agreement will commence as soon as possible and continue for the period of two years. This item was approved by Anne Cooper on February 1, 2018. Department—Respiratory Care
14. Affiliation Agreement with **Manatee Memorial Hospital** that will allow Biomedical Engineering Technology A.S. degree students to obtain internship experience at the hospital. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on March 13, 2018. Department—Engineering Technology
15. Agreement with **The Marketing Posse** to develop and provide instruction for marketing courses. The College will provide student registration system, classroom space, and course hand-outs. The College will pay 100% of the fees charged to students (anticipated to be \$799 per student) and will receive 25% in credits for marketing services to be provided to the College. Based on an estimated 20 registrations at \$799 per student, the College anticipates expenses of \$15,980 (which will be offset by student fees) and credits for marketing services in the amount of approximately \$3,995. The Agreement will commence as soon as possible and continue through December 31, 2019. This item was approved by Jesse Coraggio for Anne Cooper on March 27, 2018. Department—Workforce Institute
16. Affiliation Agreement with **Memorial Hermann Katy Hospital** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on January 5, 2018. Department—College of Nursing
17. Affiliation Agreement with **Munroe HMA Hospital, LLC dba Munroe Regional Medical Center** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on January 30, 2018. Department—College of Nursing
18. Affiliation Agreement with **New Port Richey Hospital, Inc. d/b/a Medical Center of Trinity** to provide clinical experience to students enrolled in the Respiratory Care and Physical Therapist Assistant Programs. The Agreement will commence as soon as possible and continue for the period of two years. This item was approved by Anne Cooper on February 27, 2018. Departments—Respiratory Care and Physical Therapist Assistant

19. Agreement with **Shaeleigh Reesher** to provide program management assistance for the Allied Health Programs for the College's Workforce Institute to assist with program management for the Clinical Medical Assistant, Phlebotomy Technician, and the Orthotics and Prosthetics programs. Ms. Reesher will provide students with program information, provide registration assistance, maintain the student database, manage class schedules and perform other related duties. The Agreement will commence May 1, 2018 and continue through June 30, 2018 at a cost to the College of \$2,000. This item was approved by Anne Cooper on March 21, 2018. Department—Workforce Institute, CE Health and Allied Health Programs
20. Agreement with **Shaeleigh Reesher** to provide program management assistance for the Allied Health Programs for the College's Workforce Institute to assist with program management for the RN Remediation and Assisted Living Facility (ALF) Training programs. Ms. Reesher will provide students with program information, provide registration assistance, maintain the student database, manage class schedules and perform other related duties. The Agreement will commence May 1, 2018 and continue through June 30, 2018 at a cost to the College of \$2,000. This item was approved by Anne Cooper on March 21, 2018. Department—Workforce Institute, CE Health and Allied Health Programs
21. Amendment to the Agreement with **Terri Stanley** to provide instruction for Workforce Institute Allied Health Clinical Medical Assistant Program, including laboratory instruction and online course instruction. This item is to increase the contract amount by \$14,850 for the instruction of three Clinical Medical Assistant classes. The Agreement will commence as soon as possible and continue through June 30, 2018. This item was approved by Anne Cooper on March 19, 2018. Department—Workforce Institute
22. Agreement with **Stautzenberger College** to establish an articulation for graduates of Stautzenberger College's AAS Veterinary Technology Program and SPC's BAS Veterinary Technology Program. The Agreement will commence as soon as possible and continue for a period of three years. There is no cost to the College. This item was approved by Anne Cooper on February 28, 2018. Department—Veterinary Technology
23. Affiliation Agreement with **Steward Melbourne Hospital, Inc.** to provide clinical experience to students enrolled in the Health Information Technology Program. There is no cost to the College. The Agreement will commence as soon as possible and be ongoing unless terminated by either party. This item was approved by Anne Cooper on January 5, 2018. Department—Health Information Technology
24. Affiliation Agreement with **Tallahassee Medical Center, Inc. d/b/a Capital Regional Medical Center** to provide clinical site and preceptor that will allow RN Remediation/Refresher/Return to Work Continuing Education Nursing students to obtain medical/surgical clinical experience. The Agreement will commence as soon as possible and continue for the period of two years. This item was approved by Anne Cooper on February 23, 2018. Department—Workforce Institute/CE Allied Health

25. Memorandum of Understanding (MOU) with the **Tampa Bay Area Regional Career Pathways Consortium** (Consortium Members—*Hillsborough Career Pathway Consortium* [Hillsborough Community College and the School Board of Hillsborough County]; *Pasco-Hernando Career Pathway Consortium* [Pasco-Hernando State College, Hernando County School District and District School Board of Pasco County]; *Pinellas County Career Pathway Consortium* [St. Petersburg College and Pinellas County School Board]; *Polk Career Pathway Consortium* [Polk State College and the School District of Polk County]; and the *Suncoast Career Pathways Consortium* [State College of Florida, Manatee-Sarasota, Manatee County School Board and Sarasota County School Board]). Under the terms of the Agreement, consortium members agree to extend postsecondary articulated credit to high school or technical education center graduates at a consortium member’s postsecondary institution(s) and award credits noted in the local articulation agreement provided the student meets the receiving institutions’ entrance and program requirements. The MOU will commence July 1, 2018 and continue through June 30, 2022. This item was approved by Anne Cooper on February 12, 2018. Department—Career Connections/Perkins
  
26. Agreement with the **University of South Florida** to provide an academic pathway for the articulation of SPC students into the Bachelor’s degree program in Theatre at USF Tampa Campus. The Agreement will commence as soon as possible and will continue for one year and thereafter, automatically renew for subsequent annual terms unless canceled by either institution. There is no cost to the College. This item was approved by Anne Cooper on February 12, 2018. Department—Theatre
  
27. Agreement with **Vet Med Team** to award College credit towards SPC’s Veterinary Technology program for successful completion of Vet Med Team’s Veterinary Assistant courses. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on March 21, 2018. Department—Veterinary Technology
  
28. Affiliation Agreement with **West Florida – PPH, LLC dba Palms of Pasadena Hospital** to provide clinical experience to students enrolled in the Respiratory Care Program. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Patrick Rinard for Anne Cooper on March 26, 2018. Department—Respiratory Care

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

None

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

29. Agreement with **Brown and Brown of Florida, Inc.** to continue to provide consulting services to assist the College with its 2018 employee benefit strategic plan objectives; provide support on employee benefit plan administration; quarterly claim and utilization review meetings; actuarial review; review and provide details on compliance with federal and state laws; assist with implementation of selected vendors; and deliver additional

services as per the Agreement. The Agreement will commence as soon as possible and continue through December 31, 2018. The cost to the College for this period will be \$75,000. This item was approved by Brian Miles on January 9, 2018. Department—Human Resources

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

30. Agreement with **Avidian Technologies, Inc.** for the purchase of CRM software for use in the Collaborative Labs, Workforce Development, and the Center for Public Safety that will allow better coordination of client contact information. The Agreement will provide for 20 perpetual software licenses, maintenance and support, 20 hours of implementation, mobile apps for licensed users, MailChimp Integration, Constant Contact Integration, Start Right Training, and a Post Deployment Account Manager. The Agreement will commence as soon as possible and the maintenance and support will continue for the period of one year. The cost to the College for this Agreement will be \$15,707.20. This item was approved by Anne Cooper on January 25, 2018. Departments—Collaborative Labs, Workforce Development & Center for Public Safety
31. Agreement with **BayCare Health Systems, Inc.** to provide wellness training programs related to topics such as pre-diabetes, nutrition, heart, weight and fitness, and stress management. The Agreement will commence as soon as possible and continue through December 31, 2018. The cost to the College for this Agreement will not exceed \$21,000. This item was approved by Brian Miles on February 7, 2018. Department—Benefits & Wellness
32. Agreement with **Biddle Consulting Group, Inc.** to provide consulting services related to the College's Affirmative Action Plans. The Agreement will continue through June 30, 2018 and the cost to the College will be \$10,590. This item was approved by Brian Miles on December 13, 2017 and is being presented here as it did not appear on the previous Quarterly Report. Department—Human Resources
33. Agreement with **Black Rain Partners, LLC** to provide Human Resources leadership and guidance (training, expertise and advising) during the HR revitalization. The Agreement will commence as soon as possible and continue through June 30, 2018. The cost to the College for this Agreement will be \$14,583.32. This item was approved by Brian Miles on March 22, 2018. Department—Administrative/Business Services and Information Technology
34. Agreement with **CAE Healthcare, Inc.** to continue to provide support and maintenance for simulation equipment used in the Nursing Program. The cost to the College for this renewal will be \$10,133.76. The Agreement will commence April 1, 2018 and continue for the period of one year. This item was approved by Brian Miles on March 22, 2018. Department—College of Nursing
35. Agreement with **Courtesy Valet Corporation** to provide parking attendants as may be needed for events at the Palladium. The cost to the College will be \$125 per event for one attendant and \$75 per event for the second attendant if requested. The Agreement will commence as soon as possible and continue through June 30, 2018 at an estimated cost to

the College of \$20,000. This item was approved by Brian Miles on February 15, 2018. Department—Security Services

36. Renewal Agreement with **Eaton Corporation** to provide its Powerware ProActive Service Plan whereby Eaton will provide support and maintenance services for the power quality equipment used in Administrative Information Systems. The Plan includes 8-hour response time; after hours 7 x 24; UPS annual preventive maintenance; remote monitoring; sealed battery preventive maintenance and a 30% Spare Part Kit and time and material discount. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement period will be \$15,836. This item was approved by Brian Miles on March 12, 2018. Department—Information Systems, Networks
37. Amendment to the Agreement with **Fibernet Direct Florida, LLC** to provide Internet service at the District Office for a period of three years, previously approved at a cost of \$113,400. The Amendment is to upgrade the current 2GB DIA Circuit to 3 GB for the remaining 29 months of the Agreement. The additional cost to the College for this Amendment is anticipated to be \$43,500. The Amendment will commence as soon as possible. This item was approved by Brian Miles on March 12, 2018. Department—Information Systems, Networks
38. Agreement with **Ellen Fontana, CPA** to provide accounting services for the Institute for Strategic Policy Solutions. The Agreement will commence April 1, 2018 and continue through March 31, 2019. The cost to the College for this Agreement will be \$10,500. This item was approved by Patrick Rinard on February 23, 2018. Department—Institute for Strategic Policy Solutions
39. Agreement with **Garaventa USA, Inc.** to provide a Genesis STAAGE Accessibility lift for barrier free access only. This is a portable vertical wheelchair lift for the Allstate Center's stage in the Florida Room. The Agreement provides for the equipment, installation and testing and includes a two-year parts and one-year labor warranty. The cost to the College for the Agreement will be \$13,995. This item was approved by Brian Miles on March 13, 2018. Department—Facilities Planning & Institutional Planning
40. Amendment to the Agreement with **Laurie L. Hill** to provide professional consulting services including marketing, sales and business development for the College's Collaborative Labs through June 14, 2018. The Amendment is to increase the anticipated cost for services under the Agreement from \$15,000 to \$15,800. All other terms and conditions of the Agreement will remain as previously advised and approved. This item was approved by Anne Cooper on February 20, 2018. Department—Collaborative Labs
41. Amendment to the Agreement with **LaTuana Jones-Cruder** to deliver instruction for the Workforce Institute Allied Health Phlebotomy Technician Program, including instruction, online course instruction and CPR instruction. The Agreement is through June 30, 2018 and the Amendment will increase the contract expenditure to allow Ms. Jones-Cruder to deliver additional Phlebotomy classes and up to 11 CPR classes. The additional cost to the College for the Amendment is estimated to be \$15,555. This item was approved by Anne Cooper on March 19, 2018. Department—Workforce Institute

42. Agreement with **Kapok Special Events** to provide room rental, soda bartenders, soda bar, Kapok attendant, red carpet aisle runner, handbag/purse caddy and coat rack on April 6, 2018 for the spring ball event. The cost to the College will be \$10,120. This item was approved by Patrick Rinard on March 23, 2018. Department—Student Life and Leadership
43. Agreement with **ProEducation Solutions, LLC** to provide access to its ProDoc System, an electronic e-sign document portal, that will allow students and parents to complete and e-sign school documents on any computer or smart device. The Agreement will commence as soon as possible and continue through June 30, 2018. The cost to the College for this period will be \$10,000. This item was approved by Patrick Rinard on January 3, 2018. Department—Financial Assistance Services
44. Agreement with **Sunburst Entertainment Group, LLC** to provide the use of the Tropicana Field and facilities for the College’s graduation ceremony to be held May 12<sup>th</sup>, 2018. The cost to the College for this Agreement is anticipated to be approximately \$19,100. This item was approved by Patrick Rinard on March 22, 2018. Department—Enrollment Services
45. Agreement with **Velociteach Project Management, Inc.** whereby the College’s Workforce Institute will act as a trainer and reseller of ProQuip and/or InAct Kits and have access to and provide training services using Instructor Materials and Kits. The College will purchase student and instructor kits pursuant to the terms of the Agreement and provide the adjunct instructor to deliver the training. Estimated costs for kits over the period of one year are anticipated to be approximately \$21,000 in addition to costs for adjunct instruction. The costs for kits will be offset by student fees. The Agreement will commence as soon as possible and continue for the period of one year. Thereafter, the Agreement will continue for one-year periods unless the College provides 30 days’ notice prior to the end of the current term. This item was approved by Anne Cooper on February 23, 2018. Department—Workforce Institute

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

46. Agreement with **AMC Theatres** for the rental of the Theatre on February 9, 2018 for a Student Life & Leadership movie night event. The cost to the College for this Agreement will be \$4,180. This item was approved by Patrick Rinard on February 8, 2018. Department—Student Life & Leadership
47. Agreement with **Apperson Print Resources, Inc.** to provide maintenance for the DataLink 3000 Scanner used in the Emergency Medical Services Department. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Patrick Rinard on February 5, 2018. The cost to the College for this renewal will be \$229. Department—Emergency Medical Services
48. Agreement with **Apple Financial Services** to lease 4 Apple computers and equipment or use by the Seminole Campus Provost Office. The lease is for a period of 48 months. The cost to the College for this lease is expected to be approximately \$6,034.92. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option

price would be an additional \$1. Based on the foregoing, the total cost to the College for this lease agreement will not exceed \$6,035.92. Should funds not be appropriated to continue the lease for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 30 days' notice prior to the end of the current fiscal period. This item was approved by Brian Miles on February 4, 2018

49. Agreement with **Apple Financial Services** to lease 3 Apple computers and equipment for use by the Seminole Campus WITS Department. The lease is for a period of 48 months. The cost to the College for this lease is expected to be approximately \$7,322. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$1. Based on the foregoing, the total cost to the College for this lease agreement will not exceed \$7,323. Should funds not be appropriated to continue the lease for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 30 days' notice prior to the end of the current fiscal period. This item was approved by Brian Miles on February 7, 2018
50. Agreement with **Baynard, McLeod, Lang & Winter, P.A.** for the use of three parking spaces at the Downtown Center for the period of one year. The revenue to the College over this period will be approximately \$1,800. This item was approved by Brian Miles on January 11, 2018. Department—Lang Parking
51. Agreement with **Blue Jeans** to provide hosted video conference service across multiple platforms through its website. Blue Jeans also to provide priority category: captioning, microphone and headphones. The videoconferencing will be used for Titan Thursday Webinars to encourage data-driven enforcement that allows for open, honest dialogue about who we are, what we do, and how we continue to improve student success. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$5,625. This item was approved by Patrick Rinard on January 29, 2018. Department—Retention Services – Title III
52. Agreement with **CAE Healthcare, Inc.** to provide technical service on the training equipment (METIman Pre-Hospital MMP625) used in the Emergency Medical Services Program. The cost to the College for this Agreement will be \$5,746. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Brian Miles on February 15, 2018
53. Agreement with **Career Dimensions, Inc.** to provide FOCUS 2, an online interactive career and education planning systems that combines self-assessment, career exploration and decision making tools into a comprehensive program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$2,664. This item was approved by Brian Miles on March 12, 2018. Department—Career Connections
54. Agreement with **Career Dimensions, Inc.** to provide FOCUS 2 APPLY for use by prospective students. With FOCUS 2 Apply, the College can provide a website for the public to complete an abbreviated version of the FOCUS 2 Career inventories. The reporting tool will then allow for follow-up recruitment activities to discuss career interests and SPC

programs. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$2,529. This item was approved by Patrick Rinard on March 20, 2018. Department—Provost Office, CL

55. Agreement with **Design Science, Inc.** to provide a license for the MathType software that will assist Math Department faculty in writing equations within a number of different types of formats. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$1,670.34. This item was approved by Anne Cooper on February 8, 2018. Department—Mathematics
56. Agreement with **Dexis** to provide maintenance on the three digital sensors used in the Dental Hygiene clinic. The Agreement will commence April 1, 2018 and continue for the period of one year. The cost to the College for this Agreement will be \$3,585. This item was approved by Brian Miles on March 22, 2018. Department—Dental Hygiene
57. Agreement with **DF Institute, LLC d/b/a Kaplan IT Training** to allow students in Career and Technical Education programs to access KAPLAN IT learning management system for test preparation. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College. This item was approved by Jesse Coraggio for Anne Cooper on March 28, 2018. Department—Career Connections
58. Agreement with **Elsevier B.V.** to renew the subscription to the Teaching and Learning in Nursing Journal through December 31, 2018. The cost to the College for this Agreement will be \$270.30. This item was approved by Anne Cooper on January 2, 2018. Department—District Library
59. Agreement with **eSkill** to continue the unlimited subscription service to access eSkill standard tests with access to customizable tests. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$3,500. This item was approved by Anne Cooper on February 14, 2018. Department—Workforce Institute
60. Agreement with **Federal Communications Commission (FCC)** c/o Sprint, Inc. for the execution of the FCC Form 608 which will allow SPC to continue its existing lease of ITVS frequencies to Sprint through February 4, 2028. Gray Miller Persh, LLP has prepared and will submit documentation to FCC. Costs associated with documentation completion will be paid directly by Sprint, Inc. This item was approved by Brian Miles on January 17, 2018. Department—ITVS
61. Agreement with **HDC, Inc.** to allow for a temporary crane swing easement over the top of the Downtown Center Building airspace for the purposes of permitting the use and operation of one or more construction cranes to swing above the College's Downtown Center during nearby construction. There is no cost to the College and HDC will provide the necessary insurance and notices of permitting. This item was approved by Brian Miles on March 26, 2018. Department—Facilities Planning—Construction DO



62. Agreement with **Home 2 Suites by Hilton Pensacola** to provide rooms for College Reach-Out Program participants as part of a trip (January 19-21, 2018) to tour various colleges. The cost to the College will be \$2,970. This item was approved by Patrick Rinard on January 5, 2018. Department—Retention Services/College Reach-Out Program
63. Agreement with **Joliet Junior College Veterinary Medical Technology Program** to provide for the articulation of Joliet Junior College graduates into SPC's BAS Veterinary Technology Program. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on January 31, 2018. Department—Veterinary Technology
64. Agreement with **Jungle Source, Inc.** to process background checks as needed on prospective/current employees and volunteers. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College associate with this Agreement is anticipated to be \$2,625. This item was approved by Brian Miles on January 9, 2018. Department—Human Resources
65. Agreement with **Leadershape, Inc.** to provide leadership training to 50 students at the College. The training will be held on April 13, 2018. The cost to the College will be \$6,000. This item was approved by Patrick Rinard on March 13, 2018. Department—Student Life & Leadership
66. Agreement with **Level 3 Communications, LLC** to replace existing telecommunications ground service hole with a traffic related manhole which will be located in the parking lot of the Clearwater library. The Agreement will commence as soon as possible and continue through project completion. The cost to the College for this Agreement will be \$9,770.48. This item was approved by Brian Miles on February 7, 2018. Department—Information Systems – Networks
67. Agreement with **Lyrasis**, licensing agent for American Psychiatric Publishing (APP), for a multi-site license to the PsychiatryOnline Premium collection for use in the College's libraries. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this period will be \$5,047. This item was approved by Anne Cooper on January 8, 2018. Department—District Library
68. Agreement with **Mote Marine Laboratory of Sarasota (MML)** whereby MML and 3 of their scientists will conduct 3 small research projects at SPC's Bay Pines STEM Center, all focused on the unique estuary system known as Hurricane Hole. Mote's Foundation has agreed to fund the projects, which will incorporate their scientists, SPC students, and an SPC faculty member. It is anticipated that the projects will commence as soon as possible and be completed by December 2018. The three projects include 1) Establishment of a Fish Survey and Habitat Use Assessment of Hurricane Hole; 2) Habitat selection in sub-legal and juvenile stone crabs; and 3) Targeted collection of marine debris data; marine debris clean-up and reduction measures; and community outreach/awareness. There is no cost to the College associated with entering into this Agreement. Department—Natural Science

69. Agreement with **National Employers Council, Inc. d/b/a People Systems** to continue to audit unemployment claims and monitor refunds from the state. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this Agreement will be \$4,800. This item was approved by Brian Miles on February 7, 2018. Department—Human Resources
70. Agreement with **Ovid Technologies, Inc.** for a site license for the Palliative Nursing eBook for use in the Nursing Program. The Agreement will commence as soon as possible and is ongoing. The cost to the College will be \$540. This item was approved by Anne Cooper on January 30, 2018. Department—District Library
71. Agreement with **Ovid Technologies, Inc.** for a site license to the Nursing 2018 Drug Handbook eBook for use in the Nursing Program. The Agreement will commence as soon as possible and is ongoing. The cost to the College for this Agreement will be \$150. This item was approved by Anne Cooper on March 1, 2018. Department—District Library
72. Agreement with **Peace4Tarpon** whereby the College will host 3 non-degree online courses (Trauma Informed Lens, Resiliency During Trauma, Trauma Informed Practices) in D2L as part of the Peace4Tarpon Trauma Education Program. In addition to hosting, the College will provide the registration system, respond to registration system/learning platform inquiries for the courses, and co-market the courses. Peace4Tarpon will provide course content, co-marketing, and course facilitation. The College will split revenue 50/50. The Agreement will commence as soon as possible and continue through June 30, 2019. Based on an anticipated 40 enrollments, the College estimates a revenue after expenses of \$5,340 during this period. This item was approved by Anne Cooper on January 17, 2018. Department—Workforce Institute
73. Agreement with **Phillies Florida, LLC** whereby the College will provide access to the two northern parking lots on the Clearwater Campus for fan parking during Phillies Spring Training home games. The Agreement will commence as soon as possible and continue through the end of spring training. In exchange, Phillies Florida will provide in-kind, stadium Billboard outfield signage and two season tickets during the season. There is no cost to the College associated with entering into this Agreement. This item was approved by Brian Miles on February 10, 2018. Department—Administrative/Business Services
74. Agreement with **Ricoh USA, Inc.** for a three-year lease of a Ricoh Print/Copy/Scanner/Fax machine for use in the St. Petersburg Collegiate High School. The Agreement will commence as soon as possible and continue for three years. The anticipated cost to the College for the lease and copy costs during the three-year period is estimated to be \$9,027.36. This item was approved by Anne Cooper on January 25, 2018. Department—St. Petersburg Collegiate High School
75. Mutual Nondisclosure Agreement with **SGI Global, LLC** that will allow the College's Center for Public Safety Innovation to discuss future business opportunities to train abroad. The parties agree not to disclose confidential and proprietary information obtained during their discussions related to International Narcotics and Law (INL) grant opportunities. There is no cost to the College associated with entering into this Agreement. The Agreement will

commence as soon as possible and will continue unless terminated by either party. This item was approved by Anne Cooper on February 12, 2018. Department—Center for Public Safety Innovation

76. Agreement with **SharpTurn Consulting** to provide gap fill support for the Human Resources Director from January 22, 2018 through February 9, 2018. The cost to the College will be \$9,950. This item was approved by Brian Miles on February 15, 2018. Department—Administrative/Business Services & Information Technology
77. Amendment to the Agreement with **SharpTurn Consulting** to provide for a joint cancellation of the existing Agreement (which was to continue through June 30, 2018), effective February 9, 2018. This item was approved by Brian Miles on March 12, 2018. Department—Human Resources
78. Agreement with **SK Train** to develop and deliver Project management curriculum for on-ground and hybrid fundamentals programs to be offered through the Workforce Institute. The College will market the program, recruit students, enroll students, provide classroom space, provide access to instructional technology and recruit a certified/qualified non-credit adjunct instructor. SK Train will be \$30 per student for the PM Fundamentals course and \$20 per student for the PMBOK Update course. Based on the foregoing, the College estimates a total cost of \$1,650 during the period of the Agreement. The cost will be paid from revenue generated by student fees. The Agreement will commence as soon as possible and continue through December 31, 2018. This item was approved by Anne Cooper on January 22, 2018. Department—Workforce Institute
79. Agreement with **Springshare, Inc.** to continue to provide LibGuides, a template-driven content management system for libraries. The system will be used to create attractive multimedia content, share knowledge and information and promote library resources to the community. The system also allows integration of interactive content such as videos, podcasts, RSS feeds and widgets such as chat and feedback from polls/surveys. The Agreement renewal will also include the LibWizard tool and is for the period of one year at a cost to the College of \$4,653. This item was approved by Anne Cooper on January 25, 2018. Department—District Library
80. Agreement with **Stryker Medical** to provide maintenance on equipment used in the Emergency Medical Services Department including two MX-Pro Stretchers and one Power-Pro XT Stretcher. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$1,622. This item was approved by Brian Miles on March 1, 2018. Department—Emergency Medical Services
81. Agreement with **Maura Sweeney** for **Living Happy Inside Out** to provide guest speaker Angela King to present “Full of Hate: The Toll of Violent Extremism” at a dinner event on January 25, 2018 being held by the Institute for Strategic Policy Solutions. The cost to the College for the Agreement will be \$300. This item was approved by Patrick Rinard on December 30, 2017 and is being presented here as it did not appear on the previous Quarterly Report. Department—Institute for Strategic Policy Solutions

82. Agreement with **Therapeutic Research Center, LLC** to continue the subscription to the Natural Medicines database through December 31, 2018. The cost to the College for this period will be \$995. This item was approved by Anne Cooper on January 9, 2018. Department—District Library
83. Agreement with **TPOMFG, LLC** to provide professional consulting services related to marketing the Workforce Institute to outside business organizations, local/regional/national consulting firms and EpiCenter partners. The consultant will also create proposals and agreements for the Workforce Institute. The consultant will be paid a base fee of \$9,600 and a 10% commission based on the contract price for any business for which the engagement was procured by consultant pursuant to the contract terms. The Agreement will commence as soon as possible and continue through June 30, 2018. Department—Workforce Institute
84. Modification to the Agreement with the **U.S. Department of Veterans Affairs** whereby the College provides range and Matt room training services to the Tampa Veterans Affairs Police. The training is conducted at the Allstate Center. The current Agreement will continue through September 30, 2018. This item is to decrease the anticipated amount to be received under this Agreement during the contract period. The U.S. Department of Veterans Affairs decreased the contract by \$5,424 and therefore, the anticipated amount to be received by the College through September 18, 2018 is approximately \$20,278. This item was approved by Jesse Coraggio for Anne Cooper on March 27, 2018. Department—FDLE Public Safety NC
85. Agreement with **Wiley Subscription Services, Inc.** to provide access to the Cochrane Database of Systematic Reviews used for study and research in the College's libraries. The Agreement will commence as soon as possible and continue through December 31, 2018. The cost to the College for this period will be \$5,037.14. This item was approved by Anne Cooper on January 5, 2018. Department—District Library

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

Suzanne Gardner, General Counsel, recommends approval.

ps0404181

April 17, 2018

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President



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

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

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

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

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

- 1. P.O. #104020 – Tampa Bay Technology Forum Inc.** – This is in the amount of **\$43,500.00** for region-wide workforce system partnership (from Tampa Bay new skills at work grant). **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Single source...” **Recommended** by Sharon Setterlind, Dean, College of Computer and IT, Academic and Student Affairs, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
- 2. P.O. #104052 – Lawmens and Shooters** – This is in the amount of **\$37,296.80** for ammunition. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract prices...” **Recommended** by Brian Frank, Dean, College of Public Safety, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
- 3. P.O. #104105 – Hillsborough Community College** – This is in the amount of **\$118,705.00** funding allocation for 2017-2018 NSF LSAMP: Bridge to the Baccalaureate Program year 1 of 3. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Jessie Coraggio, VP of

Academic and Student Affairs, and approved by Tonjua Williams, President, St. Petersburg College.

4. **P.O. #104140 – State College of FL Manatee-Sarasota** – This is in the amount of **\$113,399.00** funding allocation for 2017-2018 NSF LSAMP: Bridge to the Baccalaureate Program year 1 of 3. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Jessie Coraggio, VP of Academic and Student Affairs, and approved by Tonjua Williams, President, St. Petersburg College.
5. **P.O. #104149 – Ratcliffe, Jeremy Hayward** – This is in the amount of **\$52,000.00** for presentation of up to 4 iterations of the 40-hour “Intelligence Led Policing” class to be held in El Salvador between July 2018 and April 2019. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
6. **P.O. #104297 – C8G Tactical Consulting Inc** – This is in the amount of **\$106,500.00** for multijurisdictional counterdrug task force training needs assistance with two projects, nine training modules developed for LMS to include voice over, activities, and the inclusion of video and other media. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.

**Change Orders listed in numeric order:**

1. **P.O. #99772 – Marenco, Katherine Amanda Argueta** – This change order is in the amount of **\$500.00** increase (new total is \$44,375.00). For course materials and supplies during CPSI Community Policing Training in El Salvador. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
2. **P.O. #102517 – Thompson West** – This change order is in the amount of **\$15,000.00** increase (new total is \$40,000.00). For books for 2-year programs for the fiscal year of July 2017 to June 2018. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption C: “Library books...” **Recommended** by Matthew Bodie, Executive Academic Program Director, Learning Resources and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
3. **P.O. #103991 – Stacy, Vance Woodman** – This change order is in the amount of **\$19,723.50** increase (new total is \$35,118.83). For SME extending his tour of duty to approximately 60 days in El Salvador on the DOS MPP Technical Assistance Grant, wherein he serves as a mentor assigned to specific MPP in El Salvador. **This is grant**

**funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.

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

NA

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

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

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

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

the purposes of this paragraph, “professional services” shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.

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

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

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


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

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



April 17, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, President   
**SUBJECT:** Quarterly Report of Dell Financial agreements

**Section B: Major Technology Contracts**

Material for April 17, 2018 BOT meeting – Quarterly report of Dell Financial agreements.


**Section B: Major Technology Contracts**

1. Agreements with **Dell Financial Services, LLC** to lease a total of 950 computers; network infrastructure equipment for various sites; AV equipment and displays; and other computer equipment for use in various academic and administrative departments college wide. The leases, **entered into between October 1, 2017 and March 31, 2018** are for a period of 48-49 months. The cost to the College for these leases is expected to be approximately \$1,837,996.52. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$36,393.26. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$1,874,389.78. Should funds not be appropriated to continue the leases for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 60 days written notice prior to the end of the current fiscal period. These items are being reported to the Board based on its approval of the 2017-18 Budget on June 20, 2017. — Brian Miles

April 17, 2018

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President 

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

This Memo is for informational purposes and fulfills the requirement of Florida Statute 274.07 for the recording of the disposition of government property into the Board Meeting minutes. Per approval by the Survey Committee for removal from the inventory, the following items have a current Net Book value of \$0 and were acquired between 1979 and 2015.

Tag Number	Description	Acq Date
01667	Physio Control Ecg Defib	5/1/1979
01669	Defibrillator/Monitor	3/1/1981
01670	Life Pac 5 Monitor/Defib	5/1/1986
01996	Electronic Heart For Sim	10/1/1979
02071	Camera-Tv:Hitachi	6/1/1979
02544	Pulse Oximeter:Nellcor	6/1/1990
04570	Computer Station:5 Pc W/	8/1/1982
04577	Computer Station:6 Pc W/	8/1/1982
04678	Counter Unit:Omnistation	2/1/1984
05444	Electorstatics Laborator	9/1/1989
05947	Photograph Of Clearwater	8/1/1990
05948	Photograph Of Clearwater	8/1/1990
06522	Lateral Pulldown Machine	8/1/1991
06793	Stairmaster 4000 Persona	10/1/1991
06830	8' Exposure Portable Exh	11/1/1991
07291	Popcorn Machine With Car	8/1/1992
07415	Microscope:Leica	10/1/1992
08335	Portable Sound System:Al	7/1/1993
08506	Lifepak 10	10/1/1993
09325	Mammographic Control Kit	6/1/1995
10661	Desk W/Left Return	2/3/1997
11234	Adult Ventilator:Bird	2/1/1997
11488	Projector:Data/Video	7/7/1997
11489	Projector:Data/Video	7/7/1997
11947	Ventilatory 300:Servo	6/13/1997
12269	X-Ray Machine:Belmont X Calibe	12/16/1997
13009	Printer:Lexmark 1855N	8/21/1998
14586	Printer: Lexmark 1855N	3/11/1999
16283	Labeling System Kit	1/12/2000

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
17271	Computer:Dell GX110L	6/19/2000
17952	Sp Recorder:Sony	6/30/2002
18294	Monitor:42" Sony	10/24/2000
19541	Projector:Epson 50	4/1/2002
19869	VCR:Ivc	3/26/2001
20047	Sunrise/Sunset Clouds	6/12/2002
20050	Network Switch:Summit	6/19/2002
20389	Digital Camcorder:Sony DCR-PC9	2/15/2002
20590	Cpu Workstation:Adj	9/21/2001
21496	Printer:HP 2200DTN	3/7/2002
22284	Printer: Lexmark T620N	6/24/2002
22366	Printer: Lexmark T620N	6/7/2002
22594	Computer: Dell GX260T	6/12/2002
23127	Computer: Dell GX260T	7/18/2002
23135	Computer: Dell GX260T	7/18/2002
23147	Computer: Dell GX260T	7/18/2002
23178	Five Unit Book Shelving	9/21/2001
23180	Four Unit Reference Shelf	9/21/2001
23668	Laptop Computer: Dell Latitude	11/6/2002
23689	Laptop Computer: Dell Latitude	11/13/2002
23926	TBC-Frame Sync:Prime Image	2/17/2003
24078	Projector: Epson EMP7200	2/4/2003
24262	Ross Synbgy Production	4/14/2003
24505	UPS: Smart	2/17/2003
24595	Computer: Dell GX260T	4/14/2003
24648	Computer:Apple PowerMac G4	3/18/2003
24776	Laptop Computer: Apple PB G4	4/7/2003
24905	Multi-Gas Monitor:Ind Scientif	6/5/2003
25027	Laptop Computer:Dell Latitude	5/6/2003
25183	Computer:Apple G4	6/2/2003
25226	Computer: Dell GX260T	4/30/2003
25227	Computer: Dell GX260T	4/30/2003
25237	Computer: Dell GX260T	4/30/2003
25671	Computer: Dell GX260T	4/29/2003
25684	Computer: Dell GX260T	4/29/2003
25795	Computer: Dell GX260T	4/30/2003
25915	Computer: Dell GX260T	5/16/2003
25958	Projector:Epson	9/9/2003
26208	Projector:Eiki	7/31/2003
26633	Printer:Lexmark T632n	6/20/2003
26742	Projector:Eiki	3/16/2004
27171	Infant Flow Nasal CPAP System	9/23/2004
27174	Laminator:ProFinish	11/8/2004
27330	Refrigerator:38 cu.ft.	1/30/2004
27636	Laptop Computer:Dell Latitude	3/10/2004
27697	Computer:Dell GX270	4/21/2004

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
27716	Computer:Dell GX270	5/7/2004
27734	Computer:Dell 650	5/11/2004
27895	Server:Dell PowerEdge 700	1/13/2005
28131	Golf Cart:Ezgo	8/11/2004
28264	Projector:Eiki	8/31/2004
28283	42" Plasma Display:Sony	10/11/2004
28631	Computer:Dell GX280	10/7/2004
29491	Computer:Dell GX280	4/25/2005
29515	Laptop Computer:Dell Latitude	5/5/2005
29671	Computer:Dell GX280	3/23/2005
29674	Computer:Dell GX280	3/23/2005
29840	Copier:Ricoh	6/22/2005
29971	Computer:Dell GX280	4/27/2005
29986	Laptop :Dell Latitude D810	5/5/2005
30055	Laptop Computer:Fujitsu	6/1/2005
30076	Computer:Apple G5	6/2/2005
30077	50" Plasma Screen:Panasonic	6/3/2005
30083	Laptop Computer:Dell Latitude	6/6/2005
30139	Conference Table:Marshall	6/16/2006
30254	70 PTZ Hideaway Camera	6/16/2006
30255	70 PTZ Hideaway Camera	6/16/2006
30256	70 PTZ Hideaway Camera	6/16/2006
30260	Ceiling View Visualizer	6/16/2006
30324	Projector-Eiki	6/21/2006
30359	View Hideaway Camera-Vaddio	6/21/2006
30469	65" Plama- Panasonic	6/16/2006
30570	Computer:Dell GX280	6/7/2005
30604	QM Distribution Center 7x2	6/16/2006
30698	Media Manager:Creston	6/16/2006
31318	Computer:Dell GX280	7/18/2005
31628	Computer:Dell GX280	9/16/2005
31894	Laminating Machine:Educator	9/16/2005
31920	Laptop Computer:Dell Latitude	3/7/2006
31923	Laptop Computer:Dell Latitude	3/8/2006
31951	Laptop Computer:Dell Latitude	4/6/2006
31993	Computer:Dell GX620	4/24/2006
32012	Laptop Computer:Dell Latitude	5/8/2006
32025	Computer:Apple Imac	5/9/2006
32327	Computer:Dell GX620	8/23/2005
32437*	Cast Cutter:Stryker	3/24/2006
32438*	Cast Cutter:Stryker	3/24/2006
32546	Computer:Dell GX620	9/1/2005
32552	Computer:Dell GX620	9/1/2005
32569	Computer:Dell GX620	9/1/2005
32845	Computer:Apple IMac	5/8/2006
32869	Computer:Dell GX620	10/10/2005

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
32886	Computer:Dell GX620	10/10/2005
32945	Laptop Computer:HP DV5140	6/27/2006
33076	Computer:Dell GX620	11/17/2005
33265	Computer:Dell GX620	12/6/2005
33307	Computer:Dell GX620	12/9/2005
33352	Computer:Dell GX620	1/9/2006
33383	Computer:Dell GX620	1/9/2006
33747	Switcher:Crestron	6/16/2006
33854	Laptop Computer: Dell Latitude	5/30/2006
33888	Laptop Computer:Dell Latitude	6/16/2006
34016	Laptop Computer:Dell Latitude	8/2/2006
34160	Laptop Computer: Dell Latitude	4/26/2006
34171	Laptop Computer: Dell Latitude	4/26/2006
34174	Laptop Computer: Dell Latitude	4/26/2006
34300	Computer:Dell GX620	5/3/2006
34402	Computer: Dell GX620	5/12/2006
34404	Computer: Dell GX620	5/12/2006
34459	Laptop Computer: Dell Latitude	5/30/2006
34519	Laptop Computer:Apple	8/17/2006
34561	Control Switch:Kayak	9/13/2006
34576	Laptop Computer:Dell Latitude	11/14/2006
34577	Laptop Computer:Dell Latitude	11/14/2006
34729	Optima Ultra Return bookdrop	10/31/2006
34856	Laptop Computer:Dell Latitude	7/7/2006
34861	Laptop Computer:Dell Latitude	7/7/2006
34863	Laptop Computer:Dell Latitude	7/7/2006
34869	Laptop Computer:Dell Latitude	7/7/2006
34870	Laptop Computer:Dell Latitude	7/7/2006
34871	Laptop Computer:Dell Latitude	7/7/2006
34913	Dell Latitude D820	3/20/2007
34986	Laptop Computer:Dell Latitude	8/21/2006
35055	Laptop Computer:Dell Latitude	10/4/2006
35056	Laptop Computer:Dell Latitude	10/4/2006
35057	Laptop Computer:Dell Latitude	10/5/2006
35064	Laptop Computer:Dell Latitude	10/6/2006
35134	Computer:Dell GX620	11/16/2006
35144	Laptop Latitude D620	11/28/2006
35228	External Power Supply	11/1/2006
35310	Printer Bravo-Pro	11/16/2006
35323	Computer:Apple iMac	1/4/2007
35324	Computer:Apple iMac	1/4/2007
35325	Computer:Apple iMac	1/4/2007
35327	Computer:Apple iMac	1/4/2007
35335	Digital Video Cassette Player	1/11/2007
35346	DVD publisher	1/31/2007
35387	Computer:Dell GX620	11/14/2006

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
35388	Computer:Dell GX620	11/14/2006
35439*	Otto Bock Knee	10/10/2006
35450*	Otto Bock Knee	10/10/2006
35451*	Otto Bock Knee	10/10/2006
35463	I.V. Pump	3/22/2007
35480	Computer:Dell GX620	9/11/2006
35484	Computer:Dell GX620	9/11/2006
35501	Laptop Computer:Dell D620	9/27/2006
35503	Laptop Computer:Dell D620	9/27/2006
35505	Laptop Computer:Dell D620	9/27/2006
35507	Laptop Computer:Dell D620	9/27/2006
35510	Laptop Computer:Dell D620	9/27/2006
35511	Laptop Computer:Dell D620	9/27/2006
35512	Laptop Computer:Dell D620	9/27/2006
35513	Laptop Computer:Dell D620	9/27/2006
35517	Laptop Computer:Dell D620	9/27/2006
35519	Laptop Computer:Dell D620	9/27/2006
35566	Laptop Computer:Dell Latitude	10/10/2006
35607	Laptop Computer:Dell Latitude	12/18/2006
35610	Laptop Computer:Dell Latitude	12/19/2006
35643	Laptop Computer:Dell Latitude	1/5/2007
35690	Dell Precision Workstation	2/2/2007
35704	Dell Latitude	3/8/2007
35791	Dell Minitower	1/11/2007
35793	Dell Minitower	1/11/2007
35794	Dell Minitower	1/11/2007
35799	Dell Minitower	1/11/2007
35801	Dell Minitower	1/11/2007
35802	Dell Minitower	1/11/2007
35807	Dell Minitower Optiplex 745	1/11/2007
35809	Dell Minitower	1/11/2007
35811	Dell Minitower	1/11/2007
35818	Dell Minitower	1/11/2007
35829	Dell Latitude D820	3/8/2007
35865	Laptop	2/21/2007
35889	Computer Dell	2/21/2007
35912	Dell Optiplex	3/27/2007
36003	Birthing simulator	5/1/2007
36024*	Parallel Bars 6 meter	6/13/2007
36030	Projector	7/26/2007
36088	Plasma TV	4/24/2007
36160	Computer: Desktop	5/7/2007
36337	Printer:Laser	5/22/2007
36338	Laptop Latitude	5/22/2007
36385	Computer: Laptop	5/31/2007
36398	Controller Codec	7/5/2007

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
36469	Radio Repeater	3/3/2009
36533	Epson Projector	1/6/2011
36597	Latitude D820	7/5/2007
36607	Latitude D820	7/5/2007
36629	Executive Desk	1/23/2007
36632	Precision M90	7/20/2007
36633	Dell Precision M90	7/20/2007
36648	Computer: Laptop	5/18/2007
36650	Computer: Laptop	5/18/2007
36653	Computer: Laptop	5/18/2007
36657	Computer: Laptop	5/18/2007
36658	Computer: Laptop	5/18/2007
36659	Computer: Laptop	5/18/2007
36662	Computer: Laptop	5/18/2007
36663	Computer: Laptop	5/18/2007
36751	Computers Dell OptiPlex	6/6/2007
36910	Computer, Dell OptiPlex 745	11/16/2007
36913	UHF Repeater	8/2/2007
36947	Computer-Laptop-Latitude D830	2/11/2008
36963	Reach in Freezer	8/22/2007
36972*	Training Orthoses, 29-36.5"	7/1/2007
36973*	Training Orthoses, 15 - 19"	7/1/2007
37161*	Pressure Measurement Sys	7/1/2009
37223*	Omega Scanner	8/4/2008
37228*	Table Mounted Testing Syst-O&P	9/25/2007
37337	Projector Epson	2/24/2009
37394	Computer - Latitude D830	4/4/2008
37397	Computer - Latitude D830	4/4/2008
37399	Computer - Latitude D830	4/4/2008
37420	Computer - Latitude D830	5/5/2008
37443	Computer - Latitude D830	5/27/2008
37444	Computer - Latitude D830	5/27/2008
37551	Computer;Desktop;OptiPlex 755	2/1/2008
37554	Computer;Desktop;OptiPlex 755	2/1/2008
37561	Computer;Desktop;OptiPlex 755	2/1/2008
37562	Computer;Desktop;OptiPlex 755	2/1/2008
37585	Computer;Desktop;OptiPlex 755	2/1/2008
37589	Computer;Desktop;OptiPlex 755	2/1/2008
37601	Computer - OptiPlex 755	2/4/2008
37602	Computer - OptiPlex 755	2/4/2008
37603	Computer - OptiPlex 755	2/4/2008
37619	Computer;Desktop;OptiPlex 755	2/1/2008
37624	Computer;Desktop;OptiPlex 755	2/1/2008
37627	Computer;Desktop;OptiPlex 755	2/1/2008
37637	Computer;Desktop;OptiPlex 755	2/1/2008
37644	Computer;Desktop;OptiPlex 755	2/1/2008

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
37670	Computer - Latitude D830	2/14/2008
37677	Computer - Latitude D830	2/14/2008
37691	Computer - Latitude D830	2/14/2008
37742	CASIO POS Sys 15" all in One	9/15/2009
37899	Computer - OptiPlex 755 MT	5/15/2008
37909	Computer - Optiplex 755 MT	5/15/2008
37919	Computer - Optiplex 755 MT	6/24/2008
37920	Computer - Optiplex 755 MT	6/24/2008
37930	Computer - Optiplex 755 MT	6/24/2008
37935	Computer - Optiplex 755 MT	6/24/2008
37980*	Electric Prehension Orthosis	12/10/2008
37984*	Portable Gait Analysis System	9/10/2008
37990*	Temperature Chamber	11/6/2009
37991*	ComPAS Master Unit V 2.0	11/20/2009
37992*	ComPAS Master Unit V 2.0	11/20/2009
38004	Computer - Latitude D830	5/27/2008
38015	Computer - Latitude D830	5/29/2008
38037	Laptop - Dell D830	6/2/2008
38055	Computer - Latitude D830	6/2/2008
38063	Computer - Latitude D830	6/3/2008
38070	Laptop Dell Latitude D830	6/3/2008
38071	Laptop Dell Latitude D830	6/3/2008
38078	Computer - Latitude D830	6/4/2008
38079	Computer - Latitude D830	6/4/2008
38083	Computer - Latitude D830	6/4/2008
38084	Computer - Latitude D830	6/4/2008
38096	Computer - OptiPlex 755 MT	6/6/2008
38099	Computer - Optiplex 755 MT	6/12/2008
38132	Computer - Latitude D830	5/28/2008
38134	Computer - Latitude D830	5/28/2008
38138	Computer - Latitude D830	5/28/2008
38141	Computer - Latitude D830	5/28/2008
38147	Computer - OptiPlex 755 MT	6/6/2008
38155	Optiplex 755 Minitower	6/6/2008
38207	Computer - OptiPlex 755 MT	6/12/2008
38213	Computer - OptiPlex 755 MT	6/12/2008
38250	Computer - OptiPlex 755 MT	8/4/2008
38265	Laptop - Latitude D430	8/11/2008
38322	Projector - Epson 6110i	9/30/2008
38371	Eiki Video Projector	1/23/2009
38447*	Omega Scanner	11/12/2008
38448*	Omega Scanner	11/12/2008
38449*	Omega Scanner	11/12/2008
38462*	Modular Hip-FEM (plaster mold)	9/15/2008
38463*	Modular Hip-FEM (plaster mold)	9/15/2008
38464*	Modular Hip-Med (plaster mold)	9/15/2008



<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
38465*	Modular Hip-Med (plaster mold)	9/15/2008
38467*	Paula System w/Myoboy	2/16/2009
38471*	Portable Gait Analysis system	12/16/2008
38472*	Portable Gait Analysis system	12/16/2008
38481*	Omega Scanner	10/27/2009
38482*	Omega Scanner	10/27/2009
38484*	Omega Scanner	10/27/2009
38487*	C-Leg Microprocessor System	11/3/2009
38528*	C-Leg without Tube Adapter	3/26/2010
38529*	C-Leg without Tube Adapter	3/26/2010
38530*	Tube Adapter (C-Leg)	3/26/2010
38531*	Tube Adapter (C-Leg)	3/26/2010
38532*	Tube Adapter (C-Leg)	3/26/2010
38533*	Tube Adapter (C-Leg)	3/26/2010
38534*	Tube Adapter (C-Leg)	3/26/2010
38535*	Tube Adapter (C-Leg)	3/26/2010
38732	Laptop 2.00 GHZ 2.5 GB 80GB	10/21/2008
38736	Laptop 2.00 GHZ 2.5 GB 80GB	10/21/2008
38740	Laptop 2.00 GHZ 2.5 GB 80GB	10/21/2008
38744	Laptop 2.00 GHZ 2.5 GB 80GB	10/21/2008
38748	Laptop 2.00 GHZ 2.5 GB 80GB	10/21/2008
38759	Laptop 2.00 GHZ 2.5 GB 80GB	10/21/2008
38948	2006 EZ go Electric Cart	1/5/2010
38960	Skutt Kiln	8/18/2010
38961	Skutt Kiln	8/18/2010
38962	Skutt Kiln	8/18/2010
38997	Computer Latitude E6500	2/12/2009
39001	Computer Latitude E6500	2/12/2009
39046	Dri Chem Analyzer	4/23/2009
39110	Projector Eiki Video	11/4/2008
39172	Dell Laptop E5500	9/28/2009
39275	Laptop Apple MacBook Pro	10/2/2009
39414	Lattitude E5500 Laptop	8/20/2009
39417	Repeater Motorola	10/27/2009
39554	Poster Maker 3600	6/29/2010
39711	Wireless Network Card (WLAN)	6/1/2010
39723	Circulation Desk	10/28/2011
39744	Dell Latitude E5510 Laptop	7/15/2010
39763	UHF Security Msg. Alert Radio	9/28/2010
39764	UHF Security Msg. Alert Radio	9/28/2010
39765	UHF Security Msg. Alert Radio	9/28/2010
39804	22" Portable Video Magnifier	3/10/2011
39817	Dell Latitude E5510	3/21/2011
39818	Dell Latitude E5510	3/21/2011
39858	Elmo Presenter	3/9/2011
39916	2010 Treker Gas Cart	3/3/2011

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
40082*	Compas Master Unit & Software	9/2/2010
40083*	Compas Master Unit & Software	9/2/2010
40084*	Compas Master Unit & Software	9/2/2010
40085*	Compas Master Unit & Software	9/2/2010
40367	Optiplex 780	3/22/2011
40418	Optiplex 780	5/10/2011
40438	Optiplex 780	5/10/2011
40758	Epson Powerlite 6155 Projector	6/2/2011
41019	Dell Latitude E5520	9/21/2011
41064	Dell E5420 Laptop	5/10/2012
41065	Dell E5420 Laptop	5/10/2012
41559	Ricoh Copier	4/27/2012
41731	Dell E6520 Laptop	5/2/2012
41749	Dell E6520 Laptop	4/27/2012
41770	Elmo	8/1/2012
41807	Epson Projector	4/20/2012
41853	APC Smart UPS	6/29/2012
42041	Color Magnifying Aid	2/26/2013
42139	Open Refrigerator Display	3/14/2013
42351	Video Magnifier	6/12/2013
43230**	Trailer 7 x 18	9/24/2014
43585*	Knee Joint	11/3/2015
43586*	Knee Joint	11/3/2015
43587*	Knee Joint	11/3/2015
43588*	Knee Joint	11/3/2015
43589*	Knee Joint	11/3/2015
43590*	Knee Joint	11/3/2015
43591*	Knee Joint	11/3/2015
43592*	Knee Joint	11/3/2015
43593*	Knee Joint	11/3/2015
43594*	Knee Joint	11/3/2015
43595*	Knee Joint	11/3/2015
43596*	Knee Joint	11/3/2015

\*Asset donated to IIOP (Arlene Gillis)

\*\*Stolen – police report on file

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