

MINUTES OF THE FEBRUARY 20, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, February 20, 2018 at the St. Petersburg College Douglas L. Jamerson Jr. Midtown Center, 1300 22nd Ave S, St. Petersburg, Florida. The following Board members were present: Chair Nathan Stonecipher, Vice Chair Katie Cole, Bridgette Bello, and Bill Foster, and Trustee Deveron Gibbons. Also present were Tonjua Williams, President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, February 20, 2018 at the St. Petersburg College Douglas L. Jamerson Jr. Midtown Center, 1300 22nd Ave S, St. Petersburg, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

18-016. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
February 20, 2018

ST. PETERBURG COLLEGE
DOUGLAS L. JAMERSON JR. MIDTOWN CENTER
COMMUNITY ROOM 141
1300 22ND STREET SOUTH
ST. PETERSBURG, FL 33710

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. Margie Andres-Kuhlman (*Not Attending*)
 - 2. Ernest Parsons (*Not Attending*)
 - 3. Gina Profitt (*Not Attending*)
- B. Announcements
 - 1. Dr. Ed Lurie, Seminole Chamber of Commerce, St. Petersburg College Seminole Campus – Mr. Mark Strickland, Provost, Seminole Campus (*Presentation/Action*)
 - 2. Introduction of Tarpon Springs Provost – Mr. Rod Davis

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 January 16, 2018 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel
- C. Faculty Governance Organization (FGO) – Dr. Shannon Ulrich, Chair
- D. Career Service Employee Council (CSEC) – Ms. Jeanne Trimble, Chair

VI. STRATEGIC FOCUS AND PLANNING

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A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. Honors Program Update – Mr. Earl Fratus, Honors Program Director
(*Presentation*)
2. Faculty Evaluation and Contract Review Process – Dr. Anne Cooper, Senior Vice President, Instruction and Academic Programs (*Presentation*)
3. Faculty Annual Contract and Continuing Contract Recommendations (*Action*)

B. BUDGET AND FINANCE

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

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*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. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. Community Foundation Tampa Bay – Health and Human Services Grant (*Information*)
3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
 - a. Change Order #1, Extension of Time, Project 1707-P-12-2, Joint-Use Library Building, Clearwater Campus (*Action*)
4. OTHER
 - a. Agreement between St. Petersburg College and the Greater Seminole Area Chamber of Commerce, for a Lease of Space at the Seminole Campus (*Action*)

VIII. INFORMATIONAL REPORTS - None**IX. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing – None****X. PRESIDENT’S REPORT****XI. NEXT MEETING DATE AND SITE**

March 20, 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 February 20, 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: February 9, 2018

18-017. Under Item I, Call to Order

The meeting was convened by Chair Stonecipher at 9:04 a.m. The invocation was given by Mr. Foster and was immediately followed by the Pledge of Allegiance.

18-018. Under Item II-A, Presentation of Retirement Resolutions and Motion for Adoption

Chair Stonecipher noted that the three retirees were unable to attend the Board meeting. He encouraged everyone to reach out to them and thank them for their service and congratulate them on their retirement.

18-019. Under Item II-B, Announcements**A. Announcements**

1. Dr. Ed Lurie, Seminole Chamber of Commerce, St. Petersburg College Seminole Campus – Mr. Mark Strickland, Provost, Seminole Campus (*Presentation/Action*)

Mr. Mark Strickland first recognized a few special guests: Molly James, Vice President, Philanthropy, Community Foundation of Tampa Bay; Wilma Norton, Vice President, Marketing/Communications, Community Foundation of Tampa Bay; Tim Schuler, attorney to Dr. Lurie; Dr. Jim Oliver, retired Provost, SPC Seminole campus.

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Mr. Strickland next gave some background of why Dr. Lurie, the special guests, and he were before the Board and why he was asking for the Board's opinion and approval. Mr. Strickland shared that Dr. Lurie and his wife are donating \$500,000 to the SPC Seminole campus. The college will construct an approximately 2800 square foot modular building for the Seminole Chamber of Commerce at no cost to the college. In turn, the college will lease the building to the chamber. The agreement will cover basic utility expenses along with maintenance for the building at no cost to the college. There is a fifteen-year contract with two escalators built in to the agreement. Mr. Strickland opined that it will be a fair deal between the college and the chamber. One third of the space will be used for teaching College of Business courses. Students will have access to more than three hundred chamber members for job shadowing, internships, and jobs. Civic groups, such as The Kiwanis Club and The Rotary Club, will also have access to the building to conduct meetings and provide access to civic organizations for students. Mr. Strickland stated that this will be an example of what Dr. Williams has talked about – a community of care through partnerships. He concluded that none of it would be possible without the generous donation of Dr. Lurie and his wife, Vivian. He invited Dr. Lurie to say a few words.

Dr. Lurie shared that years ago, his wife, Vivian, and he established the Donor Advised Fund with the Community Foundation of Tampa Bay. It was through the establishment of this fund that they accumulated the money being offered to the college. Dr. Lurie thanked Tim Schuler for his hard work during the long process. He expressed appreciation for the college's willingness to work with the Chamber of Commerce and the other service clubs in Seminole to create the building for the use of the community. He shared that years ago, Dr. Oliver and he established the Entrepreneurship Program at the college, adding that this will contribute to that type of use. Dr. Lurie concluded that he looks forward to the establishment of the building.

Mr. Strickland asked if there were any questions.

Mr. Foster asked for a moment as he was reviewing the lease.

Chair Stonecipher thanked Dr. Lurie for his patience, vision, and commitment to do this at the SPC Seminole campus. He is excited to see the project come to fruition. Chair Stonecipher suggested moving the vote up so that the Board could take action on it while Dr. Lurie was still present. He opened the floor to the Board for any questions or comments on the lease.

Chair Stonecipher asked if the Board could get Exhibits A, B, and C, which are referenced in the lease but not included, after the meeting.

Vice Chair Cole asked the size of the building.

Mr. Strickland responded that the building will be 2800 square feet.

Mr. Foster asked if the operational charges cover one hundred percent of the cost of maintenance, insurance, and utilities.

Mr. Strickland stated that they used a statewide formula for the square footage cost; because of the escalator built into the contract, after year five and again after year ten, the square footage rate will go up to make sure that SPC is meeting the needs of the maintenance.

Mr. Foster asked if SPC can adjust the fixed escalator in the event that costs go up.

Mr. Strickland said no.

Mr. Foster asked if that should be a part of the agreement.

Mr. Strickland said that for the chamber, as a nonprofit organization, SPC is benefiting greatly and that SPC will be using one third of the building.

Mr. Foster thanked Mr. Strickland.

Dr. Lurie asked jokingly, ‘Who gets the half-million-dollar check?’

Vice Chair Cole thanked Dr. Lurie and the Community Foundation for their support of the Lurie Fund and bringing the project to fruition.

Chair Stonecipher requested a motion to approve Item VII-B.4, Agreement between St. Petersburg College and the Greater Seminole Area Chamber of Commerce, for a Lease of Space at the Seminole Campus (*Action*).

Vice Chair Cole moved to approve. Mr. Foster seconded the motion. The motion passed unanimously.

Dr. Williams and the members of the Board took a photo with Dr. Lurie, Molly James, Dr. Oliver, and Mr. Strickland.

2. Introduction of Tarpon Springs Provost – Mr. Rod Davis

Dr. Patrick Rinard introduced Mr. Rod Davis, the new Provost at Tarpon. Mr. Davis began his career in 2004 as an Academic Advisor. Most recently, he served as the Acting Provost. He was the Associate Provost of Tarpon since 2012. Dr. Rinard welcomed Provost Davis.

Mr. Davis thanked the Board and Dr. Williams for the opportunity and said that he is looking forward to serving Tarpon students and the community.

18-020. Under Item III, Comments

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

Chair Stonecipher stated that it is a privilege and honor to be at the Midtown campus. He admitted that he is a bit biased because he lives in St. Pete. He opined that the Midtown campus is a true gem for the city. He thanked everyone who had anything to do with putting the campus

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together, including city leadership at the time, the Board, and campus and college administrators. He said that it goes far and wide to put an SPC campus in the middle of The Deuces business area and thoroughfare. Chair Stonecipher said that it is an honor to be at the Midtown campus.

Chair Stonecipher continued that it has been a quiet month except for what is going on in Tallahassee. He shared that he attended two basketball games, which was a nice break. He also joked that Dr. Williams cheers very loudly at basketball games. Chair Stonecipher also shared that he sat in briefly in a Leadership SPC class and that it was great to see the commitment and leadership.

B. Board Members

Vice Chair Cole shared that as the designee to the SPC Foundation, Dr. Williams and she met with Foundation Chair Beth Horner to talk about how the two boards and organizations can align even better than they do now. She said that Dr. Williams and she are actively working with the Foundation Board and are hopeful to see new opportunities and programs coming out of the Foundation.

Mr. Foster thanked Chair Stonecipher for pointing out the Midtown campus. He said he was blessed to be mayor at the time the city approached Dr. Law to say, "We have some dirt if you will erect a building and really dedicate it to the needs of the community." He shared that the Midtown campus exceeds his expectations. He added that it is a perfect location, next to Johnnie Ruth Clarke, the Mercy Hospital. He stated that he considers it almost holy ground and that the college has been a great steward of the land and a great steward in the community. He admitted that he is a bit partial and that Midtown is his favorite campus. He concluded that there was a huge need and that the college is really up for the challenge.

Mr. Gibbons thanked Mr. Foster, referring to him as 'Mr. Mayor'; he explained that this is because the Midtown campus would not have been built without Mr. Foster and his administration. He added that Mr. Foster stepped up when SPC came up with the money to build the Midtown campus. Mr. Gibbons pointed out that nothing has been built in Midtown since. He opined that the Midtown campus is a beacon and that SPC has to step up and be a leader. He added that SPC has done an excellent job, but that there is more to do. Mr. Gibbons stated that the Midtown campus is a jewel; it provides an opportunity for young people who do not have any hope of going to college to see a college in their backyard. He added that people across the street who did not think they would ever take one college course are finishing their AA and that the campus also serves older folks who just want to take one course. He said that not everyone knows what that can mean to somebody. He encouraged meeting attendees who have not seen the campus to take a tour. He stated that he is especially proud that his uncle's name is on the building. He shared that his uncle believed in this community. He said that everyone has done a phenomenal job but that the campus and the community still have a long way to go.

Mr. Gibbons shared that while in Tallahassee he had the opportunity to meet with Mr. Miles, Ed Woodruff, Deborah Boyle, and some other folks who were all in Tallahassee for Leadership SPC. He said it was a great group as usual. He particularly appreciated that the group had people from all walks of life and of the college. He said it allows all people to see the inner workings of

the college. He noted that sometimes people get caught up in their particular piece of the organization and think they are undervalued, but visiting Tallahassee allows one to see the inner working of how everybody at the college has to be fed and how everybody needs the resources to be effective in their job. Mr. Gibbons opined that it's a great program and he believed the group was thankful he took the time to talk to them. He added that he enjoyed it and that Leadership SPC participants get a different perspective on what really happens in Tallahassee.

Mr. Gibbons next shared that SPC is in an excellent position going into conferencing next week. He shared that SPC is in the House budget and that the governor's office has assured SPC that they will take SPC's budget to conference and argue there. He noted that the Senate has SPC way down, but like in most sessions, and as a lot of people know, just being in the House budget gives one great positioning. He added that when the bargaining is going back and forth, SPC usually comes out on top. He stated that SPC is in a good position. He added that the Senate President is no friend of community colleges; over the last two years, he has tried to dismantle community colleges. Mr. Gibbons expressed gratitude for the Constitution Revision Committee (CRC), which is trying to put a college board that could not be removed in the Florida Constitution so there does not have to be back and forth every twenty years in terms of education. He concluded that in terms of budget, specifically for the Gibbs campus completion, he believes SPC is in good shape.

Chair Stonecipher thanked Mr. Gibbons for his words in regard to the Midtown campus and opened the floor to Dr. Williams.

C. President

Dr. Williams wanted to reiterate what everyone else had said about Leadership SPC. She opined that the trip to Tallahassee was "golden." Everyone learned a lot, spent time together, and had the opportunity to meet different people from different areas and disciplines.

Dr. Williams shared that SPC had an Office of Civil Rights (OCR) audit a couple of weeks ago. She was advised that SPC did a great job, and she will bring the report back to the Board when she gets it.

Dr. Williams next shared that there was a VA reform initiative that Dr. Fronrath and a few others put together with Public Policy with Thomas G. Bowman, Deputy Secretary of Veteran Affairs, as a speaker. She opined that he shared a lot that SPC can implement and share with SPC vets. She looks forward to doing this.

Dr. Williams shared that a student group will be going to Tallahassee on Wednesday and Thursday and she will be meeting them there. She concluded by saying that she will meet with the Governor on Thursday.

D. Public Comment pursuant to §286.0105 FS

none

18-021. Under Item IV, Review and Approval of Minutes

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The minutes of the January 16, 2018 Meeting were presented by the chair for approval. Mr. Foster moved approval of the minutes as submitted. Vice Chair Cole seconded the motion. The motion passed unanimously.

18-022. Under Item V, Monthly Reports Under Monthly Reports

A. Board Attorney

Mr. Lang shared that he is proudly three weeks into semi-retirement. He is acting as Of Counsel for his firm and will continue to do that for a while.

Chair Stonecipher congratulated Mr. Lang.

B. General Counsel

General Counsel had nothing to report.

C. Faculty Governance Organization (FGO) – Dr. Shannon Ulrich, Chair

Dr. Ulrich joked that she does not know how she will follow the \$500,000 check, but that she will try.

Dr. Ulrich stated that she is at the Board meeting today to provide some updates on FGO's work over the past several months. She reminded everyone that last October, she introduced the 2017/2018 FGO Leadership Team. In October, she also shared a task list that included: (1) getting caught up from Hurricane Irma, which has been completed; (2) establish and populate the FGO Sharepoint site; and (3) coordinate campus visits with Dr. Williams' office.

Dr. Ulrich shared that FGO wanted to determine some goals for this year. One of the major goals Dr. Ulrich has set for FGO is to strengthen communication. She hopes everyone will see that goal threaded throughout her updates.

Dr. Ulrich introduced the new FGO Chair of St. Pete Gibbs, Carol Weideman. Previously, Dr. Weideman served as Vice Chair. She replaced Dr. Albert Farr as Chair when he left the college last semester. Dr. Weideman is a fulltime faculty member in the Mathematics Department and has been active in the FGO senate for several years. Dr. Ulrich concluded that FGO is very pleased to have her on the FGO Leadership Team.

Dr. Ulrich moved on to updates. She explained that she titled her presentation slide 'successes' because she wanted to highlight achievements that have been made because of the transparency and communication that has been cultivated the past few months. Due to time constraints, she selected two examples to share – a major success and minor success. Regardless of size, both originated from same place – a conversation between faculty and administrator.

The first success was a modified drop/add date policy that went into effect this semester. The policy originated when Drs. Cooper and Coraggio visited FGO Senate. They suggested faculty consider a modified drop/add date. A proposal was generated, sent to the campuses, passed at the campuses, passed in the Senate, and a new policy went into effect this Spring. The new policy helped improved enrollment over the first week of classes.

Dr. Ulrich next shared a minor success: adding campus bookstores to the Contact Directory. The idea came from a faculty question out of the Seminole campus. It was asked if the bookstore contact information could be added to the SPC directory with the rationale that SPC faculty and students could more easily contact on-campus bookstores. Dr. Sunita Kumari, the Seminole FGO Chairperson, followed up with Dr. Williams at an FGO Executive meeting and two days later, Dr. Ulrich received an email from Deborah Boyle with a screenshot sharing the addition of the bookstores to the SPC directory. Dr. Ulrich emphasized that two days later was very quick. Dr. Ulrich said that these are clear illustrations of the accomplishments SPC is capable of given increased communication.

Dr. Ulrich stated that SPC has renamed the Classroom Experience to the Learning Experience. The change is more inclusive of all modalities offered at SPC, and it also allows examination of the student and faculty component of the learning process. The first meeting was held in November, where expectations of students and faculty were discussed. During this meeting, the value proposition was defined. The value proposition states: The Learning Experience encompasses a collaborative and supportive environment where clear expectations for students and faculty are communicated. Mutual ownership of the learning process is cultivated and purposeful reflection and commitment to scholarship is fostered with academic excellence as the ultimate goal.

Since that meeting, Dr. Ulrich, Joe Leopold, and Heather Roberson have collected data on engagement and mapped where the Learning Experience fits into the success of an SPC student. She shared that last Friday, the faculty and deans of the Learning Experience Committee met for the second time. They discussed data, talked about practices to engage students, and had a dialogue about the role and responsibilities of students and faculty in the learning process. In the discussion, the participants outlined a few goals and identified some strategies to implement objectives. The next steps are to collect input from a wider faculty audience in faculty listening posts and to solicit input from students with student focus groups.

Dr. Ulrich noted that she plans to share updates on the Learning Experience, as well as other pertinent faculty information, on the FGO SharePoint site. She has received Sharepoint training and has begun updating and uploading information to site.

Dr. Ulrich next presented an update on the Academic Integrity Policy procedure. The policy defines plagiarism and cheating and outlines a process for addressing offending students. The draft of the policy should be completed this week by a small group of faculty. The draft will then go to Faculty Senate and deans, and then out to the campus FGOs. Dr. Ulrich said that she will have more information about this the next time she meets with the Board.

Dr. Ulrich's next update was regarding the Mental Health Awareness Oversight Group. At Fall Faculty, Dr. Carleah East asked a question regarding mental health resources for students, which

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is a concern for a lot of faculty. Dr. Ulrich shared that just last week, a student emailed her stating that she was severely depressed and had missed a week's worth of class. Dr. Ulrich noted that Carleah's question at Fall Faculty was basically the genesis of the group listed here. Technically, Dr. Ulrich said, this should be an update coming from Heather Roberson in CETL because she is coordinating the group, but Dr. Ulrich has been to a couple of the meetings and she is really excited about the work that is being done, so she wanted to share a bit about it. The group consists of faculty, deans, and a provost. The team has worked with Jennifer McBride and the grants department to produce a proposal being submitted this week. The idea behind the proposal is to further identify resources for students and get an on-campus coordinator to help faculty, students, and staff visualize the resources more clearly. Hopefully, there will be more good news about this proposal in the future.

Dr. Ulrich said that the FGO Senate is committed to open lines of communication. As previously mentioned, FGO Senate has hosted Drs. Cooper and Coraggio. Jeanette Hunt and Brian Miles have also stopped in to share a review of the budget, Frances Neu came to chat about the Foundation, Dr. Ramona Kirsch talked about international students, Harrison Aquino and Rita Farlow received applause when they discussed the website merger from two to one, and next month FGO is expecting Dr. Pat Rinard. Faculty are also getting the opportunity to chat with Dr. Williams in 'potlucks with the president' during her campus visits. Based on feedback and her own experience, Dr. Ulrich sees this as an extremely positive experience. Faculty feel listened to and heard. FGO hopes Dr. Williams' campus visits become an annual tradition.

Dr. Ulrich extended a formal invitation to the SPC Titan Trot 5K at the Clearwater campus on April 14 at 8am. The event is organized by Rachel Bennett, Linae Bohme, Dr. Melanie Paden, and Dr. Ulrich. They are currently raising sponsor dollars to cover the cost of the race. Dr. Ulrich gave a special thanks to Chair Stonecipher, Green Bench Brewing Company, and Dr. Williams for being sponsors. All funds raised will go to SPC scholarship funds. On behalf of the organizing committee, Dr. Ulrich invited everyone to walk, jog, run, cheer, or just join in to celebrate the SPC family.

Dr. Ulrich stated that last time, she ended on faculty highlights focusing on collaboration and community. Today, she continued the theme of communication. She shared that FGO Clearwater campus Chairperson Dr. Melanie Paden has started "Chill Time" at Clearwater because she recognized that faculty do not really get a lot of time to just chill and chat. Professor Paden reserved a room outside the normal FGO meeting time and invited faculty to "chill." As Professor Paden puts it, 'no students, no agenda, 100% puro de chill.' The first meeting received a great response with fourteen faculty in attendance. Professor Paden is very much into bridging the gap between faculty and advisors. At the second Chill Time, she invited advisors, and at the third Chill Time, she invited all of Clearwater campus, including Provost Dr. Vittetoe, who attended. Dr. Ulrich invited the Board and Dr. Williams to attend an upcoming Chill Time. She then asked for questions or comments.

Chair Stonecipher thanked Dr. Ulrich and shared that he will be running in the 5K. He challenged others to join him.

Dr. Williams asked for confirmation that walking is allowed.

Dr. Ulrich confirmed that walking is allowed.

D. Career Service Employee Council (CSEC) – Ms. Jeanne Trimble, Chair

Ms. Trimble stated that the CSEC represents over six hundred career services employees. She shared that CSEC is strategically planning for revitalization. One step is community involvement, inspired by Dr. Williams' commitment to community engagement and the MLK Day of Service. In an effort spearheaded by Vice Chair Kimberly R. Williams, staff were encouraged to volunteer either individually on MLK Day or to plan a campus project. Ms. Trimble shared that one of the most successful of the campus endeavors was a clothing and small appliances drive at the Gibbs campus. The items were donated to the Homeless Emergency Project (HEP), also known as Helping People Help Themselves. The drive exceeded expectations and donations are still pouring in. Ms. Trimble extended a huge thank you to Francine Fuentes and Russell Oriol, CSEC Gibbs representatives, for their hard work. Ms. Trimble said that CSEC is extremely grateful and that they will be back soon to collect another truckload.

Ms. Trimble shared that next on CSEC's quest for revitalization is targeted leadership training for all CSEC Steering Committee members. This training will take place concurrently with Spring Training at the Seminole campus on March 2nd. Topics will include: re-establishing and revitalizing the CSEC mission – *Who are we and what we do*; branding CSEC so that career staff will know who CSEC is and what they do; becoming a strategic committee by using S.W.O.T. analysis (strengths, weaknesses, opportunities, and threats); practicing active listening; and staff engagement.

Ms. Trimble concluded that CSEC is excited about these opportunities and is committed to revitalizing CSEC and helping career staff employees through training, active listening, and communication. She asked if there were any questions.

Vice Chair Cole and Chair Stonecipher thanked Ms. Trimble.

18-023. Under Item VI – A Strategic Focus and Planning

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. Honors Program Update – Mr. Earl Fratus, Honors Program Director
(*Presentation*)

Mr. Fratus stated that the Honors Program takes the best and brightest at SPC and ensures they are ready to transfer to one of SPC's bachelor's degree programs or to another college or university. He said that the Honors Program cultivates tomorrow's leaders. He shared that while it may seem counterintuitive, some honors students are high needs students who are first generation in college or who come from families that do not have the financial means to propel them. The Honors College prepares these students to make the most of their opportunities.

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Mr. Fratus shared that the demographics of the Honors Program follow the demographics of the college as a whole, with a few exceptions. Through Business Intelligence, the Honors Program reaches out individually to all honors-eligible students and helps ensure that the Honors Program is recruiting and serving all populations. Many Honors Program students have a high GPA when they move on to the next level of their academic careers.

Mr. Fratus stated that Honor's Program students engage in service learning, collegiate research, leadership opportunities, and global awareness. They take smaller classes in a cohort environment and build strong learning communities that last the duration of their time at SPC. Honors students create strong mentor relationships with the forty-two Honors faculty on four campuses who rotate their teaching duties. These mentors often write letters of recommendation which will help students move on to the next level. Students also create an eportfolio to showcase their accomplishments within the program. The eportfolio can be showcased when transferring or applying for scholarships.

Mr. Fratus pointed out that research is important on a student's curriculum vitae. Some Honors Program students go on from the Honors Program Annual Research Conference to state-, regional-, and national-level research conferences. Mr. Fratus noted that the most recent conference was just a couple of weeks ago and had forty-five presenters, eight of whom will go on to the state conference. Dr. Williams was unanimously nominated by students to give the keynote, and students were very inspired by her speech.

Mr. Fratus next introduced a few recent graduates of the Honors Program and shared where they have gone. Tyvon Jackasel is at the University of Tampa on scholarship and has plans for medical school next year. Azher Hamid is an Engineering student at USF who is on a Department of Defense scholarship; he was also awarded a paid internship at USF because of his experiences at SPC. Amy Bhatt is the former president of the Honors Student Consortium and she is currently at FSU Law on a 75% scholarship. Brenna Garcia is attending Cornell University; she was awarded \$24,000 to pursue whatever type of research she would like to do while in attendance at Cornell and she was told, quote, "she was given this opportunity because of her work with conferences at SPC". Kane Magnuson is attending Harvard and has been asked by faculty members to coauthor two peer-reviewed, journal articles.

Mr. Fratus shared that the Honors Program likes to give students many avenues for community engagement. Two months ago, a group of students volunteered at Eckerd Raising Hope, which maintains a storefront where children in need can come "shop" for free. In November, the Honors Program invited two refugees from Syria to come speak about their experience in Syria and in the United States. Through that engagement, students are now volunteering to teach English to that community. Additionally, the principal of Largo High School invited the Honors Program to Largo High School to work with some of their students to tutor English.

Mr. Fratus continued on to discuss next steps for the Honors Program. He shared that the Honors Program recently hosted a high school research conference, in which sixty students from five or six high schools participated. It was an opportunity to showcase the many options at SPC while building relationships with high schools. This was the first event of its kind and the Honors Program hopes to grow the event in the future. Mr. Fratus said that students were very excited,

and that word of mouth should help grow the event. The Honors Program also plans to showcase Honors students' research to a larger audience and provide more honors study abroad opportunities. Honors students want higher-level science courses, so the Honors Program plans to develop an Honors science course option. The Honors Program also plans to provide more faculty teaching opportunities; Mr. Fratus explained that currently, faculty generally teach just one Honors class a year and rotate in and out. The Honors Program also wants to strengthen the Honors' commitment and connections with PTK and Golden Key. For example, last year the Honors Program, PTK, and Golden Key Honor Societies hosted a 5K at Gibbs, which raised money for scholarships. The three groups plan to do another event soon and they are meeting in two weeks to plan a new event. He said that it will not be a 5K this time, that it will be something a little less strenuous. Mr. Fratus asked if there were any questions.

Chair Stonecipher asked what the criteria is for the Honors College.

Mr. Fratus replied that there are a couple of ways to qualify for the Honors College: a 3.5 GPA; a 120 on the PERT reading and writing entrance exam; an SAT score of 1200; or an ACT score of 26.

Chair Stonecipher asked if there were other questions.

Mr. Foster said that he wants the Honors Program to represent the county and the community. He asked if there are any outreach or goals regarding increasing African American enrollment, which is at 6.2%.

Mr. Fratus said yes and shared that in the past two years, the Honors Program had two African American faculty start teaching, one at Gibbs and one at Clearwater. The Honors Program has attended events at Downtown and Midtown; they have used PULSE Business Intelligence data to narrow down to specifically target qualifying students for recruitment and actively invited those students to join the Honors Program. Mr. Fratus stated that the Honors Program is always looking for new opportunities.

Mr. Gibbons asked if SPC is looking at honors high school students.

Mr. Fratus replied that the Honors Program is building their relationship with the high schools. He shared that the Honors Program does mailings to high school students, that they reach out to those folks directly, and that they have several events where they go in to high schools. He thanked Mr. Gibbons for his questions.

Mr. Gibbons addressed Dr. Williams, stating that one cannot recruit African American students with mail, that one must go meet them where they are and talk to their parents. He agreed with Mr. Foster, that sixteen students when the county is almost 36% African American – in the city 30%, another 6% north of Ulmerton – that SPC needs to get aggressive with making sure the Honors Program demographics look like the rest of the community. He stated that the college does not serve just one area. He pointed out that Ms. Metz tries to make the Collegiate High School as diverse as possible by going out to high schools and recruiting those students who have the scores they need. He opined that the Honors Program is the same type of program and SPC needs to make sure it is diverse. He thanked Mr. Foster for bringing the subject to attention.

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Dr. Williams pointed out that one thing Mr. Fratus did not bring forward is the number of students SPC invited to the Honors Program. She pointed out that through Presidential Scholarships, SPC spends time in high schools focusing on these same students to offer them a full ride to SPC, those who have above a 3.5 GPA. SPC is at the high school campuses. She agreed that SPC may need to go to the minority students' communities and try a different strategy, but that there is a multipronged approach to sharing with many individuals what the college provides. She agreed that SPC can go into the communities.

Mr. Gibbons agreed with Dr. Williams and suggested that maybe it should be a requirement that if a student takes a full ride, they have to be a part of the Honors Program.

Dr. Williams thanked Mr. Gibbons for his suggestion.

2. Faculty Evaluation and Contract Review Process – Dr. Anne Cooper, Senior Vice President, Instruction and Academic Programs (*Presentation*)

Dr. Cooper presented an overview of the contract review process, which she stated would give a sense that it is a very thorough process.

Dr. Cooper shared the faculty hiring process, which includes: a review of college-wide faculty/chair diversity within the academic discipline; the selection of a diverse search and screen committee; the review of applications and the submission of selected candidates to the dean; consolidation of selections by the dean of five to six candidates for interview; the first step of the interview process, which includes a teaching demonstration by the candidates (the teaching demonstration is virtual if the candidate will be teaching online) followed by interviews with the search and screen committee and the dean; interviews of the finalists by the Provost; and interviews of the final candidates by the President and Senior Vice President.

Dr. Cooper stated that once SPC brings on new faculty members, they are provided with two years of faculty development as part of a faculty cohort through CETL. New faculty receive initial training, such as training on SPC's learning management system. The department provides specific ongoing support and mentoring, particularly in the Science Department, where new faculty need to know about various labs, and the Art Department, where new faculty need to know about the various studios they will be teaching in. For the first two semesters, they meet once a month, which gives them the opportunity to visit different campuses to understand campus cultures and student populations and their needs. New faculty are introduced to various best practices and student success strategies. This is all run through CETL, the Center for Excellence in Teaching and Learning. It is a very collaborative process.

Dr. Cooper said that in their second year, new faculty will continue in their faculty cohort and they will take on a particular project. For example: identifying high impact practices for teaching; the essential elements of a successful syllabus; the SACS standard writing and review process; and revitalization of the CETL new faculty online course. This year, they are developing a faculty learning community model. It is a very thorough process of professional development for new faculty.

Dr. Cooper said that all the documents and data related to faculty evaluation are stored in Faculty 180, which is an e-portfolio system. All faculty are evaluated annually, even if they are on continuing contract. The evaluations involve several different types of information, including data associated with the success of the students in their courses, which can depend upon the particular contract as well as how many supplemental courses, as far as how many pieces of data there are. There is also the Student Survey of Instruction (SSI) and the students' feedback. Faculty can store information about the instructional strategies that they use, information about what type of engagements or assessments they are using, and also information about their syllabi, enrollment, class observations (which can be done by a peer if they are on continuing contract or by the dean if they so choose; if they are on continuing contract, it is done by the dean). Faculty can also provide information about what they have done in regard to their professional development, as well as what they are planning to do, any contributions to the college outside of the classroom by participating on various committees or initiatives, and anything about scholarly publication or contributions that they have made to professional organizations or societies outside the college.

Dr. Cooper shared that SPC currently has 366 fulltime faculty, 287 of which are on continuing contract, sixty-nine of which were reviewed for annual contract renewal, and ten of which were reviewed for continuing contract renewal.

Dr. Cooper explained that faculty play a role in the contract review process. SPC asks faculty to take time to review their data and their SSIs and reflect on what they believe it is telling them, to look at what they may want to do in the future for professional development – if they want to make changes or adjustments. The SSI is on a seven-point scale. Most scores for fulltime faculty run in the six to seven range, so it is skewed very high. Three areas that this particular survey looks at are faculty engagement, preparation and organization, and course instruction. Those individual rates are not only given to the faculty member, but they can also compare their scores to others who teach the same course within the same department. Dr. Cooper admitted that there is some talk that the questions may be, in some respects, not aligned with the Learning Experience that Dr. Ulrich shared, so SPC may come forward with some recommendations to adjust some of those questions in the near future. Faculty are also asked what they are doing to support students outside the classroom, their service outside of the classroom, their professional development, and what they are planning to do in the coming year.

Dr. Cooper said that the information is then reviewed by their dean, who adds their comments and observations. Their contract recommendation is then brought forth to the President and SVP with supporting documentation. The deans will then return the feedback to the faculty member.

Dr. Cooper next shared that sixty-nine faculty were reviewed for annual contract. Two of those decisions are being held until May, there was one non-renew, and one retirement. In the ten that were reviewed for continuing contract, nine were recommended for continuing contract and one was recommended to remain on annual contract for another year. Dr. Cooper asked if there were any questions.

Mr. Gibbons thanked Dr. Cooper for the update. He asked if the Board can get a copy of what the evaluation looks like from the students' side. He shared that students constantly call on him

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about accommodations by professors in classrooms. He would like to see what the evaluation looks like for students who have accommodations, to see if they are being met. He pointed out that after the class is over, it is too late for students to be calling him or Dr. Williams or anyone else. He opined that SPC uses softball questions and that if the instructor was horrible, he wants to know. He added that it seems like students do not really care about the evaluations. For the students in jeopardy, he would like to see a survey that really gets honest feedback. He wondered how SPC asks students questions, what do students say, and does SPC have this data.

Dr. Cooper responded that SPC does have this data.

Mr. Gibbons said that as a Board member, he wants to see that. He added that different students can have totally different feedback for the same professor. He shared that when he was in college, he did not find the SSIs to be an effective way of gathering student feedback.

Mr. Gibbons asked who evaluates the deans. He asked if Dr. Cooper is the only person who evaluates deans.

Dr. Cooper replied that SPC does a program administrator evaluation and that all of the dean's direct reports, including faculty, have the opportunity to participate.

Mr. Gibbons interjected to ask if deans are faculty.

Dr. Cooper said that deans are not faculty.

Mr. Gibbons clarified that deans are not faculty but that they evaluate all the faculty.

Dr. Cooper replied that deans evaluate fulltime faculty and the chairs or program directors evaluate adjuncts.

Mr. Gibbons shared that he asked the question because in his line of work, the buck stops with him, that he gets blamed for problems. He wants to know that if the buck stops with the deans, what happens to the deans if the faculty are not doing well, if they are receiving complaints, and if their students are not doing well. He asked if the deans just keep their jobs. He admitted that he is a bit frustrated today. He said that he was waiting for this report. He stated that he wants to be able to evaluate everyone from the president down. He wants honest feedback so that folks can be evaluated based upon the job they do. He stated that the only thing SPC is responsible for is producing a good product for the workforce, and that SPC is not doing that. He said that if less than 30% are making it through community colleges, SPC needs to do something better. He stated that he wants to know the evaluation process from the top down.

Dr. Williams said that she will bring that information back to the Board. She clarified that the first thing Mr. Gibbons asked for was to see the actual questions that students are answering when they are surveying their instructor.

Mr. Gibbons confirmed that he wants to see the evaluation that students receive for their instructor. He added that he wants to see if there is any other evaluation that the instructor gets

beyond just the student and how that process works. Beyond that, if the deans are evaluated, he wants to see that, because that is the whole line right down to the bottom.

Dr. Williams said that she will bring back at the March or April meeting the evaluation process for the college so that the Board can see who gets evaluated and how.

Mr. Gibbons told Dr. Williams to pick one dean.

Dr. Williams told Mr. Gibbons that was not what she was saying. She said that she was trying to make sure that Mr. Gibbons and the Board have a good understanding of how the evaluation process works. She said she will not bring anyone's personal evaluation forward, that she will bring the process. She clarified that Mr. Gibbons' questions were: (1) What are the students able to survey the faculty on and what are the actual questions? (2) How are the deans evaluated and are they evaluated by faculty or by the people who report to them and are they evaluated by Dr. Cooper? She clarified that Mr. Gibbons wants to see the evaluation process.

Mr. Gibbons responded that was exactly right.

Dr. Williams said that is what she will bring back.

Chair Stonecipher asked if the Board can receive the evaluation questions that go to the students before the meeting so that they may look it over and review and maybe have comments as to what might be added.

Dr. Williams said yes.

Chair Stonecipher asked if it is required for students to fill out the SSI and if not, what percentage of students fill out the evaluation form.

Dr. Cooper replied that it is not a requirement, and that the response rate is around 60%, which she stated is a good response rate. She said the response rate is good because SPC has encouraged faculty in that regard. She said that she will check and make sure and give the Board a range as well. She noted that it has been constantly improving.

Vice Chair Cole stated that as part of the accreditation completed last year, there was one comment or recommendation that dealt with a very limited amount of faculty in the programs regarding the credentialing. She asked if that plays into the evaluation or if it is completely independent.

Dr. Cooper replied that the credentialing of the faculty member happens at the very front. She stated that SPC would not even hire someone if they were not credentialed. She stated that in this case, it was an adjunct situation, and that they were informed and not invited back.

Ms. Bello asked if SPC looks at faculty through RateMyProfessor.com.

Dr. Cooper replied that it is not ongoing policy, but that she sometimes encourages deans and faculty to look at it to see what is out there, as well as what is in house.

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Ms. Bello opined that if one wants to see what students are really saying, that Rate My Professor is where to look.

Dr. Cooper said that she also encourages faculty to look at it. She explained that the problem with Rate My Professor is that anyone can post there, that they do not necessarily have to be a student of that faculty member.

Chair Stonecipher added that one must take Rate My Professor with a grain of salt.

Dr. Williams added that with Rate My Professor and things like that, folks are either very happy or very angry.

Ms. Bello agreed that this should not be the only component, but shared that students' feedback is unlimited on Rate My Professor and may be limited on SPC surveys.

Chair Stonecipher thanked Dr. Cooper.

3. Faculty Annual Contract and Continuing Contract Recommendations (*Action*)

Vice Chair Cole moved to approve. Mr. Foster seconded the motion. The motion passed unanimously.

18-024. Under Item VI – B Budget and Finance

B. BUDGET AND FINANCE

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

Ms. Hunt stated that she would present on four areas relevant to the budget: (1) the FY17/18 January budget report, (2) the FY17/18 year-to-date budget highlights, (3) the FY 17/18 year-end projections, and (4) the FY18/19 budget planning timeline.

Ms. Hunt first shared SPC's revenue at the end of January 31, which came in at about \$51.7 million dollars, which is about 85% of the budget. Last week, enrollment was 0.8% higher than projected for Spring, which is a difference of about \$248,000. The state appropriation is at about \$33.2 million. She shared that SPC will see the first lottery payment this month and that it will be included on next month's report. Overall for revenue, SPC is just a bit shy of \$90 million, which is 62% of the budget. Ms. Hunt next looked at expenditures. SPC's personnel and benefits were at \$64.3 million; at about 58% through the fiscal year, the expenditures are at about 57%. For current expense and for capital, SPC continues to trend less than the prior fiscal year for a total operating expense of \$80.3 million.

Ms. Hunt next shared a few highlights. She explained that the black part of the chart she displayed represents the budget for tuition, which is \$50.8 million. For Fall, SPC was 0.6% higher than the projected budget, for Spring, 0.8%. She also explained that the chart assumes SPC will be flat for Summer enrollment. Ms. Hunt recalled Dr. Ulrich's earlier presentation in which she mentioned the success of the modified drop/add dates. Ms. Hunt believes the data is a reflection of that modification. She explained that the blue line on the chart represents the revenue for tuition in December and January of last fiscal year and the orange represents the current year tuition revenue. The data shows that for the first time this year, SPC collected more tuition revenue than the prior fiscal year. Next, Ms. Hunt shared the expense reduction from the prior fiscal year in order to illustrate that SPC is being very intentional with spending and spending less than in the prior fiscal year. Currently, SPC has spent \$64.3 million for personnel and last year it was \$66.1 million, which is a \$1.8 million reduction. For current expenses, SPC has spent \$14.6 million compared to \$15.8 last year, which is almost a \$1.1 million reduction.

Ms. Hunt explained that the year-end projections are based on what will likely happen through to June 30. For revenue, the projection is \$137.8 million, which is about \$800,000 less than budgeted. Right now, tuition is up about 248,000. She said that SPC also knows what to expect from the state appropriation. She explained that this amount is contributed to some other revenues, like indirect costs, interest and dividends, and other student fees. Fund transfers in is expected to be about the same amount, which is the \$3.7 million, which comes from the auxiliary fund. Ms. Hunt was excited to report that based on the current information, SPC estimates use of a little over half a million dollars of the budgeted \$1.8 million of the reserve fund, which is a very good thing. Expenses are trending about \$853,000 less than budgeted; for current expense, about \$952,000; and capital is \$292,000 for a balanced budget.

Ms. Hunt then moved on to the timeline for the FY18/19 budget. She stated that in January, the Board was presented with confirmation of college commitments: academic excellence, economic mobility, and community engagement. The Legislative Session began on January 9th. Ms. Hunt stated that in February, she is presenting the year-end projections and that she also plans to have the enrollment projections by the end of February. In March, the Legislative Session ends March 9th. Behind the scenes, SPC will be working with legislative executive leadership and department heads to build a budget based on the college commitments and also aligning them to some of the continuing strategic initiatives. For April, there will be a presentation on budgeting highlights, including what parameters were included to build that budget. Also, there will be a draft strategic plan. In May, there will be a proposed budget. If there is no Special Session or no other unforeseen activities that month, there will be a request for approval. In June, there will be follow up and submission of the budget to the state by June 30. Ms. Hunt asked if there were any questions.

Chair Stonecipher thanked Ms. Hunt.

18-025. Under Item VI - C, Administrative Matters

The Board considered Personnel Items VI - C.1a. Mr. Foster moved approval. Vice Chair Cole seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

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TRUSTEES OF ST. PETERSBURG COLLEGE**

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)

18-026. Under Item VII - A, Consent Agenda
Under Old Business

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

18-027. Under Item VII – B, New Business

1. Workforce and Professional Development Curriculum Changes (*Action*)
2. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. Community Foundation Tampa Bay – Health and Human Services Grant (*Information*)
3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
 - a. Change Order #1, Extension of Time, Project 1707-P-12-2, Joint-Use Library Building, Clearwater Campus (*Action*)
4. OTHER
 - a. Agreement between St. Petersburg College and the Greater Seminole Area Chamber of Commerce, for a Lease of Space at the Seminole Campus (*Action*)

The Board considered Items VII-B.1-3. (Item VII-B.4 was considered immediately following **18-019.**) Vice Chair Cole moved to approve. Mr. Gibbons seconded the motion. The motion passed unanimously.

18-028. Under Item VIII, Informational Reports - None

18-029. Under Item IX, Proposed Changes to BOT Rules Manual – Public Hearing - None

18-030. Under Item X, President’s Report

Dr. Williams shared that there are two bills she is following closely. There is SB 540, which she said everyone is aware of and which many have weighed in on. She added that Mr. Gibbons has been working on it as well. She said that another one snuck in. It is HB 909, the Freedom of Expression on Campus bill, which is proposing to allow freedom of speech on campuses without campuses being able to respond to comments that may be made by those who are onsite. It also changes the requirement of colleges to have a mandated space for people to come on campus and exercise free speech. It also proposes a fine to the institution if the faculty, staff, or students respond negatively to the person making the claims. For community colleges, being an open facility, SPC could have one hundred people on campus on one day practicing free speech without staff and students being allowed to practice their free speech or respond. Dr. Williams told the Board she included an information folder for them and to let them know that she may be going to Tallahassee to speak in front of the committee in opposition of HB909.

Dr. Williams asked the Board to put Spring Graduation on their calendars. It is May 12 at 9am at Tropicana Field. She said she really needs the Board there and that faculty, staff, and students would love to have the Board there. At the Fall Graduation ceremony, Trustee Foster came for the first session but no trustees were available for the second session.

Dr. Williams also encouraged the Board to attend ACCT, which is an annual event that happens for Board of Trustee members. It is October 24th-27th. She said it would be great if SPC Board members could attend.

Dr. Williams encouraged the Board to attend a third event, the National Legislative Summit, which is February 10th-13th, 2019 in Washington, D.C. Deborah Boyle represented the college this past week; no SPC Board members were there, and a lot of folks were there with their Board. She said that hopefully next year the Board can join her, as she was unable to go this year due to another meeting.

Mr. Gibbons shared that he has been to many of these over the years and that it is a good thing to go to these conferences to see what other colleges are doing across the country and bring some of those ideas back. He noted that some are good, some SPC is far exceeding, but being involved provides a measuring stick. He added that the Legislative Conference is an especially good one because it provides the opportunity to talk to Congressional people and see what bills at the federal level are impacting us at the local level. Attendees get to hear talks about funding and funding sources and how budgets are put together at colleges across the country. Mr. Gibbons noted that some of these boards are elected, not all are appointed by a governor. He said it is done all different ways, some the mayor even puts in place. He opined that it is a good cross section of individuals that can provide a better understanding of college boards. Mr. Gibbons entreated the other Board members to try to attend some of these things.

Chair Stonecipher asked for a priority list that goes a year out of things that are the most critical to attend so that the Board members can have them on their calendars in plenty of time.

Vice Chair Cole asked for a collective signup list to facilitate intentionality.

Dr. Williams said that the Board members' packets also contained the 2018 Community College Federal Legislative Priorities.

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Dr. Williams shared that on Monday she, along with some fellow colleagues with Bridges to Baccalaureate, will be receiving a check from Congressman Charlie Crist at the Midtown Center along with HCC and State College of Florida regarding the Bridges to Baccalaureate grant. Dr. Williams said she is very proud of it.

Chair Stonecipher thanked Dr. Williams.

Mr. Gibbons said he had a couple of reports from employees that SPC has no bereavement policy, that people have to take personal time if something happens to their family. He said he looked at the handbook and there is not a bereavement policy. He requested to see something to show how bereavement is dealt with in the college. He requested that a bereavement policy be considered if there is not one already in place.

Dr. Williams said she will bring something back to share how SPC handles it.

18-031. Under Item XI, Next Meeting Date and Location

The Board confirmed its next meeting date and location as Tuesday March 20, 2018, 9:00 a.m., at the EpiCenter.

XII. ADJOURNMENT

Having no further business to come before the Board, Chairman Stonecipher adjourned the meeting at 10:25am.

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

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

**Attachments
Board Memos and
Supplemental
Materials**

**Board of Trustees
Meeting**

February 20, 2018

II – B.2 Introduction of Tarpon Springs Provost



Provost of the Tarpon Springs Campus

- Mr. Davis has worked at St. Petersburg College since 2004. He presently serves as the Associate Provost at the Tarpon Springs campus, a position he has held since 2012. Since September of 2017, Mr. Davis has also served as the Acting Provost of this campus. Over the course of the last 14 years, Mr. Davis has served in a number of capacities with increasing responsibilities. He began his career as an Academic Advisor a position he held for two years. In 2006, Mr. Davis became the Lead Coordinator for the Male Outreach Initiative a program designed to recruit and retain more male students. In 2008, he became the Student Life and Leadership Coordinator at the Clearwater campus, a position he held until becoming the Associate Provost at the Tarpon Springs campus. Mr. Davis has also taught Principles of Management as an adjunct instructor here at SPC. Prior to joining SPC, Mr. Davis worked at Tech Data Corporation for three years. Mr. Davis is also a veteran of the United States Air Force.
- Mr. Davis holds a Bachelors degree in Advertising and Marketing Communications from the University of Florida, an MBA from St. Leo University, and is a PhD Candidate from Colorado State University and is on track to earn his PhD in May of 2018.

V- C Faculty Governance Organization

FGO Update

Presented by Shannon Ulrich

SPC St. Petersburg
College
FACULTY GOVERNANCE ORGANIZATION



TOPICS

- ◆ FGO Leadership Change
- ◆ Successes
- ◆ Updates
- ◆ Faculty Highlights



FGO Leadership

- ◆ **President** – Shannon Ulrich
- ◆ **CL Chairperson** – Melanie Paden
- ◆ **HEC Chairperson** – Jeffrey Briggs
- ◆ **SEM Chairperson** – Sunita Kumari
- ◆ **SPG Chairperson** – Carol Weideman
- ◆ **TS Chairperson** – Jim Wallis



SPC St. Petersburg
College
FACULTY GOVERNANCE ORGANIZATION

Success!

- ◆ **Modified Drop/Add Dates**
- ◆ **Bookstore in the Directory**

SPC Contact Directory

Search by college employee by entering information in one of the following. You can enter multiple last names and phone numbers.

First or Last Name: Phone or Cell Number: Campus: Department:

Address: State: Zip:

Go Show Results

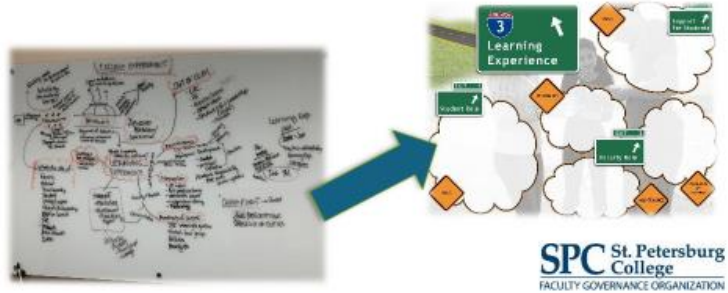
Results found, sorted by last name in ascending order.

Name	Title	Department	Phone	Mobile	Home	Fax
SPC Bookstore	Bookstore	Bookstore	727-321-2300	727-321-2300	727-321-2300	727-321-2300
SPC Bookstore	Bookstore	Bookstore	727-321-2300	727-321-2300	727-321-2300	727-321-2300
SPC Bookstore	Bookstore	Bookstore	727-321-2300	727-321-2300	727-321-2300	727-321-2300
SPC Bookstore	Bookstore	Bookstore	727-321-2300	727-321-2300	727-321-2300	727-321-2300



Updates

◆ Classroom Experience = Learning Experience



Updates (1 of 2)

- ◆ **FGO Sharepoint**
 - ◆ https://spcollegeedu.sharepoint.com/sites/ocs/committees_groups/FGO/SitePages/Faculty%20Governance%20Organization.aspx
- ◆ **Academic Integrity Policy**
- ◆ **Mental Health Awareness Oversight Group**

Updates (2 of 2)

◆ Faculty + Administration Communication

- ◆ VP visits to FGO Senate
- ◆ Potlucks with the President

◆ SPC Titan Trot 5K

- ◆ April 14th at 8AM
- ◆ All proceeds go to scholarship funds
- ◆ [Active.com](#)



Faculty Highlights: Communication

◆ Clearwater Faculty “Chill Time”

- ◆ Faculty
- ◆ Faculty + Advisors
- ◆ Faculty + Advisors + All CL

Dear Clearwaterians,
Come hang out and chat with your colleagues! Share what's going on in your neck of the woods and get caught up with the goings on in other departments.
This Thursday, February 15, 12:30 to 1:30 pm, in LA 115.
Please RSVP if you plan to stop by, and if you have a particular topic for discussion, send it my way. If you have already responded, thank you! :)
Clearwater Chill Time:
“No students”
“No agenda”
“100% puro de chill”

Questions
or
Comments?



Career Service Employee Council

CSEC

February 2018

Community Involvement

- ▶ Inspired by Dr. Williams' commitment to community engagement and the MLK Day of Service.
- ▶ Donations of clothing and small appliances for HEP (Homeless Emergency Project) (Helping People Help Themselves)
- ▶ Led by SPG representatives Francine Fuentes and Russell Oriol.
- ▶ Exceeding expectations!



CSEC Leadership Training

- ▶ Will run concurrently with Spring Training at Seminole Campus on March 2nd

Topics will include:

- A. Re-establishing and revitalizing our mission:
Who we are and what we do
- B. Branding CSEC



CSEC Leadership Training

- C. Becoming a Strategic Committee
S.W.O.T. Analysis
*Strengths, Weaknesses,
Opportunities, Threats*
- D. Active Listening.
- E. Staff Engagement



CSEC Leadership Training

- C. Becoming a Strategic Committee
 - S.W.O.T. Analysis
 - Strengths, Weaknesses,*
 - Opportunities, Threats*
- D. Active Listening.
- E. Staff Engagement



VI – A.1 Honors Program Update



Honors Program Update

The St. Petersburg College Board of Trustees
2/20/18

Earl Fratus
Honors Program Director



ST. PETERSBURG COLLEGE
TITANS

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The Honors Program Today

Inspiring Minds, Transforming Lives

Our Mission Statement:

St. Petersburg College's Honors Program provides an exemplary education and an intellectual community that encourages our most talented and motivated students in creativity and deeper understanding, leadership qualities, critical thinking skills, service learning and global awareness.

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Honors Program Today

Demographics in Program (253 students)	
American Indian/Alaska Native	1
Asian	21
Black/African American	16
Hispanic/Latino	39
Multi Ethnic	8
Native Hawaiian/Other Pacific Islander	2
Not Specified	17
White	149

- 50% of students have a 3.75 GPA or higher
- 15% maintain a 4.0 GPA
- 63% of students are female
- 37% of students are male

30



Honors Program Experience

- Honors Program Students:
 - Engage in **service learning**, collegiate **research**, **leadership** opportunities and **global** awareness
 - Take smaller classes in a **cohort** environment
 - Build strong **learning communities** that last the duration of their time at SPC
 - Create strong **mentor** relationships with the forty-two Honors faculty on four campuses who rotate their teaching duties
 - Create an **eportfolio** to showcase their accomplishments within the program

31



11th Annual Research Conference

Poster Session



Keynote Speech



State Conference

32



Academic Excellence

Azher Hamid



Brenna Garcia



Tyvon Jackasal



Amy Bhatt



Kane Magnuson



33



Community Engagement



Eckerd Raising Hope



34



Next Steps

- High School Research Conference/Pinellas County Outreach
- Showcasing our students' research to a larger audience
- Honors Study Abroad Opportunities
- Development of Science Course Options in Honors
- Inviting more Faculty Teaching Opportunities
- Strengthening our Honors connections with PTK and Golden Key

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Thank you!


Questions?



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February 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, President 
SUBJECT: Faculty Contract Review Process (Information)

The faculty contract review process was completed on February 1, 2018. The dean or program administrator addressed a number of factors associated with each faculty member as part of the decision making process. These factors include:

- Student Course Success Rates
- Student Course Survey of Instruction Scores
- Participation in Out of Class Support
- College Service and Duties Outside the Classroom
- Professional Development Completed
- Professional Development Plan for coming year in collaboration with Dean / – areas for improvement/growth
- Class Observations
- Strengths

The information associated with each faculty member was presented to Senior VP of Instruction and Academic Programs and the president to ensure a thorough review was accomplished.

Seventy-nine faculty were reviewed of which 69 were for annual contracts and 10 were for continuing contracts. Of the 69 reviewed for annual contracts 65 are recommended, 2 were delayed until May 2018, 1 retired, and 1 was non-renewed. Of the 10 reviewed for continuing contracts 9 are recommended for continuing contracts and 1 for annual contract.

The review process proved to be most encouraging. Faculty are focused on the teaching and learning process and are employing a variety of methodologies to improve the engagement of their students. The Faculty Cohort support process operated by the Center for Excellence in Teaching and Learning is also providing positive results as faculty work to adopt their teaching expertise to our current students in support of student success.

Anne Cooper, Senior Vice President, Instruction and Academic Programs

VI – A.2 Faculty Evaluation and Contract Process

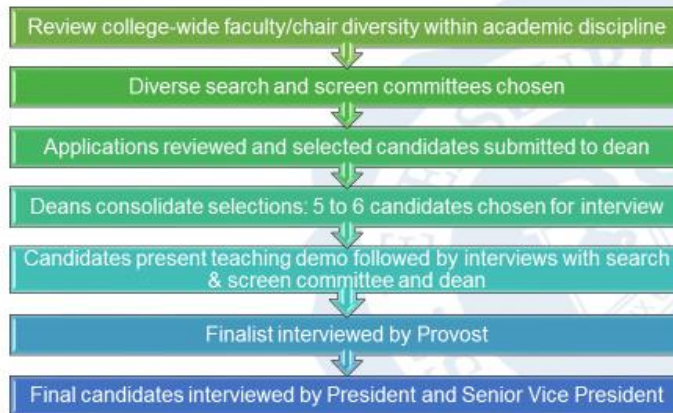
Faculty Hiring, Evaluation and Contract Review Process

Anne Cooper PhD, Senior Vice President Instruction and Academic Programs
SPC Board of Trustees – February 20, 2018

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

Hiring Process

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS





1. Learning Management System Training
2. Departmental Mentoring and Ongoing Support
3. Year I – New Faculty Development Course
 - two Semesters
 - understanding SPC and our students
 - student success strategies
 - excellence in teaching & learning
 - collaboration and services
4. Year II – New Faculty Cohort Project
 - two semesters
 - special project identified to address academic area of need

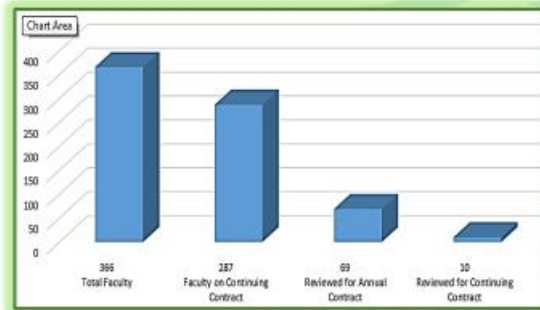
40

- All Faculty Evaluated Annually
- Data and documentation stored in Faculty 180 – e-portfolio tool
- Evaluation Sections Include:

Student Success Data for 10 to 22 courses/year
Student Survey of Instruction; minimum 10 courses – 200 to 240 surveys
Instructional Strategies - Academic knowledge, Student engagement, Course management, Student support, Interpersonal Communication
Course Information – Syllabi, Enrollment, Program Administrator Class Observation Feedback
Professional Development
College Contributions
Scholarly Contributions

Faculty 180

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Both Associate & Baccalaureate Level

Data and Documentation

Reflections on Student Course Success Rates	Faculty rates compared with college overall success rate for same course
Reflections on Student Course Survey of Instruction Results	Most scores between 6- 7pts on a 7 pt. scale in the following three areas <ul style="list-style-type: none"> • Faculty engagement • Preparation and Organization • Course Instruction Individual rates compared to the overall department rate
Out of Class Support Participation	Online, Skype, e-mail, text, phone, in learning centers and alternate locations
College Service/Duties Outside the Classroom	Grants, communities, CETL, FGO, QEP, SACS and campus activities
Professional Development Completed and growth Plan	Internal and external events, conferences, graduate school, presentations, and publish articles.



- Reviews faculty data and documentation, adds class observation and comments
- Presents contract recommendation to President and SVP with supporting documentation
- Provides feedback to faculty member

Reviewed for Annual Contract	69
Recommendation	
Annual	65
Delay Decision until May 2017	2
Non Renew	1
Retiring	1
Review for Continuing Contract	10
Recommendation	
Continuing	9
Annual	1



Questions?

February 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President



SUBJECT: Faculty Annual Contract Recommendations

Approval is sought for the following recommended personnel actions concerning faculty appointments.

Recommend appointment to a contract (2018-2019), contingent upon the successful completion of satisfactory service in the current contract year.

Effective Date	Name	Title	Department
8/01/2018	Bailey, April E	Academic Chair	Business Administration SE
8/01/2018	Beck, Rosanne	Faculty, 12 Month	SE Public Safety Institute AC
8/01/2018	Davis, Michael J	Academic Chair	Natural Science TS
8/01/2018	Duff Jr, John Anderson	Academic Chair	College of Computer & InfoTech
8/01/2018	Ellis, Dawn L	Academic Chair	College of Computer & InfoTech
8/01/2018	Fair, Timothy A	Academic Chair	Orthotics & Prosthetics
8/01/2018	Hanrahan, Patricia L	Academic Chair	Business Administration CL
8/01/2018	Harper-Judd, Jill A	Academic Chair	Natural Science DT/MT
8/01/2018	Hernly, Patrick M.	Academic Chair	Humanities & Fine Arts SPG
8/01/2018	Hoeh Boyd, Emily	Faculty, 12 Month	College of Education
8/01/2018	Hubbard, Barbara A	Academic Chair	Humanities & Fine Arts SE
8/01/2018	Jackson, Kimberly G	Academic Chair	Social & Behavioral Science DT
8/01/2018	Johnson-Sabree, Kengia Tanaydra	Academic Chair	Health Information Mgmt HC
8/01/2018	Long, Johnnie V.	Academic Chair	College of Computer & InfoTech
8/01/2018	Maisch, Lara L	Faculty, 12 Month	Baccalaureate Programs
8/01/2018	Malave, Laura Helena	Academic Chair	College of Computer & InfoTech
8/01/2018	McAllister, Melissa D	Faculty, 12 Month	College of Education
8/01/2018	Moriarty, Christian R	Academic Chair	Ethics SPG
8/01/2018	Olah, Alanna	Faculty, Instr in Charge	Business Administration SE
8/01/2018	Przyborowski, Marta F	Academic Chair	Business Administration TS
8/01/2018	Rivero, Douglas	Academic Chair	Social & Behavioral Science SE
8/01/2018	Santos, Wanda I	Faculty, 12 Month	College of Education

Recommend appointment to a contract (2018-2019), contingent upon the successful completion of satisfactory service in the current year based on 36 ECH.

Effective Date	Name	Title	Department
08/09/2018	Appleton, Anthony	Faculty	Natural Science SPG
08/09/2018	Bell,Brian D	Faculty	Natural Science TS
08/09/2018	Burgess,Diana L	Faculty	Nursing HC
08/09/2018	Charboneau,Jay Francis	Faculty	Social & Behavioral Science SPG
08/09/2018	Chastain,Heather C	Faculty	Nursing HC
08/09/2018	Coakley,Melissa M	Faculty	Ethics CL
08/09/2018	Curtis,Jessica L	Faculty	College of Education
08/09/2018	Cutler,Henry H	Faculty	College of Computer & InfoTech
08/09/2018	Daniels,Amanda R	Faculty	Nursing HC
08/09/2018	Davies,Joi B	Faculty	Mathematics SPG
08/09/2018	Despain,Aaron L.	Faculty	Baccalaureate Programs
08/09/2018	Estlund,Amber L	Faculty	Communications SE
08/09/2018	Fernandez,Jennifer S	Faculty	College of Education
08/09/2018	Gionet,Laura J	Faculty	Natural Science SPG
08/09/2018	Grisanti,Sharon M	Faculty	Dental Hygiene HC
08/09/2018	Harris,Jay S	Faculty	Interpreter Training CL
08/09/2018	Johnson,Hannah A	Faculty	Mathematics SPG
08/09/2018	Jones,Lori K	Faculty	Baccalaureate Programs
08/09/2018	Kuropas,Cindy L	Faculty	Communications TS
08/09/2018	Lanham,Valerie	Faculty	Communications SPG
08/09/2018	Lewis,Mary E	Faculty	Nursing HC
08/09/2018	Ma,Jun	Faculty	College of Computer & InfoTech
08/09/2018	Macogay,Eugene	Faculty	Respiratory Care HC
08/09/2018	Maza,Joanna D	Faculty	Veterinary Technology
08/09/2018	Mistretta,Jennifer Lee	Faculty	Nursing HC
08/09/2018	Modrakovic,Janet R.	Faculty	Veterinary Technology
08/09/2018	Moore,Grace L	Faculty	Natural Science SPG
08/09/2018	Newberry,Sheila A.	Faculty	Health Information Mgmt HC
08/09/2018	Nousiainen,Robin M	Faculty	Baccalaureate Programs
08/09/2018	Nusspickel,Mark J	Faculty	Communications SPG
08/09/2018	Paden,Melanie Woods	Faculty	Communications CL
08/09/2018	Pelletier,Scott R	Faculty	Emergency Medical Services HC
08/09/2018	Pels,Margarite L	Faculty	Nursing HC
08/09/2018	Pennock,Jane M	Faculty	Nursing HC
08/09/2018	Poirier,Melanie	Faculty	Dental Hygiene HC

08/09/2018	Prifti,Bledar	Faculty	Social & Behavioral Science SE
08/09/2018	Pryby,Felicia K	Faculty	Nursing HC
08/09/2018	Roe,Bobby W.	Faculty	Orthotics & Prosthetics
08/09/2018	Simunac,Kristin	Faculty	Natural Science TS
08/09/2018	Snellenburg,Kirsten F	Faculty	Physical Therapist Asst HC
08/09/2018	Urueña-Agnes,Adriana	Faculty	Social & Behavioral Science DT
08/09/2018	Vaughan,Joann T.	Faculty	Ethics SPG
08/09/2018	Williams,Robert Weston	Faculty	Humanities & Fine Arts SPG
08/09/2018	Wilson,Ian J	Faculty	Communications SPG


Anne Cooper, Senior Vice President, Instruction and Academic Programs and the Strategic Issues Council Members bringing the actions forward, recommend approval.

ds02/08/18

February 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 


SUBJECT: Faculty Continuing Contract Recommendations

Approval is sought for the following personnel actions concerning faculty members to receive continuing contract (2018-2019), contingent upon the successful completion of satisfactory service in the current contract year and official documentation of successful completion of required graduate coursework.

Effective Date	Name	Title	Department
8/1/2018	Briggs, Jeffrey B	Faculty, 12 Month	Nursing HC
8/1/2018	Hawkins-Johnson, Jacqueline	Academic Chair	Nursing HC
8/1/2018	Moore, Joy B	Academic Chair	Mathematics SPG
8/1/2018	Banks, Ian M	Faculty	Baccalaureate Programs
8/1/2018	Sibbio, Ralph A	Faculty	Emergency Medical Services HC
8/1/2018	Downing, Carol L.	Faculty	Interpreter Training CL
8/1/2018	Boehme-Terrana, Linae M	Faculty, 12 Month	Baccalaureate Programs
8/1/2018	Loureiro, Roberto V	Academic Chair	Social & Behavioral Science SPG
8/1/2018	Stanley, Kevin	Academic Chair	Humanities & Fine Arts TS

 Anne Cooper, Senior Vice President, Instruction and Academic Programs and the Strategic Issues Council Members bringing the actions forward, recommend approval.

ds02/08/18



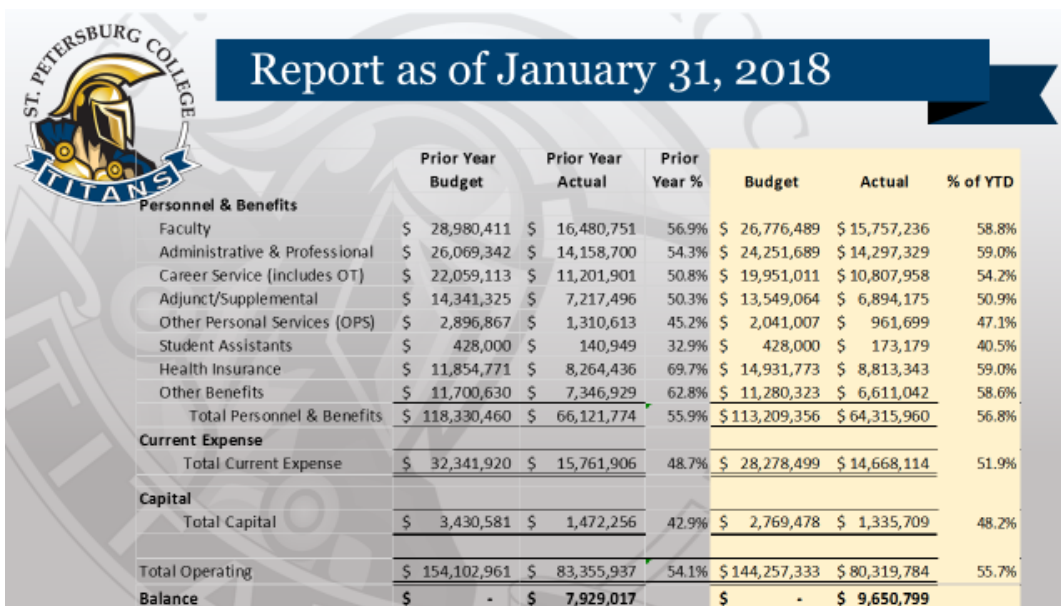
**St. Petersburg College
Board of Trustees Meeting
January 2018 Budget Report**

Janette Hunt
February 20, 2018



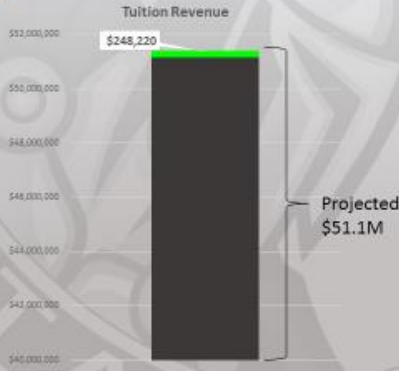
Budget Report

- FY17/18 January Budget Report
- FY17/18 Year-to-Date Budget Highlights
- FY17/18 Year-End Projections
- FY18/19 Budget Planning Timeline





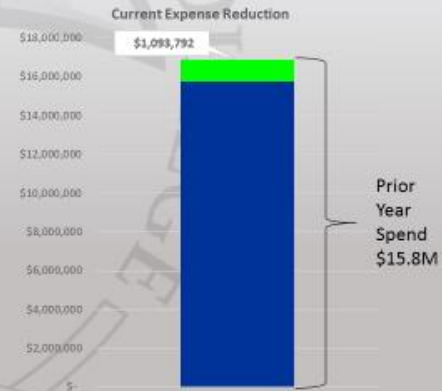
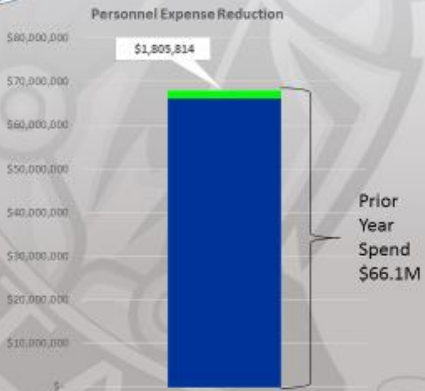
Budget Highlights




	December	January
FY16/17	\$ 3,644,156	\$ 1,476,238
FY17/18	\$ 3,958,014	\$ 1,738,079
+/-	\$ 313,858	\$ 261,841



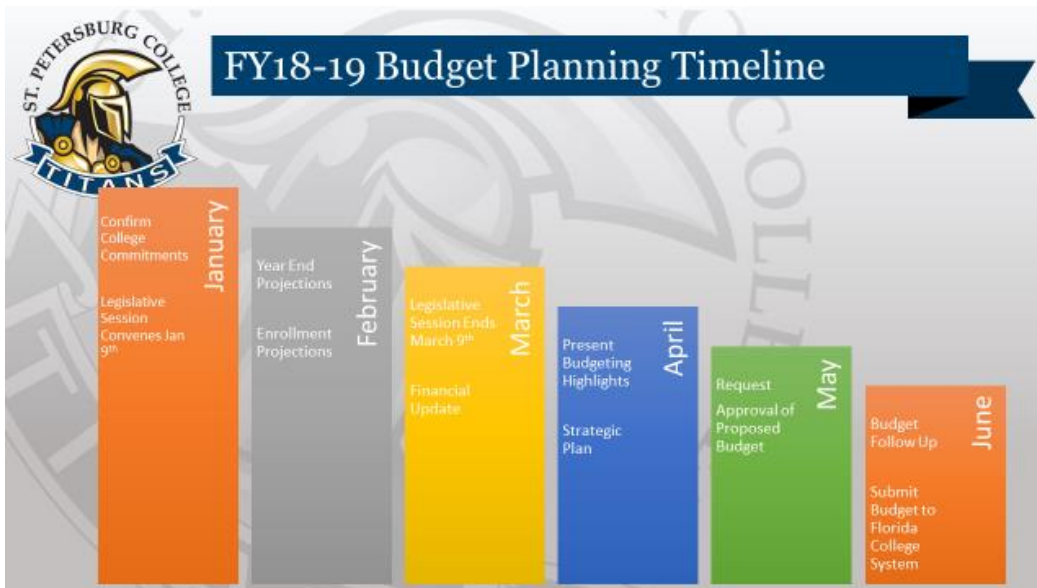
Budget Highlights





FY17/18 Year End Projections

	Budget	Year End Projection	Budget to Projection
Revenue			
Revenue	\$ 138,649,714	\$ 137,848,604	\$ (801,110)
Fund Transfers In	\$ 3,782,619	\$ 3,782,619	\$ -
Reserve	\$ 1,825,000	\$ 527,247	\$ (1,297,753)
Total Revenue	\$ 144,257,333	\$ 142,158,470	\$ (2,098,863)
Personnel & Benefits			
Total Personnel & Benefits	\$ 113,209,356	\$ 112,355,471	\$ (853,885)
Current Expense			
Total Current Expense	\$ 28,278,499	\$ 27,325,976	\$ (952,523)
Capital			
Total Capital	\$ 2,769,478	\$ 2,477,023	\$ (292,455)
Total Operating	\$ 144,257,333	\$ 142,158,470	\$ (2,098,863)
Balance	\$ -	\$ -	\$ -




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

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition	\$ 56,560,516	\$ 44,686,503	79.0%	\$ 50,887,002	\$ 43,162,575	84.8%
State Appropriation - FCS	\$ 51,695,712	\$ 30,310,268	58.6%	\$ 53,548,581	\$ 31,236,672	58.3%
State Appropriation - Lottery	\$ 16,693,508	\$ -	0.0%	\$ 14,231,049	\$ -	0.0%
Performance Funding	\$ 3,652,774	\$ 2,130,784	58.3%	\$ 3,514,076	\$ 2,049,875	58.3%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	\$ -	\$ -	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,375,741	75.0%	\$ 1,639,890	\$ 1,319,733	80.5%
Distance Learning Fee	\$ 3,814,485	\$ 2,962,815	77.7%	\$ 3,526,830	\$ 3,050,046	86.5%
Technology Fee	\$ 2,818,596	\$ 2,163,280	76.8%	\$ 2,508,569	\$ 2,081,981	83.0%
Lab Revenue Fees	\$ 1,714,401	\$ 1,531,246	89.3%	\$ 1,592,067	\$ 1,615,486	101.5%
Industry Certifications	\$ 150,000	\$ -	0.0%	\$ 500,000	\$ -	0.0%
Other Revenues	\$ 5,397,200	\$ 2,486,963	46.1%	\$ 5,609,289	\$ 2,439,645	43.5%
Other Student Fees	\$ 1,622,007	\$ 499,700	30.8%	\$ 1,092,361	\$ 498,135	45.6%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,782,619	\$ 2,516,436	66.5%
Reserve	\$ 4,464,452	\$ -	0.0%	\$ 1,825,000	\$ -	0.0%
Total Revenue	\$ 154,102,961	\$ 91,284,953	59.2%	\$ 144,257,333	\$ 89,970,583	62.4%
Personnel & Benefits						
Instructional/Faculty-Full time	\$ 28,980,411	\$ 16,480,751	56.9%	\$ 26,776,489	\$ 15,757,236	58.8%
Administrative & Professional	\$ 26,069,342	\$ 14,158,700	54.3%	\$ 24,251,689	\$ 14,297,329	59.0%
Career Service (includes OT)	\$ 22,059,113	\$ 11,201,901	50.8%	\$ 19,951,011	\$ 10,807,958	54.2%
Adjunct/Supplemental	\$ 14,341,325	\$ 7,217,496	50.3%	\$ 13,549,064	\$ 6,894,175	50.9%
Other Personal Services (OPS)	\$ 2,896,867	\$ 1,310,613	45.2%	\$ 2,041,007	\$ 961,699	47.1%
Student Assistants	\$ 428,000	\$ 140,949	32.9%	\$ 428,000	\$ 173,179	40.5%
Health Insurance	\$ 11,854,771	\$ 8,264,436	69.7%	\$ 14,931,773	\$ 8,813,343	59.0%
Other Benefits	\$ 11,700,630	\$ 7,346,929	62.8%	\$ 11,280,323	\$ 6,611,042	58.6%
Total Personnel & Benefits	\$ 118,330,460	\$ 66,121,774	55.9%	\$ 113,209,356	\$ 64,315,960	56.8%
Current Expense						
Travel	\$ 629,676	\$ 449,955	71.5%	\$ 311,583	\$ 209,562	67.3%
Repairs & Maint	\$ 872,674	\$ 552,376	63.3%	\$ 886,195	\$ 524,641	59.2%
Rental/Leases	\$ 445,340	\$ 23,364	5.2%	\$ 140,050	\$ 2,843	2.0%
Insurance (Non Health)	\$ 1,708,272	\$ 1,102,351	64.5%	\$ 1,758,611	\$ 1,273,605	72.4%
Utilities	\$ 5,800,000	\$ 2,960,397	51.0%	\$ 5,260,407	\$ 3,160,823	60.1%
Services and Fees	\$ 7,734,988	\$ 3,094,116	40.0%	\$ 6,033,319	\$ 2,780,897	46.1%
Scholarships/Fee Waivers	\$ 1,559,895	\$ 2,152,118	138.0%	\$ 2,423,463	\$ 2,176,220	89.8%
Materials and Supplies	\$ 5,928,526	\$ 2,648,803	44.7%	\$ 4,476,333	\$ 1,844,587	41.2%
Tech Expense/Licensing	\$ 2,805,757	\$ 1,681,258	59.9%	\$ 2,594,386	\$ 1,648,100	63.5%
Bad Debt/Unemployment	\$ 1,147,782	\$ (6,453)	-0.6%	\$ 1,003,810	\$ (44,751)	-4.5%
Other Current Expense	\$ 3,709,010	\$ 1,103,622	29.8%	\$ 3,390,342	\$ 1,091,588	32.2%
Total Current Expense	\$ 32,341,920	\$ 15,761,906	48.7%	\$ 28,278,499	\$ 14,668,114	51.9%
Capital						
Computer Refresh Leases	\$ 2,904,221	\$ 1,335,536	46.0%	\$ 2,379,879	\$ 1,155,574	48.6%
Capital Purchases	\$ 526,360	\$ 136,720	26.0%	\$ 389,599	\$ 180,135	46.2%
Total Capital	\$ 3,430,581	\$ 1,472,256	42.9%	\$ 2,769,478	\$ 1,335,709	48.2%
Total Operating	\$ 154,102,961	\$ 83,355,937	54.1%	\$ 144,257,333	\$ 80,319,784	55.7%
Balance	\$ -	\$ 7,929,017		\$ -	\$ 9,650,799	

February 20, 2018

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Hale, Christina M	Senior Accountant	Accounting Services EPI	1/29/2018 - 6/30/2018
Laney, Michele T	Assoc Dir, Learning Resources	Learning Resources CL	1/8/2018 - 6/30/2018

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Flora, Richard M	Dean, Clinical Health Sciences	Academic & Student Affairs HEC	1/2/2018 - 6/30/2018
Woods, Katherine A	Acting, Dean Allied Health Sc	Academic & Student Affairs HEC	1/2/2018 - 6/30/2018
Hunter-Dexter, Tara T	Career & Academic Advisor	Counseling & Advisement SPG	1/29/2018 - 6/30/2018
Mortellaro, Denise A	Instructional Design Tech	Engineering Technology CL	2/12/2018 - 6/30/2018
Davis, Rodrigo M	Provost	Student Services TS	2/12/2018 - 6/30/2018
Grey, Cynthia A	Acting Assoc Dean, Vet Tech	Veterinary Technology VT	1/2/2018 - 6/30/2018

HIRE Faculty			
Name	Title	Department/Location	Effective Date
Cuthbertson, Monique S	Faculty	Nursing HEC	1/2/2018 - 7/20/2018

TRANSFER/PROMOTION Faculty			
Name	Title	Department/Location	Effective Date
Wikoff, Marjorie-Anne	Chair, Communications	Communications SPG	1/2/2018 - 7/31/2018
Krueger, Amy	Chair, Dental Hygiene -AS Prog	Dental Hygiene HEC	1/2/2018 - 7/31/2018

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Keith, Steven P	Security Officer	Campus Security SPG	1/29/2018
Kamel, Rafik R	Custodian	Custodial Services HEC	1/8/2018
Cioffi, Dawn R	Custodian	Custodial Services TS	1/8/2018
Lastorka, Sean S	Instructional Supp Specialist	Learning Resources CL	1/29/2018

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Filson, Patrick W	Security Officer	Campus Security SE	1/29/2018
Brighton, Lee A	Facilities Supervisor	Maintenance Services DO	2/10/2018
Chandler, Richard L	Facilities Technician	Maintenance Services TS	2/10/2018
Blevins, Jocelyn R	Administrative Svcs Specialist	Natural Science CL	1/27/2018

HIRE Supplemental			
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Name	Title	Department/Location	Effective Date
Sabree, Kengia T	Professional Trainer	Academic & Student Affairs DO	1/29/2018
Williams, Robert W	Faculty - supplemental	Humanities & Fine Arts SPG	1/8/2018

HIRE Temporary			
Name	Title	Department/Location	Effective Date
Ellison, Jason M	Adjunct Faculty	Baccalaureate Programs CL	1/8/2018
Cobos, Liza M	Adjunct Faculty	Business Administration SE	1/8/2018
Templeton, Amanda J	Adjunct Faculty	Business Administration SE	1/8/2018
Gohain, Atreyee	Adjunct Faculty	Communications SE	1/8/2018
Howell, Erin V	Adjunct Faculty	Communications SPG	1/8/2018
Stevenson, Katrina M	Adjunct Faculty	Humanities & Fine Arts CL	1/8/2018
Al-habash, Mohammad Ammar	Adjunct Faculty	Mathematics CL	1/8/2018
Azamouh, Mohammad	Adjunct Faculty	Mathematics CL	1/8/2018
Soliman, Daniel	Adjunct Faculty	Mathematics SPG	1/8/2018
Hoare, Ana M	Adjunct Faculty	Natural Science CL	1/8/2018
Pandit Chhetri, Bill B	Adjunct Faculty	Natural Science CL	1/8/2018
Corrales Herran, Rosa M	Adjunct Faculty	Natural Science SE	1/8/2018
Gilberg, Sharon L	Adjunct Faculty	Natural Science SE	1/8/2018
Graham, Taylor P	Adjunct Faculty	Natural Science SE	1/8/2018
Lynch, Linda A	Adjunct Faculty	Natural Science SE	1/8/2018
Scaros, Constantinos E	Adjunct Faculty	Social & Behavioral Science SE	1/8/2018
Rodriguez, Jennifer L	Adjunct Faculty	Social & Behavioral Science SP	1/8/2018
Barbas, Ruth E	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Ferber, Bruce S	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Lambert, Tracy	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Lazenbury, Quindara L	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Lopez, Sandra A	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Mitaly, Pamela	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Schuh, Carl A	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Taft, Carly A	Adjunct Faculty, Bach	Veterinary Technology VT	2/5/2018
Volpe, Jennifer	Adjunct Faculty, Dual Enrollment	Early College/Dual Enrollment SE	1/8/2018
Esenwein, Deborah A	Adjunct Faculty, Dual Enrollment	Nursing HEC	2/5/2018
Carter, April D	Adjunct Faculty, HTF Nursing	Nursing HEC	1/8/2018
Hofrichter, Jamie E	Adjunct Faculty, HTF Nursing	Nursing HEC	1/8/2018
Daniels, Dakota A	General Support	Student Activities CL	2/12/2018
Alexander, Shane T	OPS Career Level 1	Academic & Student Affairs TS	1/29/2018
Brisard, Ephrem D	OPS Career Level 1	Academic & Student Affairs HEC	1/29/2018
Molina, John S	OPS Career Level 1	Academic & Student Affairs TS	1/29/2018
Hinson, Jordan R	OPS Career Level 1	Athletics CL	1/31/2018
Edds, Carolyn J	OPS Career Level 1	College of Computer & InfoTech EPI	2/12/2018
Braswell, Alexis J	OPS Career Level 1	Learning Resources CL	1/8/2018
Loy, Michelle	OPS Career Level 1	Learning Resources SE	1/8/2018
Renninger, Grace M	OPS Career Level 5	Academic & Student Affairs HEC	1/29/2018
Bush, Heather K	OPS Career Level 5	Learning Resources SPG	1/13/2018
Farrell, Jamie M	OPS Career Level 5	Learning Resources TS	1/29/2018
Weber, Brittany L	OPS Career Level 6	Academic & Student Affairs HEC	1/29/2018
Triffon, Cynthia L	OPS Professional	Humanities & Fine Arts SPG	2/12/2018
DeMarco, Matthew	Professional Trainer	Emergency Medical Services HEC	1/13/2018
Henderson, Christopher S	Professional Trainer	Emergency Medical Services HEC	1/2/2018
Boling, Mitchell D	Professional Trainer	Fire Sciences AC	2/12/2018
LaPlante, Michael R	Professional Trainer	Fire Sciences AC	1/29/2018
LePrevost, Adam R	Professional Trainer	Fire Sciences AC	1/29/2018
Quinette, Jasen A	Professional Trainer	Fire Sciences AC	1/29/2018
McCalla, Clara M	Professional Trainer	Workforce/Professnl Developmnt EPI	1/13/2018
Preisel, Soyounng L	Professional Trainer	Workforce/Professnl Developmnt EPI	1/8/2018
Tucker, Diane D	Professional Trainer	Workforce/Professnl Developmnt EPI	1/13/2018

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
Name	Title	Department/Location	Effective Date
Sims, Matthew	Instructor	Communications	05/03/18 - 05/13/18

Destination: Athens, Greece

The purpose of this trip is to lead SPC students on a study abroad program to Athens, Greece. A total of twenty (20) students are enrolled in the program and will receive credit in one of the following: LIT 2210, HUM 1020, HUM 2210, HUM 2262, CLT 2373. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College not to exceed \$4,560.20.

Magnani, Jessica	Instructor	Communications	05/10/18 - 05/27/18
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Destination: New Zealand

The purpose of this trip is to lead SPC students on a study abroad program to New Zealand. A minimum of ten (10) students are enrolled in the program and will receive credit in one of the following: LIT 2110, LIT 2120, ANT 2410. 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 \$5,706.38

Stevens, Vickie	Instructor	Communications	05/10/18 - 05/27/18
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Destination: New Zealand

The purpose of this trip is to lead SPC students on a study abroad program to New Zealand. Dr. Stevens serves as the primary liaison between SPC and Freedom Institute. Freedom Institute is waiving all fees for Dr. Steven's travel except for the cost of health insurance. A minimum of ten (10) students are enrolled in the program and will receive credit in one of the following: LIT 2110, LIT 2120, ANT 2410. 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 \$45.89.

Albrecht, Osiris	Instructor	Communications	05/15/18 - 08/06/18
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Destination: Salamanca, Spain

The purpose of this trip is to lead SPC students on a study abroad program to Salamanca, Spain. A minimum of twenty (20) students are enrolled in the program and will receive credit in one Spanish level course including SPN 2949. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College not to exceed \$5,796.58.

Hesting, John	Instructor	Collegiate High School	06/23/18 - 07/03/18
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Destination: Rome, Italy

The purpose of this trip is for Collegiate High School staff to lead high school and early college students in a study abroad program to Rome, Italy. A total of twenty (20) students are enrolled in the program and will receive credit in either: REL2300 World Religions or INR2002 International Relations. 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 is \$4,645.82.

Stark, Brandy	Instructor	Collegiate High School	06/23/18 - 07/03/18
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Destination: Rome, Italy

The purpose of this trip is for Collegiate High School staff to lead high school and early college students in a study abroad program to Rome, Italy. A total of twenty (20) students are enrolled in the program and will receive credit in either: REL2300 World Religions or INR2002 International Relations. 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 is \$4,721.80.

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

ND02062018

February 20, 2018

MEMORANDUM

TO: Board of Trustees St. Petersburg College
FROM: Tonjua Williams, President 
SUBJECT: Workforce and Professional Development

Approval is sought for the recommended changes to Workforce and Professional Development for courses within the 2017-2018 catalog year.

Workforce and Professional Development, Lifelong Learning: Added three new courses developed in conjunction with Peace4Tarpon, and as part of the College's community engagement efforts.

- AAP0200 Trauma Informed Lens
- AAP0201 Resiliency During Trauma
- AAP0202 Trauma Informed Practices

Workforce and Professional Development, Business and Finance: Added one new course to supplement the College's current Workforce Institute project management program. This course will help those students who have already taken the project management exam prep class and need to be familiar with the new content, and those who are already certified maintain current knowledge of the content and earn Professional Development Units (PDUs) needed to maintain active certification. No other course of this nature is offered in this area.


- PRJ0200 PMBOK 6th Edition – What's New?

Workforce and Professional Development, Information and Innovative Technology: Added six new courses to meet workforce needs.

- HDW0906 Mobile Device Repair
- PRG0906 Introduction to Programming: Object Oriented Fundamentals with Swift
- PRG0907 Introduction to App Development with Swift
- PRG0908 Advanced App Development with Swift
- NWT0907 CompTIA Cybersecurity Analyst (CSA+) Prep Online
- AAP0126 UAS for Public Safety

February 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, Ph.D., President 
SUBJECT: Community Foundation of Tampa Bay—Health and Human Service Grant (Information)

This informational memo provides a summary of a grant proposal that was submitted in collaboration by the St. Petersburg College Foundation and St. Petersburg College to the Community Foundation of Tampa Bay for the Health and Human Services Grant. The grant will provide an estimated \$15,000 in funding over a one-year period for this proposal. If awarded, funding will be channeled under the direction of the SPC Foundation as a non-profit entity.

The Community Foundation of Tampa Bay is seeking to support organizations that promote wellness and/or benefit those suffering from poverty, discrimination and violence. After a pre-application process, SPC has been invited to submit a full proposal to support the College’s Mental Health Awareness Program. The goal of this program is to ensure that faculty, staff and students have a clear understanding of the available resources and who to turn to in the event of a mental health crisis. The program would focus on: 1) increasing the amount/level of trainings delivered to students, faculty, and staff on mental health promotion and supporting individuals in crisis; and 2) increasing the educational materials and resources available to students, faculty, and staff on suicide prevention, how to improve mental health and the identification and reduction of risk factors, such as depression, substance use/abuse, and interpersonal violence. Funding would be used to support staff trainings, related time/effort, materials and supplies.

The estimated period of performance will be from April 1, 2018 through March 31, 2019. The total project budget is projected to be \$15,000 over a one-year period.

Frances Neu, Vice President of Institutional Advancement; Anne Cooper, Senior Vice President, Instruction and Academic Programs; Jesse Coraggio, Institutional Effectiveness & Academic Services; Heather Roberson, Academic Director, Center of Excellence for Teaching & Learning, recommend moving forward.

Attachment


ks0206183

Agenda Item VII – B.4

February 20, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Agreement between St. Petersburg College and the Greater Seminole Area Chamber of Commerce, for a lease of space at the Seminole Campus

Approval is sought to enter into a Lease Agreement with the Greater Seminole Area Chamber of Commerce, who will occupy a modular building (2800-3000 square feet) to be constructed on the Seminole Campus using funds donated by the Edward J. and Vivian E. Lurie Charitable Fund. Approval is also sought for the Board of Trustees to authorize the President to act on the Board's behalf to execute the purchase orders necessary to deliver the construction project.

St. Petersburg College (SPC) and the Greater Seminole Area Chamber of Commerce propose the following terms and conditions for a lease of space at the Seminole Campus. This lease includes approximately 2800-3000 square feet of space and shall be leased by the tenant for a unique relationship that encourages engagement between the chamber, the College, and several civic organizations.

A summary of the proposed terms are set forth below:

- The College will lease use of the 2800-3000 square feet to the Chamber for a base rent of \$1 per year and a flat rate Operational Fee of \$6.00 per square foot for the first 5 years of occupancy, \$7.00 per square foot for years 6-10 and \$8.00 for years 11-15.
- Terms of the lease shall be in three five-year increments for a total of fifteen years and shall start upon the date the chamber occupies the project, which shall be mutually agreed upon by the parties.
- The chamber and the college may extend this term upon mutual agreement with a minimum two (2) year notification by either Party prior to the expiration of each term.
- The College shall be responsible for all capital maintenance and repairs to the structure of the building and shall be responsible for all custodial services in all common areas. Tenant shall be responsible for the maintenance, repair, cleaning and pest control of their exclusive use space and shall keep the premises in orderly condition to comply with all current health department standards.

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

final form shall be available for inspection and review by the public, after due notice as required by law.

Final pricing for the construction phase of the project is being compiled. Costs are expected to exceed the Category V level expenditure (\$325,000), which require Board approval. In the interest of moving the project along, request is hereby made for the Board to authorize the President to act on the Board's behalf to execute all purchase orders necessary to construct the building.

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

AGREEMENT BETWEEN
ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
AND
THE SEMINOLE CHAMBER OF COMMERCE

THIS AGREEMENT, effective as of the ____ day of _____, 2018 ("Effective Date"), by and between the BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE hereinafter referred

to as “St. Petersburg College” or “College”, and the GREATER SEMINOLE AREA CHAMBER OF COMMERCE, hereinafter referred to as “Chamber of Commerce” or “Chamber.”

WHEREAS, St. Petersburg College is state institutions charged with providing educational programs for students who wish to enroll in such educational programs; and

WHEREAS, the Chamber of Commerce is a non-profit entity that serves as the bold voice of business to create economic development opportunities, to represent business interests, and to provide resources to businesses through education, business assistance projects, networking , and fellowship; and

WHEREAS, the Edward J. and Vivian E. Lurie Charitable Fund (hereinafter referred to as the “Lurie Fund”) and the Chamber of Commerce desire additional space for use by the Chamber of Commerce, civic groups, the Chamber and the College, including a further emphasis and recognition of entrepreneurship in our community; and

WHEREAS, St. Petersburg College understands and applauds the importance of community involvement and partnerships of the type this project exemplifies, and having civic clubs and organizations hold their meetings on the College campus, and

WHEREAS, St. Petersburg College desires that such space be constructed on the Seminole Campus of St. Petersburg College and that the College be permitted to use such space; and

WHEREAS, the Edward J. and Vivian E. Lurie Charitable Fund has agreed to provide \$500,000 to St. Petersburg College to construct such a space and the College has agreed to lease the space to the Chamber for an extended period of time, with funding and costs set forth on **Exhibit A (“Funding Plan”)**.

NOW THEREFORE, in consideration of the premises, the mutual covenants and agreements contained herein, the adequacy of which is hereby acknowledged, the parties do agree as follows:

1. Recitals.

The Recitals set forth above are true and correct and are incorporated herein by reference.

2. Definitions.

A. Project: The building shall consist of approximately 2800-3000 gross square feet, which St. Petersburg College will own and maintain. Specifics of this building are set forth in **Exhibit B, (“Site Plan”)**.

3. Ownership, Lease, Use and Name of the Project

A. As specifically set forth in **Exhibit B, (“Site Plan”)**, the land upon which the Project will be built, the building and the capital improvements related to the Project shall be owned by the College.

B. The College shall lease back to the Chamber for one dollar (\$1.00) annual base rate, that portion of the Project, identified on the Site Plan (“Exhibit B”), as the “Leased Premises”.

C. The Project shall be utilized by the Chamber of Commerce, civic clubs, and the College. A narrative description of the Chamber’s use is set forth on **Exhibit C (“Building Use”)**, attached hereto and incorporated herein by reference.

D. There shall be signage indicating that the “Greater Seminole Area Chamber of Commerce” has offices in the building and that it was through a donation from the Lurie Fund, as well as corresponding Logo. The Chamber and the College will mutually agree upon the type and location of the signage to be provided hereunder prior to its installation. No other use of the Lurie Fund or Chamber of Commerce name or Logo will be made by St. Petersburg College without the Fund’s or Chamber’s respective prior approval.

4. Design and Construction.

A. The College will manage the development, design, planning and construction of the Project. However, the Chamber through its representatives will participate in the design and review of Design and Construction Documents and will have the right to approve the same.

B. The College will complete the Project in accordance with all applicable Laws, including the Florida Building Code (FBC), Florida Fire Prevention Code (FFPC), State Requirements for Educational Facilities (SREF) and the American with Disabilities Act (ADA). All building requirements, permits and inspections shall be under the jurisdiction of the College.

C. The Project will consist of approximately 2800-3000 square feet to be utilized as a multipurpose facility to provide a welcome center for the community, and meeting location as noted below. This welcome center will be staffed by the Chamber, house office offices for the Chamber and provide a multipurpose meeting/conference/classroom room (hereinafter referenced as the “Community Room”) for use by civic clubs, the College and the Chamber:

(i) The College shall be solely responsible for the construction of the Project in accordance with the design documents, including but not limited to entering into agreements with contractors and administering the construction project. St. Petersburg College will provide the Chamber with copies of all construction changes orders, via electronic mail. Change orders increasing the time to construct the Project or the cost to the Chamber of the Project or which result in a change in the design and quality shown on the final plans and specifications approved by the Chamber shall be subject to the prior approval of the Chamber. The Chamber shall provide notice of its approval or disapproval within seven (7) days after St. Petersburg College’s request, via electronic mail. If the College does not receive a response as required herein, no response shall be considered an affirmative acceptance by the Chamber of said change order. In addition, St. Petersburg College

shall provide the Chamber with notice of any changes in the key personnel of the Architect and the Construction Manager assigned to this Project.

(ii) The College shall provide the construction schedule. It is the intent of the Parties that the Project shall be occupied by December 31, 2018. Notwithstanding, the College shall not be responsible to the Chamber for delay in occupying the building; provided however, if damages are due from the Construction Manager as a result of its delays, and the College pursues such claims, the Chamber shall be entitled to an equitable share of the same.

5. Funding.

A. The Estimated Construction Budget for the Project is \$500,000.00, as set forth on the Funding Plan attached hereto as **Exhibit A**. The Lurie Fund shall deposit with St. Petersburg College, the total sum of five hundred thousand dollars (\$500,000.00) on or before April 1, 2018. Said funds shall be used for the design, construction and related costs of the Project. Any donated funds remaining after construction is completed shall be used for enhancements to the building (e.g., for furniture, fixtures, equipment, or infrastructure) approved by both the Chamber and the College.

B. The Chamber acknowledges the Estimated Construction Budget is an estimate of the costs associated with the design, construction, fees and related costs of the Project, subject to subparagraph 5.C. below, shall be adjusted at the time the Guaranteed Maximum Price (GMP) is accepted by the College. St. Petersburg College shall provide a copy of the GMP proposal to the Chamber for review and approval prior to its acceptance thereof.

C. If the Project may not be built for the sum set forth in **Exhibit A** and the Chamber is unwilling to provide the additional funding necessary to construct the Project, St. Petersburg College or the Chamber may elect to terminate this Agreement, provided however, the College is notified of the termination within fourteen (14) days of the date of the GMP, and St. Petersburg College shall refund to the Lurie Fund the balance of funds remaining after the design and other related costs incurred for its portion of the Project to the date of termination are paid. In the event of termination by either Party under this paragraph, St. Petersburg College will have no further liability to the Chamber or the Lurie Fund.

E. Any payments to the Architect beyond those provided for as basic services in the Architect's contract, which will be paid from the Lurie Fund gift, must be approved by the Chamber in advance. The Chamber shall provide notice of its approval or disapproval, as the case may be, within seven (7) days or sooner, after St. Petersburg College's request therefor, via electronic mail.

6. Lease Term.

A. St. Petersburg College hereby leases the Leased Premises to the Chamber. The initial term of the lease shall be for a period

of fifteen (15) years commencing on the date the Chamber occupies the Project, which shall be mutually agreed upon by the parties.

B. The Chamber and the College may extend this term in five (5) year increments upon mutual agreement with a minimum two (2) year notification by either Party prior to the expiration of each term.

7. Furniture, Fixtures and Equipment.

A. Provision/Acquisition and maintenance of furniture, fixtures and office equipment inside the building shall be the responsibility of the Chamber, notwithstanding the ability of the College to provide updated furniture and fixtures for the community room at its sole discretion.

8. Facility Services.

A. The College shall maintain, repair and keep in good working order and condition the building and land, capital improvements, lighting, plumbing, heating and air conditioning systems and equipment, excluding any furnishings, fixtures and equipment provided by the Chamber.

B. The College will provide for all utilities including, electric, water, sewer trash, and gas, and the Chamber shall compensate the College through payment of an Operational Fee, as described in 10.E of this Agreement. The College will assist with the provision of phone, cable and internet service for the Chamber Offices, as required.

C. The College shall install, maintain, repair and replace, as necessary, all network telecommunications infrastructure for use in the common space of the Project. For the remaining space, including Chamber Offices, the Chamber will be responsible for coordinating the installation, maintenance, repair and replacement of its own systems and to keep the same in good working order and condition.

D. The College will provide all routine custodial and landscaping services.

E. The Chamber shall pay an Operational Fee to College of \$6 per square foot annually for the first 5 years of occupancy, \$7 per square foot annually for years 6-10 and \$8 per square foot annually for years 11-15. The Chamber shall pay in arrears, monthly, a sum equal to 1/12th of the annual amount due in that particular year of occupancy and shall be due the first of each month.

F. The building's normal hours of operation shall be maintained by the Chamber in accordance with normal Chamber hours of operation. All portions of the building shall be accessible to the College as any other building on the remainder of the Seminole Campus. There shall be no use of the building between the hours of 11:00 pm and 6:00 am unless approved by the Provost. Should the Chamber request any services to be provided after normal College hours, the

Chamber shall pay the actual cost for such additional services to the College. The College shall notify the Chamber of the amount of such charge within a reasonable time after the Chamber's request for such services.

G. The Chamber will have the right and responsibility to schedule use of the multipurpose room in consultation with the College. The use of the facility for College meetings and classes will be cooperatively established with the Chamber.

H. The Chamber shall not make any significant improvements, other than minor improvements, to the Leased Premises without the prior written approval of the College, not to be unreasonably withheld, qualified or delayed. The Chamber shall notify and coordinate with the Director of Facilities Planning & Institutional Services of any intended improvements. As provided in F.S. 713.10, the interest of the College shall not be subject to liens for improvements made by the Chamber, and the Chamber shall notify any contractor making such improvements of this provision.

9. Insurance and Indemnification.

A. St. Petersburg College is self-insured through the Florida Community College Risk Management Consortium through which it shall secure and maintain during the entire term of the Agreement the following minimum types and amounts of coverage: (i) statutory workers' compensation insurance for St. Petersburg College employees, (ii) liability insurance sufficient to provide coverage for St. Petersburg College's potential liability under Section 768.28, Florida Statutes, and (iii) property loss, casualty or damage coverage for the replacement value of the building, capital improvements, furnishings, fixtures and equipment owned by St. Petersburg College.

B. The Chamber shall maintain insurance for (i) property loss, casualty or damage coverage for the furnishings, fixtures and equipment, materials and resources owned by the Chamber, (ii) workers compensation, and (iii) general liability insurance that provides a minimum of \$1,000,000 in coverage and that lists St. Petersburg College as an additional insured.

C. Each party shall provide the other with evidence of their respective insurance provided pursuant to this Paragraph and shall notify the other at least thirty (30) days prior to change in such insurance.

D. Each party shall be responsible for any deductibles associated with its self-insurance program.

E. The Chamber agrees to indemnify, defend and hold the College harmless from and against any and all actions, liabilities, damages, expenses, claims, demands, and cause of action, including all expenses of litigation, including attorney's fees and court costs through appeal, arising out of or related to death or injury to any person, or the damage, loss or destruction of any property which may occur as a result of any act or omission by the Chamber, Chamber volunteers, or individuals visiting the Chamber.

10. Damage and Destruction.

The College has represented to the Chamber that it is a member of a Statewide Community College consortium self-insured program and that the Project shall be fully insured for the replacement value of the Project (including, but not limited to the building, capital improvements, furnishings, fixtures and equipment, and resources and materials owned by the College). In the event of total or partial destruction of or damage to the Project, the College shall be responsible for the repair, restoration or replacement of the Project, including but not limited to the building, capital improvements, fixtures and equipment, and resources and materials owned by the College subject to the limitation of proceeds received from the consortium coverage. The College shall commence the repair, restoration or replacement, within a reasonable time after receipt of said proceeds, and shall diligently pursue such repair, restoration or replacement until completed. The Chamber shall be responsible for the repair, restoration or replacement of resources and materials owned by the Chamber.

11. Discrimination

Neither the Chamber nor the College will discriminate in its employment practices or treatment of students, employees or visitors on the basis of race, color, ethnicity, religion, age, sex, sexual orientation, gender identity, genetic information, pregnancy, marital status or national origin nor will either discriminate against any qualified individual with a disability. The Chamber and the College recognize that sexual harassment constitutes discrimination on the basis of sex and will not tolerate it.

12. Miscellaneous.

A. College's Access: The College and the College's agents shall have the right to enter upon the Project at all times for custodial, maintenance, repairs, alterations or other improvements deemed necessary by the College and inspecting the same, posting notices as required by the College. The Chamber shall not change any locks to any doors within the Project without the prior written consent of the College.

C. Severability: The invalidity of any provision hereof under applicable law shall in no way affect the validity of any other provision hereof.

D. Time of Essence: Time is of the essence hereof.

E. Notices: Any notice, demand, request or other communication ("Notice") required or permitted to be given hereunder shall be in writing:

As to the College: Mark Strickland

St. Petersburg College
PO Box 13489
St. Petersburg, FL 33733

As to the Chamber: Roger Edelman
Seminole, FL

G. Hazardous Substances: Except for any Hazardous Substances utilized in conjunction with approved programs being offered at the Leased Premises, the Chamber shall not cause or permit the presence, use, disposal, storage, or release of any Hazardous Substances on or in the Leased Premises. Chamber shall not do, nor allow anyone else to do, anything affecting the Leased Premises that is in violation of any Environmental Law.

The Chamber shall promptly give the College written notice of any spill, accident, or release in violation of applicable laws involving the Leased Premises and any Hazardous Substance of which the Chamber has actual knowledge. If any contamination in violation of applicable laws is found to have been caused by the Chamber, the Chamber agrees to be responsible for clean-up expenses. The foregoing obligation shall survive the termination or expiration of this Agreement. In the event Chamber fails to act in the removal, proper disposal or all required clean-up procedures required by applicable law, the College shall have the right to remedy the Chamber's environmental problem at Chamber's cost and seek recovery from Chamber through proper legal channels after reasonable notice and opportunity to cure have been given to the Chamber.

As used in this Paragraph, "Hazardous Substances" are those substances defined as toxic or hazardous substances by Environmental Law and the following substances: gasoline, kerosene, other flammable or toxic petroleum products, toxic pesticides and herbicides, volatile solvents, materials containing asbestos or formaldehyde, and radioactive materials. As used in this Paragraph, "Environmental Law" means Federal laws and laws of the jurisdiction where the Premises is located that relate to health, safety or environmental protection.

H. Entire Agreement: The Agreement as hereinabove set forth, including all exhibits and riders, if any, incorporates all covenants, promises, agreements, conditions and understandings between the parties, and no covenant, promise, agreement, condition or understanding, either written or oral, not specifically set forth herein shall be effective to alter the performance or the rights of the parties as hereinbefore stated.

I. Public Records Laws: The parties agree to comply with the public records laws of the State of Florida.

J. Appropriations: The obligations of the Parties under this Agreement, if paid from state sources, are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

BOARD OF TRUSTEES OF
ST. PETERSBURG COLLEGE

Tonjua Williams. Date:
St. Petersburg College President and
Secretary of Board of Trustees

Witness: Date:

Witness: Date:

SEMINOLE CHAMBER OF COMMERCE

Date:

Witness: Date:

Witness: Date: