

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES June 19, 2018

EPICENTER MEETING ROOM (1-453)
13805 -58th STREET N.
CLEARWATER, FL

REGULAR MEETING: 9:00 AM

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. RECOGNITIONS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Patricia Matchette (*Not Attending*)
 - 2. James Pedicone (*Not Attending*)
 - 3. Alfred Misasi (*Not Attending*)
 - 4. Gene Ford (*Not Attending*)
 - 5. Carl Kallassy (*Not Attending*)
 - 6. Victoria Hayden (*Not Attending*)
 - 7. Pat Barbier (*Not Attending*)
 - 8. Edward Woodruff (*Not Attending*)
- B. Announcements
 - 1. Acting Dean, College of Nursing
 - 2. New Provost Downtown/Midtown Campus*
 - 3. New Vice President, Student Affairs*

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 May 15, 2018 (*Action*)

V. MONTHLY REPORTS

- A. General Counsel
- B. Special Counsel – Entry of Final Order [DOAH-Bright] (*Action*)

VI. STRATEGIC FOCUS AND PLANNING

- A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. Strategic Impact Plan – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services and Dr. Sabrina Crawford, Executive Director, Institutional Research and Effectiveness (*Presentation/Action*)

B. BUDGET AND FINANCE

1. Monthly Budget Report – Ms. Janette Hunt, Associate Vice President, Budgeting and Compliance (*Presentation*)
2. FY 2018-2019 Operating Fund Budget Proposal – Mr. Brian Miles Vice President, Administrative/Business Services and Information Technology (*Presentation*)
3. Adoption of Operating and Capital Outlay Budget for Fiscal Year 2018-2019 (*Action*)

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Health Insurance Request for Proposal Results– Ms. Michelle Manteiga, Acting Senior Manager, Benefits and Wellness (*Presentation*)
 - c. New Faculty Cohort Demographics/Recommendations 2018-2019 – Dr. Anne Cooper, Senior Vice President, Instruction and Academic Programs (*Presentation/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. Credit Curriculum Changes (*Action*)
3. GRANTS/RESTRICTED FUNDS CONTRACTS –
 - a. US Department of Justice, Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) (*Action*)
 - b. University of Central Florida, Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program (FPCTP) – Consent Approval (*Action*)
 - c. Florida Department of Education—Tampa Bay Consortium College Reach Out Program (*Action*)

4. Construction
 - a. Student Success Center, St. Petersburg Gibbs Campus (*Action*)
 - b. Change Order #2, Project #677-A-13-6, Construct Marine Science Labs and Classrooms, Bay Pines Center (*Action*)
5. OTHER
 - a. Accounts Receivable Write-Off (*Action*)
 - b. Agreement with Sierra-Cedar, Inc. for PeopleSoft Upgrade Consulting Services (*Action*)
 - c. Agreement with Oracle America, Inc. to purchase and use Oracle Cloud Infrastructure (OCI) service (*Action*)
 - d. Funds Transfer Request (*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

August 21, 2018, Epi Center - Annual Organizational Meeting

XII. ADJOURNMENT

ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING TO IMMEDIATELY FOLLOW – Presenter: Principal Starla Metz (see separate agenda)

The purpose of the meeting is to provide highlights of the 2017-18 school year and to ask the governing board to approve the proposed budget for the 2018-19 school year so it can be submitted to the Pinellas County School District.

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting June 19, 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: June 8, 2018



Acting Dean, College of Nursing

Dr. Louisiana Louis




- Starting July 2, 2018, Dr. Louisiana Louis will serve as the Acting Dean for the College of Nursing.
- Dr. Louis has a BS in Nursing from the University of South Florida, a MSN in nursing from the University of Phoenix, and a Doctorate in Nursing Practice from Chatham University.
- Dr. Louis has served in several capacities in the College of Nursing including adjunct faculty, faculty liaison with BayCare, full-time faculty in the RN to BSN program, and academic chair.

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Strategic Impact Plan

Approval is sought for the St. Petersburg College’s 2018-201 Strategic Impact Plan

St. Petersburg College (SPC) has a long, rich history of serving as a leader among the 28 Florida Colleges as well as in the communities we serve. The St. Petersburg College 2018-2021 Strategic Impact Plan represents the thoughts of thousands of stakeholders, builds on the successes the college has had in of creating and implementing annual key strategic priorities since 2012, and honors the college mission, vision and values.

It is a comprehensive roadmap that aims to respond to conditions both locally and societally while committing to three overarching Outcomes:

- Expand and maintain access;
- Increase student achievement; and
- Engage the community.

The plan contains a revised vision and mission statement to guide the work of the college over the next three years:

Vision Statement:

A premier college enriching and strengthening lives through a community of care.

Mission Statement:

The mission of St. Petersburg College is to empower our students and community to achieve success and economic mobility through academic excellence and engagement.

In addition, the plan also contains six new values for the college which include: Student Success, Integrity, Community Focus, Growth and Empowerment, Communication, and Equity. The operationalized definition for each value will serve to guide the college family.

The three-year plan consists of three strategic goals under each of the Board of Trustees defined College Visionary Commitments as shown below:

Academic Excellence

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

Strategic Goals

1. Improve the learning experience
2. Enhance internal and external support for students
3. Provide strategic professional

Economic Mobility

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

Strategic Goals

1. Deliver responsible program planning aligned with jobs and student goals
2. Increase strategic connections by partnering with educational institutions, businesses, and community resources
3. Prepare students for in-demand careers as defined by local workforce demands

Community Engagement

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

Strategic Goals

1. Be the catalyst for positive change in our community
2. Develop a one-college approach that fosters reciprocal relationships between SPC and the communities we serve
3. Align county-wide priorities and needs to achieve common goals.

Each Visionary Commitment and its associated Strategic Goals include various metrics and targets for performance. To ensure our success, we will be monitoring our progress and bringing updates to the Board of Trustees on a regular basis.

This new Strategic Impact Plan will provide St. Petersburg College a defined road map in continuing its work to empower our students and community to achieve success and economic mobility through academic excellence and engagement.

Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services, recommends approval.

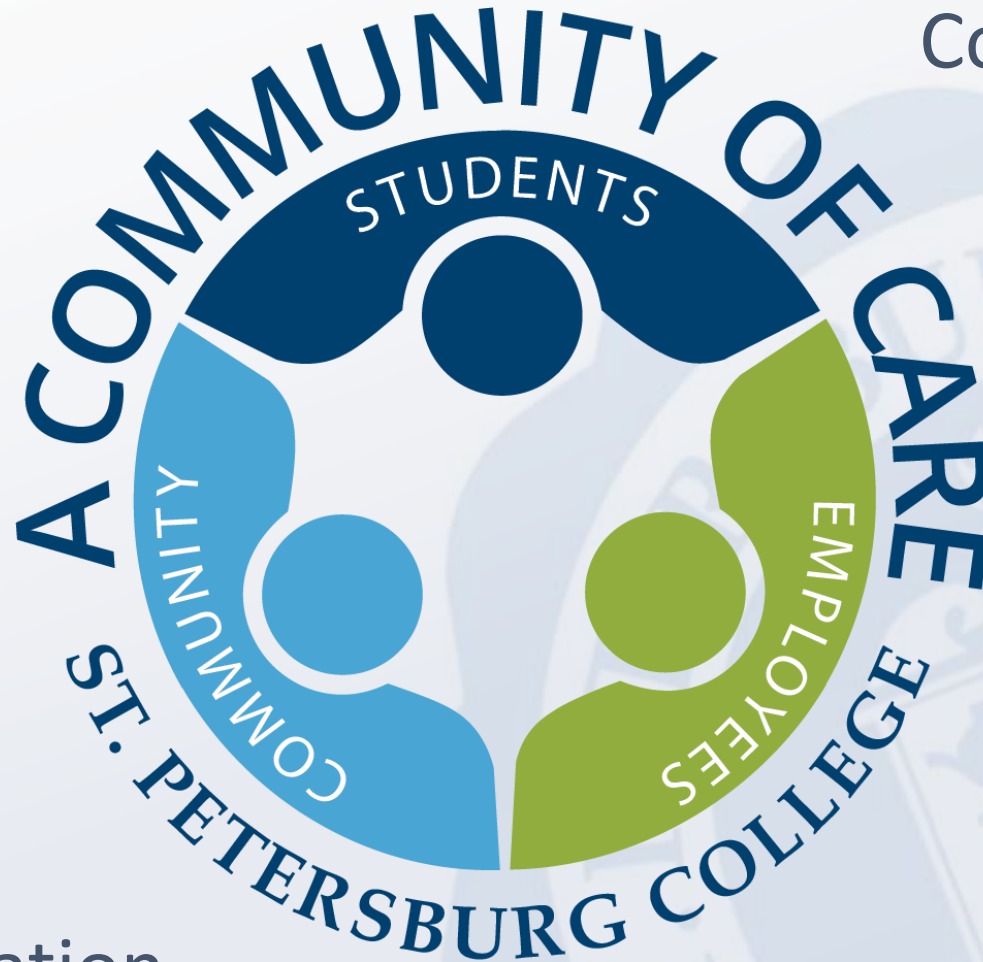
Strategic Impact Plan

Board of Trustees

June 19, 2018

Culture

Collaboration



Communication

Creativity

President's Vision

Transition Team's Six Priorities

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

Academic Excellence

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

Economic Mobility

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

Community Engagement

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

Three Commitments

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

- Seminole Campus – February 15th
- SP/Gibbs – February 19th
- Online – February 26th
- Tarpon Springs Campus – March

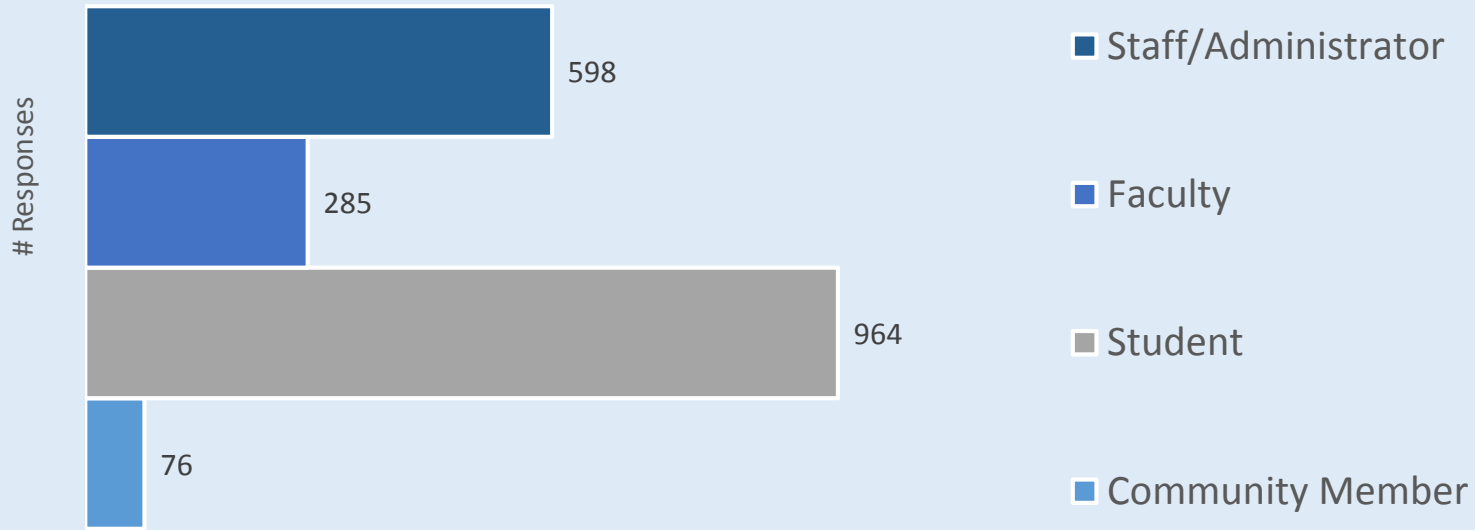
Community Members

- Clearwater Campus – March 13th
- Midtown Campus – March 20th

120 Total Participants

College Focus Groups

Primary Role of Survey Respondents



Total Responses: 1,923

Overall Themes

	Community	Student	Faculty/Staff	Total
Collaboration/Partnerships	10%	33%	57%	403
Diversity/Inclusivity	10%	37%	53%	72

Statement of Emerging Themes

- 1) *Creating **collaboration/partnerships** for students to engage in real world experiences, internships, and other activities that connect students with business professionals in and out of the classroom that includes creating a pipeline of students in the K12 system.*
- 2) ***Ensuring diversity/inclusivity** at SPC by providing equal opportunity to all; lift up those that have not had the same opportunities; value the contributions of all; be responsive to related needs of all stakeholders.*

Themes Specific to Academic Excellence

	Community	Student	Faculty/Staff	Total
Faculty Development	5%	44%	51%	330
Student Support	2%	45%	53%	292
Improving the Classroom Experience	6%	43%	51%	214

Statement of Emerging Themes

- 1) *Providing support for **faculty development** to meet the needs of the future job-market expectations and current student needs;*
- 2) *Providing **support for students** to allow them to focus on meeting their goals, including equitable support for online, affordability, and improving the consistency of information provided to students;*
- 3) ***Improving the classroom experience** including utilizing interactive methodologies, focusing on student engagement, and increasing accountability for both faculty/students.*

Themes Specific to Economic Mobility

	Community	Student	Faculty/Staff	Total
Awareness - Career Transition	5%	37%	58%	156
Scholarships - Student Support	8%	47%	45%	131

Statement of Emerging Themes

- 1) *A Career/Transfer office that provides the tools to **support career exploration** and selection and/or continued educational pursuits;*
- 2) *Community involvement to **support funding**, mentoring, partnerships to meet needs such as childcare, job expectation knowledge.*

Themes Specific to Community Engagement

	Community	Student	Faculty/Staff	Total
Community Needs	2%	42%	56%	373
Service/Volunteering/Fundraising/ Charity	2%	25%	73%	299
Communication/Feedback/ Transparency	7%	27%	66%	143
Campus Environment	3%	34%	63%	135

Statement of Emerging Themes

- 1) *Identifying specific **community needs** and create a method to align SPC events to meet these needs;*
- 2) *Developing methods to capture the myriad of ways the college community already **engages with the community**;*
- 3) *Actively **communicating and sharing** knowledge of who and what the college offers to facilitate participation;*
- 4) *Supporting the development of committees focused upon providing engagement support throughout the community, and developing events that **engage the community within the college**.*

- Lab 1: Vision, Mission, Values, 3 hours
Stakeholders at Collaborative Labs (April 30th)
- Lab 2: Goals & Strategies for 3 Commitment Areas
Stakeholders at Collaborative Labs (May 3rd)
- Lab 3: Champions/Teams Develop 1-Year Tactical Plans
for 2018-19 (May 17th)

158 Total Participants

Collaborative Labs

Draft Vision Statement

A premier college enriching and strengthening lives through a community of care.

Draft Mission Statement

The mission of St. Petersburg College is to empower our students and community to achieve success and economic mobility through academic excellence and engagement.

STUDENT SUCCESS

We believe students are the heart of SPC, and we align resources, decisions, and efforts to empower them to succeed.

INTEGRITY

We cultivate trust, transparency, and equity through personal and institutional ethics, empathy, and compassion.

COMMUNITY FOCUS

We foster and model the principles of inclusion, service, partnership, and social responsibility through community engagement to build strong relationships locally and abroad.

GROWTH AND EMPOWERMENT

We provide our students and employees clear pathways for personal and professional growth resulting in ongoing opportunities for leadership, engagement, and advancement.

COMMUNICATION

We build open and honest relationships to ensure inclusive dialogue with stakeholders to make informed and transparent decisions.

EQUITY

We are committed to ensuring that all stakeholders receive what they need to be successful through experiences, policies, practices, and behaviors that are just, fair, and inclusive for individuals to reach their full potential.

- 
1. Expand and Maintain Access
 2. Increase Student Achievement
 3. Engage the Community

Draft Three-Year Outcomes

Academic Excellence

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

	Access	Achievement	Community
1. Improve the learning experience	✓	✓	✓
2. Enhance internal and external support for students	✓	✓	✓
3. Provide strategic professional development for faculty, staff, and students	✓	✓	✓

Academic Excellence

Metrics	Baseline	Target
Fall 2016 to Fall 2017 Retention Rate (includes graduates)	68.8%	72%
2016-17 Course Success Rate	78.8%	80.8%
Completion (FTEIC) of College Level Math and English in first year	37.8%	40%
Percent of students visiting the Learning Support Commons	55.2%	58.0%
CCSSE (2017)/SENSE (2015) Data		
- CCSSE – Active Learning	52.8%	54.0%
- SENSE – Clear Academic Pathways	62.5%	64.0%
Employee Satisfaction (survey)	N/A	N/A
Employee Engagement (survey)	N/A	N/A
Transfer Rate (2013-14 AA Graduates)	76.1%	78.0%
- To FCS Baccalaureate	36.4%	
- To State University System Schools	39.6%	

Draft Metrics

Economic Mobility

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

	Access	Achievement	Community
1. Deliver responsive program planning aligned with jobs and student goals.	✓	✓	✓
2. Increase strategic connections by partnering with educational institutions, businesses, and community resources.	✓	✓	✓
3. Prepare students for in-demand careers as defined by local workforce needs.	✓	✓	✓

Economic Mobility

Metrics	Baseline	Target
Job Placement/Continuing Education Rate	95.7%	96.0%
Number of Industry Certifications (2017-18) [Variety of Offerings]	754 [45]	900 [50]
Number of Degree and Certificate Completers (2016)	7,698	8,200
Percentage of SPC programs aligned to the Targeted Occupations List for Pinellas County	57.8%	62.0%
Pinellas County College Attainment Rate 2016 [Lumina adjustment for high demand certificates]	39.4% [7%]	43.0% [7%]
Percentage of Adults (Age 18-64) in Pinellas County below the poverty line	14.0%	13.7%

Draft Metrics

Community Engagement

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

	Access	Achievement	Community
1. Be the catalyst for positive change in our community.	✓	✓	✓
2. Develop a one-college approach that fosters reciprocal relationships between SPC and the communities that we serve.	✓	✓	✓
3. Align county-wide priorities and needs to achieve common goals.	✓	✓	✓

Community Engagement

Metrics	Baseline	Target
Number of Community Vision Events Per Year (e.g., Downtown Business, Greenwood, etc.)	2	5
Number of Community Events (SPC and Community-hosted) on Campus	368	500
Number of service learning/volunteer hours for Faculty, staff, and students	25,440	28,000
Economic Impact of service learning/volunteer hours (\$)	\$614,122	\$675,920
Number of program advisory committee members (website)	573	600
Number of Faculty, staff, and students who participate on Community organizations/boards.	N/A	N/A
Number of K-12 student <u>visits</u> to SPC campuses	N/A	N/A
Number of community events in which SPC is a participant	N/A	N/A

Draft Metrics

Questions?



St. Petersburg College Board of Trustees Meeting May 2018 Budget Report

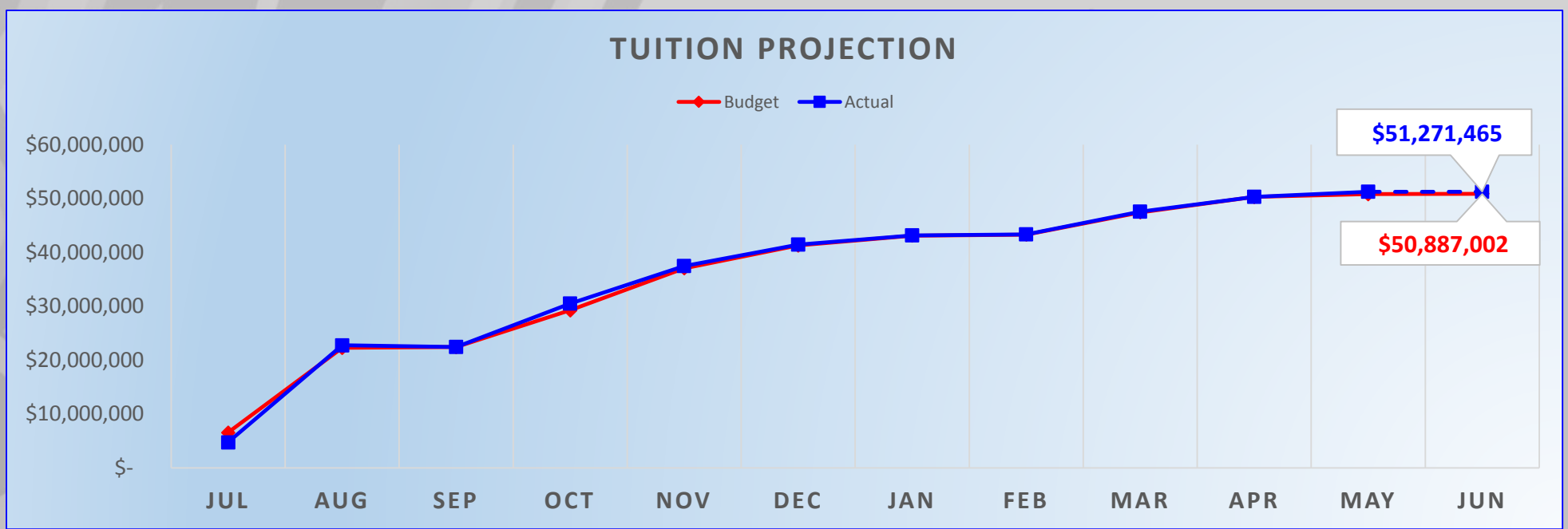
Janette Hunt
June 19, 2018





Report as of May 31, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition & Fees	\$ 68,364,047	\$ 63,139,679	92.4%	\$ 61,246,719	\$ 61,848,130	101.0%
State Funding	\$ 72,320,423	\$ 64,946,331	89.8%	\$ 71,793,706	\$ 64,235,439	89.5%
Other Revenues	\$ 5,397,200	\$ 4,636,614	85.9%	\$ 5,609,289	\$ 4,843,114	86.3%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,782,619	\$ 3,080,331	81.4%
Reserves	\$ 4,464,452	\$ -	0.0%	\$ 1,825,000	\$ -	0.0%
Total Revenue	\$ 154,102,961	\$ 135,860,278	88.2%	\$ 144,257,333	\$ 134,007,014	92.9%





Report as of May 31, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Personnel & Benefits						
Faculty	\$ 28,980,411	\$ 25,846,162	89.2%	\$ 26,776,489	\$ 24,799,087	92.6%
Administrative & Professional	\$ 26,069,342	\$ 22,464,261	86.2%	\$ 24,251,689	\$ 21,521,877	88.7%
Career Service (includes OT)	\$ 22,059,113	\$ 18,370,624	83.3%	\$ 19,951,011	\$ 17,601,510	88.2%
Adjunct/Supplemental	\$ 14,341,325	\$ 13,289,050	92.7%	\$ 13,549,064	\$ 12,862,912	94.9%
Other Personal Services (OPS)	\$ 2,896,867	\$ 1,856,382	64.1%	\$ 2,041,007	\$ 1,472,094	72.1%
Student Assistants	\$ 428,000	\$ 228,177	53.3%	\$ 428,000	\$ 285,023	66.6%
Health Insurance	\$ 11,854,771	\$ 13,715,661	115.7%	\$ 14,931,773	\$ 13,607,575	91.1%
Other Benefits	\$ 11,700,630	\$ 11,589,614	99.1%	\$ 11,280,323	\$ 11,283,536	100.0%
Total Personnel & Benefits	\$ 118,330,460	\$ 107,359,931	90.7%	\$ 113,209,356	\$ 103,433,615	91.4%
Current Expense						
Total Current Expense	\$ 32,341,920	\$ 24,524,077	75.8%	\$ 28,278,499	\$ 23,180,484	82.0%
Capital						
Total Capital	\$ 3,430,581	\$ 2,048,918	59.7%	\$ 2,769,478	\$ 1,926,211	69.6%
Total Operating	\$ 154,102,961	\$ 133,932,926	86.9%	\$ 144,257,333	\$ 128,540,310	89.1%
Balance	\$ -	\$ 1,927,352		\$ -	\$ 5,466,704	

**FY 2018 – 2019
Other Funds Budget**





Fund 3 Auxiliary Fund

St. Petersburg College	
FY18-19 Fund 3 Auxiliary Budget	
Revenues:	
Bookstore Commissions	\$ 1,812,519
Bookstore Textbook Credit Contribution	\$ 181,252
Food Services/Vending Commissions	\$ 132,054
Royalties-Ethics Textbook	\$ 48,000
Royalties-Excess Bandwidth	\$ 419,700
Pay For Print Sales	\$ 87,600
Seminole Library Rentals	\$ 43,000
Verizon Ground Tower Lease	\$ 55,496
Law Enforcement Applicant Screening	\$ 5,000
Interest	\$ 41,134
Student Success Reserves	\$ 574,451
Royalties-Ethics Textbook Reserves	\$ 52,000
Total Revenues	\$ 3,452,206

Expenses:	
Auxiliary Services Administrative Costs	\$ 137,000
Computer & Equipment Leases	\$ 86,000
Materials, supplies, misc. services	\$ 16,500
Total Expenses	\$ 239,500
Transfers Out to Other Funds:	
Operating Budget Fund	\$ 3,103,706
Scholarship Fund Mac J Williams	\$ 5,000
International Scholarships	\$ 104,000
Total Transfers Out to Other Funds	\$ 3,212,706
Total Expenses & Transfers	\$ 3,452,206
Excess of Revenues Over Expenses & Transfers	\$ -



Fund 3 Auxiliary Fund

\$3.1 M Transfer In Operating Fund

\$105K Senior Citizen Waivers

\$230K Student Assistants

\$300K Student Textbook Credits

\$532K Enrollment Initiative & Community
Engagement Expense

\$1.9M Academic and Institutional Program Support

\$0 Balance



Fund 7 Capital Outlay Fund

\$39.5M Funding Available
(\$8.3M Capital Improvement Fees)

\$2.7M Construction Bond Payments

\$24M Major Construction Projects

\$4.6M Deferred
Maintenance/Infrastructure

\$1.5M Campus Projects & Misc. Expense

\$1.1M Internal Construction Personnel

\$5.3M Balance for Contingency

Questions



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

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition	\$ 56,560,516	\$ 52,646,113	93.1%	\$ 50,887,002	\$ 51,271,465	100.8%
State Appropriation - FCS	\$ 51,695,712	\$ 47,647,240	92.2%	\$ 53,548,581	\$ 49,116,579	91.7%
State Appropriation - Lottery	\$ 16,693,508	\$ 13,354,808	80.0%	\$ 14,231,049	\$ 11,384,840	80.0%
Performance Funding	\$ 3,652,774	\$ 3,348,375	91.7%	\$ 3,514,076	\$ 3,221,234	91.7%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	\$ -	\$ -	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,608,686	87.7%	\$ 1,639,890	\$ 1,558,585	95.0%
Distance Learning Fee	\$ 3,814,485	\$ 3,643,342	95.5%	\$ 3,526,830	\$ 3,797,054	107.7%
Technology Fee	\$ 2,818,596	\$ 2,527,737	89.7%	\$ 2,508,569	\$ 2,453,330	97.8%
Lab Revenue Fees	\$ 1,714,401	\$ 1,918,498	111.9%	\$ 1,592,067	\$ 1,960,279	123.1%
Industry Certifications	\$ 150,000	\$ 595,908	397.3%	\$ 500,000	\$ 512,786	102.6%
Other Revenues	\$ 5,397,200	\$ 4,636,614	85.9%	\$ 5,609,289	\$ 4,843,114	86.3%
Other Student Fees	\$ 1,622,007	\$ 795,303	49.0%	\$ 1,092,361	\$ 807,417	73.9%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,782,619	\$ 3,080,331	81.4%
Reserve	\$ 4,464,452	\$ -	0.0%	\$ 1,825,000	\$ -	0.0%
Total Revenue	\$ 154,102,961	\$ 135,860,278	88.2%	\$ 144,257,333	\$ 134,007,014	92.9%
Personnel & Benefits						
Instructional/Faculty-Full time	\$ 28,980,411	\$ 25,846,162	89.2%	\$ 26,776,489	\$ 24,799,087	92.6%
Administrative & Professional	\$ 26,069,342	\$ 22,464,261	86.2%	\$ 24,251,689	\$ 21,521,877	88.7%
Career Service (includes OT)	\$ 22,059,113	\$ 18,370,624	83.3%	\$ 19,951,011	\$ 17,601,510	88.2%
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Other Benefits	\$ 11,700,630	\$ 11,589,614	99.1%	\$ 11,280,323	\$ 11,283,536	100.0%
Total Personnel & Benefits	\$ 118,330,460	\$ 107,359,931	90.7%	\$ 113,209,356	\$ 103,433,615	91.4%
Current Expense						
		\$ (191,462)			\$ (131,448)	
Travel	\$ 629,676	\$ 800,410	127.1%	\$ 311,583	\$ 399,115	128.1%
Repairs & Maint	\$ 872,674	\$ 878,267	100.6%	\$ 886,195	\$ 888,167	100.2%
Rental/Leases	\$ 445,340	\$ 38,617	8.7%	\$ 140,050	\$ 14,357	10.3%
Insurance (Non Health)	\$ 1,708,272	\$ 1,668,087	97.6%	\$ 1,758,611	\$ 1,891,561	107.6%
Utilities	\$ 5,800,000	\$ 4,435,220	76.5%	\$ 5,260,407	\$ 4,727,742	89.9%
Services and Fees	\$ 7,734,988	\$ 6,732,661	87.0%	\$ 6,033,319	\$ 5,448,232	90.3%
Scholarships/Fee Waivers	\$ 1,559,895	\$ 2,563,464	164.3%	\$ 2,423,463	\$ 2,496,613	103.0%
Materials and Supplies	\$ 5,928,526	\$ 3,971,027	67.0%	\$ 4,476,333	\$ 3,284,770	73.4%
Tech Expense/Licensing	\$ 2,805,757	\$ 2,213,081	78.9%	\$ 2,594,386	\$ 2,769,733	106.8%
Bad Debt/Unemployment	\$ 1,147,782	\$ (59,130)	-5.2%	\$ 1,003,810	\$ (71,956)	-7.2%
Other Current Expense	\$ 3,709,010	\$ 1,282,373	34.6%	\$ 3,390,342	\$ 1,332,150	39.3%
Total Current Expense	\$ 32,341,920	\$ 24,524,077	75.8%	\$ 28,278,499	\$ 23,180,484	82.0%
Capital						
Computer Refresh Leases	\$ 2,904,221	\$ 1,760,711	60.6%	\$ 2,379,879	\$ 1,612,995	67.8%
Capital Purchases	\$ 526,360	\$ 288,207	54.8%	\$ 389,599	\$ 313,216	80.4%
Total Capital	\$ 3,430,581	\$ 2,048,918	59.7%	\$ 2,769,478	\$ 1,926,211	69.6%
Total Operating	\$ 154,102,961	\$ 133,932,926	86.9%	\$ 144,257,333	\$ 128,540,310	89.1%
Balance	\$ -	\$ 1,927,352		\$ -	\$ 5,466,704	

FY 2018 – 2019 Operating Fund Budget Proposal

Brian Miles

VP, Administrative/Business Services & IT





FY2018-2019 Revenue Budget Proposal

	FY2017-2018	FY2018-2019	
	Approved Budget	Proposed Budget	Difference
Revenue			
Student Tuition & Out-of-State Fees	\$ 61,246,719	\$ 61,456,217	\$ 209,498
State Funding	\$ 71,793,706	\$ 72,087,912	\$ 294,206
Other Revenues	\$ 5,609,289	\$ 5,187,048	\$ (422,241)
Fund Transfers In	\$ 3,782,619	\$ 3,103,706	\$ (678,913)
Reserves	\$ 1,825,000	\$ 1,000,000	\$ (825,000)
Total Revenue	\$ 144,257,333	\$ 142,834,882	\$ (1,422,451)

- More Favorable Enrollment Projection

- Shift from Florida College System to Lottery
- Performance Funding

- Reduce One-Time Revenue

- Decline in Book Store Sales

- Reduce Reserve Reliance



FY2018-2019 Expense Budget Proposal

	FY2017-2018	FY2018-2019	
	Approved Budget	Proposed Budget	Difference
Personnel & Benefits			
Instructional/Faculty-Full time	\$ 26,776,489	\$ 25,749,327	\$ (1,027,162)
Administrative & Professional	\$ 24,251,689	\$ 23,486,134	\$ (765,554)
Career Service (includes OT)	\$ 19,951,011	\$ 19,217,033	\$ (733,977)
Adjunct/Supplemental	\$ 13,549,064	\$ 13,142,592	\$ (406,472)
Other Personal Services (OPS)	\$ 2,041,007	\$ 2,019,316	\$ (21,691)
Student Assistants	\$ 428,000	\$ 428,000	\$ -
Health Insurance	\$ 14,931,773	\$ 14,424,864	\$ (506,909)
Other Benefits	\$ 11,280,323	\$ 11,818,856	\$ 538,533
Total Personnel & Benefits	\$ 113,209,356	\$ 110,286,124	\$ (2,923,232)
Current Expense			
Total Current Expense	\$ 28,278,499	\$ 29,769,121	\$ 1,490,622
Capital			
Total Capital	\$ 2,769,478	\$ 2,779,636	\$ 10,158
Total Operating	\$ 144,257,333	\$ 142,834,882	\$ (1,422,451)
Balance	\$ -	\$ -	\$ -

- Monitor Personnel Expense Ratio
- Analyze Health Insurance

- Upgrade Student System

Questions



June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President



SUBJECT: Fiscal Year 2018-2019 College General Operating, Capital Outlay, Student Activities, Auxiliary, and Scholarship Budgets with Tuition and Fees

The FY18-19 operating budget proposal continues to strengthen St. Petersburg College's efforts to support its pillar commitments; promote academic excellence, workforce mobility, and community engagement.

Approval is sought for the College's Operating and Capital Outlay Budget for Fiscal Year 2018-2019.

In addition to the following narrative, a budget summary is attached.

Fund 1 General Operating Budget - The College's General Operating Budget is based on the 2018-2019 General Appropriations Act (House Bill 2500).

Pursuant to state rule 6A-14.0716, the College must prepare a budget in such form as prescribed by the State Board of Education for the Current Unrestricted Fund. A copy of the budget approved by the College's Board of Trustees shall be submitted to the Chancellor, as designee of the Commissioner of Education, by June 30 or on a later date established by the Chancellor. In accordance with Florida statutes (1011.30), this operating budget must be approved by the College's Board of Trustees prior to the submission to the Department of Education (DOE). Any future revisions to this operating budget must be presented to and approved by the Board.

Fund 7 Capital Outlay Budget – The FY2018-2019 College Capital Outlay budget of \$39.5M provides for college-wide facility and technology infrastructure maintenance, and major building project funding.

In accordance with Florida statute 1013.61, this Capital Outlay budget must be approved by the College's Board of Trustees. The capital needs are presented in the attached summary as proposed expenditures from the capital budget funding sources detailed.

Student Fees per Credit Hour would be modified as follows:

Lower Division Credit Programs

	2017-2018 Fees	2018-2019 Fees	% Change
Florida Residents			
Tuition Fee	\$80.94	\$80.94	
Student Activity & Service Fee	7.63	7.63	
Financial Aid Fee	4.04	4.04	
Technology Fee	4.04	4.04	
Capital Improvement Fee (CIF)	15.10	15.10	
Tuition and Fees	\$111.75	\$111.75	0.0%
Non-Residents			
Tuition Fee	\$80.94	\$80.94	
Out-of-State Fee	242.97	242.97	
Student Activity & Services Fee	7.63	7.63	
Financial Aid Fee	16.20	16.20	
Technology Fee	16.20	16.20	
Capital Improvement Fee (CIF)	22.96	22.96	
Tuition and Fees	\$386.90	\$386.90	0.0%

Post-Secondary Adult Vocational Non-Credit Programs

	2017-2018 Fees	2018-2019 Fees	% Change
Florida Residents			
Tuition Fee	\$68.60	\$68.60	
Technology Fee	3.43	3.43	
Capital Improvement Fee (CIF)	3.43	3.43	
Total Registration Fees	\$75.46	\$75.46	0.0%
Non-Residents			
Tuition Fee	\$68.60	\$68.60	
Out-of-State Fee	205.82	205.82	
Technology Fee	13.72	13.72	
Capital Improvement Fee (CIF)	13.72	13.72	
Total Registration Fees	\$301.86	\$301.86	0.0%

Upper Division Credit Programs

	2017-2018 Fees	2018-2019 Fees	% Change
Florida Residents			
Tuition Fee	\$91.79	\$91.79	
Student Activity & Services Fee	9.18	9.18	
Financial Aid Fee	4.59	4.59	
Technology Fee	4.59	4.59	
Capital Improvement Fee (CIF)	12.55	12.55	
Tuition and Fees	\$122.70	\$122.70	0.0%
Non-Residents			
Tuition Fee	\$91.79	\$91.79	
Out-of-State Fee	275.53	275.53	
Student Activity & Services Fee	9.18	9.18	
Financial Aid Fee	18.37	18.37	
Technology Fee	18.37	18.37	
Capital Improvement Fee (CIF)	12.55	12.55	
Tuition and Fees	\$425.79	\$425.79	0.0%

The budgets of other major funding categories, including Student Activities, Auxiliary, and Scholarship are provided to the Board for information. Following are brief narratives of each major funding category and budget summaries are attached.

Fund 2 Student Activities Budget - The FY2018-2019 College-wide Student Activities Budget is \$5.7M. It includes \$1.0M distributed across the campus' Student Government Associations (SGA) for budget development. This budget is reviewed and approved by the President.

Fund 3 Auxiliary Budget – The FY2018-2019 College-wide Auxiliary Budget is \$3.5M. It includes \$3.1M to support expenses in the Fund 1 General Operating Budget.

Fund 5 Scholarship Budget – The FY2018-2019 College-wide Scholarship Budget is \$62.3M. It includes \$58.1M in Federal and State financial aid, \$2.2M in scholarships funded by the Student Financial Aid Fee, and \$1.9M in Foundation and other scholarships.

Brian Miles, Vice President, Administrative/Business Services & Information Technology recommend approval.

Attachment

St. Petersburg College
FY18-19 Fund 1 Operating Budget

Revenue	FY17-18 Budget	FY18-19 Budget
Student Tuition & Out-of-State Fees	\$ 50,887,002	\$ 50,779,769
State Appropriation - FCS	\$ 53,548,581	\$ 51,475,043
State Appropriation - Lottery	\$ 14,231,049	\$ 16,598,793
Performance Funding	\$ 3,514,076	\$ 3,514,076
Operating Cost for New Facilities	\$ 1,639,890	\$ 1,591,029
Learning Support Access Fee	\$ 3,526,830	\$ 3,995,700
Distance Learning Fee	\$ 2,508,569	\$ 2,449,568
Technology Fee	\$ 1,592,067	\$ 1,575,099
Lab Revenue Fees	\$ 500,000	\$ 500,000
Industry Certifications	\$ 5,609,289	\$ 5,187,048
Other Revenues	\$ 1,092,361	\$ 1,065,052
Other Student Fees	\$ 3,782,619	\$ 3,103,706
Fund Transfers In	\$ 1,825,000	\$ 1,000,000
Reserve	\$ 144,257,333	\$ 142,834,882
Operating Costs		
	FY17-18 Budget	FY18-19 Budget
Personnel & Benefits		
Instructional/Faculty-Full time	\$ 26,776,489	\$ 25,749,327
Administrative & Professional	\$ 24,251,689	\$ 23,486,134
Career Service (includes OT)	\$ 19,951,011	\$ 19,217,033
Adjunct/Supplemental	\$ 13,549,064	\$ 13,142,592
Other Personal Services (OPS)	\$ 2,041,007	\$ 2,019,316
Student Assistants	\$ 428,000	\$ 428,000
Health Insurance	\$ 14,931,773	\$ 14,424,864
Other Benefits	\$ 11,280,323	\$ 11,818,856
Total Personnel & Benefits	\$ 113,209,356	\$ 110,286,124
Current Expense		
Travel	\$ 311,583	\$ 350,000
Repairs & Maint	\$ 886,195	\$ 931,034
Rental/Leases	\$ 140,050	\$ 22,322
Insurance (Non Health)	\$ 1,758,611	\$ 1,811,245
Utilities	\$ 5,260,407	\$ 5,527,258
Services and Fees	\$ 6,033,319	\$ 6,051,449
Scholarships/Fee Waivers	\$ 2,423,463	\$ 2,424,463
Materials and Supplies	\$ 4,476,333	\$ 4,693,926
Tech Expense/Licensing	\$ 2,594,386	\$ 3,695,983
Bad Debt/Unemployment	\$ 1,003,810	\$ 1,003,331
Other Current Expense	\$ 3,390,342	\$ 3,258,110
Total Current Expense	\$ 28,278,499	\$ 29,769,121
Capital Spending		
Computer Refresh Leases	\$ 2,379,879	\$ 2,390,037
Capital Purchases- Non-Recurring	\$ 389,599	\$ 389,599
Total Capital Spending	\$ 2,769,478	\$ 2,779,636
Total Operating Costs	\$ 144,257,333	\$ 142,834,882
Total Remaining Funds	\$ -	\$ -

**St. Petersburg College
FY18-19 Fund 2 Student Activities Budget**

Total Projected Student Activity Revenues	\$ 5,727,139
Less Budgeted Expenses:	
Annual Journal Entries	\$ 1,427,885
Student Determined Activities Distribution (25%)	\$ 1,048,340
Reserve (5%)	\$ 141,500
Budgeted Personnel (excluding annual journal entries and athletics personnel)*	\$ 1,272,168
Athletics (including personnel)	\$ 1,345,107
Non-Discretionary Campus Program Operating Expenses	\$ 301,744
Other Collegewide Operating Expenses	\$ 190,396
Total Budgeted Expenses	\$ 5,727,139
Surplus/Deficit	\$ -

**St. Petersburg College
FY18-19 Fund 5 Scholarship Budget**

Revenues:	
Student Financial Aid Fees Collected	\$ 2,237,190
Federal PELL and SEOG Grants	\$ 51,100,000
Various Florida State Scholarship Grants	\$ 7,000,000
Various SPC Foundation and Other Scholarship Grants	\$ 1,979,000
Total Revenues	\$ 62,316,190
Expenses:	
Student Incentive Grant Scholarships	\$ 1,409,190
Johnnie Ruth Clark Scholarships	\$ 358,642
SPC Presidential Scholarships	\$ 150,155
Fine Arts, Visual Art, Associate to Baccalaureate, Honors College, Misc. Scholarships	\$ 423,204
Total Financial Aid Fee Scholarships	\$ 2,341,190
Federal PELL & SEOG Grants Awarded	\$ 51,100,000
State of Florida Scholarships	\$ 7,000,000
Various SPC Foundation and Other Scholarships	\$ 1,875,000
Total Expenses	\$ 62,316,190
Surplus/Deficit	\$ -


St. Petersburg College	
FY18-19 Fund 3 Auxiliary Budget	
Revenues:	
Bookstore Commissions	\$ 1,812,519
Bookstore Textbook Credit Contribution	\$ 181,252
Food Services/Vending Commissions	\$ 132,054
Royalties-Ethics Textbook	\$ 48,000
Royalties-Excess Bandwidth	\$ 419,700
Pay For Print Sales	\$ 87,600
Seminole Library Rentals	\$ 43,000
Verizon Ground Tower Lease	\$ 55,496
Law Enforcement Applicant Screening	\$ 5,000
Interest	\$ 41,134
Student Success Reserves	\$ 574,451
Royalties-Ethics Textbook Reserves	\$ 52,000
Total Revenues	\$ 3,452,206
Expenses:	
Auxiliary Services Administrative Costs	\$ 137,000
Computer & Equipment Leases	\$ 86,000
Materials, supplies, misc. services	\$ 16,500
Total Expenses	\$ 239,500
Transfers Out to Other Funds:	
Operating Budget Fund	\$ 3,103,706
Scholarship Fund Mac J Williams	\$ 5,000
International Scholarships	\$ 104,000
Total Transfers Out to Other Funds	\$ 3,212,706
Total Expenses & Transfers	\$ 3,452,206
Excess of Revenues Over Expenses & Transfers	\$ -

St. Petersburg College				
FY18-19 Fund 7 Capital Outlay Budget				
	Capital Improvement Funds	State Appropriation Funds	Other Funds	Total Budget Projection
Projected Sources of Revenue				
Funds				
PECO Project (SPG Adm)	\$ -	\$ 3,500,000	\$ -	\$ 3,500,000
PY PECO Projects	\$ -	\$ 13,854,332	\$ -	\$ 13,854,332
PECO General Renovation/Remodel (186)	\$ -	\$ -	\$ -	\$ -
SODA General Renovation/Remodel (265)	\$ -	\$ 2,776,132	\$ -	\$ 2,776,132
PY SODA General Renovation/Remodel (265)	\$ -	\$ 3,249,683	\$ -	\$ 3,249,683
City of Seminole (Habitat Park)	\$ -	\$ -	\$ 29,375	\$ 29,375
Capital Improvement Fees - Discretionary	\$ 8,356,036	\$ -	\$ -	\$ 8,356,036
PY Capital Improvement Fees	\$ 5,102,990	\$ -	\$ -	\$ 5,102,990
Capital Outlay & Debt Service (CO&DS)	\$ -	\$ -	\$ -	\$ -
PY CO&DS	\$ -	\$ 1,350,893	\$ -	\$ 1,350,893
Other Misc. Sources	\$ -	\$ -	\$ 759,694	\$ 759,694
RaceTrac	\$ -	\$ -	\$ 483,797	\$ 483,797
Total Fund Sources	\$ 13,459,026	\$ 24,731,040	\$ 1,272,866	\$ 39,462,932
Projected Uses of Revenue				
Budgeted Personnel Salaries	\$ 656,479	\$ -	\$ -	\$ 656,479
Other Personnel	\$ 206,000	\$ -	\$ -	\$ 206,000
Employee Benefits - Retirement	\$ 54,225	\$ -	\$ -	\$ 54,225
Employee Benefits - FICA/Medicare	\$ 50,221	\$ -	\$ -	\$ 50,221
Employee Benefits - Health/Dental/Wellness	\$ 135,832	\$ -	\$ -	\$ 135,832
Total Personnel & Benefits	\$ 1,102,757	\$ -	\$ -	\$ 1,102,757
Major Construction				
St. Pete/Gibbs Student Success Center	\$ 2,482,110	\$ 18,617,977	\$ -	\$ 21,100,087
St. Pete/Gibbs Student Success Center (Reserve)	\$ 875,000	\$ -	\$ -	\$ 875,000
Seminole Chamber of Commerce Modular	\$ -	\$ -	\$ 500,000	\$ 500,000
Bay Pines Center	\$ 158,192	\$ 68,334	\$ -	\$ 226,526
Clearwater Library	\$ 1,169,663	\$ -	\$ 221,835	\$ 1,391,498
Midtown LEED Certification	\$ 20,742	\$ -	\$ -	\$ 20,742
Total Major Construction	\$ 4,705,707	\$ 18,686,311	\$ 721,835	\$ 24,113,853
Infrastructure Deferred Maintenance and Network				
Deferred Maintenance	\$ -	\$ 64,643	\$ -	\$ 64,643
Campus Infrastructure Projects	\$ 115,000	\$ 3,038,347	\$ -	\$ 3,153,347
Career Services Infrastructure	\$ -	\$ -	\$ -	\$ -
Technology Infrastructure Maintenance	\$ 1,391,255	\$ -	\$ -	\$ 1,391,255
Total Infrastructure Deferred Maintenance and Network	\$ 1,506,255	\$ 3,102,990	\$ -	\$ 4,609,245
Project Expense				
Allstate				
Fire Science Equipment (Tanks)	\$ 60,000	\$ -	\$ -	\$ 60,000
Skid Pad Surface	\$ -	\$ 23,417	\$ -	\$ 23,417
Florida Room Renovation	\$ -	\$ 48,080	\$ -	\$ 48,080
Misc. Maintenance and Ren/Rem	\$ -	\$ 5,000	\$ -	\$ 5,000
Bay Pines Center				
Bay Pines STEM Learning Center	\$ 63,865	\$ -	\$ -	\$ 63,865
Downtown-Midtown				
Career Center	\$ -	\$ 50,000	\$ -	\$ 50,000
EpiCenter/District Office				
Workforce STEM	\$ 116,000	\$ -	\$ -	\$ 116,000
Collaborative Labs	\$ 60,064	\$ -	\$ -	\$ 60,064
Campus & Academic Areas Refresh	\$ 25,000	\$ -	\$ -	\$ 25,000
Health Education Center				
NIP Project	\$ -	\$ 250,000	\$ -	\$ 250,000
Misc. Maintenance and Ren/Rem	\$ -	\$ 2,826	\$ -	\$ 2,826
Seminole				
Digitorium	\$ 50,000	\$ -	\$ -	\$ 50,000
City of Seminole (Habitat Park)	\$ -	\$ -	\$ 29,375	\$ 29,375
Pharmacy & Dental	\$ -	\$ -	\$ 37,859	\$ 37,859
St. Pete				
Library Study Rooms Renovation	\$ -	\$ 25,000	\$ -	\$ 25,000
Misc. Maintenance and Ren/Rem	\$ -	\$ 20,000	\$ -	\$ 20,000
Tarpon Springs				
Entrance/Exit	\$ -	\$ -	\$ 483,797	\$ 483,797
Agora Building Renovation	\$ -	\$ 100,000	\$ -	\$ 100,000
Major Campus Projects	\$ -	\$ -	\$ -	\$ -
Contingency	\$ 2,890,045	\$ 2,417,416	\$ -	\$ 5,307,461
Debt Service - Construction Obligations and Bonds				
JWB Payment	\$ 2,691,563	\$ -	\$ -	\$ 2,691,563
Total Expenses	\$ 13,459,026	\$ 24,731,040	\$ 1,272,866	\$ 39,462,932
Remaining Funds	\$ -	\$ -	\$ -	\$ -

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional

Name	Title	Department/Location	Effective Date
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Cheese, Antonia M	Acting, Artic Outreach Spec	Academic & Student Affairs EPI	4/23/2018 - 6/30/19
Dale, Jennifer C	Associate Provost	Associate Provost Office TS	5/7/2018 - 6/30/19
Carter, Julia L	Career & Academic Advisor	Counseling & Advisement CL	6/4/2018 - 6/30/19

TRANSFER/PROMOTION Budgeted Administrative & Professional

Name	Title	Department/Location	Effective Date
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Couch, Marie S	Career & Technical Educ Coord	Career Connections EPI	5/21/2018 - 6/30/19
Skryd, Jacqueline M	Chief of Staff	President Office DO	5/14/2018 - 6/30/19
Shultz, Kathleen G	ExecDir of Grants Development	Academic & Student Affairs EPI	5/14/2018 - 6/30/19

RENEWAL - MODIFICATION Budgeted Administrative & Professional

Name	Title	Department/Location	Effective Date
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Neu, Frances	VP, Instit. Adv. & Ex. Dir. Foundation	Foundation DO	7/1/18 - 9/19/18
Reifler-Alessi, Linda	Reference & Instruction Librarian	Learning Resources SPG	7/1/18 - 12/31/18

HIRE Budgeted Career Service

Name	Title	Department/Location	Effective Date
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Isbell, Inna O	Accounting Support Specialist	Accounting Services EPI	5/5/2018
Perez, Yolanda	Administrative Svcs Assistant	Provost Office SPG	5/7/2018
De Laval, Maria L	Administrative Svcs Specialist	Humanities & Fine Arts SPG	4/21/2018
Vanderwerf, Kelley M	Administrative Svcs Specialist	Student Activities SPG	5/21/2018
Farren, William	Facilities Technician	Maintenance Services DO	5/21/2018
Baker, Semone S	Recruiter	Provost Office SPG	5/21/2018
Rodriguez-Maust, Helen E	Recruiter	Provost Office TS	5/21/2018
Williamson, Annelies C	Student Support Specialist	Associate Provost Office CL	5/15/2018

TRANSFER/PROMOTION Budgeted Career Service

Name	Title	Department/Location	Effective Date
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Westlund, Margo M	Accounting Support Specialist	Budgeting & Compliance DO	6/4/2018
Luke, Dean D	Administrative Svcs Specialist	Provost Office SE	5/21/2018
Kane, Jacquelyn J	Recruiter	Provost Office AC	6/18/2018

TRANSFER/PROMOTION Faculty

Name	Title	Department/Location	Effective Date
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Daniels, Amanda R	Chair, Nursing	Nursing HEC	5/14/2018
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HIRE Temporary

Name	Title	Department/Location	Effective Date
Glaros, Kalotina L	Adjunct Faculty	Baccalaureate Programs CL	5/14/2018
Cancel, Melissa J	Adjunct Faculty	Distance Learning TV SE	5/14/2018
Dave, Shivali K	Adjunct Faculty	Health Information Mgmt HEC	5/14/2018
Fouad, Emadelden	Adjunct Faculty	Mathematics SE	5/14/2018
Hartman, Laura E	Adjunct Faculty	Respiratory Care HEC	5/14/2018
Eubanks, Alecia C	Adjunct Faculty	Social & Behavioral Science SE	5/14/2018
Lazenbury, Quindara L	Adjunct Faculty, Bach	Baccalaureate Programs EPI	5/14/2018
Lopez, Sandra A	Adjunct Faculty, Bach	Baccalaureate Programs EPI	5/14/2018
Scott, Daniel J	Adjunct Faculty, Bach	Baccalaureate Programs EPI	5/14/2018
Walker, Jessica L	Adjunct Faculty, HTF Nursing	Dental Hygiene HEC	5/14/2018
Lowman, Jonathan L	OPS Career Level 1	Academic & Student Affairs TS	5/21/2018
Percival, Elsie M	OPS Career Level 1	Academic & Student Affairs HEC	5/7/2018
Sexton, Amanda	OPS Career Level 1	Academic & Student Affairs CL	5/21/2018
Shablouskaya, Volha	OPS Career Level 1	Academic & Student Affairs SE	5/21/2018
Delgado-Ovalles, Maria A	OPS Career Level 1	Learning Resources SPG	4/23/2018
Coffman, Sandra A	OPS Career Level 2	Admissions & Central Records DO	5/7/2018
Pinckney, Matthew T	OPS Career Level 2	College Reach Out Program DO	6/4/2018
Hester, Cody G	OPS Career Level 2	Learning Resources CL	6/4/2018
Benites Giron, Alejandra F	OPS Career Level 2	Leepa/Rattner Museum TS	6/4/2018
Karavas, Michael Y	OPS Career Level 2	Leepa/Rattner Museum TS	6/4/2018
Crkvcenic, Emily M	OPS Career Level 2	Natural Science TS	6/4/2018
Kati, Elina	OPS Career Level 2	Natural Science TS	6/4/2018
Vanscoy, Alexander E	OPS Career Level 2	Natural Science TS	6/4/2018
Vasicek, Alan M	OPS Career Level 2	Natural Science TS	6/4/2018
Doyle, Nathan C	OPS Career Level 2	Provost Office CL	5/21/2018
Stanisic, Ana	OPS Career Level 2	Student Activities SE	5/21/2018
Richardson, Joshua A	OPS Career Level 5	Academic & Student Affairs HEC	5/7/2018
Clark, Rachael A	OPS Career Level 5	Learning Resources DT	6/4/2018
Haas, Eric T	OPS Career Level 5	Learning Resources DT	6/4/2018
Romero, Eric S	OPS Career Level 5	Provost Office HEC	5/21/2018
Chambers, Stacy R	OPS Professional	College Reach Out Program DO	6/4/2018
Pearson, Jeffrey A	Professional Trainer	Academic & Student Affairs DO	5/14/2018
Bindman, Daniel G	Professional Trainer	Criminal Justice AC	6/4/2018
Clague, Eric A	Professional Trainer	Criminal Justice AC	6/4/2018
Gettmann, Karl D	Professional Trainer	Criminal Justice AC	5/21/2018
Szymanski, Jacek	Professional Trainer	Criminal Justice AC	5/21/2018
Carter, John-Colby T	Professional Trainer	Emergency Medical Services HEC	6/4/2018
Lindau, Christopher H	Professional Trainer	Emergency Medical Services HEC	6/4/2018
Takach, Kaylie B	Professional Trainer	Emergency Medical Services HEC	6/4/2018
Walker, David M	Professional Trainer	Emergency Medical Services HEC	6/4/2018

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
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Name	Title	Department/Location	Effective Date
Gorham, Tricia	Instructor	Vet Tech	12/07/2018 - 12/22/2018

Destination: Fitzroy Island, Australia

The purpose of this trip is to lead SPC students on a study abroad program to Australia. A total of ten (10) students are enrolled in the program and will receive credit in ATE 2947 Work Practicum V, a requirement for the Veterinary Technology AS degree. 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 \$4,068.11.

Brian Miles, Vice President, Administrative/Business Services & Information Technology and Carol Sumter, acting Executive Director of Human Resources bringing the actions forward, recommend approval.

ND06052018

Health Insurance Request for Proposal Results

June 19, 2018

Presented by Michelle Manteiga





Request for Proposal Results

Request for Proposals:

- Published on March 5, 2018
- Deadline closed on March 26, 2018
- All SPC benefits were advertised for bids



Request for Proposal Results

Request for Proposals results:

- Medical: 5 carriers responded with Self Insured Plans
- Medical: 3 carriers responded with Fully Insured Plans
- Rx: 8 carriers responded
- Dental: 9 carriers responded
- Vision: 11 carriers responded
- Health Accounts: 9 carriers responded
- Additional Coverage: 13 carriers responded
- Employee Assistance Program: 9 carriers responded
- Worksite: 9 carriers responded



Request for Proposal Results

Request for Proposals Recommendation for 2019:

- Medical: Aetna (incumbent)
- Dental: Aetna (incumbent)
- Vision: EyeMed – change
- Life Insurance: Hartford (incumbent)
- Disability Insurance: Hartford – change
- Health Accounts: Custom Benefits & Payflex (incumbent)
- Employee Assistance Program: DeerOaks - change
- Worksite: Allstate (incumbent)



Request for Proposal Results

Request for Proposals next steps:

RFP
launched
to market
– 3/5/18

RFP 1st
review
–
4/10/18

1st
Selection
meeting -
5/8/18

Insurance
Committee
Selection –
5/22/18

Plan
Design
7/1-
8/31/18



RFP
closed –
3/26/18

RFP 2nd
review
–
5/2/18

Insurance
Committee
Review –
5/16/18

**Carrier
BOT
Approval
–
6/19/18**

Implem
entation
–
7/1/18 -
9/1/18



Request for Proposal Results

Questions?

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: New Faculty Cohort Demographics 2018 - 2019

The New Faculty Cohort hiring process is completed for 2018 - 2019. Our goal is to provide our students with an education that encourages a global perspective and enhanced worldview so we endeavor to achieve a diversified faculty that models this goal and enriches the institution.

Of the 11 candidates recommended, 2 have their Doctorate and 9 have Master's degrees. Previous teaching experience ranges from 5 years to 20 years. One is male and ten are female. The ethnicity of the cohort includes 1 multiracial, 2 blacks, and 8 whites. 1 is new to St. Petersburg College, 3 are current employees promoted to new positions, and 7 are previous adjuncts.

We look forward to the new cohort joining our professorial ranks and achieving student success as they engage our students' in the learning process.

Anne Cooper, Senior Vice President, Instruction and Academic Programs, recommends approval.

New Faculty Cohort 2018 - 2019

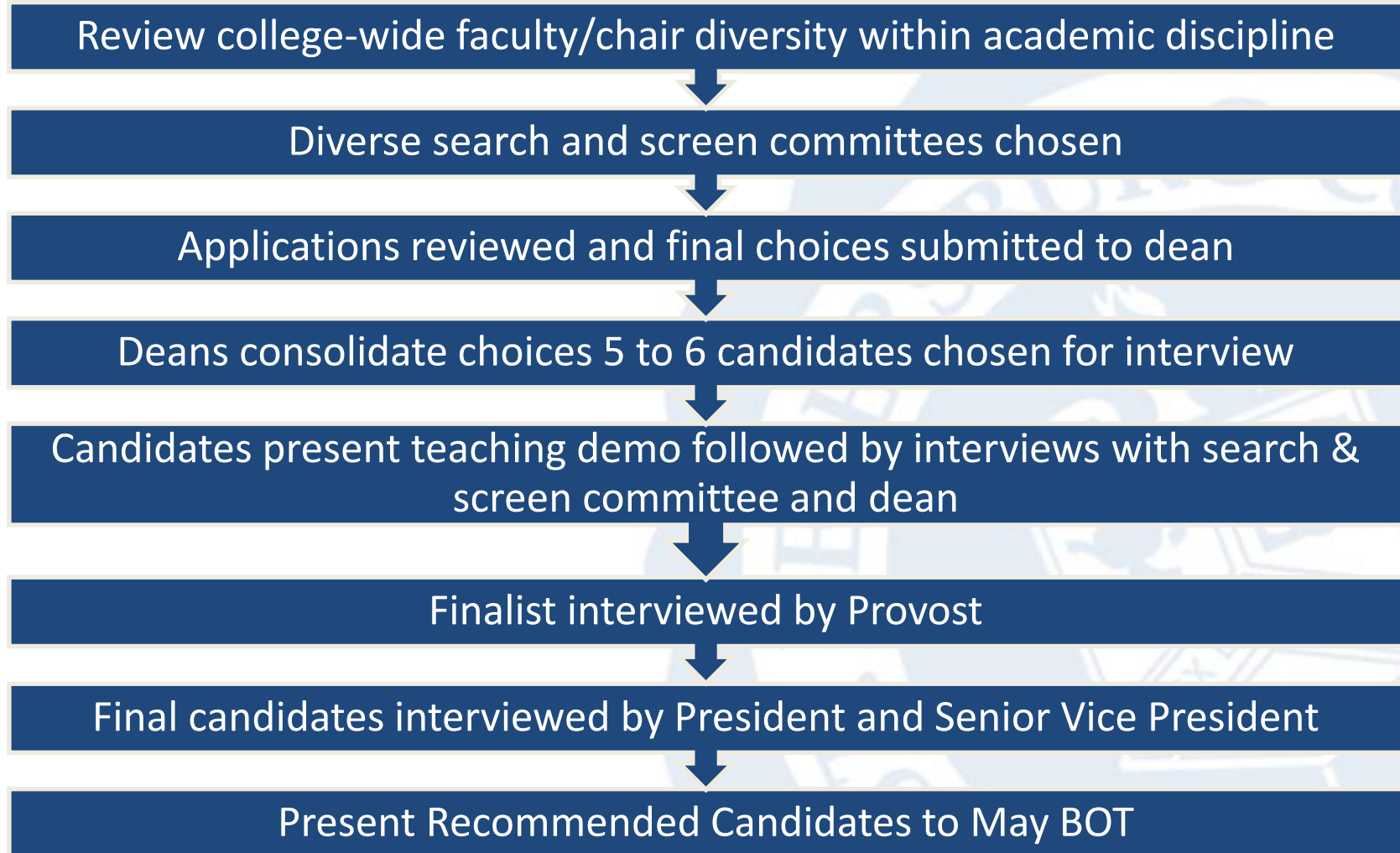
Anne M. Cooper, PhD – SVP, Instruction and Academic Programs

SPC Board of Trustees – June 19, 2018

Faculty/Academic Chair Positions 2018/2019

Department	Hiring	Degree
College of Clinical Health Sciences	Amy Krueger	Masters
College of Allied Health Sciences	Katherine Woods	Doctorate
College of Nursing	Twila Brown	Doctorate
College of Nursing	Monique Cuthbertson	Masters
College of Nursing	Deanna Johnson	Masters
College of Nursing	Gregory Morris	Masters
College of Nursing	Amy Ross	Masters
College of Public Safety	Lynn Ernst	Masters
College of Public Safety	Michelle Mann	Masters
Communications	Marjorie Wikoff	Masters
Natural Sciences	Shannon Gilberg	Masters

Hiring Process



New Faculty Cohort

Professional Development

1. Learning Management System Training
2. Departmental Mentoring and Ongoing Support
3. Year I – Faculty Development Course
 - Understanding SPC and our students
 - Student success strategies
 - Excellence in teaching & learning
 - Collaboration and services
4. Year II – Faculty Cohort Project
 - Address academic area of need
 - Recommended solutions



New Faculty Cohort –

Demographics Total = 11

HIGHEST DEGREE EARNED	
Master's	9
Doctorate	2
PREVIOUS TEACHING EXPERIENCE	
5 years to 20 Years	
EXISTING OR NEW HIRE	
Previous Adjunct	7
Current Employee	3
New to SPC	1

New Faculty Cohort –


Demographics Total = 11

GENDER	
Female	10
Male	1
ETHNICITY	
Multiracial	1
Black	2
White	8

Questions?

June 19, 2018

MEMORANDUM

TO: Board of Trustees St. Petersburg College
FROM: Tonjua Williams, President 
SUBJECT: Workforce and Professional Development – Non-Credit Programs

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

Workforce and Professional Development, Information & Innovative Technology: Added three new courses to expand online and hybrid offerings in response to industry and workforce development agencies.

- NWT0800 CompTIA Network+ Certification Online
- NWT0801 CompTIA Security + Certification Online
- GTS0100 Introduction to GIS (Geographic Information Systems)

Workforce and Professional Development, Lifelong Learning: Changed one course to update curriculum with a new instructional provider and increased fee. Lifelong Learning is part of the Workforce Institute's Non-Credit Curriculum. This is not part of any degree program or credit program of SPC.

- AAP0637 Retirement Planning Today


Workforce and Professional Development, Lifelong Learning: Changed three courses to streamline and consolidate the curriculum under one course number and increase the contact hours.

- AAP0200 Trauma Awareness Training
- AAP0201 Resiliency During Trauma (deactivated)
- AAP0202 Trauma Informed Practices (deactivated)

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Credit Curriculum

The following is a summary of off-cycle credit curriculum changes for which approval is sought for Summer and Fall 2018 (Term 0545-0550). Please see attachment for additional information.

New/Deleted/Modified Programs (6 total):

Career and Academic Community	New	Closed	Modified	Total
Arts, Humanities, and Design				
Business			1	1
Communications				
Education	1	1*		2
Engineering, Manufacturing, and Building Arts	1			1
Health Sciences and Veterinary Technology				
Public Safety, Policy and Legal Studies				
Science and Mathematics				
Social/Behavioral Sciences, and Human Services				
Technology				

Total Programs: 4

**Last Admit Term Fall 2018; program closure effective Fall 2018*

New/Deleted/Modified Courses (10 total):

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

Total Courses: 12

*Effective Summer/Fall 2017 (0530-0535)

Credit Curriculum Updates for Summer 2018 (0545) & Fall 2018 (0550)

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

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

A. Arts, Humanities & Design

1. **Course Updates:** The following course was modified as a result of course review:
 - a. **Introduction to Humanities** (HUM 1020): India study abroad topic added.

B. Business

1. **Program Update:** the following program was added to the Management and Organizational Leadership program (MGTORG-BAS) as a result of advisory board recommendations:
 - a. **Sports Management:** new subplan will consist of two existing courses (*Operations Management*, MAN 3504; *Sales, Negotiating and Customer Relationship Management*, MAR 4413) and two new courses which will be submitted for the Spring 2019 (0555).

C. Education

1. **New Program:** the following program was created as a result of a state initiative:
 - a. **Child Development Certificate** (CHDEV-CT): this 36 credit certificate meets the Office of Early Learning Career Pathways requirement for the Florida Advanced Early Care and Education Credential (FAECEC).
2. **Program Closure:** The following program will close to enrollment beginning Fall 2018 due to low enrollment.
 - a. **Science Teacher Education Biology (6-12)** (BSCED-BS): Teach-out plan has been submitted. Five students are currently in the program and all are on track for program completion no later than Fall 2019 (0565).
3. **Course Updates:** The following courses were modified as a result of course review:
 - a. **Theoretical & Practical Issues in Education** (EDF 4754): added prerequisite of admission to EDST-BS.
 - b. **Health, Safety and Ethics in Youth & Family Settings** (EDF 4650): added prerequisite of admission to EDST-BS.

D. Engineering, Manufacturing, and Building Arts

1. **New Programs:** the following program was created as a result of industry demand and advisory board recommendation:
 - a. **Biomedical Equipment Repair** (BMET-CT): 18 credit certificate designed to allow students access to entry level positions in the field of medical device repair; articulates to the Biomedical Engineering Technology AS (BMET-AS) program.

E. Health Sciences & Veterinary Technology

1. **Course Update:** The following course was modified as a result of course review:
 - a. **Introduction to Dental Techniques** (ATE 1412C): course objective added to differentiate from upper division version.

F. Public Safety, Policy and Legal Studies

1. **Course Update:** The following course was modified as a result of online revitalization:
 - a. **Introduction to Gangs and Crimes** (CCJ 2509)

G. Science and Math

1. Course Updates: The following course was modified as a result of online revitalization:
 - a. **Human Anatomy & Physiology II** (BSC 2086)
 - b. **Calculus with Analytic Geometry I** (MAC 2311)

H. Social/Behavioral Sciences and Human Services

1. Course Updates: The following courses were modified as a result of the new state Civic Literacy requirement.
 - a. **American National Government** (POS 2041)
 - b. **American National Government Honors** (POS 2041H)
 - c. **History of the United States II** (AMH 2020)
 - d. **History of the United States II Honors** (AMH 2020H)


I. Technology

1. Course Updates: The following course was modified as a result of online revitalization:
 - a. **Java Programming I** (COP 2250)

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: U.S. Department of Justice: Bureau of Justice Assistance – Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability Initiative: Law Enforcement Suicide Prevention Training Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice, Bureau of Justice Assistance (BJA) by St. Petersburg College's Center for Public Safety Innovation (CPSI) for the VALOR Initiative, specifically the Law Enforcement Suicide Prevention Training grant. Permission is sought to accept an estimated \$798,731 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Funding for this 2-year project will allow St. Petersburg College's Center for Public Safety Innovation to continue to expand its current national law enforcement suicide prevention program, *In Harm's Way*, which has been offered throughout the country for the last 10 years through previous BJA grant funding. The goal of this funding is to establish a national training and technical assistance (TTA) provider to develop and deliver a TTA program for supervisors and line officers that is focused on education (awareness and recognition) and prevention of law enforcement suicide. Deliverables include the development/delivery of training for line officers, middle management and executives; creating a training of trainers (TOT) program to sustain training within law enforcement agencies; providing individualized technical assistance to agencies, as requested; developing and publishing distance learning products as training resources; maintaining a training request database and creating and maintaining a training resources website.

The estimated period of performance will be from October 1, 2018 through September 30, 2020. The total award amount is projected to be \$798,731 over a two-year period. See attached Information Summary for additional information.

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

Attachment

el0605182

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

Date of BOT Meeting: June 19, 2018

Funding Agency or Organization: U.S. Department of Justice – Bureau of Justice Assistance (BJA)

Name of Competition/Project: Preventing Violence against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Initiative: Law Enforcement Suicide Prevention Training Program

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 10/01/18 **End:** 9/30/20

Administrator: Andrea Henning

Manager: Eileen LaHaie

Focus of Proposal:

St. Petersburg College’s Center for Public Safety Innovation (CPSI) is proposing to expand its current national law enforcement suicide prevention program, *In Harm’s Way*, which has been offered throughout the country for the last 10 years through previous BJA grant funding. The goal of this funding is to establish a national training and technical assistance (TTA) provider to develop and deliver a TTA program for supervisors and line officers that is focused on education and prevention of law enforcement suicide. Deliverables include the development/delivery of training for line officers, middle management and executives; creating a training of trainers (TOT) program to sustain training within LE agencies; providing individualized technical assistance to agencies; publishing distance learning products as training resources; maintaining a training request database and creating and maintaining a training resources website.

Budget for Proposal:

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

Personnel	\$ 329,890.00
Fringe	\$ 125,362.00
Travel	\$ 5,432.00
Supplies	\$ 2,400.00
Consultants/Contractors	\$ 251,934.00
Other Costs	\$ 11,100.00
Indirect Costs	<u>\$ 72,613.00</u>
Total Budget	\$ 798,731.00

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 798,731

Total amount from funder: \$ 798,731

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

Required match or cost sharing: No Yes

Voluntary match or cost sharing: No Yes

Source of match/cost sharing: N/A

Negotiated indirect cost: \$72,613

(Fixed) administrative fee: N/A

Software/materials: N/A

Equipment: N/A

Services: N/A

Staff Training: N/A

FTE: N/A

Other: (30% Grant Acct Salary/Benefits for 2 yrs.) \$38,276

College Values and Strategic Initiatives Addressed:


Value(s):
1. Partnership
2. Professional Development

Strategic Initiative(s):
1. Community Initiatives

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: University of Central Florida, Florida Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program

Approval is sought for a program application to be submitted to the Florida Center for Students with Unique Abilities at University of Central Florida, that will allow the College to move forward with its efforts to establish a Florida Postsecondary Comprehensive Transition Program, as detailed in Florida Statute 1004.6495 which establishes parameters for public and private institutions of higher education to develop postsecondary transition programs for individuals with intellectual disabilities. If the application is approved by the State, the College will take necessary steps to apply for the Florida Postsecondary Comprehensive Transition Program (FPCTP) Start-Up grant and thereafter submit grant application details to the Board for approval.

The development of an FPCTP is in direct response to state legislation changes, which provide students with intellectual disabilities a traditional high school diploma and therefore direct access to Florida College System institutions, such as SPC. Developing this program at SPC, including accessing the related start-up grant funding, was also highlighted during College's 2018 Civil Rights Compliance Onsite Review, which identified this as an area of concern/recommendation.

Administered through the University of Central Florida (UCF), the goals of the FPCTP include: 1) Increasing independent living, inclusive and experiential postsecondary education, and employment opportunities for students with intellectual disabilities through degree, certificate, or non-degree programs; and 2) Establishing a statewide coordinated effort for the dissemination of information regarding programs and services for students with disabilities.

In order to establish a program, institutions must first submit and receive approval by the state for the overall program design. Once the program is approved by the State, SPC will have approximately 10 months to fully develop program components including staffing, participant eligibility requirements, screening processes, support services, partners, etc. Programs must support students with intellectual disabilities who are seeking to continue academic, career and technical, and independent living instruction as well as prepare students for gainful employment. Program students must also be socially and academically integrated with non-disabled students to the maximum extent possible. SPC's program, Titans-UP, is designed to begin with recruiting 10 students for the Fall 2019 cohort. Students will be assessed upon entry and guided towards program specific career offerings with the goal of completing a certificate or industry certification within two years. Students will also have the opportunity to participate in the college experience through in- and out-of-class activities, involvement with Student Life and Leadership as well as workforce and internship training.

As mentioned above, coinciding with the program application, SPC will submit an application for the related FPCTP Start-Up grant. Through this funding, institutions receive up to \$300,000 in support to be used over a three-year period for program development and implementation. In addition to the Start-Up grant, students in the program will have the ability to apply for scholarships directly through UCF to assist with out of class support and course material needs. Conversations related to program sustainability will continue throughout the program development phase, including how to leverage outside resources including private funders, scholarships through the Florida Center for Students with Unique Abilities, vocational rehab funding and federal financial aid.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Pat Rinard, Interim Senior Vice President, Student Services; and Misty Kemp, Executive Director, Retention Services, recommend approval.

ks0605183

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Florida Department of Education—Tampa Bay Consortium College Reach Out Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Tampa Bay Consortium College Reach Out Program (CROP). Permission is sought to accept an estimated \$443,109 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The goal of CROP is to provide academic support services and enrichment programs to middle and high school students who have the potential to complete college but may not have the skills and/or knowledge necessary to do so without additional support. As a regional initiative, CROP provides support and academic services to approximately 1,050 low income, educationally disadvantaged students in grades 6-12 across Tampa Bay, reaching 21 middle and 36 high schools in four counties. CROP's goal is to increase the number of such students, particularly minorities, who will qualify for and complete postsecondary education. The Tampa Bay Consortium's CROP, now in its 26th year, consists of: The University of South Florida; Hillsborough Community College; State College of Florida, Manatee-Sarasota; and St. Petersburg College. St. Petersburg College serves as the fiscal and tracking agent for the Consortium and oversees the entire funding awarded to the Consortium.

The estimated period of performance will be from August 1, 2018 through July 31, 2019. The total project budget is projected to be \$443,109 over a one-year period. Of this amount, the College anticipates receiving approximately \$100,346 for its services over this same period. See attached Information Summary for additional information.

Pat Rinard, Interim Senior Vice President, Student Services; Suzanne L. Gardner, General Counsel; and Misty Kemp, Executive Committee, recommend approval.

Attachment

ks0605182

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

Date of BOT Meeting: June 19, 2018

Funding Agency or Organization: Florida Department of Education

Name of Competition/Project: Tampa Bay Consortium College Reach Out Program (CROP)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 8/1/18 **End:** 7/31/19

Administrator: Misty Kemp

Manager: La Crecia Wright

Focus of Proposal:

The College Reach Out Program is a consortium of Hillsborough Community College; State College of Florida, Manatee-Sarasota; The University of South Florida; and St. Petersburg College serving as fiscal agent. The Consortium provides academic support services and enrichment programs to middle and high school students who have the potential to complete college, but may not have the skills and/or knowledge necessary to do so without additional support. The goal is to increase both high school graduation rates and post-secondary enrollment rates for these students. The program will serve approximately 1,050 students in grades 6-12, providing the following services: 1) year-round, supplemental academic instruction, including summer enrichment programs and a summer residential program at USF; 2) student and parent workshops on topics pertinent to post-secondary enrollment, such as financial aid and course sequencing; and 3) supportive student services, including one-on-one mentoring and activities such as campus tours and cultural outings, to ensure students have access to ever resource available to promote their success in high school and motivation toward post-secondary education.

Budget for Proposal:

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

Personnel	\$ 74,408
Fringe	\$ 4,518
Travel	\$ 14,320
Printing and Supplies	\$ 3,100
Other (Workshops, Teachers, and Fees)	\$ 4,000
Contractual (Consortium Partners)	<u>\$ 342,763</u>
Total Budget	\$ 443,109

Funding:

Total proposal budget: (includes amount

requested from funder, cash and in-kind matches listed below) \$1,031,271
 Total amount from funder: \$ 443,109 (SPC's Portion - \$100,346)

Amount/value of match: Cash: \$442,378
 (SPC's Contribution - \$103,603)

In-kind: \$145,784
 (SPC's Contribution - \$426)

Required match or cost sharing: No Yes X
 Voluntary match or cost sharing: No Yes X
 Source of match/cost sharing: Staff and Program Development funds, other College programs, and SPC Foundation scholarships for cash

Negotiated indirect cost: N/A
 (Fixed) administrative fee: N/A
 Software/materials: N/A
 Equipment: N/A
 Services: N/A
 Staff Training: N/A
 FTE: N/A
 Other: N/A

College Values, Strategic Initiatives and Activities Addressed:

Value(s):
 1. Student Focus
 2. Diversity
 3. Academic Excellence

Strategic Initiative(s):
 1. College Experience Student Success Initiative
 2. Recruitment and Retention Plan
 3. Learning Beyond the Classroom

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Student Success Center, St. Petersburg/Gibbs Campus

Approval is requested to authorize the President to act on behalf of the Board of Trustees to approve construction project encumbrances for project #301-D-17-3, the Student Success Center at the St. Petersburg/Gibbs campus.


In previous Board meetings in October, 2016, August, 2017, and October, 2017, the Board approved initial phases of the project in the total amount of \$7,639,961. This work is well underway, and 100% construction drawings are being finalized in preparation of the public bidding that will occur for each future scope of the project: mechanical, electrical, plumbing, roofing, windows, framing, drywall, etc. While this lengthy bidding process is underway, and while we await the distribution of the final funding appropriation, it is necessary that incremental scopes of work be approved in order to keep the project on schedule. This request is for the Board to authorize the President to act on their behalf to approve those scopes of work necessary to maintain the project schedule. A complete Phase III Guaranteed Maximum Price (GMP), which will include all of the remaining scopes of work necessary to complete the project, including any that are approved by the President, will be presented to the Board for approval early in fiscal year 2018-2019.

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

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Construct Marine Science Labs and Classrooms, Bay Pines Center

Approval is requested for acceptance of a deductive change order for the Bay Pines STEM Center project, #677-A-13-6.

The Bay Pines STEM Center achieved Substantial Completion and opened in August, 2017. While final considerations are being negotiated between the College and Biltmore Construction, the college wishes to pay out the final 10% retainage to the various subcontractors to whom payments are owed. In order to make these payments to the subcontractors, it is necessary to reduce the value of the contract so that the remaining unpaid balance continues to exceed 1% of the contract value, in accordance with BOT Rule 6Hx23-6.11.

This reduction of the Biltmore contract is for the value of the Owner Direct Purchased (ODP) portion of the project, the construction materials that the college purchased directly to achieve sales tax savings on those purchases. These purchases totaled \$837,583.88. This deduction typically occurs as a component of the final account process at the end of the project, but given that this project is taking longer than expected to achieve final accounting, the college feels that making payment to these subcontractors is appropriate at this time.

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

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Accounts Receivable Write-Off – FY2017/18

Pursuant to Section 1010.03, Florida Statutes, the College is submitting for approval the accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2016. In each instance, the receivable is at least two years old.

Accounts older than two years are written off as receivables for financial reporting purposes; however, the debt remains outstanding as an obligation for the debtor. The debtors are not allowed to register or obtain transcripts until the debt is paid in full.

The FY2017/18 write-off amount is \$1,185,373.36; which represents 1.4% of total student tuition/fee revenue. This amount exceeded the estimate by \$105,515. This was due to a lower than expected third-party collection. The College recovered approximately \$128,000 from prior year write-offs. Approved write-offs for FY17/18 totaled \$1,079,858.75.

We are projecting a significant decrease of approximately 23% in FY2018/19 write-off due to lower Accounts Receivable balances.

Accounts to be written-off are summarized on the following schedule:


Student Tuition Debt:	\$349,332.01
Financial Aid Repayment:	\$830,733.31
Return Checks/Other:	<u>\$5,307.95</u>
Total	\$1,185,373.36

Brian Miles, Vice President, Administrative/Business Services and Information Systems; Amy Lockhart, Associate Vice President, Financial and Business Services; and Mike Meigs, Director of Student Accounting and Business Systems, recommend approval.

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Agreement with Sierra-Cedar, Inc. for PeopleSoft Upgrade Consulting Services

Approval is sought to negotiate and enter into a contract with Sierra-Cedar, Inc. to provide PeopleSoft upgrade consulting services. The Agreement will commence as soon as possible and will continue for a period of approximately 1 year. The cost to the College for the Agreement will not exceed \$1.8 million.

St. Petersburg College's Student Information System, PeopleSoft Campus Solutions, will undergo an upgrade to the newest version in the 2018-2019 fiscal year. The goals of the upgrade are to improve user experience, increase the efficiency and effectiveness of business functions, enhance flexibility of the system, and ensure continued sustainability with full vendor support.

SPC issued a Request for Proposal (RFP) on March 19, 2018 to obtain consulting services to assist with the implementation. A committee of eleven college employees reviewed the proposals and unanimously selected Sierra-Cedar, a leading independent Oracle/PeopleSoft services provider in the higher education market. Sierra-Cedar will offer SPC various consulting services to support the PeopleSoft Campus Solutions upgrade from version 9.0 to 9.2.


SPC seeks to negotiate and enter into an agreement with Sierra-Cedar to provide PeopleSoft upgrade consulting services on a time and expense basis at a cost to the College not to exceed \$1.8 million. Approval is further sought to enter into any necessary amendments.

Brian Miles, Vice President, Administrative/Business Services and Information Technology; and Suzanne Gardner, General Counsel, recommend approval.

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Agreement with Oracle America, Inc to purchase and use Oracle Cloud Infrastructure (OCI) service

Approval is sought to enter into a contract with Oracle America, Inc., either directly or through a reseller, to utilize Oracle Cloud Infrastructure (OCI) service. The Agreement will commence July 1, 2018 and continue for 35 months. The cost to the College for the Agreement will not exceed \$600,000.

The new agreement will provide the College use of Oracle Cloud Infrastructure (OCI) services, including Infrastructure as a Service (IaaS) and Platform as a Service (PaaS) to host the College's PeopleSoft enterprise resource planning environments. OCI is located in data centers in the United States. OCI services will enhance the College's disaster/business recovery strategy by relocating PeopleSoft into the cloud while improving efficiencies in infrastructure management, environment provisioning and maintenance.

Details of the agreement include:

- A term of 35 months;
- Terms and Conditions similar to those in the Oracle Master Agreement used by other Florida colleges and universities;
- A total cost not to exceed \$600,000.

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

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President



SUBJECT: Funding Transfer Request

Approval is sought for the following 112.08 Funding Request:

St. Petersburg College has a Self-Funded medical account. Per Self-Funded regulations (Safe Harbor), St. Petersburg College is required to file the annual 112.08 report with the State of Florida to test our Safe Harbor compliance.

For the calendar year 2017, St. Petersburg College is asking approval to transfer \$1,444,000 to the Health Insurance account to comply with Safe Harbor Requirements of a minimum balance of 17% of annual claims.

Once funds are transferred to the Health Insurance account, the funds can only be used for Health Insurance expenses. We will not be able to transfer these funds for any other purposes.

Brian P. Miles, Vice President, Administrative/Business Services and Information Technology; Carol Sumter, Acting Executive Director of Human Resources, recommend approval.



St. Petersburg Collegiate High School

**A Charter School at St. Petersburg College
St. Petersburg/Gibbs Campus**

**Governing Board Meeting
EpiCenter, Room 1-451
June 19, 2018**

Agenda

1. Highlights and Current Initiatives
2. 2018-19 Proposed Budget – *approval requested*



St. Petersburg Collegiate High School

A charter school at St. Petersburg College
St. Petersburg/Gibbs Campus
Governing Board Meeting
June 19, 2018
Starla Metz, Principal



SPCHS HONORS FOR 2017-2018



- SPCHS was selected as a 2017 *Exemplary High Performing National Blue Ribbon School*.

- U.S. News and World Report designated SPCHS a *Bronze Level School*.

- The State of Florida recognized SPCHS as a *School of Excellence*.

- Great Schools has named SPCHS to the inaugural cohort of *College Success Award Recipients*.



CLASS OF 2018 HIGHLIGHTS



- 12,000 hours of service
- 59 student leaders
- 2 million dollars in scholarships
- Four SPC Presidential Scholars



Current Initiatives

- SPCHSNP Clearwater Campus
 - Business Technologies Building
 - Contract
 - Next Steps: *Facilities, Personnel, and Recruitment*
- SB 7026
 - Safe School Officer
 - School Safety Assessment
 - Safety Training and Drills
- Accreditation Site Visit
- Budget - *approval requested*

2017-18 Proposed Budget

	Proposed Budget	Prior Year Approved
	FY 2019	FY 2018
	7/1/2018 - 6/30/2019	7/1/2017 - 6/30/2018
Revenue		
Funding Sources		
FEFP Funding	\$ 1,362,000	\$ 1,344,000
Capital Outlay Funding	40,000	45,000
Title II Professional Development Reimbursement	6,500	9,500
A+ Recognition Award	22,000	23,000
Capital Outlay Reserve (Fund Balance)		
Budget Stabilization Reserve (Fund Balance)	130,242	70,660
Total Funding Sources	\$ 1,560,742	\$ 1,492,160
Operating Expenses		
Personnel Cost		
Instructional	477,103	482,585
Administrative and Instructional Support	431,386	450,459
Plant Operation	96,544	0
Temporary (Non-recurring)	20,430	12,236
Total Personnel Cost	\$ 1,025,463	\$ 945,280
Current Expense		
Workshops and Travel (partially Title II)	14,500	14,500
Classroom Supplies	1,000	1,000
Textbooks and Instructional Materials	165,801	163,849
Computer Leases	21,885	17,880
Minor Equipment (computers)	5,000	2,347
Facility Lease (Partially from Capital Outlay Funds)	203,544	199,552
Professional Services & Fees	38,670	28,100
Insurance	14,000	13,000
Repairs / Service Contracts	4,000	4,000
Transportation	0	0
Food	41,700	45,030
Office Supplies and Equipment	12,179	11,522
Lease Ricoh Copier	2,500	1,600
Postage	1,000	1,000
Printing/Photocopying/Advertising	9,500	8,500
Total Current Expense	\$ 535,279	\$ 511,880
Capital Spending		
Total Capital Spending	\$ -	\$ 35,000
Total Budgeted Expenditures	\$ 1,560,742	\$ 1,492,160
Other Transactions: Dual Enrollment		
Dual Enrollment Tuition Expense	\$ 450,000	\$ 450,000
SPC Contribution to offset tuition	\$ (450,000)	\$ (450,000)
Ending Fund Balance Reserve (est.)	\$ 1,013,693	\$ 988,591

QUESTIONS

