

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES March 20, 2018

EPICENTER MEETING ROOM (1-453)
13805 -58th STREET N.
CLEARWATER, FL
REGULAR MEETING: 9:00 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. RECOGNITIONS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Roxann Rogers (*Not Attending*)
 - 2. George Parker (*Not Attending*)
 - 3. Sharon Setterlind (*Not Attending*)
- B. Announcements

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of February 20, 2018 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel

VI. STRATEGIC FOCUS AND PLANNING

- A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT
 - 1. Student Survey of Instruction – Dr. Sabrina Crawford, Executive Director, Institutional Research and Effectiveness and Ms. Maggie Tymms, Director, Institutional Effectiveness (*Presentation*)
 - 2. Student Government Association Budget Process – Ms. Barbara Fumano, Coordinator, Student Life and Leadership, Tarpon Springs Campus, Ms. Mary Gerst, Coordinator, Student Life and Leadership, Health Education Center, Ms. Fallia Zacharopoulou, SGA President, St. Petersburg Gibbs Campus and Mr. Jerrick Rivera, SGA President, Seminole Campus (*Presentation*)*

B. BUDGET AND FINANCE

1. Monthly Budget Report – Ms. Janette Hunt, Associate Vice President, Budget and Compliance (*Presentation*)

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
2. Faculty and Dean Evaluation Process – Dr. Anne Cooper, Senior Vice President, Instruction and Academic Programs (*Presentation*)

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. Lyle Spencer Foundation – The Economics of Community College Guided Pathways Reforms (*Action*)
 - b. U.S. Health and Human Services Substance Abuse and Mental Health Services Administration – Garrett Lee Smith Campus Suicide Prevention (*Action*)
 - c. Lumina Foundation – Talent Hubs (*Action*)
 - d. Lumina Foundation – Lumina Fund for Racial Justice and Equity (*Action*)
3. ADMINISTRATIVE MATTERS
 - a. Annual Membership Assessment in Florida College System Risk Management (*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

April 17, 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 March 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**

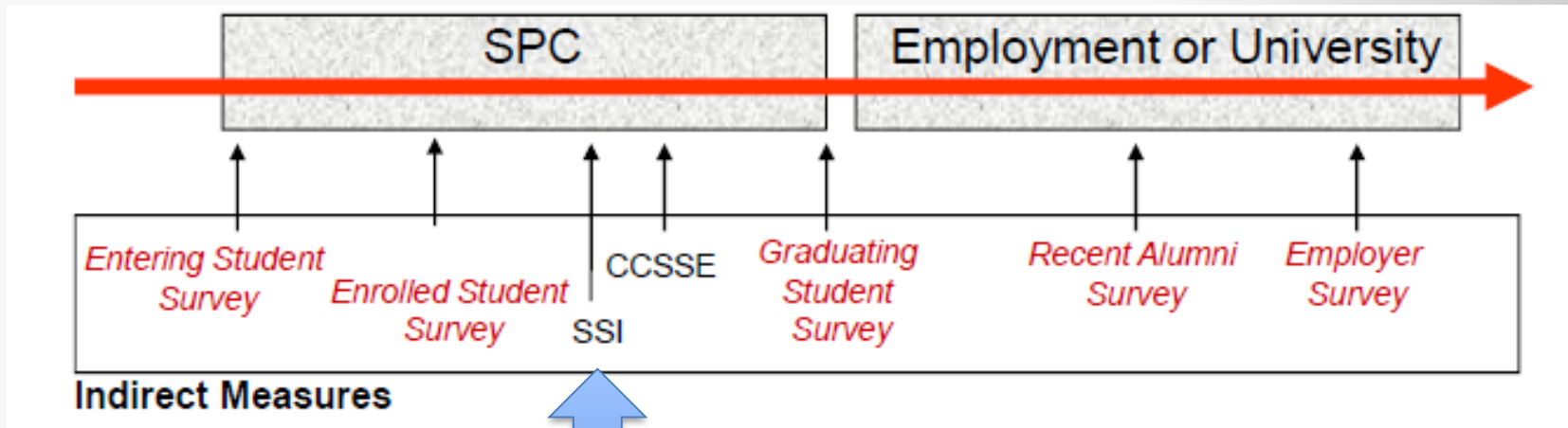
Date Advertised: March 9, 2018

Confirmation of Publication

Student Survey of Instruction

*Board of Trustees Meeting
March 20, 2018*

Students are surveyed multiple times



Student Surveys

Summer 2009 - SSI Revision Committee convened

- Comprised of 20 faculty and academic administrators, led by Provost Olliver
- Goals: replace multiple forms with one; keep survey short; focus on instruction; improve access to results
- Developed one modality-neutral online SSI form
- SSI form contains 18 Likert scale questions and 2 open-ended items

2009 thru 2014

- Faculty access to results continued to improve; results became available to faculty one week after grades post

2015

- New strategy implemented leveraging LMS technology

Student Survey of Instruction (SSI)

SSI Informational Webpage

- Administration Dates
- Tutorials
- FAQs
- SSI Questions
- Best Practices

SSI Administration Period

- Last 25% of each course

Faculty email reminders

- 5 days before period opens
- 50% into administration period
- 75% into administration period

Faculty Awareness

What you should know about the online Student Survey of Instruction

Student Survey of Instruction (SSI) online process

- [SSI process overview](#)
- [SSI administration dates](#)

Tutorials

- PDF/DOC
 - [Changing your SSI dates](#)
- VIDEO
 - [Locking Content Until SSI Topic is Viewed](#) (1:21)

Copies of notification emails

- [Before the opening of the SSI administration period](#)
- [Halfway into the SSI administration period](#)
- [SSI administration period is almost complete](#)
- [SSI administration period has ended](#)

Help with the SSI

- [SSI Frequently Asked Questions \(FAQs\)](#)
- For questions or comments about the SSI process - contact your dean, program director or academic chair

Access SSI and Grade Distribution Results

- [How to access the SSI results](#) (pdf)
- [SSI results database](#)
- [NEW SSI Data Faculty](#)
- [NEW Grade Distribution and Comparison Faculty](#)

Increasing response rate

- [SSI Best Practices Survey Results](#) (pdf)
- [Suggestions to Increase SSI Response Rates](#) (pdf)
- [Sample student communication about the SSI](#) (pdf)

List of survey questions

- [View SSI questions](#)



Student Survey of Instruction | ▾

The **Student Survey of Instruction** will open August 15th and will remain open through August 25th.

Calendar | ▾

Wednesday, August 12, 2015

Upcoming events

events to display. Create an event.

News | ▾

Welcome Jamie to CGS 1100 Computer Applications!

Posted Feb 9, 2015 12:14 PM

Student Survey of Instruction | ▾

Welcome to the **Student Survey of Instruction**.
The last day to complete this survey is October 1st.

Begin Survey

TELL US WHAT YOU THINK WE'RE LISTENING

Complete these online surveys to give us your feedback

Student surveys enable us to gather important information about our faculty, staff and services from the people whose custom- ized input most impacts our students. Please take a few minutes to complete the online surveys below. Your identity will remain strictly confidential.

HOW IS OUR SERVICE?
Complete our online Enrolled Student Survey

TELL US ABOUT YOUR CLASSES
Complete our online Student Survey of Instruction

Give us your opinion of the quality of your courses and results from previous surveys

Spring 2015 Survey dates

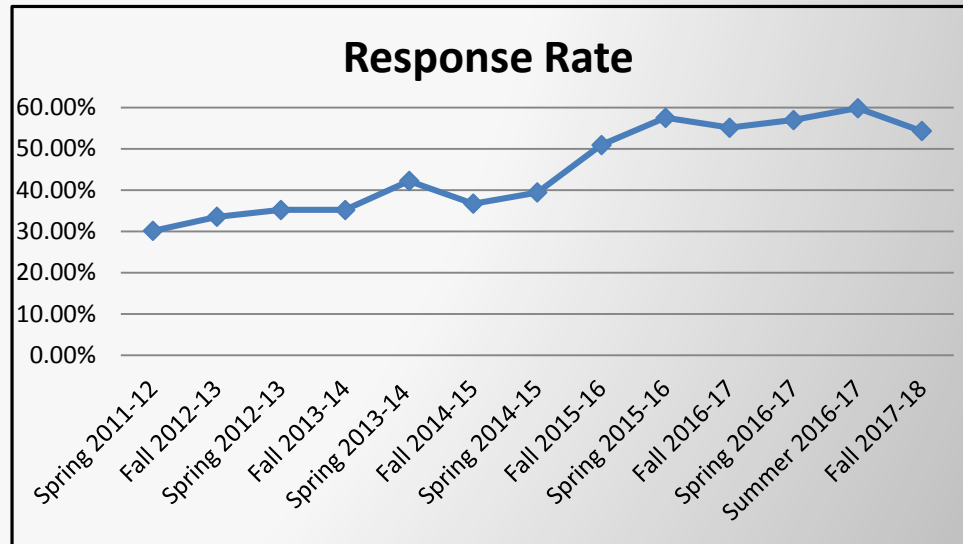
- Register: Online and Express April 1-May 4
- Get Started: Fall 12-Mar 2
- Midpoint: Based on individual course
- Express: Apr. 1-May 4
- 2nd Survey: Apr. 1-May 4

myCourses Login to MyCourses to find the SSI survey link for each class as well as a list for other class types

[Video Link](#)

Student Awareness

Student Survey of Instruction (SSI) Results	Response Rate Overall	N*
0510 (Spring 2016)	57.5%	45,489
0515 (Summer 2016)	55.4%	15,471
0520 (Fall 2016)	55.1%	44,516
0525 (Spring 2017)	56.9%	43,388
0530 (Summer 2017)	59.8%	16,291
0535 (Fall 2017)	54.3%	42,408



Overall Average Student Survey of Instruction (SSI) scores	Fall Term, 2017	Summer Term, 2017	Spring Term, 2017	Fall Term, 2016	Summer Term, 2016	Spring Term, 2016
Composite Categories (1-to-7 response scale with 1 the lowest score and 7 the highest possible score)	Average	Average	Average	Average	Average	Average
Course Instruction (Question 1 to Question 6)	6.44	6.50	6.42	6.40	6.45	6.38
Preparation and Organization (Question 7 to Question 12)	6.51	6.57	6.49	6.48	6.53	6.45
Faculty Engagement (Question 13 to Question 18)	6.42	6.50	6.41	6.39	6.45	6.36

SSI Results - Heather Roberson POS2041 Section: 3849 | Term: 0535

Roster: 35 Optouts: 2 Submissions: 17			Section:3849			POS2041		SOCSCI-LD		Online		All SPC	
		Survey Questions (Based on 7-Point Scale)	Scores	StdDev	Entries	Scores	Entries	Scores	Entries	Scores	Entries	Scores	Entries
1	CI	The faculty demonstrated a thorough understanding of the course materials.	6.85	0.4	13	6.59	1063	6.53	3106	6.56	16265	6.57	40170
2	CI	The course materials were presented effectively.	6.87	0.4	15	6.38	1069	6.32	3127	6.42	16544	6.39	40437
3	CI	The faculty explained the grading system.	6.67	0.8	15	6.58	1062	6.52	3104	6.59	16508	6.57	40302
4	CI	The faculty made effective use of examples and illustrations.	6.86	0.5	14	6.46	1052	6.42	3082	6.41	16203	6.45	39993
5	CI	The faculty provided helpful feedback about my performance.	6.73	0.6	15	6.34	1015	6.23	2965	6.35	15530	6.32	38259
6	CI	In this course, I considered ideas different from my own.	6.67	0.6	15	6.33	1031	6.21	2988	6.40	15885	6.33	38164
7	PO	The faculty covered the course objectives that were identified in the syllabus.	6.93	0.3	14	6.60	1052	6.56	3070	6.63	16278	6.62	39835
8	PO	The faculty graded my assignments based on the course materials.	6.80	0.8	15	6.60	1045	6.58	3068	6.60	16327	6.62	39876
9	PO	The faculty was consistently prepared for the course.	6.93	0.3	14	6.53	992	6.54	2924	6.56	15029	6.56	37828
10	PO	The faculty provided activities relevant to course topics.	6.87	0.4	15	6.50	1029	6.44	3033	6.57	15942	6.53	39233
11	PO	The faculty was available for individual help if needed.	6.92	0.3	13	6.50	1008	6.48	2978	6.48	15445	6.51	38564
12	PO	The faculty used a variety of teaching methods in the course.	6.64	0.7	14	6.19	1017	6.12	2994	6.27	15507	6.22	38793
13	FE	The course stimulated me to think in new ways about the subject matter.	6.87	0.4	15	6.36	1003	6.27	2940	6.43	15314	6.38	37631
14	FE	The faculty increased my understanding of the subject matter.	6.93	0.3	14	6.42	1042	6.35	3044	6.43	15943	6.42	39325
15	FE	The faculty created an atmosphere that encouraged me to learn.	6.86	0.4	14	6.34	1026	6.28	3004	6.37	15426	6.35	38853
16	FE	The faculty made this course interesting.	6.79	0.6	14	6.26	1037	6.17	3036	6.26	15775	6.26	39182
17	FE	The faculty encouraged mutual respect within my course.	6.92	0.3	13	6.59	949	6.57	2797	6.65	14161	6.62	35732
18	FE	In this course, I was challenged to do my best work.	6.93	0.3	15	6.54	1001	6.44	2954	6.54	15319	6.53	37891
			Section:3849			POS2041		SOCSCI-LD		Online		All SPC	
		Composite Scores (Combines Category scores and calculates average)	Scores	StdDev	Entries	Scores	Entries	Scores	Entries	Scores	Entries	Scores	Entries
FE		Faculty Engagement	6.88	0.4	85	6.42	6058	6.35	17775	6.44	91938	6.42	228614
PO		Preparation and Organization	6.85	0.5	85	6.49	6143	6.45	18067	6.52	94528	6.51	234129
CI		Course Instruction	6.77	0.6	87	6.45	6292	6.37	18372	6.46	96735	6.44	237325

Faculty Access to Results



Questions?



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

Janette Hunt

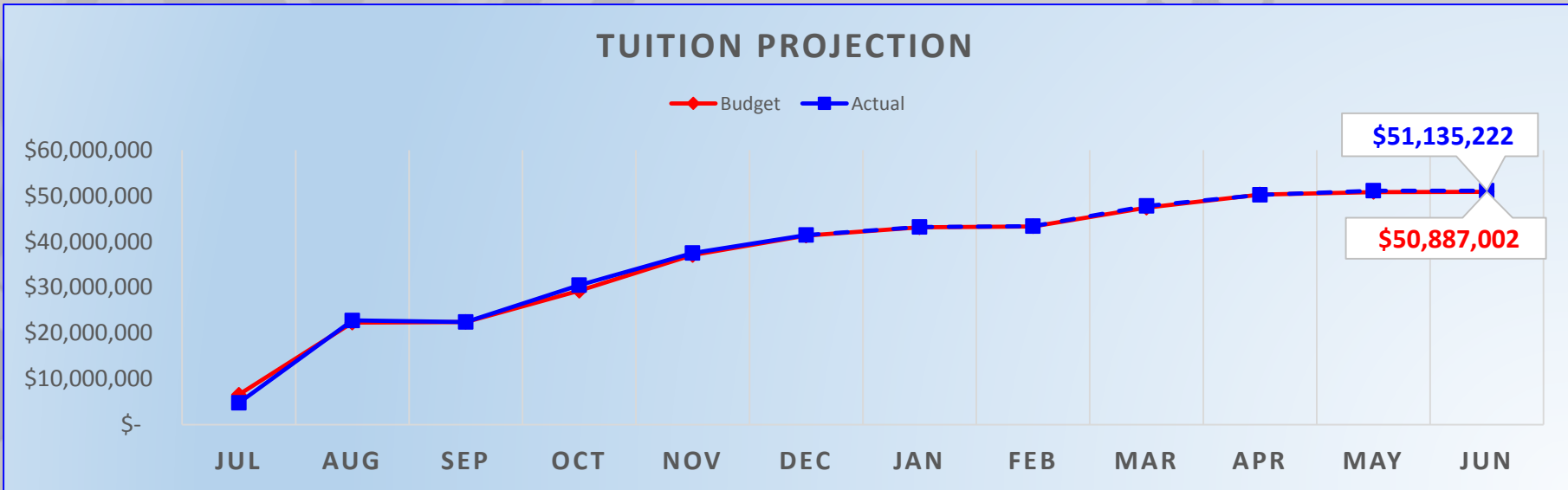
March 20, 2018





Report as of February 28, 2018

Revenue	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Student Tuition & Fees	\$ 68,364,047	\$ 53,412,569	78.1%	\$ 61,246,719	\$ 51,987,491	84.9%
State Funding	\$ 72,320,423	\$ 41,502,202	57.4%	\$ 71,793,706	\$ 40,980,446	57.1%
Other Revenues	\$ 5,397,200	\$ 2,002,185	37.1%	\$ 5,609,289	\$ 2,615,278	46.6%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,782,619	\$ 2,516,352	66.5%
Reserves	\$ 4,464,452	\$ -	0.0%	\$ 1,825,000	\$ -	0.0%
Total Revenue	\$ 154,102,961	\$ 100,054,609	64.9%	\$ 144,257,333	\$ 98,099,567	68.0%





Report as of February 28, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Personnel & Benefits						
Faculty	\$ 28,980,411	\$ 18,593,197	64.2%	\$ 26,776,489	\$ 17,767,549	66.4%
Administrative & Professional	\$ 26,069,342	\$ 16,239,506	62.3%	\$ 24,251,689	\$ 16,235,541	66.9%
Career Service (includes OT)	\$ 22,059,113	\$ 12,810,397	58.1%	\$ 19,951,011	\$ 12,309,555	61.7%
Adjunct/Supplemental	\$ 14,341,325	\$ 8,612,928	60.1%	\$ 13,549,064	\$ 8,216,007	60.6%
Other Personal Services (OPS)	\$ 2,896,867	\$ 1,479,371	51.1%	\$ 2,041,007	\$ 1,100,781	53.9%
Student Assistants	\$ 428,000	\$ 164,650	38.5%	\$ 428,000	\$ 223,083	52.1%
Health Insurance	\$ 11,854,771	\$ 9,500,905	80.1%	\$ 14,931,773	\$ 10,014,927	67.1%
Other Benefits	\$ 11,700,630	\$ 8,320,717	71.1%	\$ 11,280,323	\$ 7,559,865	67.0%
Total Personnel & Benefits	\$ 118,330,460	\$ 75,721,671	64.0%	\$ 113,209,356	\$ 73,427,309	64.9%
Current Expense						
Total Current Expense	\$ 32,341,920	\$ 17,565,046	54.3%	\$ 28,278,499	\$ 16,163,919	57.2%
Capital						
Total Capital	\$ 3,430,581	\$ 1,612,403	47.0%	\$ 2,769,478	\$ 1,562,029	56.4%
Total Operating	\$ 154,102,961	\$ 94,899,120	61.6%	\$ 144,257,333	\$ 91,153,256	63.2%
Balance	\$ -	\$ 5,155,489		\$ -	\$ 6,946,311	

Questions




**St. Petersburg College
Budget Report
As of February 28, 2018**

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition	\$ 56,560,516	\$ 44,808,142	79.2%	\$ 50,887,002	\$ 43,334,205	85.2%
State Appropriation - FCS	\$ 51,695,712	\$ 34,649,424	67.0%	\$ 53,548,581	\$ 35,699,054	66.7%
State Appropriation - Lottery	\$ 16,693,508	\$ 3,338,702	20.0%	\$ 14,231,049	\$ 2,846,210	20.0%
Performance Funding	\$ 3,652,774	\$ 3,514,076	96.2%	\$ 3,514,076	\$ 2,435,182	69.3%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	\$ -	\$ -	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,375,175	75.0%	\$ 1,639,890	\$ 1,321,789	80.6%
Distance Learning Fee	\$ 3,814,485	\$ 2,964,857	77.7%	\$ 3,526,830	\$ 3,061,496	86.8%
Technology Fee	\$ 2,818,596	\$ 2,161,029	76.7%	\$ 2,508,569	\$ 2,085,396	83.1%
Lab Revenue Fees	\$ 1,714,401	\$ 1,525,646	89.0%	\$ 1,592,067	\$ 1,619,883	101.7%
Industry Certifications	\$ 150,000	\$ -	0.0%	\$ 500,000	\$ -	0.0%
Other Revenues	\$ 5,397,200	\$ 2,002,185	37.1%	\$ 5,609,289	\$ 2,615,278	46.6%
Other Student Fees	\$ 1,622,007	\$ 577,721	35.6%	\$ 1,092,361	\$ 564,722	51.7%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,782,619	\$ 2,516,352	66.5%
Reserve	\$ 4,464,452	\$ -	0.0%	\$ 1,825,000	\$ -	0.0%
Total Revenue	\$ 154,102,961	\$ 100,054,609	64.9%	\$ 144,257,333	\$ 98,099,567	68.0%
Personnel & Benefits						
Instructional/Faculty-Full time	\$ 28,980,411	\$ 18,593,197	64.2%	\$ 26,776,489	\$ 17,767,549	66.4%
Administrative & Professional	\$ 26,069,342	\$ 16,239,506	62.3%	\$ 24,251,689	\$ 16,235,541	66.9%
Career Service (includes OT)	\$ 22,059,113	\$ 12,810,397	58.1%	\$ 19,951,011	\$ 12,309,555	61.7%
Adjunct/Supplemental	\$ 14,341,325	\$ 8,612,928	60.1%	\$ 13,549,064	\$ 8,216,007	60.6%
Other Personal Services (OPS)	\$ 2,896,867	\$ 1,479,371	51.1%	\$ 2,041,007	\$ 1,100,781	53.9%
Student Assistants	\$ 428,000	\$ 164,650	38.5%	\$ 428,000	\$ 223,083	52.1%
Health Insurance	\$ 11,854,771	\$ 9,500,905	80.1%	\$ 14,931,773	\$ 10,014,927	67.1%
Other Benefits	\$ 11,700,630	\$ 8,320,717	71.1%	\$ 11,280,323	\$ 7,559,865	67.0%
Total Personnel & Benefits	\$ 118,330,460	\$ 75,721,671	64.0%	\$ 113,209,356	\$ 73,427,309	64.9%
Current Expense						
Travel	\$ 629,676	\$ 519,399	82.5%	\$ 311,583	\$ 246,267	79.0%
Repairs & Maint	\$ 872,674	\$ 626,658	71.8%	\$ 886,195	\$ 605,765	68.4%
Rental/Leases	\$ 445,340	\$ 28,038	6.3%	\$ 140,050	\$ 19,162	13.7%
Insurance (Non Health)	\$ 1,708,272	\$ 1,107,948	64.9%	\$ 1,758,611	\$ 1,278,664	72.7%
Utilities	\$ 5,800,000	\$ 3,333,584	57.5%	\$ 5,260,407	\$ 3,433,626	65.3%
Services and Fees	\$ 7,734,988	\$ 3,829,840	49.5%	\$ 6,033,319	\$ 3,198,004	53.0%
Scholarships/Fee Waivers	\$ 1,559,895	\$ 2,181,759	139.9%	\$ 2,423,463	\$ 2,182,412	90.1%
Materials and Supplies	\$ 5,928,526	\$ 2,966,595	50.0%	\$ 4,476,333	\$ 2,281,269	51.0%
Tech Expense/Licensing	\$ 2,805,757	\$ 1,822,936	65.0%	\$ 2,594,386	\$ 1,857,386	71.6%
Bad Debt/Unemployment	\$ 1,147,782	\$ (18,506)	-1.6%	\$ 1,003,810	\$ (61,715)	-6.1%
Other Current Expense	\$ 3,709,010	\$ 1,166,796	31.5%	\$ 3,390,342	\$ 1,123,079	33.1%
Total Current Expense	\$ 32,341,920	\$ 17,565,046	54.3%	\$ 28,278,499	\$ 16,163,919	57.2%
Capital						
Computer Refresh Leases	\$ 2,904,221	\$ 1,439,662	49.6%	\$ 2,379,879	\$ 1,361,666	57.2%
Capital Purchases	\$ 526,360	\$ 172,741	32.8%	\$ 389,599	\$ 200,363	51.4%
Total Capital	\$ 3,430,581	\$ 1,612,403	47.0%	\$ 2,769,478	\$ 1,562,029	56.4%
Total Operating	\$ 154,102,961	\$ 94,899,120	61.6%	\$ 144,257,333	\$ 91,153,256	63.2%
Balance	\$ -	\$ 5,155,489		\$ -	\$ 6,946,311	

March 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Bednarski, Julia A	Nursing Skills Facilitator	Nursing HEC	2/12/2018 - 6/30/2018

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Rossewey, Kara M	Grants Accountant	Accounting Services EPI	3/12/2018 - 6/30/2018
Phoenix, Teresa L	Systems Analyst	Administrative Information Sys DO	2/26/2018 - 6/30/2018

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Cepero Vazquez, Lisset	Administrative Svcs Assistant	Admissions & Central Records DO	2/12/2018
Rome, Richard J	Sr Technlgy Support Specialist	College of Education TS	2/26/2018
Debroka, John F	Lead Custodian	Custodial Services SE	2/12/2018
Pham, Chien V	Custodian	Custodial Services SPG	2/26/2018
Pham, Quon	Custodian	Custodial Services SPG	2/12/2018
Simpson, Marne K	Student Support Assistant	Learning Resources SOG	2/26/2018
Sahno, Daniel C	Facilities Specialist	Maintenance Services SPG	2/26/2018
Davis, Adam C	Laboratory Specialist	Natural Science CL	2/26/2018

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Kent, Courtney S	Sr Administrative Svcs Speclst	Financial Assistance Services DO	2/24/2018

HIRE Supplemental			
Name	Title	Department/Location	Effective Date
Andrews, Paul J	Professional Trainer	Criminal Justice AC	2/26/2018

HIRE Temporary			
Name	Title	Department/Location	Effective Date
Brito, Camilla P	Adjunct Faculty	Emergency Medical Services HEC	3/12/2018
Harrington, Cedrick	Adjunct Faculty	Emergency Medical Services HEC	3/12/2018
Sidlauskas, Jeremy P	Adjunct Faculty	Emergency Medical Services HEC	3/12/2018
Reyes, Kimberly R	Adjunct Faculty	Veterinary Technology VT	2/26/2018
Thames IV, Terry E	General Support	Engineering Technology CL	2/12/2018
Formeller, Rebecca A	General Support	Veterinary Technology VT	2/12/2018
Robinson, Sydnee N	OPS Career Level 1	College of Computer & InfoTech EPI	2/12/2018
Papania, Autumn K	OPS Career Level 1	Learning Resources TS	2/26/2018
Salinsky, Cynthia M	OPS Career Level 5	Academic & Student Affairs HEC	2/26/2018

Young, Karen A	OPS Career Level 5	Academic & Student Affairs HEC	2/26/2018
Andrade Rodriguez, Cristhian D	OPS Career Level 5	Learning Resources SPG	2/26/2018
Titara, Vincent M	OPS Professional	Humanities & Fine Arts SPG	2/26/2018
Burnham, Timothy R	Professional Trainer	Emergency Medical Services HEC	3/12/2018

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

ND032018

Faculty & Dean Evaluations

Anne Cooper PhD, Senior Vice President Instruction and Academic Programs

SPC Board of Trustees – March 20, 2018

Instructional Strategies

1. Currency and Scope of Academic Knowledge
2. Student Engagement
3. Course Management
4. Student Support

Scholarly Contributions and Creative Productions

Contributions to College, Mission and Values, Discipline, and Campus

1. College-wide Committees
2. Memberships
3. Grants

Faculty Evaluation Categories Continued

Data

1. Teaching Load
2. SSI Data - Reflection and Narrative
3. Student Success Rates Data - Reflection and Narrative

Professional Development

1. Activities/Continuing Education
2. Growth Plan

Community Service & Engagement

1. Professional Service
2. Community Service

Faculty Evaluation Rubric

- Exceeding Expectations
- Meeting Expectations
- Progressing Toward Expectations
- Does not Meet Expectations



Instructional Strategies: Student Engagement

Description of Engagement Activity	Self - Assesment	Description of Engagement Activity	Self - Assessment	Description of Engagement Activity	Self - Assessment
<p>Created well-structured 10-week EAP 1595 course from 16-week template</p> <p>Updated syllabi in all courses</p> <p>Variety in assessments -- formative and summative throughout the semester</p>	ME - Meets Expectations	<p>Students create a group virtual travel log / video; MyCourses audio and video recordings in discussion forums and dropboxes; various websites to promote listening and grammar practice; partnered with literature class (Shelbey Rosengarten) to read and record passages and author biographies from around the world</p>	EE - Exceeds Expectations	<p>Added Skype sessions with online students during face-to-face classes to engage both sets of students in communication and collaboration.</p>	EE - Exceeds Expectations

Student Success Rates Data

Course Prefix Number Section ^	Instructor Section Success Rate ◇	Section Percentage of Ws ◇	Section Percentage of WFs ◇	Section Percentage of Is ◇	Course ◇	Program ◇	Mode ◇	All SPC ◇	Semester ◇
CPO 2002 section 1585	80	0	10	0	85	73	74	76	Spring 2015
INR 2002 1040	94	0	3	0	94	78	79	76	Summer 2014
INR 2002 1139	81	3	0	0	83	73	74	76	Spring 2015
INR 2002 1585	78	13	0	0	74	73	74	76	Fall 2014
POS 2041 1461	82	9	0	0	79	73	74	76	Spring 2015
POS 2041 1463	64	11	4	0	79	73	77	76	Spring 2015
POS 2041 1586	71	3	6	0	81	73	74	76	Fall 2014
POS 2041 1946	95	8	0	0	79	73	78	76	Spring 2015
POS 2041 2019	82	3	0	0	81	73	76	76	Fall 2014

Program Administrator Appraisal

Anonymous input from staff and faculty for each dean

5 Categories on a 5 pt. scale (always to never)

- Continuous Improvement
- Enabling Others to Act
- Supportive Relationships
- Shared Vision
- Role Model

Comment Section

Program Administrator Appraisal Sample

5 Always Behaves in this Manner	4 Almost Always Behaves in this Manner	3 Sometimes Behaves in this Manner	2 Almost Never Behaves in this Manner	1 Never Behaves in this Manner	N/A Have Not Observed
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I. Continuous Improvement	Individual Results	SPC Results
Number of Surveys Received		
1. Experiments with new ways of doing things.		
2. Fosters innovative program ideas.		
3. Treats mistakes as learning opportunities.		
4. Continuously evaluates what is working and what is not.		
5. Encourages new ideas.		
6. Stays open to different opinions and perspectives.		

II. Enabling Others to Act	Individual Results	SPC Results
Number of Surveys Received		
7. Ensures that expectations are clear.		
8. Involves you in decision-making.		
9. Helps you grow and develop as a professional.		
10. Encourages you to find ways to overcome obstacles to your success.		
11. Promotes trust.		
12. Respects individual differences.		
13. Provides the information and resources you need to be successful.		

Performance Planning Mission Statement/Strategic Goals

Mission Statement: Ensuring that students are successful by-providing access to innovative and challenging academic pathways in a supportive, collegial environment.

Strategic Goals:

- Three-year Financial Plan to include the Three-year Facilities Plan
- College-wide Recruitment and Retention Plan
- Pathways Initiative to include the College Experience
- SACS-COC Accreditation Reaffirmation and the Quality Enhancement Plan
- Employee Professional Development

Performance Planning Employee/Manager Comments

EMPLOYEE / MANAGER COMMENTS:

Subject: Efforts and successes in implementing the annual and long-term goals and objectives of the college's Equity Plan

Comment:

Subject: Employee's overall comments

Comment:

Subject: Manager's overall comments

Comment:

Subject: Evaluate areas of strength (Including progress made toward professional development goals)

Comment:

Subject: Evaluate areas of needed improvement (Including professional development programs/activities completed)


Comment:



Questions?

March 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: Changed two courses offered in conjunction with St. Petersburg College's theater department. The course fee increased and the department number updated.

- AAP0080 Acting Repertory
- AAP0081 Technical Theater Production

Workforce and Professional Development, Business and Finance: Added three new courses as supplemental courses to the Marketing Web Developer Certificates.

- BSF0516 Entrepreneurship for Web Developers-Primary Skills
- WSD0907 Web Developer Certificate – Primary Skills
- WSD0908 Web Developer Certificate – Secondary Skills

Workforce and Professional Development, Business and Finance: Changed one course to reduce the number of course contact hours and lower the course fee.

- PRJ0101 Project Management Fundamentals


Workforce and Professional Development, Information and Innovative Technology: Added one new course to meet community needs and requests.

- FNS0905 Quickbooks Pro Fundamentals – Online

March 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Lyle Spencer Foundation – Lyle Spencer Research Award

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by the Community College Research Center, Teacher's College at Columbia University in partnership with St. Petersburg College to the Lyle Spencer Foundation for a Lyle Spencer Research Award. Permission is also sought to accept an estimated \$10,000 in funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Led by the Community College Research Center (CCRC), the purpose of the proposed study, *The Economics of Community College Guided Pathways Reforms*, is to research the economics of institution-wide Guided Pathways reforms in community colleges. Guided Pathways are a set of ambitious college-wide reforms designed to transform how students navigate their way through programs of study to earn credentials. While the reforms are a substantial undertaking and require several years to implement, some colleges, like St. Petersburg College, are now far enough along that CCRC can identify preliminary results. This study will examine the economics of Guided Pathways via two sets of research questions: 1) Costs – what are all the resources required to implement Guided Pathways and the primary funding sources that support the work; and 2) Efficiency – is Guided Pathways cost-effective from the perspective of a) the college and b) the student. As a partner, SPC will support the grant by helping to coordinate CCRC field work and conducting supporting data analysis. Funding would cover staff time and administrative costs.

The estimated period of performance will be from January 1, 2019 through December 31, 2019. The College anticipates receiving an estimated \$10,000 over the one-year period. See attached Information Summary for additional information.

Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services and Suzanne L. Gardner, General Counsel recommend approval.

Attachment

js0228182

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

Date of BOT Meeting: March 20, 2018

Funding Agency or Organization: Lyle Spencer Foundation

Name of Competition/Project: Lyle Spencer Research Award

SPC Application or Sub-Contract: Sub-Award

Grant/Contract Time Period: **Start:** 1/1/19 **End:** 12/31/19

Administrator: Jesse Coraggio

Manager: Sabrina Crawford

Focus of Proposal:

Led by the Community College Research Center (CCRC), the purpose of the proposed study, *The Economics of Community College Guided Pathways Reforms*, is to estimate the resources required to implement Guided Pathways reforms. Through this research, colleges will be able to identify what organizational change is involved in implementing Guided Pathways and how these changes can be made in the most efficient way possible. The research will consider all the resources needed by colleges to make Guided Pathways work and how colleges are funding implementation. The primary goal is to estimate the expected cost of Guided Pathways for any college that is intending to implement these reforms. CCRC will provide data on the costs of Guided Pathways at St. Petersburg College so the college can benchmark against other colleges, other reforms, and college budgets. As a separate exercise, CCRC will use this evidence to report on the cost-effectiveness of Guided Pathways. CCRC's research will involve interviews with SPC personnel who are significantly involved in Guided Pathways from its inception. The interviews will be conducted during a 2 two-day site visit to SPC in spring 2019 by CCRC researchers.

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 & Fringe	\$ 7,520
Indirect Costs	<u>\$ 2,480</u>
Total Budget	\$ 10,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 10,000

Total amount from funder: \$ 10,000

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

Required match or cost sharing: No Yes

Voluntary match or cost sharing: No Yes

Source of match/cost sharing: N/A

Negotiated indirect cost: N/A

(Fixed) administrative fee: N/A

Software/materials: N/A

Equipment: N/A

Services: N/A

Staff Training: N/A

FTE: N/A

Other: N/A

College Values, Strategic Initiatives and Activities Addressed:


Values 1. Culture of Inquiry
2. Innovation

Strategic Initiatives: 1. Pathways Initiative
2. Employee Professional Development

March 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Substance Abuse and Mental Health Services Administration—Garrett Lee Smith Campus Suicide Prevention Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the Substance Abuse and Mental Health Services Administration for the Garrett Lee Smith Campus Suicide Prevention Grant funding opportunity. Permission is also sought to accept an estimated \$283,781 in funding over a three-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The purpose of the Garrett Lee Smith (GLS) Campus Suicide Prevention program is to facilitate a comprehensive approach to assisting colleges in preventing student suicide attempts and deaths by suicide and improving access to mental health and substance abuse resources. Through *Project HEAL (Healthy Emotions and Lives)*, SPC's mission is to build a community mental health infrastructure to prevent suicide and promote a College community dedicated to mental health wellness. This program will strengthen SPC's network of community partnerships with mental health and substance abuse agencies; lead to improved coordination of services and resources across all campuses; improve understanding from staff and faculty on how to assist students seeking help; and support resources and activities that promote students' overall wellbeing and support a Community of Care. Funding for this project will support a full-time project coordinator to align resources and partners across all campuses; gatekeeper training for faculty, staff, and students; travel for professional development training; educational materials; and student promotional items.

The estimated period of performance will be from September 30, 2018 through September 29, 2021. The total project budget is approximately \$567,808, of which the College anticipates receiving \$283,781 in funding with a match of \$284,027 over the three-year period. See attached Information Summary for additional information.

Pat Rinard, Interim Senior Vice President, Student Services; Suzanne L. Gardner, General Counsel; and Joseph Smiley, Dean, Social and Behavioral Health Sciences, recommend approval.

Attachment

ks0227183

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

Date of BOT Meeting: March 20, 2018

Funding Agency or Organization: Substance Abuse and Mental Health Services Administration

Name of Competition/Project: Garrett Lee Smith Campus Suicide Prevention Grant—*Project HEAL*

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 9/30/18 **End:** 9/29/21

Administrator: Dr. Joseph Smiley

Manager: Dr. Carleah East

Focus of Proposal: To address the need for increased mental health service coordination and awareness at St. Petersburg College and bridge service gaps, the College is proposing *Project HEAL (Healthy Emotions and Lives)*. This initiative leverage’s SPC’s Mental Health Oversight committee into a Project Taskforce comprised of key staff and faculty from across the College; student representatives from target populations; and community partners providing resources for mental health services. *Project HEAL* will use this infrastructure to reduce suicide risk and improve mental health awareness through the following activities: 1) Develop a comprehensive Suicide Prevention and Crisis Response Plan, including tracking of student mental health events; 2) Offer a tiered system of gatekeeper training in-person and online for key personnel and students to identify suicide risks, prevention, and mental health promotion; 3) Provide mental health awareness and mental health wellness education and activities on each campus, including voluntary screenings through community partners; 4) Develop SPC-specific training modules for faculty and staff on local mental health resources; 5) Disseminate educational materials to students, including promotion of the Baycare SAP Helpline and the National Suicide Prevention Hotline, so that all students will know where to turn for help. Over a period of three years, *Project HEAL* will train approximately 845 faculty, staff, and students in suicide risk and prevention strategies and SPC resources to increase student utilization of community mental health services and help students succeed in college through improved mental health.

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	\$ 136,998
Fringe Benefits	\$ 44,541
Travel	\$ 10,759

Materials and Supplies	\$	13,100
Contracts (Training costs)	\$	50,010
Other (Giveaway items)	\$	7,500
<u>Indirect Costs (8% of MTDC)</u>	<u>\$</u>	<u>20,873</u>
Total Budget	\$	283,781

Funding:

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

\$ 567,808

Total amount from funder:

\$ 283,781

Amount/value of match:

Cash: \$27,736 (20% of Project Coordinator's time)

In-kind: \$256,291 (Unrealized Indirect Costs, Faculty and staff time, Student Life and Leadership funds, Collaborative Labs, Local Travel)

Total: \$284,027

Required match or cost sharing:

No Yes X

Voluntary match or cost sharing:

No X Yes

Source of match/cost sharing:

Leveraged Resources

Negotiated indirect cost:

8% (Unrealized Indirect of 25% used as match)

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

College Values, Strategic Initiatives, and Activities Addressed:

Values:

1. Partnerships
2. Student Focus
3. Diversity

Strategic Initiative(s):

1. Learning Beyond the Classroom
2. Recruitment and Retention
3. Employee Professional Development

March 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Lumina Foundation – Talent Hubs

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by the Community Foundation of Tampa Bay (CFTB), in partnership with St. Petersburg College, to the Lumina Foundation for the Talent Hubs grant opportunity. Permission is also sought to accept an estimated \$182,500 in funding over a three-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Talent Hubs is a designation that recognizes dynamic and effective community partnerships capable of accelerating postsecondary credential completion. Through this program, the Lumina Foundation is seeking to identify and financially support communities that are committing to significantly improving postsecondary attainment outcomes and closing persistence gaps in credential completion for American Indian, African-American, and/or Hispanic learners. These communities understand that increasing postsecondary attainment is not about fixing the individual; it is about fixing systems and institutions in a way that intentionally addresses racial, ethnic, and socio-economic attainment gaps.

Under the umbrella of the LEAP Tampa Bay local college access network, St. Petersburg College and the Community Foundation of Tampa Bay will leverage its ecosystem of partners and community leaders to build off promising reforms and strategies that are proving to close the achievement gap among African American and Hispanic students in Pinellas County, by advancing elements of SPC's Guided Pathways model and offering dedicated wrap around supports to these target populations. The work plan is made up of three core strategies: 1) instituting the advising as coach model for advisors and advising managers; 2) establishing an integrated, single platform system for student coaching; and 3) expanding dedicated out-of-class supports for target populations: a) expanding learning supports such as tutoring in core subjects like math, reading and writing; and b) expanding social supports using the Women on the Way model for males.

The estimated period of performance will be from May 1, 2018 through April 30, 2021. The total project budget is approximately \$275,000 of which the College anticipates receiving an estimated \$182,500 over the three-year period. See attached Information Summary for additional information.

Pat Rinard, Interim Senior Vice President, Student Services; Jesse Coraggio, Vice President, Institutional Effectiveness & Academic Services; and Suzanne L. Gardner, General Counsel, recommend approval.

Attachment
js0227182

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

Date of BOT Meeting: March 20, 2018

Funding Agency or Organization: Lumina Foundation

Name of Competition/Project: Talent Hubs

SPC Application or Sub-Contract: SPC Sub-Contract

Grant/Contract Time Period: **Start:** 5/1/18 **End:** 4/30/21

Administrator: Pat Rinard

Manager: Misty Kemp

Focus of Proposal:

The Lumina Foundation is seeking to identify and financially support communities that are committing to significantly improving postsecondary attainment outcomes and closing persistence gaps in credential completion for American Indian, African-American, and/or Hispanic learners. Under the umbrella of the LEAP Tampa Bay local college access network, St. Petersburg College and the Community Foundation of Tampa Bay will leverage its ecosystem of partners and community leaders to build off promising reforms and strategies that are proving to close the achievement gap among African American and Hispanic students in Pinellas County, by advancing elements of SPC's *The College Experience* and *Guided Pathways* reforms and offering dedicated wrap around supports to these target populations.

While the College has seen gains for these two student groups through its efforts over the last six years, there is still significant work to be done as the respective completion rates for Full-time, First-Time-in-College (FTIC) students still remain low. Under the grant, the partnership will focus on improving academic advising by training advisors and advising managers using a coaching model, a more holistic and intrusive approach to advising, and integrating advising tools into one platform system for improved and coordinated communication between students, advisors and faculty. At the same time, the grant will support the addition of dedicated tutors and other learning supports for the target students groups, as well as a coordinator to help facilitate access to social supports to help students overcome out-of-class challenges. Through these efforts, it is proposed that these strategies will collectively improve outcomes of African American and Hispanic students, including: increased course success rates; decreased course withdrawals; increased Gateway Math and Reading/Writing success; increased retention; and ultimately increased completion.

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	\$	122,585
Fringe Benefits	\$	25,489
Travel	\$	4,602
Contractual (Data Scientist)	\$	16,600
Indirect Costs (8% of MTDC)	\$	13,224
Total Budget	\$	182,500

Funding:

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

\$ 182,500

Total amount from funder:

\$ 182,500

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

\$65,000 of CFTB budget will go to fund Advisor Coach training in addition to SPC's budget

Staff Training:

N/A

FTE:

N/A

Other:

N/A

College Values, Strategic Initiatives, and Activities Addressed:

Values:


1. Student Focus
2. Diversity
3. Partnerships

Strategic Initiative(s):

1. Recruitment and Retention
2. Learning Beyond the Classroom

March 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, Ph.D., President 
SUBJECT: Lumina Foundation – Fund for Racial Justice and Equity

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the Lumina Foundation for the Fund for Racial Justice and Equity opportunity. Permission is also sought to accept an estimated \$100,000 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 Lumina Foundation, in partnership with Rockefeller Philanthropy Advisors, is seeking to support postsecondary institutions that are implementing significant work to advance equity on campus and in the broader community. The goal of this funding is to expand upon efforts that promote a positive and equitable campus climate for all students, faculty and staff. The focus of this opportunity is specifically on the promotion of racial equity. Building off of SPC's equity efforts, which have historically focused on access and student success, SPC is proposing to use this opportunity to further the community of care model as it relates to racial equity across the College. In collaboration with SPC's Center for Civic Learning and Community Engagement, the College's proposed program will seek to improve and sustain a positive campus climate through the development of curriculum, facilitation of workshops and delivery of trainings. The goal of this program is to continue to close the education equity gaps at SPC, by providing opportunities for constructive racial dialogues and learning opportunities.

The estimated period of performance will be from May 1, 2018 through April 30, 2019. The total project budget is approximately \$100,000 over a one-year period. See attached Information Summary for additional information.

Jesse Coraggio, Vice President, Institutional Effectiveness & Academic Services; Suzanne L. Gardner, General Counsel; and Joseph Smiley, Dean, Social and Behavioral Health Sciences, recommend approval.

Attachment

ks0227182

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

Date of BOT Meeting: March 20, 2018

Funding Agency or Organization: Lumina Foundation

Name of Competition/Project: Fund for Racial Justice and Equity

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 5/1/18 **End:** 4/30/19

Administrator: Dr. Joseph Smiley

Manager: Tara Newsom

Focus of Proposal:

The Lumina Foundation is seeking to support institutions that are addressing campus level racial equity, directly and substantively, as a way to close achievement gaps. The intent of this funding is to further the work of institutions that have already initiated significant, comprehensive efforts to advance equitable outcomes on their campuses and in the broader communities in which they are located. Through SPC’s proposed design, the College will seek to promote racial equity and improve the campus climate in a unified and sustainable way through the delivery of active, coordinated and intentional resources and activities. Through the Lumina Fund for Racial Justice and Equity, SPC will fortify current programming focused on racial equity by streamlining these efforts under the College’s Center for Civic Learning and Community Engagement (CCLCE) and using the College’s three guiding pillars to institutionalize this work. An increased level of coordination and intentionality will ensure resources, messaging and partner engagement is meaningful and consistent across all campuses. Funding will be used to support staff, faculty and student trainings and engagements related to racial equity awareness and learning, including the appointment of key equity leaders on each campus tasked with coordinating and promoting activities.

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	\$ 52,009
Fringe Benefits	\$ 8,581
Travel	\$ 5,601
Materials and Supplies	\$ 9,740
Meetings/Conferences	\$ 6,900
Communication	\$ 8,078
<u>Indirect Costs (8% of MTDC)</u>	<u>\$ 9,091</u>
Total Budget	\$ 100,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 100,000
Total amount from funder: \$ 100,000
Amount/value of match: Cash: N/A
In-kind: N/A
Required match or cost sharing: No Yes
Voluntary match or cost sharing: No Yes
Source of match/cost sharing: N/A
Negotiated indirect cost: N/A
(Fixed) administrative fee: N/A
Software/materials: N/A
Equipment: N/A
Services: N/A
Staff Training: N/A
FTE: N/A
Other: N/A

College Values, Strategic Initiatives, and Activities Addressed:

Values:

1. Partnerships
2. Student Focus
3. Diversity


Strategic Initiative(s):

1. Learning Beyond the Classroom
2. Recruitment and Retention
3. Employee Professional Development

March 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Annual Membership Assessment in Florida College System Risk Management Consortium

Authorization is requested to pay the St. Petersburg College (SPC) 2018-2019 *membership assessment* in the Florida College System Risk Management Consortium (FCSRMC) for the policy period of March 1, 2018 through February 28, 2019 in the amount of \$1,762,010. This amount represents an increase of 7% above the current policy period.

Following are the FCSRMC calculations for the policy period of March 1, 2018 through February 28th, 2019:

2018-2019 Annual Assessment for SPC	292,003
Worker's Compensation Assessment (Experience)	753,129
Property Value Assessment	<u>716,879</u>
Adjusted Annual Assessment	\$1,762,000

Brian Miles, Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; and Kara Schrader-Smith, Risk Management Coordinator, recommend approval.