

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES May 15, 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. William Klein (*Attending*)
 - 2. Angie Baker (*Not Attending*)
 - 3. Carl Opper (*Not Attending*)
 - 4. Maria Ward (*Not Attending*)
- B. Announcements
 - 1. Community Foundation of Tampa Bay

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 April 17, 2018 (*Action*)

V. MONTHLY REPORTS

- A. General Counsel
- B. Faculty Governance Organization (FGO) – Dr. Carol Weideman, St. Petersburg Gibbs Campus Chairperson
- C. Career Service Employee Council (CSEC) – Ms. Jeanne Trimble, Chair

VI. STRATEGIC FOCUS AND PLANNING

- A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT
 - 1. Spring 2018 Course Success Rates – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services, Dr. Patrick Rinard, Interim, Senior Vice President, Student Affairs (*Presentation*)

B. BUDGET AND FINANCE

1. Monthly Budget Report – Ms. Janette Hunt, Associate Vice President, Budgeting and Compliance (*Presentation*)
2. Lab Fees (*Action*)
3. Proposed 2018-19 Budget– Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology (*Presentation*)

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Health Insurance Update – Ms. Michelle Manteiga, Acting Senior Manager, Benefits and Wellness (*Presentation*)
2. Construction
 - a. St. Petersburg Gibbs Student Success Center Update - Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services (*Presentation*)
 - b. Capital Improvement Plan (*Action*)
3. Termination of Employment Entry- Department of Administration (DOAH) Petition (*Presentation*)

VII. CONSENT AGENDA

A. OLD BUSINESS (items previously considered but not finalized)

B. NEW BUSINESS

1. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. Continuation of Perkins Grant Funded Personnel (*Action*)
 - b. Florida Department of Education – Carl D. Perkins Vocational and Technical Education Act (*Action*)
 - c. Florida Education Fund - Center of Excellence Program (*Action*)
 - d. National Oceanic and Atmosphere Administration (NOAA) – Environmental Literacy Grant (ELG) (*Action*)
 - e. Florida Department of Economic Opportunity – General Appropriations Act – Day of Service (*Action*)
2. Spot Survey #2, Version 4, Seminole Chamber of Commerce Modular (*Action*)
3. Agreement between St. Petersburg College and JAQOB Inc., (Nature’s Table, Inc.), for a lease of Space at the EpiCenter Building (*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

June 19, 2018, Epi Center

XII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting May 15, 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: May 4, 2018

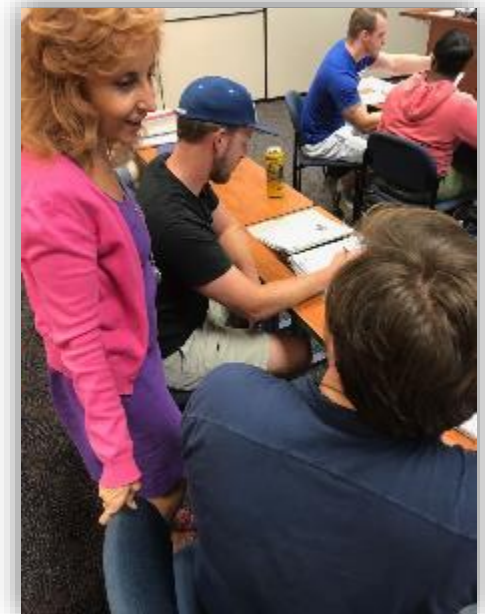
FGO Update

Prepared by Shannon Ulrich
Presented by Carol Weideman

Updates (1 of 3)

💧 Learning Experience

- 💧 Committee meetings (November & February)
- 💧 Campus “Input Sessions”
 - 💧 March 27th – April 26th
 - 💧 Visited 6 campuses
 - 💧 More than 75 attendees



Updates (2 of 3)

- ◆ **Learning Experience (*continued*)**
 - ◆ Recommendations:
 - ◆ Course Syllabus
 - ◆ Course Gradebook
 - ◆ Communication plans for “unengaged” students
 - ◆ Periodic Course Review
 - ◆ Review SSI and Faculty180
 - ◆ Develop Learning Ecosystems

Updates (3 of 3)

- ◆ **Dr. Williams Campus Visits**

- ◆ THANK YOU!

- ◆ **Academic Integrity Policy**

- ◆ Policy mimics Academic Appeals process

- ◆ **FGO Sharepoint**

- ◆ https://spcollegeedu.sharepoint.com/sites/ocs/committees_groups/FGO/SitePages/Faculty%20Governance%20Organization.aspx

Faculty Highlights: Community

- ◆ **SPC Titan Trot 5K on April 14th**
 - ◆ Organized by:
 - ◆ Rachel Bennett
 - ◆ Linae Boehme
 - ◆ Melanie Paden
 - ◆ Shannon Ulrich
 - ◆ 4 “Finish Line” Scholarships of \$500
 - ◆ Students must be in their final year



Questions or Comments?

Career Service Employee Council



CSEC

May 2018

CSEC

A Revitalized Council

- ▶ Updated **mission statement** to reflect CSEC's commitment to SPC's three pillars: Academic Excellence, Economic Mobility, and Community Engagement





CSEC

A Revitalized Council

- ▶ Created **goals** for the coming year:
 1. Engaging and enriching the lives of career service employees
 2. Promoting effective communication, trust and collaboration between employees of the college
 3. Increasing CSEC's visibility at SPC, using multiple means of communication with Career Service employees



CSEC

A Revitalized Council

- ▶ Subcommittee Restructuring to reflect a **reenergized** steering committee
 - A. New subcommittee: Community Engagement
 - B. Revived and updated a dormant subcommittee: Bylaws and Onboarding Review
 1. Update the bylaws to reflect new goals and objectives
 2. Establish an onboarding process for new members

CSEC

A Revitalized Council

CSEC is **committed** to revitalizing CSEC and helping Career Service employees through training, active listening and communication



CSEC

A Revitalized Council

Questions????



Spring 2018 Course Success Rates

*Board of Trustees Meeting
May 15, 2018*

The Course Success Rate is the number of A, B, and C letter grades divided by the overall number of grades.

A, B, C

A, B, C, D, F, W, WF, I

All Students	Number of Grades	Success Rate
Spring 2016	87,537	77.3%
Spring 2017	82,168	78.5%
Spring 2018	77,785	78.0%

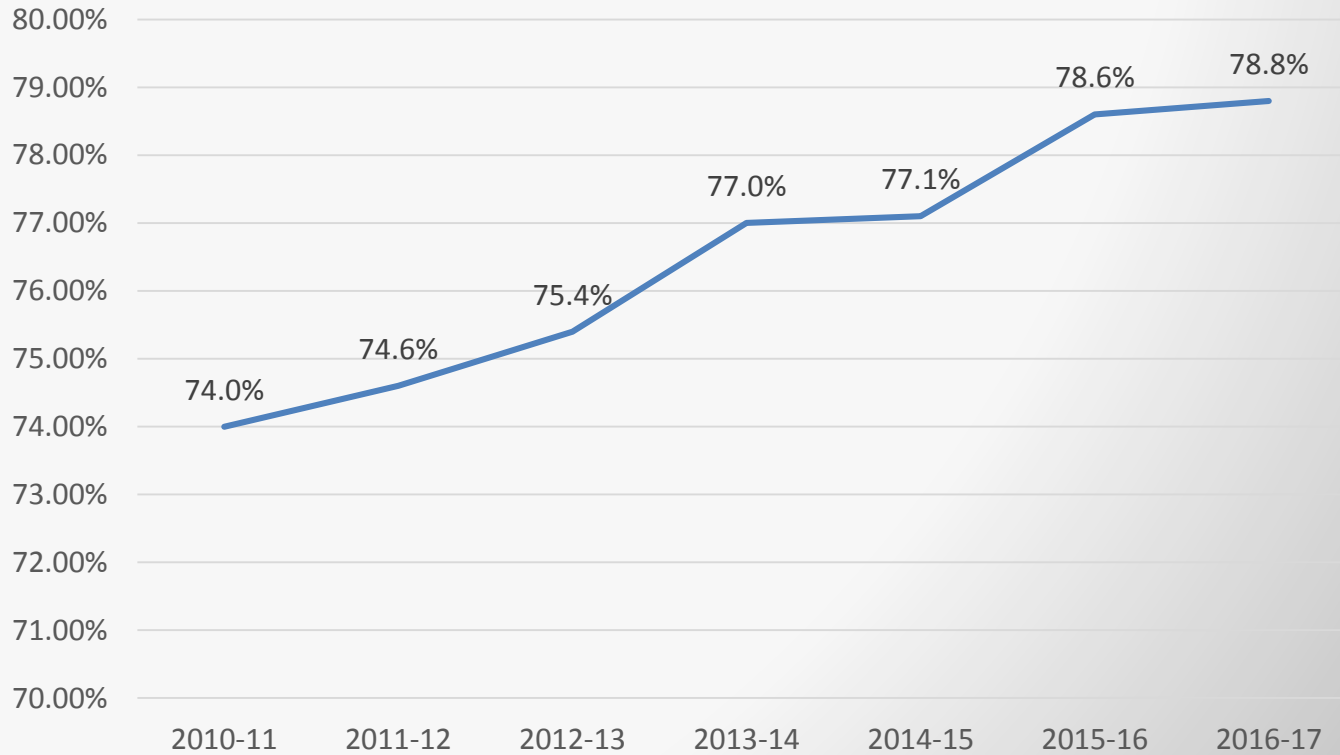
Note: Excludes Pass/Fail Grading basis courses and audits

Note: Success rates exclude Pass/Fail Grading basis courses and audits.

Course Success Rates

Source: Pulse Business Intelligence System , Campus Success Rates dashboard, Data extracted May 7, 2018.

Overall College Success Rates



Note: Excludes Pass/Fail Grading basis courses and audits

Note: Success rates exclude Pass/Fail Grading basis courses and audits.

Course Success Rates Trend

Source: Pulse Business Intelligence System , Campus Success Rates dashboard, Data extracted May 7, 2018.



	Spring 2016	Spring 2017	Spring 2018	Two Year Diff	One Year Diff
All Students	77.3%	78.5%	78.0%	0.7%	-0.5%
Gender					
<i>Male</i>	75.2%	76.7%	76.1%	0.9%	-0.6%
<i>Female</i>	78.7%	79.7%	79.3%	0.6%	-0.4%
Ethnicity					
<i>Black/African American</i>	65.4%	67.8%	65.9%	0.5%	-1.9%
<i>Hispanic/Latino</i>	75.5%	76.8%	76.0%	0.5%	-0.8%
White	79.8%	80.8%	80.6%	0.8%	-0.2%
Male/Ethnicity					
<i>Black/African American Male</i>	63.2%	66.9%	64.0%	0.8%	-2.9%
<i>Hispanic/Latino Male</i>	72.5%	75.5%	74.6%	2.1%	-0.9%
<i>White Male</i>	77.5%	78.6%	78.2%	0.7%	-0.4%

Note: Success rates exclude Pass/Fail Grading basis courses and audits.

Overall Student Comparison

Source: Pulse Business Intelligence System , Campus Success Rates dashboard, Data extracted May 7, 2018.

	Spring 2016	Spring 2017	Spring 2018	Two Year Diff	One Year Diff
FTIC Students	64.6%	63.6%	62.4%	-2.2%	-1.2%
Gender					
<i>Male</i>	61.7%	58.8%	56.3%	-5.4%	-2.5%
<i>Female</i>	67.2%	67.5%	68.9%	1.7%	1.4%
Ethnicity					
<i>Black/African American</i>	58.8%	49.5%	47.2%	-11.6%	-2.3%
<i>Hispanic/Latino</i>	61.5%	65.6%	57.7%	-3.8%	-7.9%
White	67.7%	67.3%	66.8%	-0.9%	-0.5%
Male/Ethnicity					
<i>Black/African American Male</i>	57.9%	48.0%	42.1%	-15.8%	-5.9%
<i>Hispanic/Latino Male</i>	52.6%	58.6%	46.4%	-6.2%	-12.2%
<i>White Male</i>	65.1%	60.5%	62.1%	-3.0%	1.6%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

FTIC Comparison

Source: Pulse Business Intelligence System , Campus Success Rates dashboard, Data extracted May 7, 2018.

	Spring 2017	Spring 2018	Diff
FTIC Students	62.7%	66.7%	4.0%
Gender			
<i>Male</i>	58.7%	59.5%	0.8%
<i>Female</i>	65.4%	72.6%	7.2%
Ethnicity			
<i>Black/African American</i>	51.7%	56.1%	4.4%
<i>Hispanic/Latino</i>	65.1%	68.0%	2.9%
White	66.8%	71.3%	4.5%
Male/Ethnicity			
<i>Black/African American Male</i>	53.3%	47.5%	-5.8%
<i>Hispanic/Latino Male</i>	60.0%	48.0%	-12.0%
<i>White Male</i>	60.0%	67.3%	7.3%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

FTIC Developmental Courses

Source: Pulse Business Intelligence System , Campus Success Rates dashboard, Data extracted May 7, 2018.

	Spring 2017	Spring 2018	Diff
FTIC Students	63.7%	60.5%	-3.2%
Gender			
<i>Male</i>	58.4%	54.3%	-4.1%
<i>Female</i>	68.2%	66.9%	-1.3%
Ethnicity			
<i>Black/African American</i>	50.0%	48.7%	-1.3%
<i>Hispanic/Latino</i>	65.1%	56.0%	-9.1%
White	67.4%	64.3%	-3.1%
Male/Ethnicity			
<i>Black/African American Male</i>	50.0%	43.6%	-6.4%
<i>Hispanic/Latino Male</i>	56.8%	46.5%	-10.3%
<i>White Male</i>	60.5%	58.0%	-2.5%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

FTIC Gateway Courses

Source: Pulse Business Intelligence System , Campus Success Rates dashboard, Data extracted May 7, 2018.

- Have a 'choice' regarding taking a placement test or participating in Dev Ed courses.
- Evaluated using a prediction model based on prior performance.
- Provided a *Likely College Ready*, *Dev Ed Recommended*, or *Dev Ed Strongly Recommended* prediction in each developmental education area.

Flexible Placement Students

Courses	All FTIC Students	Likely College Ready	Dev Ed Recommend	Dev Ed Strongly Recommend
Math Recommendations				
MAT 1033 and MAT 1100	53.3%	52.7% (129)	41.5% (53)	48.3% (89)
Developmental Ed Courses	59.7%	66.7% (6)	44.4% (18)	45.0% (20)
Writing Recommendations				
ENC 1101	59.1%	55.4% (184)	52.8% (53)	50.0% (72)
Developmental Ed Courses	73.2%	66.7% (3)	70.0% (10)	63.6% (22)
Reading Recommendations				
ENC 1101	59.1%	56.2% (146)	61.7% (60)	45.6% (103)
Developmental Ed Courses	74.7%	100.0% (1)	100.0% (1)	81.8% (11)

Note: Success rates exclude Pass/Fail Grading basis courses and audits.

Prediction Model Outcomes

Source: Pulse Business Intelligence System , College Experience Outcomes Dashboard, Data extracted May 7, 2018.

- The overall college has decreased 0.5% this Spring and increased 4.8% since 2010-11.
- FTIC students had a 1.2% decrease this Spring.
- FTIC students had a 4.0% increase in Developmental Education Course Success Rates (Hispanic Male students were an exception, -12.0%).
- FTIC students had a 3.2% decrease in Gateway Course Success Rates (Hispanic Male students were down 10.3%).
- In almost all cases, Flex Placement Students perform better when taking the college recommended Dev Ed course. However, fewer Flex Placement Students are taking the Dev Ed option.

Noteworthy Observations



Questions?



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

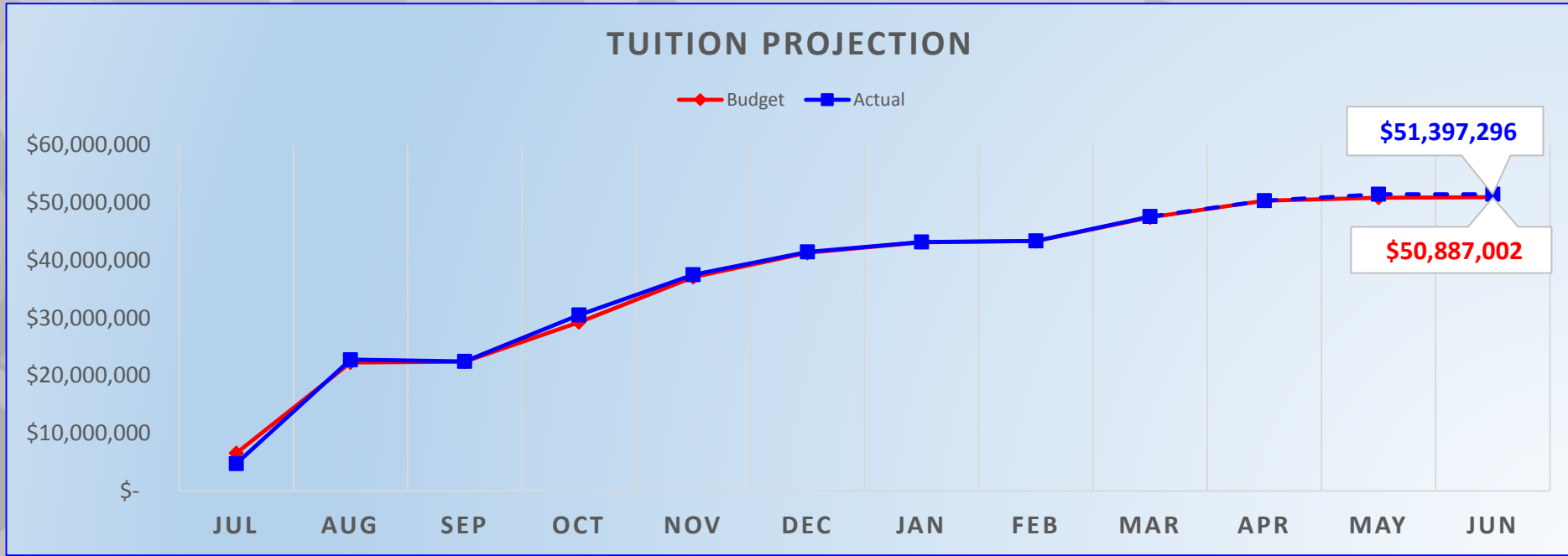
Janette Hunt
May 15, 2018





Report as of April 30, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition & Fees	\$ 68,364,047	\$ 61,896,842	90.5%	\$ 61,246,719	\$ 60,504,796	98.8%
State Funding	\$ 72,320,423	\$ 56,376,076	78.0%	\$ 71,793,706	\$ 56,121,221	78.2%
Other Revenues	\$ 5,397,200	\$ 4,418,668	81.9%	\$ 5,609,289	\$ 4,587,703	81.8%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,782,619	\$ 2,516,462	66.5%
Reserves	\$ 4,464,452	\$ -	0.0%	\$ 1,825,000	\$ -	0.0%
Total Revenue	\$ 154,102,961	\$ 125,829,239	81.7%	\$ 144,257,333	\$ 123,730,182	85.8%





Report as of April 30, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Personnel & Benefits						
Faculty	\$ 28,980,411	\$ 23,782,463	82.1%	\$ 26,776,489	\$ 22,775,327	85.1%
Administrative & Professional	\$ 26,069,342	\$ 20,398,342	78.2%	\$ 24,251,689	\$ 19,578,235	80.7%
Career Service (includes OT)	\$ 22,059,113	\$ 16,791,655	76.1%	\$ 19,951,011	\$ 16,141,253	80.9%
Adjunct/Supplemental	\$ 14,341,325	\$ 11,684,799	81.5%	\$ 13,549,064	\$ 11,265,488	83.1%
Other Personal Services (OPS)	\$ 2,896,867	\$ 1,947,095	67.2%	\$ 2,041,007	\$ 1,453,728	71.2%
Student Assistants	\$ 428,000	\$ 213,589	49.9%	\$ 428,000	\$ 282,217	65.9%
Health Insurance	\$ 11,854,771	\$ 12,346,292	104.1%	\$ 14,931,773	\$ 12,415,176	83.1%
Other Benefits	\$ 11,700,630	\$ 10,615,467	90.7%	\$ 11,280,323	\$ 10,299,856	91.3%
Total Personnel & Benefits	\$ 118,330,460	\$ 97,779,701	82.6%	\$ 113,209,356	\$ 94,211,278	83.2%
Current Expense						
Total Current Expense	\$ 32,341,920	\$ 21,035,127	65.0%	\$ 28,278,499	\$ 20,099,679	71.1%
Capital						
Total Capital	\$ 3,430,581	\$ 1,867,813	54.4%	\$ 2,769,478	\$ 1,785,229	64.5%
Total Operating	\$ 154,102,961	\$ 120,682,642	78.3%	\$ 144,257,333	\$ 116,096,186	80.5%
Balance	\$ -	\$ 5,146,598		\$ -	\$ 7,633,996	



Lab Fee Proposed Schedule

Discipline Course Additions

Discipline	Courses
Engineering Tech	ETM2315C, EET1035C, ETS2604C, ETS1511C, ETS1542C, ETS1535C

Discipline Course Deletions

Discipline	Courses
Science (Biological)	BSC2435, BSC2931
Science (Wellness & Human Performance)	HLP1080
O&P Technology AS	PRO2804, PRO1002C
Building Arts	ARC1126C, BCN2055, TAR2057C
Engineering Tech	CET1175, ETS2221C, ETS2930

There are no proposed fee amount changes.


Questions



May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Laboratory Fees

Approval is also sought for the following changes to the Lab Fee Schedule.

Florida Statute 1001.64(10) states that each Board of Trustees shall establish fees. In addition to standard tuition and fees, this authorization extends to user fees, as specified in Florida Statute 1009.23(12(a)). User fees can only be charged to the persons receiving the service and shall not exceed the cost of the services provided. Laboratory fees are considered a user fee. They are intended to cover costs associated with a lab course, such as consumables, additional support personnel to offer class, specialized equipment and software, etc.

Lab Fees by Academic Discipline

Changes:

Departments	Courses	Current Lab Fee	New Lab Fee
<i>ENGINEERING TECH</i>	BME1008, CET1114C, EET1015C-EET2155C, ETD1320C-EDT2392C, ETM1010C, EET1084C, ETS1412-ETS2440, ETM2315C, EET1035C, ETS2604C, ETS1511C, ETS1542C, ETS1535C	\$62.59	\$62.59

Deletions:

<i>SCIENCE (Biological)</i>	BSC2435, BSC29311	\$27.87
<i>Science (Wellness & Human Performance)</i>	HLP1080	\$14.95
<i>O&P Technology AS</i>	PRO2804, PRO1002C	\$302.09
<i>Building Arts</i>	ARC1126C, BCN2055, TAR2057C	\$22.13
<i>Engineering Tech</i>	CET1175, ETS2221C, ETS2930	\$62.59

Brian Miles, Vice President, Administrative/Business Services and Information Technology, Anne M. Cooper, Senior Vice President, Academic & Students Affairs and Patrick Rinard, Interim Senior Vice President, Student Services, recommend approval.

FY 2018 – 2019 Budget Proposal

Brian Miles

VP, Administrative/Business Services & IT





FY2018-2019 Revenue Budget Proposal

	FY2017-2018 Approved Budget	FY2018-2019 Proposed Budget	Difference
Revenue			
Student Tuition & Fees	\$ 61,246,719	\$ 62,000,667	\$ 753,948
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	\$ 143,379,332	\$ (878,001)

- Favorable Enrollment Projection 3.0%

- Shift \$2M from FCS to Lottery
- Performance Funding

- Reduce One-Time Revenue

- Decline in Book Store Sales

- Reduce Reserve Reliance



FY2018-2019 Expense Budget Proposal

	FY2017-2018 Approved Budget	FY2018-2019 Proposed Budget	Difference
Personnel & Benefits			
Faculty	\$ 26,776,489	\$ 26,037,269	\$ (739,220)
Administrative & Professional	\$ 24,251,689	\$ 23,280,047	\$ (971,642)
Career Service (includes OT)	\$ 19,951,011	\$ 19,506,004	\$ (445,007)
Adjunct/Supplemental	\$ 13,549,064	\$ 13,142,592	\$ (406,472)
Other Personal Services (OPS)	\$ 2,041,007	\$ 2,046,160	\$ 5,152
Student Assistants	\$ 428,000	\$ 428,000	\$ -
Health Insurance	\$ 14,931,773	\$ 14,552,664	\$ (379,109)
Other Benefits	\$ 11,280,323	\$ 11,623,260	\$ 342,937
Total Personnel & Benefits	\$ 113,209,356	\$ 110,615,995	\$ (2,593,361)
Current Expense			
Total Current Expense	\$ 28,278,499	\$ 29,983,701	\$ 1,705,202
Capital			
Total Capital	\$ 2,769,478	\$ 2,779,636	\$ 10,159
Total Operating	\$ 144,257,333	\$ 143,379,332	\$ (878,001)
Balance	\$ -	\$ -	\$ -

- Reduce Personnel Ratio 1%
- Increase Health Insurance

- Upgrade Student Service System


Questions



May 15, 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
Lauk, Justin C	Analyst/Programmer	Administrative Information Sys DO	4/9/2018 - 6/30/2019
Baldwin, William M	(Acting) CurrCoord, Path&Artic	Institutional Research/Effect EPI	4/9/2018 - 6/30/2019
Porter, Carla S	Reference & Instruction Librn	Learning Resources SPG	5/7/2018 - 6/30/2019
Kicklitter, Amy	B2B Alliance Prog Manager	Institutional Research/Effect EPI	2/26/2018 - 6/30/2019

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Johnson, James T	Career & Academic Advisor	Counseling & Advisement CL	4/23/2018 - 6/30/2019
Owens, Dale T	Career & Academic Advisor	Counseling & Advisement CL	4/23/2018 - 6/30/2019
Roldan, Carissa M	Career Outreach Specialist	Counseling & Advisement TS	4/9/2018 - 6/30/2019
Aspilaire, Aja M	Student Transfer Specialist	Institutional Research/Effect EPI	4/23/2018 - 6/30/2019

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Jackson, Lee M	Sr Security Officer	Campus Security DT	4/23/2018
Kurtzenacker, Jeremy M	Custodial Supervisor	Custodial Services SPG	4/9/2018
Pusey, Jason B	Custodial Supervisor	Custodial Services SPG	4/9/2018
Zuber, Myrna Y	Student Support Specialist	Financial Assistance Services CL	4/23/2018
Willis, Bridgette	ER Advisor II	Human Resources Training DO	4/9/2018
Ishmael, Madeline	Student Support Advisor	International Program TS	4/9/2018
Roberts, Johnny F	Landscaper	Landscape Services DO	4/23/2018
Krukemeier, Michael A	Sr Landscaper	Landscape Services DO	4/23/2018
Crews, James W	Sr Landscaper	Landscape Services SE	4/9/2018

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Chang, Linda S	Administrative Svcs Specialist	Academic & Student Affairs CL	4/7/2018
De Laval, Maria L	Administrative Svcs Specialist	Humanities & Fine Arts SPG	4/21/2018
Gilmore, Shannon A	Administrative Svcs Specialist	Provost Office SE	4/9/2018

SUPPLEMENTAL Temporary			
Name	Title	Department/Location	Effective Date
Brito, Anna F	Faculty - supplemental	Emergency Medical Services HEC	5/14/2018
Serino, Paul P	Faculty - supplemental	Emergency Medical Services HEC	5/14/2018
Cutlip, Paul G	Faculty - supplemental	Natural Science TS	5/14/2018

HIRE Temporary			
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Name	Title	Department/Location	Effective Date
Lambert, Cynthia S	Adjunct - Dual Enrollment	Early College/Dual Enrollment AC	5/14/2018
McKenna, Nicole D	Adjunct - Dual Enrollment	Early College/Dual Enrollment TS	5/14/2018
Guest, Jennifer L	Adjunct Faculty	Humanities & Fine Arts SE	5/14/2018
Fruth, Candice	Adjunct Faculty	Natural Science TS	5/14/2018
Turnbull, Brian	Adjunct Faculty	Social & Behavioral Science CL	5/14/2018
Salazar, Raeanna K	General Support	Veterinary Technology CT	4/9/2018
Percival, Elsie M	OPS Career Level 1	Academic & Student Affairs HEC	5/7/2018
Kovalik, Danielle L	OPS Career Level 1	Learning Resources SPG	4/23/2018
Patrick, Marissa M	OPS Career Level 1	Learning Resources TS	4/23/2018
Robinson, Adam C	OPS Career Level 1	Natural Science CL	4/23/2018
Morgan, Joan C	OPS Career Level 1	Provost Office SE	4/20/2018
Beganovic, Sabila	OPS Career Level 2	Communications CL	4/9/2018
Piechocki, Daniel	OPS Career Level 3	Provost Office EPI	4/9/2018
Piechocki, Matthew	OPS Career Level 5	Academic & Student Affairs EPU	4/23/2018
Vetter, Katelyn J	OPS Career Level 5	Communications CL	4/23/2018
Otero-Fair, Kaleena Y	OPS Career Level 5	Florida Natl. Guard Grant AC	4/23/2018
Bush, Heather K	OPS Career Level 5	Learning Resources SE	3/26/2018
Johnson, Heather M	OPS Career Level 5	Learning Resources SE	4/9/2018
Raines, Deborah J	OPS Career Level 5	Veterinary Technology VT	5/5/2018
Xiang, Yuanyuan	OPS Career Level 6	International Program SPG	4/9/2018
Goosby, Reginald M	OPS Career Level 7	Florida Natl. Guard Grant AC	4/23/2018
Archibald, Lisa M	Professional Trainer	Criminal Justice AC	4/23/2018
Davis, Christopher E	Professional Trainer	Workforce/Professnl Developmnt EPI	5/5/2018
Kopischke, Steven J	Professional Trainer	Workforce/Professnl Developmnt EPI	4/9/2018

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES

Name	Title	Department/Location	Effective Date
Fernandez, Jennifer	Instructor	Natural Science/Tarpon Springs	06/22/2018 - 06/29/2018

Destination: Jerusalem, Israel

The purpose of this trip is to visit the site of a prospective study abroad location in Jerusalem, Israel. The instructor will collaborate with Israeli environmental organizations, professors and educational study groups to prepare for an upcoming study abroad trip to take place in May 2019. The College will benefit by providing enhanced study abroad opportunities for students to earn college credits while providing a cultural experience through a study abroad program.

Estimated cost to the College not to exceed \$3,290.14.

Kruger, Amy	Instructor	Dental Hygiene/HEC	10/20/2018 - 10/29/2018
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Destination: Montego Bay, Jamaica

The purpose of this trip is to lead SPC students on a study abroad program to Jamaica. A total of ten (10) students are enrolled in the program and will receive credit in DEH 2702C - Community Dental Health Practicum. The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives.

Estimated cost to the College not to exceed \$2,021.69.

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

ND05012018

Health Insurance Update

May 15, 2018

Presented by Michelle Manteiga





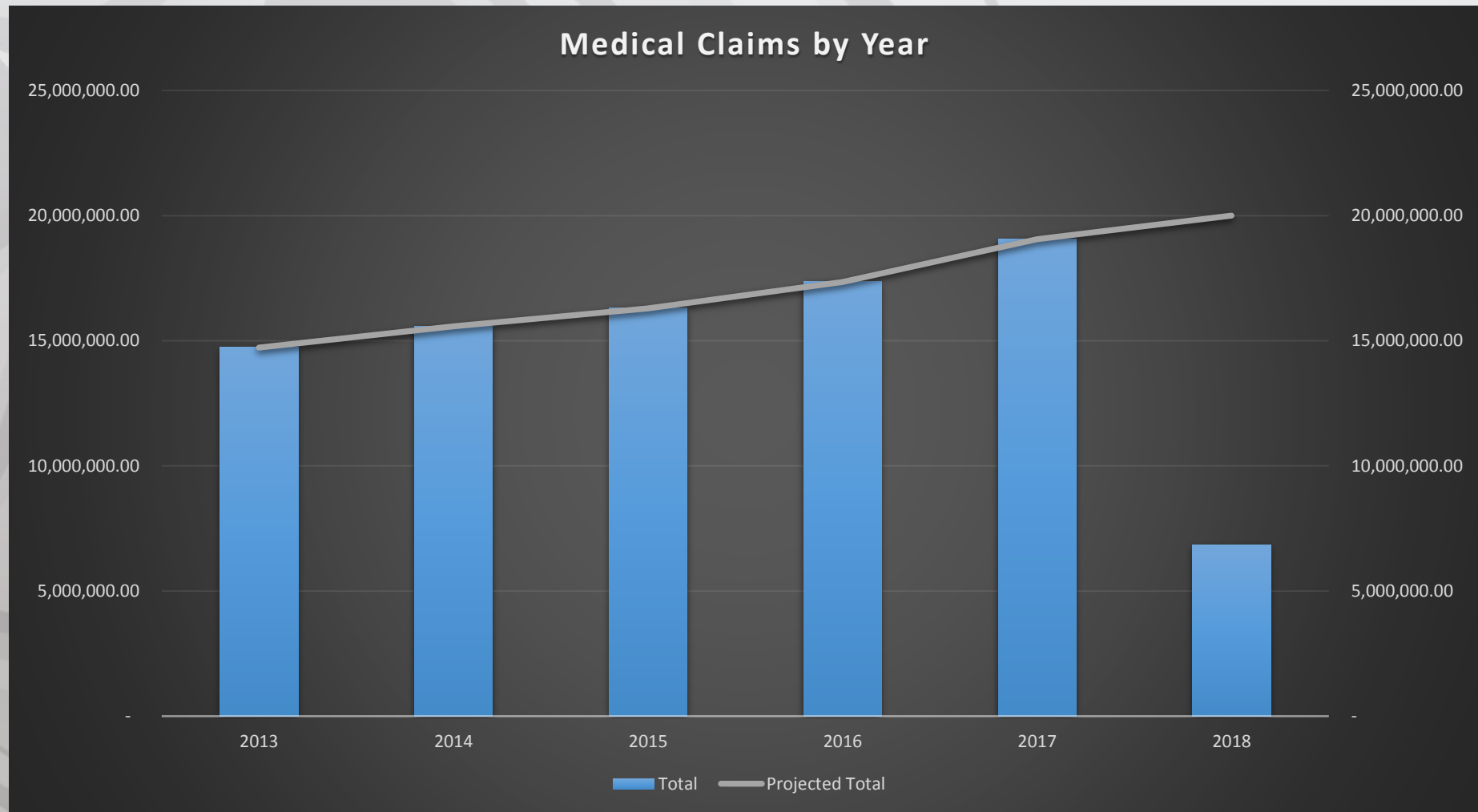
Health Insurance Update

Health Insurance snapshot:

- Health claims increasing more rapidly in recent years.
- High dollar claims have continued to increase.
- Employee participation in plans has decreased.
- Self-funded account balance has decreased.



Health Insurance Update



2018 claims numbers are for January – April 2018.



Health Insurance Update

Health Insurance strategy to contain cost:

- Long term strategies:
 - Employee Education
 - Wellness program
- Short term strategy:
 - Vendor fees
 - Request for proposals



Health Insurance Update

Request for Proposals:

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



Health Insurance Update

Request for Proposals results:

- Medical:
 - 5 carriers responded with proposals for self insured plans
 - 3 carriers responded with proposals for fully insured plans
 - 5 carriers declined to quote



Health Insurance Update

Request for Proposals results:

- 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



Health Insurance Update

Request for Proposals carrier selection:

- Benefits team and Brokers will use a scorecard matrix to narrow carriers to top 3 competitors in each plan.
- Insurance Committee will use the same scorecard to make the final decision.
 - Insurance Committee is made up of 28 members; 11 Faculty members, 5 Career Service members, 12 A&P members.



Health Insurance Update

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

Implementation – 7/1/18 - 9/1/18

RFP closed – 3/26/18

RFP 2nd review – 5/2/18

Insurance Committee Review – 5/16/18

BOT Approval – 6/19/18



Health Insurance Update

Questions?

Employee Health Insurance Update

Employee Health claims are continuing to trend up:

Year	2014	2015	2016	2017
Increase in claims	6%	5%	6%	10%

Large claims are continuing to trend up:

Year	2013	2014	2015	2016	2017	Industry
Claims Exceeding \$100,000	12	16	24	22	24	9

Employee participation in the health insurance plan is decreasing:

Year	2013	2014	2015	2016	2017	2018
Change in Participation	-6%	2%	0%	11%	-2%	-7%

Employee participation is shifting slowly to the High Deductible Health Plan (HDHP):

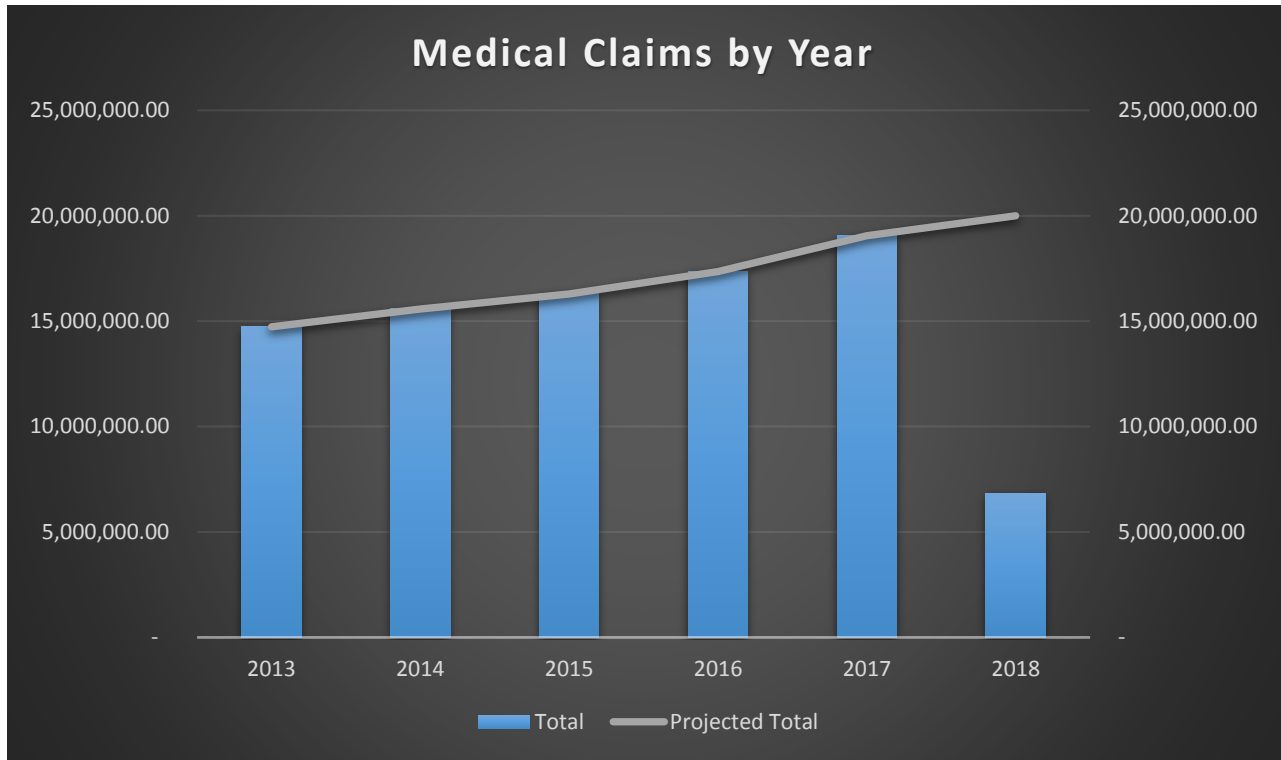
Plan:	2013	2014	2015	2016	2017	2018
HDHP	-17%	-7%	23%	59%	14%	1%
OA Select	-4%	3%	-3%	-9%	-9%	-19%
POS	-38%	2%	-6%	18%	3%	-56%

Self-funded account balance has decreased:

Year	2014	2015	2016	2017	2018
Decrease in Self-Funded account balance	-1%	-22%	-22%	-36%	-22%

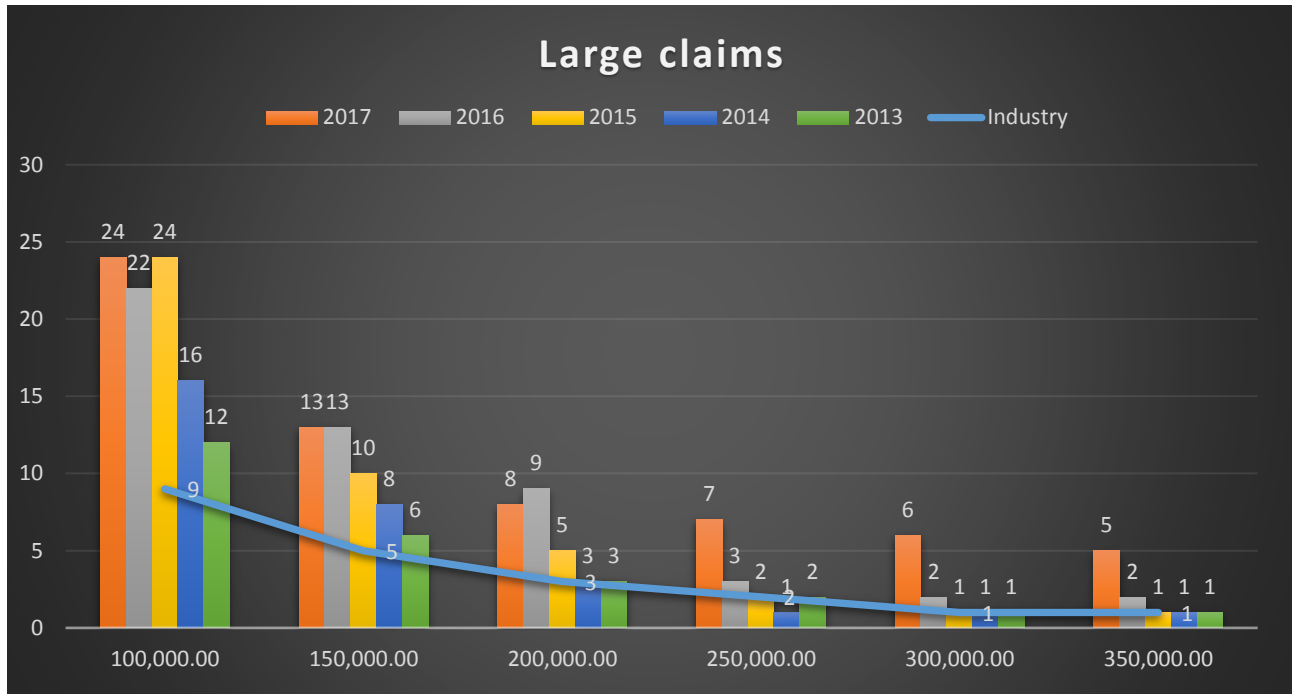
Medical Overview:

Claims Data:



	2013	2014	2015	2016	2017	2018
January	1,137,118.42	1,320,882.69	1,087,872.55	1,369,721.02	1,792,634.33	2,560,156.03
February	991,006.99	1,173,320.79	1,003,199.98	1,175,567.40	1,485,262.89	1,356,641.74
March	1,105,096.80	1,117,238.28	1,230,282.52	1,271,090.83	1,469,067.33	1,543,959.10
April	980,410.63	1,301,449.67	1,359,538.39	1,447,978.32	1,468,630.25	1,387,630.68
May	1,304,317.80	1,280,362.95	977,393.93	1,274,305.89	1,356,896.32	
June	1,213,142.02	1,146,214.32	1,401,112.74	1,623,731.96	1,164,006.83	
July	1,388,809.70	1,317,695.07	1,620,295.94	1,003,244.95	1,321,011.40	
August	1,549,966.88	1,404,975.62	1,578,825.29	1,556,491.63	1,992,621.27	
Sept.	1,281,733.94	1,385,930.09	1,574,955.05	1,517,172.49	1,548,048.50	
October	1,250,693.99	1,551,721.22	1,681,086.49	1,536,911.67	1,598,321.05	
Nov.	1,090,658.60	1,292,269.37	1,267,748.21	1,468,098.41	1,870,761.74	
Dec.	1,440,440.43	1,291,148.99	1,513,569.29	2,108,917.22	1,990,027.12	
Total	14,733,396.20	15,583,209.06	16,295,880.38	17,353,231.79	19,057,289.03	6,168,391.81

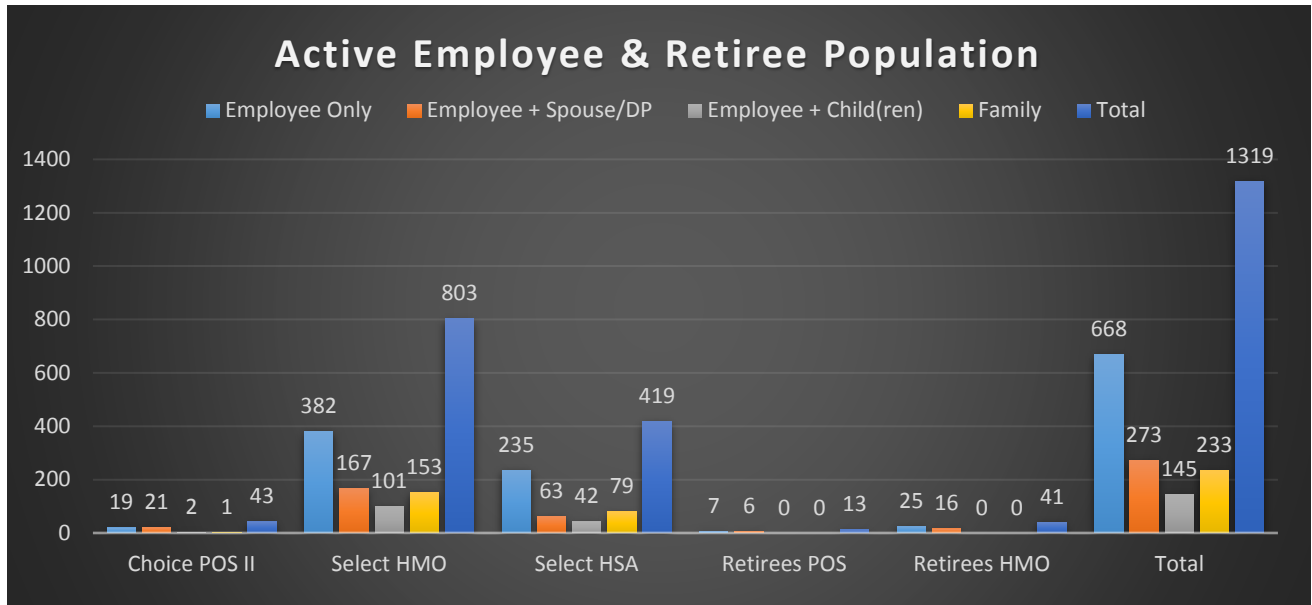
Large claims review:



Large Claim Profile						
Claim Amount	Industry Avg.	2017	2016	2015	2014	2013
100,000.00	9	24	22	24	16	12
150,000.00	5	13	13	10	8	6
200,000.00	3	8	9	5	3	3
250,000.00	2	7	3	2	1	2
300,000.00	1	6	2	1	1	1
350,000.00	1	5	2	1	1	1

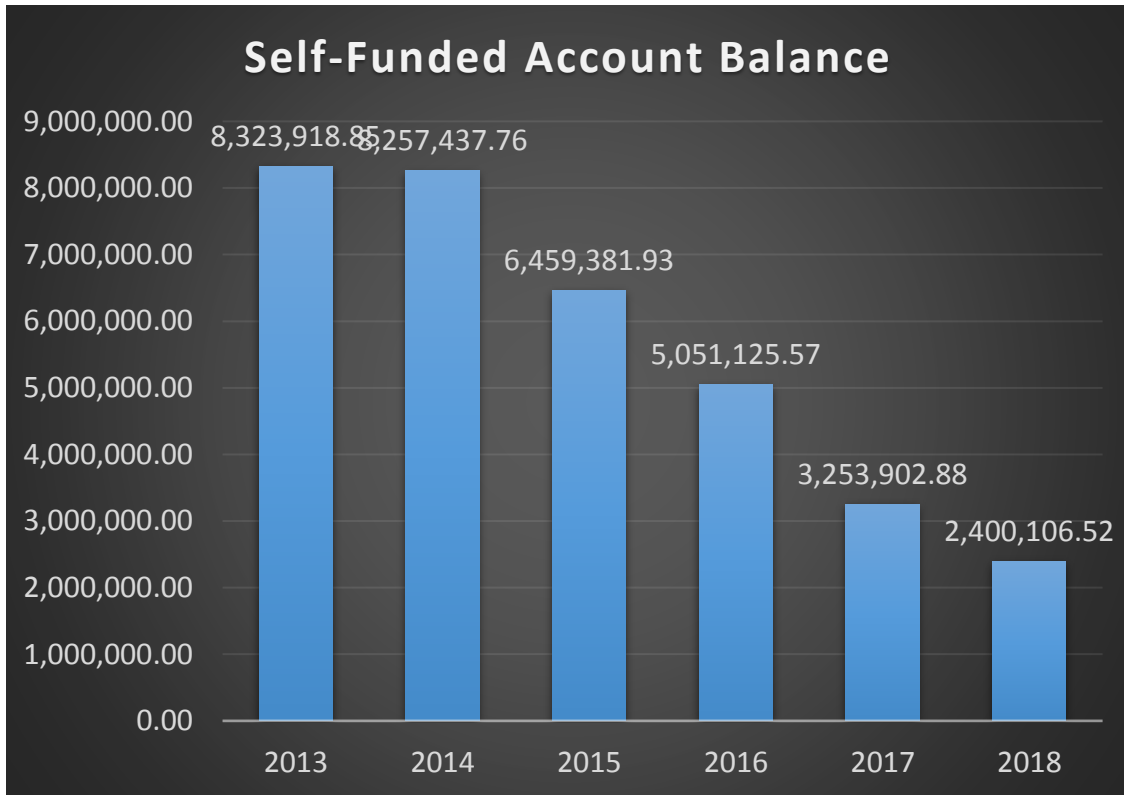
The way to read this chart: 24 employees had claims of at least \$100,000. Of those 24 claims, 13 exceeded \$150,000. Of those 13 claims, 8 exceeded \$200,000, etc.

Participation by Plan:



Enrollment Data	Current/ Renewal	Current/ Renewal	Current/ Renewal	Current/ Renewal Retirees	Current/ Renewal Retirees	Total
	Choice POS II	Select HMO	Select HSA	Retirees POS	Retirees HMO	
Employee Only	19	382	235	7	25	668
Employee + Spouse/DP	21	167	63	6	16	273
Employee + Child(ren)	2	101	42	0	0	145
Family	1	153	79	0	0	233
Total	43	803	419	13	41	1319

Account Balance – Medical Fund:



Account Balance

Year/ Month	2013	2014	2015	2016	2017	2018
January	8,785,073.43	8,492,191.32	8,372,664.78	6,247,443.15	4,664,311.54	2,214,483.95
February	9,282,830.02	8,420,484.07	8,620,697.11	6,419,312.16	4,635,646.00	2,282,050.13
March	8,675,780.95	8,308,549.19	8,823,132.02	6,733,006.28	4,673,207.11	2,400,106.52
April	9,137,231.35	8,430,317.64	8,917,721.97	6,504,713.11	4,950,540.42	
May	9,032,808.54	8,612,295.28	9,194,019.99	6,610,565.13	5,122,227.15	
June	8,982,287.27	8,297,265.74	7,784,014.42	6,575,451.30	5,300,344.98	
July	9,064,026.63	8,706,851.19	7,538,649.98	6,553,474.27	5,436,738.59	
August	8,945,440.02	8,555,552.86	7,306,249.75	6,340,456.31	4,935,742.97	
September	8,611,837.02	8,528,466.60	7,156,056.30	6,233,419.55	4,846,453.24	
October	8,895,634.95	8,423,177.15	6,801,283.04	6,292,680.64	4,653,500.12	
November	8,917,618.83	8,295,796.60	6,564,491.55	5,923,065.37	3,818,533.37	
December	8,323,918.85	8,257,437.76	6,459,381.93	5,051,125.57	3,253,902.88	

Health Insurance Strategy:

Benefits 3-year strategic plan:

- Long term objectives:
 - Employee Education
 - Highlighting free resources for employees.
 - Providing information on the disease management programs.
 - Working through 2018 pharmacy plan changes.
 - Teaching the difference between Urgent Care, Emergency Room, and Walk-In clinics.
 - Giving employees tools to determine if something is an emergency.
 - Targeted informational material based on quarterly review of claims.
 - Wellness Program
 - Targeting historical high claims for challenges/ employee engagement.
 - Walking Challenge – Spring 2018 – 500 participants
 - Stress Management Challenge – Summer 2018
 - Prevention Challenge – Fall 2018
 - Nutrition Challenge – Winter 2018
 - Offering onsite informational sessions free for employees.
 - Flu Shots on campus.
 - Biometric Screenings on campus.
 - \$100 Wellness Incentive
 - Working to increase employee participation by increasing awareness of the program, ease of completing/ participating.
- Short term objectives:
 - Work to decrease vendor costs.
 - Request for Proposal (RFP)
 - Seeking to decrease administrative fees, cost sharing, and decreasing premiums where possible.
 - Working with our Broker to receive proposals from competitive vendors.
 - Solicit employee feedback for 2019 plan changes.
 - Employee Health Plan survey was sent to all budgeted employees on 4/27/18.
 - 789 employees responded out of 1,300 contacted.
 - Currently analyzing results.

Request for Proposal – Summary

St. Petersburg College is engaged in a request for proposals from Insurance carriers to provide Administrative Services for Group Health and Dental, Vision, Life, Voluntary Life, Short Term Disability, Long Term Disability, Worksite Accidents, Cancer, Hospital Supplement, Medical FSA, Dependent FSA, Medical Reimbursement Plan (MERP), Employee Assistance Program, and Pharmacy Benefit Manager. Advertising for proposals began on March 5, 2018. The advertisement was posted on DemandStar, along with our brokers (Brown and Brown) directly contacting carriers. The window to submit proposals closed on March 26, 2018 at 3pm. The effective date of any plan will be January 1, 2019.

Request for Proposal - Objective:

The SPC Human Resources Benefits team is committed to offering top-quality benefits to attract and retain high quality employees. During the RFP process, we will focus on selecting carriers with that will allow SPC the flexibility to amend plans to fit the needs of the college, while still delivering excellent products for our employees. Cost containment, with minimal disruption to employees, is the primary objective of the RFP selection process.

Scope of Services:

This section outlines the products and services SPC expected to receive and review from each carrier. Carriers were asked to include multiple year rate guarantees when available, as well as package rates and discounts.

Medical & Dental

1. Medical and Dental Administration services – provide detailed administration service for each service provided as well as optional services.
2. Match current medical and dental benefits.
3. Provide network disruptions for both medical and dental.
4. Provide a fee if a High Performing Narrow Network is available as well as disruption.
5. Provide fee to include the following benefits:
 - a. Wellness Benefit - \$175,000
 - b. Tele-medicine (if applicable)
 - c. Technology allowance - \$20,000
6. What are your wellness and overall population health capabilities?
7. Offer 3-year rate guarantee. Be sure to include early termination fee.
8. COBRA is currently handled in-house, however client would like to look at other carrier options, bundled w/carrier and external as well.

Life & Disability

1. Basic Life & AD&D - match current benefits
2. Supplemental Life with Dependent coverage - match current benefits
3. Supplemental Accidental Death and Dismemberment – match current for Employee only
4. Voluntary STD – match current benefits (60%, \$100 increments), and offer alternate traditional option with no \$100 increments included.

5. Voluntary LTD – match current benefits (Option 1 and Option 2), and offer alternate traditional 60% option with no \$100 increment included.

Vision

1. Dual option Voluntary Vision – match current benefits.

Additional Coverage's

1. EAP – Quote 24/7/365, with up to 6 face to face visits, be sure to include Onsite Critical Incident Debriefing, Identity theft, Legal and financial services.
2. Pharmacy Benefit Management (PBM) – re-price claims provided, send copy of formulary, include ingredient cost and % of rebates returned to SPC. Outline clinical programs available for cost management.
3. Worksite products – currently in place Accident, Cancer, Hospital Supplement, FSA, Dependent Care, and Medical Reimbursement Plan (MERP).

RFP Response Summary:

Medical – Third Party Administrator (TPA):

- 10 carriers contacted.
 - 5 carriers either declined to quote, or did not respond with a quote.
 - 5 carriers, including our current carrier Aetna, responded with a proposal.

Rx

- 8 carriers contacted.
 - 8 carriers responded with proposals, including our current carrier Aetna.

Dental

- 18 carriers contacted.
 - 7 carriers either declined to quote, or did not respond with a quote.
 - 9 carriers, including our current carrier Aetna, responded with a proposal.
 - 2 carriers responded after the deadline.

Vision

- 16 carriers contacted.
 - 5 carriers either declined to quote, or did not respond with a quote.
 - 11 carriers, including our current carrier Advantica, responded with a proposal.

Health Accounts (HSA, FSA, MERP)

- 9 carriers contacted.
 - 9 carriers responded with proposals, including our current carriers.

Additional Coverage (Life, Disability)

- 19 carriers contacted.
 - 4 carriers either declined to quote, or did not respond with a quote.
 - 13 carriers, including our current carriers Lincoln and Hartford, responded with a proposal.
 - 2 carriers responded after the deadline.

Employee Assistance Program

- 9 carriers contacted.
 - 9 carriers, including our current carrier Health Advocate, responded with proposals.

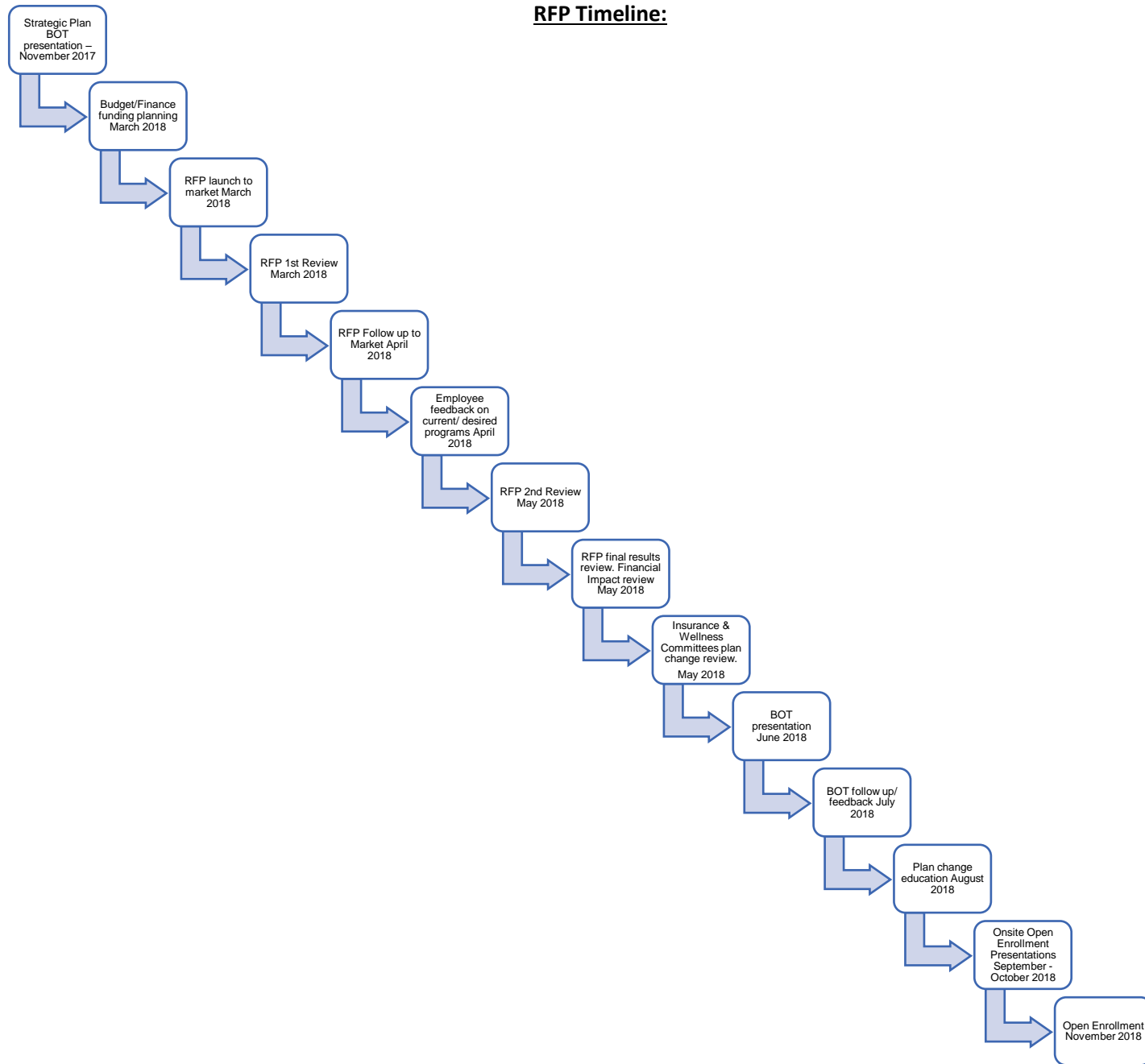
Worksite (Cancer, Hospital, etc.)

- 10 carriers contacted.
 - 9 carriers, including our current carrier Allstate, responded with proposals.
 - 1 carrier responded after the deadline.

RFP Score Card for carriers:

Evaluation Criteria - Medical	Carrier A	Carrier B	Carrier C	Carrier D	Max Points
<p><u>Network Disruption</u> Size, accessibility, and adequacy of provider network.</p>					20
<p><u>Claim Reprice</u> Measures the strength of network discounts for proposed network vs. current.</p>					30
<p><u>Fixed Costs</u> The administration (fixed) costs of the proposed services.</p>					5
<p><u>Scope of Services</u> Member tools, telemedicine, claims processing, and value adds (wellness allowance, cost estimators, case management)</p>					15
Vote Total					70

RFP Timeline:



SPC St. Petersburg College

STUDENT SUCCESS CENTER



EAST FACADE OVERLOOKING ENTRY PLAZA

SPC Gibbs Campus Student Success Center



SPC St. Petersburg College

STUDENT SUCCESS CENTER



LEARNING PLAZA

SPC Gibbs Campus Student Success Center



LEMA
CONSTRUCTION



Worropachne Janssen
Architects, Inc.

<https://lemaconstruction.com/spc-gibbs-live-camera/>

- Phase 1 - Complete
- Phase 2 - In process; completion September, 2018
- Phase 3 - GMP to BOT for approval, August/September 2018
- Anticipated project completion, December, 2019

- Current Project Funding: 19,500,000
- Final Project Funding: 23,875,000

QUESTIONS?

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President



SUBJECT: Capital Improvement Plan (CIP) for FY 2019-2020 through 2023-2024

Approval is sought from the Board of Trustees for the FY 2019-2020 Capital Improvement Plan.

The Capital Improvement Plan (CIP) is the process through which the College requests and receives construction allocations from the Public Education Capital Outlay (PECO) Fund. Each community college, college and university is required to annually submit an updated five-year plan for its capital outlay needs based upon the 5-year Educational Plant Survey. This CIP based upon our current 5-Year Educational Plant Survey effective July1, 2017.

Projects must be recommended and approved by the Board of Trustees and a state-validated Educational Plant Survey or Amendment to be included on the annual CIP to obtain Public Education Capital Outlay (PECO), Facilities Enhancement Challenge Grant (FECG), Capital Outlay & Debt Service (CO&DS) and State Board of Education Bond (SBE Bond) funding.

The deadline to submit the CIP to the Division of Florida Colleges is July 2, 2018. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the 2019-20 Capital Outlay Legislative Budget Request.

The CIP is divided into three categories:

Renovation – the general upgrade of an existing facility with no change in use (e.g. new lighting, carpeting, roof, heating, ventilating and air conditioning, and compliance with the Americans with Disabilities Act) and site improvements

Remodeling – the changing of an existing facility by rearrangement of space, use (e.g. offices to classrooms) or any changes that impact exiting

New Construction – Design and Construction of new facilities. This also includes site acquisition

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

**FINAL
FLORIDA COLLEGE SYSTEM
CIP - 2 SUMMARY
Capital Improvement Plan and Legislative Budget Request
2019-2020 to 2023-2024**

**COLLEGE: ST. PETERSBURG COLLEGE
MAINTENANCE, REPAIR & RENOVATION PROJECTS**

PRI #	PROJECT DESCRIPTION	2019-20	2020-21	2021-22	2022-23	2023-24	CIP 5YR TERM
	General Ren/Rem, Roofs, HVAC, ADA, Utilities, Site Improvements - Collegewide	\$4,190,000	\$4,865,000	\$4,735,000	\$3,585,000	\$4,615,000	\$21,990,000
TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS		\$4,190,000	\$4,865,000	\$4,735,000	\$3,585,000	\$4,615,000	\$21,990,000

RENOVATION PROJECTS


PRI #	PROJECT DESCRIPTION	2019-20	2020-21	2021-22	2022-23	2023-24	CIP 5YR TERM
TOTAL RENOVATION PROJECTS		\$0	\$0	\$0	\$0	\$0	\$0

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:

PRI #	PROJECT DESCRIPTION	2019-20	2020-21	2021-22	2022-23	2023-24	CIP 5YR TERM
1	Construct New Building (Phase A) to Relocate Health Programs - Health Education Center	\$33,272,895					\$33,272,895
2	Construct New Building (Phase B) to Relocate Health Programs - Health Education Center		\$16,635,249				\$16,635,249
TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:		\$33,272,895	\$16,635,249	\$0	\$0	\$0	\$49,908,144
GRAND TOTAL OF ALL PROJECTS		\$37,462,895	\$21,500,249	\$4,735,000	\$3,585,000	\$4,615,000	\$71,898,144

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, Ph.D., President 
SUBJECT: Continuation of Perkins Grant Funded Personnel

As in previous years, Board of Trustees' approval is sought for continuation of payment by St. Petersburg College of salary and benefits until official notification for Fiscal Year 2019 has been received from the Florida Department of Education.

Current Perkins funds end on June 30, 2018. The new funding term covers the period July 1, 2018 through June 30, 2019. Written notification that funding has been awarded for the fiscal year beginning July 1, 2018 has not yet been received.


St. Petersburg College has received notification that funding for the upcoming fiscal period will be \$2,230,557. This is a decrease of \$ 157,221 over this current year's funding, not including roll-forward funds. This decrease of roughly 7% was anticipated due to SPC's current performance outcomes and several consecutive years of increased funding. The application for Perkins Postsecondary funding has been submitted to the Department of Education and is currently pending final approval. This grant application is a continuation of Florida Perkins IV State Plan. Once the written notification is received the funds will be repaid to the college.

Tonjua Williams, President; Anne Cooper, Senior Vice President for Instruction and Academic Affairs, recommend approval.

ks0501182

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, Ph.D., President 
SUBJECT: Florida Department of Education – Carl D. Perkins Vocational and Technical Education Act

Confirmation is sought for a grant proposal, submitted subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Carl D. Perkins Vocational and Technical Education Act funds to continue Postsecondary Vocational programs. Permission is also sought to accept an estimated \$2,230,557 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.

Perkins Act funding provides for Post-Secondary Vocational (PSV) programs, allowing St. Petersburg College to provide services to students enrolled in Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates and Postsecondary Adult Vocational (PSAV) programs. Specifically, the College will use grant funds to provide:

1. Services to assist special population students in identifying, enrolling and succeeding in the College's Post-Secondary Vocational programs. Special population students include students with disabilities, students who are educationally and economically disadvantaged, single parents, displaced homemakers, single pregnant women, and individuals enrolled in training non-traditional to their gender;
2. Coordination with Pinellas County Schools to develop continuous, articulated program of studies from secondary to postsecondary education including transfer to a four-year university
3. Staff development activities relating to improvement of Post-Secondary Vocational programs, integrating academic and technical education, articulation of technical programs between the Pinellas County Schools and SPC, and improvement of services to special population students and gender equity.

The grant is in its eleventh year, renewable July 1 of each year. The funding requested could change when final allocations are awarded by the state. Perkins funds are provided to St. Petersburg College on a formula-driven basis. The number of economically disadvantaged students enrolled in Associate in Science Degree and Certificate programs determines the allocation. SPC applied under one category: Postsecondary Vocational (PSV) Programs. The

estimated period of performance will be from July 1, 2018 through June 30, 2019. The College anticipates receiving approximately \$2,230,557 over the one-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and Jason Krupp, Director of Workforce Services, recommend approval.

Attachment

ks0501182

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

Date of BOT Meeting: May 15, 2018

Funding Agency or Organization: Florida Department of Education

Name of Competition/Project: Carl D. Perkins Vocational and Technical Education Act

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/18 **End:** 6/30/19

Administrator: Jason Krupp

Manager: TBD

Focus of Proposal:

Under the Carl D. Perkins grant, the College applies for funding from the Post-Secondary Vocational (PSV) Programs, which include Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates, and Postsecondary Adult Vocational (PSAV) programs. This provides funding for services to assist special populations enroll in and/or complete Post-Secondary Vocational programs, enhance Post-Secondary Vocational programs, provide for SPC faculty to participate in training programs related to improving Post-Secondary Vocational programs, integrating academic and vocational education, and cooperating with Pinellas County Schools to develop strategies for a seamless continuum of services and transition from secondary through postsecondary education.

In addition to funding staff to oversee and administer the grant activities, the award will continue to support staff working directly with students such as Pathway Triad Leadership Members, Career Outreach Specialists, Accessibility Services Coordinators and Deaf and Hard of Hearing Interpreters, Instructional Support Specialists and tutors. New this year, funding will be used to develop additional learning supports for students including contextualized toolkits for general education courses and the creation of learning aids, such as microscope slides and models of human anatomy, using the College's 3D printers.

Further promoting student success, the Perkins grant is used to purchase classroom and event supplies that promote Career and Technical Education (CTE) programs such as textbook lending libraries, study guides for industry certifications, program supplies, student aides, etc. Targeting job preparedness and placement, Perkins funding allows SPC to offer industry certification and state licensure test preparation services and testing vouchers for CTE students. Additional expenditures such as travel to workforce and pathway related conferences are also supported through Perkins.

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 (Salary & Benefits)	\$1,891,944
Travel	\$ 40,000
Freight & Postage	\$ 2,100
Printing & Duplicating	\$ 15,000
Materials & Supplies	\$ 119,544
Other: Industry Certification Fees & Preparation for Testing	\$ 126,200
Other: Career Services Technology & Enhancements	\$ 13,000
Other: Career Pathways events & Trainings	\$ 15,000
Indirect	\$ 7,769
Total	\$2,230,557

Funding:

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

\$2,230,557

Total amount from funder:

\$2,230,557

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:

up to 5% (Total Administrative and Indirect Costs for Post-Secondary Vocational Programs category)

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

For registration and retention of students with special needs

Other:

N/A

College Values, Strategic Initiatives and Activities Addressed:

Value(s):


1. Student Focus
2. Academic Excellence
3. Partnerships

Strategic Initiative(s):

4. Outstanding Service
1. Recruitment and Retention Plan
2. Pathways Initiative
3. Employee Professional Development

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, Ph.D., President 
SUBJECT: Florida Education Fund - Center of Excellence Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Education Fund by St. Petersburg College for the Center of Excellence Program (COEP) grant opportunity. Permission is sought to accept an estimated \$21,000 in funding over one year for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Previously known as the McKnight Programs in Higher Education, the Florida Education Fund's mission is to strengthen the larger community by creating and implementing programs and services that lead to institutional enhancement and greater educational advancement for historically underrepresented groups. In furthering this mission, Centers of Excellence Programs (COEP) were established statewide to engage the community by intervening in the lives of minority school children at an early age so that they will not lose interest in education and will continue to succeed in public school as well as in postsecondary education.

The four primary components of the COEP are: 1) developing Academic Enrichment Centers where students will receive after-school assistance with homework/tutoring to build skills in language arts/communication and mathematics; 2) recognizing high achieving students and inducting them into the National Achievers Honor Society; 3) sponsoring countywide and regional Black History Competition, Culture Brain Bowl, mathematics, and spelling competitions and 4) participating in the Annual Statewide Brain Bowl Competitions and Florida National Achievers Society Summit. Local organizational resources, such as churches and recreation centers, will be enlisted by the College to assist in achieving the program goals. Approximately 200 students will be served by the Center's various activities.

The award funds will be used to pay consultants, and to support program activities toward goal achievement. Other major expenditures include transportation costs associated with field trips for educational and cultural events; student activity costs; student/parent seminars and meeting expenses; and costs for materials, printing and supplies.

The estimated period of performance will be from July 1, 2018 through June 30, 2019. The total project budget is projected to be \$21,000.00 over a one-year period. See attached Information Summary for additional information.

Patrick Rinard, Interim Senior Vice President, Student Services; Suzanne L. Gardner, General Counsel; Jamelle Conner, Provost, St. Petersburg/Gibbs Campus; and Misty Kemp, Executive Director, Retention Services, recommend approval.

Attachment

ks0501182

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

Date of BOT Meeting: May 15, 2018

Funding Agency or Organization: Florida Education Fund

Name of Competition/Project: Center of Excellence Program (COEP)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/18 **End:** 6/30/19

Administrator: Patrick Rinard

Manager: Misty Kemp

Focus of Proposal:

The Center of Excellence Program (COEP) utilizes group achievement strategies to increase African-American and other historically under-represented students who enter higher education. The COEP includes 4 components: 1) National Achievers Society; 2) Academic Enrichment Centers; 3) Black History and Culture Brain Bowl and Mathematics Brain Bowl Competition; and 4) an Annual Statewide Brain Bowl Competitions and Florida National Achievers Society Summit.

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.)

Salaries & Benefits (OPS)	\$ 1,932
Consultants	\$ 400
Printing/Copying/Office Supplies	\$ 200
Seminars/Meetings	\$ 3,000
Travel	\$ 4,000
Student Activities Cost (materials & supplies)	\$ 11,018
Other Expenses	\$ 450
Total Budget	\$ 21,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 21,000
Total amount from funder:	\$ 21,000

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

Required match or cost sharing:	No	<input checked="" type="checkbox"/>	Yes
Voluntary match or cost sharing:	No	<input checked="" type="checkbox"/>	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:

Value(s):

1. Student Focus
2. Academic Excellence
3. Outstanding Service
4. Diversity

Strategic Initiative(s):

1. Recruitment and Retention
2. Learning Beyond the Classroom

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: National Oceanic and Atmosphere Administration (NOAA) – Environmental Literacy Grant (ELG)

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the National Oceanic and Atmosphere Administration Environmental Literacy Grant funding opportunity. Permission is also sought to accept an estimated \$367,326 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 National Oceanic and Atmosphere Administration (NOAA) Environmental Literacy Grant (ELG) is to support programming that educates and inspires people to use Earth systems science to improve ecosystem stewardship and increase resilience to environmental hazards. Through this opportunity NOAA is looking to increase the coverage of NOAA-related topics in K-12 curricula, online educational resources, citizen science opportunities, civic engagement events, out-of-school programs, and professional development for formal and informal educators. After a pre-application process, SPC was invited to submit a full proposal to support the **St. Petersburg Resiliency & Empowerment Program (S-PREP)**. S-PREP has been designed to increase the development and application of knowledge for K-12 students, pre- and in-service teachers and the community related to extreme weather and hazard resiliency. S-PREP puts a specific emphasis on achieving this goal through helping citizens access and understand local weather data to support their preparation, decision making and emotional well-being during these events. To achieve these learning objectives S-PREP will install and utilize community Personal Weather Stations, develop and deliver pre- and in-service teacher curriculum and toolkits and host community workshops and activities all related to individual access, understanding and usage of real-time dynamic weather data and resources.

The estimated period of performance will be from November 1, 2018 through October 31, 2021. The total project budget is approximately \$367,326, over the three-year period. See attached Information Summary for additional information.

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

Attachment

ks0501182

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

Date of BOT Meeting: May 15, 2018

Funding Agency or Organization: National Oceanic and Atmosphere Administration

Name of Competition/Project: Environmental Literacy Grant

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 11/1/18 **End:** 10/31/21

Administrator: Dr. Natavia Middleton

Manager: Erica Moulton

Focus of Proposal: The St. Petersburg Resiliency & Empowerment Program (S-PREP) will focus on increasing the education of K-12 students, pre- and in-service teachers and the community related to extreme weather and hazard resiliency. Aligned with the City of St. Petersburg Integrated Sustainability Action Plan, this project engages local, state and national resources and partners to create an engaging learning program focused on increasing an individual's: 1) understanding of weather related events; 2) ability to make sound and informed decisions; and 3) confidence in preparing for, enduring and recovering from these events, while also increasing their capacity to become neighborhood role models and contributing members of local decision makers. To achieve these learning objectives S-PREP will install and utilize community Personal Weather Stations, develop and deliver pre- and in-service teacher curriculum and educator toolkits and host community workshops all related to individual access, understanding and usage of dynamic weather data and resources. S-PREP's approach to environmental literacy and weather resiliency education is holistic, understanding that preparing for and recovering from a disaster requires collaboration and coordination. S-PREP has actively engaged the following partners, reflective of varying expertise, constituent groups and resources: 1) City of St. Petersburg; 2) Pinellas County Schools; 3) Marine Exploration Center; 4) St. Pete Makers Space; 5) St. Pete EcoVillage; and 5) Zoo Tampa at Lowery Park.

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	\$ 139,934
Fringe Benefits	\$ 16,108
Travel	\$ 16,327
Materials and Supplies	\$ 38,454
Contracts (<i>Marine Exploration Center & Pinellas County Schools</i>)	\$ 33,840

Other (Printing, Evaluator)	\$	43,145
Indirect Costs (33% MTDC)	\$	79,518
Total Budget	\$	367,326

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 367,326
 Total amount from funder: \$ 367,326
 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: Leveraged Resources
 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. Culture of Inquiry
3. Diversity
4. Innovation

Strategic Initiative(s):

1. Learning Beyond the Classroom
2. Recruitment and Retention

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Florida Department of Economic Opportunity—General Appropriations Act—Day of Service

Confirmation is sought for an appropriation that was awarded, subject to Board of Trustees' approval, by the State of Florida through the Florida Department of Economic Opportunity, to St. Petersburg College for the Day of Service program. Permission is sought to accept an estimated \$250,000 in funding over a one-year period for this appropriation, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The 2018-2019 General Appropriations Act (GAA) includes a line-item appropriation for St. Petersburg College at line 2233A for the Day of Service program. The GAA specifies that, in order to receive the appropriated funds, SPC must enter into a grant agreement with the Florida Department of Economic Opportunity.

The mission of the Day of Service initiative in Florida is to engage communities in transforming the Dr. Martin Luther King, Jr. Holiday into a day of citizen action and volunteer service in honor of Dr. King. SPC has served as the fiscal agent of the annual appropriation since 2013. The College continues to work in collaboration with a Community Advisory Committee made up of citizens of the city of St. Petersburg and other colleges across the state, to procure and fund service project proposals from community organizations to perpetuate the goal of promoting the MLK Day of Service in Florida. The appropriation grant will help SPC to streamline tasks and activities related to this initiative including hiring dedicated part-time staff, supporting a system for proposals, distributing awards and maintaining compliance of those awards.

The estimated period of performance will be from July 1, 2018 through June 30, 2019. The total project budget is projected to be \$250,000 over a one-year period. See attached Information Summary for additional information.

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

Attachment

js0501182

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

Date of BOT Meeting: May 15, 2018

Funding Agency or Organization: Florida Department of Economic Opportunity

Name of Competition/Project: Florida Department of Economic Opportunity—General Appropriations Act—Day of Service

SPC Application or Sub-Contract: SPC Application (Appropriation)

Grant/Contract Time Period: **Start:** 7/1/18 **End:** 6/30/19

Administrator: Patrick Rinard

Manager: Misty Kemp

Focus of Proposal:

The mission of the Day of Service in Florida is to engage the neighboring community in transforming the Dr. Martin Luther King, Jr. Holiday into a day of citizen action and volunteer service in honor of Dr. King, to be, “A Day On, Not a Day Off.” The goal is exemplified in increased civic engagement and community support that is necessary to the development of a strong community and a necessary precursor to individual self-sufficiency.

SPC will be responsible for supporting the infrastructure for awarding and monitoring funded projects; training applicants on quality project design, implementation, budgeting and tracking. Prospective community awardees are required to attend a community information session, fill out an application explaining the service project and turn in all supporting documentation for their project.

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	\$ 10,000
Community Project Awards	\$ 229,750
Consortium Working Session	\$ 2,500
Subcontracted Services	\$ 2,000
Travel	\$ 500
Admin (postage)	<u>\$ 250</u>
Total Budget	\$ 250,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 250,000
Total amount from funder: \$ 250,000
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:

Value(s):
1. Global Citizenship
2. Partnerships

Strategic Initiative(s):
1. Learning Beyond the Classroom

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Spot Survey #2, Version 4, Seminole Chamber of Commerce Modular

Approval is requested for an amendment to the current Educational Plant Survey for St. Petersburg College, dated June 30, 2017, adding the Seminole Chamber of Commerce Modular as required by Section 1013.31, Florida Statutes.

This statute requires that amendments to the Survey be approved by the Board of Trustees.

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

AMENDMENT #4
EDUCATIONAL PLANT SURVEY dated June 30, 2017
St. Petersburg College
May 15, 2018

Pursuant to Section 103.31, Florida Statutes, administrative staff of St. Petersburg College has conducted an amendment to the current Educational Plant Survey for St. Petersburg College, dated June 30, 2017. In accordance with Section 1013.31, Florida Statutes, the amendment shall be reviewed and approved by the Board of Trustees.

The following new recommendation is made.


- 4.006 Construct new 2,592 gross square foot modular to house the Seminole Chamber of Commerce, to house office facilities, service areas, circulation and sanitation facilities. Use Codes: 310, 315, 350 and 10, 20, 30, zero student stations.

Approved by the Board of Trustees of St. Petersburg College on May 15, 2018.

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

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, Ph.D., President 
SUBJECT: Agreement between St. Petersburg College and JAQOB Inc., (Nature’s Table), for a lease of space at the Epi Center Building

Approval is sought to renew the Lease Agreement with JAQOB, Inc., (Nature’s Table), whereby Nature’s Table, Inc. will continue to occupy first floor space (1002 square feet) at the Epi Center Building.

St. Petersburg College entered into a lease agreement with JAQOB, Inc., (Nature’s Table) to provide food service at the Epi Center Building beginning June 4, 2013 through June 3, 2018. This lease contained a clause for a five (5) year renewal if both parties were in agreement. St. Petersburg College would like to exercise this renewal starting June 4, 2018 through June 3, 2023. All terms and condition of the original lease shall remain in effect with the exception of the following:

- A. An increase of monthly rent to \$300 (\$3,600 per year)
- B. Removal of the first right of refusal for catering services
- C. Provides the College with authority to close and reopen the building, including leased premises, during or in preparation of imminent weather-related emergencies. Also provides that the College is not responsible for lost revenue or spoiled food during these closures.

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

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

AMENDMENT TO LEASE

This Amendment is entered into by and between the BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE, Post Office Box 13489, St. Petersburg, Florida 33733, hereinafter referred to as "Landlord" and the JAQOB, INC, 4520 98th Terrace N, Pinellas Park, Florida 33782, hereinafter referred to as the "Tenant".

WITNESSETH:

WHEREAS, Landlord and Tenant did enter into that certain Lease beginning June 4, 2013 through June 3, 2018; and

WHEREAS, the Lease allowed for a five (5) year renewal; and

WHEREAS, Tenant and Landlord wish to execute that renewal; and

WHEREAS, Tenant and Landlord agree to amend the Lease such that the rent paid by Tenant to Landlord shall be increased to \$300.00 per month; and

WHEREAS, Tenant and Landlord agree to amend the Lease to remove article 7 regarding Tenant's right of first refusal;

NOW, THEREFORE, in consideration for the promises herein contained and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

- A. Tenant and Landlord do hereby agree to extend the term of the Lease for an additional five (5) year term commencing on June 4, 2018 and continuing through and until June 3, 2023.
- B. Article 3 shall be replaced as follows: "The monthly rent of \$300.00 shall be due at the start of each month during the term of this agreement."
- C. Article 7 regarding Tenant's right of first refusal for catering services is stricken and no longer of any effect.
- D. All other terms and conditions of the Lease shall remain in full force and effect except as specifically modified herein. If any of the provisions of this Amendment conflict with any terms of the Lease, the provisions of this Amendment shall govern and control.

The parties have executed this Amendment as of the dates indicated below.

JAQOB, INC.

By: RC
Name: ROBERT CARPENTER
Title: PRESIDENT
Date: 4.30.18.

THE BOARD OF TRUSTEES OF
ST. PETERSBURG COLLEGE

By: _____

Date: _____