

## **AGENDA**

### **ST. PETERSBURG COLLEGE BOARD OF TRUSTEES November 13, 2018**

Downtown Campus  
244 Second Ave N., Room DC 210  
St. Petersburg, FL  
**SPECIAL MEETING: 9:00 A.M.**

#### **I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

#### **II. RECOGNITIONS**

#### **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 October 16, 2018 (*Action*)

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

- A. General Counsel

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

##### **A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT**

- 1. Learning Experience – Dr. Joseph Leopold, Dean, College of Communications, Mr. Christian Moriarty, Academic Chair, Ethics and Dr. Shannon Ulrich, Professor, Natural Sciences (*Presentation*)
- 2. St. Petersburg College Workforce Institute – Ms. Andrea Henning, Executive Director, Collaborative Labs and Workforce Institute (*Presentation*)
- 3. Veteran Services – Ms. Allison Shenofsky, Veteran Affairs Coordinator (*Presentation*)

##### **B. BUDGET AND FINANCE**

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

##### **C. ADMINISTRATIVE MATTERS**

- 1. Human Resources
  - a. Personnel Report (*Action*)
  - b. Renewal of College's Stop Loss Policy (*Action*)

2. Construction
  - a. Student Success Center, St. Petersburg/Gibbs Campus – Ms. Diana Wright, Acting Associate Vice President, Facilities Planning & Institutional Services  
*(Presentation/Action)*
  - b. Spot Survey #2, Version 5, Remodel of room #109, into Student Services Center, Downtown Center and Remodel of room #150, current Bookstore into Café *(Action)*

## **VII. CONSENT AGENDA**

- A. OLD BUSINESS (**items previously considered but not finalized**) - None
- B. NEW BUSINESS
  1. Workforce and Professional Development Curriculum Changes *(Action)*
  2. GRANTS/RESTRICTED FUNDS CONTRACTS
    - a. U.S. Department of Justice: Office for Victims of Crimes, Florida Office of the Attorney General – Anti-terrorism and Emergency Assistance Program (AEAP)  
*(Action)*
    - b. Florida Department of Military Affairs, Florida National Guard Counterdrug Program – Multijurisdictional Counterdrug Task Force Training (MCTFT)  
*(Information)*
  3. OTHER
    - a. Presidential Employment Agreement – First Amendment *(Action)*
    - b. Funding Transfer Request *(Action)*

## **VIII. INFORMATIONAL REPORTS – NONE**

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

## **X. PRESIDENT’S REPORT**

## **XI. NEXT MEETING DATE AND SITE**

**December 11, 2018, EpiCenter (Strategic Planning Workshop)**

## **XII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting November 13, 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: November 2, 2018

# *The Learning Experience*

**Facilitators:**

**Joseph Leopold,  
Christian Moriarty,  
and Shannon Ulrich**





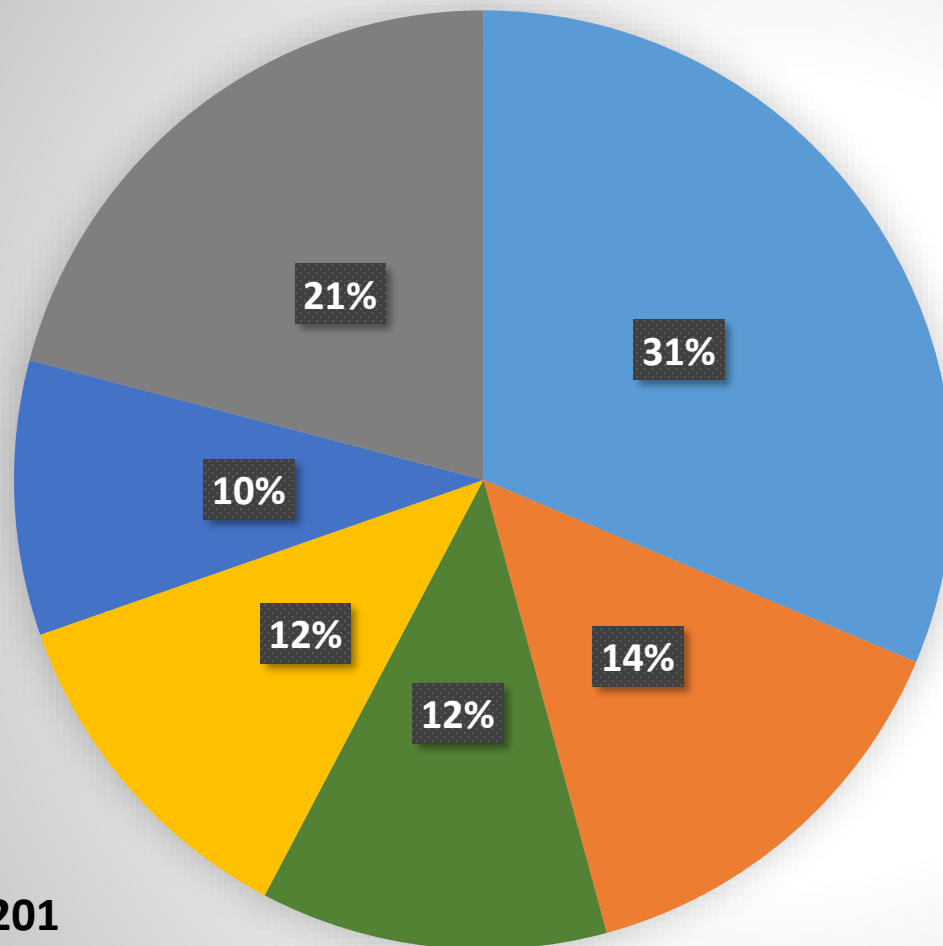
# Value Proposition

The Learning Experience encompasses a collaborative and supportive environment where clear expectations for students and faculty are communicated, mutual ownership of the learning process is cultivated, and purposeful reflection and commitment to scholarship is fostered with *academic excellence* as the ultimate goal.



# From the Students...

***In what ways can SPC deepen its commitment to Academic Excellence?***



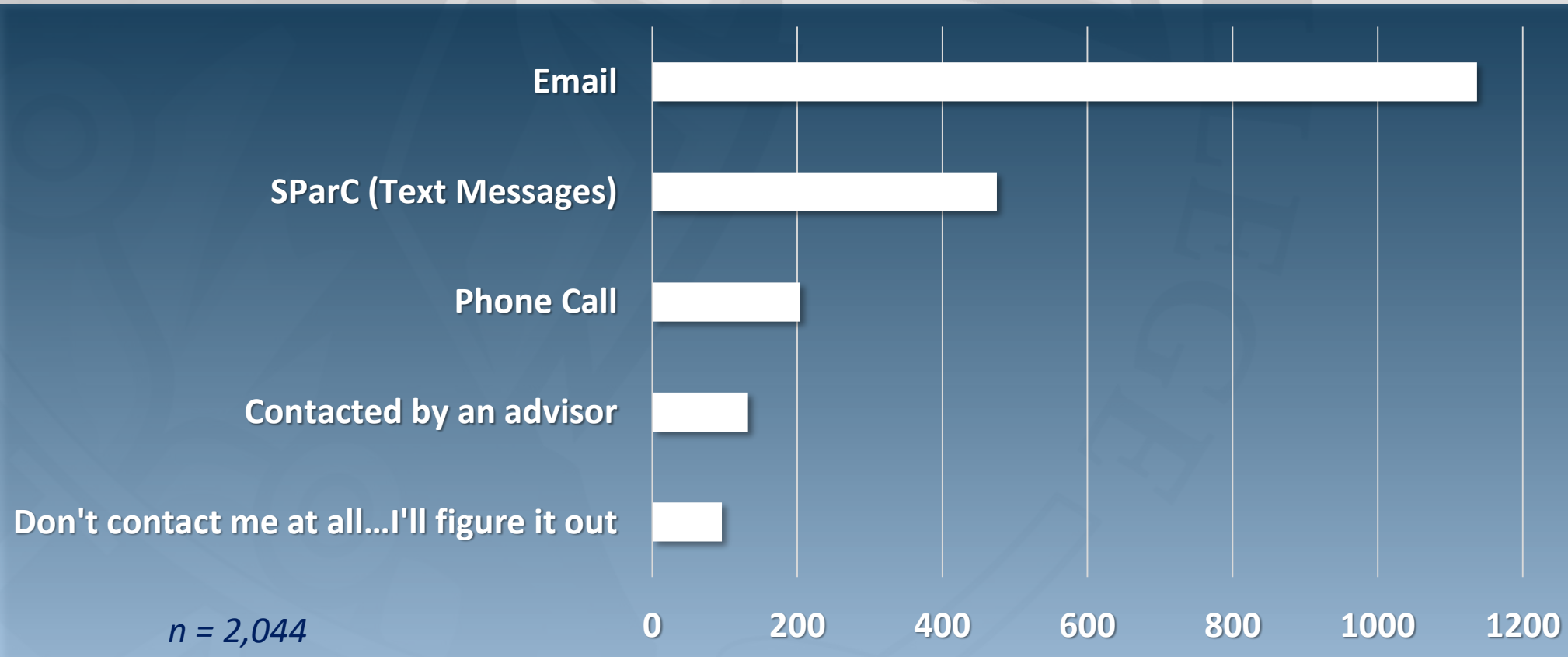
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- Quality of Faculty
- Respect, Empathy and Sensitivity
- I love SPC
- Increase Quality of Online Instruction
- Increased Student-Faculty Interactions
- Other



# From the Students...

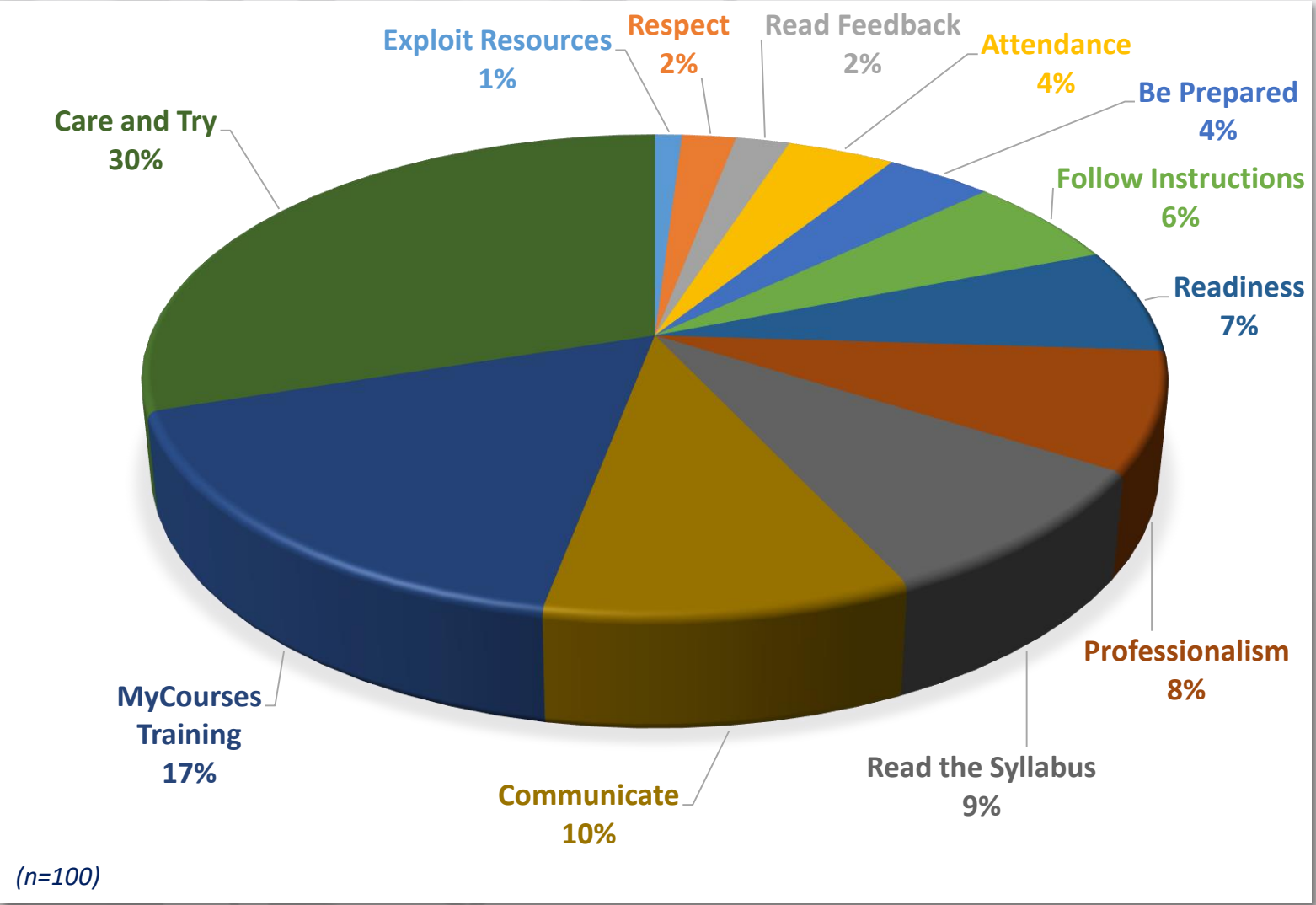
***"How do you prefer to be contacted regarding any challenges in your classes?"***





# Faculty Expectations of Students

**Top 74% of responses:**  
**Care and Try**  
**MyCourses Knowledge**  
**Communicate**  
**Read the syllabus**  
**Professionalism**

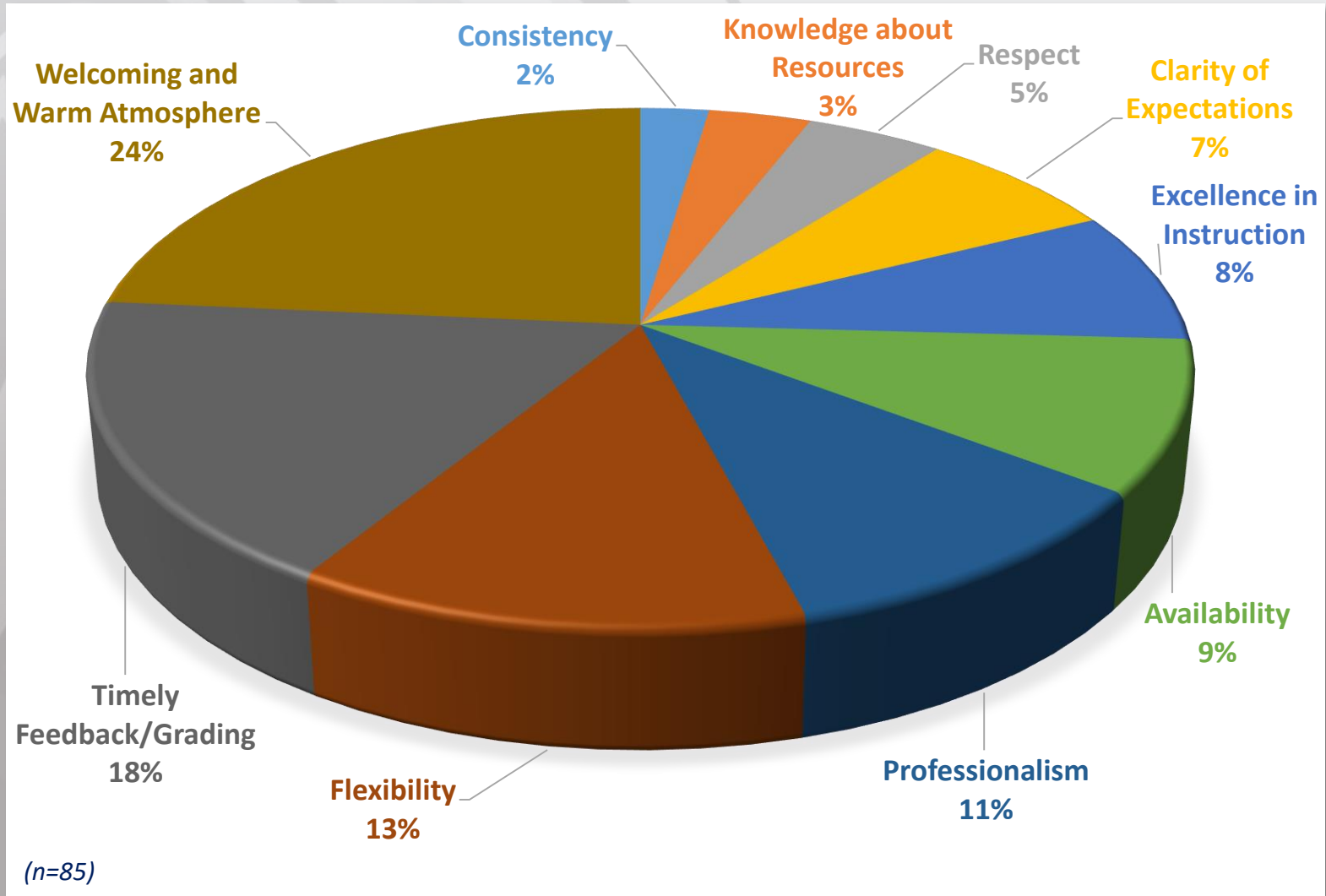






# Student Expectation of Faculty

**Top 75% of responses:**  
**Welcoming Atmosphere**  
**Timely Feedback**  
**Flexibility**  
**Professionalism**  
**Availability**





# GOALS

- Provide a robust and thoughtful syllabus that has clear expectations
- Ensure students know where they stand within a course throughout the semester
- Increase course success rates by 2%
- Develop proactive outreach practices



# GOALS: Syllabus & Gradebook

## SYLLABUS

- ❑ *Made available 3 days prior to the beginning of class*
  - OLS provides reports to Deans & Program Administrator regarding faculty with/without syllabi posted
  - Follow up with faculty
- ❑ *Expectations & responsibilities clearly stated*
  - CETL support and training

## GRADEBOOK

- ❑ *Updated in a timely manner*
  - OLS provides reports to Deans and Program Administrator
  - Gradebook Dashboard
    - Biweekly for 16-WK courses
    - Weekly for 8-,10-,12-WK courses
  - Follow up with faculty
  - CETL support and training



# GOALS: Withdrawals & Student Success Rates

## WITHDRAWALS

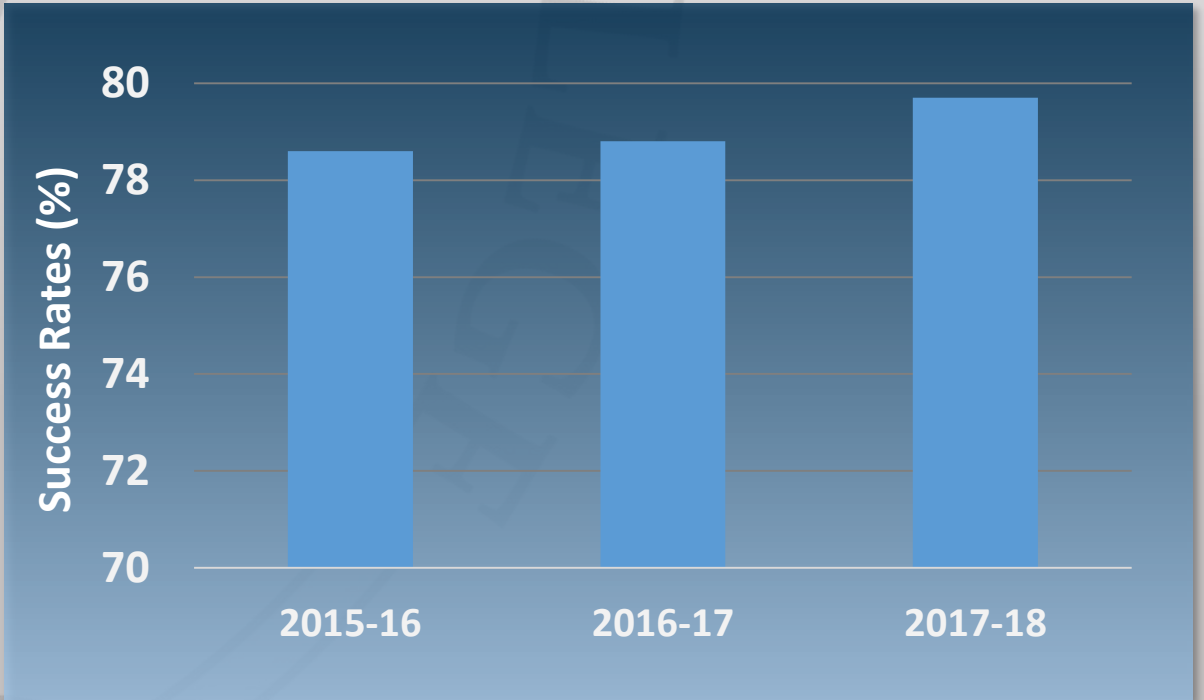
- Weekly monitoring*

Semester	Withdrawals*	% Decrease
Fall 2017	3,928	<b>10.8%</b>
Fall 2018	3,504	

*\*Number of withdrawals through Week 10*

## STUDENT SUCCESS RATES

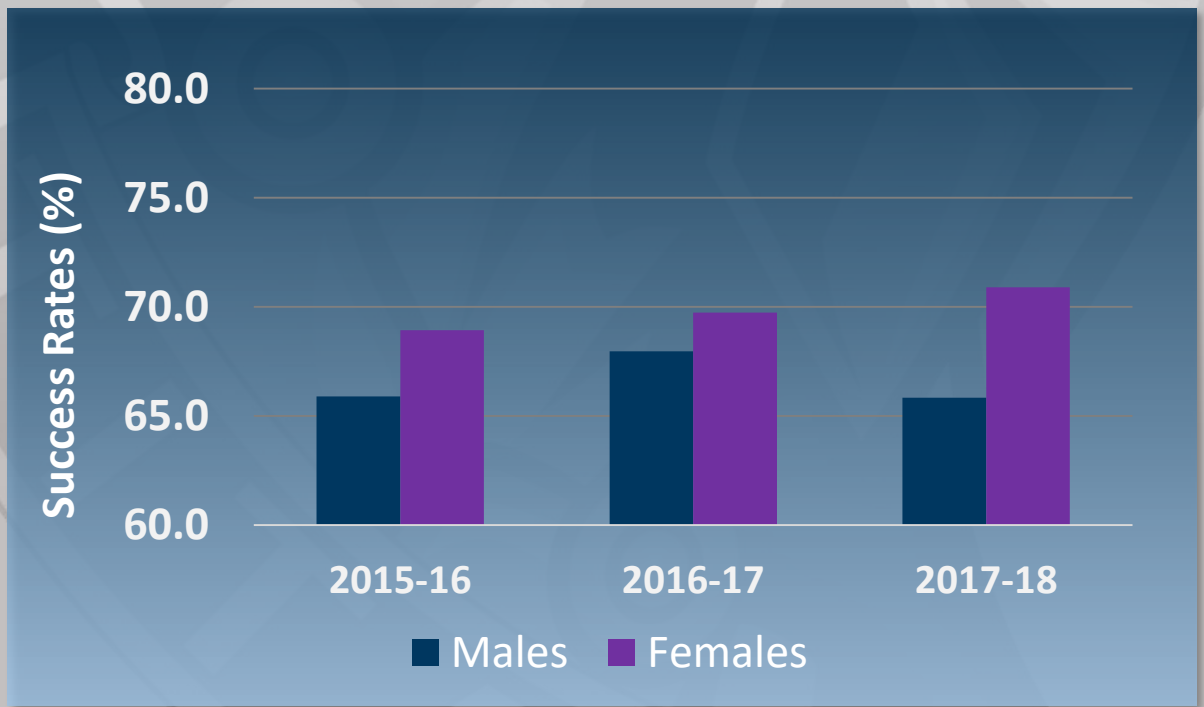
- Increase Success Rates by 2%*



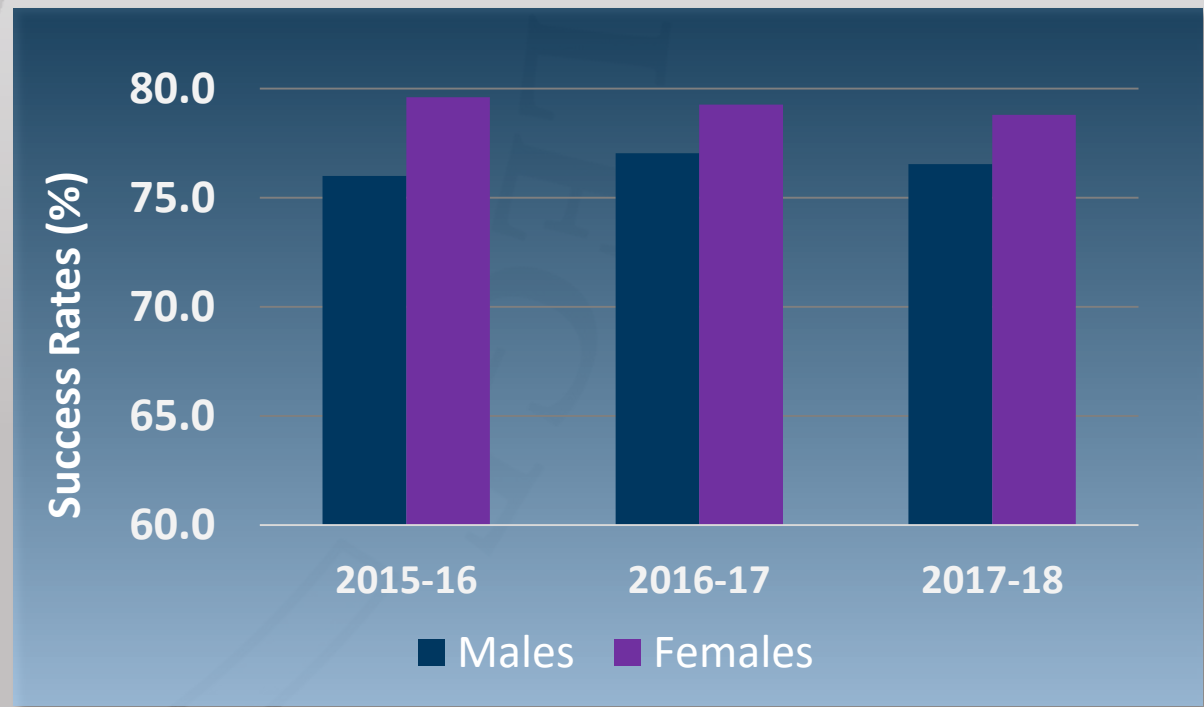


# GOALS: Student Success Rates by Group

## Black/African American



## Hispanic/Latino





# GOALS: Reflection & Outreach

## REFLECTION

- ❑ *Align Student Survey of Instruction (SSI) and Faculty 180 measures to Community College Survey of Student Engagement (CCSSE) outcomes*
  - SSI Review Committee established

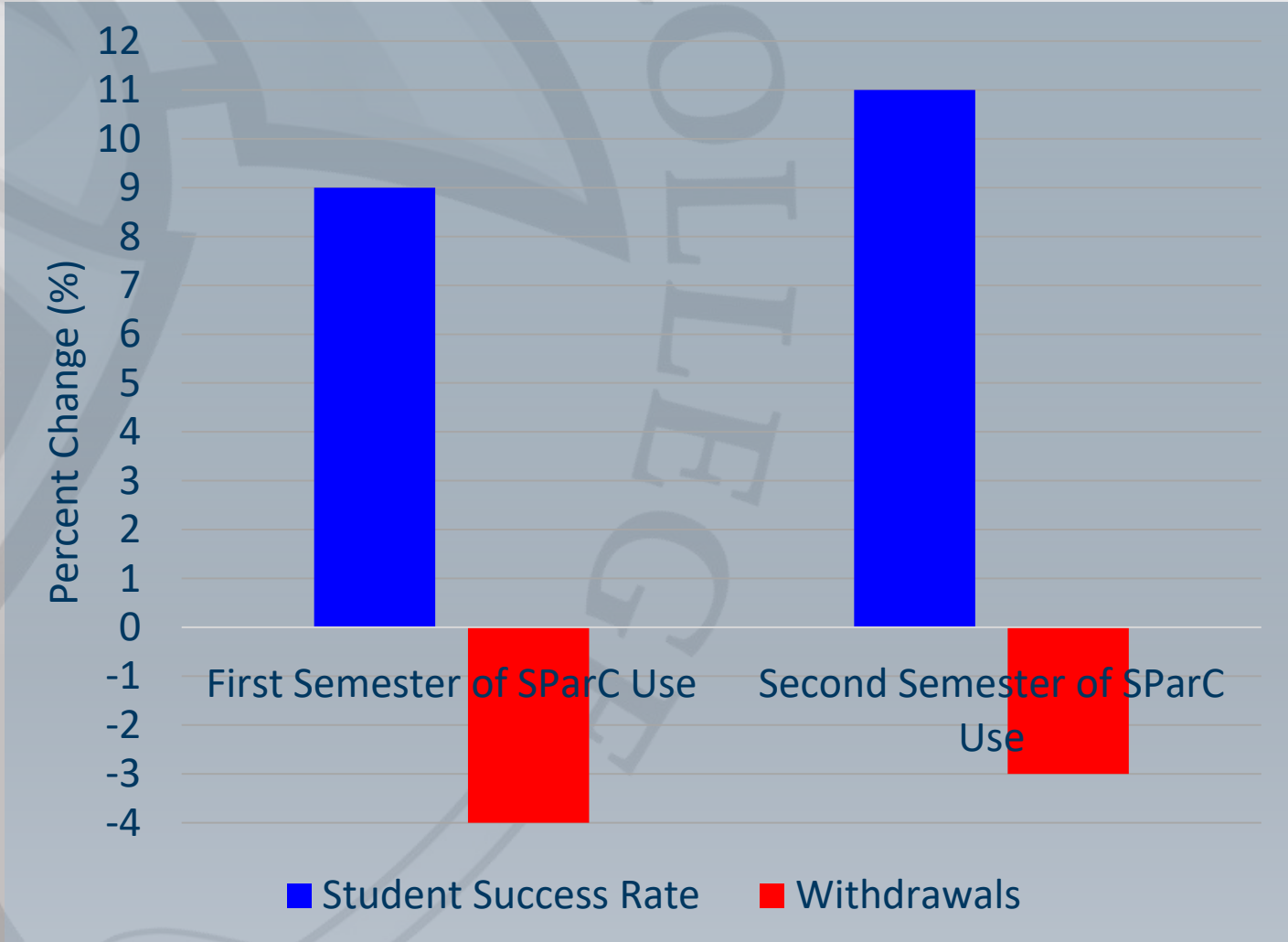
## PROACTIVE OUTREACH

- ❑ *Develop faculty communication strategies for “unengaged” students*
  - Communication Plans
  - SParC use
  - CETL support and training



# Faculty who use SParC...

Semester	# of Faculty
Spring 2018	339
Summer 2018	273
Fall 2018 (as of 10/26)	294





# CETL Supports Each Goal

## Syllabus and Gradebook

- Feedback to enhance student engagement
- Creating an engaging syllabus
- Connecting to students through the gradebook
- OLS/ITech: Online Engagement, Gradebook Jamboree, Course Fit

## W's & Student Success Rates

- What's the plan with your students?
- Academic integrity
- Evaluating your own teaching

## Reflection & Outreach

- Mental health awareness and life issue support
- Mental Health First Aid for staff and faculty
- How to connect with students in and beyond the classroom

**Take a look at all of our available resources and opportunities!**

<https://cetl.spcollege.edu/>





*Questions to consider...*

**Questions?**



# SPC Workforce Institute

Progress Update

Board of Trustees Meeting  
November 13, 2018



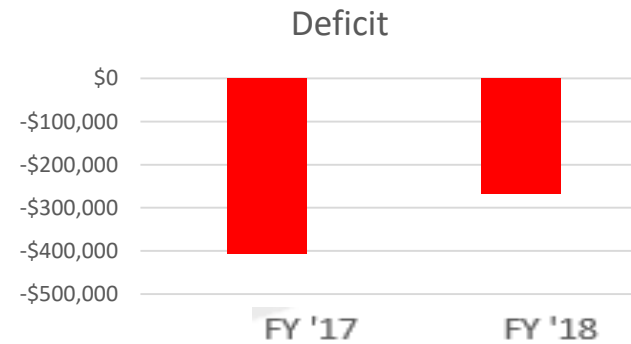
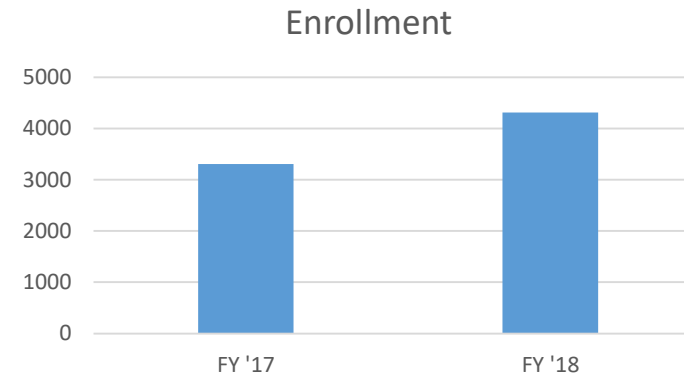
## Workforce Institute Get it done. Get ahead.

**SPC's Workforce Institute offers continuing education programs to businesses and goal-oriented individuals seeking accelerated professional growth opportunities.**

- WFI Students can prepare for in-demand industry certification exams.
- Classes can be completed quickly (3 months or less).
- Students can earn Continuing Education Units (CEUs) & Professional Development Units (PDUs).
- Classes are taught by Industry Experts.
- WFI offers classroom, online and hybrid classes.
- Many WFI classes articulate into degree programs.

## Top Workforce Wins – FY18!

- Increased Enrollment by 23%  
(4,309 Students)
- Reduced Deficit by 30%  
(-\$283,967)



## Workforce Institute Key Initiatives: FY19

1

**Increase Community Engagement to Provide Priority Workforce Solutions**

2

**Accelerate New Certificate Programs to Equip a Skilled Workforce with Pathways Connecting to and from Degree Programs**

3

**Expand Footprint to SPC Campuses, Employer Sites & Online Platforms**

# 1

## Increase Community Engagement to Provide Priority Workforce Solutions

- Business Leader Convenings
- Meetings at Employer Sites
- Strategic Engagement with Employers, Partners, Associations, Workforce Boards & Regional Initiatives
- Advisory & Workforce Committees
- CRM

# 2

## Accelerate New Certificate Programs to Equip a Skilled Workforce with Pathways Connecting to & from Degree Programs

- Allied Health: Advanced CMA, Patient Care Technician, Medical Lab Assistant
- Technology: Cybersecurity, Big Data
- Business: Financial Services, Insurance, Sales
- Manufacturing: Mechatronics
- Culture & Language: ESL

[Click for information on SPC's Workforce Institute's Programs](#)

# 3

## Expand Footprint to SPC Campuses, Employer Sites & Online Platforms

- SPC Campuses
- Community Ecosystems
- Employer Sites
- Online – New Enterprise Skillsoft Platform





## Workforce Institute Challenges

- Community Awareness of WFI Programs
- Full Integration into College Family
- Seed \$ for New Programs
- Nimble Processes, Resources & Staffing to Respond Quickly to Industry Needs





# THANK YOU

## Q&A



St. Petersburg College's Workforce Institute is committed to preparing professionals to meet the needs of today's workforce. We provide individuals and corporations with the skills and certifications that today's fast-paced and ever-changing job market demands. Our basic skills, continuing education, lifelong learning, certification, and exam preparation courses will help prepare and propel you towards your goals.

## BUSINESS PROGRAMS

- Digital Media Marketing
- Insurance Licensing
- Introduction to Small Business Entrepreneurship
- Project Management Fundamentals
- PMP/CAPM Project Management Certification
- Six Sigma
- 5G Soft Skills

## HEALTHCARE PROGRAMS

- Assisted Living Facility Administrator
- Certified Phlebotomy Tech
- Clinical Medical Assistant
- Local Anesthesia for Dental Hygienist
- IV Therapy
- Mastectomy Fitter
- Orthotics Fitter
- Pedorthist Certification
- Healthcare Continuing Education
- RN Remediation/Refresher

## TECHNOLOGY PROGRAMS

- Adobe
- Mobile Device and Tablet Repair
- Database Applications and Reporting
- CompTIA Certifications
- Instructional Technology
- Instructional Design
- Microsoft Certifications
- Networking Technologies
- Programming
- Web Development
- Geographic Information Systems (GIS)

## MANUFACTURING, SUPPLY CHAIN, AND INNOVATIVE TECHNOLOGY PROGRAMS

- Certified Production Tech
- Drones/UAS Remote Pilot Certification
- Programmable Logic Controllers (PLC) Certificate
- Supply Chain Management Certification

## INTERNATIONAL LANGUAGE PROGRAMS

- Accent Reduction
- Conversational Spanish
- Conversational German
- Intensive English Program (ESL)
- TOEFL Test Preparation

## GROUP TRAINING

Did you know that any of our training programs can be brought to your company or organization? Did you know they can also be customized specific to you and your team's needs? Find out more about our corporate training by calling (727) 341-4445.

Need additional info visit:  
[spcollege.edu/workforceinstitute](http://spcollege.edu/workforceinstitute) | 727-341-4445

**Funding Assistance May Be Available.**

# Veterans Services



Allison Shenofsky

Veteran Affairs Coordinator

November 13, 2018

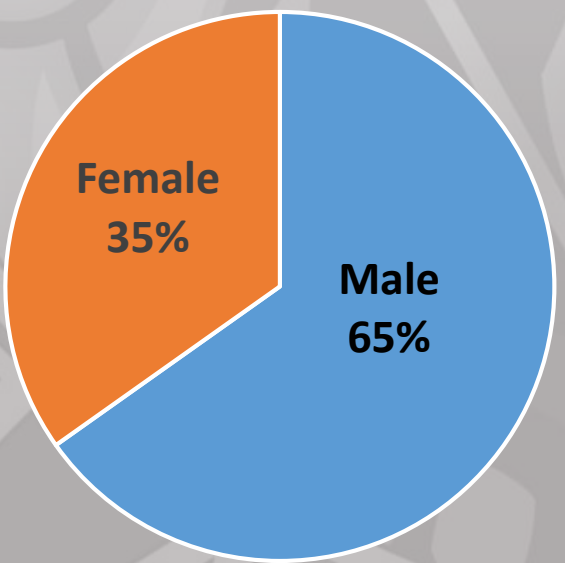




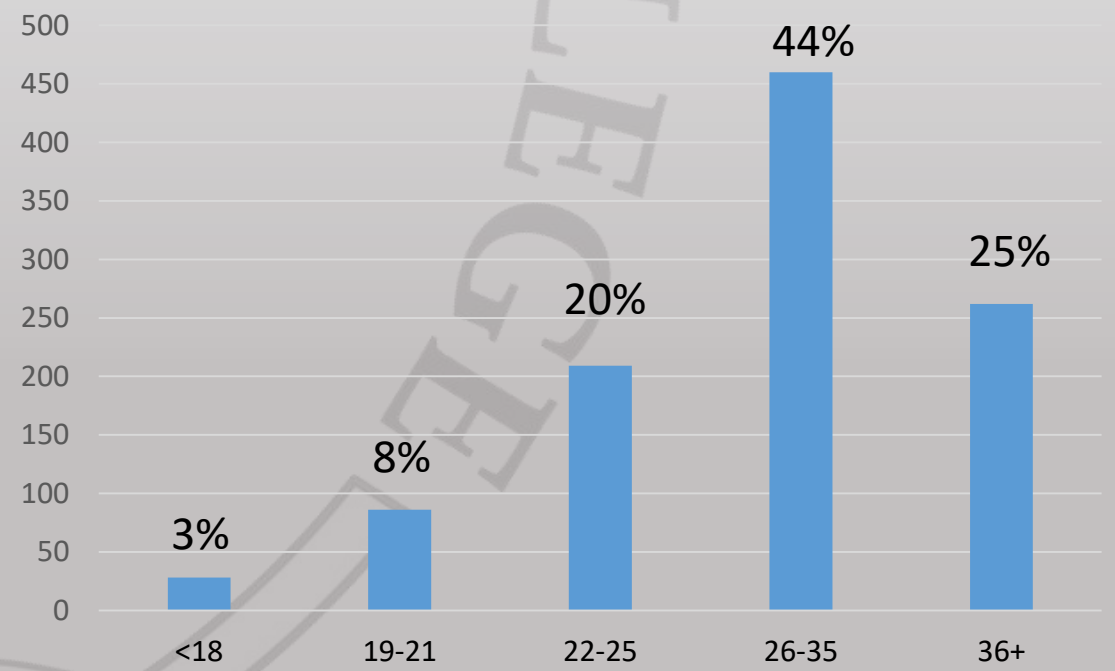
# Our Students (Fall 2018)

- 1,045 Veteran Students
- 45% of Veteran Students are married
- 46% of Veteran Students are parents

**Gender**



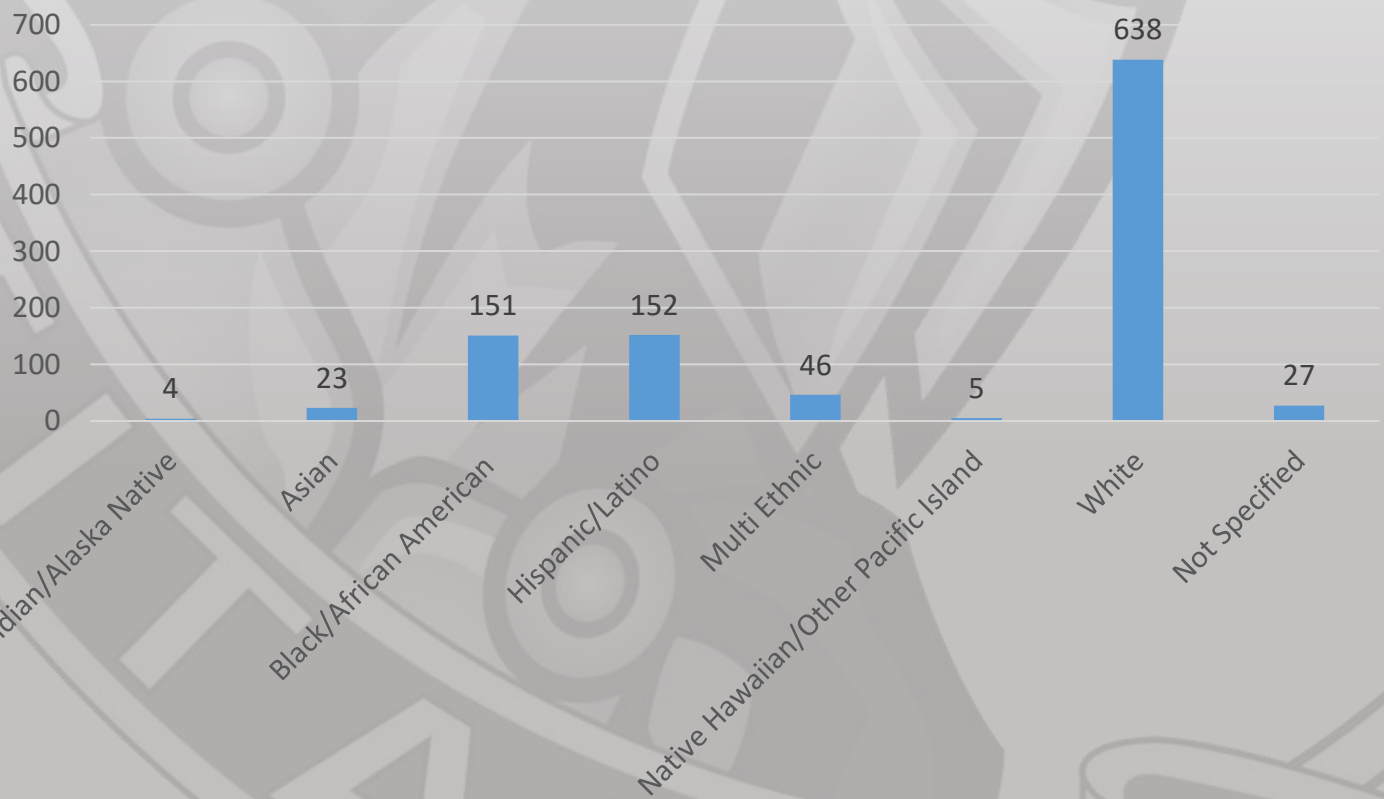
**Age**



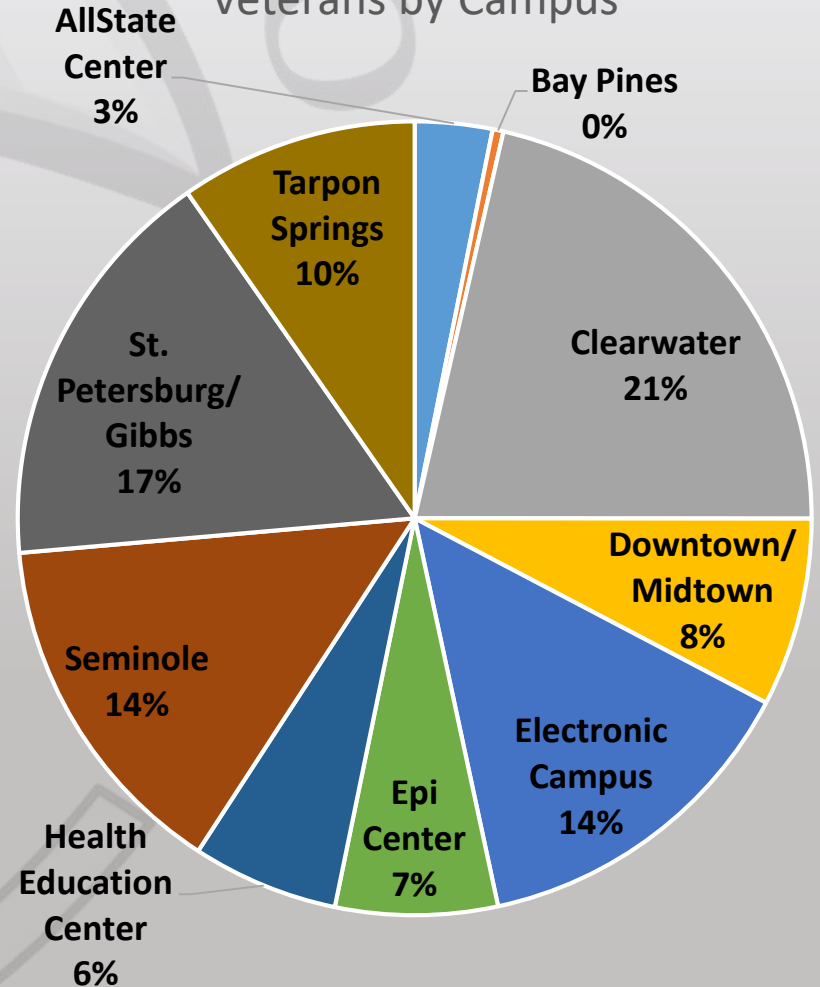


# Our Students (Fall 2018)-Contd.

Veterans by Ethnicity

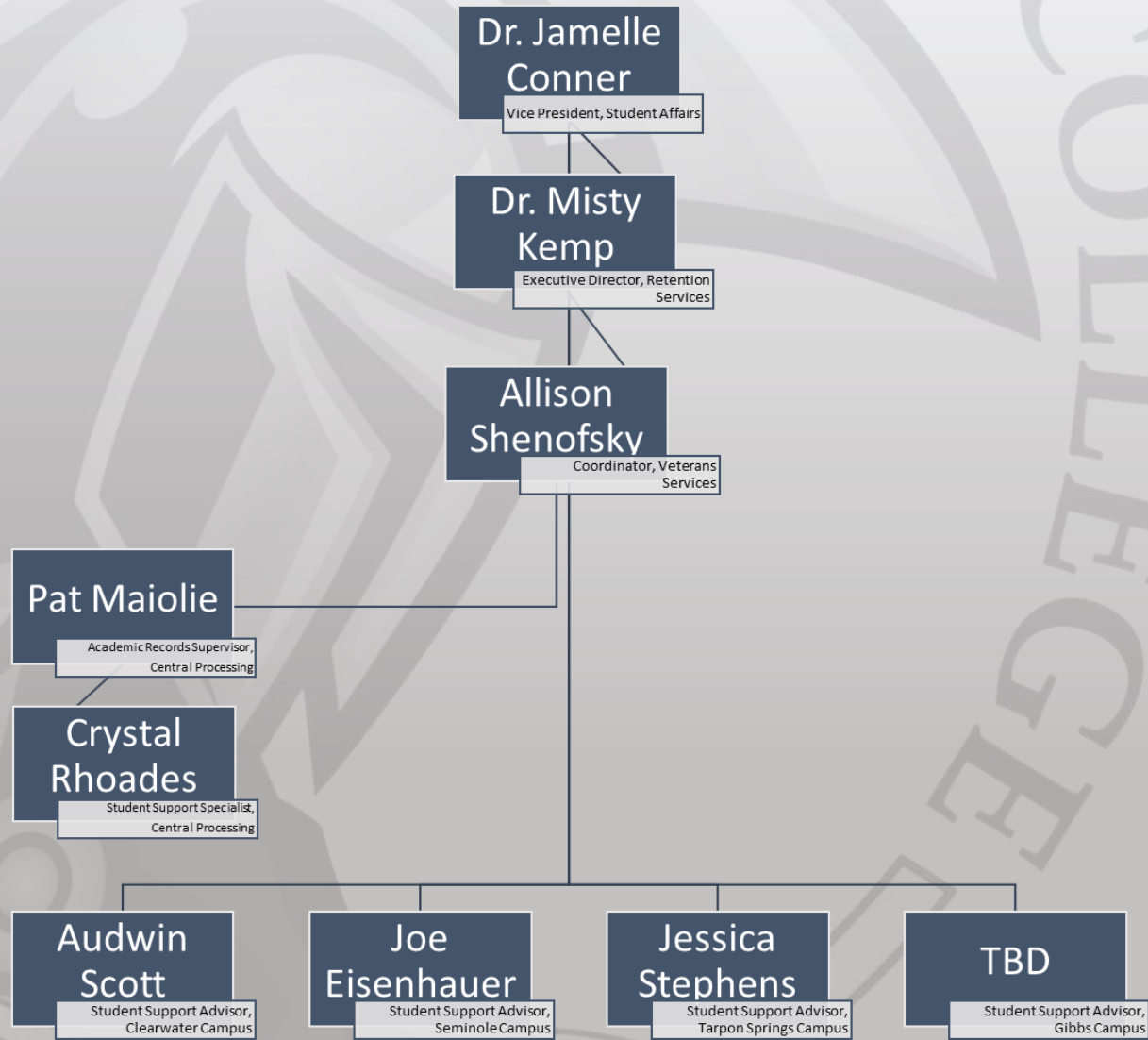


Veterans by Campus





# Revitalizing Veterans Services





# Revitalizing Veterans Services-Contd.

- Training
  - Advisor training and team building every Friday
  - Two team members attended Gainesville FAVES conference
- Building a team and processes to help students be successful
  - Advocate for their specific needs to provide outstanding customer service





# Veterans' Retention

- Networking
- Increase presence on Facebook
- Build on-campus presence through inter-departmental coordination
- Utilize email to build a sense of community amongst students
- Student Veterans Association
- Registration events at each campus for Spring





# Veteran's Communication

- Goals are to enable students to self-help while also driving them to go to campus and receive help from our Student Support Advisors
- Free-flow of information about events and helpful leads into the veteran community
- Promotion of the SPC Veterans Services Team

A screenshot of the St. Petersburg College website's Veterans Services page. The page has a dark blue header with the SPC logo and navigation links for "FUTURE STUDENTS", "CURRENT STUDENTS", "FACULTY / STAFF", "FRIENDS &amp; PARTNERS", and "ABOUT". Below the header is a "QUICK LINKS" menu with items like "Veteran's Services", "Payments", "Academic Programs", "Student Vet's Association", "Resources", "Why SPC", and "Contact us". A large image shows a woman in a business suit talking to a man in a military uniform. Below this is a section titled "VETERANS AT SPC" with a paragraph of text. Three call-to-action buttons are present: "GET STARTED", "YOUR BENEFITS", and "CONTACT THE TEAM", each with a play button icon and the text "TEXT CONTENT TO COME". Below these are "EVENTS" and "STAY CONNECTED" sections. The "EVENTS" section lists several upcoming events with dates and times. The "STAY CONNECTED" section features a social media post from Facebook. At the bottom, there are navigation links for "REQUEST INFORMATION", "APPLY NOW", "CONTACT", "RESOURCES", and "ABOUT".



# Veterans Advisory Committee

- The Veterans Advisory Committee has been established in order to more holistically serve the needs of SPC's veteran population, both in and out of the classroom setting.
- Meetings
  - Two meetings have already taken place
  - Schedule of quarterly meetings has been accepted
- Spring Goals
  - Create a fun event for SPC affiliated veterans
  - Have a Career and Resource Fair geared toward our veteran students





# Veteran Student Challenges



- Forever GI Bill delays and strict criteria
  - These delays in payment cause financial unrest
  - The strict GI Bill rules mean that students are left trying to find very specific courses to fulfill GI Bill criteria
- Social challenges in and out of school
  - PTSD
  - Reintegration
  - Legal needs



# Wrap Up

## Where We Are:

- We have increased personnel resources
- All programs are approved with the VA
- We have maintained a positive reputation in the veteran community

## What We're Working On:

- Professional development for staff to provide a consistent team approach to our services
- Organizing and implementing Forever GI Bill provisions
- Enhancing the veteran student experience to increase retention and success



# Wrap Up

## Where We're Going:

- Refresh Tarpon Springs office
- Work Study for departmental administration
- Standardized event packs for easy mobilization to recruiting events
- Standardize "Welcome" emails and Orientation packet handouts for new and returning students
- Veteran's Orientation



# Questions



# St. Petersburg College Board of Trustees Meeting October Budget Report

Janette Hunt  
November 13, 2018

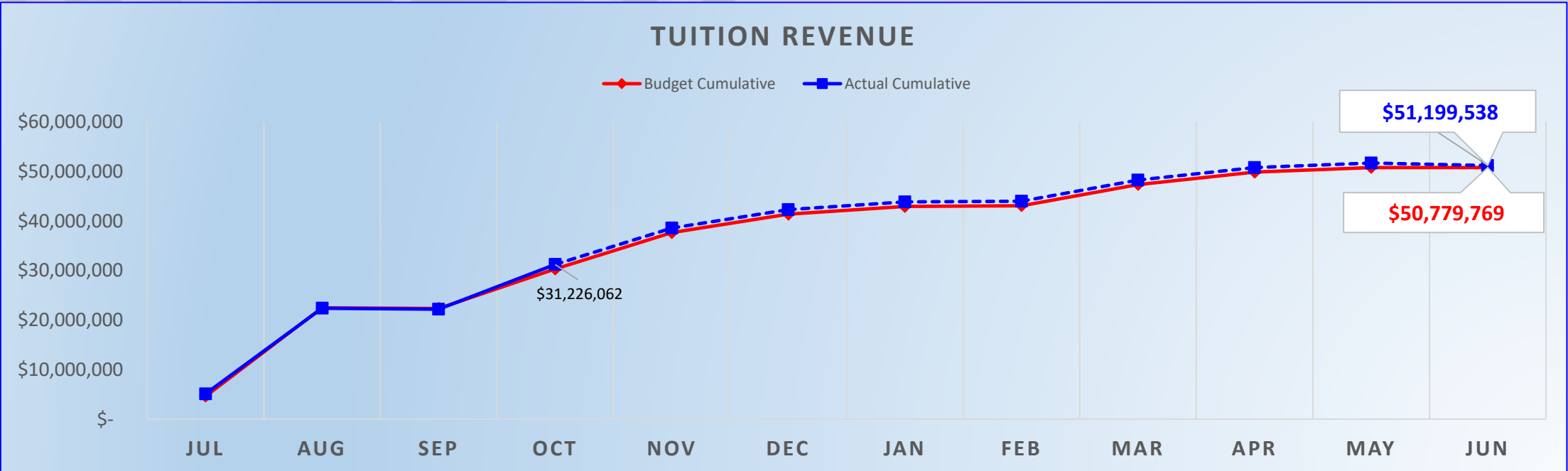






# Report as of October 31, 2018

Revenue	Prior Year	Prior Year	Prior	Budget	Actual	% of YTD
	Budget	Actual	Year %			
Student Tuition & Fees	\$ 61,246,719	\$ 36,243,598	59.2%	\$ 61,499,889	\$ 37,430,923	60.9%
State Funding	\$ 71,793,706	\$ 19,020,883	26.5%	\$ 72,088,236	\$ 18,330,013	25.4%
Other Revenues	\$ 5,609,289	\$ 1,529,605	27.3%	\$ 5,187,048	\$ 1,790,063	34.5%
Fund Transfers In	\$ 3,782,619	\$ 440,467	11.6%	\$ 3,103,706	\$ 332,050	10.7%
Reserves	\$ 1,825,000	\$ -	0.0%	\$ 1,000,000	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 144,257,333</b>	<b>\$ 57,234,553</b>	<b>39.7%</b>	<b>\$ 142,878,878</b>	<b>\$ 57,883,050</b>	<b>40.5%</b>





# Report as of October 31, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Personnel &amp; Benefits</b>						
Faculty	\$ 26,776,489	\$ 9,505,107	35.5%	\$ 25,749,327	\$ 9,122,434	35.4%
Administrative & Professional	\$ 24,251,689	\$ 8,054,221	33.2%	\$ 23,585,641	\$ 7,553,900	32.0%
Career Service (includes OT)	\$ 19,951,011	\$ 6,239,574	31.3%	\$ 19,183,840	\$ 5,705,556	29.7%
Adjunct/Supplemental	\$ 13,549,064	\$ 3,701,288	27.3%	\$ 13,142,592	\$ 3,628,012	27.6%
Other Personal Services (OPS)	\$ 2,041,007	\$ 585,740	28.7%	\$ 2,019,316	\$ 600,052	29.7%
Student Assistants	\$ 428,000	\$ 96,968	22.7%	\$ 428,000	\$ 128,740	30.1%
Health Insurance	\$ 14,931,773	\$ 5,345,520	35.8%	\$ 14,423,171	\$ 5,610,301	38.9%
Other Benefits	\$ 11,280,323	\$ 4,195,678	37.2%	\$ 11,827,326	\$ 3,990,280	33.7%
Total Personnel & Benefits	\$ 113,209,356	\$ 37,724,095	33.3%	\$ 110,359,214	\$ 36,339,276	32.9%
<b>Current Expense</b>						
Total Current Expense	\$ 28,278,499	\$ 8,765,072	31.0%	\$ 29,740,028	\$ 9,427,410	31.7%
<b>Capital</b>						
Total Capital	\$ 2,769,478	\$ 917,575	33.1%	\$ 2,779,636	\$ 641,793	23.1%
Total Operating	\$ 144,257,333	\$ 47,406,743	32.9%	\$ 142,878,878	\$ 46,408,479	32.5%
<b>Balance</b>	\$ 0	\$ 9,827,810		\$ -	\$ 11,474,571	

# Questions




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

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Revenue</b>						
Student Tuition	\$ 50,887,002	\$ 30,480,457	59.9%	\$ 50,779,769	\$ 31,226,062	61.5%
State Appropriation - FCS	\$ 53,548,581	\$ 17,849,527	33.3%	\$ 51,475,043	\$ 17,158,302	33.3%
State Appropriation - Lottery	\$ 14,231,049	\$ -	0.0%	\$ 16,598,793	\$ -	0.0%
Performance Funding	\$ 3,514,076	\$ 1,171,356	33.3%	\$ 3,514,400	\$ 1,171,467	33.3%
Learning Support Access Fee	\$ 1,639,890	\$ 931,418	56.8%	\$ 1,607,832	\$ 947,049	58.9%
Distance Learning Fee	\$ 3,526,830	\$ 2,109,367	59.8%	\$ 3,995,700	\$ 2,267,183	56.7%
Technology Fee	\$ 2,508,569	\$ 1,472,098	58.7%	\$ 2,476,437	\$ 1,530,367	61.8%
Lab Revenue Fees	\$ 1,592,067	\$ 963,754	60.5%	\$ 1,575,099	\$ 1,185,898	75.3%
Industry Certifications	\$ 500,000	\$ -	0.0%	\$ 500,000	\$ 244	0.0%
Other Revenues	\$ 5,609,289	\$ 1,529,605	27.3%	\$ 5,187,048	\$ 1,790,063	34.5%
Other Student Fees	\$ 1,092,361	\$ 286,504	26.2%	\$ 1,065,052	\$ 274,363	25.8%
Fund Transfers In	\$ 3,782,619	\$ 440,467	11.6%	\$ 3,103,706	\$ 332,050	10.7%
Reserve	\$ 1,825,000	\$ -	0.0%	\$ 1,000,000	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 144,257,333</b>	<b>\$ 57,234,553</b>	<b>39.7%</b>	<b>\$ 142,878,878</b>	<b>\$ 57,883,050</b>	<b>40.5%</b>
<b>Personnel &amp; Benefits</b>						
Instructional/Faculty-Full time	\$ 26,776,489	\$ 9,505,107	35.5%	\$ 25,749,327	\$ 9,122,434	35.4%
Administrative & Professional	\$ 24,251,689	\$ 8,054,221	33.2%	\$ 23,585,641	\$ 7,553,900	32.0%
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<b>Total Personnel &amp; Benefits</b>	<b>\$ 113,209,356</b>	<b>\$ 37,724,095</b>	<b>33.3%</b>	<b>\$ 110,359,214</b>	<b>\$ 36,339,276</b>	<b>32.9%</b>
<b>Current Expense</b>						
Travel	\$ 311,583	\$ 104,585	33.6%	\$ 350,000	\$ 99,712	28.5%
Repairs & Maint	\$ 886,195	\$ 277,771	31.3%	\$ 931,034	\$ 371,636	39.9%
Insurance (Non Health)	\$ 1,758,611	\$ 1,270,446	72.2%	\$ 1,811,245	\$ 1,237,242	68.3%
Utilities	\$ 5,260,407	\$ 1,767,014	33.6%	\$ 5,527,258	\$ 1,912,191	34.6%
Services and Fees	\$ 6,033,319	\$ 1,445,641	24.0%	\$ 6,006,449	\$ 1,543,671	25.7%
Scholarships/Fee Waivers	\$ 2,423,463	\$ 1,207,239	49.8%	\$ 2,424,463	\$ 1,261,959	52.1%
Materials and Supplies	\$ 4,476,333	\$ 921,476	20.6%	\$ 4,693,926	\$ 1,120,336	23.9%
Tech Expense/Licensing	\$ 2,594,386	\$ 908,934	35.0%	\$ 3,695,983	\$ 1,332,432	36.1%
Bad Debt/Unemployment	\$ 1,003,810	\$ (23,260)	-2.3%	\$ 1,003,331	\$ (46,699)	-4.7%
Other Current Expense	\$ 3,530,392	\$ 885,225	25.1%	\$ 3,296,339	\$ 594,930	18.0%
<b>Total Current Expense</b>	<b>\$ 28,278,499</b>	<b>\$ 8,765,072</b>	<b>31.0%</b>	<b>\$ 29,740,028</b>	<b>\$ 9,427,410</b>	<b>31.7%</b>
<b>Capital</b>						
Computer Refresh Leases	\$ 2,379,879	\$ 820,423	34.5%	\$ 2,390,037	\$ 563,141	23.6%
Capital Purchases	\$ 389,599	\$ 97,152	24.9%	\$ 389,599	\$ 78,651	20.2%
<b>Total Capital</b>	<b>\$ 2,769,478</b>	<b>\$ 917,575</b>	<b>33.1%</b>	<b>\$ 2,779,636</b>	<b>\$ 641,793</b>	<b>23.1%</b>
<b>Total Operating</b>	<b>\$ 144,257,333</b>	<b>\$ 47,406,743</b>	<b>32.9%</b>	<b>\$ 142,878,878</b>	<b>\$ 46,408,479</b>	<b>32.5%</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ 9,827,810</b>		<b>\$ -</b>	<b>\$ 11,474,571</b>	

November 13, 2018

**MEMORANDUM**

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

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

**SUBJECT:** Personnel Report

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

<b>HIRE Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
McGowan, Danielle N	Career & Academic Advisor	Counseling & Advisement SPG	10/8/2018 - 06/30/2019
Curnutte, Brandie S	Career & Academic Advisor	Enrollment Management DO	10/11/2018 - 06/30/2019
Nunez, Asael	Dir, Facilities Services	Facilities&Institutional Svcs EPI	10/22/2018 - 06/30/2019
Lorr, Duke W	Instructional Design Spec	Online Learning and Services CL	10/8/2018 - 06/30/2019
Ray, Garveate	Coord, StudentLife&Leadership	Student Activities TS	10/24/2018 - 06/30/2019

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Kuhn, Christina M	Acting, Research Analyst	Institutional Research/Effect EPI	10/8/2018 - 06/30/2019
Meigs, Michael C.	Acting AVP, Bus. & Financial Services	BusSVITSystems	10/1/2018 - 12/3/2018

<b>RE-ORGANIZATION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Lloyd, George E	Train & Dev Design Facilitator	Academic & Student Affairs CL	10/8/2018 - 06/30/2019
Marion, Amie N	Event Planning & Implement Mgr	Human Resources DO	10/1/2018 - 06/30/2019

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Bambery, Kathleen H	Student Support Specialist	Associate Provost Office HEC	10/8/2018
Jefferson, Andrew	Custodian	Custodial Services CL	10/8/2018
Sawyer, Jeremy	Custodian	Custodial Services CL	10/8/2018
Consolver, Kenneth E	Custodian	Custodial Services DO	10/22/2018
Castillo, Yenny A	Custodian	Custodial Services TS	10/8/2018
Bryson, Elizabeth A	Administrative Svcs Specialist	Ethics CL	10/22/2018
Davenport, Blythe E	Instructional Supp Specialist	Learning Resources SPG	10/8/2018
Anderson-Warren, Remonica	Student Support Specialist	Provost Office DT	10/22/2018
Eisenhauer, Joseph R	Student Support Advisor	Veterans Services SE	10/8/2018

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Corizzi, Aaron E	Sr Tech Support Specialist	Desktop Software Support EPI	10/6/2018

<b>SUPPLEMENTAL Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Ramos, Elian E	OPS Career Level 1	Associate Provost Office AC	10/1/2018

<b>HIRE Temporary</b>			
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<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Bagley, Peter W	Adjunct Faculty	College of Computer & InfoTech SPG	10/8/2018
Demerjian, Jason A	Adjunct Faculty	Humanities & Fine Arts SPG	10/8/2018
Barnett, Eartha E	Adjunct Faculty, Bach	Business Administration EPI	10/8/2018
Cranford, Glenda G	Adjunct Faculty, Bach	College of Education TS	10/8/2018
Holmes, Kahil K	OPS Career Level 1	Academic & Student Affairs SPG	11/5/2018
Khaia, Karima	OPS Career Level 1	Custodial Services DO	10/8/2018
Alzahrani, Ahmed	OPS Career Level 1	Custodial Services HEC	10/22/2018
Delic, Amer	OPS Career Level 1	Learning Resources TS	11/5/2018
Jones, Olivia	OPS Career Level 1	Learning Resources SPG	9/24/2018
Behrmann, Morgan S	OPS Career Level 1	Provost Office TS	10/22/2018
Gallinson, Dylan G	OPS Career Level 1	Provost Office TS	10/22/2018
Ghaly, Mina	OPS Career Level 1	Provost Office TS	10/22/2018
Tomljanovich, Joseph A	OPS Career Level 2	Mail & Distribution DO	10/8/2018
Rossignol, Kyle D	OPS Career Level 2	Natural Science TS	10/22/2018
Wittine, Paul W	OPS Career Level 2	Natural Science TS	10/8/2018
Preisel, Soyoun L	OPS Career Level 4	Workforce/Professnl Developmnt EPI	10/1/2018
Mackay, Cathi B	OPS Career Level 5	Learning Resources SPG	10/22/2018
Chernes, Elizabeth	OPS Professional	Leepa/Rattner Museum TS	10/8/2018
Remines, Brooke N	OPS Teaching Asst/Interpreter	Accessibility Services CL	10/8/2018
Clague, Eric A	Professional Trainer	Criminal Justice AC	10/9/2018
Gentry, Kanesha V	Professional Trainer	Criminal Justice AC	10/8/2018
Gentry, Kanesha V	Professional Trainer	Criminal Justice AC	10/8/2018
Lance, Cody J	Professional Trainer	Criminal Justice AC	10/22/2018


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Brian Miles, Vice President, Administration, Finance & Technology and Carol Sumter, Associate Vice President of Human Resources bringing the actions forward, recommend approval.

ND10292018

November 13, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President   
**SUBJECT:** Renewal of College’s Stop Loss Policy

**Confirmation is sought to renew the College’s stop-loss policy for its self-funded health plan effective January 1, 2019, according to the agreed-upon terms.** The College carries stop-loss coverage on specific (individual person) as well as overall aggregate (college-wide) claims to reduce its risk of catastrophic loss. The College reevaluated the coverage levels, and considered market bids as part of an overall review of the plan coverage leading into the 2019 plan year. The recommendation is to maintain coverage at the current deductible level for the 2019 plan year.

The College’s policy would continue with Symetra Financial. The Symetra Financial aggregate and specific stop-loss premium will be locked in through Dec. 31, 2019 at \$495,300. In 2018, the college paid \$400,075.20 in specific stop-loss premium. This is an increase from 2018 to 2019 of \$95,224.80 in annual premium (total increase in premium of 23.8%).

The terms of the 2019 agreement are as follows:


<b>2019 Terms and Options</b>	
Specific Terms - Limit	Unlimited/person, mandated by Health Care Reform legislation
Aggregate Terms:	Limit \$1-million, 125% aggregate margin
Covered Benefits:	Medical and Prescription Drugs
Third-Party Administrator:	Aetna
Specific Deductible*:	\$350,000
Total Annual Expected Liability:	\$21,019,800
Annual Premium:	\$495,300

*\*Includes unlimited lifetime max feature mandated by Health Care Reform*

Brian Miles, Vice President, Administrative/Business Services & Information Technology, and Michelle Manteiga, Senior Manager, Benefits and Wellness, bring this action forward, and recommend approval.

November 13, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College  
 FROM: Dr. Tonjua Williams, President   
 SUBJECT: Student Success Center, St. Petersburg/Gibbs Campus

**Approval is requested for**

- 1.) Change Order #1 to decrease Phase II GMP contract amount by \$248,660.30**
- 2.) 100% Construction Documents for Phase III, and**
- 3.) Guaranteed Maximum Price (GMP) for Phase III construction for Project 301-D-17-3, Student Success Center, St. Petersburg/Gibbs Campus.**

LEMA Construction, Inc., in conjunction with Wannermacher Jensen Architects, have completed the 100% construction documents and submitted the GMP for Phase III construction for Project 301-D-17-3, Student Success Center, St. Petersburg/Gibbs Campus.

Phase III construction consists of thirty packages including all interior portions such as mechanical, electrical, plumbing, roofing, and glazing. The Guaranteed Maximum Price (GMP) for Phase III is \$13,320,170.92. The total construction budget for all phases is \$19,000,000, and the total project budget is \$23,825,000.

Approval is sought to redistribute savings derived from Phase I and II into Phase III. On August 21, 2018, the Board approved final accounting to Phase I construction, bringing the final GMP for Phase I to \$1,152,045.38 which included \$69,600.09 of direct purchase expenditure, and a savings of \$414,471.62. The Phase II GMP of \$4,776,444.00 was approved on October 17, 2017, for work related to the building foundation and structural steel portions. Approval is being requested for Change Order #1 to decrease Phase II GMP by \$248,660.30. Savings derived from Phase I and II totaling \$663,131.92 will then be redistributed into the Phase III construction budget.

**Construction Budget**

Phases	Savings	Proposed GMP	Phase Description
Phase I	(\$414,471.62)	\$ 1,152,045.38	Utility demolition, site improvement
Phase II	(\$248,660.30)	\$ 4,527,783.70	Foundation and Structural Steel
Phase III	663,131.92	\$13,320,170.92	MEP, Glass, Roof, Hardware
Total		\$19,000,000.00	



The anticipated date for substantial completion on Phase II and III is November 28, 2019, and on schedule. This GMP is subject to mandatory reviews for building codes, safety-to-life, the Americans with Disabilities Act (ADA) and further refinements.


The College will utilize the Direct Purchase Program for this project to realize cost savings. This savings will be reported to the Board at the time of final accounting.

Tonjua Williams, President; Brian Miles, Vice President, Administration, Finance & Technology; and Diana Wright, Acting Associate Vice President, Facilities Planning & Institutional Services.

November 13, 2018

**M E M O R A N D U M**

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Spot Survey #2, Version 5, Remodel of room #109, into Student Services Center, Downtown Center; and Remodel room #150, current Bookstore into Café, Midtown Jamerson Center.

**Approval is requested for an amendment to the current Educational Plant Survey for St. Petersburg College, dated June 30, 2017, adding the Remodel of room #109, into Student Services Center, Downtown Center; and Remodel of room #150 current Bookstore into Café, Midtown Jamerson Center 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;  
Diana Wright, Acting Associate Vice President, Facilities Planning and Institutional Services,  
recommend approval.

AMENDMENT #5  
EDUCATIONAL PLANT SURVEY dated June 30, 2017  
St. Petersburg College  
November 13, 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.

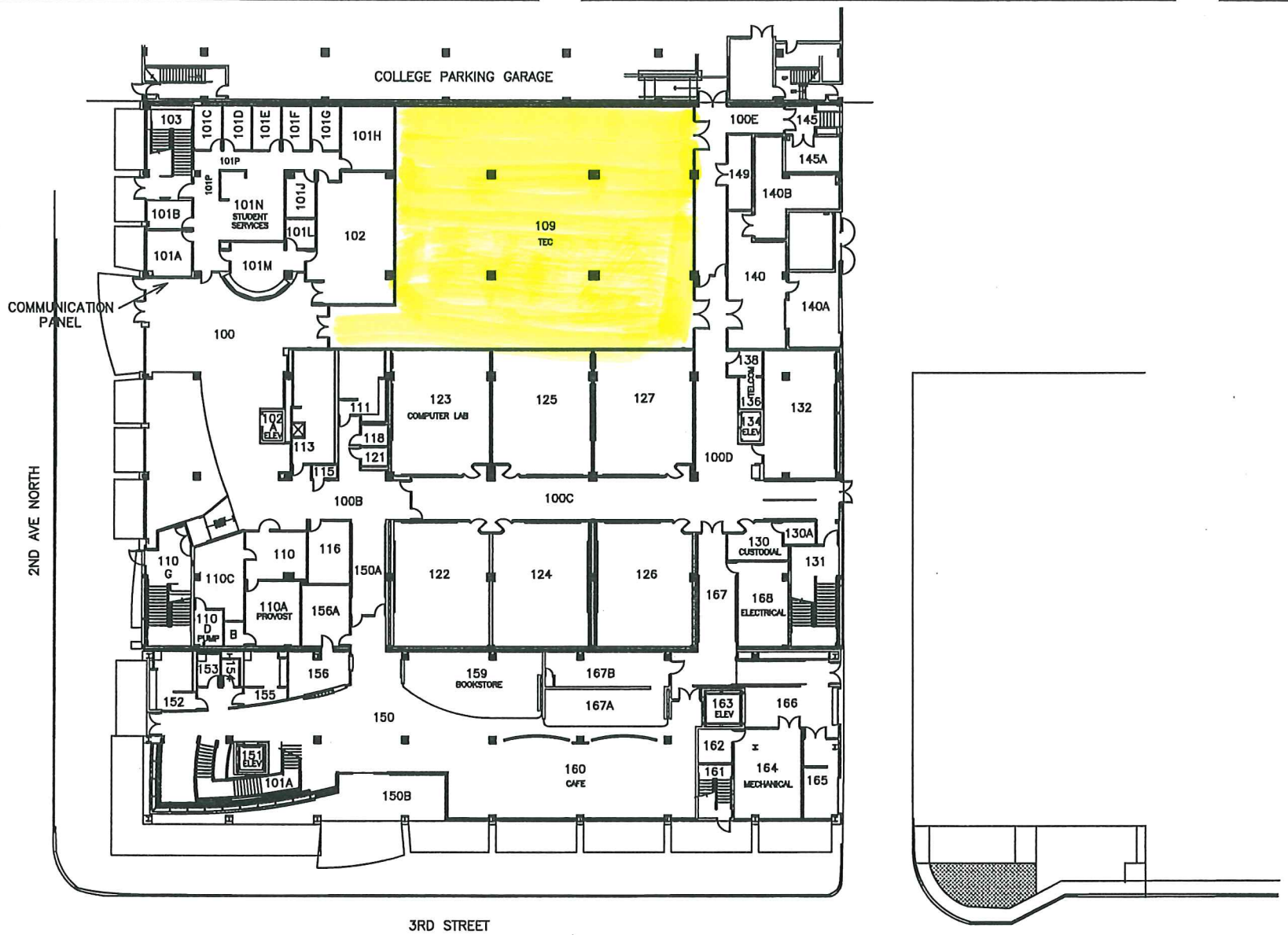
15.005 Remodel room #109, 6,051 net square feet to accommodate the Student Services Center, Downtown Center.

16.006 Remodel room #150, 700 net square feet to accommodate a Cafe, Midtown Jamerson Center.

Approved by the Board of Trustees of St. Petersburg College on November 13, 2018.

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



ST. PETERSBURG COLLEGE - FACILITIES PLANNING & INSTITUTIONAL SERVICES

# 1ST FLOOR DOWNTOWN CENTER

SCALE: NOT TO SCALE

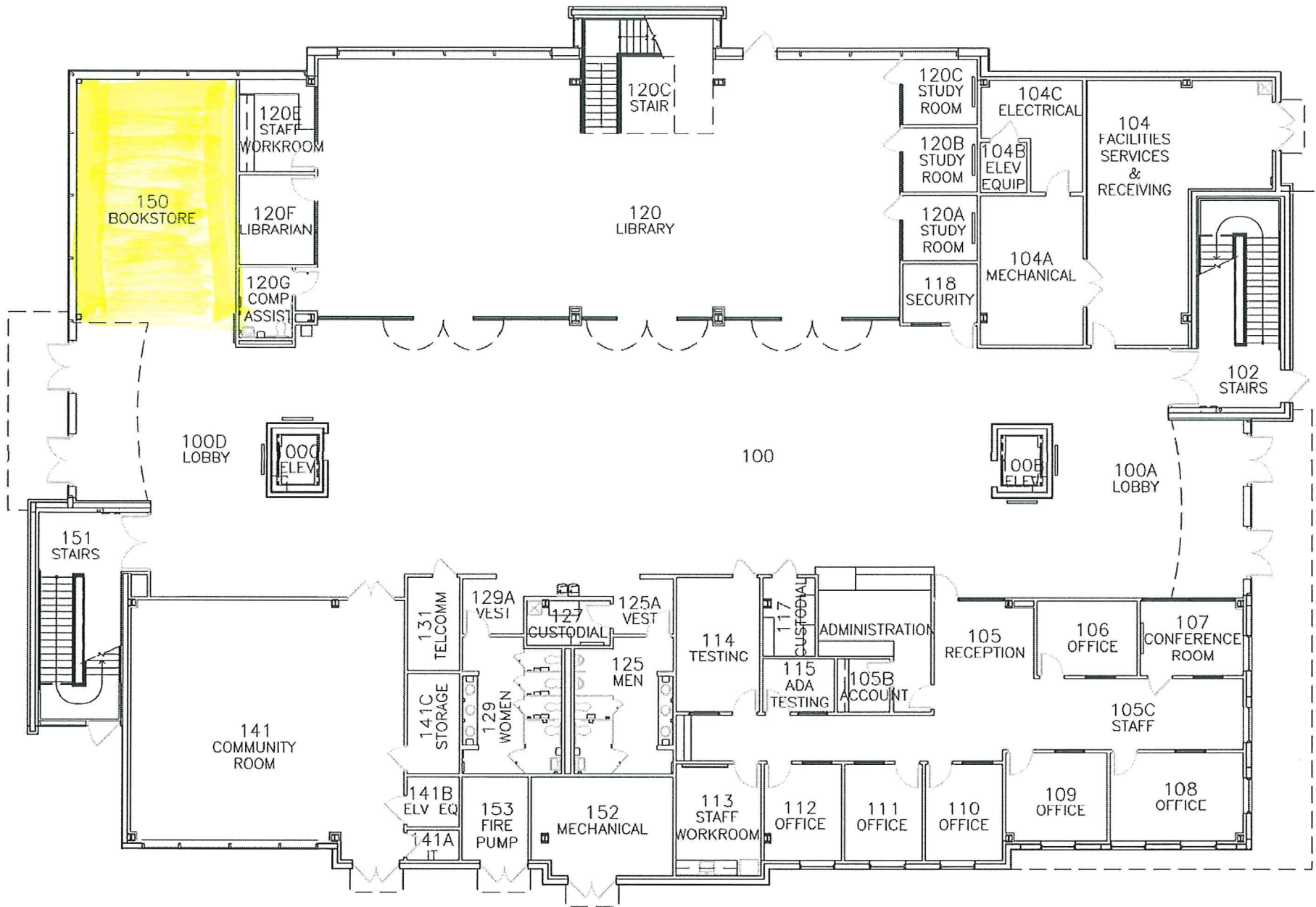
SITE: 15 - DOWNTOWN

BLDG: 0501

SHEET  
0501-1



3/30/17



ST. PETERSBURG COLLEGE - FACILITIES PLANNING & INSTITUTIONAL SERVICES

# JAMERSON MIDTOWN BUILDING - FIRST FLOOR MIDTOWN CENTER


SCALE: NTS  
 SITE: 16  
 BLDG: 1602

SHEET  
 16



November 13, 2018

**MEMORANDUM**

**TO:** Board of Trustees St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President   
**SUBJECT:** Workforce Institute

**Approval is sought for the recommended changes to Workforce Institute courses within the 2018-2019 catalog year.**

*Workforce Institute, Information & Innovative Technology:* Added three new courses to expand and enhance current offerings.

- CMP0800 Microsoft Core Productivity Courses
- CMP0805 Microsoft Office Productivity Certification Exam Prep Lab
- GTS0101 Advanced Topics in Geographic Information Systems (GIS)

*Workforce Institute, Lifelong Learning:* Added one new course to prepare students for college math.


- AAP0034 College Math Prep & Exit Exam

*Workforce Institute, Business and Finance:* Added one new course to meet community needs and requests.

- BSF0100 Series 65 – Uniform Investment Adviser Law Exam Prep Courses

November 13, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President   
**SUBJECT:** U.S. Department of Justice: Office for Victims of Crimes, Florida Office of the Attorney General – Anti-terrorism and Emergency Assistance Program (AEAP)

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to Orange County, Florida by St. Petersburg College's Center for Public Safety Innovation for the FY 18 Anti-terrorism and Emergency Assistance Program (AEAP). Orange County received funding for this program via the Florida Office of the Attorney General who is acting as the federal award "Pass-Through Recipient." Orange County, in turn, issued a Sub-recipient Agreement to St. Petersburg College in the amount of \$244,532. Permission is sought to accept this funding over a one-year period and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

Funding for this project will allow St. Petersburg College's Center for Public Safety Innovation to provide training to first responders, community members and service organizations impacted by The Pulse Nightclub Shooting. Deliverables will include conducting *Critical Incident Peer Support (CIPS) training, Training of Trainers – Critical Incident Peer Support, Community Response Model training and First Responders Wellness Courses.* All training will be held in Orange County, Florida.

The estimated period of performance will be from October 1, 2018 through September 30, 2019. The total award amount to St. Petersburg College will be \$244,532 over a one-year period. See attached Information Summary for additional information.

Anne Cooper, Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; Andrea Henning, Executive Director, Collaborative Labs and Workforce Institute; Brian Frank, Dean, College of Public Safety and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el1023183

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

**Date of BOT Meeting:** November 13, 2018

**Funding Agency or Organization:** U.S. Department of Justice: Office for Victims of Crimes, Florida Office of the Attorney General

**Name of Competition/Project:** Anti-terrorism and Emergency Assistance Program (AEAP)

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

**Grant/Contract Time Period:** **Start:** 10/01/18      **End:** 9/30/19

**Administrator:** Andrea Henning

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College’s Center for Public Safety Innovation (CPSI) is proposing to use the Anti-terrorism and Emergency Assistance Program (AEAP) funds to provide training to first responders, community members and service organizations impacted by The Pulse Nightclub Shooting. Deliverables will include conducting *Critical Incident Peer Support (CIPS) training, Training of Trainers – Critical Incident Peer Support, Community Response Model training and First Responders Wellness Courses*. All training will be held in Orange County, Florida.

**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	\$ 112,500.00
Fringe	\$ 42,750.00
Travel	\$ 2,088.00
Supplies	\$ 900.00
Consultants/Contractors	\$ 73,052.00
Other Costs	\$ 1,598.00
Indirect Costs	<u>\$ 11,644.00</u>
Total Budget	\$ 244,532.00

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)      \$ 244,532



Total amount from funder:	\$ 244,532
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:	\$11,644
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other: (40% Grant Acct Salary/Benefits for 1 yr.)	\$24,840


**College Values and Strategic Initiatives Addressed:**

Value(s):	1. Partnership
Strategic Initiative(s):	1. Community Initiatives

November 13, 2018

**MEMORANDUM**

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

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

**SUBJECT:** Florida Department of Military Affairs, Florida National Guard Counterdrug Program – Multijurisdictional Counterdrug Task Force Training (MCTFT) (Information)

This 5-year agreement was initially approved November 18, 2014 with the Florida Department of Military Affairs, re-establishing the 22-year old federally-funded counterdrug training program that provides all aspects of military and law enforcement counterdrug training support throughout the nation. The contract is supplemented by individual Statements of Work that detail specific training products/services to be delivered by the College's Center for Public Safety Innovation and the budget that has been allocated and approved for that particular project. **This item is to update the Board regarding the actual revenue received by the College for Years 1-4 and to advise regarding anticipated revenue for Year 5 of the Agreement which continues through September 30, 2019.**


The actual revenue received by the College for Years 1-4 is as follows: Year One (Federal FY15) was \$887,000; Year Two (Federal FY16) was \$1,501,500; Year 3 (Federal FY17) was \$1,200,000 and Year 4 (Federal FY18) was \$1,700,000, which was \$500,000 more than originally anticipated.

Funding for Year 5 (Federal FY19) is anticipated to be approximately \$1,200,000. The Board will be advised of any significant changes in anticipated revenue for Year 5 as the contract amount is subject to the availability of federal funding every year. All other terms and conditions will remain as previously approved/advised.

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

November 13, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President   
**SUBJECT:** Presidential Employment Agreement – First Amendment

**Approval is sought to modify and amend the Presidential Employment Agreement dated September 28, 2018, to delete any specific reference to the 457(f) option for a Deferred Compensation Plan.** This change will provide the President with additional deferred compensation Plan options available through the College.

This First Amendment will serve to delete reference to “457(f)” at Paragraph A. of Subsection 6 (*Benefits*). The change will have no fiscal impact on the College and will not increase the cost of the Presidential compensation package.

No other terms are being modified or amended.

Suzanne L. Gardner, General Counsel; Brian Miles, Vice President, Administration, Finance & Technology; and Carol Sumter, Associate Vice President of Human Resources, recommend approval.



# St. Petersburg College

## PRESIDENTIAL EMPLOYMENT AGREEMENT First Amendment

The Presidential Employment Agreement dated September 28, 2018, by and between ST. PETERSBURG COLLEGE, (hereinafter “College”), a political subdivision of the State of Florida, and Dr. TONJUA WILLIAMS, President, is hereby modified and amended by this FIRST AMENDMENT in accordance with Section 17, *Modification*, therein, as follows;

1. Section 6, *Benefits*, Subsection A. shall be amended to delete all reference to a 457(f) plan and shall provide as follows:

A. The College shall provide President a Deferred Compensation Plan. A lump sum contribution of \$55,000.00 shall be deposited into the plan each contract year during the term of this Agreement subject to the provisions of the Plan document.

2. All other terms and conditions of the Agreement shall remain in full force and effect except as specifically modified herein. If any of the provisions of this First Amendment conflict with any terms of the Agreement, the provisions of the First Amendment shall govern and control.

**IN WITNESS WHEREUNTO** the parties set their hands and seals on the dates set forth below.

By \_\_\_\_\_  
Nathan Stonecipher  
Chairman, Board of Trustees

By \_\_\_\_\_  
Dr. Tonjua Williams  
President


Dated \_\_\_\_\_

Dated \_\_\_\_\_

November 13, 2018

**MEMORANDUM**

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

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

**SUBJECT:** Funding Transfer Request

**Approval is sought to transfer \$1,000,000 from Fund 3 (Auxiliary) to St. Petersburg College's Self-Funded Health Insurance cost center to satisfy Florida Statute 112.08.**

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

For the calendar year 2018, St. Petersburg College is asking approval to transfer \$1,000,000 to the Health Insurance account to comply with Safe Harbor Requirements of a minimum balance of 17% of annual claims.

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

Brian P. Miles, Vice President, Administration, Finance & Technology; Carol Sumter, Associate Vice President, Human Resources; Mike Meigs, Acting Associate Vice President, Business and Financial Services, recommend approval.