

MINUTES OF THE NOVEMBER 13, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, November 13, 2018 at the St. Petersburg College Downtown Center, 244 Second Ave N., St. Petersburg, Florida. The following Board members were present: Chair Nathan Stonecipher, Trustees Katie Cole, Bridgette Bello, Bill Foster and Trustee Deveron Gibbons. Also present were Tonjua Williams, President of St. Petersburg College and Secretary to the Board of Trustees. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, November 13, 2018 at the St. Petersburg College Downtown Center, 244 Second Ave N., St. Petersburg, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

18-152. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES

53681

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*)

AA

V. MONTHLY REPORTS

- A. General Counsel

VI. STRATEGIC FOCUS AND PLANNING

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

- 1. Learning Experience – Mr. 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. Veterans 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

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- 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

18-153. Under Item I, Call to Order

The meeting was convened by Chair Stonecipher at 9:00 a.m. The invocation was given by Chair Stonecipher and was immediately followed by the Pledge of Allegiance.

18-154. Under Item II-A, Announcements

18-155. Under Item III, Comments

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

A. Board Chair

Chair Stonecipher shared that it has been a busy couple of months. He expressed regret at having to miss last month's meeting and thanked Vice Chair Cole for taking the reins. He said that he was in Kansas City for a Chamber of Commerce and City of St. Pete trip with 48 other people from the City of St. Petersburg, including business leaders, community leaders, some city council members, and the mayor. He said it was a great opportunity to get outside of St. Petersburg and learn a bit about what Kansas City is doing both well and some things they have learned from that they have not done so well. He felt it was great to be able to brainstorm with some other leaders in the area as to how SPC can be more effective in the grand scheme of things as SPC learns how to grow into the next 10-15-20-years from now. It was a productive trip and he was glad for the opportunity.

Chair Stonecipher shared that he traveled with Vice Chair Cole, Dr. Williams, and Mr. Gibbons to New York City a few weeks ago for the Association of Community College Trustees convention. He said it was a privilege to attend and meet trustees from all over the state and hear things that are affecting students all over the nation. Student success was a common theme, but also retention. Chair Stonecipher found it encouraging to hear that a lot of things SPC deals with are being dealt with everywhere. A lot of the ideas SPC has discussed have already been implemented elsewhere; it confirmed to him that SPC is headed in right direction., and that SPC has fantastic leadership to keep pushing in that direction. He is excited to see where SPC goes in the next few years. He added that it was a nice reminder that SPC is at the forefront of a lot of the new schools of thought regarding community colleges.

Chair Stonecipher next shared that it was a privilege to attend a recent SPC alumni event. The event was hosted by Great Bay Distributors in St Pete. There were 75-100 attendees. Chair Stonecipher opined that it was a fantastic event and a great time to get together. Chair

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Stonecipher hopes to continue to build alumni events. He opined that SPC needs to take seriously encouraging alumni in investing in SPC; SPC should treat their alumni association like university alumni associations.

B. Board Members

Vice Chair Cole shared that the Math department hosted a Math Fusion event on a few campuses. One of her colleagues from her law firm participated at Seminole and came back very excited over the participation and excitement. Participants included 75-100 students. There was great discussion about how math can be applied in a number of fields. Specifically, as a litigator, her colleague talked about how she uses math in a variety of ways. Vice Chair Cole gave kudos to the Math department.

C. President

Dr. Williams echoed Chair Stonecipher's comments about Veterans Day, which he made during the invocation, and thanked faculty and staff who are veterans. She added that SPC does not take it lightly and appreciates and values veterans.

Dr. Williams said that it has been a busy time since the last Board meeting. She noted that Discovery Day was lots of fun; it was an opportunity to rejuvenate and strategize on what SPC will do going forward and an opportunity for employees to mix and learn from each other. Dr. Williams shared that SPC had its first Spirit Week. Each campus had a different spin; for example, Tarpon Springs had a king and queen. There was also a car show and many people wore their SPC pride gear.

Dr. Williams noted that Moving the Needle is a national conference that SPC hosts each year. Dr. Rinard and his team were very busy, and it turned out to be wonderful. She thanked all involved. She stated that there were lots of tweets, Facebook posts, learning, and fun. She was very proud of the great speakers.

Dr. Williams expressed pride in the CSEC team for presenting at the Florida College System conference. Dr. Williams stated that presenting at this conference showed leadership and a willingness to get out there.

Dr. Williams next shared that the SPC Model UN Team represented Rwanda and won the Distinguished Delegation Award, among other awards; she is very proud.

Dr. Williams stated that an op-ed series just began; the first one was in the paper on Sunday. The op-ed stressed the need for an economic system where SPC and USF work collaboratively to make sure all residents have access to education. She said that there will be more op-eds every few months.

Dr. Williams announced that there will be a WOW celebration with donors at 9:30am at Seminole on Friday.

Chair Stonecipher added a thank you regarding Spirit Day. He noted that Lakewood High School performed at one of them. He also thanked the person who runs the SPC Twitter feed, which helps him stay up to date on the happenings of the college.

D. Public Comment pursuant to §286.0105 FS

Ms. Angela Taylor Sweet thanked the Board for the opportunity. She said that she was at the meeting as a representative of the Unified Workforce Development Institute to invite SPC to join the workforce movement in America as commissioned by the commander-in-chief to revolutionize the workforce system for the 21st century. She stated that the Unified Workforce Development Institute seeks an opportunity to apply technological disruption theory to sustainable educational strategies that would challenge the morality of students, inspire creativity, to engage problem solving strategies, and develop skills to compete in the digital economy. They would do this by transforming and redefining tertiary education (post-secondary education), which are necessary to compete in the current economy. She proposed that Unified Workforce Development Institute would provide a program or a system to meet the expectations of a digital world and bring the nation to a place where everyone will have equal opportunity to climb the ladder of success equitably without consequences.

18-156. Under Item IV, Review and Approval of Minutes

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

18-157. Under Item V, Monthly Reports

Under Monthly Reports

A. General Counsel

Ms. Gardner stated she had no report.

Mr. Gibbons asked Ms. Gardner to remind him of an issue they had discussed previously that was on the consent agenda.

Ms. Gardner shared that it is a small modification to the President's contract. In the section of the contract that talks about benefits, it takes out the reference to 457b (preferred compensation) which would allow the College and the HR department to work with the President to provide a plan that work for her and her family. Ms. Gardner confirmed that there are no other changes to the contract other than to remove the reference to the certain type of plan.

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Mr. Gibbons clarified that it includes no pay increase.

Ms. Gardner confirmed that the small contract change does not include a pay increase.

Chair Stonecipher thanked Ms. Gardner for the clarification.

18-158. Under Item VI – A Strategic Focus and Planning

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. Learning Experience – Mr. Joseph Leopold, Dean, College of Communications, Mr. Christian Moriarty, Academic Chair, Ethics and Dr. Shannon Ulrich, Professor, Natural Sciences (*Presentation*)

Dr. Ulrich, Dean Leopold, and Chair Moriarty provided an update on behalf of The Learning Experience team. Dr. Ulrich shared that during the Fall of 2017, a committee consisting of faculty from all disciplines, campuses, and roles were asked to explore the values of successful learning at SPC from the perspective of the faculty, the student, and college resources. At the inaugural meeting, the initiative's name was changed from The Classroom Experience to The Learning Experience so that it would not exclude online classes.

Dr. Ulrich noted that the value proposition was also created at that meeting: 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.

Dr. Ulrich shared that, at this same time, SPC was also working on the Three-Year Strategic Impact Plan. The team decided to start the dive into this endeavor by taking a look at what students had to say; conveniently, the Strategic Impact Plan survey asked students, "In what ways can SPC deepen its commitment to academic excellence?" The team took the over 200 responses and categorized them based on themes; they found that around 45% of the responses centered around maintaining a commitment to quality faculty, and having respect, empathy, and sensitivity. They also found that around 12% of the responses fell into what Dr. Ulrich called the 'I love SPC' bucket; those responses included things like, "SPC is doing a great job"; 'Don't change'; "We love the faculty"; and in fact, one of the comments was, "I love SPC," and that is why she used that as the name of that bucket.

Dr. Ulrich stated that, in addition, the team also collected some informal data in a Titan Quick Poll. Titan Quick Polls are housed in MyCourses. In this particular poll, they asked students how they would like to be communicated with when they are struggling. The responses indicated a majority of SPC students prefer an email communication, although there was a large number – nearly 25% – that indicated that they prefer a Spark communication.

Dr. Ulrich explained that Spark is an interactive widget located on a course homepage in MyCourses. For faculty, the Spark tools allow them to quickly identify struggling students by setting criteria of where they deem a student should be at any point in the semester. For example, in Dr. Ulrich's online microbiology course, she can look to see when the students last logged in or she can quickly sort her students based on the grades that they have in the course. Integrated into the tool is a function that allows faculty to quickly reach out to identified students via text or email. She stated that she would cover this in more detail later in her presentation.

Dr. Ulrich related that in the Spring of 2018, the team hosted another Learning Experience Committee meeting. At this meeting, there was a focused discussion on engaging students at the forefront of the course with the syllabus. Committee members discussed best practices and recommended inclusion of explicit expectations of students and, correspondingly, expectations students could have of the professor, in the syllabi.

Dr. Ulrich shared that in March and April, Dean Leopold, Heather Roberson, Dr. Cooper, and she made the rounds to SPC campuses to get faculty input. They specifically asked, "What are reasonable expectations of our students, and what are reasonable expectations students can have of the faculty?" At the six Learning Experience input sessions, they recorded over 350 ideas and suggestions. Those responses were compiled and sorted.

Dr. Ulrich related that, when asked about reasonable expectation of students, almost $\frac{3}{4}$ of the responses fell into the following categories: care and try; have some MyCourses knowledge; communicate; read the syllabus; and professionalism. She noted it was interesting that at the very first Learning Experience input session, one faculty member, when asked the question, "What is a reasonable expectation of students?", kind of huffed a little bit and said, "Just try; that's all we ask for." SPC has tons of resources, SPC can help students succeed, faculty just need students to try; Dr. Ulrich noted that they heard that at a lot of the different Learning Experiences at all the different campuses.

Dr. Ulrich shared that when asked, "What are reasonable expectations for students to have of faculty?", 75% of the responses fell into the following categories: create a welcoming atmosphere; providing timely feedback; exhibiting flexibility; professionalism; and availability.

Dr. Ulrich stated that the team took this information and provided recommendations and goals to set the foundation of the Learning Experience. The foundational goals include: providing a robust and thoughtful syllabus that has clear expectations of both the faculty and student; ensuring students know where they stand within a course throughout the semester; increasing course accessories by 2%; and developing proactive outreach practices for struggling students. She noted that these goals can be found in the Strategic Impact Plan and most are slated to either start or have started this Fall or start Spring of 2019.

Next, Dean Leopold explained some baseline data and some action steps for each goal. The first action step involves a syllabus; this is already a current practice, but the team wants to continue making the syllabus available to students three days prior to the beginning of class, regardless of the modality or the session type or length. If faculty are not posting their syllabi, Deans and Chairs who manage faculty will be able to pull a report provided by OLS and then have a conversation with those faculty about why the syllabi are not there. Secondly, the team wants to

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make sure that each syllabus has clear expectations and responsibilities – both those for the students and those for the faculty members. Faculty have responsibilities to students with regards to grading and clearly stating expectations. The team knows that CETL will provide support and training for faculty.

Dean Leopold next covered the second piece: a gradebook, which he explained is really a communication tool for students and for faculty to give feedback to students on their work. Again, if faculty are not using their gradebook on the expected timeframes – for example, if it is a 16-week course, faculty should have grades in the gradebook every two weeks; if it is an 8-week, 10-week, or 12-week course, grades should be weekly so that students know exactly where they are in the course. If faculty are not having their gradebooks loaded at these times, or they are not keeping up with them, OLS will provide reports for the Deans and program administrators to have conversations with faculty, whether they're full-time or adjunct. Again, CETL will provide support and training for that.

Dean Leopold discussed the next slide, which spoke to the goals of making sure that SPC stems the tide of withdrawals, and that SPC increases student success rates. Through week 10 of the semester, withdrawals were down 10.8% over last Fall, which is outstanding given that Hurricane Irma presented many additional challenges last Fall.

Dean Leopold stated that even though SPC's goal regarding student success rates is a 2% increase, SPC has been up 1.1% the last three years; the team believes that given the challenges that they have met with The Learning Experience and the faculty involvement and the changes SPC is going to make that SPC can meet the 2%.

Vice Chair Cole asked, regarding the withdrawals, if SPC drills deeper into the reason for withdrawals.

Dean Leopold replied that SPC does ask students at the time that they withdraw the reasons for that. Typically, the number one or two reasons are work schedules or personal reasons; faculty or instructor issues are the least common reason.

Chair Stonecipher asked, when looking at the 10.8% decrease, what was the total number of students each year?

Dean Leopold said it was about 1.7% down.

Mr. Gibbons asked, regarding instructors being required to post grades, what happens if the faculty does not do this.

Dean Leopold explained that Deans reach out directly to discuss why the grades or syllabus are not posted. The goal is to ensure that students know every two weeks where they stand in the course (for 16-week courses, which are the bulk of courses).

Mr. Gibbons asked if failures to maintain these standards are included in evaluations. He wants to see accountability.

Dean Leopold restated that the lack of syllabus or grades begins the conversation with the Dean.

Mr. Gibbons opined that the Dean speaking to faculty does not mean the faculty will do it.

Dean Leopold stated that it is part of evaluations.

Dr. Ulrich added that there is no baseline data to refer to.

Dr. Williams added that is why SPC is doing this. She added that what SPC is doing is right on point, and that the Deans will work with their faculty and use online resources to track it.

Mr. Gibbons stated that he agrees, but he wants to see people held accountable if they do not do it.

Chair Stonecipher recommended continuing the presentation and holding further questions until the end.

Dean Leopold continued on to the goals for student success rates by group. He reminded the Board that for the year 17-18, the overall success rate was 79.7%. Black/African American males dipped a bit, while Black/African American females have risen; he noted that SOC can continue to improve these numbers. Hispanic/Latino showed the same trend in males; although it is higher, it goes up and then down. For females, it has declined slightly.

Dean Leopold discussed the goals of reflection and outreach. He noted that it is also incumbent upon faculty and chairs to participate in making sure there is good reflection throughout the year and at the end of the year. He also noted that the Student Survey of Instruction (SSI) Review Committee was recently established to ensure what SPC is asking students is what other colleges are asking as well, based on the Community College Survey of Student Engagement (CCSSE) outcomes.

For the goal of proactive outreach, Dean Leopold explained that if students are unengaged, SPC should have a plan to meet their need. This plan will include faculty communication strategies, such as communication plans, SParC use, and CETL support and training.

Dean Leopold shared some statistics related to faculty use of SParC. During Fall 2018, 294 faculty members were using SParC, compared to 273 faculty in Summer 2018 and 339 faculty in Spring 2018. He noted the graph on the slide is an in-house study of faculty who used SParC for the first time. By the second semester, success rates were up to 11% and decreased withdrawals by 1%. While all this data is baseline, Dean Leopold feels encouraged.

Chair Moriarty discussed how CETL supports each goal. He opined that there are tremendous opportunities for faculty to engage with important goals. Syllabi and gradebooks provide lots of opportunities to provide feedback and engage students. OLS supports efforts to make even better online and in-class experiences.

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Regarding withdrawals and student success rates, Chair Mariarty stressed that faculty need to know how to speak to students about these issues. CETL has an updated academic integrity policy and teaches faculty ways to evaluate themselves. He is particularly proud of CETL in the areas of reflection and outreach, particularly regarding mental health awareness. Chair Moriarty encouraged all faculty to utilize CETL, either in person or by logging into the website.

Ms. Bello asked, regarding faculty who use SParC, if there is a reasonable explanation as to why it is declining each semester.

Dr. Leopold explained that during summer, enrollment is lower. For the current semester, it could be that there are now more faculty using SParC. There were also a number of 8-week courses that have not yet been tracked.

Ms. Bello asked if use of SParC is optional.

Dr. Ulrich confirmed that using SParC is optional but added that SPC is encouraging faculty to use it.

Dr. Leopold added that many faculty members rely on email over SParC. He noted that SParC has changed in the last few years to encourage the option for positive encouragement.

Chair Stonecipher asked Dr. Leopold to elaborate on 'care and try' regarding faculty expectations of students.

Dr. Ulrich acknowledged that it is a very general category. Some more specific examples are: try to submit assignments on time, come to class, exhibit interest, make eye contact, and take notes.

2. St. Petersburg College Workforce Institute – Ms. Andrea Henning, Executive Director, Collaborative Labs and Workforce Institute (*Presentation*)

Ms. Henning presented a progress update on the SPC Workforce Institute. She pointed out that in the news and in listening to employers, there is a recurring theme of a need for workforce. The good news is that SPC has the solution – the Workforce Institute, which is like a smaller college within a larger college. The Workforce Institute provides workforce continuing education, industry certification programs that feed to and from SPC's academic programs in all of the industry sectors, such as Health, Technology, Business, and Manufacturing, among others. Students are able to complete their programs within three months or less; it is very accelerated. Instructors are active industry experts, bringing real-life, relevant experience to classroom. Students are able to earn credentials for their entire lifespan, and they keep coming back. Ms. Henning stated that the Workforce Institute does good work, which she wants to share with the Board.

Ms. Henning shared that about 18 months ago, she was asked to lead the Workforce Institute in addition to the Collaborative Labs, which she has led for 14 years. She pointed out that there are

many synergies. Both entities are business-facing; the Collaborative Labs serves the strategic solutions for businesses, and the Workforce Institute facilitates industry trainings for businesses.

Ms. Henning noted that last year, the two themes were *transition* and *growth*; there has been a lot of both. Some key wins from last year include an increase in enrollment and a reduction in the deficit. In terms of increasing enrollment by 23% last year, the key driver is offering more of the right programs. The previous year, FY17, 1100 programs were offered to an average class size of three. The Workforce Institute realized the need to refine the list by listening to industry experts and employers to find out the priority needs. The past year, the Workforce Institute offered 550 classes, but the average class size increased to eight students. Ms. Henning stated that the Workforce Institute is starting to find the ‘sweet spot’ of meeting industry, employer, and student needs. The Workforce Institute will continue that effort to refine course offerings to offer the right programs.

Ms. Henning next discussed the reduced deficit. She said the key driver of reducing the deficit by 30% has been strategically realigning staff. She looked at the industry sectors and saw the need to build entrepreneurial teams to address each industry sector. The Workforce Institute got efficient with their staff. Some examples of entrepreneurial teams are: Allied Health entrepreneurial team, Technology entrepreneurial team, Business entrepreneurial team, Manufacturing entrepreneurial team, and Language entrepreneurial team. Those teams are keeping their ears and hands on the pulse of the industries so that the Workforce Institute can not only react, but also be proactive in offering the right programs.

Ms. Henning next shared that, last year, the Workforce Institute reduced personnel costs by \$167,000 with some strategic realignment. There was also a modest increase in revenue.

Ms. Henning opined that the Workforce Institute is really poised for continued success in the coming year (2019) and beyond. They anticipate a 40% increase in enrollment over next three years. Looking at 2021, she anticipates going from 4300 students to 6000 students. She noted that she will share some of the strategic imperatives she is putting in place to drive that. The Workforce Institute will continue to close the gap on the deficit and will continue to increase their revenue with some of these key initiatives.

Ms. Henning said that while last year’s two themes were *transition* and *growth*, this year’s themes are *growth* and *impact*; impact on students, impact on the communities, and the employers that the Workforce Institute serves.

Ms. Henning share the three key initiatives: (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; and (3) Expand Presence to SPC Campuses, Employer Sites & Online Platforms.

Ms. Henning elaborated on the first key initiative: Increase Community Engagement to Provide Priority Workforce Solutions. She opined that Collaborative Labs was successful because they built strong, strategic partnerships; were trusted through the years; and offered a quality product that had a lasting impact. This is the same type of thing the Workforce Institute is doing with industry leaders now. They are building strong partnerships, looking to offer the right programs,

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and build lasting impact in the lives of students so they continue to get jobs they need and advance in the careers that they have. The Workforce Institute addresses the workforce needs of employers.

Ms. Henning shared that the Workforce Institute has had great success the past year in offering business leader convenings at each campus, with 50-100 business leaders at each. Academic partners, deans, provost, and faculty were also around the table. These were listening sessions to discover what industry needs in terms of immediate Workforce needs, future workforce needs, and what SPC can do to partner with industry to meet those needs. These business leader convening have been highly effective. SPC and the Workforce Institute have started to build those systems to serve each of the campuses' needs. After each convening, Workforce Institute staff would meet with employers who attended; that is how the Workforce Institute builds those strategic partnerships, by going to the employer sites and building a workforce solutions plan to address their key needs.

Ms. Henning next noted that the Workforce Institute is strategically engaged with the right partners – chambers, industry associations, and workforce boards. She noted that she serves on the CareerSource Pinellas board to stay close to industry and employer needs. The Workforce Institute engages in other regional initiatives addressing workforce needs. One of the key convenings she is excited about is working in collaboration with Dr. Furlong and Dr. Williams to convene the Mayor's Council of 24 mayors that serve Pinellas County. That is happening in February. SPC deans, provosts, and faculty will address the Mayor's Counsel. She plans to build those ecosystems so that each mayor connects to a campus provost and programs closest to them. She wants to identify key ways SPC can partner to build economic development and to offer the right programs. Ms. Henning addressed the CRM – Customer Relationship Management Program – many SPC community and business-facing departments are working together and are all using same platform. For example, when Workforce Institute goes to talk to ValPak, and when SPC recruiters also go to talk with ValPak, SPC teams will be able to be more strategic, as they can see the activity across departments and can serve community businesses better.

Ms. Henning elaborated on the second key initiative: Accelerate New Certificate Programs to Equip a Skilled Workforce with Pathways Connecting to and from Degree Program. Ms. Henning shared the five business and industry areas the Workforce Institute works with. The Workforce Institute works not only with industry experts, but also with academic partners to ensure that the right programs are offered and, when it lends itself to it, Workforce Institute programs articulate into SPC's degree program. Ms. Henning said that she is excited about many of the new program offerings for this year, and provided a sampling.

Ms. Henning elaborated on the third key initiative: Expand Presence to SPC Campuses, Employer Sites & Online Platforms. When SPC speaks with employers, they often do not know the Workforce Institute exists. Ms. Henning is looking to have SPC at all the campuses with workforce programs and also at employer sites. Less than 5% of the workforce programs SPC offers are on employer sites; she wants to have at least 20-25% of workforce programs offered on employer site. For example, SPC at BayCare, starting in early 2019; SPC at the Hyatt – Ms. Henning has been talking with the HR manager for eight Hyatt sites, and they want SPC at their Hyatts. The Workforce Institute is focusing on these types of initiatives.

Ms. Henning next explained the online platform, which the Workforce Institute has partnered with the SPC HR department to expand. It is an enterprise-wide skill-soft platform that will exponentially increase the number of workforce programs and CEUs.

Ms. Henning stated that Workforce challenges include raising awareness of the Workforce Institute. In addition to creating these partnerships, she is looking to have a big registration button for workforce programs on the SPC home page, because it is a little difficult for potential students to navigate and find the Workforce Institute online; she referenced the success of the main registration button on the SPC homepage. The Workforce Institute will continue to have full integration with the SPC family; Ms. Henning does not want Workforce to be an afterthought, she wants it to be part of the life blood of the organization.

Ms. Henning shared that another Workforce Institute challenge is obtaining seed money for new programs. A couple of plans for obtaining seed money are: proposals to the SPC Foundation and also corporate partnerships.

Ms. Henning acknowledged that the Workforce Institute needs nimble processes, as they have just hours to react when employers call. She expressed the need for SPC to put in place a Fast Pass, like theme parks use, that will enable Workforce clients to move quickly through SPC processes (contracting, resourcing, staffing) to provide immediate solutions to employers.

Ms. Henning thanked the Board for the opportunity to present the Workforce Institute update and asked if there were any questions.

Mr. Gibbons thanked Ms. Henning for her presentation and asked what the emerging industries in the county are right now.

Ms. Henning shared that emerging technologies are on the rise in Pinellas County. She recently met with the Mayor and City Manager of Oldsmar; they, like many other cities the Workforce Institute works with, are going to create Innovation Centers. They are looking at having autonomous vehicles and artificial intelligence – this is happening now. Ms. Henning opined that SPC is already ahead of the curve and already developing those programs. Oldsmar officials were delighted to hear that SPC is ready to go to market with that type of training. They are looking forward to the opportunity to have SPC at Oldsmar. She noted that technology is an emergent industry, not only within the technology field, but also in Healthcare, Business, and Finance.

Mr. Gibbons asked if SPC looks at the state reports for information regarding emerging industry trends in Pinellas County.

Ms. Henning stated that she does.

Mr. Gibbons asked what those industries are.

Ms. Henning responded that Finance and Insurance (which SPC will offer in English and Spanish) are two of those priority areas. Last year, Insurance was the Workforce Institute's top program, generating \$200,000 in revenue. She added that working with academic partners in the

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areas of Finance and Business is a key need. Sales training, Certified Financial Planning, Hospitality, Technology, and Healthcare are all growing areas. The Workforce Institute is currently working with Mayor Kriseman and St. Pete hospitals, USF, and PTEC to build an Allied Health Ecosystem to serve St Pete and beyond.

Mr. Gibbons asked how many companies SPC engages on a monthly basis or if there is a quota.

Ms. Henning replied that the Workforce Institute tracks the number of business calls they make – they keep a scorecard – and every week, the team looks at the scorecard to see which organizations they are touching, what is the return on investment, and which areas need additional focus.

Mr. Gibbons asked how many organizations the Workforce Institute touches on a monthly basis.

Ms. Henning replied that, on average, they touch 50-75 businesses per month.

Mr. Gibbons asked how many lead to contracts.

Ms. Henning replied that she is working on that; in the past, 95% of programs were open enrollment, now about 25% of the focus is on businesses and closing contracts; it is a work in progress, but she is seeing significant growth. In the past month, about 10 contracts closed; this number continues to go up because of the emphasis placed on it.

Mr. Gibbons asked how many Fast Pass programs SPC has created thus far and how many are they in the process of creating.

Ms. Henning replied that the Fast Pass is more in the context of responding to business needs. She needs the internal SPC processes in which they can go and get contracts, ways to get resources, and ways to get instructors contracted to meet the workforce needs.

Mr. Gibbons asked if SPC has done that before or if SPC is engaged in that currently. He wanted to know if SPC has put together a program to meet a company need. He asked of the 10% that lead to contract creations, how many are SPC actually creating a program for.

Ms. Henning clarified that it is not necessarily 10% of those engaged lead to contracts, but rather she was referencing that 10% – actually, more like 20% – of the programs the Workforce Institute will offer will be corporate sector instead of open enrollment.

Mr. Gibbons clarified that the Workforce Institute engages about 50 companies a month and about 10 of them lead to contract discussions.

Ms. Henning clarified that this is an estimate for the past month's activity. She added that she is just now really shining a light on this opportunity to increase business contracts. There is a pipeline that has to happen, and trust must be built with organizations. The Workforce Institute is really starting to focus on that this year.

Mr. Gibbons thanked Ms. Henning.

Chair Stonecipher asked, regarding the deficit, if there has always been a deficit and if the largest reason is because of inefficiencies and what SPC offers versus how many people sign up, or what the main reason for the deficit is.

Ms. Henning replied that when she joined the Workforce Institute 18 months ago, the deficit was about \$400,000. She thought one of the key reasons for the large deficit was that the Workforce Institute had undergone an expansion in staffing to meet an expanded need for workforce programs, and that was the main reason they were in the red. Eighteen months ago, the Workforce Institute started looking at closing the deficit gap by realigning staffing to become more efficient. Another driver of deficit is the Workforce Institute has to pay up front and invest seed money in creating all new programs before being able to take the programs to market to be profitable.

Chair Stonecipher clarified that corporate partnerships, etc. will help that.

Mr. Gibbons added that either SPC needs to get serious about workforce and responding to the community business needs or do away with the program. SPC needs to produce the products that go to work. It has been going on for a long time.

Chair Stonecipher suggested that the best way forward is more consistent updates to the Board, perhaps every two-to-three months.

Mr. Gibbons suggested having a real discussion at the December Collaborative Labs Board workshop about what the Board can do to help.

Dr. Williams said that Mr. Gibbons is right on point about the business aspect. She added that the work Ms. Henning has done has led to programs being further integrated into the college. Many of the programs are now starting to be embedded in SPC degree programs.

Dr. Williams acknowledged that Mr. Gibbons is also right on point about going out to businesses, because SPC was not as connected as they should be. Dr. Williams shared that she has gone along to have discussions with businesses to let them know SPC is serious. She opined that it has been embarrassing at Collaborative Labs when SPC has business owners who are surprised at what SPC offers. Dr. Williams has been with Ms. Henning to meet with business owners. She is proud of Ms. Henning's vision on how to integrate more into college.

Ms. Bello asked how much SPC charges for sales training.

Ms. Henning replied that the Workforce Institute is in process of building the sales training program and have not yet priced it. She shared that they are working with a company in Clearwater – Sports Facilities Advisory Sports Facility Management – to develop a sales training program and then to roll it out to the public. This is an example of a corporate partnership that will provide the seed money to build the sales training program.

Ms. Bello inquired why the Workforce Institute is focusing on sports first.

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Ms. Henning replied that this was a specific need brought to the Workforce Institute at the request of the CEO, Dev Pathik – who is a highly-skilled instructor in the area of sales and a community leader – customizing first, for his company, to meet his needs and then to roll out to the public.

Dr. Williams added that they came to the Workforce Institute first.

Ms. Bello added that there is not a company in the community that would not take SPC up on sales training. She recommended looking into what sales training courses cost and price appropriately.

Vice Chair Cole added that this is a good example of the Workforce Institute being responsive. She is glad to hear that the Workforce Institute is integrating more into the college. She acknowledged that the SPC Foundation has had challenges over the years with the CRM SPC uses. She stressed the importance of the Workforce Institute, the Foundation, and other programs working together, and praised Dr. Williams for facilitating these collaborations. She shared that new CRM software is on the list from the Foundation’s perspective. She advised to not put blinders on when looking at Foundation software, because being able to be strategic with major employers on behalf of the Foundation and the College together is important. She noted that the Foundation is meeting this week to discuss some of their strategic needs, and opined that workforce development is a key component of the Foundation’s strategy as well.

Dr. Williams agreed.

Ms. Henning stated that the Workforce Institute is working with the Foundation.

Mr. Foster asked what SPC at BayCare will look like.

Ms. Henning explained that the Workforce Institute will offer advanced CMA (Certified Medical Assisting) training; half of the training will be on BayCare’s site, and half will be at SPC. They are starting with incumbent employees. It is at least a 12-week program, and it is intensive. The BayCare and the Workforce Institute teams are working together to build a real partnership. Ms. Henning said that this is an example of ‘fast-track’ training to meet an employer need.

Mr. Foster asked if these students receive a certificate from SPC.

Ms. Henning replied that these students will receive a certificate from SPC.

Mr. Foster added that he has been talking about this since he was mayor – that SPC should let Jabil or Raymond James come to SPC and say, “this is our curriculum and market this curriculum.” If a student wants to work at Tech Data, they can go to SPC, get the degree or training, and work at Tech Data. The Workforce Institute needs to hit emerging industries and staples in the community and ask them what they need SPC to teach. SPC could offer, for example, a Publix Curriculum, or a Jabil curriculum; if students take the prescribed courses, they will have job at the end.

3. Veterans Services – Ms. Allison Shenofsky, Veteran Affairs Coordinator
(*Presentation*)

Ms. Shenofsky reported an update on Veterans Services. Most SPC veteran students are male; nearly half are between the ages of 26-35, which indicates they had one or two successful enlistments prior to enrolling at SPC. The ethnic diversity of veterans at SPC matches that of the total force diversity by less than 2% in each category; SPC has an accurate cross-section of those honorably discharged. The majority of SPC veteran students attend Gibbs, Seminole, Clearwater and Tarpon Springs, which are the campuses that house SPC's four Veteran Services offices.

Ms. Shenofsky stated that veteran students face unique and specific challenges. On August 1, the VA began implementation of the Forever GI Bill; the changes have caused major delays in student payments. She acknowledged that it is very difficult to prepare a budget when the amount of funding changes. To deal with these issues, Ms. Shenofsky has been working with academic advisors and faculty to remove barriers to enrollment and achieve the most perfect schedule possible. Veteran students also often experience challenges outside of school, including PTSD, reintegration issues, and legal needs. In order to get ahead of these challenges, the department is identifying veterans organizations, businesses, and counselors who are willing to help SPC veterans in need.

Ms. Shenofsky noted that Veteran Services has just entered a revitalization phase; it is important to note the movement on the organizational chart. Ms. Shenofsky shared that she just began the job in July. Tarpon Springs and Seminole have gone from part-time to fulltime positions, which have been staffed. The open Student Support Advisor position at the Clearwater campus has recently been staffed. A new position was created, Certifying Assistant at Clearwater in the central processing site; Ms. Shenofsky explained that this position is particularly important, as it allows the department to more quickly and accurately report student enrollment and meet regulatory reporting needs. Ms. Shenofsky's backfill at the Gibbs campus is currently being evaluated, and as soon as it is filled, the department will be fully staffed.

Ms. Shenofsky related that as part of the revitalization, she learned there is a huge need for knowledge bases to be superior to other institutions and to SPC's prior knowledge bases; to this end, she has instituted Friday trainings of teambuilding and job training. The training is constructed while bearing in mind the importance of a team approach to meet student needs. Just last month, the department sent two team members to the North Florida FAVES (Florida Association of Veterans Education Specialists) conference, which is the main professional organization for people in the field.

Ms. Shenofsky elaborated that each Friday's training will help facilitate veterans' retention level. She acknowledged that veterans are not a group that is easily marketed to – it is more of a network that needs to be penetrated. She stressed the importance of defining expectations of current students and exceeding those expectations. Veteran students and alumni will go forth and recruit for SPC. She also stressed the importance of increasing presence on Facebook, holding events, focusing on interdepartmental events, and using email more wisely. She is directing the Student Veterans Association (SVA) to go through their own revitalization phase. Another

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initiative is to host registration events during the first week of registration to promote students' ongoing forward momentum and help SPC receive tuition reimbursement from the VA more quickly.

Ms. Shenofsky noted that the goals of the website are to walk the line between enabling students to self-help and also to drive them into SVA offices. The website will also showcase events to hopefully get students integrated fully into the surround veteran community. Her team will also promote themselves as a team to build trust between students and the department.

Ms. Shenofsky said that, at the recommendation of the Board, she created a Veterans Advisory Committee. She opined that all have a stake in the success rate of veterans, and that symbiotic relationships to be tapped at will to meet current needs that are important. She plans to have quarterly meetings, with more if necessary. She also plans for a fun event in the Spring and for a Career Resource Fair.

Ms. Shenofsky opined that increased personnel has set up Veterans Services to exceed student expectations. All programs are approved for the GI Bill and VA payments. Ms. Shenofsky expressed that Veterans Services has a positive image in the community.

Ms. Shenofsky next shared what Veterans Services is currently working on: professional development; a team approach to meeting students' needs; implementing the Forever GI Bill proactively; and creating a more positive experience for students.

Ms. Shenofsky added that in the near future, Veterans Services plans to: revitalize the Tarpon Springs office; hire a work study student for departmental administration; standardize event packs for easy mobilization to recruiting events and to have quality presentations, even at the last minute; standardize welcome emails and orientation packets; and look at the viability of having a mass Veterans Orientation.

Mr. Foster said that Veterans Services is doing a great job to address the needs of veterans. He asked if SPC is looking to recruit more veterans, and if so, what is SPC doing to recruit veterans? He noted that there is a large military presence in the area.

Ms. Shenofsky explained that there has been just one stable staff person since July; the department needs to build a framework. They need to have offices fully staffed and trained before bringing too many veterans in.

Mr. Foster clarified that after the framework is built, SPC will have a showcase they can go out and share.

Ms. Shenofsky noted that active duty is not best place to recruit, as there are many options to fund education, and active duty service members are still up for deployment. She said she will look at it and experiment.

Mr. Foster pointed out that veterans also retire from these places.

Ms. Shenofsky pointed out that the Forever GI Bill, along with other options, all expire at different points; it is important to reach potential veteran students where they retire (i.e. a different state). She acknowledged that it is kind of a tricky line. She explained that she relies heavily on local networks for recruitment.

Mr. Foster commended Ms. Shenofsky's good job in a short time.

Mr. Gibbons added that SPC has more veterans than all the USF system. He also noted that there was a push to be #1 in Veteran Times, which is difficult without ROTC. He asked who is on the Advisory Board, and if any Board members were asked to present candidates for the Advisory Board.

Ms. Shenofsky reiterated that a big part of what Veterans Services is currently doing is building a network. She said now is the time to bring in key players. She reminded the Board that she is very fresh in this.

Dr. Williams added that SPC has not asked the Board if they have any recommendations for the Veterans Advisory Board, but they can come back and get feedback.

Chair Stonecipher asked, with just over 1,000 veteran students now, what is the potential?

Ms. Shenofsky acknowledged that this is a difficult question to answer. There is an age range for GI benefits eligibility. Florida has the 3rd highest veteran population in the nation. Pinellas County has a lot of veterans, and also a lot of elderly people. She could not find that statistic. SPC already maintained 1.5-2.5% of veterans that are eligible, but that is a rudimentary calculation based on different reports.

Chair Stonecipher concluded that the sky is the limit.

Vice Chair Cole commented that when she first joined the Board, the big question was recruitment and retention, and the numbers kept going down. She said that all three presentations are great examples of what SPC has been doing to improve this; she sees a lot of intentionality. Vice Chair Cole extended kudos to Dr. Williams and her staff.

18-159. Under Item VI – B Budget and Finance

B. BUDGET AND FINANCE

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

Ms. Hunt provided a budget report as of October 31, 2018. Student tuition and fees are at \$37.4 million, which is 61% of the budget; compared to the prior year, this number is up. She contributed this to having one additional day in Spring enrollment and also the implementation of priority registration; students about 75% through their pathway were given a date to register. This was implemented to encourage students to enroll earlier rather than later.

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State funding is at \$18.3 million. Total revenue is at \$57.8 million, which is a little over 40% of the budget. Expenditures, personnel, and benefits are at \$36.3 million; current expense is at \$9.4 million, which is a little higher than the prior year due to technology implantations that will save at the end of the year. Capital is at \$641,000; total operation is at \$46.4 million, at 32.5%, which is about 8% under where SPC would be in the fiscal year. Revenue over expense is at \$11.4 million.

18-160. Under Item VI - C, Administrative Matters

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

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

2. Construction
 - a. Student Success Center, St. Petersburg/Gibbs Campus – Ms. Diana Wright, Acting Associate Vice President, Facilities Planning & Institutional Services (*Presentation/Action*)

Ms. Wright reported an update on the Joseph H. Lange Student Success Center construction project. She also requested three items for approval: the first one is a change order to decrease Phase Two GMP by \$248,660.32; the second item is for the approval of the 100% construction drawings or documents for Phase Three; and the third item is for the approval of the Phase Three guaranteed maximum price of \$13, 320,170.92.

Ms. Wright provided background of where the project is currently and how the funding came about. She noted that the state actually appropriated funds over a three-year increment, and SPC was allocated the last \$3.5 million at the end of September. SPC provided a match of approximately 25% of \$5 million, providing project funding of \$25 million.

Ms. Wright shared that as of today, demolitions and relocations have been completed for a total of \$1,013,032. SPC has also allocated \$19 million towards the construction budget. Under the construction budget, Phase One has been completed to date, and that entailed the underground utilities and parking lot improvements. Phase Two is about 70% complete, and that entails the foundation and the structural steel.

Ms. Wright stated that she is seeking approval for the guaranteed maximum price for Phase Three of construction, which entails about 30 different packages, such as electrical, plumbing, mechanical, and all the interior finishes. She noted that, aside from the funding that is detailed within the displayed slide, SPC also has about \$4,986,968 that is the allocated cost within the project budget for St. Petersburg College – to take care of charges outside of the responsibility of

the contractor, such as furniture and technology equipment that SPC would be installing. It also includes a 3% owner's contingency of about \$570,000.

Ms. Wright showed a simplified project timeline. She stated that SPC receive confirmation from Lima construction that the project is going to be delivered on time and is also within budget. The substantial completion for the building is scheduled for November 28, 2019, with final completion scheduled for December 24, 2019; this will allow SPC to open the doors and provide access to students as early as January of 2020.

Ms. Wright noted that Lima Construction was allotted a budget of \$19 million to finalize construction, and then after vetting the 30 different packages, the GMP for Phase Three was set for \$13,320,170.92. To complete this last phase of the project, she is requesting to redistribute savings derived from Phase One and Phase Two into Phase Three, considering final accounting was approved by the Board on August 21, 2018, for Phase One construction, she is looking to redistribute savings of \$414,471.62 into Phase Three. She is also seeking approval to decrease the Phase Two GMP by \$248,660.30. The total savings of \$663,131.92 will then be redistributed into the Phase Three construction budget for the completion of the project.

Chair Stonecipher asked if the added funds are for anything particular.

Ms. Wright explained that the GMP is made up of bonds, insurances, fees, and also looks at the cost and value of each individual package. It was determined that SPC needed those savings that were already experienced in the first two phases. They also added a line item for a design builder contingency.

Mr. Gibbons asked for confirmation that SPC has an owner's contingency.

Ms. Wright replied in the affirmative, and further explained that there is an owner's contingency and a design builder's contingency. The design builder's contingency is used for any issues or oversights that arise during construction. The owner's contingency is funding that is allotted for any owner-requested item. Within the project budget, there is a line item about of about \$570,000, which is about 3% of construction budget for the owner's contingency.

Mr. Gibbons confirmed that both exist. He requested a line-by-line item list of expenditures and what has been brought back to the Board and voted on. He stated that he is a bit confused about some of the numbers but conceded that he may be wrong.

Ms. Wright confirmed that she can provide that.

Mr. Gibbons said he asked because Ms. Wright said she received \$20 million from the state, but the guaranteed maximum price is \$19 million for the construction, and then SPC put the \$5 million in for furniture, technology, etc. He wants to know why there was a decrease – if SPC saved the \$248,660 on the steel stuff.

Ms. Wright explained that for second phase, Lima Construction is very confident that those will be savings that will be attributed to Phase Three construction.

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Vice Chair Cole clarified that SPC has a guaranteed max price of \$19 million, but it is set up in phases. She asked why, when money was saved in Phase One and Phase Two, would the college not presume they saved that money instead of reallocating it to Phase Three.

Ms. Wright explained that hard bids for Phase Three were received in the middle of September. When the contractor first puts the GMP, those are estimates. After receiving the hard bids for Phase III, and after reviewing each package, she realized that just for the package portion, it would come in around \$10.8 million. Once one starts adding fees, bonds, and insurances, the total came in for \$13 million with the design builder contingency. The money is needed for Phase Three.

Vice Chair Cole asked is that not the benefit of a GMP contract that you say up front you will not pay more for each Phase. There is no benefit to the contractor for saving money. SPC was told this would result in a savings, so SPC took that risk, now there is a savings, but now SPC is just putting the savings back.

Ms. Bello added that SPC also signed a contract with them to spend \$19 million on the building.

Mr. Gibbons added that it all goes back to the fact the SPC is not operating in a real design build contract. They have been conservative to protect college. It changed from a true design build to something hybrid. There is a hard \$19 million for the building.

Vice Chair Cole said she is happy to hear there are contingencies included so there are not unexpected experiences. But she is hesitant because if there is a request for more money for Phase Three – that is her concern.

Ms. Wright opined that part of the challenge is the project is being conducted in phases; there is typically just one GMP. She is trying to ensure that the project stays under \$19 million, and that she has the capacity to utilize all of the funding in the construction budget. She has looked at every single package; SPC looks for if the package accounts for everything. She does not anticipate coming to the Board with a change order to increase at all. She has been very diligent to cover Phase Three costs within the \$19 million construction budget.

The Board considered Personnel Items VI - C.2a Mr. Foster moved approval. Ms. Bello seconded the motion. The motion passed unanimously.

- 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*)

The Board considered Personnel Items VI - C.2b Mr. Gibbons moved approval. Vice Chair Cole seconded the motion. The motion passed unanimously.

18-161. Under Item VII - A, Consent Agenda
Under Old Business

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

18-162. Under Item VII – 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*)

The Board considered Items VII-B.1-3. Mr. Gibbons moved to approve. Mr. Foster seconded the motion. The motion passed unanimously.

18-163. Under Item VIII, Informational Reports - None

18-164. Under Item IX, Proposed Changes to BOT Rules Manual – Public Hearing - None

18-165. Under Item X, President’s Report

Dr. Williams thanked the Board for a great meeting. She shared that she had the opportunity last week to attend the Counsel of Presidents meeting in Orlando. She thought they would be talking about strategy of working with Tallahassee at the meeting, but that had to be postponed. The participants did have a good discussion about the upcoming year and strategies. SPC has already put a strategy in place for the local delegation. SPC will host the delegates on the 18th of December at the Seminole Campus. She wants to share needs SPC has and make sure SPC is a good host to the delegation.

Dr. Williams announced that next month is the Board workshop. She will bring an update prior to the Board meeting regarding the 3-Year Strategic Plan. Going forward, she likes Mr. Gibbons’ idea of a discussion for the workshop.

18-166. Under Item XI, Next Meeting Date and Location

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The Board confirmed its next meeting date and location as Tuesday December 11, 2018, 9:00 a.m., at the EpiCenter, Collaborative Labs.

XII. ADJOURNMENT

Having no further business to come before the Board, Chair Stonecipher adjourned the meeting at 10:40 a.m.

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


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

Attachments
Board Memos and
Supplemental
Materials



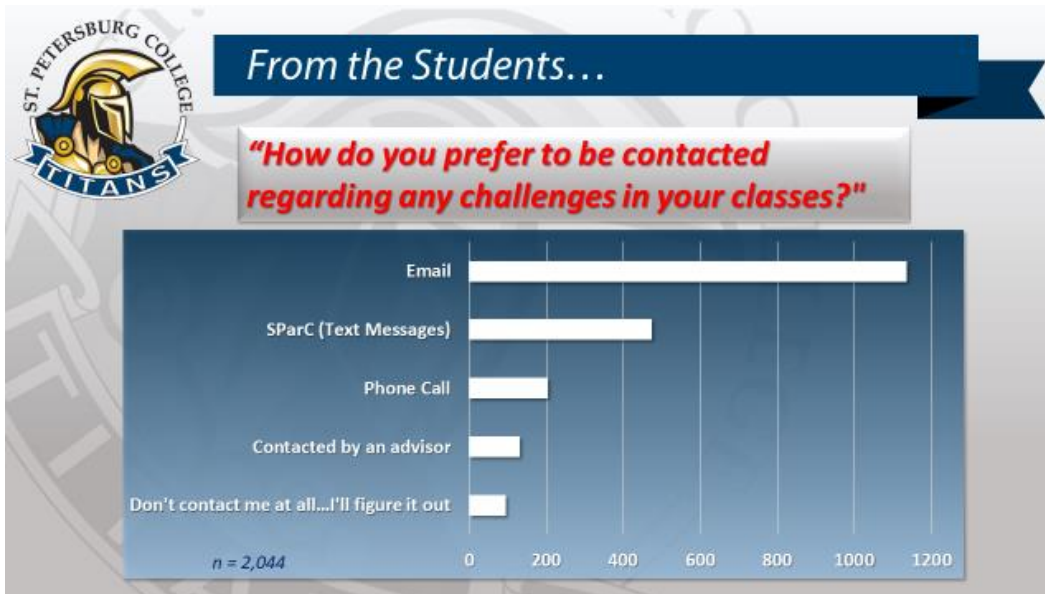
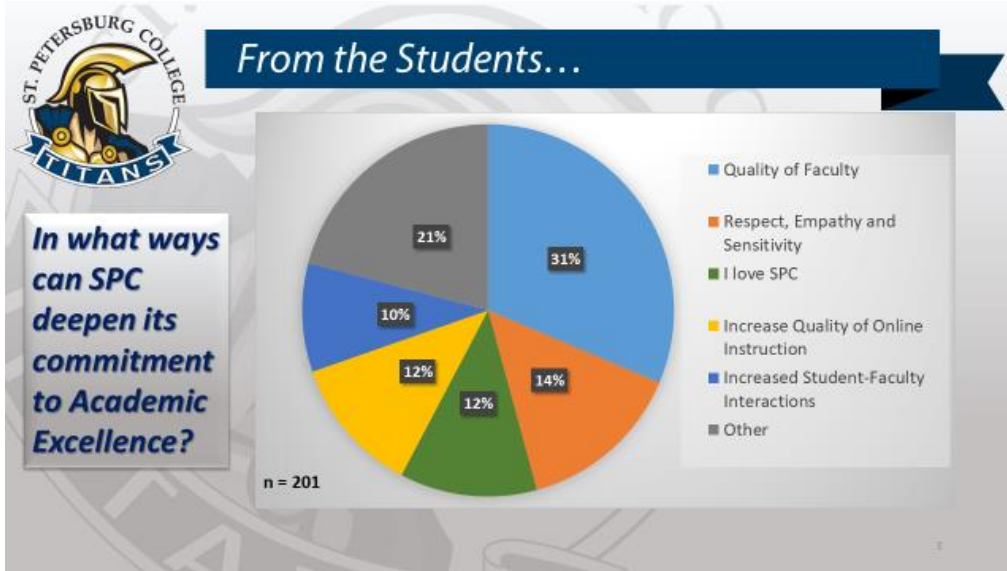
The Learning Experience

Facilitators:
Joseph Leopold,
Christian Moriarty,
and Shannon Ulrich



Value Proposition

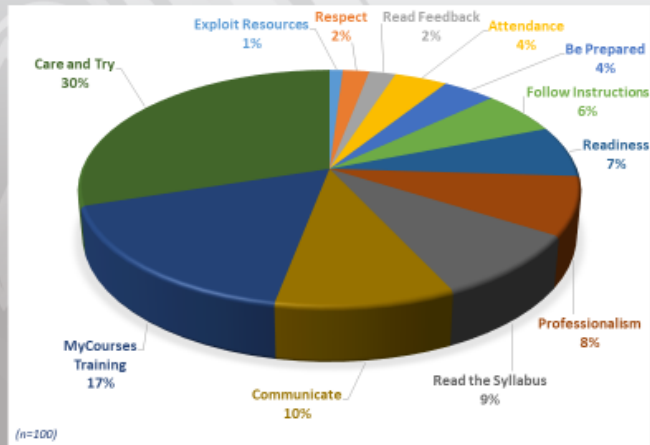
The Learning Experience encompasses a collaborative and supportive environment where clear expectations for students and faculty are communicated, mutual ownership of the learning process is cultivated, and purposeful reflection and commitment to scholarship is fostered with *academic excellence* as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





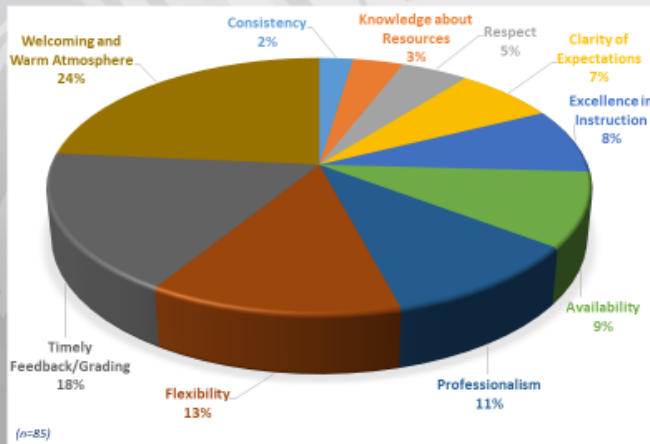
Faculty Expectations of Students

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

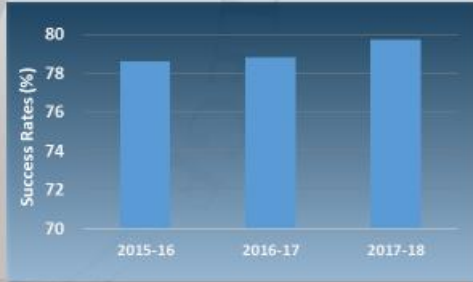
Weekly monitoring

Semester	Withdrawals*	% Decrease
Fall 2017	3,928	10.8%
Fall 2018	3,504	

*Number of withdrawals through Week 10

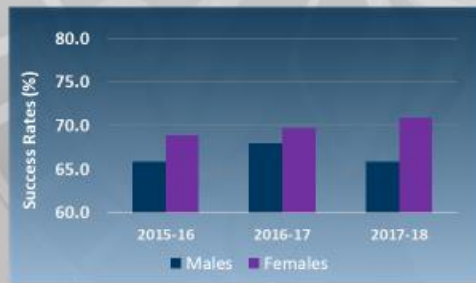
STUDENT SUCCESS RATES

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 Faculty180 measures to Community College Survey of Student Engagement (CCSSE) outcomes
 - SSI Review Committee established

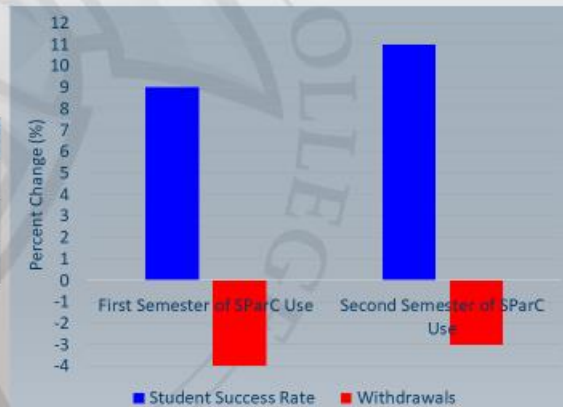
PROACTIVE OUTREACH

- ❑ 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/Tech: 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?

VI – A.2 SPC Workforce Update

SPC St. Petersburg College WORKFORCE INSTITUTE



SPC Workforce Institute

Progress Update

Board of Trustees Meeting
November 13, 2018

SPC St. Petersburg College WORKFORCE INSTITUTE



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.

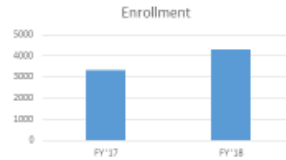


SPC St. Petersburg College WORKFORCE INSTITUTE

2

Top Workforce Wins – FY18!

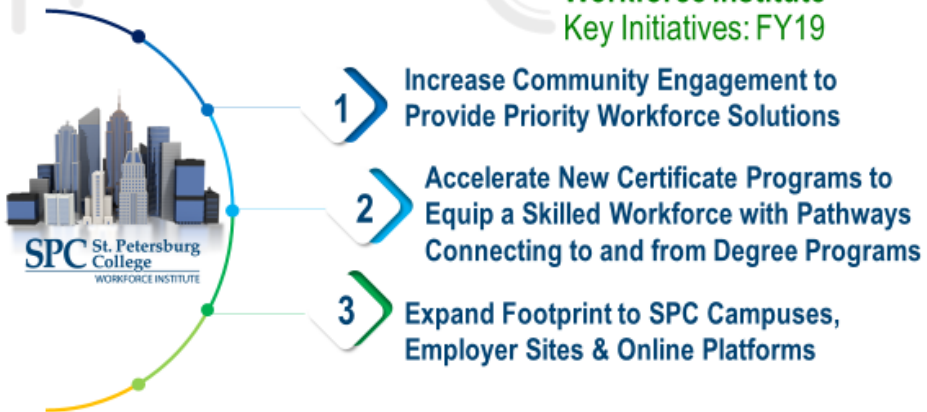
- Increased Enrollment by 23%
(4,309 Students)



- Reduced Deficit by 30%
(-\$283,967)



Workforce Institute Key Initiatives: FY19



1

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

- 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](#)



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



SPC Workforce Institute

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
- Podiatrist 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 | 727-341-4445

Funding Assistance May Be Available.

VI – A.3 Veteran Services

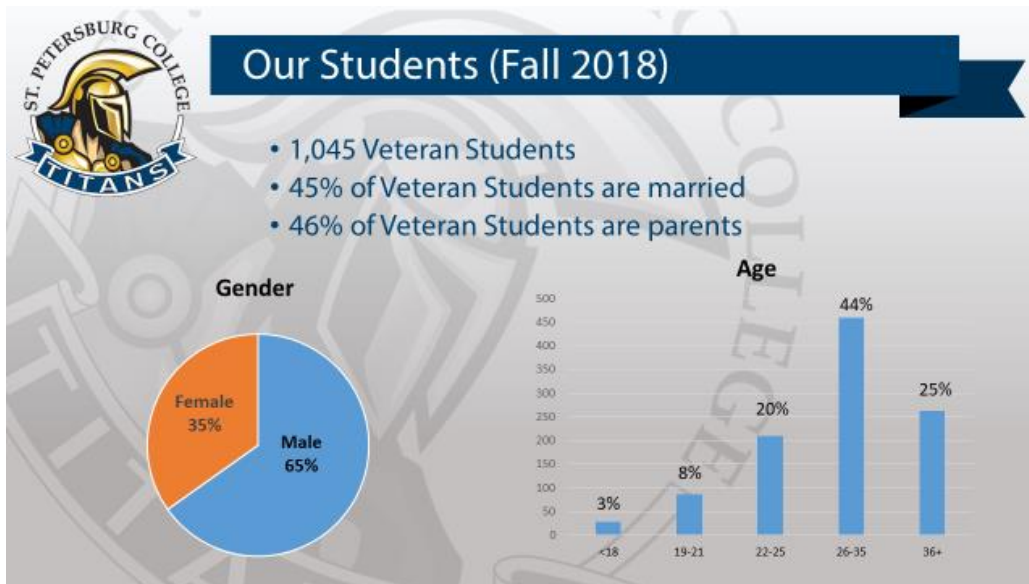


Veterans Services

Allison Shenofsky
Veteran Affairs Coordinator
November 13, 2018

ST. PETERSBURG COLLEGE
TITANS

The banner features a dark blue ribbon at the top. Below it, the text "Veterans Services" is prominently displayed in a large, bold, blue font. Underneath this text are five circular logos representing various military branches: Army, Navy, Air Force, Marine Corps, and Coast Guard. To the right of these logos is the St. Petersburg College Titans logo, which depicts a golden helmet with a blue plume and the word "TITANS" on a blue banner below it. The background of the banner is a light gray with a faint, large watermark of the college's name and logo.



Our Students (Fall 2018)

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

Gender

Gender	Percentage
Female	35%
Male	65%

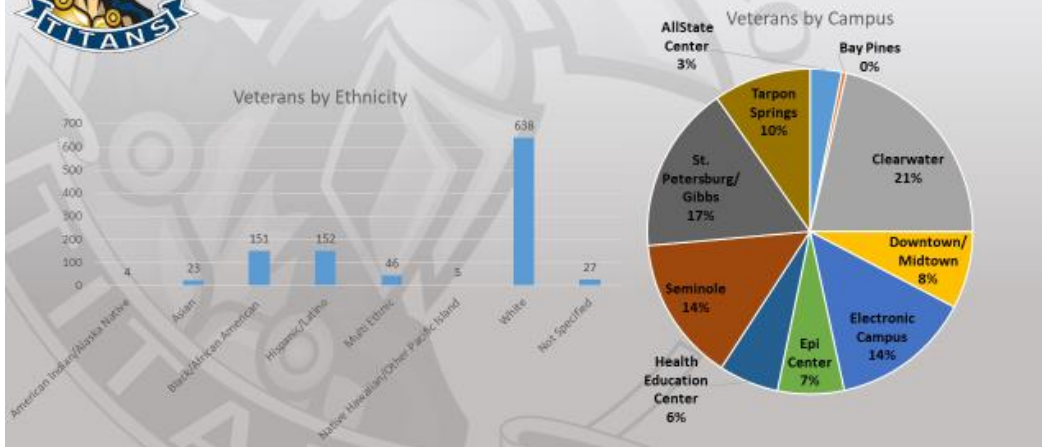
Age

Age Group	Percentage
<18	3%
19-21	8%
22-25	20%
26-35	44%
36+	25%

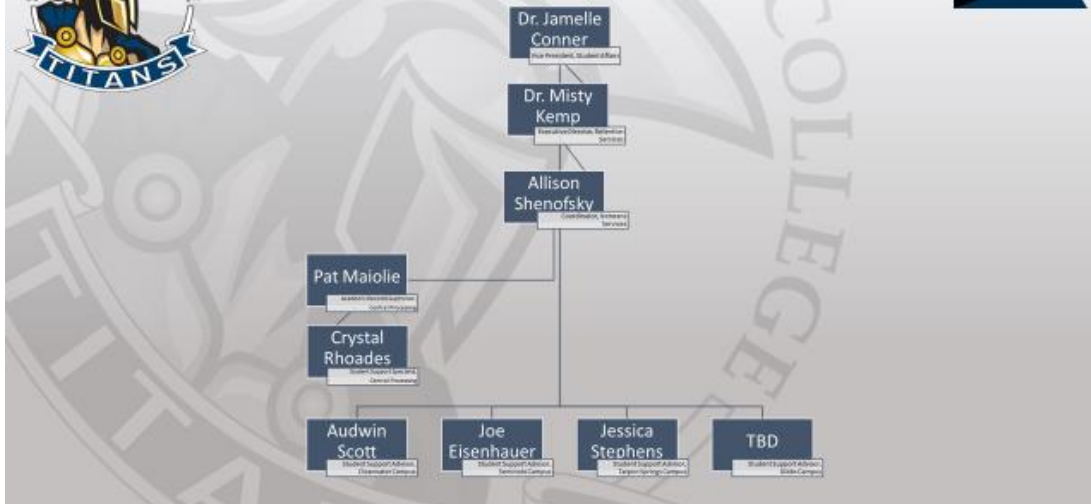
The infographic features a dark blue ribbon at the top with the title "Our Students (Fall 2018)". To the left of the ribbon is the St. Petersburg College Titans logo. Below the ribbon, three bullet points provide key statistics: 1,045 Veteran Students, 45% of Veteran Students are married, and 46% of Veteran Students are parents. The infographic includes two charts: a pie chart for "Gender" showing 35% Female and 65% Male, and a bar chart for "Age" showing percentages for five age groups: <18 (3%), 19-21 (8%), 22-25 (20%), 26-35 (44%), and 36+ (25%). The background is a light gray with a faint watermark of the college's name and logo.



Our Students (Fall 2018)-Contd.



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



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



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 *(TW)*

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
McGowan, Danielle N	Career & Academic Advisor	Counseling & Advisement SPG	10/8/2018 - 06/30/2019
Cumutte, 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

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
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

RE-ORGANIZATION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
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

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
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

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Corizzi, Aaron E	Sr Tech Support Specialist	Desk.top Software Support EPI	10/6/2018

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

HIRE Temporary			
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Name	Title	Department/Location	Effective Date
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
Rosignol, 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, Soyoung 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, Kanasha V	Professional Trainer	Criminal Justice AC	10/8/2018
Gentry, Kanasha V	Professional Trainer	Criminal Justice AC	10/8/2018
Lance, Cody J	Professional Trainer	Criminal Justice AC	10/22/2018

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

ND10292018

VI – C.2 Student Success Center

ST. PETERSBURG/GIBBS CAMPUS

**JOSEPH H. LANG
STUDENT SUCCESS CENTER
UPDATE**

Board of Trustees Meeting
November 13, 2018



Funding & Project Overview



- **Total Project Funding of \$25,000,000**
 - PECO Appropriated Funds
 - FY2016/2017- \$10,000,000
 - FY2017/2018- \$ 6,500,000
 - FY2018/2019- \$ 3,500,000
 - SPC 25% Match
 - SCIF (Student Capital Improvement Funds)- \$3,286,349
 - CO&DS (Capital Outlay & Debt Service)- \$1,713,651
- **Demolition & Relocations- \$1,013,032**
- **Construction Budget of \$19,000,000**
 - Phase I- Complete (Underground utilities and parking lot improvement)
 - Phase II-Substantial Completion 11/28/2019 (Foundation and structural steel)
 - Phase III- Substantial Completion 11/28/2019 (MEP, roof, glazing, building finishes)



Project Timeline

Project Timeline for the St. Petersburg/Gibbs Student Success Center

TASK	START	FINISH	2017				2018				2019				
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Preconstruction Phase	12/9/16	3/29/18	[Bar]												
Phase I: Utility Demolition & Site Improvement	8/15/17	8/29/18		[Bar]			[Bar]								
Phase II: Foundation & Structural Steel	10/10/17	11/22/19		[Bar]											
Phase III: MEP, Glass, Roof, Hardware & Finishes	8/17/18	12/24/19							[Bar]		[Bar]		[Bar]		
Bid Process and GMP Review/Issue	8/17/18	11/2/18							[Bar]	[Bar]					
Notice to Proceed	11/5/18	11/14/18							[Bar]	[Bar]					
Material Procurement	11/30/18	11/5/19									[Bar]		[Bar]		
Building Construction	4/16/19	11/20/19										[Bar]			
Substantial Completion		11/28/19											[Bar]		
Final Completion Date		12/24/19											[Bar]		



Approval Request


- **Change Order #1 to decrease Phase II GMP contract amount by \$248,660.30**



Phases	Savings	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		\$13,320,170.92	MEP, Glass, Roof, Hardware
Total		\$19,000,000.00	

- **100% Construction Documents for Phase III**
- **Guaranteed Maximum Price (GMP) for Phase III**

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:


2019 Terms and Options	
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

MEMORANDUM

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.

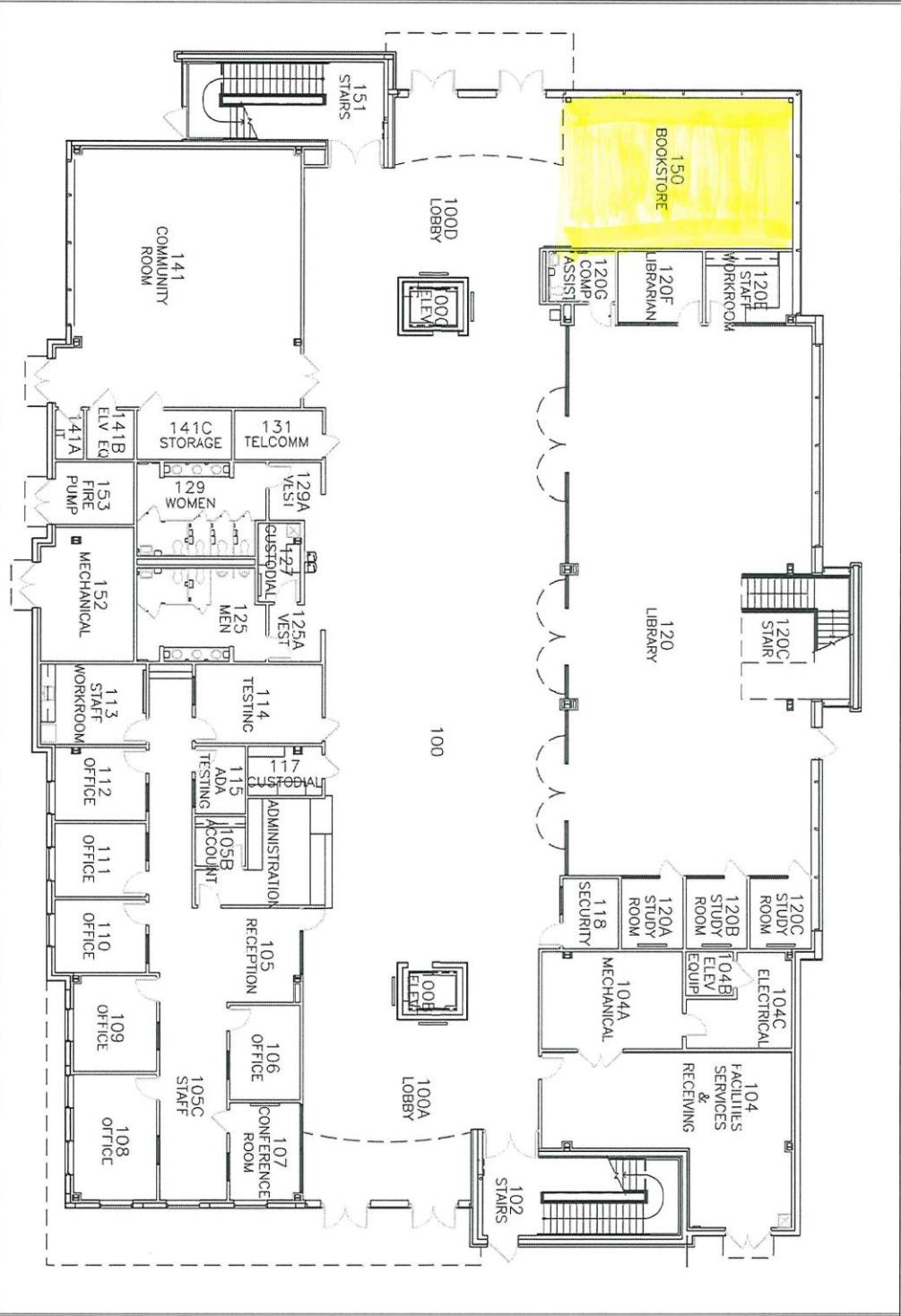
Tonjua Williams, President of the College
And Secretary to the Board of Trustees
St. Petersburg College



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

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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.