MINUTES OF THE SEPTEMBER 18, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, September 18, 2018 at the St. Petersburg College Clearwater Campus, Room ES 104, 2465 Drew Street, Clearwater, Florida. The following Board members were present: Chair Nathan Stonecipher, Bridgette Bello, Katie Cole, and Deveron Gibbons. Mr. Bill Foster was not Present. 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 will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, September 18, 2018, at the Clearwater Campus, Room ES 104, 2465 Drew Street, Clearwater, 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).

18-119.   In accordance with the Administrative Procedure Act, the following Agenda was prepared:

53190

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
September 18, 2018

CLEARWATER CAMPUS (ES 104)
2465 DREW STREET
CLEARWATER, FL
SPECIAL MEETING: 9:00 A.M.

I.   CALL TO ORDER
   A.   Invocation
   B.   Pledge of Allegiance

II.   RECOGNITIONS

   A.   Presentation of Retirement Resolutions and Motion for Adoption
      1.   Patricia Brink (3 year of Service)
      2.   Rita Hooks (20 years of service)
      3.   Susan Loulakis (9 years of service)
      4.   Anne Neiberger (28 years of service)
      5.   Frances Neu (7 years of service)

   B.   Announcements

      1.   SPC Foundation Community Partnership with Vology, Inc. – Ms. Theresa McFarland, Acting Executive Director St. Petersburg College Foundation

      2.   Florida College System Foundation Presentation – Dr. Tom Furlong, Trustee, Florida College System

      3.   Donation of Rescue/Ambulance

      4.   New Provost, St. Petersburg College Gibbs Campus

      5.   New Government Relations Director

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 August 21, 2018 *(Action)*

V.   MONTHLY REPORTS
   A.   General Counsel

VI.   STRATEGIC FOCUS AND PLANNING
   A.   STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT
      1. University Partnership Center – Ms. Catherine Kennedy, Associate Vice President, Academic Programs and Partnership *(Presentation)*

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

   C.   ADMINIST RATIVE MATTERS
      1. Human Resources
         a. Personnel Report *(Action)*

VII.   CONSENT AGENDA

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

   B.   NEW BUSINESS

      1.   Workforce and Professional Development Curriculum Changes *(Action)*

      2.   Credit Curriculum Changes for Spring 2019 *(Action)*

      3.   GRANTS/RESTRICTED FUNDS CONTRACTS

         a. U.S. Department of Education (DOE) – Pilot Program for Cybersecurity Education Technological Upgrades for Community College *(Action)*

         b. Florida College System Foundation – Florida Colleges Care Grant (FCCG) *(Action)*

      4. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

         a. Replacement of HVAC equipment, St. Petersburg Gibbs Campus *(Action)*

VIII. INFORMATIONAL REPORTS – None

IX.   PRESIDENT'S EVALUATION

X.   PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing – None

XI.   PRESIDENT'S REPORT

XII.   NEXT MEETING DATE AND SITE

   October 16, 2018, EpiCenter

XIII.   ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting September 18, 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: September 7, 2018

18-120.   **Under Item I, Call to Order**
The meeting was convened by Chair Stonecipher at 9:02 a.m. The invocation was given by Mr. Gibbons and was immediately followed by the Pledge of Allegiance.

18-121.   **Under Item II-A, Presentation of Retirement and Motion for Adoption**

None present.

18-122.   **Under Item II-B, Announcements**

   C.   Announcements

      1.   SPC Foundation Community Partnership with Vology, Inc. – Ms. Theresa McFarland, Acting Executive Director St. Petersburg College Foundation

Ms. Theresa McFarland explained the SPC Foundation Community Partnership with Vology, Inc., which promotes diversity in the technology workforce. A total of 10 scholarships will be awarded to female or minority students enrolled in one of the six CCIT certificate programs, and 100% of the cost will be paid through the scholarships. Ms. McFarland hopes more partnerships such as this will emerge with SPC's other community partners. Ms. McFarland invited Ms. Julie Clements, CPO of Vology, to say a few words about this program.

Ms. Julie Clements shared that Vology is a managed services provider based in Pinellas County. As a successful company in Pinellas County, the CEO Barry Shevlin very much believes in giving back to the community. She said that Vology has a number of SPC graduates that are great

technology employees. Vology set up the scholarship so that they could help other folks fulfill their career dreams and endeavors. Ms. Clements said she is very thrilled to be at the meeting and she appreciates everything SPC does for the students and Pinellas County.

2. Florida College System Foundation Presentation – Dr. Tom Furlong, Trustee, Florida College System

Dr. Tom Furlong stated that it is an honor to come before the Board and Dr. Williams once a year. He shared that the Foundation Board directors made a contribution in Joe's name for $500 towards a scholarship in his honor.

Dr. Furlong announced that the Florida College System Foundation this year is going to award over a million dollars in scholarship funds to the 28 state colleges. All of these scholarships are aimed at relieving the nursing shortage and helping first-generation students to attend college. The St. Petersburg Foundation will be receiving in the nursing and allied health scholarships $16,933 from Florida Blue First-Generation College Scholarships; $32,601 from Helios; and $5,481 from Bank of America for a total of $55,015.

Dr. F20urlong related a quick history of the scholarship donations. Florida Blue, whose monies are for nursing and allied health scholarships, have been awarding since 2006; they have now awarded 805 students at SPC, 22 nursing students, and over $175,000. Helios has provided scholarships to first-time-in-college students since 2007; last year, they awarded 514 first-generation students, 16 of which were from SPC. SPC has received $284,000 from Helios. The Dream Maker scholarship award, which is the Bank of America scholarships for first-generation college students, has been awarded since 2001; SPC has received $54,018 in scholarship funds since its inception. Dr. Furlong concluded that on behalf of the Florida College System board directors and their fund, he is pleased to do this again this year.

Dr. Furlong and Theresa McFarland took a photo with Dr. Williams and Chair Stonecipher.

Chair Stonecipher thanked Dr. Furlong, Helios, Florida Blue, and Bank of America for everything they have done to help students at SPC and other colleges throughout the state.

3. Donation of Rescue/Ambulance

Dr. Eric Carver noted that SPC's new donated rescue unit was outside if anyone would like to see it after the meeting. He thanked the Board for giving him the opportunity to publicly thank the City of Pinellas Park and their City Council for their unanimous vote on this, the city manager Mr. Doug Lewis, and Fire Chief Brett Schlatterer. Dr. Carver stated that this is an example of community collaboration, support, and stewardship. He pointed out the EMS program has almost doubled in size in three years and has also expanded from the Health Education Center to include Tarpon Springs and the Allstate Center. He is looking forward to the many opportunities that SPC has to grow the EMS program. He noted that SPC has students

coming from Polk County to attend the program, which he is very excited about. He thanked Team EMS under the leadership of Dr. Rich Flora. He also thanked Glenn Davis and all of the faculty and staff who made this happen.

4. New Provost, St. Petersburg College Gibbs Campus

Dr. Jamelle Conner introduced the new Provost of the Gibbs campus, Dr. Leslie Haber. Dr. Haber comes to SPC from Georgia Military College, where she spent over 16 years as Executive Director, managing all of the campus activities and operations at the Valdosta and Albany campuses.

Dr. Haber thanked Dr. Conner, Dr. Williams, and the Board for giving her an opportunity to be part of the SPC family. She added that she is very excited.

5. New Government Relations Director

Dr. Williams introduced the new Government Relations Director, Eired Eddy. Dr. Williams stated that SPC started looking for a new replacement quickly, but that SPC also looked very hard and deep and found a jewel right in the community. She said that Ms. Eddy has a lot of experience and has worked with several of the local legislators as well as legislators in Tallahassee. She has been intricately involved in the Higher Education Appropriations Subcommittee and working with Representative Larry Ahern. She has worked with several leaders in the county and knows a lot of folks in Tallahassee. SPC is very happy to have her. Ms. Eddy in the midst of working on a master's degree right now. She has a lot of energy and has already changed Dr. Williams' office in one week.

Ms. Eddy thanked Dr. Williams and the Board for having her and thanked everyone for the very warm welcome. She said she has already met a lot of wonderful people, and that SPC is great. She is so happy to be a part of the team and really looks forward to the future at SPC.

Chair Stonecipher said it looks like Ms. Eddy will have a busy year, and to let the Board know if they can help in any way.

18-123.   **Under Item III, Comments**
Opportunity was given for comments from the Board Chair, Board Members, the President and the public.

Chair Stonecipher shared that Dr. Williams was asked to speak at a small conference with Sage Publication, and for doing that the college received $20,000 that has gone to the Foundation. He thanked Dr. Williams for taking the time to do that and for finding many different creative ways to get revenue into the college.

Vice Chair Cole, as the Board delegate to the Foundation Board of Directors, acknowledged Frances Neu's retirement. She noted that Theresa McFarland has done a wonderful job filling in since this summer. Vice Chair Cole said that, on behalf of the Foundation, the college family has been going through a search to hire a new Vice President of Institutional Advancement, and she

thinks there are some exciting opportunities moving forward with that position. She thanked Ms. Neu for all of her work and thanked Teresa as well for filling in in her absence.

Dr. Williams shared that SPC has had a lot happening in the last month. SPC hosted Kevin Harrington last week and it was a full room; he did a great job speaking, and he is coming back in November. She added that it may end up being a slight fundraising opportunity for SPC.

Dr. Williams noted that the Clearwater campus opened their food pantry officially yesterday and that SPC has food pantries now on just about every campus to help serve students. She thanked Trustee Gibbons for the introduction to RCS and helping SPC get food. Dr. Williams stated that she had a chance to speak at a women in philanthropy group, and they have decided to help SPC with the food pantries.

Dr. Williams related that last week, Pinellas County Schools approved the Collegiate High School on the Tarpon Springs campus. In October, Representative Sprowls will be visiting the Tarpon Springs campus to see the space for the Collegiate High School, as well as visit the Biomedical Engineering Technology Program.

Dr. Williams said that Ms. Eddy has already set SPC on a track for several meetings and presentations at the college with SPC's legislative delegates throughout the next two months. She concluded that she would come back later to talk about some of SPC's legislative work and some of the roundtables that SPC put together.

There were no public comments.

18-124.   **Under Item IV, Review and Approval of Minutes**
The minutes of the September 18, 2018 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Mr. Gibbons moved approval of the minutes as submitted. Ms. Bello seconded the motion. The motion passed unanimously.

18-125.   **Under Item V, Monthly Reports**
Under Monthly Reports

Ms. Suzanne Gardner reported that Marvin Bright has filed an appeal with the 2nd District Court of Appeal. She said there is no action for the Board to take at this time, and that she will keep the Board appraised. She said SPC will respond with their own brief.

Mr. Gibbons asked if SPC could potentially file something in regard to frivolous lawsuits.

Ms. Gardner said that could be a possibility and she will speak with the legal team about it.

Mr. Gibbons restated that it is frivolous and asked Ms. Gardner to speak to the legal team and to let the Board know their options.

18-126.   **Under Item VI - A, STRATEGIC FOCUS AND PLANNING**
   A.   STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT
       1. University Partnership Center – Ms. Catherine Kennedy, Associate Vice
          President, Academic Programs and Partnership *(Presentation)*

Ms. Kennedy presented about the University Partnership Program (UPC). She related that back at the turn of the century, a need was identified because Pinellas was the most densely populated county in the state and had little access to post-graduate education. Therefore, the concept of bringing the degree to SPC was formulated; that way, residents who have jobs, own homes, have families – who cannot move out of the county to further their education – would be able to obtain that education while staying in the county. In addition, SPC recognized the role that it could play in helping those in the community by partnering with these other institutions for degrees SPC should not or could not offer. However, this also was when SPC began the workings to introduce bachelor's degrees into their wheelhouse; this only further cemented the aspect to the partnership, which is to provide an educational ladder for graduates, either after the associate or the bachelor level.

Ms. Kennedy opined that if people remain in the area to further their education, it is more than likely that they will then remain in the area to work; in other words, prevent brain drain. The UPC is fostering economic mobility for these students, but they are also being a little bit selfish by offering these programs locally, because they will also hopefully stay local to pursue their profession.

Ms. Kennedy related that President Williams is a prime example of how this works, and it benefits both Pinellas County and SPC. She noted that the Board members have a copy of the fall University Partnership Center schedule that augments well the slide being presented because it shows all of the programs with each school that UPC partnered with. Ms. Kennedy pointed out that just because UPC partners with a particular school does not mean that UPC offers every program from that school. In general, though, UPC partners and programs are diverse. UPC has both public and private schools with whom they work, as well as in-state and out-of-state institutions. There are both bachelor's and graduate degrees, that are both face-to-face and online.

Ms. Kennedy said that obviously, as SPC introduced bachelor programs, those with UPC partners dissolved. She stated that of these programs, there are six professional fields represented: business, education, technology, the general interdisciplinary, and the medical field. She highlighted that of those seventy partner programs, more than half – 45 of them – are a direct educational ladder from an SPC program. She gave the example of SPC's Biology bachelor's degree, which meets the prerequisites for not one but two of the partner institutions: Barry University's Physician Assistance Program and National University of Health Sciences' Doctor of Chiropractic degree.

Ms. Kennedy admitted that gathering data for the UPC students is a little tricky because they are not SPC students; therefore, SPC relies on the partner submissions. The state does have UPC report annually, but they only ask for the face-to-face programs. However, even with this partial data, UPC is able to say that over 2,000 students have graduated from the UPC since 2011; not only that, but most people do not realize by having these partners' students and these partners'

staff come to SPC's campuses, they are exposed to SPC campuses, to SPC personnel, to the facilities, in a way that they probably never would have, indirectly marketing SPC.

Ms. Kennedy said that a lot goes into a successful partnership, but it really boils down to two things: excellent communication and getting out of the way to let people do what they do; in other words, the UPC and SPC recognize that there is more than enough educational pie to go around. SPC knows what it does well, and it recognizes that if there is a need for Tampa Bay residents, it is SPC's job to fulfill that need. So, if SPC should not or cannot offer a degree that is needed, SPC seeks out the best qualified program and asks them to bring it to SPC.

Ms. Kennedy explained the difference between the UPC and some of the new alliances, like FUSE and Ignite. The similarity is that SPC students do progress straight from an SPC program into the partnering institutions program. The difference is that the UPC student does not leave Pinellas County.

Ms. Kennedy noted that the partners' commitment to SPC is pretty straightforward, and that SPC signs a memorandum of understanding with each institution so they provide their staff and they also provide the data about their programs. This means that their staff takes care of their student from application to graduation. It is the partner institution's application process; it is the partner institution's financial aid requirements; it is their enrollment process; it is their faculty; it is their deadlines. It is SPC's facilities. The partners will provide an entire degree program, not just a class here and there, and if a partnership does need to dissolve, they will do a teach out. They are the content authority for their school and for their program, so they give SPC their definitions, websites, their summaries to post, and they attend SPC's college transfer fairs. Ordinarily, they showcase SPC on their websites.

Ms. Kennedy said that partners designate a staff member with whom SPC mainly communicates, and it is that person's job to then disseminate all of the information to their staff and to their students. In addition, there are some synergies that SPC never expected to see, like the free health care that SPC gets at the National University of Health Sciences Clinic at the Health Education Center. All SPC athletes get free physicals there, and all SPC employees and students get free health care at that clinic. Another example is a University of Florida dental clinic this is used as an intern site for SPC's Dental Hygiene program; a lot of times, they end up hiring SPC's dental hygienist graduates as well. Then there is the sharing of faculty; a lot of SPC faculty do adjunct for the partners and vice versa. More concretely, SPC's partners provide the proof of insurance, most of them discount tuition to SPC employees and staff, they pay rent for exclusive use of space, and they even give SPC percentages if they hold continuing education sessions on SPC campuses – this is to the tune of about $250,000 of rent annually and about $15,000 in continuing education registration fees annually.

Ms. Kennedy stated that SPC holds up their end of the bargain as well. When a new program is being researched, if USF offers it, SPC goes to them first, and if they do not wish to bring it to one of SPC's campuses, then SPC does seek the next best qualified program. SPC does not set up competition, so SPC does not compete with itself, which means SPC is not going to start any

bachelor partnerships that SPC offers or is not going to start any partnership programs before the bachelor level, and it also means if SPC currently has a partnership at a certain degree level, SPC is not going to find a second one to come in. SPC and UPC are about quality, not quantity. In scheduling the partner's classes and meetings, SPC follows the partner's academic calendar. By providing the UPC staff and students with an ID, SPC gives them access to both security and resources. By them having a UPC ID card, the security staff know that they belong here on campus, so they are secure, but then places like the resource centers or the wellness centers know that they also are welcome there.

Ms. Kennedy shared that SPC does market their programs with printouts, but also SPC's website. The most effective way that SPC markets their programs are strategic emails. Forty-five of the partner programs are a direct ladder. Right after graduation, SPC sends an email to either recent SPC graduates or students that are currently enrolled. The email congratulates them on their recent graduation or upcoming graduation and encourages them to think about furthering their education with one of SPC's partner institutions. The email specifically says, for example, "You are about to graduate from the Biology program. Did you know you have met all of the prerequisites for Barry?" SPC recognizes the oddity of this Center, so Center staff also make sure that they get out and visit the campuses. Center staff also talk to SPC advisors; they absolutely are putting no more work on them, they simply want them to know if a student or prospective student approaches them and says, "I'm interested in blank degree," and the advisor knows that SPC does not offer that degree, that the advisors get them to the UPC website or office. That way, UPC can see if the degree that they are interested in is something that SPC does partner with someone for.

Ms. Kennedy reiterated that it is either an internal or an external constituent that brings a need to light. Internally at SPC, Dr. Jason Krupp and his team's research shows what jobs are needed in the county and then what degrees are needed for those jobs, or SPC sees that graduates want to continue their education and then looks to place that degree. Student surveys within the UPC show a desire in the community from prospective students for what they want. If it is external, that is coming from a business or it is coming from another partner or prospective partner institution. A business says to SPC, "I've got employees, but I need them to have this degree, or I need them to have this certificate," so UPC looks to see if SPC should offer that, and if SPC should, we do. If SPC should not, SPC seeks out the best qualified partner, looking at USF first. If it is a partner institution – which has happened a number of times – they come to SPC and want to bring their program to SPC. What they tell SPC is they have admitted so many students to their program, and yet those students do not return into their admission class, and what they find out is the students could not move. They are then able to see the zip code of where their applicants are from, and they see that there is a high concentration of them in Pinellas County, so they want to bring the program to the UPC.

Ms. Kennedy said that once this external or internal need is met or is recognized, then SPC looks at the criteria again. SPC does not set up a program that competes and makes sure that there is either a true employment opportunity or student desire and that it does support the continuing educational needs and desires of SPC graduates. Under view right now, UPC either looks at them from SPC's point of view or from a partner one that was identified. UPC has six institutions that they are currently reviewing with 12 different programs. One can see a representation of partner

logos in the lobby at the Seminole campus by the UPC main office. Ms. Kennedy thanked the Board and Dr. Williams for their time and asked if there were any questions or comments.

Chair Stonecipher asked if it is SPC or the partnering institutions that do most of the advertising.

Ms. Kennedy responded that it is mostly the home institutions. She noted that they get a lot of bang for their buck because SPC has them all over campuses and the website; a lot of people use SPC's website and stumble upon the partner institutions.

Mr. Gibbons complimented Ms. Kennedy on her presentation and asked for clarification regarding the number of institutions and the number of programs.

Ms. Kennedy clarified that there are six different institutions, and within those six institutions, there are 12 different programs.

Mr. Gibbons asked when SPC last expanded any programs under the UPC.

Ms. Kennedy replied that Florida International University has opened up some more online programs with SPC, and that she just received a call from the University of Florida this week to set up a meeting because they would like to add some additional online programs.

Mr. Gibbons said that he asked that question because he knows that SPC looks at what is not in the region, but he wonders if SPC looks at the programs that are hardest to get into in the state so that people from outside of the county may come to SPC. He gave as an example that Meteorology is only at Florida State and Miami, but it is very difficult to get into those programs. He wondered why SPC would not be offering Meteorology if people from other parts of the state may move and actually take the Meteorology program at SPC. He stated that this may help with SPC's expansion and growth of the programming.

Ms. Kennedy responded that absolutely is a criteria UPC takes under consideration. She admitted it has not been investigated as thoroughly as it could be. She said that Mr. Gibbons' point is well taken.

Mr. Gibbons pointed out that while institutions come to SPC when they need to expand, SPC should also do a better job of approaching other institutions and telling them about this opportunity.

Mr. Stonecipher asked how SPC stacks up as a college comparatively to some of the other Florida colleges in the system, as far as how many partnerships SPC has with universities.

Ms. Kennedy replied that she is glad Mr. Gibbons asked that question. She thinks one other institution has a partnership center but noted that it is really like a strip mall. She added that SPC is really an enigma, that she does not have many colleagues within the state or nationally.

Mr. Gibbons asked how SPC lines up with the emerging industries in Pinellas County and supplying jobs or helping to retool and retrain folks for the workforce that exists in the county.

Ms. Kennedy responded that SPC does the best job of that. She pointed out that SPC is very focused on workforce programs, so a lot of the time partner institutions and partner degrees are the ones that SPC does not offer or that SPC cannot offer. It is more the History degree or the English degree – the degrees that are considered not necessarily workforce. The UPC fills the gap that SPC –

Mr. Gibbons asked if SPC tracks the people that get degrees from the UPC to see whether they go to work in the county or elsewhere. He asked if SPC knows if these programs are providing to the local workforce today.

Ms. Kennedy replied that the short answer is no, and the long answer is because these are not SPC students, so SPC cannot track that. SPC can rely on partner data for that.

Mr. Gibbons asked if, moving forward, SPC can do the partnership agreements so that SPC can get that kind of data. He stated that SPC needs that data to show that they are providing for the workforce in Pinellas County. He elaborated that SPC needs data on where people are working, have they transitioned to a new job because of their degree, and have they moved up in their current job. SPC must be responsible for being data driven.

Dr. Williams said that she would be surprised if the UPC students are not staying in Pinellas County, because that is what attracted them to the UPC; because they could not access University of Florida or somewhere out of state. She said that SPC can certainly put that in the agreement and ask partners to do that for SPC. She noted that the state has been instrumental in getting SPC workforce information after students leave, because they do not always stay in county, but the majority of SPC students do stay in county. She stated that SPC will add that to the contracts.

Mr. Gibbons said that his point is that SPC does not know if graduates are staying at their particular job.

Dr. Williams agreed.

Ms. Kennedy provided the anecdotal evidence of encountering many physician's assistants in Pinellas County who graduated from Barry University via UPC.

Vice Chair Cole asked Ms. Kennedy to clarify if the seats are in addition to the seats offered on the home campus.

Ms. Kennedy replied that it is separate.

Vice Chair Cole clarified that it affords partners the opportunity to admit more students to their program.

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Ms. Kennedy confirmed that it does afford partners the opportunity to admit more students to their program.

Vice Chair Cole noted that SPC works so hard promoting the FUSE programs, and that she feels this is a huge missed opportunity in publicizing locally that this opportunity exists, particularly since SPC does not offer these programs anyways. Vice Chair Cole stated that she would love to see how strategically SPC can add the course offerings and the opportunities without over burdening SPC advisors. She noted that even from a marketing standpoint, when SPC is creating bachelor's programs schedules, they could showcase these additional opportunities. She said she thinks of it as below-the-line opportunities. She added that, to Mr. Gibbons' point, from a workforce standpoint in Pinellas, this is an opportunity to keep students in the county and then working in the county. She concluded that she is all for it.

Dr. Williams said that SPC is focusing on a different marketing strategy for the different programs being offered. She noted that SPC has increased enrollment by having the programs on the front of the website. She stated that UPC is an SPC family member, but they are separate from the college; they are really utilizing space. She said that the program was developed to serve the county. As Mr. Gibbons said, SPC should find out if it really is making a difference in the community. Dr. Williams agreed with Vice Chair Cole that SPC should up the marketing for the UPC programs.

Vice Chair Cole added that she sees so much marketing for FUSE programs, and that it would be great to see the same for UPC.

Ms. Kennedy noted that in 2008, there were billboards all over the country promoting the UPC; when financial resources emerge again, SPC can do that again.

18-127.   **Under Item VI - B, Budget and Finance**

B.   BUDGET AND FINANCE

1. FY 2017-18 Year End Financial Report – Ms. Janette Hunt, Associate Vice President, Budgeting and Compliance *(Presentation)*

Ms. Hunt shared that for revenue, student tuition and fees are about $26.7 million; state revenue is at $9.1 million; and other revenues are at $493,380. She noted that fund transfers in will be later in the year, and reserves are at the end of the fiscal year. Total revenue is $36.3 million.

Ms. Hunt stated that tuition revenue is budgeted at $50.8 million, which is 1.2% about the target.

Ms. Hunt next looked at expenses. Personnel and benefits are at $17.6 million. She noted that the percentage is a little bit higher this fiscal year than the prior year; that is due to August having three pay periods versus last fiscal year, when the three pay periods were in September. Current

expense is at $4.3 million; capital is at $448,000; and total operational expense is at $22.5 million. Looking at revenue minus expenditures, SPC has a balance of almost $14 million.

18-128. **Under Item VI - C, Administrative Matters**

The Board considered Personnel Items VI - C.1a. Mr. Gibbons moved approval. Ms. Bello seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

      1.   Human Resources
          a. Personnel Report (*Action*)

18-129. Under Item VII - Consent Agenda

    C.   NEW BUSINESS

        3.   Workforce and Professional Development Curriculum Changes *(Action)*

        4.   Credit Curriculum Changes for Spring 2019 *(Action)*

        3.   GRANTS/RESTRICTED FUNDS CONTRACTS

           a. U.S. Department of Education (DOE) – Pilot Program for Cybersecurity Education Technological Upgrades for Community College *(Action)*

           b. Florida College System Foundation – Florida Colleges Care Grant (FCCG) *(Action)*

        4. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

           a. Replacement of HVAC equipment, St. Petersburg Gibbs Campus *(Action)*

18-130. **Under VIII, Informational Reports –** None

18-131. **Under IX, President's Evaluation**

Chair Stonecipher reminded everyone that at the Board of Trustees workshop that was held over the summer, part of the conversation was to go over a similar but new evaluation process going forward which will go into effect next year, 2019. He noted that with the new evaluation process, the evaluation form itself will have a few of the line items that have been on there for many years

removed and a few new line items will be added that are a bit more relevant to where SPC is today and to things that pertain specifically to Dr. Williams.

Chair Stonecipher announced that SPC will also be requiring a bit more in the way of references for the Board of Trustees, so that the Board can dig in a little bit more and do their own research before the evaluation takes place. He explained that this will take the form of having access to a summary of the 360 reviews that currently take place every two years. In the future, SPC will move that to annually.

Chair Stonecipher shared that Dr. Williams will be preparing a self-evaluation that includes a summary of things accomplished throughout the previous fiscal year as well as some goals and personal goals. The Board will have access to all of those things before they meet with the President, which is done on a one-on-one basis. He opined that this is a great opportunity for the Board members to meet with the President and have an open, transparent discussion.

Chair Stonecipher was happy to announce that Dr. Williams received very high marks from all present Board members. On behalf of the Board, he thanked Dr. Williams for her leadership and for the work that has been put in this first year and a half, especially considering all the things that are changing and moving and taking place at each of SPC's campuses and at the College as a whole. He noted that Dr. Williams jumped in with both feet and has kept moving SPC forward. He acknowledged that as soon as SPC reaches one goal, they will be reaching for new goals.

Chair Stonecipher shared a few miscellaneous comments from the reports: "Dr. Williams has hit the ground running as our new president at SPC. She has dedicated much time and effort to communicating our shared vision with those staff and students in our community. Her focus on working with our transition team to make sure all are heard has been amazing to watch. She has tirelessly worked on meeting with community leaders, partners, and state representatives to ensure SPC is at the forefront of conversation. And all this while managing a limited budget." Chair Stonecipher noted that the comment regarding the budget came up in everyone's report.

Chair Stonecipher next read the following comment from the reports: "Dr. Williams is a goal-oriented leader who has the uncanny ability to motivate her staff to develop specific strategies and achieve measurable results. I've been most impressed by her ability to identify financial trends, anticipate financial challenges, explain the challenge while suggesting solutions, and helping to resolve the issues. As a trustee, I appreciate her transparent communication, prioritization of issues, and resolutions."

Chair Stonecipher read a third comment from the reports: "I am proud of the direction the college is headed under your leadership. Your first year has been inspiring."

Chair Stonecipher read a final comment from the reports: "I'm most proud of her willingness to seek out how faculty and students can both be successful and how she has handled a massive budget crisis."

Chair Stonecipher acknowledged Dr. Williams' great team, noting that the faculty, the administrators, and the staff at SPC have been integral in making sure that SPC transitioned well into new leadership.

Vice Chair Cole reiterated Chair Stonecipher's thanks not only to Dr. Williams, but to the administration and the staff and the faculty. She noted that the past year-and-a-half with the transition coupled with the financial issues could have been received differently, and the College family collectively has really risen to the occasion.

Chair Stonecipher moved that the Board extend Dr. Williams' employment contract one year, added to the existing three-year contract. Ms. Bello moved approval. Vice Chair Cole seconded the motion. The motion passed unanimously.

Chair Stonecipher added that while there was no salary adjustment recommended this year, Dr. Williams made clear that she would not accept a salary increase, and she will not accept a salary increase until all other employees get a salary increase.

Chair Stonecipher noted that the reviews will typically be in July or August.

Dr. Williams thanked the Board. She reiterated Vice Chair Cole's sentiment that nothing could be done without the whole SPC family. She thanked everyone and thanked the Board for their leadership. She stated that there has not been a single month that she did not bring an issue to the Board.

18-132. **Under X, Proposed Changes to BOT Rules Manual -** None

18-133. **Under Item XI, President's Report**

Dr. Williams shared that she has been working with USF as a taskforce member for their consolidation. She noted that two new advisor positions will be paid for by USF, which will assist SPC in expanding information to the community about going to college and accessing SPC and USF.

Dr. Williams is working on legislative asks, including creating an education ecosystem, and how that will bring more resources to SPC for Pinellas County, so that SPC can do a better job of letting people know what is available when and where, expand tutoring, and help the faculty with more technology.

Dr. Williams has also been working on business roundtables to find out what kind of training businesses need and what SPC can do to provide that. The business roundtables started at Downtown, and SPC has already started a couple of programs as a result of that. Last month, roundtables took place at Tarpon, and Clearwater and Seminole will be in October. Some legislative representatives will be there to help SPC shape what kind of programs to offer to support workforce businesses and partners, as well as SPC students.

MINUTES OF THE SEPTEMBER 18, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Dr. Williams share that on October 8th, Representative Sprowls will be meeting with her at the Tarpon Campus.

Dr. Williams noted that the Top It Off ceremony for the Joseph H. Lang Student Success Center will be held on September 28th. His family and the Board will get to sign a beam that will go on the top of the building. She invited the Trustees to attend. She added that Ms. Lang is excited to participate. SPC is moving right along with that building. She thanked the Board for the work they did to get to $3.5 million to move that forward.

18-134. **Under Item XIII, Next Meeting Date and Location**
The Board confirmed its next meeting date and location as Tuesday, October 16, 2018,
9:00 a.m., at the EpiCenter.

XII. ADJOURNMENT
Having no further business to come before the Board, Chairman Stonecipher adjourned the meeting at 10:00 a.m.

Tonjua Williams	**Nathan Stonecipher**
Secretary, Board of Trustees	**Chairman, Board of Trustees**
St. Petersburg College	St. Petersburg College
FLORIDA	FLORIDA

Attachments

Board Memos and Supplemental Materials

Board of Trustees Meeting

September 18, 2018

II-B.4 New Provost, St. Petersburg Gibbs Campus

Provost, St. Petersburg Gibbs Campus

Dr. Leslie Hafer

- Dr. Leslie Hafer previously served as the Executive Director of the Valdosta/Albany Campus at Georgia Military College for over 16 years. Dr. Hafer led all campus operations, including student affairs, enrollment/retention, budget development, and facilities management. She has also previously held roles as an Academic Department Chair and a Campus Academic Dean.

- Dr. Hafer received her Ed.D in Education (Leadership) from Valdosta State University, M.S. in Biology from Georgia College and State University, and B.S. in General Studies (Biology) from Valdosta State University.

II-B.5 New Provost, St. Petersburg Gibbs Campus

Government Relations Director

Eired Eddy

- Ms. Eddy comes to St. Petersburg College as the former Legislative Assistant to Representative Larry Ahern, the Higher Education Appropriations Subcommittee Chairman.

- Ms. Eddy began her work in the Legislature as the Senior District Aide for Representative Kathleen Peters assisting constituents, attending events in the community, and researching legislation.

- Ms. Eddy earned her Associate of Arts from Hillsborough Community College. She also holds a Bachelor of Arts in Political Science from the University of South Florida St. Petersburg and a Graduate Certificate in Public Management from the University of South Florida. She is currently pursuing her Master of Science in Administration from the University of West Florida.

VI – A.1 University Partnership Center
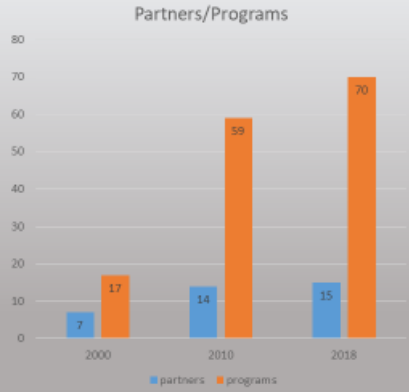
UPC Programs/Institutions
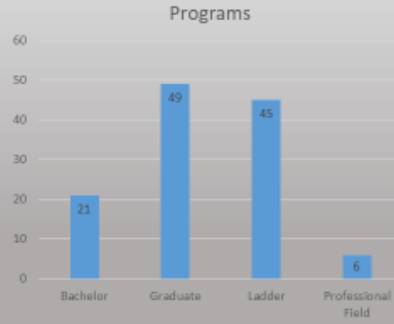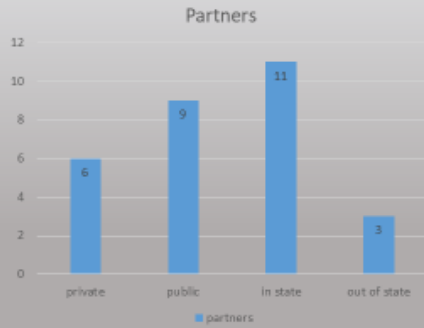
UPC Students/Graduates
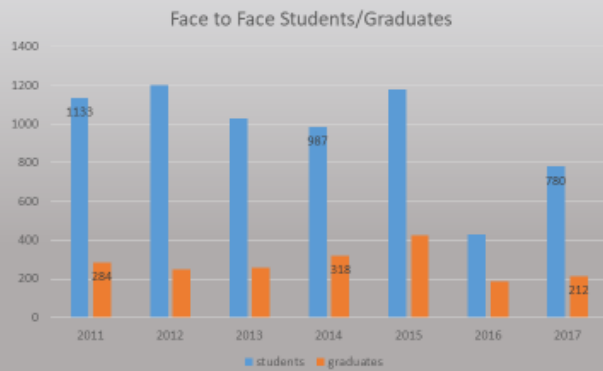
At least 2,000 UPC students graduated since 2011

Partner commitment to SPC

- Provide Staff and Data
- Facilitate all student and employee services
- Provide a full program; not a class
- Provide all program summary to UPC for printing
- Teach out if partnership dissolves
- SPC presence on their Web Page
- Attend SPC transfer fairs
- Disseminate UPC communication
- Provide proof insurance
- Rent
- % of Continuing Education

5

SPC commitment to partner

- USF is #1 transfer University
- No competition
- Provide UPC ID
  - Access and security
- Resources
  - Library resources
  - Tutoring
  - Computer Labs
  - Testing Center
  - Wellness Centers
  - Transportation
- Market their program: email blasts, UPC web page, SPC Work Place, Civic Society presentations, SPC advisor sessions

6

Expansion Process

Internal or external constituent identifies need

Criteria

1) Research similar programs in area
2) Employment opportunities
3) Student survey results
4) Continuing education opportunity for SPC students

New Programs/Partners Under Review

SPC identified
- UF
  - Combined Bachelor's/Master of Public Health

- USF
  - Social Work
  - Masters in Public Policy
  - Master in Nursing @ SP
  - Masters in Special Ed

- West Liberty
  - Master in Dental Hygiene

Partner Identified
- Barry
  - Master in Nursing programs

- Fordham University

- National University of Health Science (NUHS)
  - Massage Therapy Certificate
  - Master in Acupuncture
  - Master in Nutrition
  - Master in Human Anatomy

VI – B.1 Monthly Budget Report

St. Petersburg College
Board of Trustees Meeting
August Budget Report

Janette Hunt
September 18, 2018

Report as of August 31, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Student Tuition & Fees	$ 61,246,719	$ 27,058,639	44.2%	$ 61,499,889	$ 26,672,770	43.4%
State Funding	$ 71,793,706	$ 9,510,442	33.3%	$ 72,088,236	$ 9,164,908	33.3%
Other Revenues	$ 5,609,289	$ 393,731	7.0%	$ 5,187,048	$ 493,380	9.5%
Fund Transfers In	$ 3,782,619	$ -	0.0%	$ 3,103,706	$ -	0.0%
Reserves	$ 1,825,000	$ -	0.0%	$ 1,000,000	$ -	0.0%
Total Revenue	$ 144,257,333	$ 36,962,813	25.6%	$ 142,878,878	$ 36,331,058	25.4%

TUITION REVENUE

Budget — Actual

$60,000,000
$50,000,000
$40,000,000
$30,000,000
$20,000,000
$10,000,000
$-

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

$50,900,793
$50,779,769

Report as of August 31, 2018

	Prior Year Budget		Prior Year Actual		Prior Year %		Budget		Actual	% of YTD
Personnel & Benefits										
Faculty	$	26,776,489	$	4,378,222	16.4%	$	25,749,327	$	5,249,495	20.4%
Administrative & Professional	$	24,251,689	$	4,135,891	17.1%	$	23,585,641	$	3,876,493	16.4%
Career Service (includes OT)	$	19,951,011	$	2,338,102	11.7%	$	19,183,840	$	2,822,171	14.7%
Adjunct/Supplemental	$	13,549,064	$	751,637	5.5%	$	13,142,592	$	849,976	6.5%
Other Personal Services (OPS)	$	2,041,007	$	274,202	13.4%	$	2,019,316	$	357,200	17.7%
Student Assistants	$	428,000	$	24,645	5.8%	$	428,000	$	93,696	21.9%
Health Insurance	$	14,931,773	$	2,683,023	18.0%	$	14,423,171	$	2,274,866	15.8%
Other Benefits	$	11,280,323	$	1,977,161	17.5%	$	11,827,326	$	2,150,160	18.2%
Total Personnel & Benefits	$	113,209,356	$	16,562,883	14.6%	$	110,359,214	$	17,674,058	16.0%
Current Expense										
Total Current Expense	$	28,278,499	$	5,389,919	19.1%	$	29,740,028	$	4,360,430	14.7%
Capital										
Total Capital	$	2,769,478	$	574,254	20.7%	$	2,779,636	$	448,022	16.1%
Total Operating	$	144,257,333	$	22,527,056	15.6%	$	142,878,878	$	22,482,510	15.7%
Balance	$	0	$	14,435,756		$	-	$	13,848,548	

Questions

September 18, 2018

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional

Name	Title	Department/Location	Effective Date
Hafer, Leslie S	Provost	Academic & Student Affairs SPG	8/27/2018 - 6/30/2019
Coronado-Gil, Liliana	Grant Management Specialist	Grant Development DO	8/27/2018 - 6/30/2019
Al Nassir, Fawzi	Dir., Institutional Research	Institutional Research/Effect EPI	8/27/2018 - 6/30/2019

TRANSFER/PROMOTION Budgeted Administrative & Professional

Name	Title	Department/Location	Effective Date
Ashe, Angela C	Academic Services Coordinator	Academic & Student Affairs EPI	8/27/2018 - 6/30/2019
Booth, Patrick D	Associate Provost	Associate Provost Office DT	8/27/2018 - 6/30/2019
Weaver, Barbara M	Coord, StudentLife&Leadership	Associate Provost Office SPG	8/27/2018 - 6/30/2019
Saponare, Joseph N	Public Safety Dept Coordinator	Criminal Justice AC	8/27/2018 - 6/30/2019
Manteiga, Michelle	Sr Mgr, Benefits & Wellness	Human Resources Benefits EPI	7/1/2018 - 6/30/2019
Leonard, Lisa	Instructional Support Manager	New Initiative Program HEC	8/27/2018 - 6/30/2019
Morgan, Luetwanda K	Student Success Manager	Student Support Services SPG	9/10/2018 - 6/30/2019

REORGANIZATION Budgeted Administrative & Professional

Name	Title	Department/Location	Effective Date
Krupp, Jason	Career Connections Director	Baccalaureate Programs	7/1/2018 - 6/30/2019
Garrett, Tracy L	Comm Outreach & Support Coord	Enrollment Services	7/1/2018 - 6/30/2019
Baldwin, William M	Academic & Student Affairs	Curr Coord, Path&Articulations EPI	7/1/2018 - 6/30/2019
Liswith, Audra D	Coord., Event Planning & Implementation	Human Resources DO	10/1/2018 - 6/30/2019
Tearett, Yalonda R	Coord., Event Planning & Implementation	Human Resources DO	10/1/2018 - 6/30/2019
Williams, Yvonne G	Coord., Event Planning & Implementation	Human Resources DO	10/1/2018 - 6/30/2019
Marion, Amie N	Manager, Event Planning & Implementation	Human Resources DO	10/1/2018 - 6/30/2019
Roach, Paul D	Academic Coordinator	SE Public Safety Institute AC	7/1/2018 - 6/30/2019

HIRE Budgeted Career Service

Name	Title	Department/Location	Effective Date
Rhoades, Crystal L	Student Support Specialist	Academic & Student Affairs CL	8/27/2018
Trajkovska, Andrijana	Administrative Svcs Specialist	Academic EffectivenessAssessmt EPI	9/10/2018
Leeks, Dena M	Administrative Svcs Specialist	Associate Provost Office HEC	8/27/2018
Holtz, Melissa K	Sr Administrative Svcs Speclst	Grant Development EPI	7/23/2018
Deck, Catherine	Administrative Svcs Specialist	Leepa/Rattner Museum TS	8/27/2018
Aumack Jr, Albert W	Administrative Svcs Specialist	Provost Office TS	8/27/2018
Newton, Brigette D	Student Support Assistant	Student Support Services SPG	9/10/2018

REORGANIZATION Budgeted Career Service

Name	Title	Department/Location	Effective Date

1

| Williams, Kimberly E | Payroll Specialist | Payroll | 7/1/2018 |

HIRE Faculty

Name	Title	Department/Location	Effective Date
Brown, Twila J	Faculty	Nursing HEC	8/9/2018 - 7/26/2019

TRANSFER/PROMOTION Faculty

Name	Title	Department/Location	Effective Date
Pelletier, Scott R	Faculty	Emergency Medical Services HEC	8/1/2018 - 7/26/2019
Hernly, Patrick M	Faculty	Humanities & Fine Arts SPG	8/1/2018 - 7/26/2019

SUPPLEMENTAL Temporary

Name	Title	Department/Location	Effective Date
Kelley, Amy J	Faculty - supplemental	College of Education TS	8/13/2018
Craig, Lori M	Faculty - supplemental	Mathematics CL	9/10/2018
Tingley, Anna L	Faculty - supplemental	Natural Science CL	8/13/2018
Pascua, Elena L	Professional Trainer	Workforce/Professnl Developmnt EPI	7/1/2018

HIRE Temporary

Name	Title	Department/Location	Effective Date
Richardson, Scott	Adjunct Faculty	Business Administration SE	8/13/2018
Suarez, Nataly	Adjunct Faculty	Business Administration SE	8/13/2018
Liebson, Laurence	Adjunct Faculty	Business Administration SPG	8/13/2018
Brown, Lori J	Adjunct Faculty	College of Computer & InfoTech SPG	8/13/2018
Colflesh, Glen T	Adjunct Faculty	College of Computer & InfoTech SPG	8/13/2018
Adams, William G	Adjunct Faculty	Communications CL	8/13/2018
Kaiser, Pamela K	Adjunct Faculty	Communications CL	8/13/2018
Pierson, Kyle A	Adjunct Faculty	Communications CL	8/13/2018
Vetter, Katelyn J	Adjunct Faculty	Communications CL	8/13/2018
Givens, Rebecca A	Adjunct Faculty	Communications SPG	8/13/2018
Reites, Danielle I	Adjunct Faculty	Communications TS	8/13/2018
Watts Waterman, Tonya D	Adjunct Faculty	Communications TS	8/13/2018
Wilson, Richard L	Adjunct Faculty	Early College/Dual Enrollment SE	8/13/2018
Carter, John-Colby T	Adjunct Faculty	Emergency Medical Services HEC	8/13/2018
Southworth, Jason E	Adjunct Faculty	Ethics SPG	8/13/2018
Azar-Capshaw, Kyrena M	Adjunct Faculty	Foreign Language TS	8/13/2018
Dulaney, Grace E	Adjunct Faculty	Foreign Language TS	8/13/2018
Leftwich, John T	Adjunct Faculty	Humanities & Fine Arts SE	8/13/2018
Chestnutt Jr, Thomas E	Adjunct Faculty	Mathematics CL	8/13/2018
Storm, Martin A	Adjunct Faculty	Mathematics CL	8/13/2018
Coovadia, Adam	Adjunct Faculty	Natural Science CL	8/13/2018
Haas, Eric T	Adjunct Faculty	Natural Science SPG	8/13/2018
Herzberg, Michael D	Adjunct Faculty	Natural Science TS	8/13/2018
Spadola, Giuseppe	Adjunct Faculty	Natural Science TS	8/13/2018
Lin, James Y	Adjunct Faculty	Social & Behavioral Science CL	9/10/2018
Marshall, Steve	Adjunct Faculty	Social & Behavioral Science DT	8/13/2018
Andre Glenn, Rachel	Adjunct Faculty	Social & Behavioral Science SE	8/13/2018
Garcia, Carlos	Adjunct Faculty	Social & Behavioral Science TS	8/13/2018
Hall, Elizabeth R	Adjunct Faculty	Social & Behavioral Science TS	8/13/2018
Salley, Charles D	Adjunct Faculty	Social & Behavioral Science TS	8/13/2018
Sparks, Amy L	Adjunct Faculty	Social & Behavioral Science TS	8/13/2018
Browning, Terah	Adjunct Faculty	Veterinary Technology VT	8/13/2018
Stewart, Gray A	Adjunct Faculty	Veterinary Technology VT	8/13/2018
Schwartz, Martin B	Adjunct Faculty, Bach	Baccalaureate Programs CL	8/13/2018
Coyle, Daniel J	Adjunct Faculty, Bach	Baccalaureate Programs EPI	8/13/2018
Bedard, Alyssa L	Adjunct Faculty, Bach	Baccalaureate Programs HEC	8/13/2018

Fields, Megan	Adjunct Faculty, Bach	Baccalaureate Programs HEC	8/13/2018
Frazier, Brittney T	Adjunct Faculty, Bach	Baccalaureate Programs HEC	8/13/2018
Barnett, Ryan C	Adjunct Faculty, Bach	Business Administration EPI	8/13/2018
Loring, Angela K	Adjunct Faculty, Bach	College of Education TS	8/13/2018
Persons, Elizabeth A	Adjunct Faculty, Bach	College of Education TS	8/13/2018
Rogers, James L	Adjunct Faculty, Bach	Natural Science CL	8/13/2018
Decker, Heather	Adjunct Faculty, HTF Nursing	Nursing HEC	8/13/2018
Homme, Caroline B	Adjunct Faculty, HTF Nursing	Nursing HEC	8/13/2018
Liberti, Darlene M	Adjunct Faculty, HTF Nursing	Nursing HEC	8/13/2018
Michels, Lisa	Adjunct Faculty, HTF Nursing	Nursing HEC	8/13/2018
Self, Alicia M	Adjunct Faculty, HTF Nursing	Nursing HEC	8/13/2018
Taher, Sajedah	Adjunct Faculty, HTF Nursing	Nursing HEC	8/13/2018
Hess, Kimberly	Adjunct, Dual Enrollment	Early College/Dual Enrollment AC	8/13/2018
Madrinan, Gerard L	Adjunct, Dual Enrollment	Early College/Dual Enrollment SE	8/13/2018
Brescia, Brittany	Adjunct, Dual Enrollment	Early College/Dual Enrollment TS	8/13/2018
Dublino, Karen	Adjunct, Dual Enrollment	Early College/Dual Enrollment TS	8/13/2018
Ellenburg, James	Adjunct, Dual Enrollment	Early College/Dual Enrollment TS	8/13/2018
Pope, Allen	Adjunct, Dual Enrollment	Early College/Dual Enrollment TS	8/13/2018
Berry, Jarred W	General Support	Student Activities CL	8/27/2018
Mercer, Chi	General Support	Student Activities CL	8/27/2018
Crane, Elizabeth M	OPS Career Level 1	Academic & Student Affairs EPI	8/27/2018
Snitko, Kyle C	OPS Career Level 1	Academic & Student Affairs TS	8/27/2018
Bayatpoor, Ali Z	OPS Career Level 1	Learning Resources HEC	8/27/2018
Dupes, Jenny A	OPS Career Level 1	Learning Resources SPG	7/2/2018
Bujak, Joanne D	OPS Career Level 1	Learning Resources TS	8/27/2018
Gray, Laura A	OPS Career Level 5	Communications CL	8/27/2018
Fisher, Ian A	OPS Career Level 5	Help Desk Technical Support EPI	8/27/2018
Colgan, Gregory P	OPS Career Level 5	Learning Resources SPG	8/27/2018
Fleigle, Kristopher M	OPS Career Level 5	New Initiative Program HEC	8/27/2018
Williams, Kevin A	OPS Career Level 7	Natural Science CL	8/1/2018
Davis, Zoey A	OPS Teaching Asst/Interpreter	Accessibility Services CL	8/13/2018
Doyle, Matthew C	Professional Trainer	Emergency Medical Services HEC	8/6/2018
Platt, Tyrell M	Professional Trainer	Emergency Medical Services HEC	8/27/2018
Vance Jr, Michael D	Professional Trainer	Emergency Medical Services HEC	8/27/2018
Woodruff, Dustin P	Professional Trainer	Emergency Medical Services HEC	8/27/2018
Zeiner, Matthew R	Professional Trainer	Emergency Medical Services HEC	8/27/2018
Miller, Thomas F	Professional Trainer	Florida Natl. Guard Grant AC	8/27/2018
Welker, Jonathan R	Professional Trainer	Workforce/Professnl Developmnt EPI	8/27/2018

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

ND09062018

September 18, 2018

MEMORANDUM

TO: Board of Trustees St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Workforce and Professional Development

Approval is sought for the recommended changes to Workforce and Professional Development for courses within the 2018-2019 catalog year.

Workforce and Professional Development, Information & Innovative Technology: Updated one course title, description, contact hours and fee to reflect new video editing software and changes to course content.

- AAP0124 UAS (Unmanned Aircraft Systems) Video Production and Editing: Basic Skills

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

Workforce and Professional Development, CE Health, Allied Health Program: Added one new advanced certification course to increase student earning potential and meet market demand.

- HHP0429 Advanced Clinical Medical Assistant

Workforce and Professional Development, Information & Innovative Technology: Added sixteen new online courses to better prepare students for Microsoft Industry Certifications.

- CMP0781 Microsoft Access Online - Basic
- CMP0782 Microsoft Access Online - Intermediate
- CMP0783 Microsoft Excel Online - Basic
- CMP0784 Microsoft Excel Online - Intermediate
- CMP0785 Microsoft Excel Online - Advanced
- CMP0786 Microsoft Office 365 Online
- CMP0787 Microsoft OneNote Online
- CMP0788 Microsoft Outlook Online - Basic
- CMP0789 Microsoft Outlook Online - Intermediate
- CMP0790 Microsoft PowerPoint Online - Basic
- CMP0791 Microsoft PowerPoint Online - Intermediate
- CMP0792 Microsoft Windows 10 Online
- CMP0793 Microsoft Word Online - Basic
- CMP0794 Microsoft Word Online - Intermediate

- CMP0795 Microsoft Word Online - Advanced
- PRG0909 iOS Application Development Online

Workforce and Professional Development, Information & Innovative Technology: Added three new courses to supplement the new Marketing Web Developer Certificate.

- WSD0907 Web Developer Certificate - Primary Skills
- WSD0908 Effective Web Design Track
- WSD0909 Entrepreneur Track

September 18, 2018

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Credit Curriculum

The following is a summary of credit curriculum changes for which approval is sought for Spring 2019 (Term 0555).

New/Deleted/Modified Programs (total):

Career and Academic Community	New	Transfer	Deleted	Modified	Total
Arts, Humanities, and Design				2	2
Business					
Communications					
Education	1			1	2
Engineering, Manufacturing, and Building Arts	1				1
Health Sciences and Veterinary Technology				2	2
Public Safety, Public Policy, Legal Studies					
Science and Mathematics					
Social/Behavioral Sciences and Human Services					
Technology					
Totals	**2**	**0**	**0**	**5**	**7**

New/Deleted/Modified Courses (total):

Career and Academic Community	New	Deleted	Modified	Revitalized	Total
Arts, Humanities, and Design	1		1	4	6
Business	2		1		3
Communications	3		4		7
Education	1		1		2
Engineering, Manufacturing, and Building Arts					
Health Sciences and Veterinary Technology	2		10	1	13
Public Safety, Public Policy, Legal Studies					
Science and Mathematics			10	1	11
Social/Behavioral Sciences and Human					

Services			
Technology	3	5	8
Total New/Modified Courses	**12**	**32**	**6**	**50**

Credit Curriculum Updates for Spring 2019 & Summer 2019

<u>**Program & Course Updates Effective Spring (0555) & Summer 2019 (Term 0560)**</u>
Note: Closed programs follow a three-year teach-out period and deleted courses follow a five-year teach-out period, unless otherwise indicated.

A. Arts, Humanities, and Design
1. <u>Program Update:</u>
   a. The **Digital Media** (DIG-AS) program was modified to better reflect high demand content and meet industry needs.
      i. Subplan title changed from "Digital Media Production" to "Digital Media Production/User Experience (UX)".
      ii. Added: *Digital Drawing* (DIG 2119C); new course.
      iii. Removed: *Drawing I* (ART 1300C), *Web 2.0 and Social Media* (DIG 2105).
   b. The **Digital Media Multimedia Presentation Certificate** (DMPRD-CT) program was modified to better reflect high demand content and meet industry needs.
      i. Program title changed from "Digital Media Multimedia Presentation" to "Digital Media/Multimedia/UX".
      ii. Added: *Interactive Design II* (DIG 2502C); elective course

2. <u>New Courses:</u> The following course was developed to better prepare students for a digital environment:
   a. *Digital Drawing* (DIG 2119C) in DIG-AS

3. <u>Course Updates</u>: The following courses had MLOs, descriptions and/or prerequisites modified as a result of course review or online revitalization:
   a. *Art History:Ancient to Gothic* (ARH 2050)
   b. *Exploration of Media Tools* (DIG 1004C)
   c. *Survey of Digital Video* (DIG 2030)
   d. *Music Theory I* (MUT 1111)
   e. *Aural Theory I* (MUT 1241)

B. Business
1. <u>New Courses:</u> The following courses were created as a result of the new *Sports Management* (SPMGT) subplan in the **Management & Organizational Leadership** (MGTORG-BAS) program.
   a. *Principles of Sports Management* (SPM 3154)
   b. *Sports Facility and Event Management* (SPM 4104)

2. <u>Course Update:</u>
   a. *Project Management* (MAN 4583): prerequisites were removed in order to resolve hidden prerequisites in the **Management & Organizational Leadership** (MGTORG-BAS) program.

C. Communications
1. <u>New Courses:</u> The following courses were created to meet the needs of a new subplan or college

French immersion/study abroad intitiative:
   a. *Consecutive Interpreting Skills* (INT 3270) utilized in the new *Educational Interpreting* (SLIP) subplan in the **Educational Studies and Community Leadership** (EDST-BS) program.
   b. *French Conversation and Composition I* (FRE 2240) *(Effective Summer 2018; 0560)*
   c. *French Conversation and Composition II* (FRE 2241) *(Effective Summer 2018; 0560)*

2. Course Update: The following courses were reactivated or have MLOs updated to support French immersion and study abroad initiatives:
   a. *Elementary French I* (FRE 1120); updated MLOs.
   b. *Elementary French II* (FRE 1121); updated MLOs.
   c. *Intermediate French I* (FRE 2200); reactivated course. *(Effective Summer 2018; 0560)*
   d. *Intermediate French II* (FRE 2201) reactivated course. *(Effective Summer 2018; 0560)*

D. Education
1. New Program: **Early Child Development** (CHDEV-CT): 36 credit certificate embedded in the **Early Childhood Development AS** (CHDEV-AS) meets the Office of Early Learning Career Pathways requirement for the Florida Advanced Early Care and Education Credential (FAECEC).

2. Program Updates: **Middle Grades General Science Education (5-9)** (MGSED-BS) program was modified in order to better align with the FL DOE subject area competencies for middle grades science.
   a. Added: *Human Biology* (BSC 3096C), *Introduction to Environmental Science* (EVR 1001C) and *Professional Issues in Science Education* (SCE 4146).
   b. Removed: *Issues & Challenges in Science Education* (BSC 4032), *Ecology and Lab* (PCB 3043/L), *Evolutionary Biology* (PCB 46174).

3. New Courses: The following course was created in order to more accurately reflect content as a Science Educations course rather than a Biological Science course.
   a. *Professional Issues in Science Education* (SCE 4146) in MGSED-BS

4. Course Updates: The following course had contact hours updated to reflect state requirements.
   a. *EPI Internship* (EDF 4949); contact hours updated from 270 hours to 350 hours.

E. Engineering, Manufacturing, and Building Arts
1. New Program: **Biomedical Technician** (BMET-CT): 23 credit certificate embedded in the **Biomedical Engineering Technology AS** (BMET-AS) to support program completions and further strengthen students' position in the marketplace.

F. Health Sciences and Veterinary Technology
1. Program Updates:
   a. **Veterinary Nursing** (VETTC-BAS) Changed program title from Veterinary Technology to better reflect career areas and was modified to add a new 6 credit capstone course with content that focuses on work skills.
      i. Added: *Veterinary Capstone Practicum* (ATE 4940); 6 credits
      ii. Removed: *Precapstone* (ATE 4000) 3 credits, *Capstone* (ATE 4814) 3 credits
   b. **Veterinary Nursing** (VETTC-AS) Changed program title from Veterinary Technology to better reflect career areas.

2. New Courses: The following course was created as a result of restructuring the capstone

experience.
   a. ***Veterinary Capstone Practicum*** (ATE 4940); 6 credits

3. <u>Course Updates</u>: The following courses were modified as a result of course review, state curriculum framework modification or accreditation standards.
   a. ***Practice Management for the Dental Hygienist*** (DEH 4851): MLOs, course title, course description, textbook and prerequisites were updated.
   b. ***Advanced Ethics in Dental Hygiene*** (DEH 4852): MLOs, course description and prerequisites updated. ***(Effective Summer 2018; 0560)***
   c. ***Fundamentals of Emergency Medical Care*** (EMS 1119): MLOs, course description, contact hours and prerequsites updated.
   d. ***Fundamentals of Emergency Medical Care Lab*** (EMS 1119L): MLOs updated.
   e. ***Fundamentals of Emergency Medical Care Clinical Experience*** (EMS 1411): Credit hours, contact hours and prerequisites updated.
   f. ***EMT Field Internship*** (EMS 1421): MLOs, contact hours and textbooks were updated.
   g. ***Medical-Surgery Aspects of Respiratory Care*** (RET 2935): MLOs and textbooks updated.

G. Public Safety, Public Policy, and Legal Studies
   1. <u>No Updates</u>

H. Science and Mathematics

   1. <u>New Courses:</u> the following course was added to expand the honors course offerings within the Natural Science curriculum.
      a. ***Honors Microbiology with Laboratory*** (MCB 2010CH)

   2. <u>Course Updates</u>: The following courses were modified as a result of online revitalization or course review.
      a. ***Human Anatomy*** (BSC 1083): MLOs updated.
      b. ***Human Anatomy & Physiology Lab I*** (BSC 2085L): MLOs and description updated.
      c. ***Scientific Communication*** (BSC 3932): Prerequisites updated.
      d. ***Undergraduate Research in Biology*** (BSC 4905C): Prerequisites updated.
      e. ***Internship in Biological Sciences*** (BSC 4940): Prerequisites updated.
      f. ***Microbiology*** (MCB 3020): Prerequisites updated.
      g. ***Microbiology Lab*** (MCB 3020L): Prerequisites updated.
      h. ***Cell Biology*** (PCB 3023): Prerequisites and term offered updated.
      i. ***Cell Biology Laboratory*** (PCB 3023L): Prerequisites and term offered updated.
      j. ***Calculus with Analytic Geometry II*** (MAC 2312): MLOs, description and prerequisites updated.
      k. ***Calculus with Analytic Geometry III*** (MAC 2313): MLOs, description and prerequisites updated. ***(Effective Summer 2018; 0560)***

I. Social/Behavioral Sciences and Human Services
   1. <u>Course Update</u>: The following course was modified as a result of new Florida DOE Civic Literacy requirement.
      a. ***American National Government*** (POS 2041): MLOs udpated.
      b. ***American National Government Honors*** (POS 2041H): MLOs

J. Technology

1. <u>New Courses:</u> The following courses were created as a result of the new *Data Technology* (DATA) subplan in the **Computer Information Technology** (CIT-AS) program.
   a. ***Data Visualization Techniques*** (CTS 2417)
   b. ***Introduction to Business Intelligence*** (CTS 2450)
   c. ***Introduction to Data Mining*** (CTS 2452)

2. <u>Course Updates:</u> The following courses were modified as a result of online revitalization or course review.
   a. ***Programming in C***++ (COP 2220): Prefix and number updated to align to SCNS.
   b. ***Advanced C++ Programming*** (COP 2222): Course title updated.
   c. ***Configuring Advanced Windows Server Services*** (CTS 1303). Textbooks updated.
   d. ***Installation, Storage, and Compute with Windows Server*** (CTS 1328). MLOs and textbooks updated to current certification content.
   e. ***Networking with Windows Server*** (CTS 1334) MLOs and textbooks updated to current certification content.

September 18, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: U.S. Department of Education—Pilot Program for Cybersecurity Education
Technological Upgrades for Community Colleges

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees'
approval, to the U.S. Department of Education in support of the St. Petersburg College
Cybersecurity Education Technological Upgrades program. Permission is sought to accept
an estimated $83,540 in funding over a two-year period for this proposal, if awarded, and
enter into any amendments, extensions or agreements as necessary, within the original intent
and purpose of the grant.**

The U.S. Department of Education, Funds for the Improvement of Postsecondary Education's
(FIPSE), Pilot Program for Cybersecurity Education has been developed to support community
colleges through technological upgrades to their cybersecurity education programs. As part of the
program design, colleges must partner with National Science Foundation (NSF) Advanced
Technological Education (ATE) Centers, to leverage their expertise in the area of cybersecurity
education for technical support, mentorship, and sharing of best practices.

The proposal submitted by St. Petersburg College (SPC) focuses on enhancing the College of
Computer and Information Technology's (CCIT) existing cybersecurity program ultimately
leading to a new online B.A.S. in Cybersecurity degree. The goal of this project is to increase the
number of students pursuing a cybersecurity credential to meet workforce needs in the Tampa Bay
region and beyond. Once developed, the B.A.S. in Cybersecurity degree will be the first of its
kind at the community college level in the Tampa Bay region and only the second in Florida,
providing students with an affordable, flexible option for high-wage, high-demand sustainable
careers in cybersecurity. This project will also strengthen regional and national partnerships with
institutions in cybersecurity education, sharing resources and best practices for other community
colleges seeking to develop B.A.S. programs. Funding will support faculty and staff efforts for
curriculum development, new equipment for virtual training activities, and faculty certification
training.

The estimated period of performance will be from March 1, 2019 through February 28, 2021. The
total project budget is projected to be $83,540, of which the College anticipates receiving the full
award amount. See attached Information Summary for additional information.

Anne Cooper, Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; and
James Stewart, Dean, College of Computer and Information Technology, recommend approval.

ks0906183

BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting:　　　　　　　　September 18, 2018

Funding Agency or Organization:　　　U.S. Department of Education

Name of Competition/Project:　　　　Pilot Program for Cybersecurity Education
　　　　　　　　　　　　　　　　　　Technological Upgrades for Community
　　　　　　　　　　　　　　　　　　Colleges

SPC Application or Sub-Contract:　　　SPC Application

Grant/Contract Time Period:　　　　　**Start:** 3/1/19　　　　**End:** 2/28/21

Administrator:　　　　　　　　　　　Dr. James Stewart

Manager:　　　　　　　　　　　　　Dr. John Duff

Focus of Proposal:
The Pilot Program for Cybersecurity Education Technological Upgrades grant will support efforts to redesign the Cybersecurity subplan of the existing B.A.S. in Information Technology Management and develop curriculum leading to a standalone B.A.S. in Cybersecurity degree. The goal of this project is to increase the number of students pursuing a cybersecurity credential to meet workforce needs in the Tampa Bay region and beyond. This goal will be accomplished over a two-year period through the following objectives and activities: 1) Redevelop existing B.A.S. in Information Technology Management's Cybersecurity subplan curriculum to increase training opportunities for students, including development of 4 new subplan courses, integration of Capture the Flag virtual competitions, and industry certifications; 2) Develop a new B.A.S. degree in Cybersecurity aligned with the National Centers of Academic Excellence in Cyber Defense Education; and 3) Improve faculty training and ability to offer industry-linked certifications in cybersecurity. By meeting these objectives, the project will serve approximately 200 students in the year immediately following the project end. SPC will work with the National Resource Center for Systems Security and Information Assurance (CSSIA) and industry partners such as CISCO and ReliaQuest to achieve these objectives.

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	$　28,738
Fringe	$　　4,598
Travel	$　12,000
Equipment	$　　9,700
Printing and Marketing	$　　3,500
Other (Test Vouchers for Faculty Certifications)	$　　6,291
Other (Consultant, Facilitator)	$　12,000

| Indirect (10%) | $ 6,713 |
| Total Budget | $ 83,540 |

Funding:

| Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) | $ 83,540 |
| Total amount from funder: | $ 83,540 |

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

Required match or cost sharing:	No X Yes
Voluntary match or cost sharing:	No X Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

College Values, Strategic Initiatives and Activities Addressed:

| Value(s): | 1. | Student Success |
| | 2. | Growth and Empowerment |

Strategic Initiative(s):	1.	The Classroom Experience
	2.	Recruitment and Retention Plan
	3.	Community Focus

BOT – September 18, 2018 – Information Summary –
U.S. Department of Education
Pilot Program for Cybersecurity Education Technological Upgrades for Community Colleges
Attachment - Page 2

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September 18, 2018

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Florida College System Foundation (FCSF) – Florida Colleges Care Grant (FCCG)

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida College System Foundation (FCSF), by St. Petersburg College for the Florida Colleges Care Grant (FCCG) Program. Permission is also sought to accept an estimated $15,000 in funding over a seven-month period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

As part of the Health and Dental Outreach Initiative for Florida KidCare, the Florida College System Foundation (FCSF), in partnership with the Division of Florida Colleges, has developed the Florida Colleges Care Grant (FCCG). Florida KidCare is the umbrella brand for the four government-sponsored health insurance programs – Medicaid, MediKids, Florida Healthy Kids and the Children's Medical Services Managed Care Plan – that together provide a continuum of coverage for Florida children from birth through the end of age 18. The intent of this funding is to support Florida colleges as they design innovative health and dental insurance outreach strategies during the 2018-2019 academic year. This program encourages colleges to create engaging activities and outreach to increase knowledge of Florida KidCare. As required by the funding, SPC's related workplan will include the following activities: 1) Promotion of Florida KidCare at a minimum of three college-sponsored community health events, and the College's dental clinic; 2) Engagement of students, faculty and staff with children to begin the application process for KidCare; 3) Initiation of three outreach/promotional activities with community partners; and 4) Promotion of KidCare through campus signage, distribution of collateral, SPC's website and social media channels.

The estimated period of performance will be from October 1, 2018 through April 30, 2019. The total project budget is projected to be $15,000 over a seven-month period. See attached Information Summary for additional information.

Jamelle Conner, Vice President, Student Affairs; Suzanne L. Gardner, General Counsel; Eric Carver, Provost Health Education Center, Allstate Center and Veterinary Technology Center; and Rita Farlow, Executive Director Marketing and Strategic Communication, recommend approval.

Attachment
ks0906183

BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: September 18, 2018

Funding Agency or Organization: Florida College System Foundation

Name of Competition/Project: Florida Colleges Care Grant (FCCG)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 10/1/18   **End:** 4/30/19

Administrator: Eric Carver

Manager: Rita Farlow

Focus of Proposal:
The goal of St. Petersburg College's (SPC) Florida Colleges Cares Initiative is to increase knowledge of Florida KidCare through strategic and high-impact awareness activities that will facilitate communication and engagement in the program throughout Pinellas County. Florida KidCare is the State of Florida's high-quality, low-cost health insurance for children. Using a multi-pronged strategy that includes outreach and engagement, SPC's KidCare outreach program will target students, staff and community member. In addition to targeted outreach, this initiative will include step-by-step trainings to help staff as they support individuals interested in starting the application process for KidCare. Key SPC representatives, including from the College's Human Resources and Marketing Departments, will be charged with sharing KidCare information at events that engage SPC staff and students, prospective students and the outside community.

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	$ 6,270
Fringe	$ 1,003
Travel	$ 445
Printing	$ 2,900
Materials and Supplies	$ 3,018
Administrative Costs (10%)	$ 1,364
Total Budget	$ 15,000

Funding:
Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	$ 15,000
Total amount from funder:	$ 15,000

53229

Amount/value of match:	Cash: $0	
	In-kind: $0	
Required match or cost sharing:	No X	Yes
Voluntary match or cost sharing:	No X	Yes
Source of match/cost sharing:	N/A	
Negotiated indirect cost:	N/A	
(Fixed) administrative fee:	N/A	
Software/materials:	N/A	
Equipment:	N/A	
Services:	N/A	
Staff Training:	N/A	
FTE:	N/A	
Other:	N/A	

College Values, Strategic Initiatives and Activities Addressed:

Value(s):	1.	Equity
	2.	Community Focus

Strategic Initiative(s):	1.	Recruitment and Retention Plan

September 18, 2018

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Replacement of HVAC equipment, St. Petersburg Gibbs Campus

Approval is requested for the amount of $665,817, to replace a centrifugal chiller at the St. Petersburg Gibbs Campus.

The college will be performing the chiller replacement through a prequalified continuing contractor, Kenyon & Partners, Inc., for an amount not to exceed $325,000. Due to the life expectancy of the current chiller and the critical need for additional cooling capacity, approval is requested to purchase a Trane chiller for $340,817 under the national cooperative purchasing program, US Communities.

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