

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES SEPTEMBER 24, 2019

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

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. RECOGNITIONS

- A. Presentation of Retirement Resolutions and Motion for Adoption - None

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 20, 2019 (*Action*)

V. MONTHLY REPORTS

- A. General Counsel

VI. STRATEGIC FOCUS AND PLANNING

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

- 1. Quality Enhancement Plan – Ms. Sara Gomez, QEP, Lead Faculty (*Presentation*)
- 2. African American Males Student Success Task Force Update– Dr. Joseph Smiley, Dean, Social and Behavioral Sciences and Human Services and Dr. Mark Strickland, Provost, Seminole Campus (*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*)

VII. CONSENT AGENDA

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

1. Footprint Review and District Office Migration Plan – Mr. Brian Miles, Vice President, Administration, Finance and Technology (*Presentation/Action*) *

B. NEW BUSINESS

1. Workforce and Professional Development Curriculum Changes (*Action*)
2. Credit Curriculum Changes (*Action*)
3. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. CareerSource Florida, Inc./Florida Department of Commerce – Quick Response Training (QRT) Grant on behalf of Power Town LLC (*Action*)
 - b. Verizon Tech Workforce Development Proposal (*Informational*)
 - c. Spectrum – Digital Education (*Informational*)
4. Construction
 - a. Spot Survey #2 Version 8 (*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

October 15, 2019, EpiCenter

XII. ADJOURNMENT

ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING TO IMMEDIATELY FOLLOW – Associate Vice President, Collegiate High School Starla Metz (see separate agenda)

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting September 24, 2019, 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 13, 2019

Quality Enhancement Plan (QEP) Update

SPC Board of Trustees – September 2019

Sara Gomez, QEP Lead Faculty



Responsibility to SACSCOC

- **In year 5 (2023), we will submit a QEP Impact Report, which includes a copy of the Executive Summary. In addition, we will need to include:**
 - **A succinct list of the initial goals and intended outcomes.**
 - **A discussion of changes made to the QEP and reasons for making these changes.**
 - **A description of the QEP's impact on student learning.**
 - **A reflection on what the institution has learned as a result of the QEP experience.**





Student Learning Outcomes (SLO) Goal 1:

Ready:

Students will identify their learner mindset, including their motivation, and take ownership of their academic goals.

Core Element

Motivation and Ownership:

Students will identify why they came to college, what their motivations are for pursuing a degree or certificate, and how they can apply their behaviors to take ownership of their goals.





Student Learning Outcomes (SLO) Goal 2:

Set:

Students will learn strategies, such as time management, knowledge monitoring, and comprehension to help them along their academic path.

Core Elements

Time Management:

Students will identify barriers to efficient time management and apply the planning tools to increase productivity.

Knowledge Monitoring:

Students will identify their knowledge gaps.

Comprehension:

Students will effectively apply thinking strategies to comprehend course material.

Student Learning Outcomes (SLO) Goal 3:

Succeed:

Students will show how the learner mindset and learning strategies have helped them in, persistence, retention, and completion of their degree or certificate.

Persistence:

semester to semester

Retention:

fall to fall

Completion:

degree or certificate





Ready, Set, Succeed!

Quality Enhancement
Plan (QEP)

Neighborhoods for
Success (N4S)

College Wide Impact

RSS! Leadership
Committee

Toolkits

Events

Professional
Development

Titan Thursday
Webinars



Neighborhoods for Success (N4S)

Target Population:

- Flexible Opt-Out Eligibility
- Refuse at least one developmental recommendation
- 15 credit hours or less
- Enrolled in at least 6 credit hours
- Online: Must be enrolled in at least one online course
- Two semester, non-credit course (NFS 1000)
- Collaboration with faculty mentors, success coaches, peer mentors, and champion advisors.
- Fall – focuses on developing success strategies, career exploration, and academic planning
- Spring – focuses on applying skills to new academic coursework, career development, and integration of SPC Reads book



N4S Year One (2018 – 2019)

Decreased Withdrawal Rates

YEAR 1 FALL 2018 SUCCESS RATES

Student Cohorts	Unduplicated Student Count	Success Rate	Withdrawal Rate	WF Rate	F Rate
QEP NON PARTICIPANTS cohort: met NFS enrollment eligibility but did not participate	1,153	56.60%	6.70%	9.70%	19.70%
ALL QEP PARTICIPANTS Cohort: regardless of whether they met NFS enrollment requirements	63	60.90%	3.90%	5.80%	20.80%
QEP PARTICIPANTS (eligible) Cohort: met NFS enrollment eligibility requirements	42	62.10%	3.40%	4.10%	20.00%
College-Wide	29,088	78.80%	5.50%	4.10%	8.00%

Observations (N of QEP participants is too small to determine significance):

Success rate is higher for QEP participants than the success rate of those that chose NOT to participate in NFS but were eligible

Withdrawal rate and WF rate are higher for NON participants than those that chose to participate



Success Rates: N4S Students Compared to Opt-Out

Fall 2018-19 Success Rates Comparison: COMPOSITION		
	ENC1101	
	QEP Participants	QEP Non-Participants
Enrollment Count	44	977
Success Rate	77.30%	59.40%
Withdrawal Rate	2.30%	6.40%
WF Rate	6.80%	11.20%
F Rate	9.10%	17.80%

Spring 2018-19 Success Rates Comparison: COMPOSITION		
	ENC1101	
	QEP Participants	QEP Non-Participants
Enrollment Count	8	151
Success Rate	75.00%	38.40%
Withdrawal Rate	12.50%	13.90%
WF Rate	12.50%	21.90%
F Rate	0.00%	19.20%



Data = Lessons Learned & Changes

- Course Revisions
- Additional section offerings
- Elimination of redundant assessments
- Continued guidance from the RSS! Leadership Committee

N4S Student Feedback

49 out of 62 students successfully completed the program in May 2019



“I loved how when we would have **group discussions about how our classes were going**. The strategies that were presented to us **helped a lot with my math class**. Talking helps me find focus to the problems I was having with passing my test. The class discussions also helped me feel better knowing that **I wasn't the only one** feeling the way that I felt about this first semester.” (Fall 2019)



N4S Year Two (2019 – 2020)

- **Sections at:**
 - **Tarpon Springs, Clearwater, Seminole, Gibbs, Downtown, and Online**
- **Tarpon Springs – Piloting a learning community**
 - **Fall link NFS 1000 with ENC 1101**
 - **Spring link NFS 1000 with PHI 1600**
- **Welcome Events (5 campuses)**
- **College Wide Events**
 - **Off On the Right Foot – On campus & online**
 - **Keep It Going – On Campus & Online**
- **College Wide Resources – On Campus & Online**



St. Petersburg College

SPC

Questions??





African American Male Student Success Task Force Update

Dr. Joseph Smiley
Dean Social/Behavioral Sciences & Human Services

Dr. Mark Strickland
Seminole Campus Provost

September 24, 2019



Task Force Charge

1. Review and assess the climate of past and current initiatives for African-American males.
2. Identify and review opportunities and challenges at SPC for African-American males.
3. Develop and implement recommendations, principles, strategies, and programs, both short-term and long-term, for improving the success and retention of African-American males and identify those who will be responsible and accountable for the same.

Key Undertakings

- Reviewed key student data
- Reviewed current literature
- Inventory of past and current programs
- Gathered student input



Student Success Data

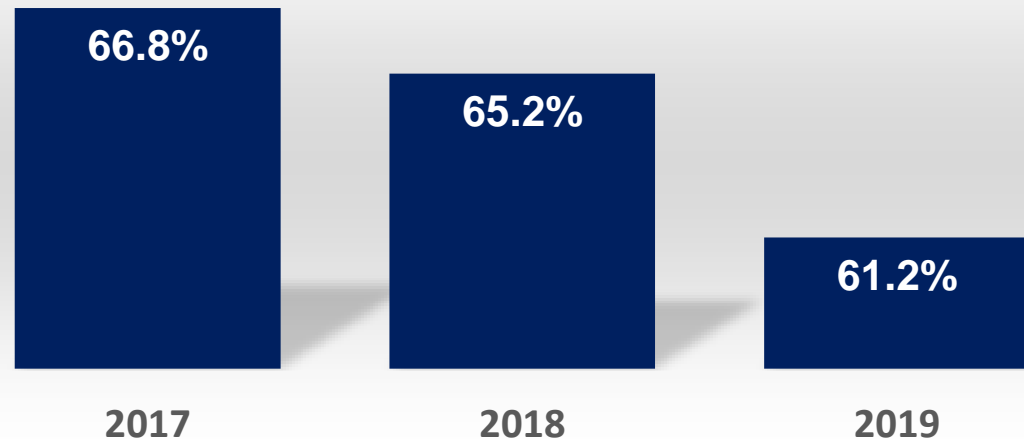
Black or African American Students at SPC

- 62.4% are low income
- Majority are 26 or over
- Most attend part-time
- Students age 22-25 struggle the most
- Students in AA program lowest success rates
- Students perform best in 8-week course formats

2019 Overall Student Success Rate* **78.4 %**

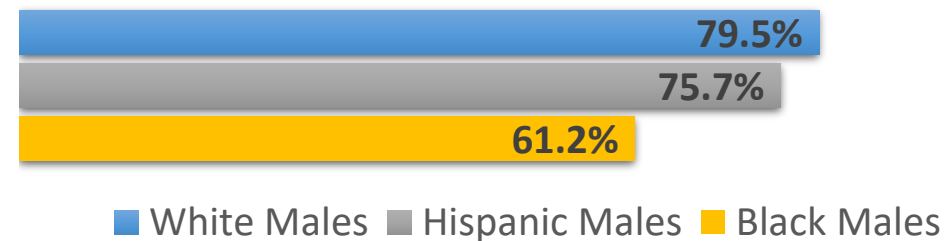
Achievement Gap for Black Males **-17.2%**

African American Male Success Rates



*SPC Black Male Success Rates

2019 Success Rates*

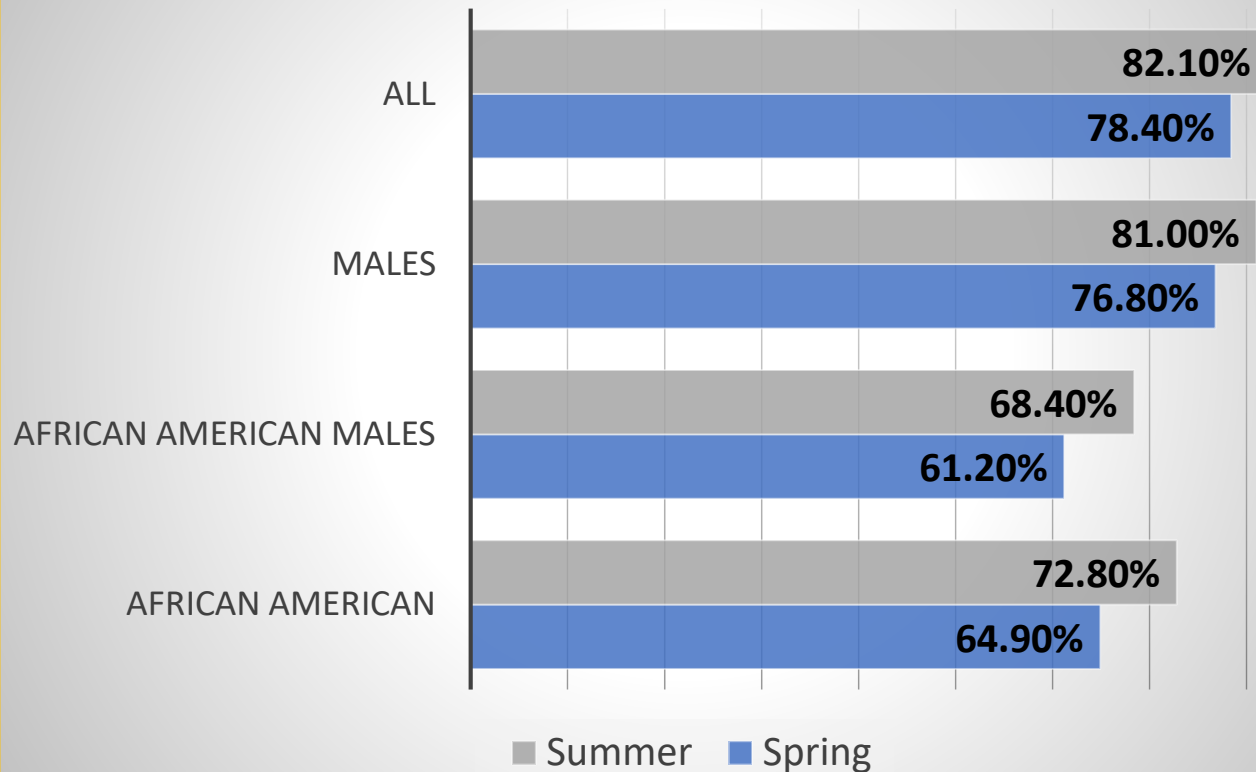


*Based on Pulse BI Spring Semester as of 9.16.19



We Did Not Wait: Summer

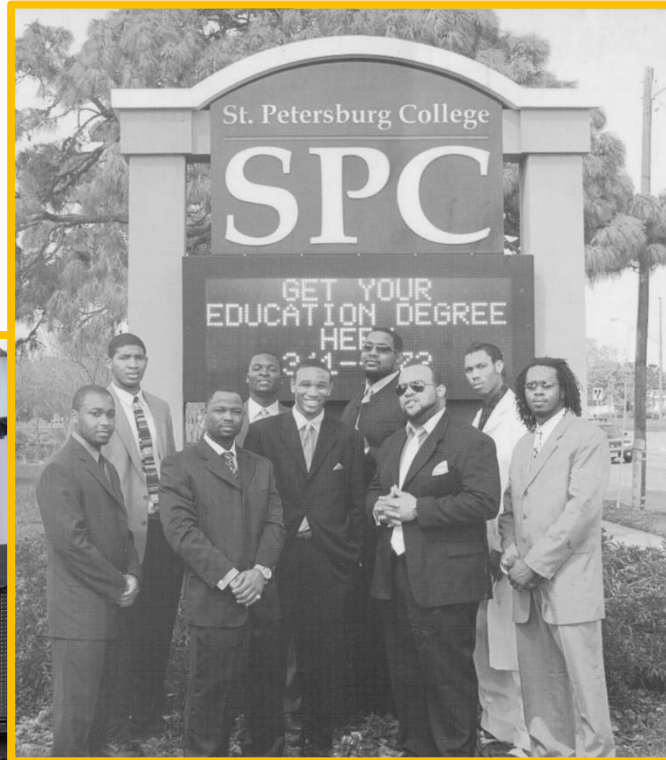
Summer 2019 Success Rates



- Summer Cohort
- Outreach by 18 SPC Employees
- Learning Resources Outreach Initiative
- Identified students with a 2.4 GPA or lower
- Handshake within MyCourses
- Taskforce regular and subcommittee meetings



Yesterday to Today



Dr. Ernest McDonald

- Brother 2 Brother
- SPC Grad
- USF Grad
- Accountant
- Adjunct at SPC
- PharmD

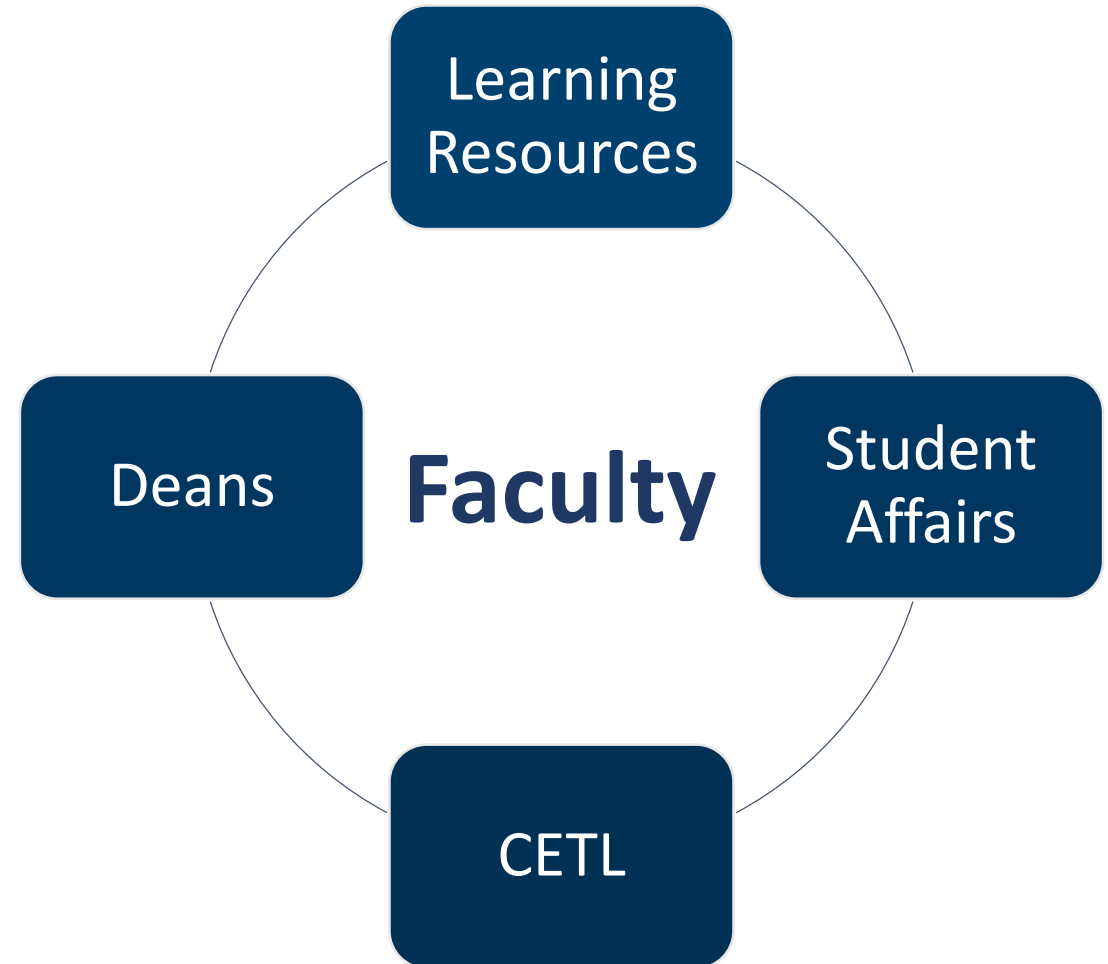




Comprehensive & Systemic

Strategies

- Brother-to-Brother Program
- Comprehensive Mentoring
- Professional Development Focused on Cultural Competency
- Pipeline for Community Support of African-American Males



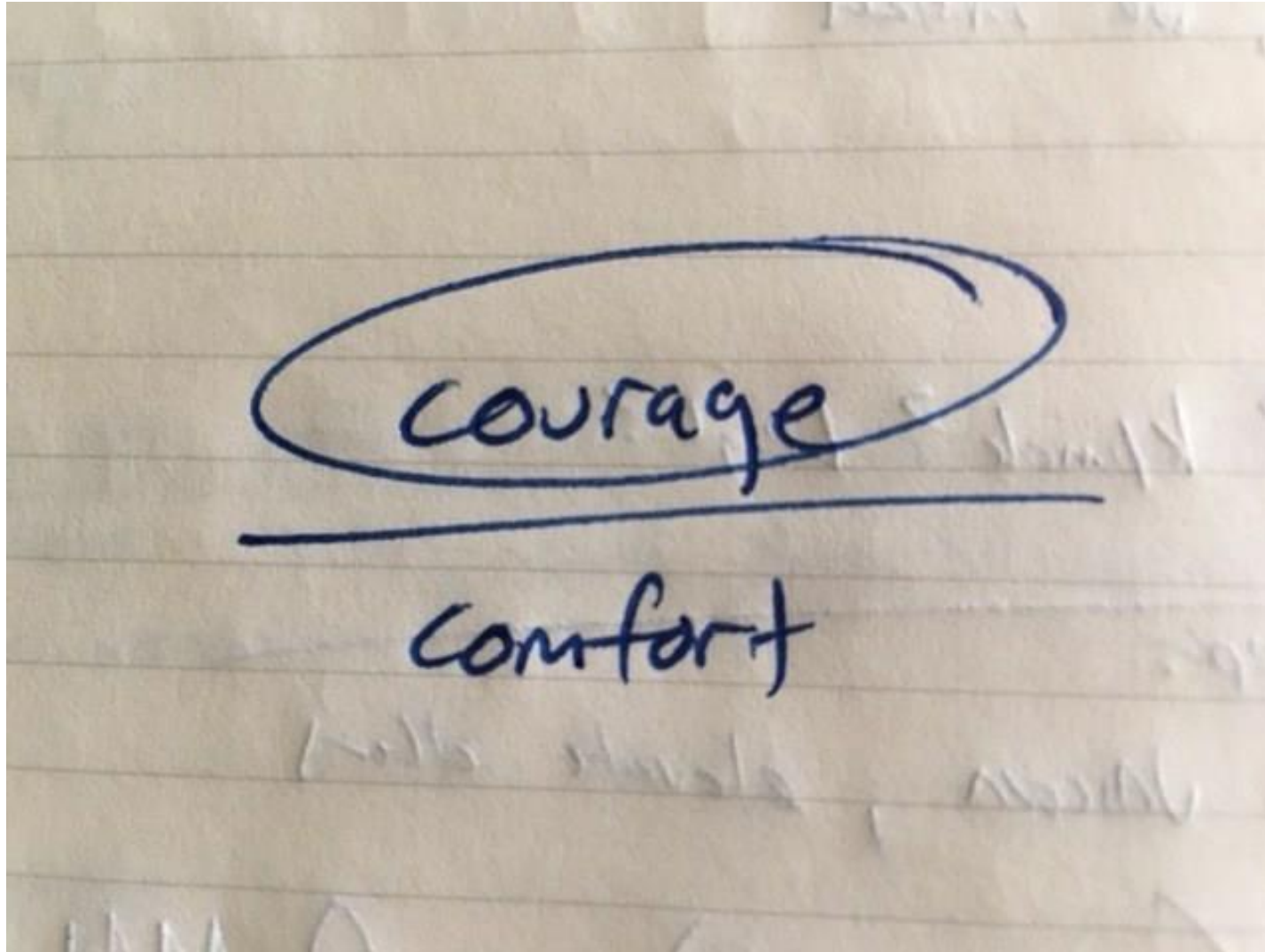


Next Steps

- September 2019 - Continue current strategies
- November 2019 - Present full plan with budget requests
- January 2020 - Rollout of full plan



Questions



Operating Fund Budget Report As of August 31, 2019

Janette Hunt

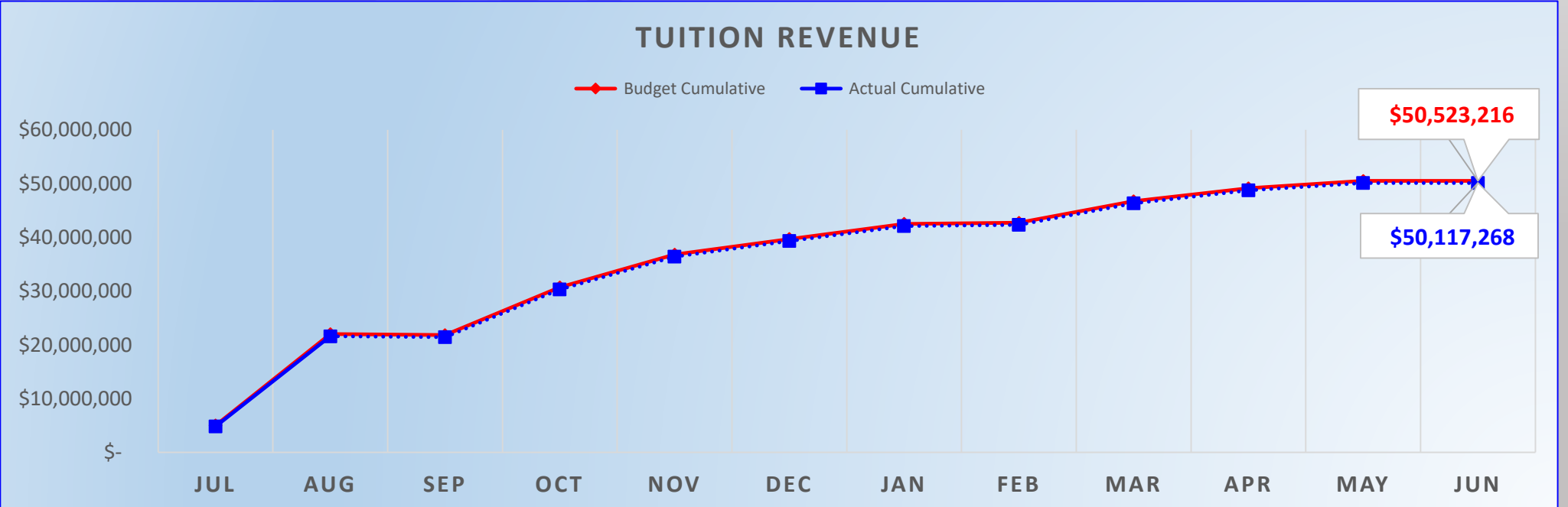
AVP, Budgeting & Compliance





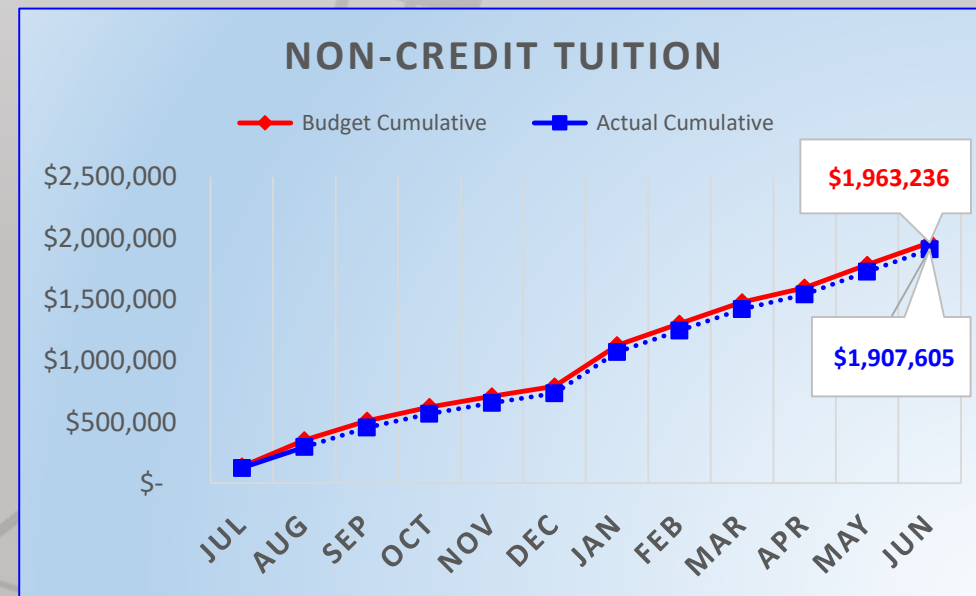
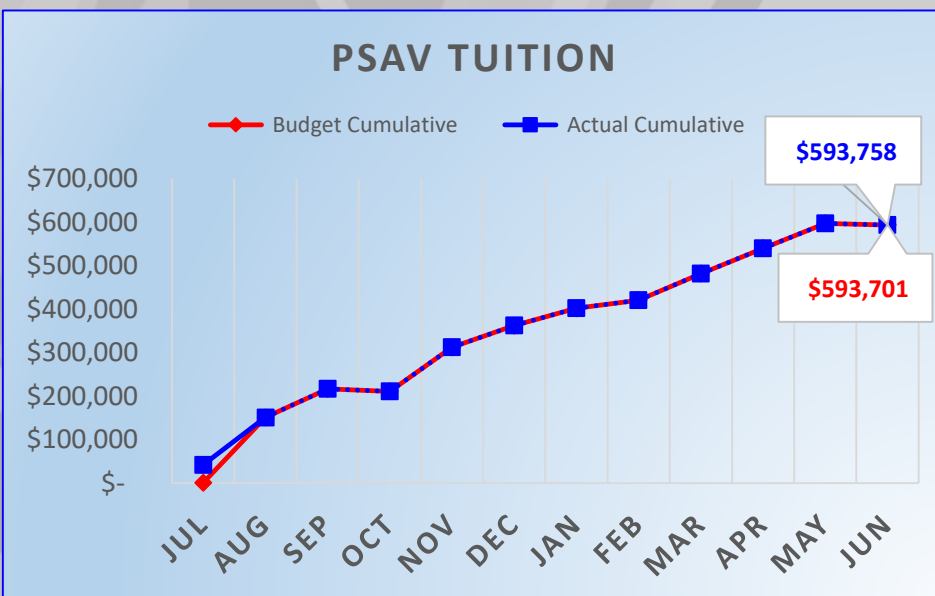
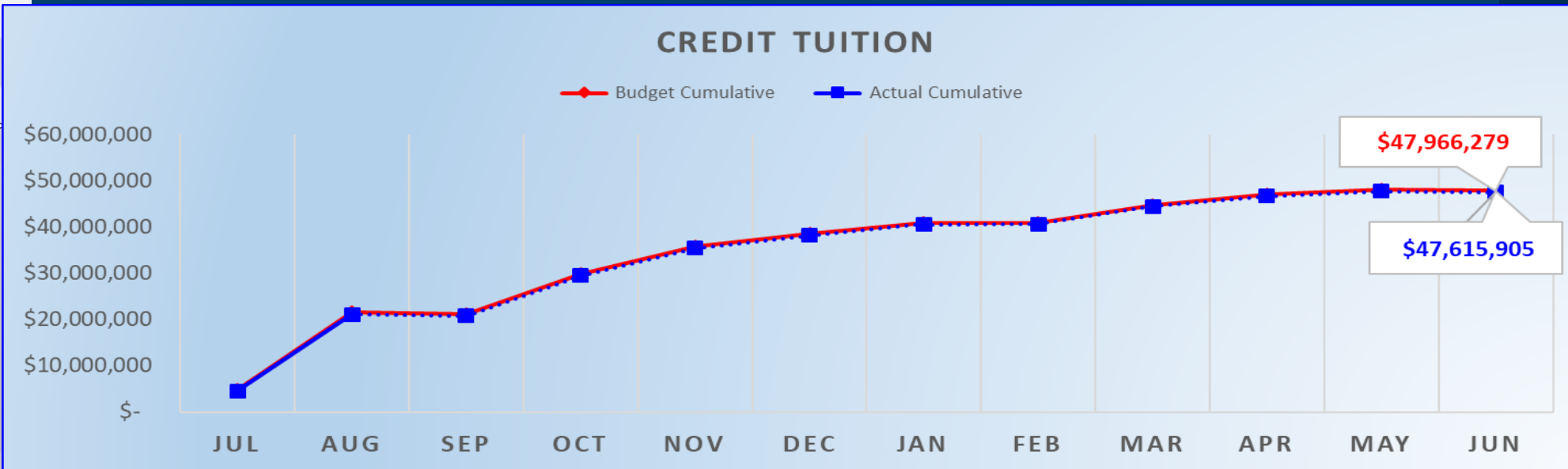
Budget Report

	Prior Year Budget	Prior Year Actual	Budget	Actual	% of YTD
Revenue					
Student Tuition & Fees	\$ 61,499,889	\$ 26,664,662	\$ 61,582,147	\$ 25,792,606	41.9%
State Funding	\$ 72,088,236	\$ 9,164,908	\$ 72,614,178	\$ 10,135,328	14.0%
Other Revenues	\$ 5,187,048	\$ 556,921	\$ 5,167,110	\$ 479,434	9.3%
Fund Transfers In	\$ 3,103,706	\$ -	\$ 2,500,000	\$ 105	0.0%
Reserves	\$ 1,000,000	\$ -	\$ 1,677,908	\$ -	0.0%
Total Revenue	\$ 142,878,878	\$ 36,386,492	\$ 143,541,343	\$ 36,407,473	25.4%





Budget Report





Budget Report

	Prior Year Budget	Prior Year Actual	Budget	Actual	% of YTD
Personnel & Benefits					
Faculty	\$ 25,749,327	\$ 5,249,495	\$ 24,375,480	\$ 5,103,182	20.9%
Administrative & Professional	\$ 23,585,641	\$ 3,874,005	\$ 24,570,371	\$ 3,869,079	15.7%
Career Service (includes OT)	\$ 19,183,840	\$ 2,898,052	\$ 18,565,584	\$ 2,756,283	14.8%
Adjunct	\$ 8,939,647	\$ 426,107	\$ 9,073,492	\$ 585,672	6.5%
Supplemental	\$ 4,202,945	\$ 423,869	\$ 4,871,945	\$ 578,353	11.9%
Other Personal Services (OPS)	\$ 2,019,316	\$ 281,363	\$ 1,853,669	\$ 213,115	11.5%
Student Assistants	\$ 428,000	\$ 37,232	\$ 422,851	\$ 30,691	7.3%
Health Insurance	\$ 14,423,171	\$ 3,108,758	\$ 14,490,795	\$ 2,068,051	14.3%
Other Benefits	\$ 11,827,326	\$ 2,150,210	\$ 12,026,259	\$ 2,118,365	17.6%
Other Personnel Expenses	\$ -	\$ -	\$ 1,499,298	\$ -	0.0%
Total Personnel & Benefits	\$ 110,359,214	\$ 18,449,090	\$ 111,749,744	\$ 17,322,792	15.5%
Current Expense					
Total Current Expense	\$ 29,740,028	\$ 5,337,141	\$ 29,014,980	\$ 5,466,549	18.8%
Capital					
Total Capital	\$ 2,779,636	\$ 416,899	\$ 2,776,619	\$ 131,889	4.7%
Total Operating	\$ 142,878,878	\$ 24,203,130	\$ 143,541,343	\$ 22,921,229	16.0%
Balance	\$ -	\$ 12,183,362	\$ -	\$ 13,486,244	

Questions




St. Petersburg College
Operating Budget Report
August 31, 2019

	Prior Year Budget	Prior Year Actual	Budget	Actual	% of YTD
Revenue					
Student Tuition	\$ 50,779,769	\$ 22,392,111	\$ 50,523,216	\$ 21,584,785	42.7%
State Appropriation - FCS	\$ 51,475,043	\$ 8,579,174	\$ 60,811,965	\$ 10,135,328	16.7%
State Appropriation - Lottery	\$ 16,598,793	\$ -	\$ 9,443,975	\$ -	0.0%
State Appropriation - 2+2 Student Success	\$ -	\$ -	\$ 970,703	\$ 161,784	16.7%
State Appropriation - Work Florida	\$ -	\$ -	\$ 687,535	\$ 114,590	16.7%
Performance Funding	\$ 3,514,400	\$ 585,734	\$ -	\$ -	0.0%
Learning Support Access Fee	\$ 1,607,832	\$ 678,972	\$ 1,607,832	\$ 659,070	41.0%
Distance Learning Fee	\$ 3,995,700	\$ 1,625,749	\$ 3,995,700	\$ 1,625,824	40.7%
Technology Fee	\$ 2,476,437	\$ 1,099,747	\$ 2,476,437	\$ 1,060,486	42.8%
Lab Revenue Fees	\$ 1,575,099	\$ 746,115	\$ 2,114,157	\$ 741,252	35.1%
Industry Certifications	\$ 500,000	\$ -	\$ 700,000	\$ -	0.0%
Other Revenues	\$ 5,187,048	\$ 556,921	\$ 5,167,110	\$ 479,434	9.3%
Other Student Fees	\$ 1,065,052	\$ 121,967	\$ 864,805	\$ 121,188	14.0%
Fund Transfers In	\$ 3,103,706	\$ -	\$ 2,500,000	\$ 105	0.0%
Reserve	\$ 1,000,000	\$ -	\$ 1,677,908	\$ -	0.0%
Total Revenue	\$ 142,878,878	\$ 36,386,492	\$ 143,541,343	\$ 36,683,847	25.6%
Personnel & Benefits					
Instructional/Faculty-Full time	\$ 25,749,327	\$ 5,249,495	\$ 24,375,480	\$ 5,103,182	20.9%
Administrative & Professional	\$ 23,585,641	\$ 3,874,005	\$ 24,570,371	\$ 3,869,079	15.7%
Career Service (includes OT)	\$ 19,183,840	\$ 2,898,052	\$ 18,565,584	\$ 2,756,283	14.8%
Adjunct	\$ 8,939,647	\$ 426,107	\$ 9,073,492	\$ 585,672	6.5%
Supplemental	\$ 4,202,945	\$ 423,869	\$ 4,871,945	\$ 578,353	11.9%
Other Personal Services (OPS)	\$ 2,019,316	\$ 281,363	\$ 1,853,669	\$ 213,115	11.5%
Student Assistants	\$ 428,000	\$ 37,232	\$ 422,851	\$ 30,691	7.3%
Health Insurance	\$ 14,423,171	\$ 3,108,758	\$ 14,490,795	\$ 2,068,051	14.3%
Other Benefits	\$ 11,827,326	\$ 2,150,210	\$ 12,026,259	\$ 2,118,365	17.6%
Other Personnel Expenses	\$ -	\$ -	\$ 1,499,298	\$ -	
Total Personnel & Benefits	\$ 110,359,214	\$ 18,449,090	\$ 111,749,744	\$ 17,322,792	15.5%
Current Expense					
Bad Debt/Unemployment	\$ 1,003,331	\$ (27,988)	\$ 1,150,000	\$ (39,198)	-3.4%
Insurance (Non Health)	\$ 1,811,245	\$ 1,237,142	\$ 1,877,472	\$ 1,233,211	65.7%
Repairs & Maint	\$ 931,034	\$ 132,633	\$ 1,152,501	\$ 174,361	15.1%
Scholarships/Fee Waivers	\$ 2,424,463	\$ 1,076,454	\$ 2,495,326	\$ 1,178,093	47.2%
Services and Fees	\$ 6,006,449	\$ 741,916	\$ 4,332,692	\$ 689,252	15.9%
Materials and Supplies	\$ 4,693,926	\$ 589,068	\$ 4,518,483	\$ 412,131	9.1%
Travel	\$ 350,000	\$ 34,125	\$ 547,120	\$ 22,437	4.1%
Utilities	\$ 5,527,258	\$ 884,838	\$ 5,296,453	\$ 990,698	18.7%
Other Current Expense	\$ 3,296,339	\$ 270,554	\$ 4,125,173	\$ 172,500	4.2%
Tech Expense/Licensing	\$ 3,695,983	\$ 398,399	\$ 3,519,760	\$ 633,064	18.0%
Total Current Expense	\$ 29,740,028	\$ 5,337,141	\$ 29,014,980	\$ 5,466,549	18.8%
Capital					
Computer Refresh Leases	\$ 2,390,037	\$ 399,930	\$ 2,454,075	\$ 108,086	4.4%
Capital Purchases	\$ 389,599	\$ 16,969	\$ 322,544	\$ 23,803	7.4%
Total Capital	\$ 2,779,636	\$ 416,899	\$ 2,776,619	\$ 131,889	4.7%
Total Operating	\$ 142,878,878	\$ 24,203,130	\$ 143,541,343	\$ 22,921,229	16.0%
Balance	\$ -	\$ 12,183,362	\$ -	\$ 13,762,618	

September 24, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Marceron, Katie M	Student Support Coordinator	Associate Provost Office HEC	8/19/2019 - 6/30/2020
Nouaneasa, Soulichinda	Budget Specialist	Budgeting & Compliance DO	8/19/2019 - 6/30/2020
Harrington, Cedrick	EMS PSAV Coordinator II	Emergency Medical Services HEC	9/9/2019 - 6/30/2020
Owen, Clare E	Assistant Dean	Nursing HEC	8/5/2019 - 6/30/2020
Streveler, Riva Marie F	Nursing Skills Facilitator	Nursing HEC	8/19/2019 - 6/30/2020
Spiodic, Ahmo	Sr Web Analyst/Programmer	Online Learning and Services EPI	7/31/2019 - 6/30/2020
Wetzel, Mark D	Sr Web Analyst/Programmer	Online Learning and Services EPI	8/19/2019 - 6/30/2020
Simons, Dennis J	Systems Analyst, LMS	Online Learning and Services DO	8/19/2019 - 6/30/2020
Jackson, Rachael E	Video & Web Services Coord	Online Learning and Services EPI	8/19/2019 - 6/30/2020
Giles, Raquel P	Principal, Collegiate HS	Provost Office SPG	7/29/2019 - 6/30/2020

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Ashe, Angela C	Academic Svcs Assist Director	Academic & Student Affairs EPI	9/9/2019 - 6/30/2020
Mari, Melissa M	Career & Academic Advisor	Counseling & Advisement TS	7/22/2019 - 6/30/2020
Cain, Christopher L	Grant Proj Mgr, Mechatronics	Engineering Technology CL	8/5/2019 - 6/30/2020
Wright, Diana	AVP, Fac Pln & Instutnl Svcs	Facilities&Institutional Svcs EPI	8/19/2019 - 6/30/2020
Trajkovska, Andrijana	Research Analyst	Institutional Research/Effect EPI	9/9/2019 - 6/30/2020
Delint Neely, Maria Teresa	Student Transfer Specialist	Institutional Research/Effect EPI	8/19/2019 - 6/30/2020
Sebastian, Cara L	Career&AcademicAdvisor	Provost Office AC	9/9/2019 - 6/30/2020

REORGANIZATION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Ziemak, Kellie A	Dir, Student Support	Academic & Student Affairs EPI	7/1/2019 - 6/30/2020

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Gausling, Dawn M	Administrative Svcs Assistant	Admissions & Central Records DO	9/9/2019
Javier, Jonathan S	Security Officer	Campus Security SE	8/19/2019
McNeilly, Kevin D	Security Officer	Campus Security SPG	8/19/2019
Crespo-Gaytan, Armando R	Custodian	Custodial Services SE	8/5/2019
Gibbons, Alessandra F	Custodian	Custodial Services SPG	8/5/2019
Shala, Merita	Student Support Specialist	Financial Assistance Services CL	8/19/2019
Lucas, Diamondnique Z	Student Support Specialist	Financial Assistance Services SPG	8/19/2019
Mulligan, Nina Maxine	Library Services Technician	Learning Resources SPG	9/9/2019
Kowley, John F	Facilities Specialist	Maintenance Services SE	9/9/2019
Corder, Allison M	Administrative Svcs Specialist	Mathematics SPG	8/19/2019

Bailey, Megan L	Nursing Sr Instr Supp Spec	New Initiative Program HEC	8/5/2019
Watts, Dean Patricia	Sr Administrative Svcs Assist	Provost Office CL	8/12/2019

TRANSFER/PROMOTION Budgeted Career Service			
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Name	Title	Department/Location	Effective Date
Gaffrey, Kevin A	Student Support Specialist	Associate Provost Office CL	9/7/2019
Whitestone, Catherine B	Sr Security Officer	Campus Security DO	8/5/2019
Banchs, Wanda I	Custodial Supervisor	Custodial Services TS	9/9/2019
Wolf, Lynne V	Administrative Svcs Specialist	Early College/Dual Enrollment SE	8/5/2019
Royal, Rickie M	Sr Administrative Svcs Assist	Ethics SPG	8/17/2019
Tettenborn, Albert	Landscaper Supervisor	Landscape Services CL	9/7/2019
Pettay, Michael J	Facilities Technician	Maintenance Services AC	8/17/2019
Berry, Jarred W	Facilities Technician	Maintenance Services CL	8/17/2019
Taylor, Clarice E	Accounting Support Specialist	Provost Office TS	8/17/2019

HIRE Faculty			
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Name	Title	Department/Location	Effective Date
Rojas, Andres	Faculty	Baccalaureate Programs EPI	8/1/2019
Snell, Katy L	Faculty	Communications SPG	8/15/2019
Anderson, Stephanie P	Faculty	Nursing HEC	8/1/2019
Lindmeier, Connie L	Faculty	Nursing HEC	8/1/2019
Parke, Erin K	Faculty	Provost Office SPG	8/1/2019
Ryan, Cheryl M	Faculty	Provost Office SPG	8/1/2019
Smickle, Janice R	Faculty	Provost Office SPG	8/1/2019
Poteet, Stephen W	Acting Faculty	Social & Behavioral Science CL	8/12/2019
Ofoulhast-Othamot, Gyldas A	Faculty	Social & Behavioral Science SP	8/12/2019
Branham, Megan H	Faculty	Veterinary Technology VT	8/1/2019

TRANSFER/PROMOTION Faculty			
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Name	Title	Department/Location	Effective Date
Flocken, Megan A	Faculty	Ethics SE	8/15/2019
Abercrombie, Eric N	Acting Faculty	Ethics SPG	8/15/2019
Bueller, Daniel J	Chair, Mathematics	Mathematics SE	8/1/2019
Daniels, Amanda R	Chair, Nursing	Nursing HEC	7/1/2019

REORGANIZATION Faculty			
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Name	Title	Department/Location	Effective Date
Olah, Alanna	Academic Department Chair	Provost Office SE	8/1/2019

SUPPLEMENTAL Temporary			
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Name	Title	Department/Location	Effective Date
Shumate, Jeanette E	OPS Professional	Academic & Student Affairs TS	8/14/2019
Brightman, Beth Lileessie C	Adjunct Faculty	Communications TS	8/19/2019
Harris, Jay S	Faculty - supplemental	Communications TS	8/19/2019
Kiefhaber, Donald H	Professional Trainer	Criminal Justice AC	7/13/2019
Parker, Jeremy R	OPS Professional	Florida Natl. Guard Grant AC	6/18/2019
Bell, Brian D	Faculty - supplemental	Natural Science TS	8/19/2019
Cuthbertson, Monique S	Faculty - supplemental	Nursing HEC	8/19/2019
Lindmeier, Connie L	Faculty - supplemental	Nursing HEC	8/19/2019
Mach, Anastasia M	Faculty - supplemental	Nursing HEC	8/19/2019
Kicklighter, Janice L	Faculty - supplemental	Social & Behavioral Science SP	8/19/2019
Riggs, Carolyn N	Faculty - supplemental	Veterinary Technology VT	8/19/2019
Branham, Megan H	Faculty - supplemental	Veterinary Technology VT	8/19/2019

HIRE Temporary			
Name	Title	Department/Location	Effective Date
Ronzoni, Giulio	Adjunct Faculty	Business Administration SE	8/19/2019
Slaney, Christopher D	Adjunct Faculty	Business Administration SE	8/19/2019
Worley, Shanan R	Adjunct Faculty	College of Computer & InfoTech SPG	8/19/2019
Henry, Mahisa L	Adjunct Faculty	Communications SE	8/19/2019
Baczewski, Darek C	Adjunct Faculty	Communications TS	8/19/2019
Franeta, Sonja	Adjunct Faculty	Distance Learning TV SE	8/19/2019
Tidwell, Connor D	Adjunct Faculty	Distance Learning TV SE	8/19/2019
Lashbrook, Michael J	Adjunct Faculty	Early College/Dual Enrollment AC	8/19/2019
Strope, Joshua A	Adjunct Faculty	Early College/Dual Enrollment SE	8/19/2019
Chatzopoulou, Aikaterini	Adjunct Faculty	Ethics CL	8/19/2019
Viola, Thomas	Adjunct Faculty	Health Information Mgmt HEC	8/19/2019
Fox, Cynthia A	Adjunct Faculty	Humanities & Fine Arts CL	8/19/2019
Renfroe Sr, Clyde W	Adjunct Faculty	Humanities & Fine Arts SPG	8/19/2019
Ibrahim, Adel M	Adjunct Faculty	Mathematics SPG	8/19/2019
Lindemeyer, Shanna M	Adjunct Faculty	Mathematics SPG	8/19/2019
Newman, Jeffrey A	Adjunct Faculty	Mathematics SPG	8/19/2019
Olson, Amanda M	Adjunct Faculty	Mathematics SPG	8/19/2019
Orozco Moret, Cirilo D	Adjunct Faculty	Mathematics SPG	8/19/2019
Kerr, Jeremy W	Adjunct Faculty	Mathematics TS	8/19/2019
Lozada, Zuleica	Adjunct Faculty	Natural Science CL	8/19/2019
Reybitz, Arianna M	Adjunct Faculty	Natural Science CL	8/19/2019
Bennett, Bryan P	Adjunct Faculty	Natural Science SPG	8/19/2019
Dontis, Emma E	Adjunct Faculty	Natural Science SPG	8/19/2019
Dunham, Nicole M	Adjunct Faculty	Natural Science SPG	8/19/2019
Palomino, Stephanie J	Adjunct Faculty	Natural Science SPG	8/19/2019
Runnels, Randy J	Adjunct Faculty	Natural Science SPG	8/19/2019
Tonnu, Annie	Adjunct Faculty	Natural Science SPG	8/19/2019
Santarpia III, Ralph P	Adjunct Faculty	Natural Science TS	8/19/2019
Largent, Lindsay N	Adjunct Faculty	Physical Therapist Asst HEC	8/19/2019
Cobin, Ryan D	Adjunct Faculty	Provost Office CL	8/19/2019
Asbury, Rebecca C	Adjunct Faculty	Respiratory Care HC	8/19/2019
Apple, Neoka L	Adjunct Faculty	Social & Behavioral Science SE	8/19/2019
Thompson, Gregory J	Adjunct Faculty	Social & Behavioral Science SE	8/19/2019
Zinkan, Jeffrey P	Adjunct Faculty	Social & Behavioral Science SE	8/19/2019
Tindell, Larry E	Adjunct Faculty, Bach	Baccalaureate Programs EPI	8/19/2019
Conrad, Krystal M	Adjunct Faculty, Bach	College of Computer & InfoTech	8/19/2019
Madewell, Charles D	Adjunct Faculty, Bach	College of Computer & InfoTech	8/19/2019
Billings, Christopher J	Adjunct Faculty, Bach	Ethics CL	8/19/2019
Fears II, Stanton A	Adjunct Faculty, Bach	Ethics CL	8/19/2019
Cinaj, Marsela	Adjunct Faculty, Bach	Natural Science CL	8/19/2019
Goodman, Richard	Adjunct Faculty, Bach	Natural Science CL	8/19/2019
Lepeak, Patrick J	Adjunct Faculty, HTF Nursing	Dental Hygiene HEC	8/19/2019
Bucher, Tracy M	Adjunct Faculty, HTF Nursing	Nursing HEC	8/19/2019
Germain, Rosa E	Adjunct Faculty, HTF Nursing	Nursing HEC	8/19/2019
Keneipp, Ann B	Adjunct Faculty, HTF Nursing	Nursing HEC	8/19/2019
Riemer, Carola	Adjunct Faculty, HTF Nursing	Nursing HEC	8/19/2019
Roberts, Shari A	Adjunct Faculty, HTF Nursing	Nursing HEC	8/19/2019
Ung, Fornia	Adjunct Faculty, HTF Nursing	Nursing HEC	8/19/2019
Daly, Brandon	Dual Enrollment	Early College/Dual Enrollment AC	8/12/2019
Taylor, Joshua S	Dual Enrollment	Early College/Dual Enrollment SPG	8/19/2019
Phillips, Johanna C	OPS Career Level 1	Associate Provost Office SPG	8/12/2019
Pitts, Donna E	OPS Career Level 1	Associate Provost Office SPG	8/12/2019
Jagusiak, Malgorzata M	OPS Career Level 1	Learning Resources DT	8/5/2019
Hotchkiss, Brandi L	OPS Career Level 1	Marketing&StrategicCommunicatn DO	8/12/2019
Belanger, Jade N	OPS Career Level 2	Leepa/Rattner Museum TS	9/9/2019

Posnak, Veronica S	OPS Career Level 4	Accounts Payable EPI	8/12/2019
Atieno, Sabina	OPS Career Level 5	Academic & Student Affairs HEC	8/19/2019
Johnson, Heather M	OPS Career Level 5	Academic & Student Affairs SE	9/9/2019
Kiernan, Alfredo P	OPS Career Level 5	Academic & Student Affairs DT	8/19/2019
Pringle, Alysia A	OPS Career Level 5	Academic & Student Affairs	8/5/2019
Smith, Gregory L	OPS Career Level 5	Workforce/Professnl Developmnt	7/13/2019
Durda, Carolyn M	OPS Professional	Academic & Student Affairs	9/4/2019
Cessna, Joshua C	OPS Professional	Humanities & Fine Arts SPG	8/21/2019
McCormick, Latoya A	OPS Professional	Humanities & Fine Arts SPG	8/16/2019
Ward, Cyndi S	OPS Teaching Asst/Interpreter	Accessibility Services EPI	8/26/2019
Gillis, Rosalind P	OPS Teaching Asst/Interpreter	Accessibility Services/VEA-CL	8/19/2019
Algren, Gregory A	Professional Trainer	Criminal Justice AC	8/13/2019
Bergwerff, Robyn A	Professional Trainer	Criminal Justice AC	7/26/2019
Mitchell, Eric Jason G	Professional Trainer	Criminal Justice AC	8/15/2019
Barno, Andrew R	Professional Trainer	Fire Sciences AC	7/22/2019
Martin, Christopher M	Professional Trainer	NTPI/WMD Grant - AC	8/19/2019
Quatel Silva, Jennifer M	Professional Trainer	Workforce/Professnl Developmnt EPI	8/26/2019

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
Name	Title	Department/Location	Effective Date

Rivero, Douglas	Instructor	Social & Behavioral Sciences/SE	10/28/2019 - 11/3/2019
Jackson, Kimberly	Instructor	Social & Behavioral Sciences/DT	10/28/2019 - 11/3/2019

Destination: Geneva, Switzerland

The purpose of this trip is to lead SPC students to Switzerland to participate in an international Model UN Conference. A total of nine (9) students will participate in the international competition. The students will gain valuable research, writing and speaking skills and become versed in international issues through discussions with students worldwide. The College will benefit by international visibility to SPC.

Estimated cost to the College is \$2,794.46 and \$2,897.83, respectively.

Modrakovic, Janet	Instructor	Vet Tech/VT	5/10/2020 - 5/26/2020
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Destination: Namibia, Africa

The purpose of this trip is to lead SPC students on a study abroad program to Namibia Wildlife Sanctuary. A total of sixteen (16) students are enrolled in the program and will receive credit in ATE 2947 Work Practicum V. Students will have the educational opportunity to learn big cat conservation, husbandry of big cats and various other species, and study the unique needs of wildlife in captivity while volunteering at the Namibia Wildlife Sanctuary in Africa.


Estimated cost to the College is \$4,223.77.

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

ND09092019

September 24, 2019

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 2019-2020 catalog year.

Workforce Institute, Technology: Added three new online courses that consolidate previously offered separate courses. This consolidation will make it easier for students to register for, and manage, their coursework.

- TRN0310 Instructional Design Certificate Program
- TRN0311 Instructional Technology Certificate Program
- TRN0312 Instructional Design & Technology Certificate Program


Workforce Institute, Technology: Added one new course to expand and enhance current offerings. This course was created in cooperation with the Humanities Department, to provide training for students who may not be ready to seek a degree in video production.

- MMD0100 Video Production Certificate

September 24, 2019

MEMORANDUM

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 2020 (Term 0570).

New Program Highlights:

Technology:

- **Data Science Associate in Science (DATSCI-AS)** program created to offer students an opportunity to prepare for a career in data science will help meet the needs of the community as well as the high demand nationally for individuals prepared for a data science career.
 - *Job Opportunities: Data Warehousing Specialist, Business Intelligence Analyst, Statistician*

Engineering, Manufacturing, & Building Arts:

- **Medical Device Design and Manufacturing Certificate (MDDM-CT)** created to meet industry needs for skilled workers and to help students who are interested in working for medical device manufacturers.
 - *Job Opportunities: Biomedical Equipment Technician, Biomedical Engineering Technician, Biomedical Product Development*

Credit Curriculum Updates for Spring 2020 (0570)
Summary of Curriculum Activity in Programs and Courses

NEW/DELETED/MODIFIED PROGRAMS:

<i>Career & Academic Community</i>	<i>New</i>	<i>Modified</i>	<i>Transfer</i>	<i>Deleted</i>	<i>Total</i>
Arts, Humanities, and Design					0
Business		1			1
Communications					0
Education					0
Engineering, Manufacturing, and Building Arts	1	4			5
Health Sciences and Veterinary Technology					0
Public Safety, Public Policy, and Legal Studies					0
Science and Mathematics					0
Social/Behavioral Sciences and Human Services					0
Technology	1	2			2
Total	2	7	0	0	8

NEW/DELETED/MODIFIED COURSES:

<i>Career & Academic Community</i>	<i>New</i>	<i>Modified</i>	<i>Revitalized</i>	<i>Deleted</i>	<i>Total</i>
Arts, Humanities, and Design		1			1
Business		1			1
Communications	2	2			4
Education		3			3
Engineering, Manufacturing, and Building Arts	3	10		10	23
Health Sciences and Veterinary Technology	6	5			11
Public Safety, Public Policy, and Legal Studies	3	3			6
Science and Mathematics		3			3
Social/Behavioral Sciences and Human Services					0
Technology	10	1			12
Total	24	29	0	10	63

Program & Course Updates Effective Spring 2020 (570)

Note: Closed programs follow a three-year teach-out period and deleted courses follow a five-year teach-out period, unless otherwise indicated.

ARTS, HUMANITIES, AND DESIGN

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
PGY	2800C	Digital Photography	Major Learning Outcomes and Description	This course is migrating to online modality, paralleling face-to-face course.

BUSINESS

Program Updates:

Program Name	Program Code	Rationale
Sustainability Management	SUSMGT-BAS	Adjusting lower division support requirements to create discipline areas that prepare students for an area of focus.

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
GEB	1011	Introduction to Business	Major Learning Outcomes	Updating MLOs to reflect current course focus.

COMMUNICATIONS

New Courses:

Course Prefix	Course Number	Course Title	Proposal Type	Rationale
INT	3403	Issues in Educational Interpreting	New Credit Course	This is a course in the Educational Interpreting sub plan in the College of Education's Educational Studies and Community Leadership.
INT	4211	Transliterating	New Credit Course	This course is required for Educational Interpreting subplan of the BS in Educational Studies and Community Leadership program.

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
COM	3131	Interpersonal	Course Title	Changing the course title to match USF's course

		Communication		title, which will aid students in transferring.
SPC	2541	Persuasion & Media	Course Title	Changing the course title to match USF's course title, which will aid students in transferring.

EDUCATION

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
EDE	4304	Integrated Mathematics and Science	Prerequisites	Updating prerequisite requirements based on program review.
EDE	4943	Integrated Mathematics and Science Practicum	Prerequisites	Updating prerequisite requirements based on program review.
RED	4511	Intermediate Literacy 3-6: Reading, Writing and Thinking	Major Learning Outcomes	MLO changes per course review

ENGINEERING, MANUFACTURING, AND BUILDING ARTS

New Programs:

Program Name	Program Code	Degree Type	Rationale
Medical Device Design and Manufacturing	MDDM-CT	Certificate with Financial Aid Eligibility	One of the goals of the BMET-NSF grant is to add a college credit certificate to the BMET-AS degree in Medical Device Design and Manufacturing. This CCC will align with the new pathway with the same name. The CCC will help students who are interested in working for medical device manufacturers.

Program Updates:

Program Name	Program Code	Degree Type	Rationale
Biomedical Engineering Technology	BMET-AS	Associate in Science	Subplans were created in the BMET-AS to correlate with the three new CCCs being sent to the state and started at SPC.
Building Design and Construction Management	ARCH-AS	Associate in Science	Several building arts classes are no longer offered and are being deactivated. These courses need to be taken off the ARCH-AS program plan to decrease student confusion over which courses are available.
Computer-Aided Design & Drafting	CAD-CT	Certificate with Financial Aid	One course in the DDM subplan of ENG-AS was modified based on industry demand, and the correlating CAD-CT was updated to match.

		Eligibility	
Engineering Technology	ENG-AS	Associate in Science	One course in the DDM subplan was modified based on industry demand.

New Courses:

Course Prefix	Course Number	Course Title	Rationale
ETI	1100	Statistical Process Control	ETI1100 is a required course in the new Production Systems Management AS degree to satisfy the state framework's learning objective on statistical process control.
ETS	2536C	Medical Device Cybersecurity	This course will be part of BMET-AS's Medical Device Networking and Cybersecurity subplan and CCC of the same name. This course will specifically address cybersecurity issues of medical devices.
ETS	2932C	Medical Device Networking	This course will be part of BMET-AS's Medical Device Networking and Cybersecurity subplan and CCC of the same name. This course will specifically address the networking of medical devices.

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
ARC	1301C	Architectural Design I	Combined/Lab Status	Architectural Design 1 requires supplies for building design prototypes and presentations. At least 4 projects are done throughout the semester.
ARC	1302C	Architectural Design II	Combined/Lab Status	Architectural Design 2 requires supplies for building design prototypes and presentations. At least 4 projects are done throughout the semester.
ARC	2303C	Architectural Design III	Combined/Lab Status	Architectural Design 3 requires supplies for building design prototypes and presentations. At least 4 projects are done throughout the semester.
ARC	2304C	Architectural Design IV	Combined/Lab Status	Architectural Design 4 requires supplies for building design prototypes and presentations. At least 4 projects are done throughout the semester.
ARC	2461C	Materials and Methods of Construction I	Combined/Lab Status	Materials and Methods requires supplies for building design prototypes and presentations. At least 4 projects are done throughout the semester.
EET	1035C	AC/DC Circuits with Lab	Other	After reviewing the course with the Dean, it was determined that the contact hours didn't correlate with ECH.
ETI	2041C	Medical Device Design and	Description, Course Title,	ETI2041 is being redesigned to be a part of the new BMET-AS subplan in medical device

		Prototyping	Major Learning Outcomes, Prerequisites, Other	manufacturing and design and the new CCC in medical device manufacturing and design.
ETM	1010C	Mechanical Measurement	Course Title, Major Learning Outcomes, Other	The new course title better represents the content being taught in the course. The MLOs and benchmarks need to be amended to reflect current course content. The contact hours for the course needs to be increased to 62.00.
ETS	1535C	Automation and Sensors	Prerequisites	Faculty determined that EET1035C should be the pre-requisite for the course. The contact hours for the course need to be lowered. They were over-estimated when the course was created.
ETS	2604C	Robotics	Major Learning Outcomes, Other	After reviewing the contact hours with the Dean, it was determined the hours didn't correlate with the ECH. New faculty member suggested changes to the MLOs and benchmarks.

Course Deactivations:

Course Prefix	Course Number	Course Title	Rationale
ARC	1126C	Architectural Drawing I	Course no longer being offered.
BCN	2054	Construction Surveying Methods	Course no longer being offered.
BCT	2730	Job Site Superintending	Course no longer being offered.
BCT	2764	SSTD 10-96 Deemed to Comply	Course no longer being offered.
BCT	2771	Advanced Estimating and Scheduling	Course no longer being offered.
ETS	2221	Introduction to Electro-Optical Devices	Course no longer being offered.
ETS	2360	Introduction to Nanotechnology	Course no longer being offered.
TAR	1941	Architectural Drafting Practicum	Course no longer being offered.
TAR	2057C	AutoCAD Architectural Desktop	Course no longer being offered.
TAR	2122C	Advanced Construction Drawing	Course no longer being offered.

HEALTH SCIENCES AND VETERINARY TECHNOLOGY

New Courses:

Course Prefix	Course Number	Course Title	Rationale
HIM	1002	Introduction to HIM Standards and Practice	Combining HIM 1000 and HIM 1110 due to HIT-AS program changes. Changes to credit hours, contact hours, course descriptions, MLOs, course objectives, and required textbook due to increase the credit hours to three, to align with other courses at the college.
HIM	1140	Pharmacology and Pathophysiology for HIM Professionals	Course is combining the old HIM 1430 Principles of Disease with HIM 1442 Pharmacology for HIM Professionals due to HIT-AS program changes.

HIM	1506	HIM Compliance	Creation of this course is being designed to to link to HIM2510, a course that is shared between HIM and HSA, to provide compliance specific content to HIM Professionals.
HIM	1511	Introduction to Healthcare Informatics and Workflow	Combining HIM 1102 and HIM 1212 due to HIT-AS program changes.
HIM	2201	Introduction to Statistics and Data Analysis	Combining HIM 2214 and HIM 2215 due to HIT-AS program changes. Changes to credit hours, contact hours, course descriptions, MLOs, course objectives, and required textbook due to increase the credit hours to three, to align with other courses at the college.
HIM	2229	Introduction to ICD-CM Coding	Combining HIM 2222 and HIM 2722 due to HIT-AS program changes. Changes to credit hours, contact hours, course descriptions, MLOs, course objectives, and required textbooks due to increasing credit hours from 2 to 3.

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
HIM	1800	Professional Practice Experience I	Credit Hours, Other	Changes to credit hours, contact hours, and required textbooks due to increasing credit hours from 2 to 3.
HIM	2253	Basic CPT Coding	Credit Hours, Other	Changes to credit hours, contact hours, and required textbooks due to increasing credit hours from 2 to 3.
HIM	2723	ICD-PCS Coding	Credit Hours, Other	Changes to credit hours, contact hours, and required textbooks due to increasing credit hours from 2 to 3.
HIM	2810	Professional Practice Experience II	Prerequisites, Credit Hours, Other	Changes to credit hours, contact hours, and required textbooks due to increasing credit hours from 2 to 3.
HIM	2960	Credentialing Exam Review	Description, Credit Hours, Other	Required textbook change is to better align with changes made to the National RHIT, CCA, and CHTS exams. The HIT-AS degree program has two embedded certificates therefore allowing this course to be repeatable, allows the student to prepare for the two different exams.

New Courses:

Course Prefix	Course Number	Course Title	Rationale
PLA	2201	Civil Law and Procedure	Course created to align with changes in the law and in the legal industry's expectations.
PLA	2304	Criminal Law and Procedure	Course created to align with changes in the legal industry and altered expectations of employers.
PLA	2600	Wills, Estates, Trusts, &	Course created to align with changes in the law and in the

Probate Administration legal industry's expectations.

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
PLA	2433	Business Organizations	Major Learning Outcomes, Description, Prerequisites	Course update to be used in program update for LEGAL-AS
PLA	2610	Real Estate Transactions	Description, Prerequisites, Major Learning Outcomes	Course updated to align with changes in the law and in the legal industry's expectations.
PLA	2800	Family Law	Description, Major Learning Outcomes	Course updated to align with changes in the law and in the legal industry's expectations.

SCIENCE AND MATHEMATICS

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
EVR	1016	Hazardous Waste/ Materials Management	Prerequisites	Students should have a basic understanding of chemistry and common chemical reactions prior to taking this course.
PCB	3023	Cell Biology	Prerequisites	BSC 2011/L should not be the prerequisite. BSC 2010, 2010L, 2010CH should be.
PCB	3023L	Cell Biology Laboratory	Prerequisites	BSC 2011/L should not be the prerequisite. BSC 2010, 2010L, 2010CH should be.

SOCIAL/BEHAVIORAL SCIENCES AND HUMAN SERVICES

No changes for 0570

TECHNOLOGY

New Programs:

Program Name	Program Code	Degree Type	Rationale
Data Science	DATSCI-AS	Associate in Science	Offering Pinellas County citizens an opportunity to prepare for a career in data science will help meet the needs of the community as well as the high demand nationally for individuals prepared for a data science career. With an average salary of \$58,000 (Average

Data Analyst Salary, n.d.) this career choice aligns nicely with the economic mobility commitment to prepare our students for high-wage, high-demand careers.

Job Opportunities: Data Warehousing Specialist, Business Intelligence Analyst, Statistician

Program Updates:

Program Name	Program Code	Degree Type	Rationale
Computer Programming and Analysis	CWPA-AS	Associate in Science	The off cycle request will allow CCIT to address emerging technologies.
Technology Development and Management	TMGT-BAS	Bachelor of Applied Science	This is a new sub plan within the existing TMGT-BAS program. Development of the sub plan is being funded by a Department of Education Grant. This plan is based on input from a DACUM session conducted with industry professionals.

New Courses:

Course Prefix	Course Number	Course Title	Rationale
CAP	2940	Data Science Internship	Added as part of new Data Science AS degree program. All CCIT A.S. degrees contain an internship course to give the student an opportunity for a real-world experience.
CEN	2211	Programming for Embedded Devices	Students need to know how to create and support codes for devices that fall under the category of Internet Of Things.
CEN	2212	Introduction to Programming the IoT	This course is the second in a series that offers students the opportunity to program for the Internet of Things (IoT).
CEN	2932	Emerging Software Engineering Technologies	This course will allow us to roll out new technology information to our students in an on demand format, allowing us to address emerging topics and new techniques in software development without having to add new classes to our curriculum.
CIS	3377	Security Architectures	This course is being developed as part of a new sub plan in the TGMT-BAS program and is funded by a grant from the DOE. The new sub plan is Cyber Security - Defense and Risk Mitigation.
CIS	4200	Penetration Testing	This course is being developed as part of a new sub plan in the TGMT-BAS program and is funded by a grant from the DOE. The new sub plan is Cyber Security - Defense and Risk Mitigation.
CNT	3421	Securing the Cloud	This course will be part of a new sub plan and new BAS program in Cyber Security. The development of this course and the BAS program are funded by a grant from the DOE.


COP	1073	Introduction to Data Science using Python	This course is a new course that supports the new Data Science AS program.
COP	2932	Emerging Computer Programming Technologies	This course will allow us to roll out new technology information to our students in an on demand format allowing us to address topics such as block chain programming frameworks and Augmented Reality/Virtual Reality programming.
CTS	4124	Threat Detection and Mitigation	This course is being developed as part of a new sub plan in the TGMT-BAS program and is funded by a grant from the DOE. The new sub plan is called Cyber Security - Defense and Risk Mitigation.

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
COP	2660	Introduction to Android Programming	Major Learning Outcomes, Description	There are some topics no longer covered in the course, such as networking, location-based services and publishing apps. These topics need to be removed from the course description as well as from MLOs.

September 24, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Dr. Tonjua Williams, President 
SUBJECT: CareerSource Florida, Inc.– Quick Response Training Grant – PowerTown Line Construction

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees’ approval, to CareerSource Florida, Inc., by St. Petersburg College for the Quick Response Training (QRT) grant opportunity on behalf of PowerTown Line Construction. Permission is sought to accept an estimated \$415,984 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Quick Response Training (QRT) grants provide funding for customized training to new or expanding businesses. Through this customer-driven program, Florida is able to effectively retain and attract businesses creating new high-quality jobs in targeted industries. Businesses are required to apply for QRT grants through a community college, area technical center or state university, in partnership with the local economic development organization and workforce board.

PowerTown Line Construction (PowerTown) is a licensed certified general and utility specialty contractor with the State of Florida, and specializes in distribution, transmission telecommunication, and substation construction. Services include construction, project management, and maintenance applications of both power delivery and telecommunication services. QRT grants will assist in training up to 80 new employees to deliver optimal solutions to meet clients’ needs. The projected growth will pay an average annual wage well over the local and state private sector in the State of Florida over the next year. SPC Workforce Institute will provide fiscal agent services to PowerTown over the one-year program, as well as training services including curriculum development, participant instruction, and certification preparation.

The estimated period of performance will be from October 1, 2019 through September 30, 2020. The total project budget is projected to be \$415,984 over a one-year period. Of this amount, the College anticipates receiving approximately \$261,880 for training-related and fiscal agency services over the same period. See attached Information Summary for additional information.

Andrea Henning, Executive Director of Collaborative Labs, Workforce Institute and Customized Training and Professional Development; and Suzanne L. Gardner, General Counsel, recommend approval.

Attachment

jm0909193

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

Date of BOT Meeting: September 24, 2019

Funding Agency or Organization: CareerSource Florida, Inc.

Name of Competition/Project: Quick Response Training (QRT) – PowerTown Line Construction

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 10/1/19 **End:** 9/30/20

Administrator: Andrea Henning

Manager: Belinthia Berry

Focus of Proposal:

St. Petersburg College’s Workforce Institute Training Office will serve as the fiscal agent and training provider for PowerTown Line Construction (PowerTown) in the implementation of the Quick Response Training (QRT) Program. PowerTown will train approximately 80 of its newly hired employees in groundsman/lineman and telecommunication operations, thereby increasing responsiveness to regional needs. SPC’s Workforce Institute will assist PowerTown with its monthly reporting to CareerSource Florida, Inc. and provide invoicing services. In addition, the Workforce Institute will provide curriculum design, program instruction, and certification exam preparation for participants in select training areas. As SPC will be funded for training activities under this grant, the College will only take an indirect fee for fiscal agency on costs not associated with the College.

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.)

Program Tuition	\$ 190,575
Curriculum Development	\$ 63,600
Subaward to PowerTown	\$ 154,104
Indirect Fee (5% for fiscal agency)	\$ 7,705
Total Budget	\$ 415,984

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 415,984

Total amount from funder: \$ 415,984

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:

Values:

1. Community Focus
2. Growth & Empowerment

Strategic Initiatives:

1. Align County-Wide Priorities and Needs
2. Increase Strategic Connections by Partnering with Businesses

September 24, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Verizon Wireless Foundation – Tech Workforce Development Grant

This informational memo provides a summary of a grant proposal that was submitted in collaboration by the St. Petersburg College Foundation and St. Petersburg College to Verizon Wireless for the Community Initiative - Tech Workforce Development Grant. The grant will provide an estimated \$100,000 in funding over a two-year period for this proposal. If awarded, funding will be channeled under the direction of the SPC Foundation as a non-profit entity.

Verizon has invited St. Petersburg College to apply for its Community Initiative grant, which supports increasing economic mobility in communities of greatest need. Within this funding, SPC will apply under the Technology Workforce Development track. This grant seeks to connect the most vulnerable populations, from youth to adults, to developmental opportunities to obtain meaningful jobs through strategies such as technology career exploration, youth employment, and job hard and soft skills training. As a direct response to recent data on African American/black male success rates, SPC will utilize proposed funding to support SPC's African American Male Initiative. Based on recommendations from the African American Male Student Success Task Force, the initiative will address determinants for success through implementation of research-based solutions.


Recommended strategies for increasing success rates for African American/black males will include: **1) academic support, 2) increased student engagement, and 3) faculty and staff professional development.** Aligned with the goals of this funding, these strategies will help to increase academic success and build soft skills, which are foundational for long-term economic mobility.

The estimated period of performance will be from January 1, 2020 through December 31, 2021. The total project budget is projected to be \$100,000, of which the College anticipates receiving the full award amount.

Jamelle Conner, Vice President of Student Affairs; Jesse Turtle, Vice President for Institutional Advancement and Executive Director, SPC Foundation; Suzanne L. Gardner, General Counsel; and Joseph Smiley, Dean, Social & Behavioral Science recommend approval.

September 24, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Dr. Tonjua Williams, President 
SUBJECT: Spectrum—Digital Education Grant

This informational memo provides a summary of a grant proposal that was submitted in collaboration by the St. Petersburg College Foundation and St. Petersburg College to Spectrum for the Digital Education Grant. The grant will provide an estimated \$46,858.22 in funding over a one-year period for this proposal. If awarded, funding will be channeled under the direction of the SPC Foundation as a non-profit entity.

Spectrum’s Digital Education Grant supports nonprofit organizations that educate community members on the benefits of broadband and how to use it to improve their lives. The grant provides communities in need with the necessary tools to grow and prosper in the digital age. SPC has submitted a proposal for Technology for SPC’s Midtown Campus and Year Up Partnership. The proposed funding will equip one or more Midtown classrooms with student computers, instructor stations, and webcam technology to support Midtown classroom growth and SPC’s Year Up partnership. Year Up is a one-year, intensive training program that empowers low-income young adults to succeed in higher education and professional careers. Choosing an IT or business track, students take 12 credit hours of SPC classes, such as Computer Applications and Database Techniques, and then apply their skills in a three-month internship with a local business partner. Graduates earn college credits and industry skills to support sustainable employment and economic mobility.

The addition of new classroom technology will: **1) strengthen and expand the Year Up program by increasing class-size capacity and increasing the number of participants by up to 50 students and 2) support traditional Midtown classes and students by enabling additional sections of computer-focused courses to be offered.** Overall, this program will provide increased access to technology and education for the South St. Petersburg community. In lieu of grant funding, an estimated 50 laptops may be awarded for these classrooms by Spectrum.


The estimated period of performance will be from December 1, 2019 through November 30, 2020. The total project budget is projected to be \$46,858.22, of which the College anticipates receiving the full award amount.

Jamelle Conner, Vice President of Student Affairs; Jesse Turtle, Vice President for Institutional Advancement and Executive Director, SPC Foundation; Suzanne L. Gardner, General Counsel; and Tashika Griffith, Provost, recommend approval.

September 24, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Spot Survey #2, Version 8

Approval is requested for an amendment to the current Education Plant Survey for St. Petersburg College, dated June 30, 2017, adding:

- Recommendation #1.008 Remodel Epi Tech Center, Facility #703, (Site 1), 13805 58th Street North, Clearwater, FL 33760,
- Recommendation #1.009 Remodel Epi Services, Facility #704, (Site 1), 14025 58th Street North, Clearwater, FL 33760,
- Recommendation 2.013, Remodel of Business Technology Building, Facility #44, (Site 2), at Clearwater Campus, 2465 Drew Street, Clearwater Florida, 33765, and;
- Recommendation #15.006, for New Construction of shelled out space at the Downtown Center, Facility #501 (Site 15), 244 2nd Avenue North, St. Petersburg, as required by Section 1013.31, Florida Statutes.

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

AMENDMENT #8
EDUCATIONAL PLANT SURVEY dated June 30, 2017
St. Petersburg College
September 24, 2019

Pursuant to Section 1013.31, Florida Statutes, administrative staff of St. Petersburg College has prepared 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 recommendations are made.

Site 1: Epi Center

- 1.008 Remodel Epi Tech Building #703 (Site 1), rooms 2-421, 2-422, Classrooms and 2-423 conference room all into office space for administrative staff (Academic Effectiveness Department). Remodel rooms 2-425 and 2-426 (existing computer labs) into office space for administrative staff (Online Advising). Remodel rooms 2-308 (existing classroom), 2-310 (office space) 2-312 (existing classroom) and 2-314 (existing office space) into office space for administrative staff (Financial Aid). The total of this remodel is 6,751 square feet.
- 1.009 Remodel Epi Services, Facility #704 (Site 1) room 206 (existing work room) into office space. The total of this remodel is 212 square feet.

Site 2: Clearwater Campus

- 2.013 Remodel/Renovation of the entire Business Technology Building, Facility #44 (Site 2), in the amount of 17,453 square feet. This remodel will convert six classrooms to accommodate the move of the Information Technology services department from District Office. This remodel will provide offices, service areas, circulation area, call center, project workroom, Data Center and general upgrades.

Site 15: Downtown Center

- 15.006 New Construction of shelled space at the Downtown Center Facility #501, (Site 15). The third floor remodel will consist of 2,892 square feet to provide offices for the Foundation staff, 508 square feet for conference room, 1,689 square feet to accommodate Legal offices, 532 square feet for multi-purpose room, 3,096 square feet for Administration and Budgeting offices and staff related spaces. The fourth floor remodel will consist of 3,287square feet for president's office suite and staff related spaces and 432 for conference room. Total square footage of new construction is 12,436.

Approved by the Board of Trustees of St. Petersburg College on September 24, 2019.

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



St. Petersburg Collegiate High Schools

St. Petersburg and Tarpon Springs

Governing Board Meeting

EpiCenter, 1- 453

September 24, 2019


Agenda

1. Proposed St. Petersburg Collegiate High School North Pinellas at Tarpon Springs Proposed Amended Budget (*approval requested*)
2. St. Petersburg Collegiate High Schools Policies and Procedures Manual, Enrollment/Admissions Policy Revision, for Charter Schools Program (CSP) Grant (*approval requested*)
3. St. Petersburg Collegiate High Schools St. Petersburg and North Pinellas School Emergency Plans (approval requested)

September 24, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Approval of the Proposed Amended Budget for St. Petersburg Collegiate High School North Pinellas

Approval is sought to amend the current budget for St. Petersburg Collegiate High School North Pinellas (SPCHSNP) to accurately reflect the additional revenue and expenses for the current student enrollment.

The current budget for St. Petersburg Collegiate High School North Pinellas was approved unanimously on June 18, 2019 by the St. Petersburg Collegiate High Schools Governing Board. Due to increased enrollment, of ten additional students, approval is sought to amend the current SPCHSNP budget to accurately reflect the revenue and expenses for the current student enrollment.

Tom Furlong, Interim Vice President, Academic Affairs; Starla Metz, AVP, Collegiate High Schools; and Ian Call, Principal, St. Petersburg Collegiate High School North Pinellas, recommend approval.



ST. PETERSBURG COLLEGIATE HIGH SCHOOLS GOVERNING BOARD MEETING AGENDA

1. Proposed Amended Budget for St. Petersburg Collegiate High School North Pinellas (SPCHSNP), (*approval requested*)
2. St. Petersburg Collegiate High Schools Policies and Procedures Manual, Enrollment and Admissions Policy Revision, for Charter School Program (CSP) Grant (*approval requested*)
3. St. Petersburg Collegiate High Schools School Emergency Plans (approval requested)



SPCHSNP PROPOSED 2019-20 BUDGET REVENUE COMPARISON

SPCHSNP TARPON SPRINGS	Approved Budget 6/19/19
	Fiscal Year 2019-2020
	07/01/2019 - 06/30/2020
Revenue	
Funding Sources	
FTE Funding	\$ 826,547
Capital Outlay Funding (PCSB)	-
Title II Prof Development Reimbursement	6,500
A+ Recognition Award	-
Capital Outlay (from Fund Balance Reserve)	-
Budget Stabilization Reserve (Fund Balance)	\$ 206,989
Total Funding Sources	\$ 1,040,036

SPCHSNP TARPON SPRINGS	Proposed Amended Budget
	Fiscal Year 2019-2020
	07/01/2019 - 06/30/2020
Revenue	
Funding Sources	
FTE Funding	\$ 891,579
Capital Outlay Funding (PCSB)	-
Title II Prof Development Reimbursement	-
A+ Recognition Award	-
Capital Outlay (from Fund Balance Reserve)	-
Budget Stabilization Reserve (Fund Balance)	\$ 206,989
Total Funding Sources	\$ 1,098,568



SPCHSNP PROPOSED 2019-20 BUDGET OPERATING EXPENSES

SPCHSNP TARPON SPRINGS	Approved Budget 6/19/19
Operating Expenses:	
Personnel Cost	
Instructional	\$ 373,228
Administrative and Instructional Support	340,991
Plant Operation	14,155
Temporary (Non-recurring)	13,454
Total Personnel Cost	\$ 741,828

SPCHSNP TARPON SPRINGS	Proposed Amended Budget
Operating Expenses:	
Personnel Cost	
Instructional	\$ 357,872
Administrative and Instructional Support	328,328
Plant Operation	28,575
Temporary (Non-recurring)	11,529
Total Personnel Cost	\$ 726,304



SPCHSNP PROPOSED 2019-20 BUDGET OPERATING EXPENSES

SPCHSNP TARPON SPRINGS	Approved Budget 6/19/19
Current Expense	
Workshops and Travel	\$ 6,500
Classroom Supplies	500
Textbooks and Instructional Materials	-
Computer Leases	-
Minor Equipment	-
Major Equipment	-
Facility Lease (partially from Capital Outlay Funds)	221,788
Memberships	2,500
Professional Services & Fees	26,220
Data Software Fees	-

SPCHSNP TARPON SPRINGS	Proposed Amended Budget
Current Expense	
Workshops and Travel	\$ 1,500
Classroom Supplies	3,000
Textbooks and Instructional Materials	37,584
Computer Leases	-
Minor Equipment	5,000
Major Equipment	17,000
Facility Lease (partially from Capital Outlay Funds)	221,788
Memberships	2,500
Professional Services & Fees	17,020
Data Software Fees	3,000



SPCHSNP PROPOSED 2019-20 BUDGET OPERATING EXPENSES

SPCHSNP TARPON SPRINGS	Approved Budget 6/19/19
Repairs /Service Contracts	500
Transportation	-
Food	15,000
Office Supplies and Equipment	1,800
Other Supplies/Materials	-
Lease Ricoh Copier & Sunprint	3,900
Postage	500
Printing/Photocopying/Advertising	4,000
Insurance	15,000
Audit Fees	-
Total Current Expense	\$ 298,208

SPCHSNP TARPON SPRINGS	Proposed Amended Budget
Repairs /Service Contracts	1,000
Transportation	
Food	28,000
Office Supplies and Equipment	7,000
Other Supplies/Materials	8,872
Lease Ricoh Copier & Sunprint	6,000
Postage	1,000
Printing/Photocopying/Advertising	5,000
Insurance	7,000
Audit Fees	-
Total Current Expense	\$ 372,264



SPCHSNP PROPOSED 2019-20 BUDGET OPERATING EXPENSES

	Approved Budget 6/19/19
SPCHSNP TARPON SPRINGS	
Capital Spending	\$ -
Total Capital Spending	\$ -
Total Budgeted Expenditures	\$ 1,040,036
Dual Enrollment Tuition	\$ 230,000
SPC Contribution to Offset Dual Enrollment	(230,000)
Balance Surplus (deficit)	\$ 0
Add back Encumbrance rollover: Ricoh	-
Add back Encumbrance rollover: Audit	-
Net Surplus (Deficit)	\$ 0
Reserve Fund Balance (est.)	-

	Proposed Amended Budget
SPCHSNP TARPON SPRINGS	
Capital Spending	\$ -
Total Capital Spending	\$ -
Total Budgeted Expenditures	\$ 1,098,568
Dual Enrollment Tuition	230,000
SPC Contribution to Offset Dual Enrollment	(230,000)
Balance Surplus (deficit)	\$ 0
Add back Encumbrance rollover: Ricoh	-
Add back Encumbrance rollover: Audit	-
Net Surplus (Deficit)	\$ 0
Reserve Fund Balance (est.)	-

ST. PETERSBURG COLLEGIATE HIGH SCHOOLS

CONSENT AGENDA



- SPCHS Policies and Procedures Manual (approval requested)
- SPCHS School Emergency Plans (approval requested)



Questions

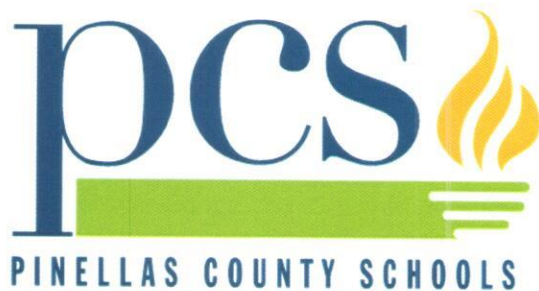


**ST. PETERSBURG COLLEGIATE
HIGH SCHOOL NORTH PINELLAS**



TARPON SPRINGS

**SCHOOL EMERGENCY
PLAN**



School Emergency Plan Information

School Information

School Name	St. Petersburg Collegiate High School North Pinellas
Address/City/Zip	600 Klosterman Road/Tarpon Springs, FL/34689
Phone Number Main/Private	727-712-5891
Date of Plan	July 15, 2019

Administrative Team

Name	Position	Work	Home or Cell
Ian Call	Principal	(727) 341-4368	(727) 698-0136
Kellye Rainwater	Guidance Counselor	(727) 712-5777	(615) 838-5656

Staff Members

Name	Position	Number	Home or Cell
Annelies Williamson	Administrative Specialist	(727) 712-5891	(727) 331-9245
David Withers	Safe School Officer	(727) 410- 9859	(727) 410- 9859
Olin Conrad	Facilities Supervisor	(727) 712-5763	

Certified Designee to Work with PCSO Child Abuse Investigator

Kellye Rainwater, Guidance Counselor

Emergency Team Assignments

In general, Incident Command System (ICS) Emergency Team roles should be a logical, reasonable parallel to day-to-day work assignments. Complete the form below to reflect your school Emergency Team assignments

Emergency team members / responsibilities

Emergency Coordinator:	Ian Call
Parent/Family Liaison:	Annelies Williamson
Security Liaison:	David Withers
Media Liaison:	Starla Metz
Medical Liaison:	David Withers
Counseling Liaison:	Kellye Rainwater

Staff Responsible for:

Gas, water, electric shut-off:	Olin Conrad
Fire Alarm:	Victor Dukes
Sprinklers:	Olin Conrad
Panic Button(s):	Victor Dukes

In the event of a campus emergency event, the St. Petersburg College/Tarpon Springs Campus emergency management plan will supersede this emergency plan and the Provost of the campus will follow that plan in designating individuals to fulfill the above roles. In the campus emergency response plan, the principal Ian Call, will fulfill the role as parent liaison.

Go Box

The Go Box is filled with the equipment needed to provide immediate aid, procedure assistance and accurate accountability of students, staff and visitors.

Go box locations: SS 007

Staff responsible for updating and maintaining items in the box: Ian Call

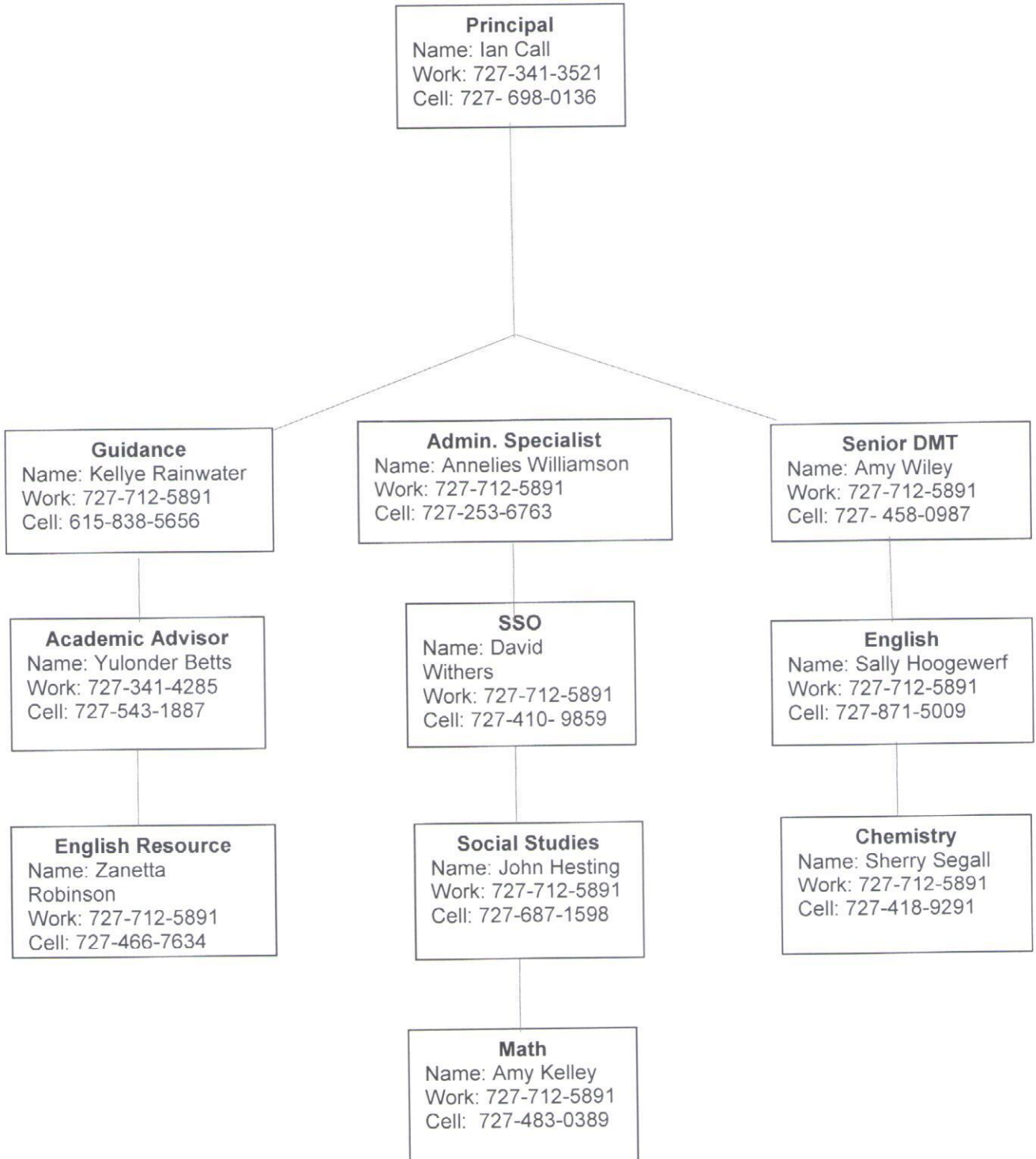
Staff responsible for taking box when indicated in plan: Ian Call

Contents:

- An adequate first aid kit, with disinfectants
- Latex gloves
- Flashlight
- Bullhorn
- Floor plan of the school
- Copies of master list of students
- Paper, index cards, markers, pencils
- Tape
- Student roster, photos of students
- Student and staff health information; clinic cards; a list of students with medical needs,
- Emergency phone numbers
- List of staff trained in first aid and CPR
- District personnel directory
- Schedules of classes
- Batteries
- Towels
- Tissues
- Signs for areas to be set up, i.e., Parent Pick-Up Area, Media Area, Medical Area, Command Post, and Counseling Area
- Multiple blank copies of Medical Information Form
- Multiple blank pages of your school's student sign-in sheet
- Telephone directory
- Faculty and staff roster

Phone Tree

Along with Connect a phone tree will be used to notify all staff in the event of a crisis or emergency which occurs after school hours. Since the school will most likely have to deal with the event the next school day, it is important that the staff be aware and prepared prior to arriving at school. The phone tree will serve as a follow up to any School messenger communication that will go out.

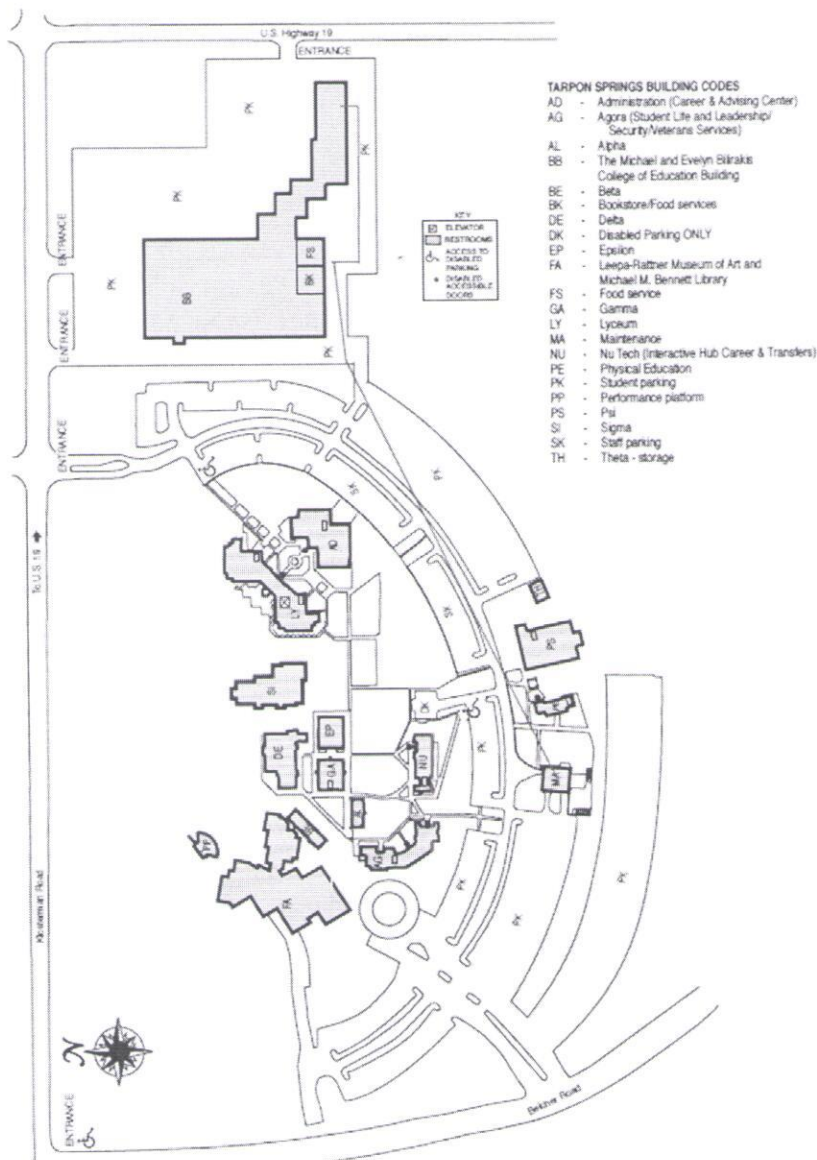


On-Campus Alternate Building Location: Walking Distance

During an incident, it may be necessary to move students to an Alternate Building Location rather than using the typical Outdoor Assembly Area.

Alternate Building Location

Facilities Building
South Side of Campus
600 Klosterman Road
Tarpon Springs, FL 33689



On-Campus Alternate Building Location: Walking Distance

AMC Classic Palm Harbor 10
37912 US Hwy 19 N
Palm Harbor, FL 34684

Alternate Building Location: Requiring transportation

Alternate Building Location

St. Petersburg College Clearwater Campus
2465 Drew St, Clearwater, FL 33765
Clearwater, FL 33765

Students will be evacuated to the Arts Auditorium and SPCHS will utilize the St. Petersburg College Busses to evacuate the students to the Clearwater Campus.

Assembly Area (Outdoors, for Standard Evacuation)

If an emergency requires the set-up of an assembly area with a command post, assembly area, first area, heliport landing area, or other areas for specific purposes, the campus provost for St. Petersburg College will designate those areas according to the Tarpon Springs Campus emergency management plan.

Active Assailant

Active Assailant Response Protocols

SPCHS faculty, staff, and students will receive training on the following procedures that will provide the safest environment for students and staff upon activation of the school's active assailant response protocols.

Important Note: Any and all school personnel may directly activate the school's active assailant response procedures through the school's intercom system without consultation with anyone else.

Run

- Have an escape route and plan in mind
- Students should leave their belongings behind
- Teachers need to take their Red Emergency Binder
- Everyone should keep hands visible

Hide

- Cover the door's window and shut all blinds
- Hide in an area out of the shooter's view in the classroom's "hard corner"
- Block entry to your hiding place and ensure the doors are locked
- Silence all cell phones

Fight

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

School Threat Assessment Team

Member Name	Position (fill in blank positions)	Dates Participated in Training
Ian Call	Administrator	August 30,2019
Kellye Rainwater	Guidance Counselor	July 30,2019
Lenny Stacey	Social Worker	
Kristofer Kraul	School Psychologist	
Dan Barto	SPC Director of Security	
Victor Dukes	Senior Security Officer -TS	
David Withers	School Safety Officer - TS	
Theodore Thompson	Deputy - Pinellas County Sheriff's Office	

Power/Internet Outage

Verify all network and phone equipment as well as radio repeaters have UPS power connected. This will ensure 15 minutes of continuous paging, intercom and phone use in the event of power loss. Schools need to establish a communication plan using alternate means such as cell phones, bull horns, radios, etc. in case of extended power loss.

For Power Outage

- Principal will notify the Facilities Supervisor and School Safety Officer
 - Facilities Supervisor: Olin Conrad—(727) 712-5763
 - School Safety Officer: David Withers—(727) 410- 9859
- Staff Members will use the intercom and cell phones for communications.
- Principal and School Safety Officer will ensure that Fire alarms are functional. If fire alarms are not functional, the principal will designate staff members for a modified fire watch.
- Principal will treat the outage as a lock out situation for doors only
- Visitors will not be allowed into the SPCHS portion of the Bilirakis Building.

For Internet Outage

- Principal will notify the Technology Resources Supervisor and School Safety Officer
 - Technology Resource Specialist: Michael Quitter—(727) 712-5405
 - School Safety Officer: David Withers—(727) 410- 9859
- Staff Members will use the intercom system for communication.

Best Practices Following a Critical Incident

The purpose of a crisis response team is to help the school return to normal function as quickly as possible.

- If the event occurs during school hours, notify staff through email. Announce “please check your email” over the intercom system.
- If the event occurs during non-school hours, notify staff through the phone tree.
- Conduct a stand up meeting before school to dispel rumors and update staff.
- Notify families through School Messenger or a letter home.
- If able, all teachers should work with their students in the classroom concerning the incident.
- Teachers may request assistance from the crisis response team members if needed.
- Students who need further assistance should report to the designated counseling area.
- Student Services policy strongly recommends that students return to class after one class period. If student is unable to return to class, parents should be notified.
- A separate counseling area should be available for staff affected by the incident. Crisis response team members will be available to assist them.
- If appropriate, a stand up meeting at the end of the day may be held to review events and determine future needs.

Staff Skills Inventory

As part of the development of our Crisis Plan, and in accordance with district policy, please complete the following survey and return to the administration office. The information provided will be used to help design and update school crisis plan in order to be fully prepared for an emergency situation should one arise.

NAME: _____ **ROOM**

I. Emergency response:

Please check any of the following areas in which you have training or expertise:

- | | | |
|--|--|--|
| <input type="checkbox"/> First aid | <input type="checkbox"/> Search & rescue | <input type="checkbox"/> Counseling/mental |
| <input type="checkbox"/> CPR | <input type="checkbox"/> Hazardous materials | <input type="checkbox"/> Fire-fighting |
| <input type="checkbox"/> Emergency medical | <input type="checkbox"/> Media relations | <input type="checkbox"/> Incident debriefing |

Explain or clarify items checked, if needed

II. Special Considerations: Please check and list special skills or resources you feel would be an asset in an emergency situation. Explain items checked:

Multilingual, list language(s)

Experience with disabilities

Ham radio or CB radio experience

Knowledge of community resources

Other knowledge or skills

Other knowledge or skills

Check if you have a cell phone that could be used in an emergency

Check if you have a 2-way radio that could be used in an emergency

Teacher/Staff Survey:

Students/Staff Needing Special Assistance

Instructions: Teachers are to fill in the name of any student/staff in their class who will require special assistance in the event of an emergency (*considering a variety of emergency conditions which may alter needs, such as severe weather, evacuation needs, hazardous materials, etc.*)

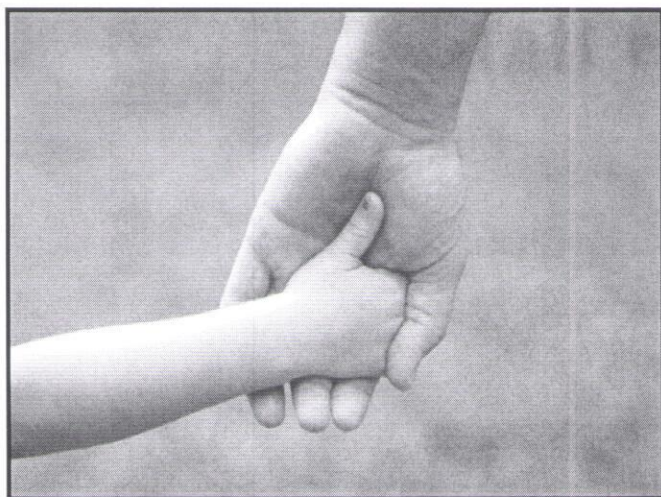
Person Needing Assistance	Assistance Needed	Person who will Assist

Staff Buddy

Your name should only appear once on this list

My Name is:	My Room	My Buddy is:	Buddy's Room
Sherry Segall	BB 003	Sally Hoogewerf	BB 004
John Hesting	BB 005	Zanetta Robinson	BB 006
Amy Wiley	BB 009	Kellye Rainwater	BB 020H
Yulonder Betts	BB O20I	Ian Call	BB 020F
Amy Kelley	BB 0001	Annelies Williamson	BB 007

Staff Buddy is:



A large, empty rectangular box with a thin black border, intended for writing the name of the staff buddy.

Student Accounting Form

Teacher Date: Time:

Class Period Room #

Who is your staff buddy?

Can you account for your teacher buddy? Yes/no – if no, last known location

of Students enrolled per register

of Students not in class today

of Students present

of Students not accounted for

Students or classroom volunteers elsewhere (library, office, nurse, etc.)			
Name	Location	Time student left classroom	Current location

Prepared by:

Send to Attendance Post via student runner.

MISSING/UNACCOUNTED STUDENTS		
NAME	LAST KNOWN LOCATION	TIME LAST SEEN

If all students are present and accounted for, please place an "X" through the above table.

Additional Comments (report fire, gas/water leaks, blocked exits, structural damage, etc.

IC notified of missing person(s): _____

Missing Student Search List
(Search area staff assignments)

Area to be searched	Staff assigned

Secure Facilities

Requirement	Comment
Establish a schedule to test emergency communication systems in each school and determine if adequate signal strength is available in all areas of a school's campus.	Completed – August 2019
Conduct school security risk assessments with law enforcement on every campus and report the findings to the school board and Office of Safe Schools.	Completed – August 2019
Coordinate with the appropriate public-safety agencies, a campus tour every three years for first responders.	Completed – August 2019
Requires each school and each school district to conduct comprehensive security assessments of each campus by use of the FSSAT and report the results of those assessments to the local school board and the Office of Safe Schools.	Completed – September 2019
Requires school safety specialist to collaborate with law enforcement and conduct annual school security risk assessments at each school by October 1.	Completed – August 2019
Each school shall have a communication system which any staff member may activate the school's active threat response procedures. The communication system must notify all persons on campus to react to the active threat.	Completed – August 2019
All schools shall have procedures in place that will provide the safest environment for all students and staff upon activation of the school's active threat procedures.	Completed – August 2019
Each classroom door with a window should have an opaque covering for the window readily available.	Completed – August 2019
Each classroom should have a clearly identifiable hard corner or safe corner marked.	Completed – September 2019
Teachers should be required to keep the hard corner free of immovable objects and set up their classroom so as to not impede access to the hard corner or safest area in the classroom.	Completed – September 2019

Daily Practices

Requirement	Comments
Establish an armed presence at each school via the deployment of an SRO, law enforcement officer, or school guardian.	Completed – August 2019
Specifies that the safe school officer requirement extends to charter schools and requires school boards to collaborate with charter school governing boards to facilitate charter school access to all safe school officer options.	Implemented Daily
Defines that each school must have an SSO present on each campus while school is in session.	Implemented Daily
All gates must remain closed and locked unless open for active ingress or egress.	Implemented Daily
All doors to buildings must remain closed and locked unless open for active ingress or egress.	Implemented Daily
When opened for active ingress or egress, every gate and door should be staffed and never left open and unattended.	Implemented Daily
Each classroom door should remain closed and locked during instruction.	Implemented Daily

Planning and Preparation Source

Requirement	Comment
SESIR reports are due to the DOE by July 26, 2019, and the final update/amendments due by October 31, 2019.	Will be completed following the 2019-2020 school year.
Schools and school districts must comply with the Office of Safe Schools directives and requests for information.	Implemented daily and upon request from Pinellas County Schools
Requires active shooter drills in all K-12 schools, conducted by law enforcement, at least as often as other emergency drills. Also requires emergency plans to identify individuals responsible for contacting the appropriate primary emergency response agency.	Implemented Monthly with Pinellas County Sheriff's Office
Requires charter schools to comply with all aspects of the law.	Implemented Daily
Requires active threat drills to be developmentally and age appropriate.	Implemented Monthly with Pinellas County Sheriff's Office
Requires school boards and charter school governing boards to adopt an active assailant response plan.	Completed – September 2019
Requires each superintendent and charter school principal to verify by October 1, 2019, and annually thereafter, that all school personnel have received annual training on the procedures in the active assailant plan.	Completed – August 2019
Requires school principals to notify all school personnel of their responsibilities to report any incident that poses a threat to school safety to the principal or their designee and that the disposition of each such incident is properly documented.	Completed – August 2019
Requires each school district to report to the DOE by October 1 of each year that all schools in the district have completed the FSSAT.	Completed – September 2019
Requires active threat (shooter) drills each month.	Implemented Monthly with Pinellas County Sheriff's Office
Schools districts must have written active assailant response procedures including school specific responses to an active threat.	Completed – August 2019
Written procedures must provide guidance to staff on how to initiate an active threat response.	Completed – August 2019
Written procedures must be physically distributed to every employee.	Completed – August 2019
Written procedures must clearly establish that any and all employees may directly initiate the school's active threat procedures without consultation with anyone else.	Completed – August 2019

Positive School Climate Source

Requirement	Comment
Allows authorized members of the threat assessment team to obtain certain criminal history information.	Implemented during PCS Schools/SPC Threat Assessment Procedure
Requires the school threat assessment team to verify behavioral health intervention services remain intact for a student who transfers to a different school until the receiving school's threat assessment team determines the need for intervention services.	Implemented during PCS Schools/SPC Threat Assessment Procedure
Requires each school threat assessment team to use the statewide threat assessment database developed by the OSS.	Implemented during PCS Schools/SPC Threat Assessment Procedure
Each school shall have a behavioral threat assessment team which shall meet regularly and be proactive, not merely reactive, and shall consider behavior indicators. (Dir) The team shall be made up of at least a person with expertise in the following areas: counseling, instruction, school administration, and law enforcement. (1006.07(7)(a))	Implemented during PCS Schools/SPC Threat Assessment Procedure
Requires the transfer of student records from school to school to occur within 3 school days.	Procedure will be implemented when a student transfers to another school
Requires student records to include verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services, psychological evaluations, and therapeutic treatment plans or progress notes created or maintained by district staff.	Procedure will be implemented when a student transfers to another school
Requires a student to disclose at initial registration for school any school district referral for mental health services associated with school expulsion, arrest resulting in a charge, or juvenile justice action.	Procedure will be implemented during registration at SPCHS.
Requires each student at the time of initial registration to note previous school expulsions, arrests resulting in a charge, juvenile justice actions, and referrals to mental health services the student has had.	Procedure will be implemented during registration at SPCHS.
Requires districts to promote the use of the mobile suspicious activity reporting tool (FortifyFL) by advertising it on the district website, newsletters, on school campuses, and installing it on mobile devices issued to students and by bookmarking its website on all computer devices issued to students.	Completed – September 2019



SPC St. Petersburg
College

Emergency Response Guide

Note to Faculty:

- Review the information in the Emergency Response Guide with students at the first class meeting. Students will look to you for guidance in emergency situations and practice drills.
- Know all of the emergency exits in every building in which you teach or have an office.
- Know the locations for the Designated Rescue Waiting Areas for persons with limited mobility.
- Designate a meeting place to ensure all students have been safely evacuated from the building.

SPC Security Dispatch: 727-791-2560

Emergency: 911, then 727-791-2560

7-19-18



Responding to emergencies

When faced with a fire, medical emergency, explosion, hazardous materials spill or act of violence:

- Warn others about the emergency.
- Evacuate the area if necessary.
- Seek protective cover if necessary.

Call **911** and give the operator:

- The type of emergency
- Your location – campus, building, room number
- The location of the emergency
- Your name and title
- The telephone number from which you are calling

Do not hang up until the **911** operator obtains all the necessary information.

After calling **911**, call **SPC Security Dispatch at 2560** from a college phone or **791-2560** from an outside phone. Tell security you have called **911** and give them the same information you gave the **911** operator.



Responding to emergencies

Administration Procedure: First 15 Minutes

Campus-wide Emergency:

- Campus security/Administration will assess situation and contact Security Dispatch.
- If required, the Campus Incident Commander, Provost or designee shall activate the SPCAlert system and InformaCast for the specific campus involved.
- The campus Incident Commander or designee will contact the President's office.
- Security Dispatch will call the President's office, the Director of Security, Risk Management and Safety and the Collegewide Incident Commanders (Sr. Vice Presidents).
- The Director of Security, Risk Management and Safety or the designee will call senior supervisors.
- Collegewide Incident Commanders will call Marketing and Strategic Communications.
- Should an InformaCast alert be sent out collegewide, Incident Response Team members will hold a conference call. If InformaCast is not activated, then Marketing and Strategic Communications will email and/or text the Collegewide Incident Response Team members to conference call.
- Marketing and Strategic Communications will issue appropriate warnings and information to the college or individual campuses using SPCAlert.
- The on-scene Incident Commander shall establish the Incident Command Post and contact the President's office and/or the College Incident Commander.
- After the Emergency Alert has been issued, the Board of Trustees will be contacted by the President or his designee.

Note: Cell Numbers can be found at One College Support/Emergency Management Council/SPCAAlert.



Administration Procedure: First 15 minutes

Injury or sudden illness

1. Call **911** to request an emergency medical response. Give the **911** operator:

- The type of emergency
- Your location – campus, building, room number
- The location of the emergency
- Your name and title
- The telephone number from which you are calling

Do not hang up until the **911** operator obtains all the necessary information.

2. After calling **911**, call **SPC Security Dispatch at 2560** from a college phone or **791-2560** from an outside phone. Tell Security you have called **911** and give them the same information you gave the **911** operator.

3. Do not attempt to move an injured person. This could aggravate the injury and cause confusion for the rescuers responding to the location.

4. Stay with the injured person until EMS arrives. Try to keep the injured person talking to maintain alertness.

5. Ask someone nearby to direct EMS to you.

6. **Automated External Defibrillator** devices are available on college sites. Contact campus security for location.



Injury or sudden illness

What to Do When Someone is Suicidal

When someone has attempted suicide, seek immediate help by calling:

1. **911** and Security Dispatch 791-2560.
 - Provide information on the type of emergency
 - Location – Campus building, room number
 - Your name, and phone number from which you are calling
2. Security Dispatch will contact the campus administration. A preliminary Threat Assessment may be considered.
3. Do not disturb the scene or remove evidence.
4. Ask someone nearby to direct EMS to your location.

When Someone Appears Suicidal Consider the following Interventions:

1. **Call Security Dispatch** (727) 791-2560. Security will call campus administration.
2. **Take All Signs of Suicidal Behavior seriously.** Your intervention may help the person see that other options are available to stay safe and get treatment.
3. **Ask Questions.** Find out if the person is in danger of acting on suicidal feelings. Be sensitive, but ask direct questions. Here are some examples:
 - How are you coping with what's been happening in your life?
 - Do you ever feel like just giving up?
 - Are you thinking about dying?
 - Are you thinking about hurting yourself?
 - Are you thinking about suicide?
 - Have you ever thought about suicide before, or tried to harm yourself before?
 - Have you thought about how or when you'd do it?
 - Do you have access to weapons or things that can be used as weapons to harm yourself?

4. Look For Common Warning Signs

- Statements like, "I'm going to kill myself" or "I wish I hadn't been born"
- Getting the means to take your own life, such as buying a gun or stockpiling pills
- Withdrawing from social contact
- Having mood swings
- Being preoccupied with death, dying or violence
- Feeling trapped or hopeless
- Increasing use of alcohol or drugs
- Changing normal routine, including eating or sleeping patterns
- Doing risky or self-destructive things, such as using drugs or driving recklessly
- Giving away belongings or getting affairs in order
- Saying goodbye to people as if they won't be seen again
- Developing personality changes or being severely anxious or agitated, particularly when experiencing some of the warning signs listed above

5. Resources:

- 211 Crisis Hotline
- 24 Hour Suicide Hotline (PEMHS) (727)- 791-3131
- 24 Hour Mental Health Assistance (727)-541-4628
- Bay Care - (800)-878-5470
- National Suicide Prevention Hotline 1-800-273-8255
- Veterans Crisis Line- (866)-273-8255
- Text - 838255



What to Do When Someone is Suicidal

Evacuation procedures

Do not use elevators for evacuation.

If there is a fire, smoke is the greatest danger. Always stay low where the air is less toxic and visibility is greater.

1. Remain calm.
2. Close doors and windows if possible, but leave them unlocked for search teams.
3. Assist injured or disabled persons to a **DESIGNATED RESCUE WAITING AREA**.
4. Use the nearest, safest route to the designated evacuation area. Be alert for hazards (smoke, debris, flames) and move quickly to the outside.
5. Move away from the building.
6. Do not block entrances.
7. Do not block elevators.
8. Do not permit re-entry to the building until an emergency services official confirms it is safe.
9. Report any missing persons to emergency personnel.
10. Do not release any information about students, staff or the status of the emergency situation to the media, family, friends or the public. Direct all such inquiries to the Provost's Office, Marketing and Strategic Communications (341-6526) or the Command Center if one has been established.
11. If requested, assist emergency personnel. Otherwise, remain calm and stay clear of emergency operations.



Evacuation procedures

Fire or explosion/Power outage

Smoke is the greatest danger in a fire. Always stay low where the air is less toxic and visibility is greater.

1. If the fire alarm system was not activated automatically, go to the nearest pull station and activate the alarm.
2. Leave the building and advise others to do the same.
3. Call **911** and give the operator:
 - The type of emergency
 - Your location – campus, building, room number
 - The location of the emergency
 - Your name and title
 - The telephone number from which you are calling

Do not hang up until the **911** operator obtains all the necessary information.

4. Assist injured or disabled persons to a designated rescue waiting area.
5. Report any missing persons to emergency personnel.
6. Provide fire officials with information on the origin of the fire/explosion (chemical reaction, gas leak, etc.)

If you become trapped:

1. If a phone is accessible, call **911** to report your location and situation. State your name, college campus/site, location (building and room number) and the type of emergency. Stay on the line until you are told to hang up.

After calling **911**, call **SPC Security Dispatch at 2560** from a college phone or **791-2560** from an outside phone. Tell Security you have called **911** and give them the same information.

2. If a window is available, place a “HELP” sign on it or hang an article of clothing out the window as a marker for rescue crews. Stay near the floor and shout at regular intervals. Do not panic.
3. If there is no window, stay close to a door near the floor and shout at regular intervals to alert rescuers. Do not panic.

During a power outage:

1. Remain calm. If your visibility is limited, it is safer to stay where you are and wait for assistance.
2. If you cannot leave your area and a phone is available, call **Security Dispatch (2560)** from a college phone or **791-2560** from an outside phone and tell Security Dispatch your name, campus, location (building and room number), report the outage and advise them if you need special assistance.
3. If you become trapped in an elevator, activate the alarm button and remain calm. Use the Emergency Call Box to notify the alarm monitoring company of your location and need for assistance.



Fire or explosion /Power outage

Hazardous materials spill or release

Hazardous materials can cause illness, injury or death and can harm the environment. A prompt and correct response is essential.

Chemical Spill Questions

1. Is the Instructor/person responsible for the area present?
2. What chemicals have been spilled?
3. Is the SDS sheet(s) on hand?
4. Can the spill be handled by Instructor (non-hazardous "simple" spill)?
5. Does the spill require clean-up by EQ/US Ecology (hazardous)?
6. Does 911 need to be called?

Contact List for Chemical Spill

	Office	Cell
Security Dispatch	2560	791-2560
Site Facilities Supervisor		

1. If there are injuries or an immediate threat to life, evacuate the area and call **911**. Give the operator:
 - The type of emergency
 - Your location – campus, building, room number
 - The location of the emergency
 - Your name and title
 - The telephone number from which you are calling

Do not hang up until the 911 operator obtains all the necessary information.
2. Treat unidentified substances or vapors as hazardous until it can be determined they are not hazardous. Remain calm. Evacuate all persons from the spill area (see Evacuation Procedures). Assist injured or disabled persons to a safe location.
3. Close doors and secure the area. Do not re-enter. Prohibit entry by others not involved in handling the emergency.
4. After calling **911**, call **SPC Security Dispatch at 2560** from a college phone or **791-2560** from an outside phone. Tell security you have called 911 and give them the same information.
5. Stand by to provide information to SPC staff and emergency services personnel. Provide copies of Material Safety Data Sheets (MSDS) for known hazardous materials.
6. Do not attempt to initiate spill clean up or containment actions. These actions are to be performed only by trained HAZ MAT responders.



Hazardous materials spill or release

Bomb threat

When receiving any type of threat, pay careful attention to pertinent details. The person making the threat may provide enough information to reveal their identity or location, which may assist the investigation. A bomb threat may be received by telephone, written message, email, social media, verbal or suspicious mail/package.

Phoned Threat

- Remain calm and DO NOT HANG UP.
- If possible, signal other staff members to listen and notify **Security Dispatch at 791-2560**.
- **Security Dispatch** will work with law enforcement to determine if the threat is Low, Medium or High Risk before calling **911**.
- Use the SPC Bomb Threat Checklist to gather as much information as possible.
- Write down the exact wording of the threat. If possible, ask the caller,
 1. When is the bomb going to explode? Where? What kind of bomb?
 2. What does it look like? What is your name or what do you want to be called?
 3. Do you have a complaint against the college, or do you represent an organization?

Written Threat

- Handle the document as little as possible.
- Notify **Security Dispatch at 791-2560**.
- Rewrite the threat exactly as is on another sheet of paper and note the following:

1. Date/time/location document was found
2. Any situations or conditions surrounding the discovery/delivery
3. Full names of any personnel who saw the threat in any way
4. Secure the original threat in a bag or envelope. If it is large, secure the location.
5. DO NOT alter the item in any way.

Verbal Threat

- If the perpetrator leaves, note which direction they went.
- Notify **Security Dispatch at 791-2560**.
- Write down the threat exactly as it was communicated.
- Note the description of the person who made the threat.
 1. Name (if known)
 2. Gender
 3. Height/weight
 4. Distinguishing features
 5. Race
 6. Type/color of clothing
 7. Hair/eye color
 8. Voice (loud, deep, accent, etc.)

Electronic Threats – Email/Social Media

- Leave the message open on the computer
- Notify **Security Dispatch at 791-2560**.
- Print, photograph, or copy the message and subject line; note the date and time



Bomb threat

Suspicious mail and packages

Suspicious mail and packages are defined as:

1. Packages that are discovered in locations where they would not be expected under normal conditions
2. An item that appears out of place and cannot be identified or traced to someone or some activity

Examples: an unlabeled chemical container, briefcase, luggage, book bag, closed box with no identifiable markings located near entrance ways, exits, hallways, cafeteria or vending areas, student lounge or outside buildings

Response to suspicious mail or package

1. Do not panic. It is important for all of your actions to be careful and deliberate.
2. Do not move or disturb the item.
3. If you know or suspect the item to be an explosive device or to contain a hazardous substance, isolate the area and evacuate all personnel from the immediate area or building.
4. Do not permit re-entry until the potential for personal injury has been eliminated.
5. Contact Security Dispatch at **2560** or **791-2560** and your supervisor as soon as possible.
6. If you cannot reach security or your supervisor, call **911** immediately from a land-line telephone.

Do not use cell phones, two-way radios or any other electronic device.

NOTE: The discovery of one package or device should not automatically mean the conclusion of a search. More packages or devices may be present.

When in doubt and an immediate decision must be made:

- Call **911**.
- Isolate the area.
- Evacuate the area/building.
- Prevent re-entry.



Suspicious mail and packages

Active Shooter(s)

When a person(s) exhibits hostile actions, e.g. hostile confrontation, person with a weapon, active shooter or similar type of threat, immediately call **911** and **Security Dispatch at 791-2560**. Do not try to engage or separate combatants. Await the arrival of security and/or local police.

St. Petersburg College provides training in the **A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate)** training designed to provide a strategy on how to be more proactive in handling the threat of an aggressive intruder or active shooter event.

- A – Alert** is your first notification of danger. When you first become aware of a threat and understand that you're in danger, a speedy response is critical. Alert is overcoming denial, recognizing the signs of danger and helping you make decisions on your circumstances.
- L – Lockdown** is barricading the room. Prepare to EVACUATE or COUNTER if needed. If evacuation is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point. Wait for law enforcement/security to assist you out of the building.
- I – Inform** is to continue to communicate information in as real time as possible. Armed intruder situations are unpredictable and evolve quickly. Information should always be clear, direct and in plain language, not using codes.
- C – Counter** is a strategy of last resort. Counter is to create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide precious seconds needed in order to evacuate.
- E – Evacuate** when safe to do so, and remove yourself from the danger zone.

Active Shooter(s)



Shelter in Place

“Shelter in Place” refers to the need to remain where you are for your own safety. There are circumstances when college officials and emergency personnel will order that everyone must stay where they are for their own safety and well-being. You should consider how and where to shelter in place prior to having to perform this measure.

A Shelter-in-Place order may be issued for several reasons:

- Severe weather
- Hazardous materials
- Intruder on campus
- Hostage situation
- Any situation where it is best for you to stay where you are to avoid an outside threat

The reason for the Shelter-In-Place order may not be immediately communicated to everyone. If a Shelter-in-Place order is issued:

- You should be alert for instructions and updates as they become available from the emergency personnel and college administrators.
- If class is in session, if possible, do not allow any students to leave. If you are in other buildings, have everyone remain there.
- Keep everyone CALM.
- Stay away from windows, doors and outside walls.

Severe Weather

You should know where the shelter areas are in your building. For additional information, see severe weather section.

Intruder

- Secure doors if possible and seek concealment (out of sight) away from doors and windows.
- Turn the lights off and close any blinds or curtains. If you are not able to lock the door for any reason, attempt to barricade the door with furniture without injuring or endangering yourself.

All Clear

Remain in the shelter until told everything is all clear by emergency personnel. Do not leave until you are sure of the identity of the person making the announcement.



Shelter in place

Weather emergencies (Thunderstorms, tornado)

Security Dispatch monitors advisories from Pinellas County Emergency Management, the National Weather Service, and other weather outlets. Information is provided to Senior Administration, Facilities Services, and Marketing and Strategic Communications. Severe weather information will be provided for students, faculty and staff through the SPC Alert System:

- Emergency Preparedness page
- SPC Homepage
- Email/School Messenger text
- Social Media

Thunderstorm

During lightning:

1. Power down computers and turn off other electrical equipment.
2. Do not touch or unplug electrical cords.
3. Avoid water fixtures, telephone lines and any electric-conducting materials.
4. Stay inside.

Tornado safety

Tornado watch – Conditions are favorable for tornadoes to form. If you are in a portable building or trailer, prepare to relocate to a permanent building.

Tornado warning – A tornado has been spotted in your area. Tornado warnings will be announced by e-mail and verbal communications.

When a tornado warning is issued, all attention should be directed toward protecting life, not property.

1. If you are in a portable building or trailer, move to a permanent building.
2. Do not seek shelter in a gymnasium, auditorium or similar type of building with a free-span roof.
3. If you are on an upper level of a multi-story building, move to a lower level.
4. Stay away from exterior walls, doors, windows and items that might fall from above.
5. Move to an interior area of the building and take cover under a sturdy object or next to an interior wall. Cover your head and face with your hands and arms.



Weather emergencies (Thunderstorms, tornado)

Weather emergencies (Tropical storms, flood, hurricane)

Security Dispatch monitors advisories from Pinellas county Emergency Management, the National Weather Service, and other weather outlets. Information is provided to Senior Administration, Facilities Services, and Marketing and Strategic Communications. Severe weather information will be provided for students, faculty and staff at spcemergency.wordpress.com and through the SPC Alert System:

- Emergency Preparedness page
- SPC Homepage
- Radio/Television
- Email/School Messenger text
- Social Media
- SPC Toll Free **866-822-3978**

All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or designee. The decision to re-open campus sites rests with the President or designee.

FACULTY PREPARATION

- Review Instructional Continuity Plan
- All college departments and offices should prepare their equipment and essential files prior to leaving campus.
- All electronic equipment (computers, modems, monitors, copiers, UPS systems, etc.) should be turned off and unplugged.
- Essential files should be placed in file cabinets and secured.
- Personal belongings of value should be taken home.
- Remove contents from refrigerators.
- All office doors and building doors must be closed and locked.

ESSENTIAL PERSONNEL (SITE FACILITIES)

- Refer to FPIS Disaster Preparation Plan
 1. Site Facilities Operations annual checklist
 2. Pre-storm preparations checklist
 3. Recovery plan for essential functions will be activated by the college President/designee.
- Initial Response Team will conduct inspection of campus sites and provide assessment information.



Weather emergencies (Tropical storms, flood, hurricane)

Reporting Sexual Abuse/Misconduct

Reporting Suspected Abuse

Under Florida Law, any student, employee or visitor to the campus who has knowledge of, or has reasonable cause to suspect the abuse, neglect or abandonment of a minor shall report such knowledge or suspicion to Campus Security and the Provost on your campus and report such information to the Florida Department of Children and Family through the Florida Abuse Hotline, 1-800-962-2873, or via the website.

Reporting Sexual Harassment

Sexual harassment is a type of illegal discrimination. Every campus and SPC site has designated representatives to contact regarding complaints of sexual harassment by students or employees.

If you believe that you have been subject to discrimination or sexual harassment:

- EMERGENCY? Dial **911** or Campus Safety at **727-791-2560**
- In non-emergency situations, report discrimination or sexual harassment to any of the designated campus reporting contacts, or the College's Equity Officer/ Title IX Coordinator at (727) 341-3261. For more information, visit www.spcollege.edu/sexual_harassment.

Reporting Sexual Misconduct

St. Petersburg College is committed to preventing sexual violence and sexual misconduct on all of its campuses by providing resources to educate students and employees.

If you believe that you have been subject to any form of sexual misconduct, including unwelcome sexual advances, sexual assault, dating violence, domestic violence or stalking on campus or at any College-sponsored activity:

- EMERGENCY? Dial **911** or Campus Safety at **727-791-2560**
- In non-emergency situations, report discrimination or sexual harassment to any of the designated campus reporting contacts, or the College's Equity Officer/ Title IX Coordinator at (727) 341-3261. For more information, visit, www.spcollege.edu/sexual_harassment.



Reporting sexual abuse/misconduct

Reporting suspicious behavior

St. Petersburg College has adopted threat assessment procedures developed by the U.S. Department of Education and the U.S. Secret Service in a collaborative effort to help school and college campuses reduce violence and create safe climates.

Report suspicious behavior by students, employees or visitors to the Provost's Office:

Caruth Health Education Center	Provost Office	727-341-3666 or 341-3602
Clearwater Campus	Provost Office	727-791-2475 or 791-2488
EpiCenter	Security Dispatch	727-719-2560
Seminole Campus	Provost Office	727-394-6110 or 394-6109
St. Petersburg/Gibbs Campus	Provost Office	727-341-4603 or 341-4349
SPC Allstate Center	Provost Office	727-341-4530 or 341-4143
SPC Downtown	Provost Office	727-341-4738 or 341-7915
SPC Midtown	Communications	727-341-4738 or 341-7159
Tarpon Springs Campus	Provost Office	727-712-5720 or 712-5260
Veterinary Technology Center	Dean's Office	727-302-6721 or 302-6724
Bay Pines STEM Center	STEM Director	727-344-8043

Or call Security Dispatch at 727-791-2560.

Early warning signs

It is not always possible to predict behavior that will lead to violence. However, educators and sometimes students can recognize certain early warning signs. In some situations, and for some students, different combinations of events, behaviors and emotions may lead to aggressive rage or violent behavior toward themselves or others. A good rule of thumb is to assume that these warning signs, especially when they are presented in combination, indicate a need for further analysis (threat assessment) to determine an appropriate intervention.

The National School Safety Center identified the following behaviors that could indicate a student's potential for harming him/herself or others, based on a recent study.

1. Severe social withdrawal
2. Excessive feelings of isolation and being alone
3. Excessive feelings of rejection
4. Being a victim of violence
5. Feelings of being picked on and persecuted
6. Expressions of violence in writings and drawings
7. Poor or deteriorating performance
8. Uncontrolled anger
9. Pattern of impulsive, intimidating or bullying behavior
10. History of disciplinary problems
11. Prejudicial attitudes and intolerance for differences
12. Affiliation with gangs
13. Access to, possession of, or use of firearms, explosives or weapons
14. Threats of violence when angry
15. Preference for books or videos with violent themes
16. Background of substance abuse, including alcohol
17. Few or no close friends
18. Often depressed and has significant mood swings
19. Has threatened or attempted suicide
20. Displays cruelty to animals

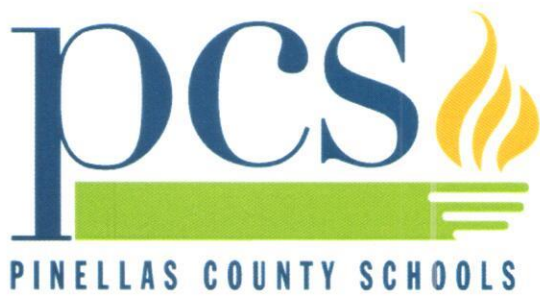


Reporting suspicious behavior

**ST. PETERSBURG COLLEGIATE
HIGH SCHOOL ST. PETERSBURG**



**SCHOOL EMERGENCY
PLAN**



School Emergency Plan Information

School Information

School Name	St. Petersburg Collegiate High School
Address/City/Zip	6605 5 th Avenue North St. Petersburg, FL 33710
Phone Number Main/Private	(727) 341-4610/(727) 341-4368
Date of Plan	July 1, 2019

Administrative Team

Name	Position	Work	Home or Cell
Raquel Giles	Principal	(727) 341-4368	(727) 366-9805
Ryan Halstead	Assistant Principal	(727) 398-8465	(727) 647-7299
Martha Dessipe	Secretary	(727) 341-4610	(727) 238-0054

Staff Members

Name	Position	Number	Home or Cell
LaDawn Bell	Guidance Counselor	(727) 341-3563	(727) 331-9245
Joey Fernandez	Safe School Officer	(973)-873-3434	(727) 204-0242
Mike McLerren	Facilities Supervisor	(727) 341-4606	(727) 795-7707

Certified Designee to Work with PCSO Child Abuse Investigator

LaDawn Bell, Guidance Counselor

Emergency Team Assignments

In general, Incident Command System (ICS) Emergency Team roles should be a logical, reasonable parallel to day-to-day work assignments. Complete the form below to reflect your school Emergency Team assignments

Emergency team members / responsibilities

Emergency Coordinator:	Raquel Giles
Parent/Family Liaison:	Ryan Halstead
Security Liaison:	Joey Fernandez
Media Liaison:	Raquel Giles
Medical Liaison:	Joey Fernandez
Counseling Liaison:	LaDawn Bell

Staff Responsible for:

Gas, water, electric shut-off:	Michael McLerren
Fire Alarm:	Joey Fernandez
Sprinklers:	Michael McLerren
Panic Button(s):	Joey Fernandez

Go Box

The Go Box is filled with the equipment needed to provide immediate aid, procedure assistance and accurate accountability of students, staff and visitors.

Go box locations: SS 218 and SS 226

Staff responsible for updating /
maintaining items in the box: Raquel Giles

Staff responsible for taking box
when indicated in plan: Raquel Giles

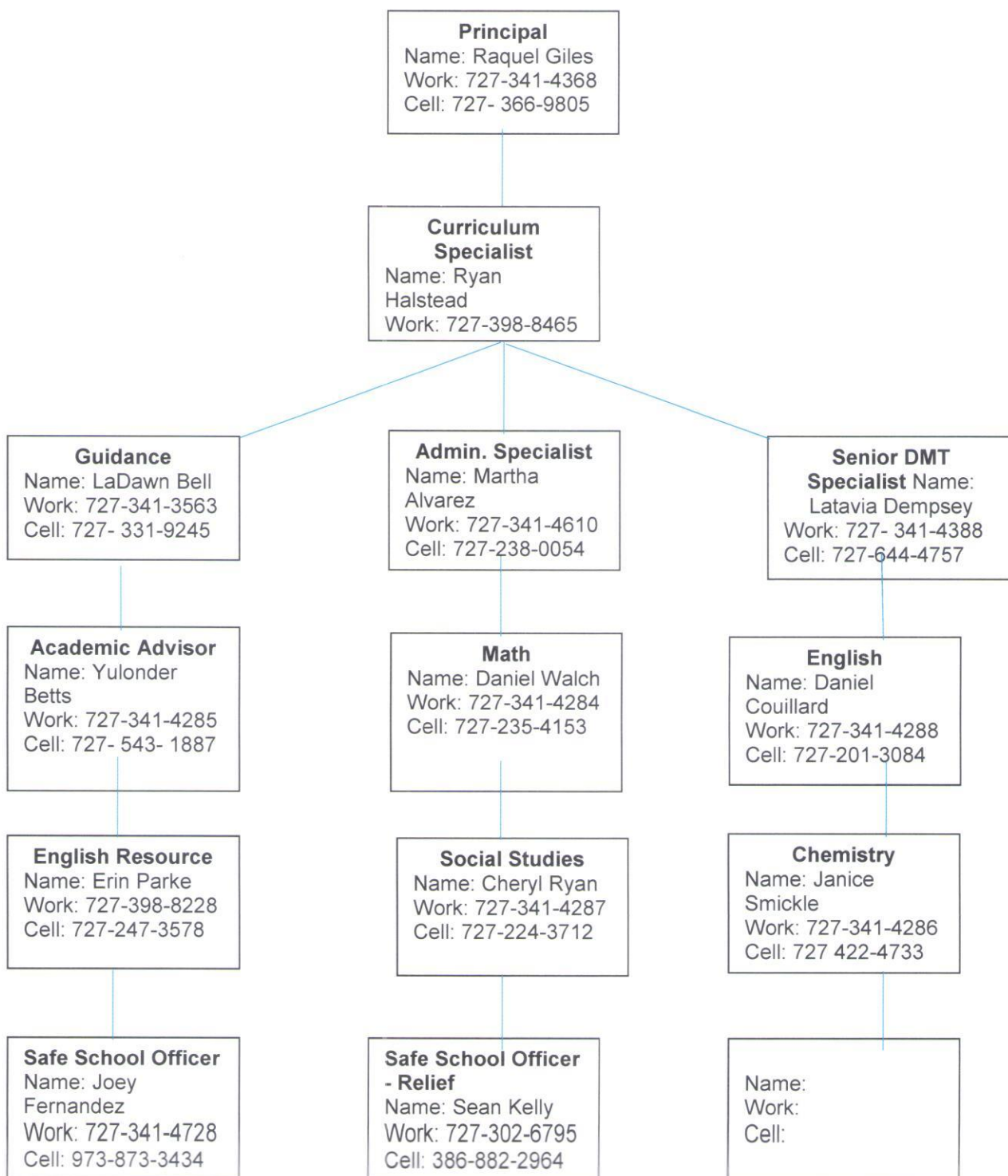
Contents:

- An adequate first aid kit, with disinfectants
- Latex gloves
- Flashlight
- Bullhorn
- Floor plan of the school
- Copies of master list of students updated weekly
- Paper, index cards, markers, pencils
- Name tags
- Tape
- Caution tape
- Student roster, photos of students
- Student and staff health information; clinic cards; a list of students with medical needs,
- Bus rosters and routes
- Emergency phone numbers
- List of staff trained in first aid and CPR
- District personnel directory
- Schedules of classes
- Batteries
- Towels
- Tissues
- Signs for areas to be set up, i.e., Parent Pick-Up Area, Media Area, Medical Area, Command Post, and Counseling Area
- Multiple blank copies of Medical Information Form
- Multiple blank pages of your school's student sign-in sheet
- Telephone directory
- Faculty and staff roster
- Street map
- Videotape of inside and outside of building and grounds
- Radio with batteries
- Chemical inventory
- Set of master keys

Phone Tree

Along with Connect a phone tree will be used to notify all staff in the event of a crisis or emergency which occurs after school hours. Since the school will most likely have to deal with the event the next school day, it is important that the staff be aware and prepared prior to arriving at school. The phone tree will serve as a follow up to any School messenger communication that will go out.

SPCHS SP/G Phone Tree

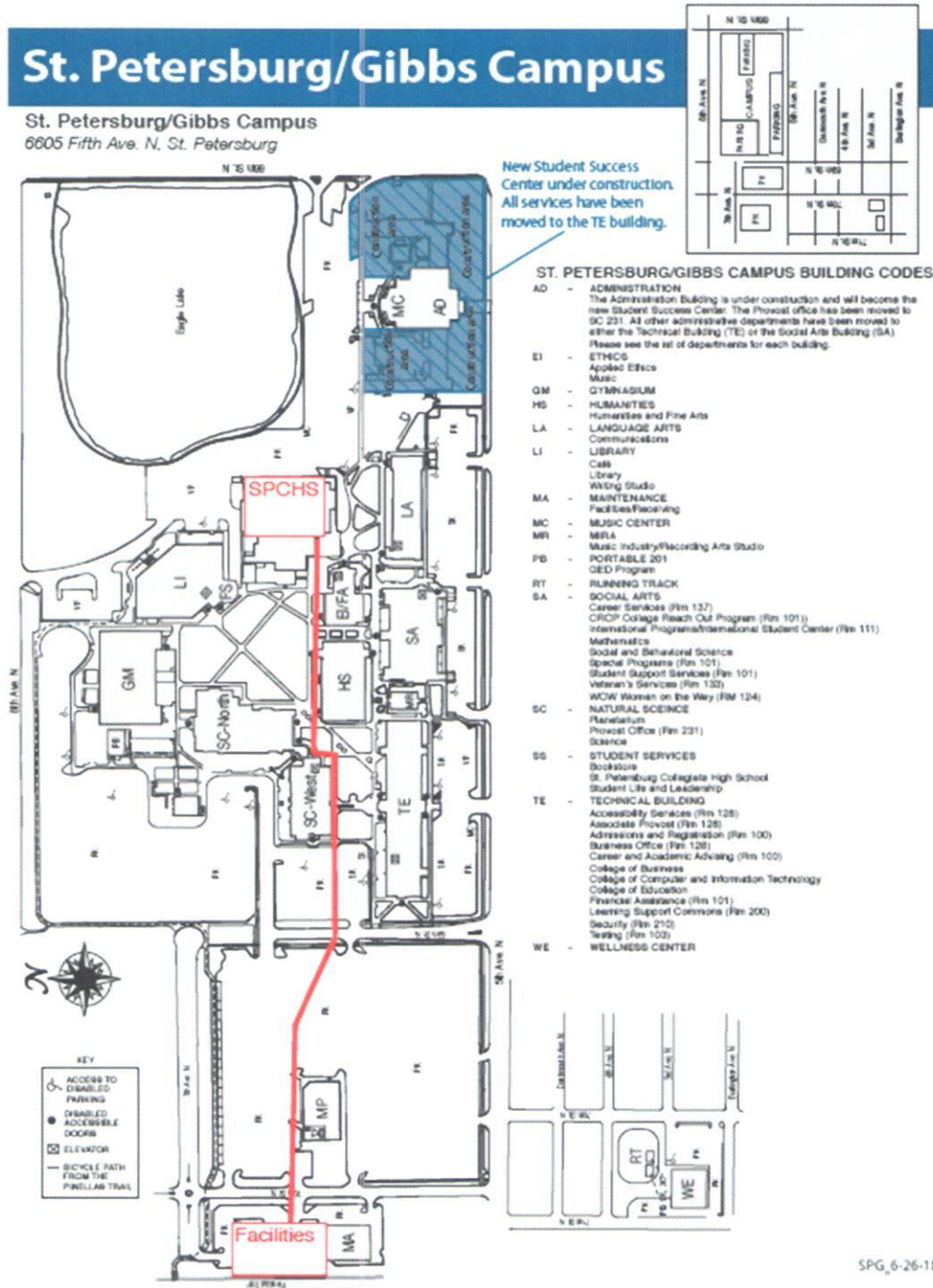


On Campus Alternate Building Location: Walking Distance

During an incident, it may be necessary to move students to an Alternate Building Location rather than using the typical Outdoor Assembly Area.

Alternate Building Location

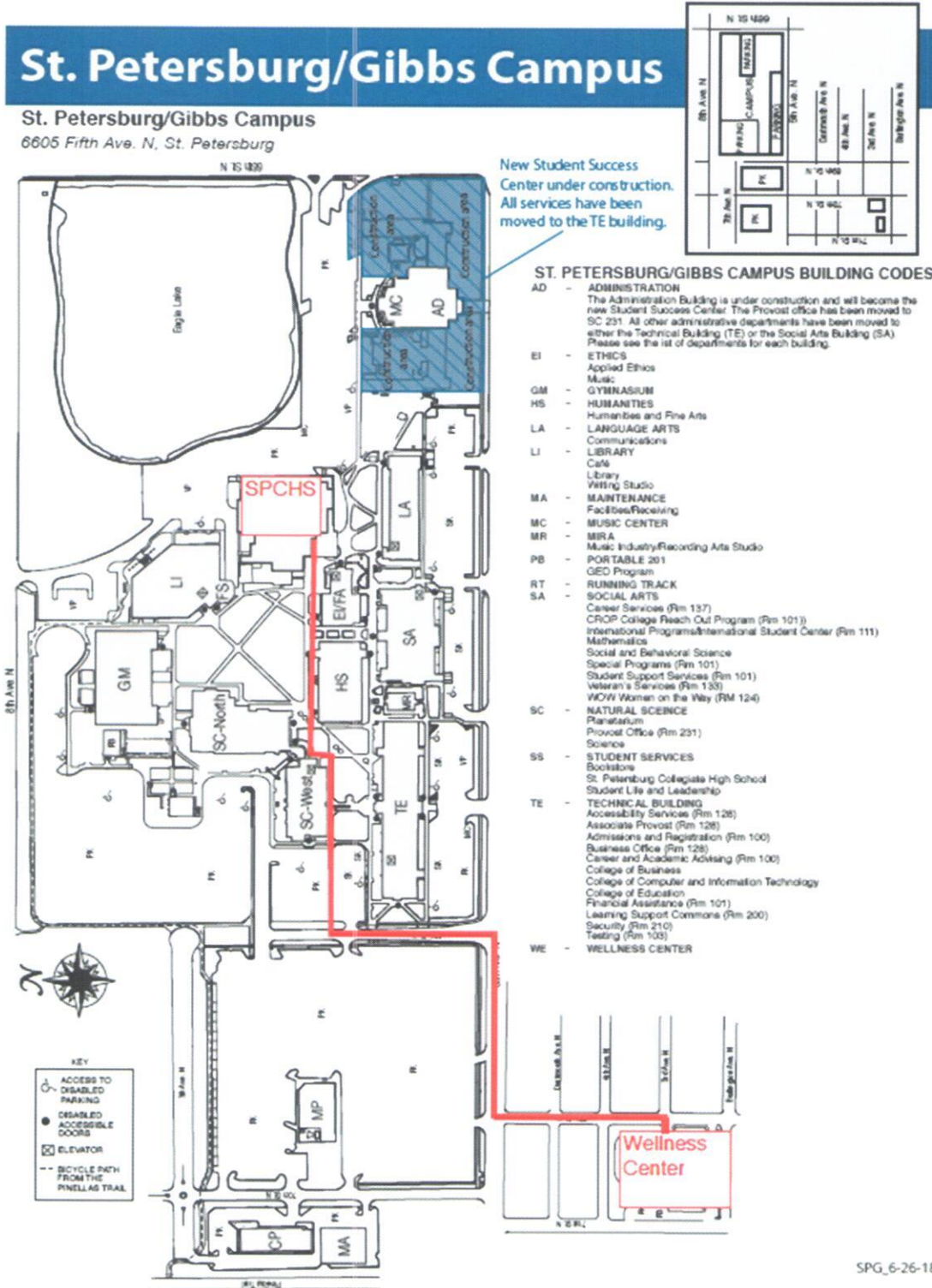
Facilities Building
 West Side of Campus
 6605 5th Avenue North
 St. Petersburg, FL 33710



SPG_6-26-18

Secondary Location

St. Petersburg/Gibbs Campus Wellness Center
 7001 Burlington Ave N
 St. Petersburg FL 33710.



Alternate Building Location: Requiring transportation

Alternate Building Location

St. Petersburg College Midtown Campus
1300 22nd Street South,
St. Petersburg, FL 33712

Students will be evacuated to St. Petersburg College's Wellness Center. SPCHS will utilize the St. Petersburg College Busses to evacuate the students to the Midtown Campus.

Assembly Area (Outdoors, for Standard Evacuation)

Designate each of the following in the Assembly Area: (Include an outside map with the assembly area)

Command Post: If an emergency requires the set-up of an assembly area with a command post, assembly area, first area, heliport landing area, or other areas for specific purposes, the campus provost for St. Petersburg College will designate those areas according to the SPC St. Petersburg Campus emergency management plan.

Access for emergency vehicles SPC Entrance off of 66th Street

Student assembly area; by grade level or team, etc. East Side of the Music Center

First aid area East Side of the Music Center

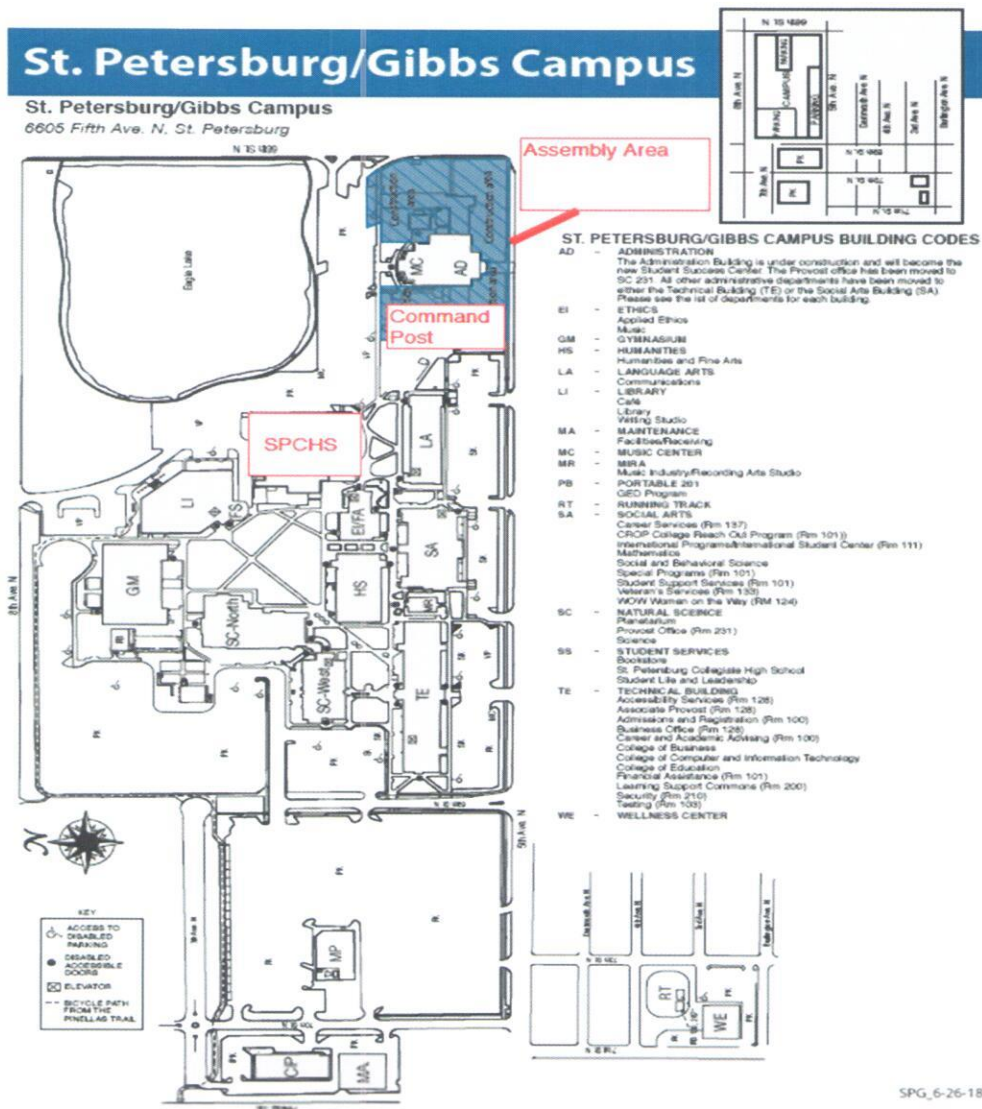
Heliport landing area for air medical Music Center Parking Lot

Psychological first aid area East Side of the Music Center

Student release East Side of the Music Center

Media area Playground Area

Potential morgue Parking Lot in Front of SA Building



Active Assailant

Active Assailant Response Protocols

SPCHS faculty, staff, and students will receive training on the following procedures that will provide the safest environment for students and staff upon activation of the school's active assailant response protocols.

Important Note: Any and all school personnel may directly activate the school's active assailant response procedures through the school's intercom system without consultation with anyone else.

Run

- Have an escape route and plan in mind
- Students should leave their belongings behind
- Teachers need to take their Red Emergency Binder
- Everyone should keep hands visible

Hide

- Cover the door's window and shut all blinds
- Hide in an area out of the shooter's view in the classroom's "hard corner"
- Block entry to your hiding place and ensure the doors are locked
- Silence all cell phones

Fight

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

School Threat Assessment Team

Member Name	Position (fill in blank positions)	Dates Participated in Training
Raquel Giles	Principal	August 2, 2019
Deputy Bley	PCSO	August 2, 2019
Joey Fernandez	School Safety Officer	August 2, 2019
Ryan Halstead	Curriculum Specialist	August 2, 2019
LaDawn Bell	Student Services-Guidance	August 2, 2019
Yulonder Betts	Student Services-Academic Advisor	August 2, 2019
Amy Bluett	Social Worker	
Yvonne Sullivan	School Psychologist	

Power/Internet Outage

Verify all network and phone equipment as well as radio repeaters have UPS power connected. This will ensure 15 minutes of continuous paging, intercom and phone use in the event of power loss. Schools need to establish a communication plan using alternate means such as cell phones, bull horns, radios, etc. in case of extended power loss.

For Power Outage

- Principal will notify the Facilities Supervisor and School Safety Officer
 - Facilities Supervisor: Michael McLerren— (727) 341-4606
 - School Safety Officer: Joey Fernandez— (727) 204-0242
- Staff Members will use radios for communications.
- Principal and School Safety Officer will ensure that Fire alarms are functional. If fire alarms are not functional, the principal will designate staff members for a modified fire watch.
- Principal will treat the outage as a lock out situation for doors only
- Visitors will not be allowed into the 2nd floor of the SS building.

For Internet Outage

- Principal will notify the Technology Resources Supervisor and School Safety Officer
 - Technical Support Supervisor: Steven Moody— (727) 341-4769
 - School Safety Officer: Joey Fernandez— (727) 204-0242
- Staff Members will use radios for communications.

Best Practices Following a Critical Incident

The purpose of a crisis response team is to help the school return to normal function as quickly as possible.

- If the event occurs during school hours, notify staff through email. Announce “please check your email” over the intercom system.
- If the event occurs during non-school hours, notify staff through Connect Ed/School Messenger and/or the phone tree.
- Conduct a stand up meeting before school to dispel rumors and update staff.
- Notify families through Connect Ed/School Messenger or a letter home.
- If able, all teachers should work with their students in the classroom concerning the incident.
- Teachers may request assistance from the crisis response team members if needed.
- Students who need further assistance should report to the designated counseling area.
- Student Services policy strongly recommends that students return to class after one class period. If student is unable to return to class, parents should be notified.
- A separate counseling area should be available for staff affected by the incident. Crisis Response Team members will be available to assist them.
- If appropriate, a stand up meeting at the end of the day may be held to review events and determine future needs.

Staff Skills Inventory

As part of the development of our Crisis Plan, and in accordance with district policy, please complete the following survey and return to the administration office. The information provided will be used to help design and update school crisis plan in order to be fully prepared for an emergency situation should one arise.

NAME: LaDawn Bell, room SS 226, has counseling/mental health training.

I. Emergency response:

Please check any of the following areas in which you have training or expertise:

- | | | |
|--|--|---|
| <input type="checkbox"/> First aid | <input type="checkbox"/> Search & rescue | <input checked="" type="checkbox"/> Counseling/mental |
| <input type="checkbox"/> CPR | <input type="checkbox"/> Hazardous materials | <input type="checkbox"/> Fire-fighting |
| <input type="checkbox"/> Emergency medical | <input type="checkbox"/> Media relations | <input type="checkbox"/> Incident debriefing |

Explain or clarify items checked, if needed: The principal, assistant principal, and school secretary will take First Aid and CPR training. Joey Fernandez, Safe School Officer, is CPR and First aid trained.

II. Special Considerations: Please check and list special skills or resources you feel would be an asset in an emergency situation. Explain items checked:

Multilingual, list language(s) Martha Dessipe speaks French and Spanish

Experience with disabilities Daniel Walch is a former ESE teacher

Ham radio or CB radio
experience

Knowledge of community
resources

Other knowledge or
skills

Other knowledge or
skills

Check if you have a cell phone that could be used in an emergency all staff

Check if you have a 2-way radio that could be used in an emergency all staff

Teacher/Staff Survey:

Students/Staff Needing Special Assistance

Instructions: Teachers are to fill in the name of any student/staff in their class who will require special assistance in the event of an emergency (*considering a variety of emergency conditions which may alter needs, such as severe weather, evacuation needs, hazardous materials, etc.*)

Person Needing Assistance	Assistance Needed	Person who will Assist

Staff Buddy

Your name should only appear once on this list

My Name is:	My Room	My Buddy is:	Buddy's Room
Janice Smickle	SS 210	Cheryl Ryan	SS 212
Dan Walch	SS 216	Dan Couillard	SS 214
Yulonder Betts	SS 202	Erin Parke	SS 228
LaDawn Bell	SS 226	Martha Alvarez	SS 226
Raquel Giles	SS 218	Latavia Dempsey	SS 218
Ryan Halstead	SS 218	Joey Fernandez	SS 218

Staff Buddy is:



Student Accounting Form

Teacher _____ Date: _____ Time: _____

Class _____ Period ____ Room # _____

Who is your staff buddy? _____

Can you account for your teacher buddy? Yes/no – if no, last known location

of Students enrolled per register _____

of Students not in class today _____

of Students present _____

of Students not accounted for _____

Students or classroom volunteers elsewhere (library, office, nurse, etc.)			
Name	Location	Time student left classroom	Current location

Prepared by: _____

Send to Attendance Post via student runner.

MISSING/UNACCOUNTED STUDENTS		
NAME	LAST KNOWN LOCATION	TIME LAST SEEN

If all students are present and accounted for, please place an "X" through the above table.
 Additional Comments (report fire, gas/water leaks, blocked exits, structural damage, etc.
 IC notified of missing person(s): _____

Missing Student Search List

(Search area staff assignments)

Area to be searched	Staff assigned

Secure Facilities

Requirement	Comment
Establish a schedule to test emergency communication systems in each school and determine if adequate signal strength is available in all areas of a school's campus.	Completed – August 2019
Conduct school security risk assessments with law enforcement on every campus and report the findings to the school board and Office of Safe Schools.	Completed – August 2019
Coordinate with the appropriate public-safety agencies, a campus tour every three years for first responders.	Completed – August 2019
Requires each school and each school district to conduct comprehensive security assessments of each campus by use of the FSSAT and report the results of those assessments to the local school board and the Office of Safe Schools.	Completed – September 2019
Requires school safety specialist to collaborate with law enforcement and conduct annual school security risk assessments at each school by October 1.	Completed – August 2019
Each school shall have a communication system which any staff member may activate the school's active threat response procedures. The communication system must notify all persons on campus to react to the active threat.	Completed – August 2019
All schools shall have procedures in place that will provide the safest environment for all students and staff upon activation of the school's active threat procedures.	Completed – August 2019
Each classroom door with a window should have an opaque covering for the window readily available.	Completed – August 2019
Each classroom should have a clearly identifiable hard corner or safe corner marked.	Completed – September 2019
Teachers should be required to keep the hard corner free of immovable objects and set up their classroom so as to not impede access to the hard corner or safest area in the classroom.	Completed – September 2019

Daily Practices

Requirement	Comments
Establish an armed presence at each school via the deployment of an SRO, law enforcement officer, or school guardian.	Completed – August 2019
Specifies that the safe school officer requirement extends to charter schools and requires school boards to collaborate with charter school governing boards to facilitate charter school access to all safe school officer options.	Implemented Daily
Defines that each school must have an SSO present on each campus while school is in session.	Implemented Daily
All gates must remain closed and locked unless open for active ingress or egress.	Implemented Daily
All doors to buildings must remain closed and locked unless open for active ingress or egress.	Implemented Daily
When opened for active ingress or egress, every gate and door should be staffed and never left open and unattended.	Implemented Daily
Each classroom door should remain closed and locked during instruction.	Implemented Daily

Planning and Preparation Source

Requirement	Comment
SESIR reports are due to the DOE by July 26, 2019, and the final update/amendments due by October 31, 2019.	Will be completed following the 2019-2020 school year.
Schools and school districts must comply with the Office of Safe Schools directives and requests for information.	Implemented daily and upon request from Pinellas County Schools
Requires active shooter drills in all K-12 schools, conducted by law enforcement, at least as often as other emergency drills. Also requires emergency plans to identify individuals responsible for contacting the appropriate primary emergency response agency.	Implemented Monthly with Pinellas County Sheriff's Office
Requires charter schools to comply with all aspects of the law.	Implemented Daily
Requires active threat drills to be developmentally and age appropriate.	Implemented Monthly with Pinellas County Sheriff's Office
Requires school boards and charter school governing boards to adopt an active assailant response plan.	Completed – September 2019
Requires each superintendent and charter school principal to verify by October 1, 2019, and annually thereafter, that all school personnel have received annual training on the procedures in the active assailant plan.	Completed – August 2019
Requires school principals to notify all school personnel of their responsibilities to report any incident that poses a threat to school safety to the principal or their designee and that the disposition of each such incident is properly documented.	Completed – August 2019
Requires each school district to report to the DOE by October 1 of each year that all schools in the district have completed the FSSAT.	Completed – September 2019
Requires active threat (shooter) drills each month.	Implemented Monthly with Pinellas County Sheriff's Office
Schools districts must have written active assailant response procedures including school specific responses to an active threat.	Completed – August 2019
Written procedures must provide guidance to staff on how to initiate an active threat response.	Completed – August 2019
Written procedures must be physically distributed to every employee.	Completed – August 2019
Written procedures must clearly establish that any and all employees may directly initiate the school's active threat procedures without consultation with anyone else.	Completed – August 2019

Positive School Climate Source

Requirement	Comment
Allows authorized members of the threat assessment team to obtain certain criminal history information.	Implemented during PCS Schools/SPC Threat Assessment Procedure
Requires the school threat assessment team to verify behavioral health intervention services remain intact for a student who transfers to a different school until the receiving school's threat assessment team determines the need for intervention services.	Implemented during PCS Schools/SPC Threat Assessment Procedure
Requires each school threat assessment team to use the statewide threat assessment database developed by the OSS.	Implemented during PCS Schools/SPC Threat Assessment Procedure
Each school shall have a behavioral threat assessment team which shall meet regularly and be proactive, not merely reactive, and shall consider behavior indicators. (Dir) The team shall be made up of at least a person with expertise in the following areas: counseling, instruction, school administration, and law enforcement. (1006.07(7)(a))	Implemented during PCS Schools/SPC Threat Assessment Procedure
Requires the transfer of student records from school to school to occur within 3 school days.	Procedure will be implemented when a student transfers to another school
Requires student records to include verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services, psychological evaluations, and therapeutic treatment plans or progress notes created or maintained by district staff.	Procedure will be implemented when a student transfers to another school
Requires a student to disclose at initial registration for school any school district referral for mental health services associated with school expulsion, arrest resulting in a charge, or juvenile justice action.	Procedure will be implemented during registration at SPCHS.
Requires each student at the time of initial registration to note previous school expulsions, arrests resulting in a charge, juvenile justice actions, and referrals to mental health services the student has had.	Procedure will be implemented during registration at SPCHS.
Requires districts to promote the use of the mobile suspicious activity reporting tool (FortifyFL) by advertising it on the district website, newsletters, on school campuses, and installing it on mobile devices issued to students and by bookmarking its website on all computer devices issued to students.	Completed – September 2019



SPC St. Petersburg
College

Emergency Response Guide

Note to Faculty:

- Review the information in the Emergency Response Guide with students at the first class meeting. Students will look to you for guidance in emergency situations and practice drills.
- Know all of the emergency exits in every building in which you teach or have an office.
- Know the locations for the Designated Rescue Waiting Areas for persons with limited mobility.
- Designate a meeting place to ensure all students have been safely evacuated from the building.

SPC Security Dispatch: 727-791-2560

Emergency: 911, then 727-791-2560

7-19-18



Responding to emergencies

When faced with a fire, medical emergency, explosion, hazardous materials spill or act of violence:

- Warn others about the emergency.
- Evacuate the area if necessary.
- Seek protective cover if necessary.

Call 911 and give the operator:

- The type of emergency
- Your location – campus, building, room number
- The location of the emergency
- Your name and title
- The telephone number from which you are calling

Do not hang up until the 911 operator obtains all the necessary information.

After calling 911, call **SPC Security Dispatch at 2560** from a college phone or **791-2560** from an outside phone. Tell security you have called 911 and give them the same information you gave the 911 operator.



Responding to emergencies

Administration Procedure: First 15 Minutes

Campus-wide Emergency:

- Campus security/Administration will assess situation and contact Security Dispatch.
- If required, the Campus Incident Commander, Provost or designee shall activate the SPCAlert system and InformaCast for the specific campus involved.
- The campus Incident Commander or designee will contact the President's office.
- Security Dispatch will call the President's office, the Director of Security, Risk Management and Safety and the Collegewide Incident Commanders (Sr. Vice Presidents).
- The Director of Security, Risk Management and Safety or the designee will call senior supervisors.
- Collegewide Incident Commanders will call Marketing and Strategic Communications.
- Should an InformaCast alert be sent out collegewide, Incident Response Team members will hold a conference call. If InformaCast is not activated, then Marketing and Strategic Communications will email and/or text the Collegewide Incident Response Team members to conference call.
- Marketing and Strategic Communications will issue appropriate warnings and information to the college or individual campuses using SPCAlert.
- The on-scene Incident Commander shall establish the Incident Command Post and contact the President's office and/or the College Incident Commander.
- After the Emergency Alert has been issued, the Board of Trustees will be contacted by the President or his designee.

Note: Cell Numbers can be found at One College Support/Emergency Management Council/SPCAAlert.



Administration Procedure: First 15 minutes

Injury or sudden illness

1. Call **911** to request an emergency medical response. Give the **911** operator:

- The type of emergency
- Your location – campus, building, room number
- The location of the emergency
- Your name and title
- The telephone number from which you are calling

Do not hang up until the **911** operator obtains all the necessary information.

2. After calling **911**, call **SPC Security Dispatch at 2560** from a college phone or **791-2560** from an outside phone. Tell Security you have called **911** and give them the same information you gave the **911** operator.
3. Do not attempt to move an injured person. This could aggravate the injury and cause confusion for the rescuers responding to the location.
4. Stay with the injured person until EMS arrives. Try to keep the injured person talking to maintain alertness.
5. Ask someone nearby to direct EMS to you.
6. **Automated External Defibrillator** devices are available on college sites. Contact campus security for location.



Injury or sudden illness

What to Do When Someone is Suicidal

When someone has attempted suicide, seek immediate help by calling:

1. **911** and Security Dispatch 791-2560.
 - Provide information on the type of emergency
 - Location – Campus building, room number
 - Your name, and phone number from which you are calling
2. Security Dispatch will contact the campus administration. A preliminary Threat Assessment may be considered.
3. Do not disturb the scene or remove evidence.
4. Ask someone nearby to direct EMS to your location.

When Someone Appears Suicidal Consider the following Interventions:

1. **Call Security Dispatch** (727) 791-2560. Security will call campus administration.
2. **Take All Signs of Suicidal Behavior seriously.** Your intervention may help the person see that other options are available to stay safe and get treatment.
3. **Ask Questions.** Find out if the person is in danger of acting on suicidal feelings. Be sensitive, but ask direct questions. Here are some examples:
 - How are you coping with what's been happening in your life?
 - Do you ever feel like just giving up?
 - Are you thinking about dying?
 - Are you thinking about hurting yourself?
 - Are you thinking about suicide?
 - Have you ever thought about suicide before, or tried to harm yourself before?
 - Have you thought about how or when you'd do it?
 - Do you have access to weapons or things that can be used as weapons to harm yourself?

4. Look For Common Warning Signs

- Statements like, "I'm going to kill myself" or "I wish I hadn't been born"
- Getting the means to take your own life, such as buying a gun or stockpiling pills
- Withdrawing from social contact
- Having mood swings
- Being preoccupied with death, dying or violence
- Feeling trapped or hopeless
- Increasing use of alcohol or drugs
- Changing normal routine, including eating or sleeping patterns
- Doing risky or self-destructive things, such as using drugs or driving recklessly
- Giving away belongings or getting affairs in order
- Saying goodbye to people as if they won't be seen again
- Developing personality changes or being severely anxious or agitated, particularly when experiencing some of the warning signs listed above

5. Resources:

- 211 Crisis Hotline
- 24 Hour Suicide Hotline (PEMHS) (727)- 791-3131
- 24 Hour Mental Health Assistance (727)-541-4628
- Bay Care - (800)-878-5470
- National Suicide Prevention Hotline 1-800-273-8255
- Veterans Crisis Line- (866)-273-8255
- Text - 838255



What to Do When Someone is Suicidal

Evacuation procedures

Do not use elevators for evacuation.

If there is a fire, smoke is the greatest danger. Always stay low where the air is less toxic and visibility is greater.

1. Remain calm.
2. Close doors and windows if possible, but leave them unlocked for search teams.
3. Assist injured or disabled persons to a **DESIGNATED RESCUE WAITING AREA**.
4. Use the nearest, safest route to the designated evacuation area. Be alert for hazards (smoke, debris, flames) and move quickly to the outside.
5. Move away from the building.
6. Do not block entrances.
7. Do not block elevators.
8. Do not permit re-entry to the building until an emergency services official confirms it is safe.
9. Report any missing persons to emergency personnel.
10. Do not release any information about students, staff or the status of the emergency situation to the media, family, friends or the public. Direct all such inquiries to the Provost's Office, Marketing and Strategic Communications (341-6526) or the Command Center if one has been established.
11. If requested, assist emergency personnel. Otherwise, remain calm and stay clear of emergency operations.



Evacuation procedures

Fire or explosion/Power outage

Smoke is the greatest danger in a fire. Always stay low where the air is less toxic and visibility is greater.

1. If the fire alarm system was not activated automatically, go to the nearest pull station and activate the alarm.
2. Leave the building and advise others to do the same.
3. Call **911** and give the operator:
 - The type of emergency
 - Your location – campus, building, room number
 - The location of the emergency
 - Your name and title
 - The telephone number from which you are calling

Do not hang up until the **911** operator obtains all the necessary information.

4. Assist injured or disabled persons to a designated rescue waiting area.
5. Report any missing persons to emergency personnel.
6. Provide fire officials with information on the origin of the fire/explosion (chemical reaction, gas leak, etc.)

If you become trapped:

1. If a phone is accessible, call **911** to report your location and situation. State your name, college campus/site, location (building and room number) and the type of emergency. Stay on the line until you are told to hang up.
After calling **911**, call **SPC Security Dispatch at 2560** from a college phone or **791-2560** from an outside phone. Tell Security you have called **911** and give them the same information.
2. If a window is available, place a “HELP” sign on it or hang an article of clothing out the window as a marker for rescue crews. Stay near the floor and shout at regular intervals. Do not panic.
3. If there is no window, stay close to a door near the floor and shout at regular intervals to alert rescuers. Do not panic.

During a power outage:

1. Remain calm. If your visibility is limited, it is safer to stay where you are and wait for assistance.
2. If you cannot leave your area and a phone is available, call **Security Dispatch (2560)** from a college phone or **791-2560** from an outside phone and tell Security Dispatch your name, campus, location (building and room number), report the outage and advise them if you need special assistance.
3. If you become trapped in an elevator, activate the alarm button and remain calm. Use the Emergency Call Box to notify the alarm monitoring company of your location and need for assistance.



Fire or explosion /Power outage

Hazardous materials spill or release

Hazardous materials can cause illness, injury or death and can harm the environment. A prompt and correct response is essential.

Chemical Spill Questions	Contact List for Chemical Spill									
<ol style="list-style-type: none">1. Is the Instructor/person responsible for the area present?2. What chemicals have been spilled?3. Is the SDS sheet(s) on hand?4. Can the spill be handled by Instructor (non-hazardous "simple" spill)?5. Does the spill require clean-up by EQ/US Ecology (hazardous)?6. Does 911 need to be called?	<table><thead><tr><th></th><th>Office</th><th>Cell</th></tr></thead><tbody><tr><td>Security Dispatch</td><td>2560</td><td>791-2560</td></tr><tr><td>Site Facilities Supervisor</td><td></td><td></td></tr></tbody></table>		Office	Cell	Security Dispatch	2560	791-2560	Site Facilities Supervisor		
	Office	Cell								
Security Dispatch	2560	791-2560								
Site Facilities Supervisor										

1. If there are injuries or an immediate threat to life, evacuate the area and call **911**. Give the operator:
 - The type of emergency
 - Your location – campus, building, room number
 - The location of the emergency
 - Your name and title
 - The telephone number from which you are calling

Do not hang up until the 911 operator obtains all the necessary information.
2. Treat unidentified substances or vapors as hazardous until it can be determined they are not hazardous. Remain calm. Evacuate all persons from the spill area (see Evacuation Procedures). Assist injured or disabled persons to a safe location.
3. Close doors and secure the area. Do not re-enter. Prohibit entry by others not involved in handling the emergency.
4. After calling **911**, call **SPC Security Dispatch at 2560** from a college phone or **791-2560** from an outside phone. Tell security you have called 911 and give them the same information.
5. Stand by to provide information to SPC staff and emergency services personnel. Provide copies of Material Safety Data Sheets (MSDS) for known hazardous materials.
6. Do not attempt to initiate spill clean up or containment actions. These actions are to be performed only by trained HAZ MAT responders.



Hazardous materials spill or release

Bomb threat

When receiving any type of threat, pay careful attention to pertinent details. The person making the threat may provide enough information to reveal their identity or location, which may assist the investigation. A bomb threat may be received by telephone, written message, email, social media, verbal or suspicious mail/package.

Phoned Threat

- Remain calm and **DO NOT HANG UP**.
- If possible, signal other staff members to listen and notify **Security Dispatch at 791-2560**.
- **Security Dispatch** will work with law enforcement to determine if the threat is Low, Medium or High Risk before calling **911**.
- Use the SPC Bomb Threat Checklist to gather as much information as possible.
- Write down the exact wording of the threat. If possible, ask the caller,
 1. When is the bomb going to explode? Where? What kind of bomb?
 2. What does it look like? What is your name or what do you want to be called?
 3. Do you have a complaint against the college, or do you represent an organization?

Written Threat

- Handle the document as little as possible.
- Notify **Security Dispatch at 791-2560**.
- Rewrite the threat exactly as is on another sheet of paper and note the following:

1. Date/time/location document was found
2. Any situations or conditions surrounding the discovery/delivery
3. Full names of any personnel who saw the threat in any way
4. Secure the original threat in a bag or envelope. If it is large, secure the location.
5. **DO NOT** alter the item in any way.

Verbal Threat

- If the perpetrator leaves, note which direction they went.
- Notify **Security Dispatch at 791-2560**.
- Write down the threat exactly as it was communicated.
- Note the description of the person who made the threat.
 1. Name (if known)
 2. Gender
 3. Height/weight
 4. Distinguishing features
 5. Race
 6. Type/color of clothing
 7. Hair/eye color
 8. Voice (loud, deep, accent, etc.)

Electronic Threats – Email/Social Media

- Leave the message open on the computer
- Notify **Security Dispatch at 791-2560**.
- Print, photograph, or copy the message and subject line; note the date and time

Bomb threat

Suspicious mail and packages

Suspicious mail and packages are defined as:

1. Packages that are discovered in locations where they would not be expected under normal conditions
2. An item that appears out of place and cannot be identified or traced to someone or some activity

Examples: an unlabeled chemical container, briefcase, luggage, book bag, closed box with no identifiable markings located near entrance ways, exits, hallways, cafeteria or vending areas, student lounge or outside buildings

Response to suspicious mail or package

1. Do not panic. It is important for all of your actions to be careful and deliberate.
2. Do not move or disturb the item.
3. If you know or suspect the item to be an explosive device or to contain a hazardous substance, isolate the area and evacuate all personnel from the immediate area or building.
4. Do not permit re-entry until the potential for personal injury has been eliminated.
5. Contact Security Dispatch at **2560** or **791-2560** and your supervisor as soon as possible.
6. If you cannot reach security or your supervisor, call **911** immediately from a land-line telephone.

Do not use cell phones, two-way radios or any other electronic device.

NOTE: The discovery of one package or device should not automatically mean the conclusion of a search. More packages or devices may be present.

When in doubt and an immediate decision must be made:

- Call **911**.
- Isolate the area.
- Evacuate the area/building.
- Prevent re-entry.



Suspicious mail and packages

Active Shooter(s)

When a person(s) exhibits hostile actions, e.g. hostile confrontation, person with a weapon, active shooter or similar type of threat, immediately call **911** and **Security Dispatch at 791-2560**. Do not try to engage or separate combatants. Await the arrival of security and/or local police.

St. Petersburg College provides training in the **A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate)** training designed to provide a strategy on how to be more proactive in handling the threat of an aggressive intruder or active shooter event.

- A – Alert** is your first notification of danger. When you first become aware of a threat and understand that you're in danger, a speedy response is critical. Alert is overcoming denial, recognizing the signs of danger and helping you make decisions on your circumstances.
- L – Lockdown** is barricading the room. Prepare to EVACUATE or COUNTER if needed. If evacuation is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point. Wait for law enforcement/security to assist you out of the building.
- I – Inform** is to continue to communicate information in as real time as possible. Armed intruder situations are unpredictable and evolve quickly. Information should always be clear, direct and in plain language, not using codes.
- C – Counter** is a strategy of last resort. Counter is to create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide precious seconds needed in order to evacuate.
- E – Evacuate** when safe to do so, and remove yourself from the danger zone.

Active Shooter(s)



Shelter in Place

“Shelter in Place” refers to the need to remain where you are for your own safety. There are circumstances when college officials and emergency personnel will order that everyone must stay where they are for their own safety and well-being. You should consider how and where to shelter in place prior to having to perform this measure.

A Shelter-in-Place order may be issued for several reasons:

- Severe weather
- Hazardous materials
- Intruder on campus
- Hostage situation
- Any situation where it is best for you to stay where you are to avoid an outside threat

The reason for the Shelter-In-Place order may not be immediately communicated to everyone. If a Shelter-in-Place order is issued:

- You should be alert for instructions and updates as they become available from the emergency personnel and college administrators.
- If class is in session, if possible, do not allow any students to leave. If you are in other buildings, have everyone remain there.
- Keep everyone CALM.
- Stay away from windows, doors and outside walls.

Severe Weather

You should know where the shelter areas are in your building. For additional information, see severe weather section.

Intruder

- Secure doors if possible and seek concealment (out of sight) away from doors and windows.
- Turn the lights off and close any blinds or curtains. If you are not able to lock the door for any reason, attempt to barricade the door with furniture without injuring or endangering yourself.

All Clear

Remain in the shelter until told everything is all clear by emergency personnel. Do not leave until you are sure of the identity of the person making the announcement.



Shelter in place

Weather emergencies (Thunderstorms, tornado)

Security Dispatch monitors advisories from Pinellas County Emergency Management, the National Weather Service, and other weather outlets. Information is provided to Senior Administration, Facilities Services, and Marketing and Strategic Communications. Severe weather information will be provided for students, faculty and staff through the SPC Alert System:

- Emergency Preparedness page
- SPC Homepage
- Email/School Messenger text
- Social Media

Thunderstorm

During lightning:

1. Power down computers and turn off other electrical equipment.
2. Do not touch or unplug electrical cords.
3. Avoid water fixtures, telephone lines and any electric-conducting materials.
4. Stay inside.

Tornado safety

Tornado watch – Conditions are favorable for tornadoes to form. If you are in a portable building or trailer, prepare to relocate to a permanent building.

Tornado warning – A tornado has been spotted in your area. Tornado warnings will be announced by e-mail and verbal communications.

When a tornado warning is issued, all attention should be directed toward protecting life, not property.

1. If you are in a portable building or trailer, move to a permanent building.
2. Do not seek shelter in a gymnasium, auditorium or similar type of building with a free-span roof.
3. If you are on an upper level of a multi-story building, move to a lower level.
4. Stay away from exterior walls, doors, windows and items that might fall from above.
5. Move to an interior area of the building and take cover under a sturdy object or next to an interior wall. Cover your head and face with your hands and arms.



Weather emergencies (Thunderstorms, tornado)

Weather emergencies (Tropical storms, flood, hurricane)

Security Dispatch monitors advisories from Pinellas county Emergency Management, the National Weather Service, and other weather outlets. Information is provided to Senior Administration, Facilities Services, and Marketing and Strategic Communications. Severe weather information will be provided for students, faculty and staff at spcemergency.wordpress.com and through the SPC Alert System:

- Emergency Preparedness page
- SPC Homepage
- Radio/Television
- Email/School Messenger text
- Social Media
- SPC Toll Free **866-822-3978**

All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or designee. The decision to re-open campus sites rests with the President or designee.

FACULTY PREPARATION

- Review Instructional Continuity Plan
- All college departments and offices should prepare their equipment and essential files prior to leaving campus.
- All electronic equipment (computers, modems, monitors, copiers, UPS systems, etc.) should be turned off and unplugged.
- Essential files should be placed in file cabinets and secured.
- Personal belongings of value should be taken home.
- Remove contents from refrigerators.
- All office doors and building doors must be closed and locked.

ESSENTIAL PERSONNEL (SITE FACILITIES)

- Refer to FPIS Disaster Preparation Plan
 1. Site Facilities Operations annual checklist
 2. Pre-storm preparations checklist
 3. Recovery plan for essential functions will be activated by the college President/designee.
- Initial Response Team will conduct inspection of campus sites and provide assessment information.



Weather emergencies (Tropical storms, flood, hurricane)

Reporting Sexual Abuse/Misconduct

Reporting Suspected Abuse

Under Florida Law, any student, employee or visitor to the campus who has knowledge of, or has reasonable cause to suspect the abuse, neglect or abandonment of a minor shall report such knowledge or suspicion to Campus Security and the Provost on your campus and report such information to the Florida Department of Children and Family through the Florida Abuse Hotline, 1-800-962-2873, or via the website.

Reporting Sexual Harassment

Sexual harassment is a type of illegal discrimination. Every campus and SPC site has designated representatives to contact regarding complaints of sexual harassment by students or employees.

If you believe that you have been subject to discrimination or sexual harassment:

- EMERGENCY? Dial **911** or Campus Safety at **727-791-2560**
- In non-emergency situations, report discrimination or sexual harassment to any of the designated campus reporting contacts, or the College's Equity Officer/ Title IX Coordinator at (727) 341-3261. For more information, visit www.spcollege.edu/sexual_harassment.

Reporting Sexual Misconduct

St. Petersburg College is committed to preventing sexual violence and sexual misconduct on all of its campuses by providing resources to educate students and employees.

If you believe that you have been subject to any form of sexual misconduct, including unwelcome sexual advances, sexual assault, dating violence, domestic violence or stalking on campus or at any College-sponsored activity:

- EMERGENCY? Dial **911** or Campus Safety at **727-791-2560**
- In non-emergency situations, report discrimination or sexual harassment to any of the designated campus reporting contacts, or the College's Equity Officer/ Title IX Coordinator at (727) 341-3261. For more information, visit, www.spcollege.edu/sexual_harassment.



Reporting sexual abuse/misconduct

Reporting suspicious behavior

St. Petersburg College has adopted threat assessment procedures developed by the U.S. Department of Education and the U.S. Secret Service in a collaborative effort to help school and college campuses reduce violence and create safe climates.

Report suspicious behavior by students, employees or visitors to the Provost's Office:

Caruth Health Education Center	Provost Office	727-341-3666 or 341-3602
Clearwater Campus	Provost Office	727-791-2475 or 791-2488
EpiCenter	Security Dispatch	727-719-2560
Seminole Campus	Provost Office	727-394-6110 or 394-6109
St. Petersburg/Gibbs Campus	Provost Office	727-341-4603 or 341-4349
SPC Allstate Center	Provost Office	727-341-4530 or 341-4143
SPC Downtown	Provost Office	727-341-4738 or 341-7915
SPC Midtown	Communications	727-341-4738 or 341-7159
Tarpon Springs Campus	Provost Office	727-712-5720 or 712-5260
Veterinary Technology Center	Dean's Office	727-302-6721 or 302-6724
Bay Pines STEM Center	STEM Director	727-344-8043

Or call Security Dispatch at 727-791-2560.

Early warning signs

It is not always possible to predict behavior that will lead to violence. However, educators and sometimes students can recognize certain early warning signs. In some situations, and for some students, different combinations of events, behaviors and emotions may lead to aggressive rage or violent behavior toward themselves or others. A good rule of thumb is to assume that these warning signs, especially when they are presented in combination, indicate a need for further analysis (threat assessment) to determine an appropriate intervention.

The National School Safety Center identified the following behaviors that could indicate a student's potential for harming him/herself or others, based on a recent study.

1. Severe social withdrawal
2. Excessive feelings of isolation and being alone
3. Excessive feelings of rejection
4. Being a victim of violence
5. Feelings of being picked on and persecuted
6. Expressions of violence in writings and drawings
7. Poor or deteriorating performance
8. Uncontrolled anger
9. Pattern of impulsive, intimidating or bullying behavior
10. History of disciplinary problems
11. Prejudicial attitudes and intolerance for differences
12. Affiliation with gangs
13. Access to, possession of, or use of firearms, explosives or weapons
14. Threats of violence when angry
15. Preference for books or videos with violent themes
16. Background of substance abuse, including alcohol
17. Few or no close friends
18. Often depressed and has significant mood swings
19. Has threatened or attempted suicide
20. Displays cruelty to animals

