

# MINUTES OF THE FEBRUARY 18, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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The Board of Trustees of St. Petersburg College met on Tuesday, February 18, 2020 at the St. Petersburg College EpiCenter, 13805 58<sup>th</sup> Street N, Clearwater, Florida. The following Board members were present: Chair Katherine Cole, Bridgette Bello, Deveron Gibbons, Thomas Kidwell and Nathan Stonecipher were present. Dr. Tonjua Williams, President of St. Petersburg College and Secretary to the Board of Trustees was not present. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

## NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, February 18, 2020, at the EpiCenter, Room 1-453, 13805 58<sup>th</sup> Street North, Clearwater, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

**20-011.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

## AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
**FEBRUARY 18, 2020**

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
  - 1. Ms. Jenny Ghozali (*Attending*)
  - 2. Ms. Jannis Mascoll (*Attending*)
- B. SPC Spotlights
  - 1. Barrett Family Foundation
  
  - 2. Patrick Brett Foundation

**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 January 21, 2020 (*Action*)

**V. MONTHLY REPORTS**

- A. General Counsel
- B. Faculty Governance Organization – Dr. Jeffery Briggs, Chair (*Presentation*)
- C. Institute for Strategic Policy and Solutions – Attorney Kimberly Jackson, Executive Director (*Presentation*)

**VI. STRATEGIC FOCUS**

**A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT**

- 1. Strategic Plan Dash Board – Dr. Sabrina Crawford, Associate Vice President, Institutional Effectiveness and Academic Affairs (*Presentation*)
  
- 2. The State of Employee Engagement at SPC – Ms. Margaret Bowman, Director, Organizational and Employee Success (*Presentation*)

# MINUTES OF THE FEBRUARY 18, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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## VII. CONSENT AGENDA

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

B. NEW BUSINESS

1. ADMINISTRATIVE MATTERS

- a. Human Resources
  - i. Personnel Report (*Action*)

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

3. GRANTS/RESTRICTED FUNDS CONTRACTS

- a. Community Foundation of Tampa Bay – African American Male Initiative (PITCH Program) (*Action*)
- b. U.S. Department of Education--TRIO Student Support Services (SSS)

Program –

- St. Petersburg Gibbs/Clearwater (*Action*)
- c. Department of Education--TRIO Student Support Services (SSS) Program – Downtown/Midtown (*Action*)
- d. Florida Department of Education – Pathways to Career Opportunities Grant Program (*Action*)

4. Other

- a. Selection of Bank Services (*Action*)
- b. Use of College facilities by Direct Support Organizations (*Action*)

## VIII. INFORMATIONAL REPORTS

A. Direct Support Organization

- 1. Leepa-Rattner Museum of Art (*Information*)
- 2. Institute for Strategic Policy and Solutions (*Information*)
- 3. St. Petersburg College Foundation (*Information*)

B. Palladium at St Petersburg (*Information*)

C. Operating Budget Report (*Information*)

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

X. PRESIDENT'S REPORT

XI. NEXT MEETING DATE AND SITE

March 17, 2020, Health Education Center, Teaching Auditorium

## **XII. ADJOURNMENT**

*ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING  
TO IMMEDIATELY FOLLOW – Presenter: Starla Metz, Associate Vice President, Collegiate  
High  
Schools*

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting February 18, 2020, 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: February 7, 2020

### **20-012. Under Item I, Call to Order**

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

### **20-013. Under Item II – Recognitions**

#### **A. Presentation of Retirement Resolutions and Motion for Adoption**

Chair Cole recommended adoption of retirement resolutions for Ms. Jenny Ghozali and Ms. Jannis Mascoll, who were joined by family and colleagues and received their resolutions as presented by Chair Cole.

#### **B. SPC Spotlights**

Jesse Turtle introduced the Barrett Family Foundation and the Patrick Brett Foundation. While the Barrett family was not able to attend the meeting, Mr. Turtle shared that they recently made a \$50,000 gift to support veterans at SPC. He noted that they have been friends of Dr. Williams and the College for many years, and that they have readjusted their foundation mission and thought of SPC first. He said he will bring them to a future meeting so that SPC can acknowledge their gift, which will be a long-standing support.

Mr. Turtle next introduced the Patrick Brett Family Foundation, who was present, and who recently made a \$100,000 gift to bolster their already very supportive scholarship.

## MINUTES OF THE FEBRUARY 18, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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Megan Roach, the 2020 President of the Patrick Brett Foundation, and Terry Brett, who Ms. Roach introduced as the brains and heart behind the Foundation, introduced the Patrick Brett Foundation.

Ms. Roach shared the vision of the Patrick Brett Foundation, which is to provide opportunities for second chances and fresh starts through scholarships. The Foundation has been able to fulfill that vision through a four-year history of seamless partnership with St. Petersburg College.

Ms. Roach stated that last year, the Foundation started an endowment fund because they were committed to ensuring that the Foundation had a sustainable and lasting impact and was able to provide Fresh Start scholarships for students at St. Petersburg College for years to come. This year, with the second contribution of \$100,000, the Foundation renews that commitment to the students of St. Petersburg College and funding Fresh Start scholarships. The Foundation enters their fifth year with the biggest gift yet. Ms. Roach is excited for what the future holds for the lives that the Foundation can affect and the people that can be inspired through the Foundation's sharing of Patrick's enduring spirit.

Mr. Brett expressed his gratitude for Megan and her leadership. He noted that one of the things that his wife Kim and he did when they had the dream of creating the Foundation was to let the peers and colleagues and friends of Patrick run the organization. They put the framework together and recruited about 30 or 40 young professionals like Megan, who is a lawyer in St. Petersburg, and asked them to define the mission and the vision and the values of the organization and carry it forward.

Mr. Brett noted that in four years, the Foundation has been able to give about \$250,000 to SPC and to the Foundation.

Mr. Brett praised Mr. Turtle and his team, including Katie and Theresa. He noted that when he was a Board member, he remembered hearing great things about the Foundation, and now he gets to witness it firsthand.

### **20-014. Under Item III, Comments**

Chair Cole thanked Mr. Turtle for bringing Mr. Brett to the meeting, for recognizing the Barrett Family Foundation, and for all of his hard work.

Chair Cole thanked Trustees Gibbons and Kidwell for traveling to Washington, D.C. with her last week to visit Ms. Skryd, Eired Eddy, and Dr. Williams. They were able to see all four of the delegates. She appreciated the level of preparedness that the staff had for them and the communication with those offices beforehand. She opined that it was extremely important to have that face time. She related the Senator Rubio told her that there is a lot of money in Florida, and it is his job to ensure someone receives it. She commented that it was apropos that they were

able to speak with the delegates and receive their support because SPC just submitted a grant to the Department of Education.

Trustee Kidwell shared that it was his first trip to D.C. and that SPC was very well represented. He also noted that Dr. Williams is well respected in D.C. He was proud to represent the College and he looks forward to future trips.

Trustee Stonecipher expressed regret that he could not be in D.C. He shared that he was in Tallahassee last month. He reminded everyone of the hard work Dr. Williams puts in this time of year, along with Ms. Eddy and Dr. William's staff, who make sure that the Board is well informed and that SPC is at the front of every conversation in Tallahassee. He is optimistic that SPC is positioning itself really well for the next few years. He thanked Chair Cole for her support during the process.

Trustee Stonecipher shared that he enjoyed the Titan Trot 5K that FGO so wonderfully coordinates and puts on to the benefit of scholarships for students. It was well attended and fun. He and Trustee Kidwell attended a women's basketball game and a men's basketball game. He encouraged everyone to support SPC athletics.

On behalf of Dr. Williams, Ms. Skryd thanked the Board members who joined them in Washington, D.C. She specifically thanked Trustee Gibbons for arranging a personal meeting with Senator Marco Rubio and Trustee Stonecipher for arranging a meeting with Senator Scott, which she acknowledged are difficult tasks. She also expressed gratitude to Ms. Eddy for organizing the impactful meetings throughout the trip. Additionally, she thanked Trustee Gibbons for his generous personal donation to Student Success at SPC and Trustee Stonecipher for sponsoring the Titan Trot, a faculty scholarship fundraiser for the Finish Line scholarship, that raised over \$5,000 and had a record-setting 177 runners. The independent organizers of the event said it was one of the best showings they have had for a college.

Ms. Skryd shared that the Nursing program underwent their eight-year accreditation site visit. The reviewers recommended that the Associate in Science Nursing accreditation be approved for the next eight years. Ms. Skryd offered congratulations to Dr. Lewis and her team.

Ms. Skryd recognized Dr. John Duff, Mr. Joe Hall (founder and CEO of Triorb Solutions, Brother to Brother student, and faculty member), team members from CCIT, and other businesses for developing the Cybersecurity four-year degree. They went to Tallahassee to defend the four-year degree, which was approved last week. It will be the first new bachelor's program in ten year. She extended thanks to the CCIT team, Djuan Fox, Sabrina Crawford, Dr. Duff, and Joe Hall for their contributions.

Ms. Skryd stated that the National Council on Teacher Quality rated SPC's Elementary Education program for the ESL reading endorsement with a grade of 'A.' This is a nonpartisan not-for-profit privately funded research and policy organization that designated that grade. She recognized and congratulated Dr. Hartman and her team.

# MINUTES OF THE FEBRUARY 18, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

---

Ms. Skryd shared that the city of St. Petersburg awarded SPC with about \$330,000 to continue the pitch grant. It is the third award that SPC has received for this, and that grant provides educational and entrepreneurial training opportunities for African American male students who are trying to get into the College by providing them some workforce training as well as tuition assistance and mentoring along the way. It has been a very successful collaboration with the City, with the Urban League, and with a number of nonprofit organizations to make that happen and that certainly will supplement the African American male initiative going forward. She recognized and congratulated the grants team and the team that puts that program on, including Dr. Connor and Misty Kemp.

## **20-015. Under Item IV, Review and Approval of Minutes**

The minutes of the January 21, 2020 Meeting of the Board of Trustees of St. Petersburg College were presented by the chair for approval. Trustee Stonecipher moved approval of the minutes as submitted. Vice Chair Bello seconded the motion. The motion passed unanimously.

## **20-016. Under Item V, Monthly Reports**

Under Monthly Reports

- A. General Counsel
- B. Faculty Governance Organization – Dr. Jeffery Briggs, Chair (*Presentation*)

Dr. Jeffrey Briggs provided an update on FGO. The executive team and senators represent approximately 340 full-time faculty. Dr. Briggs shared a slide that shows the leadership for FGO for the current academic year. He shared that FGO is embedded in all levels of the College. The executive team, consisting of him and the five campus Chairs, meets monthly with Dr. Williams. FGO participates in a number of committees and councils representing the concerns of the faculty. In addition, FGO participated in the planning and execution of the aforementioned 2020 Titan Trot 5K run on February 8<sup>th</sup>, where 177 runners and/or walkers participated, raising more than \$5,000 for SPC scholarships. He recognized Dr. Williams, who was a gold level sponsor, and Trustee Stonecipher for his important donation to event.

Dr. Briggs shared FGO's goals for the current academic year: the entire faculty approving the updated FGO constitution; updating the faculty handbook; continuing the conversation with Dr. Williams regarding raises for everyone; beginning a college-wide conversation about class sizes; building a robust infrastructure within the College, with administrative support, for Academic Integrity; senate continuing to meet regularly with deans.

Dr. Briggs stated that at the Welcome Back Titans event this past August, FGO started a college-wide conversation about choosing courage over comfort. He believes this is how SPC can move into the future making bold and positive choices.

Dr. Briggs related that at the December meeting with FGO Senate and Dean's Council, the participants focused their conversations on solutions rather than simply pointing out what was not working. He believes this approach will strengthen SPC and should guide the path going forward.

Chair Cole expressed appreciation for some of the significant things that are happening with the faculty right now. She acknowledged that faculty are being challenged and asked to do a lot, and the Board appreciates that. She appreciates the willingness of the faculty and the deans to sit down and really resolve things, such as scheduling, on behalf of the students so SPC can continue moving forward.

C. Institute for Strategic Policy and Solutions – Attorney Kimberly Jackson, Executive Director (*Presentation*)

Vice Chair Bello introduced attorney Kimberly Jackson, the new Executive Director of the Institute for Strategic Policy Solutions (ISPS).

Ms. Jackson shared a video highlighting the things the ISPS has been doing since December. The video showcased programming with the Florida Civic Advance Summit (FCA), which is a statewide organization that SPC has been partnering with, the Juvenile Welfare Board (JWB), the Model UN fellows, and a program Ms. Jackson did with some SPC students on unlocking higher education for students who have challenges getting into college because of their past criminal records.

Ms. Jackson stated that ISPS has been working on branding. She realized that most people do not really understand the idea that ISPS is a Think Tank for the College created by Congressman Bill Young with the idea of social, political, and economic alignment for nonpartisan conversations. She recognized Rita and Harrison for doing an outstanding job of refreshing ISPS and reintroducing ISPS into the community. The brand focuses on enhancing, educating, and engaging the community, which is the message ISPS wants to send across the community. ISPS wants congressmen and leaders nationally and at the state level and local level to know to come back to ISPS to engage in the community.

Ms. Jackson shared that ISPS had their strategic plan at their Board meeting with the Board of Directors. She opined that it was wonderful to meet with all of them and engage and hear their thoughts on how ISPS can move forward as a team. They reiterated cultivating partnerships, talked about balancing the programs, aligning with the mission, being nonpartisan, and committing to spreading the word across the community along with the Florida College System, and really focusing on enhancing engagement, which is what ISPS has been focused on for the past couple of weeks.

Ms. Jackson stated that the first program is going to be on the idea of engagement across clean up. It has been created by a College of Business Sustainability program student. It will be a beach cleanup that will kick off at the Bay Pines Center. It is a hashtag movement to introduce ISPS to



## MINUTES OF THE FEBRUARY 18, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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the community broadly and engage online students and throughout all of the colleges. It will be a month-long challenge that ends on April 25<sup>th</sup> at the Good Vibes Festival, which was created by former team member Frank Jurkovic along with USF.

Ms. Jackson noted that there will also be a program on April 7<sup>th</sup> at the Gibbs campus with Chair Christian Moriarty and adjunct Patrick Luce which will include a viewing of a film about the ethical impact of sinking cities.

Ms. Jackson shared that ISPS has partnered with the St. Petersburg Chamber of Commerce and the beaches to do a legislative wrap up on March 19<sup>th</sup>. The hope is to bring student engagement to that program. It may not be at the Digitorium.

Ms. Jackson stated that for World Autism Awareness Day on April 2<sup>nd</sup>, ISPS is bringing the first attorney who was admitted to the bar who was identified as autistic; her name is Haley Moss. Johns Hopkins is a partner along with many in the legal communities including Stetson University College of Law.

Ms. Jackson shared that for future programming, ISPS hopes to bring in Pam Bondi along with Benjamin Crump, who has tentatively agreed to come in July to have meaningful and robust conversations about some of the challenges going on across the state. The goal is to have balanced, nonpartisan, thought process conversations.

Ms. Jackson reported that ISPS is working with Creative Pinellas which is committed to tourism across the area but also committed to the arts. Barbara St. Claire and Ms. Jackson are working on a program that would allow them to engage in how students are active within the arts and connecting them across the county.

Ms. Jackson noted that ISPS is hoping to celebrate the 100<sup>th</sup> anniversary of the 19<sup>th</sup> amendment which allowed women to vote. They are looking to Stacey Abrams, who has a strong record on voting.

Ms. Jackson shared that the board of directors are gathering and collecting ideas on additional programs. They want to end with a gala. They also want to revise something that was called the Distinguished Public Service Award. It was only given to Senator Dennis Jones in 2014. The board of directors are submitting names.

Ms. Jackson reported that ISPS's focus has been on trying to engage with the faculty, which is why they are using Christian Moriarty and Patrick Luce.

Ms. Jackson noted that using the model U.N., the fellows have been exceptional. They have been working for about two months and working hard to engage the entire student body and have SGA liaisons.

Ms. Jackson stated that Keep Florida Beautiful is paying for the first program along with some of SPC's SGAs. The Allstate campus agreed to pay for the breakfast and collectively they agreed to support it for the entire 30 days. In the future, ISPS wants to have a program similar to University of Florida's Future of Florida, which is a regional program created by students for students to solve problems.

Ms. Jackson opined that it has been quite an eventful two months of meeting and gathering thoughts and asking students what their thought processes are and asking politicians and leaders and the board for input as ISPS rebrands and refreshes. She stated that the board has been supportive.

Trustee Stonecipher opined that he thinks this is outstanding and this is the appropriate next step for ISPS. He loves the new brand and he is excited that Ms. Jackson is in the position. He really likes the idea of having this be a balanced nonpartisan group because he thinks that is where SPC will get the most value, especially as a college campus. It is important to make sure SPC has competing ideas debated and allows people to choose for themselves where they most associate.

Trustee Stonecipher thanked Vice Chair Bello for helping with ISPS the last few months.

Ms. Jackson added that ISPS is strongly committed to nonpartisan. It is a part of the mission. ISPS had a session at Collaborative Labs and the Real-time Record is available for anyone to view it.

Ms. Jackson stated that ISPS would like and appreciate any support with partners and sponsorships and community ideas.

## **20-017. VII. STRATEGIC FOCUS AND PLANNING**

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

#### **1. Strategic Plan Dash Board – Dr. Sabrina Crawford, Associate Vice President, Institutional Effectiveness and Academic Affairs (*Presentation*)**

Dr. Crawford presented on the first monthly dashboard of the Spring semester. She noted that the Board members have in front of them a placemat with the metrics and also there is a new online platform.

Dr. Crawford first presented on recruitment. At the end of January, the non-credit Workforce Institute side of the house was still showing an upward trend in recruitment year-over-year. They have a goal of 6,032 for the end-of-the-year. In regard to the credit side of the house, the two metrics of new students enrolled and applications received have been in the red for the last six months. Dr. Crawford shared some positive insights on what is going on behind these numbers. At the beginning of the January meeting, Dr. Rernard shared where SPC was with enrollment, and there was negative enrollment for the Spring and numbers unseen for several semesters. The good news is that the 12-week courses are up 7% year-over-year, which is making the trend right now looking at the end of the year only down 1%, which is huge. There are still Eight Week Two courses to fill. Provosts and Deans are hard at work getting students enrolled in

## MINUTES OF THE FEBRUARY 18, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

---

these alternate course timeframes. Dr. Griffith had a '12 and 12' promotion trying to get students to enroll in 12 credits for the 12-week courses. SPC is working on a new scheduling procedure for Fall. Dr. Williams has been talking about this for probably the last year. SPC finally has an idea on the ground that all of the Provosts and Deans are completely on board for looking at a way to do a student-facing schedule. Dr. Crawford will bring more information on this in the future. SPC is also looking at new AS degree programs and certificate programs.

Dr. Crawford presented on retention. She noted that the metrics are only looking through January, which is about three weeks' worth of classes. Learning Resource usage is still trending up as it has been throughout this year. The withdrawal rate at the end of last year's Spring term was about -1.7%. SPC is trying to give a good push to get to a -2%, but it is hard to say if that will happen or not since it is only week three. Event attendance is still trending way up. The goal that SPC is trying to hit is 28,000 for the year. Career and Academic Community events just started last week. In March, the Ethics group is bringing Todd May, who was a writer on *The Good Place*, to the Palladium. It will be an excellent opportunity for the community as well as students to attend an event that is embedded within a classroom to see if that has a greater impact than just attending an event that is not embedded within a classroom assignment. This event was part of the AACNU grant.

Dr. Crawford shared that for employee engagement, the next time the metrics will change will probably be in April because the survey will come out again in March. Margaret Bowman will talk a little bit about all of the other parts and pieces that are going on behind the scenes for employee engagement.

Dr. Crawford presented on the learning experience. SPARK usage is up. This is SPC's ability to text message students through the learning management system. The faculty members who send these SPARKs are showing higher gains in student success. The email tool usage, which is through the learning management system, is down right now, but that is not unusual because at the beginning of the term faculty members are trying to determine what is the best way to communicate with students – through the LMS, through SPC outlook, with the Live account, or through their own Gmail account.

Dr. Crawford shared that for professional development, headcount numbers are much lower than one might be used to seeing. That is because the numbers are looking at strictly unduplicated headcount of faculty members who are attending these events for the first time, keeping the target at 10% to see where it ends up at the end of the semester.

Dr. Crawford stated that for resource alignment, the Titan Fund is up a huge amount partly due to a one-time planned gift to the Titan Fund that was received during this last time period of \$50,000. This is mainly the time for writing grants, but there is still a small uptick for the last month. For non-state revenue, last time SPC was at -\$640,000 and now it is at -\$378,000.

Trustee Stonecipher said that he likes seeing the decrease in the withdrawal rate, which should help offset some of the lower enrollment. He opined that the decrease in the withdrawal rate is directly related to the jump in SPARC usage and other outreach efforts, for which he thanked the faculty.

Dr. Crawford agreed that the efforts of faculty and staff are really showing in the retention numbers.

## 2. The State of Employee Engagement at SPC – Ms. Margaret Bowman, Director, Organizational and Employee Success (*Presentation*)

Ms. Margaret Bowman present on employee engagement. As a reminder, she reviewed the timeline for the survey phases. It began in October 2018 with the very first ever survey of the entire College to gather thoughts about engagement. That was followed up with a series of employee focus groups to be able to really look at the data and further analyze it. From those focus groups, they identified five top priority areas that basically cut across the entire College. They are now in the engage, implement, and improvement phase.

Ms. Bowman shared a few reminders about the survey results. The participation rate was 44%, which includes adjunct faculty, contract workers, OPS, and student employees. Looking just at full-time employees, there was an over 80% participation rate, which is benchmark for first-time administrations. The highest-scoring item was one that Dr. Williams wanted to ask which was basically looking at employees' ability and their willingness to grow and to change as the College grows and changes. That was the highest-scoring item. The lowest scoring item had to do with employees' confidence and changes occurring as a result of this survey. As SPC broke that down through focus groups, they found that really revolved around the central theme of trust. As the score distribution showed, SPC's greatest opportunity resides at the college level; it is not going down into any one college, any one department, or with any one level of employees. It is the processes and systems that cut across the College that SPC really needs to pay attention to.

Ms. Bowman shared the framework being used to measure engagement and to identify improvement opportunities. The MAGIC framework stands for Meaning, Autonomy, Growth, Impact, and Connection. The two greatest needs are in the areas of autonomy and trust, and then growth, which covers employees feeling recognized, professional development opportunities, and the like. Once SPC had those top themes identified by employees, the next step was to come up with an institutional response plan. From that, there are four items that SPC is working on and has already made some great strides with.

Ms. Bowman shared how SPC is engaging the College community, collaborating across the College, and then implementing these improvement actions. The first thing that SPC did was to expand the Employee Experience and Engagement Committee. SPC initially had a committee that was put together to decide how to approach the whole effort, and they all were very instrumental in selecting the vendor that SPC used to lead the College through the survey initiative. SPC has now expanded that committee to look more closely at how to implement these activities or exercises that will help connect employees to the organization.

## MINUTES OF THE FEBRUARY 18, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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Ms. Bowman stated that the second thing that SPC has done is linking employee engagement to Discovery Day, which is the annual all-employee professional development day. SPC is being much more intentional about the focus around those professional development opportunities this year because trust and autonomy were such big indicators in the survey. SPC is looking at possibly having the actual author of *Leading at the Speed of Trust* come in for a day, spend that with employees, open that up to the community and possibly even to students. It is a very exciting opportunity that truly has the capacity to change the culture and really impact how employees feel about trusting the administration and the Board.

Ms. Bowman reported that the third response is capitalizing on supervisors as an engagement strength. The initial survey results showed that supervisors are the key to helping employees feel connected to the institution. SPC is starting with professional development with supervisors, which will kick off in March. It is a required event, but the idea behind that is that SPC equips them with the knowledge and the capabilities to know how to purposefully engage their employees, and then they take this content and start spreading that with their employees. SPC is defining supervisors as anyone who has at least one direct report.

Ms Bowman opined that these initiatives demonstrate Dr. Williams' and the Boards' commitment to the leadership of the institution.

Ms. Bowman stated that SPC is also going to be doing 360 feedback for all senior leaders; that process has already started and will finish in May with about 35 folks at the institution that are taking part. That will be another data point that SPC is using decision wise for that, so it aligns very nicely with the employee engagement survey results. It is giving a broader picture of what this looks like.

Ms. Bowman shared that the fourth response is building a high-performing, high-trust culture. After the supervisory event in March and April, SPC will then begin involving the rest of the College in discussions around trust, specifically around behaviors that help to extend, build, and rebuild trust. At Discovery Day this last year, SPC asked employees through a series of ten different sessions: (1) What is one thing your supervisor can do to display trust and extend trust to you? And (2) How can you extend and display trust? SPC took that feedback and built it into the professional development that all supervisors will be going through.

Ms. Bowman opined that there is a very nice alignment that has been quite easy because it all makes sense. This initiative has provided SPC with the means to be able to formally capture the feedback from employees and put it into a framework so that SPC can begin making tangible changes.

Ms. Bowman shared next steps. Currently, the plan is in the collaborate, improve, and implement phase. PULSE surveys will be sent out asking questions around professional development in

March and those results will hopefully be presented to the Board in April. Another full assessment is planned for probably July of 2021.

Chair Cole reminded the Board that at the strategic planning session in December, the Board members split up and went with the different groups, and she was with the employee engagement group. She looks forward to being a part of this process. In March, the Board members will receive dates for forthcoming meetings for their subgroups.

**20-018. Under Item VII – CONSENT AGENDA**

- A. OLD BUSINESS (items previously considered but not finalized) - None
- B. NEW BUSINESS
  - 1. ADMINISTRATIVE MATTERS
    - a. Human Resources
      - i. Personnel Report (*Action*)
  - 2. Workforce and Professional Development Curriculum Changes (*Action*)
  - 3. GRANTS/RESTRICTED FUNDS CONTRACTS
    - a. Community Foundation of Tampa Bay – African American Male Initiative (PITCH Program) (*Action*)
    - b. U.S. Department of Education--TRIO Student Support Services (SSS) Program – St. Petersburg Gibbs/Clearwater (*Action*)
    - c. Department of Education--TRIO Student Support Services (SSS) Program – Downtown/Midtown (*Action*)
    - d. Florida Department of Education – Pathways to Career Opportunities Grant Program (*Action*)
  - 4. Other
    - a. Selection of Bank Services (*Action*)
    - b. Use of College facilities by Direct Support Organizations (*Action*)

The Board considered VII –B.1a - 4.3b. Vice Chair Bello moved approval. Trustee Stonecipher seconded the motion. The motion passed unanimously.

**VIII. INFORMATIONAL REPORTS**

- A. Direct Support Organization
  - 1. Leepa-Rattner Museum (LRMA) (*Information*)
  - 2. Institute for Strategic Policy and Solutions (*Information*)
  - 3. St. Petersburg College Foundation (*Information*)
- B. Palladium at St. Petersburg (*Information*)

# MINUTES OF THE FEBRUARY 18, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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## C. Operating Budget Report (*Information*)

Chair Cole thanked the DSO directors for these reports, noting that they are extremely helpful.

Chair Cole asked Ms. Hunt to speak to the reduction between the \$600,000 projected difference in tuition versus the now projected \$300,000 difference and what SPC and the Board can do to continue to close it.

Ms. Hunt explained that last month, the \$600,000 did not include some of the short sessions; it was as of December 31<sup>st</sup>. The difference is due to the enrollment for the short-term classes. She noted that there is another eight-week course that will be enrolling. She hopes that the gap narrows down to zero.

Chair Cole complimented the team on the non-tuition revenue being above budgeted.

Ms. Hunt added that the projection for non-credit is about \$120,000 over the budgeted amount

**20-019. Under Item X, Proposed Changes to BOT Rules Manual – Public Hearing – NONE**

### **20-020. Under Item XI, President's Report**

Ms. Skryd presented the legislative update. She thanked Trustee Gibbons on behalf of Dr. Williams for setting up the meeting with Senator Rubio. Dr. Williams was able to use the visits in D.C. to talk a lot about student support, funding support for veteran services, as well as policy changes in terms of short-term Pell and advocating that SPC is able to use Pell Grants for short-term training. The consensus with the legislators was significant support of that, and they were actually very knowledgeable about that.

Ms. Skryd stated that the budget came out last week. The proposed budgets for the House and Senate show a Florida College System increase in funding. The House and Senate included a \$14M appropriation or line-item for industry certifications. Both budget proposals included funding for performance incentives, but the amounts vary between both sides. The House has included almost \$23M in a tiered-funding model for the Florida College System, while the Senate has a \$30M line item allocated for the tiered-funding model. She is not yet sure about the specific allocation that SPC will receive out of this because the funding model specifics are fluctuating. The nursing simulation legislative budget requests for expanding funding for nursing simulation has a placeholder in the budget. What is excluded from the initial proposals is Florida College System capital outlay maintenance funding as well as the workforce incubator funding for Tarpon. Dr. Williams continues to work on that. It is very early in the process, and there is

still quite a bit of negotiating to do between the House and Senate. Dr. Williams will continue to lobby for priorities throughout the remainder of session, which is about two weeks.

Ms. Skryd shared that there is a bill that will significantly impact funding moving forward related to state administered retirement systems which will require the Florida College System to contribute an additional estimate at \$18.6M yearly as the employer contribution for the FRS. The estimated impact at SPC will be around \$1.1M each year.

Ms. Skryd noted that in Tallahassee this week, Commissioner Corcoran is hosting a luncheon tomorrow for all FCS presidents where they will be discussing strategy moving forward. Several Board members will be attending the governor's reception for presidents and VOT members at the Governor's mansion. She thanked the Board members who will be traveling to Tallahassee this week.

Ms. Skryd stated that the Moving the Needle Conference will be held April 1<sup>st</sup> and 2<sup>nd</sup> this year. The Moving the Needle Conference is combining with the Narrowing the Gulf Conference. The merged conference will be called Moving the Needle: Supporting Students by Narrowing the Achievement Gap.

Ms. Skryd noted that the Board members will be joining the Executive Leadership Council in the strategic planning beginning next month.

### **20-021. Under Item XII, Next Meeting Date and Location**

The Board confirmed its next meeting date and location as Tuesday, February 18, 2020, 9:00 a.m., at the EpiCenter, Room 1-453

### **XII. ADJOURNMENT**

Having no further business to come before the Board, Chair Cole adjourned the meeting at 10:08am.

### **20-021. St. Petersburg Collegiate High Schools**

The Board reconvened at 10:08am as the Governing Board for the St Petersburg Collegiate High Schools.

Ms. Metz brought three items before the Board for approval: (1) St. Petersburg Collegiate High Schools Best and Brightest Teacher and Principal Awards Policy; (2) St. Petersburg Collegiate High Schools Best and Brightest Teacher and Principal Awards Plan for the 2019-20 school year; (3) St. Petersburg Collegiate High Schools Academic Calendar for 2020-21 School Year.

Ms. Metz stated that the Florida Legislature recognizes the critical role that teachers play in helping students achieve at high levels and realizes that the most effective school principals create a safe and nurturing learning environment for faculty and staff. In an effort to recruit teachers to meet the needs of the state and to recognize and retain highly qualified teachers and



## MINUTES OF THE FEBRUARY 18, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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principals, they established the Best and Brightest Teacher and Principal Awards program. Each year, the Florida Department of Education identifies eligible schools for the Florida Best and Brightest Awards program and notifies the district of the allocation for each of the schools. These awards are funded through K-12 Florida Educational Finance program, so the awards have no impact on the College budget. These awards are very common in K-12 where students, teachers, and principals are achieving at high levels. In the past, St. Petersburg Collegiate High School St. Petersburg has been eligible and has receive these awards. However, governing board approval was not required, and the amount of each award was dictated by the Department of Education. This year, the Department of Education is requiring charter schools to establish a Best and Brightest policy and a plan and to obtain governing board approval of both a policy and the plan. Annual review and approval will be required also.

Ms. Metz discussed the Best and Brightest Teacher and Principal Award plan. She noted that the St. Petersburg Gibbs campus allocation is significantly higher than the one for St. Petersburg Collegiate High School North Pinellas, which is because the award is based on the current student enrollment and enrollment is higher at the St. Petersburg Gibbs campus. She also noted that there were teachers at the Gibbs campus who were eligible for the recruitment awards, the retention awards, and the recognition awards. They were not eligible for the principal award because Ms. Metz is in a new role and Dr. Call and Ms. Giles have not been at the Collegiate High School long enough to be eligible for those awards. At the St. Petersburg Collegiate High School North Pinellas Tarpon Springs campus, there are faculty who are eligible for the recruitment awards.

Approval of the St. Petersburg Collegiate High Schools Best and Brightest Teacher and Principal Awards Policy and the St. Petersburg Collegiate High Schools Best and Brightest Teacher and Principal Awards Plan for the 2019-20 school year. Trustee Stonecipher moved approval, Ms. Bello seconded the motion. The motion passed unanimously.

Ms. Metz presented on the St. Petersburg Collegiate High Schools 2020-2021 academic calendar. The calendar is for students in grade 10. They are required to attend school 180 days by the district. The hurricane make-up days are identified in the calendar, which is aligned to the St. Petersburg College calendar and the Pinellas County Schools calendar. Ms. Metz noted the Juniors and seniors follow the college calendar.

St. Petersburg Collegiate High Schools Academic Calendar for 2020-21 School Year was presented to the Board for approval. Trustee Stonecipher moved approval, Ms. Bello seconded the motion. The motion passed unanimously.

The meeting adjourned at 10:13 a.m.

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

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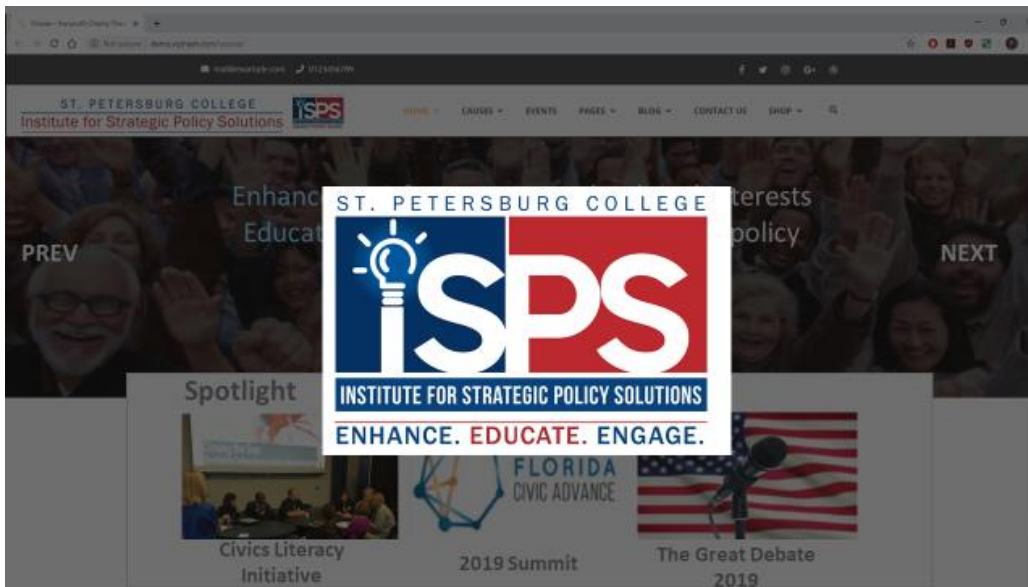
**Katherine E. Cole**  
**Chair, Board of Trustees**  
St. Petersburg College  
FLORIDA

**Attachments**  
**Board Memos and**  
**Supplemental**  
**Materials**

**Board of Trustees Meeting**  
**February 18, 2020**



# Brand Establishment



**ISPS Board Meeting**  
February 3, 2020 Meeting Recap

- Cultivating Partnership
- Balancing Programs
- Enhancing Engagement

## 2020 PROGRAMS

<p>SEA LEVEL RISE COLLABORATIVE CLEANUP FOR CLIMATE MAR28 – STEM CTR SINKING CITIES DISCUSSION APRIL 7 – SP GIBBS</p>	<p>STATE LEGISLATIVE UPDATE MARCH 2020 @ SPC DIGITORIUM</p>	<p>AUTISM AND MENTAL HEALTH AWARENESS SPEAKER TBD APRIL 2 @ AMERICAN STAGE</p>
<p>PANEL DISCUSSION WITH PAM BONDI &amp; BENJAMIN CRUMP JULY 2020 @ SPC CLEARWATER OR STETSON</p>	<p>COUNTY WIDE ARTS SUMMIT ECONOMIC IMPACT OF ART ON PINELLAS COUNTY AUG. 21 EPICENTER</p>	<p>100<sup>TH</sup> ANNIVERSARY OF 19<sup>TH</sup> AMENDMENT STACEY ABRAMS AUG-OCT 2020 @ SPC PALLADIUM</p>

**Additional Program Considerations**

- REVERSING THE RISE OF HATE CRIMES (TBD) HOLOCAUST MUSEUM
- VA UPDATE WITH CHARLIE CRIST & GUS BILIRAKIS (TBD)
- PRESIDENT TRUMP AND DEMOCRAT CANDIDATES TOWN HALL (TBD)
- AGE FRIENDLY STATE TOUR (APRIL 20) LIVABILITY IN THE BAY WITH AARP (NOV. 5)
- TWITTER TOWN HALL COLLEGE DEBATE (TBD)

**COMMUNITY Engagement**

**BUILDING A VIBRANT COMMUNITY**  
HOW CITIZEN-POWERED CHANGE IS RESHAPING AMERICA  
Quint Studer  
Professor of Public Administration  
Department of Government, University of Colorado

Future of Florida

Faculty Experts

Student Engagement

Model UN

SGA Liaison

QUESTIONS



VI – A.1 Strategic Plan Monthly Dashboard

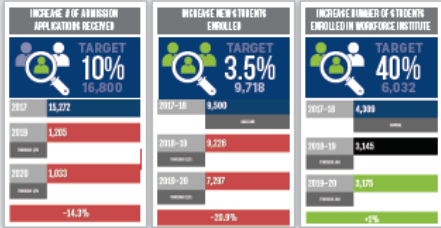


STRATEGIC PLAN MONTHLY DASHBOARD



RECRUITMENT

Number of New Students / Overall Enrollment for Workforce Institute



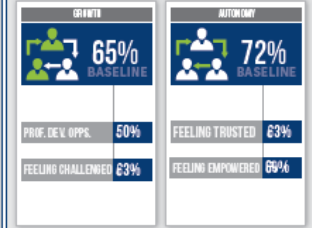
RETENTION

Initiatives focused on keeping the students we have



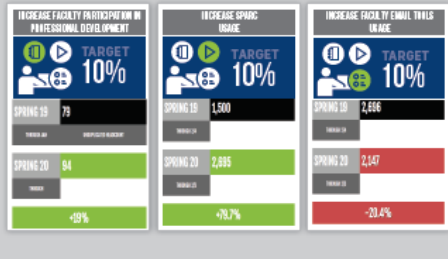
EMPLOYEE ENGAGEMENT

Unlocking the MAGIC of a committed staff (Meaning, Autonomy, Growth, Impact, Connection)



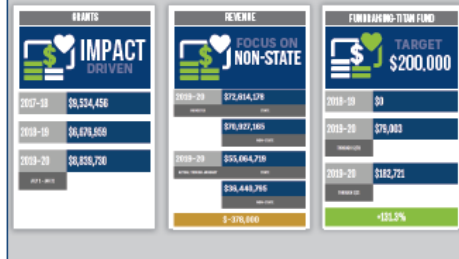
LEARNING EXPERIENCE

Faculty led initiatives to improve student success



RESOURCE ALIGNMENT

Tracking funding to support student success



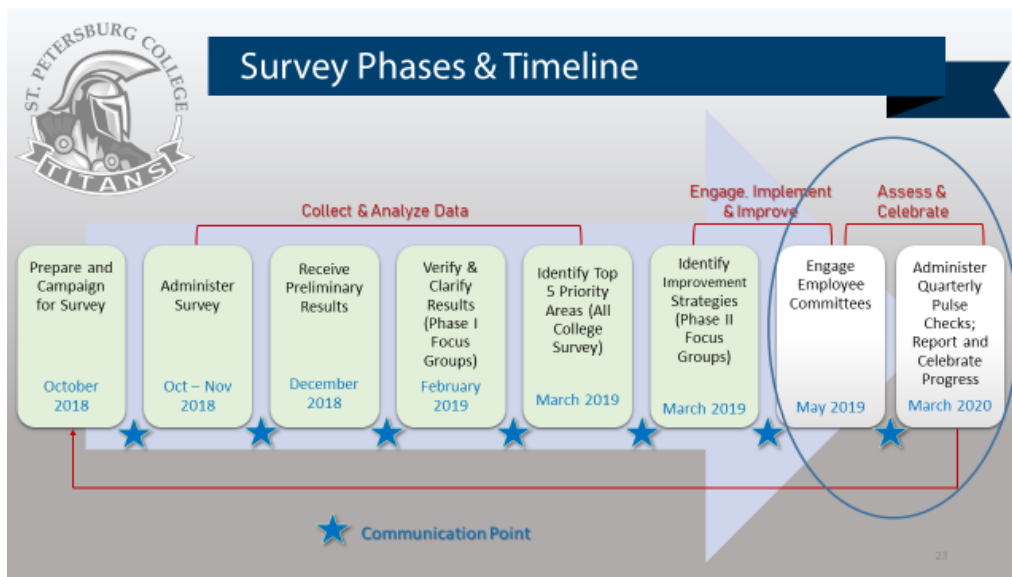
VI – A.2 State of Employee Engagement at SPC

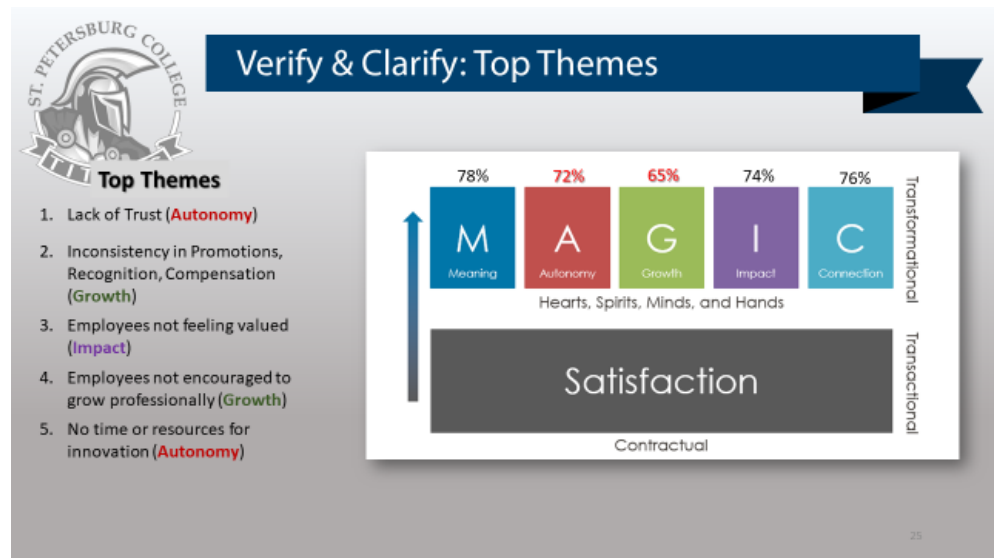
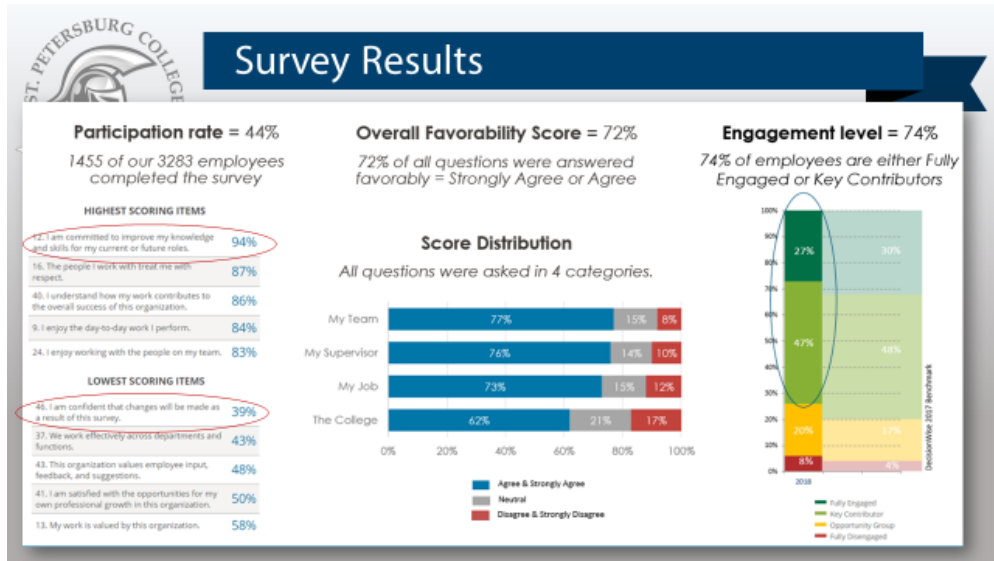
# The State of Employee Engagement at SPC

Board of Trustees Meeting  
February 18, 2020

Margaret Bowman, Organizational and Employee Success

22







## Response Plan: Engage, Collaborate, Improve

### 1. Expand Employee Experience & Engagement Committee:

- Monthly ELC Committee Meetings
- Development of Monthly Tracker
- Campus Engagement Events
- First Quarter Pulse Check (March 2020)
- Communicate and Celebrate Results (March 2020)
- Second Quarter Pulse Check (July 2020)
- Communicate and Celebrate Results (July 2020)



26



## Response Plan: Engage, Collaborate, Improve

### 2. Link EE to Discovery Day

- Annual professional development day for entire college family on 10/22/19
- 1,100 employees attended
- 10 sessions on *Identifying "Bold Actions" to improve Trust and Growth:*
  - *What actions can supervisors take?*
  - *What actions can employees take?*
- Actions integrated into curriculum for Supervisor Professional Development



27



## Response Plan: Engage, Collaborate, Improve

### 3. Capitalize on Supervisors as an Engagement Strength:

- Professional Development: Essential Skills for Supervisors (March – June 2020):
- 2 day – 8 hour training for all supervisors
- Communication; HR policy; leadership; trust; diversity & equity
- Blended learning format to allow for continuous learning
- Recorded live sessions for absent and new supervisors




G  
Growth



A  
Autonomy

38



## Response Plan: Engage, Collaborate, Improve

### 4. Engage College and Community in *Building a High Performing, High Trust Culture*:

- Continuously reinforce Trust; Diversity & Equity; Community of Care
  - Welcome Back Titans! 2020
  - Trust Event – Discovery Day 2020
  - Implement college-wide professional development



The Learning Process



39



## Next Steps

### December 2019

#### Communicate:

- DD Results
- ELC Focus
- Campus Engagement Campaigns

### January – Feb 2020

#### Campaign & Enlist:

- Expand ELC
- R&R Activities
- Kick-off Supervisor PD
- BOT Presentation (State of EE) (2/20)

### February – March 2020

#### Collaborate & Implement:

- Supervisory PD
- "Low hanging fruit" & Quick Wins
- Q1 Pulse Check (3/20)

### April – May 2020

#### Implement & Improve:

- Supervisor PD
- Quick Wins
- Major Projects
- All Employee PD
- BOT Dashboard Presentation (5/20)

### June – July 2020

#### Assess & Celebrate:

- Supervisor PD
- All Employee PD
- Major Projects
- Q2 Pulse Check (7/20)
- Team, Campus, College Celebrations

Proposed Engagement Re-assessment: July 2021-2022

30

## Questions?

## Thank you!



31

February 18, 2020

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

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

**FROM:** Dr. Tonjua Williams, President *(TW)*

**SUBJECT:** Personnel Report

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

<b>HIRE Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Boyette, Shirley	Research Analyst	Academic & Student Affairs EPI	1/27/2020 - 6/30/2020
Stentford, Deanna N	Acting Provost	Academic & Student Affairs HEC	1/6/2020 - 6/30/2020
Blue, Keisha L	Acting, Project Coordinator II	Academic & Student Affairs SPG	1/13/2020 - 6/30/2020
Falasca, Gary A	Dir, Facilities Services	Facilities&Institutional Svcs EPI	1/13/2020 - 6/30/2020
McCray, Andrea S	Reference & Instruction Librn	Learning Resources MT	1/13/2020 - 6/30/2020
Manescala, Angela L	Development Officer	Leepa/Ratner Museum TS	1/27/2020 - 6/30/2020
Cutliffe, Tamara J	Nursing Skills Facilitator	Nursing HEC	1/27/2020 - 6/30/2020
Demers, Susan S	Acting VP, Academic Affairs	President Office EPI	1/7/2020 - 6/30/2020
Nelson, Teresa N	Data & Program Manager	Resource Development DO	1/13/2020 - 6/30/2020

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
McBride, Jennifer C	Assoc Dir, Accred & Assess	Academic EffectivenessAssesmt EPI	1/13/2020 - 6/30/2020
Heath, Wendy A	Budget Specialist	Budgeting & Compliance DO	1/27/2020 - 6/30/2020
Conrad, Olin P	Facilities Manager	Maintenance Services DO	1/13/2020 - 6/30/2020

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Johns, Lolita E	Student Support Specialist	Associate Provost Office SPG	1/27/2020
Sadowski, Eric A	Security Officer	Campus Security CL	1/11/2020
Rodgers, Cynthia L	Security Officer	Campus Security TS	1/13/2020
Kielich, Melanie C	Sr Administrative Svcs Speclst	Career Connections	1/27/2020
Tietz, Travis D	Technology Support Specialist	Desktop Software Support SE	1/27/2020
Corona, Adrian E	Technology Support Specialist	Desktop Software Support SPG	1/27/2020
Mohead, Milton L	Materials Mgmt Assistant	Facilities Services AC	1/13/2020
Maldonado, Jacqueline C	Materials Mgmt Assistant	Facilities Services TS	1/29/2020
Metelus, Silvano	Human Resources Specialist	Human Resources Emp Support DO	1/13/2020
Kaptein, Fred	Landscaper	Landscape Services SPG	1/13/2020
Lemmon, Lynn S	Instructional Supp Specialist	Learning Resources CL	1/13/2020
Mazza II, Nicholas C	Instructional Supp Specialist	Learning Resources CL	1/13/2020
Farrell, Jamie M	Instructional Supp Specialist	Learning Resources TS	1/13/2020
Fromentin, Fruldy	Instructional Supp Specialist	Learning Resources TS	1/13/2020
Mathis-Solomon, Chandra A	Administrative Svcs Specialist	Mathematics SPG	1/13/2020
Cary-Liggett, Sara N	Sr Administrative Svcs Assist	Natural Science SPG	1/13/2020
Rodriguez, Cheryl A	Sr Administrative Svcs Speclst	Nursing HEC	2/3/2020

Groff, Frank D	Project Videographer	Online Learning and Services SE	1/27/2020
Shehata-Elgawly, Sherien	Administrative Svcs Specialist	Social & Behavioral Science TS	1/27/2020

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Amado, Juan S	Student Support Advisor	International Program TS	1/25/2020
Hutchinson, Jessica A	Materials Mgmt Assistant	Mail & Distribution DO	1/25/2020

<b>HIRE Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Allen, Gary W	Faculty	College of Computer & InfoTech EPI	1/6/2020 - 6/30/2020
Muehl, John M	Acting Chair, Digital Arts&Hum	Humanities & Fine Arts SE	1/6/2020 - 6/30/2020
Underwood, David K	Faculty	Humanities & Fine Arts TS	1/6/2020 - 6/30/2020
Griffin, Cassandra L	Faculty	Nursing HEC	1/6/2020 - 6/30/2020
Jasper, Brenda R	Faculty	Nursing HEC	1/6/2020 - 6/30/2020
Lo, Lisa	Faculty	Nursing HEC	1/6/2020 - 6/30/2020
McFarland, Barbara K	Faculty	Nursing HEC	1/6/2020 - 6/30/2020
Smith, Anita	Faculty	Nursing HEC	1/6/2020 - 6/30/2020
Largent, Lindsay N	Academic Department Chair	Physical Therapist Asst HEC	1/6/2020 - 6/30/2020

<b>SUPPLEMENTAL Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Bedard, Alyssa L	Faculty - supplemental	Baccalaureate Programs TS	1/13/2020
Barnes, Jonathan A	Faculty - supplemental	Humanities & Fine Arts CL	1/13/2020
Griffin, Cassandra L	Faculty - supplemental	Nursing HEC	1/13/2020
Lo, Lisa	Faculty - supplemental	Nursing HEC	1/13/2020
McFarland, Barbara K	Faculty - supplemental	Nursing HEC	1/13/2020
Smith, Anita	Faculty - supplemental	Nursing HEC	1/13/2020
Largent, Lindsay N	Faculty - supplemental	Physical Therapist Asst HEC	1/13/2020
Poteet, Stephen W	Faculty - supplemental	Social & Behavioral Science CL	1/13/2020

<b>HIRE Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Harrell, Bashir O	Adjunct Faculty	Communications CL	1/13/2020
Novak-Lanvichit, Annette A	Adjunct Faculty	Communications CL	1/13/2020
Adams, William G	Adjunct Faculty	Communications SPG	1/13/2020
Horstman, Stephen W	Adjunct Faculty	Communications SPG	1/13/2020
Ramey, Rhea M	Adjunct Faculty	Communications SPG	1/13/2020
Hatanni-Axdahl, David A	Adjunct Faculty	Communications TS	1/13/2020
Kritch, Jennifer M	Adjunct Faculty	Communications TS	1/13/2020
Schmidhammer, Shannon M	Adjunct Faculty	Communications TS	1/13/2020
Dontis, Emma E	Adjunct Faculty	Distance Learning TV SE	1/13/2020
Franeta, Sonja	Adjunct Faculty	Distance Learning TV SE	1/13/2020
Hurst, Dena L	Adjunct Faculty	Ethics CL	1/13/2020
Ortiz Bautista, Lourdes M	Adjunct Faculty	Ethics CL	1/13/2020
Spike, Jeffrey P	Adjunct Faculty	Ethics CL	1/13/2020
Vonderheide, Nathan T	Adjunct Faculty	Ethics CL	1/13/2020
Najarian, Holly L	Adjunct Faculty	Fire Sciences AC	1/13/2020
Taylor, Linda R	Adjunct Faculty	Health Information Mgmt HEC	1/13/2020
Edwards-Luckett, Angela	Adjunct Faculty	Humanities & Fine Arts CL	1/13/2020
D'Ascoli, Anthony F	Adjunct Faculty	Humanities & Fine Arts TS	1/13/2020
Patides, George N	Adjunct Faculty	Humanities & Fine Arts TS	1/13/2020
Stephenson, John M	Adjunct Faculty	Humanities & Fine Arts TS	1/13/2020
Ben Abdeljelil, Armine	Adjunct Faculty	Mathematics SE	1/13/2020
Appavu, Rajagopal	Adjunct Faculty	Natural Science CL	1/13/2020



Maier, Joseph A	Adjunct Faculty	Natural Science CL	1/13/2020
Pascual, Chery J	Adjunct Faculty	Natural Science CL	1/13/2020
Selby, Thomas L	Adjunct Faculty	Natural Science CL	1/13/2020
Vorbroker, Diane K	Adjunct Faculty	Natural Science CL	1/13/2020
Vorbroker, Diane K	Adjunct Faculty	Natural Science CL	1/13/2020
Szigeti, Anya F	Adjunct Faculty	Natural Science SE	1/13/2020
Pauley, Leigh A	Adjunct Faculty	Natural Science SPG	1/13/2020
Selby, Thomas L	Adjunct Faculty	Natural Science SPG	1/13/2020
Tonnu, Annie	Adjunct Faculty	Natural Science SPG	1/13/2020
Paez, Dolores L	Adjunct Faculty	Natural Science TS	1/13/2020
Tindell-Nodine, Shelley D	Adjunct Faculty	Social & Behavioral Science SE	1/13/2020
McKnight, Erica L	Adjunct Faculty	Social & Behavioral Science TS	1/13/2020
Landers, David A	Adjunct Faculty	Veterinary Technology VT	1/13/2020
Delva, Oniel	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/13/2020
Paul, Sharmila	Adjunct Faculty, Bach	College of Computer & InfoTech SPG	1/13/2020
Worley, Shanan R	Adjunct Faculty, Bach	College of Computer & InfoTech SPG	1/13/2020
Leisure, Jodi B	Adjunct Faculty, Bach	Ethics CL	1/13/2020
Owen, Clare E	Adjunct Faculty, Bach	Nursing HEC	1/13/2020
Sadler, Michael L	Adjunct Faculty, Dual Enrollment	Early College/Dual Enrollment AC	1/13/2020
Aliberto, Kylie N	Adjunct Faculty, Dual Enrollment	Early College/Dual Enrollment EPI	1/13/2020
Williams, Kevin S	Adjunct Faculty, HTF Nursing	Nursing HC	1/13/2020
Canillas, Joy F	Adjunct Faculty, HTF Nursing	Nursing HEC	1/13/2020
Crumbs, LaPorsha C	Adjunct Faculty, HTF Nursing	Nursing HEC	1/13/2020
Gonterman-Spagnolo, Sandra J	Adjunct Faculty, HTF Nursing	Nursing HEC	1/13/2020
Long, Christine M	Adjunct Faculty, HTF Nursing	Nursing HEC	1/13/2020
McPherson, Teresa	Adjunct Faculty, HTF Nursing	Nursing HEC	1/13/2020
O'Connell, Courtney A	Adjunct Faculty, HTF Nursing	Nursing HEC	2/10/2020
Thornhill, Dawn L	Adjunct Faculty, HTF Nursing	Nursing HEC	1/13/2020
Bray, Christine M	CHS Adjunct Inst - Credit	Provost Office SPG	1/13/2020
Feld, Darin J	OPS Career Level 1	Academic & Student Affairs HEC	1/13/2020
Hebbel, Christopher S	OPS Career Level 1	Academic & Student Affairs HEC	1/13/2020
Gines, Arsenel D	OPS Career Level 1	Associate Provost Office CL	1/13/2020
Kotsatos, Irene A	OPS Career Level 1	Provost Office SE	2/3/2020
Rolle, Denise S	OPS Career Level 2	Counseling & Advisement SPG	1/21/2020
Fruth, Candice	OPS Career Level 2	Natural Science SPG	1/13/2020
Bartels, Jay T	OPS Career Level 4	Human Resources Emp Support DO	1/8/2020
Bedard, Alyssa L	OPS Career Level 4	Human Services HEC	1/13/2020
Groff, Frank D	OPS Career Level 4	Humanities & Fine Arts SE	1/27/2020
Hartigan, Tiphenee R	OPS Career Level 5	Dental Hygiene HEC	1/11/2020
Grimmer, Tyler C	OPS Career Level 5	Help Desk Technical Support EPI	12/12/2019
Edds, Carolyn J	OPS Career Level 5	Learning Resources SPG	1/27/2020
Edwards, Michele E	OPS Career Level 6	Associate Provost Office CL	1/15/2020
Bushko, Justin A	OPS Professional	Engineering Technology CL	1/6/2020
Bryson, Diana C	OPS Professional	Resource Development DO	1/6/2020
Hernandez, Kristen E	Professional Trainer	Criminal Justice AC	1/13/2020
Martin, Victoria A	Professional Trainer	Emergency Medical Services HEC	2/10/2020
Moore, Eric A	Professional Trainer	Emergency Medical Services HEC	1/16/2020
Chandler, Gary W	Professional Trainer	Engineering Technology CL	1/13/2020
Hill, Tracie G	Professional Trainer	Workforce/Professnl Developmnt EPI	12/2/2019
Jaworski, Alicia M	Professional Trainer	Workforce/Professnl Developmnt EPI	11/30/2019
Smith, Ligeia S	Professional Trainer	Workforce/Professnl Developmnt EPI	1/27/2020

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
Name	Title	Department/Location	Effective Date
Levin, Roxana	Instructor	Communications/TS	6/6/2020 - 6/28/2020

Destination: Salamanca, Spain

The purpose of this trip is to lead SPC students on a study abroad program to Salamanca, Spain. The student minimum needed to travel has been met in the program and will receive credit in SPN 1120, SPN 1121, SPN 220, SPN 2201, SPN 2240, SPN 2241 or SPN 2949. While traveling students will be immersed in and learn Spanish language and culture.

Estimated cost to the College is \$4,032.11.

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Wallis, James	Instructor	Natural Science/TS	6/9/2020 - 6/19/2020
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Destination: San Jose, Costa Rica

The purpose of this trip is to lead SPC students on a study abroad program to San Jose, Costa Rica. The student minimum needed to travel has been met in the program and will receive credit in BSC 2362 - Tropical Ecology. The College will benefit by providing an educational and cultural learning experience to students.

Estimated cost to the College is \$401.23.

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Carol Sumter, Associate Vice President of Human Resources, bringing the actions forward, recommends approval.

ND02042020

February 18, 2020

**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 courses in response to industry requests.

- DKP0800 Adobe Certified Associate Certification (ACA): Photoshop
- DKP0801 Adobe Certified Associate Certification (ACA): InDesign
- DKP0802 Adobe Certified Associate Certification (ACA): Illustrator

*Workforce Institute, Technology:* Added four new courses to replace outdated courses and expand the content and scope of the College's drone program.


- UAS0100 Fundamentals of Unmanned Aircraft Systems (UAS) & Drones
- UAS0101 UAS/Drone Remote Pilot Certification
- UAS0102 UAS/Drones Flight Training
- UAS0103 UAS/Drones Video Editing and Production (Final Cut Pro X)

Michael Ramsey, Dean of Workforce Development, Recommends Approval

February 18, 2020

**MEMORANDUM**

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

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

**SUBJECT:** Community Foundation of Tampa Bay — Economic Mobility Grant

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Community Foundation of Tampa Bay, by St. Petersburg College for the Economic Mobility Grant. Permission is also sought to accept an estimated \$25,000 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.**

The Community Foundation of Tampa Bay (CFTB) is seeking to support organizations that promote economic mobility by providing educational opportunities where everyone, regardless of their status in life, has the ability to improve their economic status. The grant supports expanding the number of individuals with a post-secondary credential, which uplifts the entire community. After a pre-application process, SPC has been invited to submit a full proposal to support the College's PITCH program (Providing Instructions for Tomorrow's Collegians, and Hires). PITCH provides dedicated advising, mentoring, workforce training and academic education for African American males between the ages of 18-24 in St. Petersburg. In alignment with the College's African American Male Initiative aimed to close achievement gaps, the program provides these students both the support and financial assistance they need to succeed in higher education. Funding from the CFTB will supplement the program's current offerings by providing tutoring, laptop lending, emergency funds and participation at events for PITCH students in various stages in the program.

The estimated period of performance will be from April 1, 2020 through March 31, 2021. The total project budget is projected to be \$25,000 over a one-year period. See attached Information Summary for additional information.

Jamelle Conner, Vice President, Student Affairs; Jesse Turtle, Vice President for Institutional Advancement and Executive Director, SPC Foundation; Suzanne L. Gardner, General Counsel, and Misty Kemp, Executive Director of Retention Services, recommend approval.

Attachment

em0127202

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

**Date of BOT Meeting:** February 18, 2020

**Funding Agency or Organization:** Community Foundation of Tampa Bay

**Name of Competition/Project:** Economic Mobility

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

**Grant/Contract Time Period:** **Start:** 4/1/20 **End:** 3/31/21

**Administrator:** Misty Kemp

**Manager:** Neil Keith

**Focus of Proposal:**

After a pre-application process, SPC has been invited to submit a full proposal for the Community Foundation of Tampa Bay (CFTB)'s *Economic Mobility* grant to support the College's PITCH program (Providing Instructions for Tomorrow's Collegians, and Hires). On the premise that education opens doors and changes lives, the grant supports expanding the number of individuals with a post-secondary credential, which uplifts the entire community. Currently in its 4<sup>th</sup> year, PITCH provides dedicated advising, mentoring, workforce training and academic education for African American males between the ages of 18-24 in St. Petersburg. The program is funded by the City of St. Petersburg and helps students obtain workforce certifications and/or continue in post-secondary education as a means to obtaining economic mobility. In alignment with the College's African American Male Initiative aimed to close achievement gaps, the program provides participants with both the support and financial assistance they need to succeed in higher education. Funding from the CFTB will supplement the program's current offerings by providing tutoring, laptop lending, emergency funds and participation at events for PITCH students in various stages in the program.

**Budget for Proposal:**

Personnel	\$ 13,340
Travel	\$ 50
Student Assistance Fund	\$ 5,000
Laptops (for lending program)	\$ 3,028
Events/Conferences	<u>\$ 3,582</u>
<b>Total Budget</b>	<b>\$ 25,000</b>

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and other funding listed below)	\$ 25,000
Total amount from funder:	\$ 25,000

Amount/value of match:

Cash: N/A  
In-kind: N/A

Required match or cost sharing:

No  Yes

Voluntary match or cost sharing:

No  Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

**College Values, Strategic Initiatives and Activities Addressed:**

Value(s):

1. Student Success
2. Growth and Empowerment
3. Equity


Strategic Initiative(s):2.

1. Academic Excellence
2. Economic Mobility
3. African American Male Initiative

February 18, 2020

## MEMORANDUM

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

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

**SUBJECT:** U.S. Department of Education – TRIO Student Support Services Program - Clearwater and St. Petersburg/Gibbs Campuses

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Education, by St. Petersburg College for the Student Support Services (SSS) Program Grant. Permission is also sought to accept an estimated \$1,618,890 in funding over a five-year period for this proposal to support the Clearwater and St. Petersburg/Gibbs campuses, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The purpose of the SSS Program is to increase support services to economically disadvantaged, first-generation students who have an identified need for academic, social and/or financial support. This continuation grant will support SPC's SSS program which currently provides services to **167 high needs students** per year at the **Clearwater and St. Petersburg/Gibbs** campuses through a variety of enhanced services including in-depth assessments, academic tutoring, financial literacy programs, mentoring and grant aid (scholarships). Each student will be assigned a dedicated SSS advisor to ensure they are receiving the necessary support to address their individual challenges. The goal of the program is to provide services targeted at the retention, persistence and graduation rates for these students and facilitate their transfer from two-year to four-year colleges and universities.

The estimated period of performance will be from September 1, 2021 through August 31, 2026. The total project budget is projected to be \$1,618,890 over a five-year period. See attached Information Summary for additional information.

Jamelle Conner, Vice President, Student Affairs; Suzanne L. Gardner, General Counsel; Misty Kemp, Executive Director Retention Services; and George Carbart, Project Director Student Support Services, recommend approval.

Attachment

ks0127202

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

**Date of BOT Meeting:** February 18, 2020

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

**Name of Competition/Project:** TRIO Student Support Services (SSS) – Clearwater and St. Petersburg/Gibbs

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

**Grant/Contract Time Period:** **Start:** 9/1/21      **End:** 8/31/26

**Administrator:** Misty Kemp

**Manager:** George Carbart

**Focus of Proposal:**

St. Petersburg College’s TRIO Student Support Services (SSS) Program will *support 167 low-income, first-generation, and/or disabled students* who are academically at-risk on the *Clearwater and St. Petersburg/Gibbs Campuses*. Following a comprehensive assessment of the individual student needs, the dedicated SSS advisor will identify, refer, and/or provide enhanced services such as tutoring, mentoring, academic progress monitoring, academic advising, career advisement, financial aid/scholarship assistance, four-year college/university tours, transfer workshops/seminars, and cultural activities. As a result, SSS participants will be better equipped to successfully complete their preferred college degree and/or transfer in good academic standing to a college/university; and do so at rates equal to or better than non-SSS-eligible students.

**Budget for Proposal:**

(Only Major categories—This is an estimated budget description based on expected funding and services. Specific budget categories may vary as the funding amount and/or services change.)

Personnel	\$ 1,008,325
Fringe	\$ 386,000
Travel	\$ 30,000
Participant Training Stipends (Grant Aid)	\$ 80,620
Indirect Costs	<u>\$ 113,945</u>
Total Budget	\$ 1,618,890

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 1,905,801
Total amount from funder:	\$ 1,618,890



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Amount/value of match:

Cash: \$286,911 (*covering a portion of personnel, fringe, travel, materials and supplies*)

In-kind: N/A

Required match or cost sharing:

No  Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

General Operating Budget

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

**College Values, Strategic Initiatives and Activities Addressed:**

Value(s):

1. Student Success
2. Growth and Empowerment

Strategic Initiative(s):

1. Recruitment and Retention Plan
2. Community Focus

February 18, 2020

**MEMORANDUM**

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

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



**SUBJECT:** U.S. Department of Education – TRIO Student Support Services Program – Downtown/Midtown Campuses

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Education, by St. Petersburg College for the Student Support Services (SSS) Program Grant. Permission is also sought to accept an estimated \$1,265,160 in funding over a five-year period for this proposal to support the Downtown and Midtown campuses, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The purpose of the SSS Program is to increase support services to economically disadvantaged, first-generation students who have an identified need for academic, social and/or financial support. This continuation grant will support SPC's SSS program which currently provides services to **140 high needs students** per year at the **Downtown and Midtown campuses** through a variety of enhanced services including in-depth assessments, academic tutoring, financial literacy programs, mentoring and grant aid (scholarships). Each student will be assigned a dedicated SSS advisor to ensure they are receiving the necessary support to address their individual challenges. The goal of the program is to provide services targeted at the retention, persistence and graduation rates for these students and facilitate their transfer from two-year to four-year colleges and universities.

The estimated period of performance will be from September 1, 2021 through August 31, 2026. The total project budget is projected to be \$1,265,160 over a five-year period. See attached Information Summary for additional information.

Jamelle Conner, Vice President, Student Affairs; Suzanne L. Gardner, General Counsel; Misty Kemp, Executive Director, Retention Services; and Tashika Griffith, Provost, Downtown Midtown Campuses, recommend approval.

Attachment

ks0127202

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

<b>Date of BOT Meeting:</b>	February 18, 2020	
<b>Funding Agency or Organization:</b>	U.S. Department of Education	
<b>Name of Competition/Project:</b>	TRIO Student Support Services (SSS) – Downtown/Midtown Campuses	
<b>SPC Application or Sub-Contract:</b>	SPC Application	
<b>Grant/Contract Time Period:</b>	<b>Start:</b> 9/1/21	<b>End:</b> 8/31/26
<b>Administrator:</b>	Misty Kemp	
<b>Manager:</b>	TBD	

**Focus of Proposal:**

St. Petersburg College's TRIO Student Support Services (SSS) Program will support *140 low-income, first-generation, and/or disabled students* who are academically at-risk on the *Downtown and Midtown Campuses*. Following a comprehensive assessment of the individual student needs, the dedicated SSS advisor will identify, refer, and/or provide enhanced services such as tutoring, mentoring, academic progress monitoring, academic advising, career advisement, financial aid/scholarship assistance, four-year college/university tours, transfer workshops/seminars, and cultural activities. As a result, SSS participants will be better equipped to successfully complete their preferred college degree and/or transfer in good academic standing to a college/university; and do so at rates equal to or better than non-SSS-eligible students.

**Budget for Proposal:**

(Only Major categories—This is an estimated budget description based on expected funding and services. Specific budget categories may vary as the funding amount and/or services change.)

Personnel	\$ 772,935
Fringe	\$ 266,415
Travel (Staff)	\$ 15,000
Travel (Student)	\$ 35,000
Participant Training Stipends (Grant Aid)	\$ 53,285
Materials and Supplies (printing, educational materials, etc.)	\$ 35,350
Indirect Costs	<u>\$ 87,175</u>
Total Budget	\$ 1,265,160

**Funding:**

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

matches listed below) \$ 1,352,660  
Total amount from funder: \$ 1,265,160

Amount/value of match: Cash: \$87,500 (*covering travel, materials, and scholarship*)  
In-kind: N/A  
Required match or cost sharing: No  Yes  
Voluntary match or cost sharing: No Yes   
Source of match/cost sharing: General Operating Budget  
Negotiated indirect cost: N/A  
(Fixed) administrative fee: N/A  
Software/materials: N/A  
Equipment: N/A  
Services: N/A  
Staff Training: N/A  
FTE: N/A  
Other: N/A

**College Values, Strategic Initiatives and Activities Addressed:**

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

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

February 18, 2020

## MEMORANDUM

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

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

**SUBJECT:** Florida Department of Education – Pathways to Career Opportunities Grant

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education, by St. Petersburg College for the Pathways to Career Opportunities Grant Program. Permission is also sought to accept an estimated \$199,739 in funding over a four-month period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

Through this funding the Florida Department of Education (FDOE) is seeking to support the establishment of new registered apprenticeship or pre-apprenticeship programs, or expand existing registered apprenticeship or pre-apprenticeship programs. St. Petersburg College (SPC) is applying for this funding to establish a Clinical Medical Assistant (CMA) pre-apprenticeship program that would support the growing workforce need for medical assistants and create a pipeline of qualified candidates to advance into the newly launched Community Health Coach apprenticeship at the College. The requested funds will develop the classroom and training experience of CMA students through up-to-date equipment, supplies, and curriculum. Once established, it is estimated that the pre-apprenticeship program will serve an estimated 100 apprentices by 2024.

The estimated period of performance will be from March 1, 2020 through June 30, 2020. The total project budget is projected to be \$199,738 over a four-month period. See attached Information Summary for additional information.

Susan Demers, Acting Vice President of Academic Affairs; Suzanne L. Gardner, General Counsel; and Michael Ramsey, Dean of Workforce Development, recommend approval.

Attachment

ks0127202

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

**Date of BOT Meeting:** February 18, 2020

**Funding Agency or Organization:** Florida Department of Education

**Name of Competition/Project:** Pathways to Career Opportunities Grant Program

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

**Grant/Contract Time Period:** **Start:** 3/1/20 **End:** 6/30/20

**Administrator:** Michael Ramsey

**Manager:** Giovanna Taylor

**Focus of Proposal:**

St. Petersburg College (SPC) is seeking to establish a Clinical Medical Assistant (CMA) pre-apprenticeship program that creates a pipeline of qualified candidates for the Community Health Worker Apprenticeship at the College. This program will create a skilled workforce to address the emerging health care industry needs such as: Telehealth Specialists, Health Navigators, Medical Office Managers, Coding Specialists, and Mental Health Technicians. These pre-apprenticeships would create a clear career pathway, offering CMAs the opportunities to advance with salaries that provide sustainable living wages. Once the pre-apprenticeship program has been registered with the State Office of Apprenticeship, SPC estimates serving 20 students initially, adding about 10 more each year.

Partnering with Community Health Centers of Pinellas (CHCP), the pre-apprenticeship program will be offered to their current staff using a hybrid time-based and competency-based approach, including a combination of classroom, laboratory, clinical experience, on-line curriculum, simulation, and employer-based externship. Pre-apprentices will begin the training as a cohort, rotating through each one of the CHCP's core operational areas including primary care, call center, and pharmacy. The pre-apprentice experience will include shadowing, skills demonstrations, and basic team member functions in each department.

**Budget for Proposal:**

(Only Major categories—This is an estimated budget description based on expected funding and services for three years. Specific budget categories may vary as the funding amount and/or services change.)

Personnel	\$	9,008
Fringe	\$	1,622
Travel	\$	3,000
Equipment	\$	19,800

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Materials and Supplies	\$ 97,308
Other (student testing fees, exam prep. Etc.)	\$ 69,000
Total Budget	\$ 199,738

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 199,738
Total amount from funder:	\$ 199,738
Amount/value of match:	Cash: N/A In-kind: N/A

Required match or cost sharing:	No <input checked="" type="checkbox"/>	Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/>	Yes
Source of match/cost sharing:	N/A	
Negotiated indirect cost:	N/A	
(Fixed) administrative fee:	N/A	
Software/materials:	N/A	
Equipment:	N/A	
Services:	N/A	
Staff Training:	N/A	
FTE:	N/A	
Other:	N/A	

**College Values, Strategic Initiatives and Activities Addressed:**


Values:	1. Community Focus 2. Growth & Empowerment
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Strategic Initiatives:	1. Align County-Wide Priorities and Needs 2. Increase Strategic Connections by Partnering with Businesses
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February 18, 2020

**MEMORANDUM**

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

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

**SUBJECT:** Agreement between St. Petersburg College and Sun Trust Bank to provide Banking Services.

**Approval is sought to enter into an agreement with Sun Trust Bank to provide banking and merchant services to the College.**

St. Petersburg College currently has a contract with Fifth Third Bank to provide banking services. This contract expires on March 31, 2020. The College issued a Request for Proposal (RFP) 06-19-20 for Banking Services on December 6, 2019. An Evaluation Committee consisting of five members was formed to review and score the RFP. Committee composition included a Provost, staff from Business and Financial Services, and the General Counsel's Office.

Three vendors submitted a response to the College's RFP. After the initial scoring, all vendors presented their proposals on Tuesday, January 28, 2020. After thorough review and study of all information, the committee's unanimous choice to provide banking services to St. Petersburg College is Sun Trust Bank.

St. Petersburg College seeks to negotiate a seven-year contract with Sun Trust. Three additional one-year extensions of the contract will be put in place to be exercised in the event that Sun Trust provides all services as expected.

Tonjua Williams, President; and Mike Meigs, Acting Associate Vice President, Business & Financial Services, recommend approval.




## Agenda Item VII – B.4b

February 18, 2020

**MEMORANDUM**

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

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

**SUBJECT:** Use of College Facilities by the Direct Support Organizations

**Approval is requested to allow the use of College facilities by the Direct Support Organizations (St. Petersburg College Foundation, Inc.; The Leepa-Rattner Museum of Art, Inc.; and the Institute for Strategic Policy Solutions, Inc.) for the public purpose consistent with the mission, vision, and values of the College. Time Period: April 1, 2020 through March 31, 2021. Total value of the facilities usage is \$74,447.10.**

Listed below is the detail by Direct Support Organization:

<b>Direct Support Organization</b>	<b>Square Footage</b>	<b>Value per Square Foot*</b>	<b>Total Value of Facilities Use</b>	<b>Location</b>
St. Petersburg College Foundation, Inc.	2,493	\$7.02	\$17,500.86	District Office
The Leepa-Rattner Museum of Art, Inc.	7,000	\$7.02	\$49,140.00	Tarpon Springs Campus
Institute for Strategic Policy Solutions, Inc.	1,112	\$7.02	\$7,806.24	Seminole Campus
<b>Total Value</b>	<b>10,605</b>		<b>\$74,447.10</b>	

*\*Based on the State's Operating Costs for New Facilities (OCNF) Rate as of 2/05/2019*

Mike Meigs, Acting Associate Vice President, Business and Financial Services; Diana Wright, Associate Vice President, Facilities Planning and Institutional Services; Jesse A. Turtle, VP, Institutional Advancement/Foundation Executive Director; Teresa Wilkins, Director, The Leepa-Rattner Museum of Art, Inc.; and Kimberly G. Jackson, Executive Director, Institute for Strategic Policy Solutions, recommend approval.

## **Leepa-Rattner Museum of Art (LRMA)**

### **February 2020 Update**

#### **St. Petersburg College Board of Trustees**

#### **Upcoming Programs:**

- February 23<sup>rd</sup>, LRMA partners with USF CAM (University of South Florida's Contemporary Art Museum) to host an artist talk by Hope Ginsburg. Ginsburg's work focuses on the sponge culture of Tarpon Springs, exploring the local industry, raising understanding about the health of marine life and its ties to the environment and the economy, and serves as a catalyst for future solutions. Her presentation here will be followed by *Land Dive Team: Tarpon Springs*, a related public performance event at the Tarpon Springs Sponge Docks.
- March 7<sup>th</sup>, from 11am to 3pm, LRMA is proud to present our first ever printmaking festival. This celebratory event recognizes the power of the female voice in art, enriches the exhibitions *Louisa Chase: What Lies Beneath* and *WOMAN-MADE: From the Collection*, as well as honors Women's History Month (March), International Women's Day (March 8<sup>th</sup>), and the centennial of the 19<sup>th</sup> Amendment Ratification giving women the right to vote. Noted Tampa Bay female printmakers from the artist group *24 Hands*, including Marjorie Greene Graff, Dr. Barbara Hubbard, and LRMA's own Curator, Christine Renc-Carter, will demonstrate print processes, give talks about printmaking, and lead hands-on art activities throughout the event. Docent tours of the exhibitions are included as well as light refreshments. The event is FREE with admission. 300 people have expressed interest in attending through social media. Our social media ad has reached over 15,000 individuals – our largest reach yet.

#### **LRMA Board of Trustees Update:**

- On Wednesday, February 5<sup>th</sup>, LRMA held its quarterly board meeting in FA 132. The primary goal of this meeting was the approval of the fundraising plan for FY21 (April 1, 2020 – March 31, 2021) and the accompanying draft 501(c)3 budget. The Board conditionally approved the proposed budget and, in working with the Museum, asked for the presentation of a fully committee vetted fundraising plan encompassing events, membership, individual and corporate solicitations, and planned giving to be presented no later than March 20<sup>th</sup> to the full Board for a vote prior to the adoption of the new FY21 budget on April 1, 2020. The new LRMA Development Officer, Angela Manescala, and Director, Teresa Wilkins, assured the board and all committees that a full plan would be presented by the end of the month of February.
- Six (6) LRMA Board Members roll off of the board effective May 6, 2020. Current board members have been asked to submit recommendations for new and replacement members. Director Teresa Wilkins has

begun conversations with individuals believed to have interest in joining the board. All nominees will be vetted by the Governance Committee of the Board before presentation to St. Petersburg College for review and a full board vote to adopt on May 6, 2020.



## **FEBRUARY 2020 INSTITUTE FOR STRATEGIC POLICY SOLUTIONS UPDATE**

### ***January 2020***

On January 7-8, our team and three students attended the Leadership Summit, Tampa Bay Regional Resiliency Coalition in St. Petersburg.

On January 31, our team hosted the Juvenile Welfare Board Children's Summit with their new CEO, Beth Houghton.

We welcomed our new interns Cierra Howard and Ashley Rutenbeck to our team. The students are committed to student outreach.

### ***February 2020***

On February 3, our ISPS team met with our Board of Trustees to shape our strategic vision and discuss enhancement to programming. Our Chair, Judge Irene Sullivan and I will follow up with all board members who were unable to attend.

On February 4, I presented at USF St. Petersburg Campus to address Justice Equity. The presentation was in collaboration with Dr. Dawn Cecil, Criminology Faculty and community activist Loretta Calvin.

On February 6, I moderated the discussion, *Future Thinking – The Continuing Conversation on Race + St. Pete* at Suncoast Tiger Bay. Board of Directors member, Watson Haynes was on the panel.

### ***March/April 2020***

On March 28, in partnership with the SPC Student Government Association, (College-wide and online) and Keep Pinellas Beautiful, we will launch our social media campaign, #CleanUp4Climate. The student led kick-off will take place at the Bay Pines STEM Center. The goal is to reach students throughout the county and give them access to ISPS.

On April 2, in partnership with American Stage and partners we are currently securing, we will host attorney Haley Moss. Ms. Moss is the first autistic person identified by the Florida Bar to pass the exam. She will address the importance of economic empowerment and workforce equity aligned with our SPC and ISPS missions. April 2 is World Autism Awareness Day.

On the evening of April 2, Judge Sullivan will host a welcome reception for me at her home.

On April 7, in partnership with the SPC Student Government Association, we will host movie night for students at the Gibbs campus. The selected movie is *Sinking Cities, Miami*. Following the movie we will have a discussion led by Public Policy Chair Christian Moriarty and Economics Professor Patrick Luce on ethical and economic considerations.

**ST. PETERSBURG COLLEGE FOUNDATION  
BOARD REPORT 2-18-20**

**Board Members:** Joseph G. Blanton, Josh Bomstein, Johnny V. Boykins, R. Michael Carroll (Chair), Stephen Cole, Robert J. Fine, Robert L. Hilton, Beth Horner, Bill McCloud, Angie McCourt (Vice Chair), Mike Meigs (Treasurer), Steven R. Shepard, Shan Shikarpuri, Nathan Stonecipher (SPCF/BOT), Jesse Turtle (Secretary), Rich Warshof, Richard Winning and Tonjua Williams

**Financials:** As of December 31, 2019, the Foundation has raised \$2.4M or 101% of its fundraising goal for the year, there is still another 3 months in the Foundation's fiscal year that ends March 31, 2020.

The Foundation has raised \$1.8M or 115% of its scholarship goal and over half a million dollars or 90% of its program goal for the year. Over \$1.2M in scholarships have been awarded to SPC students and another \$1 million to College programs.

As of January 31, 2020, the Foundation has raised \$182,720.84 for the Titan Fund which includes a \$50,000 planned gift.

The Foundation also received a final distribution from a planned gift of \$14,812 from the estate of Peggy Alcorn. Ms. Alcorn's total estate gift to SPC was \$230,891 to support the Helene L. Stetson Endowed Scholarship. Valley National Bank continues to support their scholarship with a gift of \$5,000.

**Current Highlights:**

- Verizon awarded the Foundation \$100,000 to help close the achievement gap for African American Males. A special presentation to launch the partnership for this initiative was held on January 21<sup>st</sup>. This brings Verizon's giving to \$250,000 over the past three years.
- The Patrick Brett Foundation made another generous gift of \$100,000 to support students in Pinellas County with preference to students whose education was interrupted for reasons including injury/illness, financial needs or military service.
- The Barrett Foundation established the Barrett Family Foundation Veterans Fund with a \$50,000 contribution to support training for veterans through workforce scholarships.
- The Carroll Family continued their support to St. Petersburg College with a lead gift to establish the SPC President's Fund for Excellence. This fund provides immediately accessible resources to underwrite critical priorities and support initiatives. Contributions to this fund give President Tonjua L. Williams the ability to support projects that foster excellence and innovation.

## PALLADIUM BOARD REPORT FEB. 2020

**Budget:** Mid-year budget review with SPC Accounting Services Director Vonda Woods showed that the Palladium was on track in all areas for another record year for revenues and another balanced budget with no shortfall.

**Fundraising:** Our 2019-20 campaign is on track for another record fundraising year.

**Artist in Residence program launched:** We kicked off our Artists in Residence initiative this month. The program provides funds to local artists to create shows that will be staged at the Palladium. This program is supported by donors, not the regular Palladium budget or tax dollars. Our first artist in residence is jazz guitarist LaRue Nickelson, who will write musical arrangements and hold rehearsals for the 20-piece Florida BJORKESTRA. The BJORKESTRA will play those arrangements in a show at the Palladium on April 12 being presented in partnership with the Pinellas Film Commission.

**World Affairs Conference:** Palladium is again the site for the keynote address of the annual World Affairs Conference, featuring former Peace Corps Director Carol Bellamy. The talk is followed by a Palladium produced concert featuring Cuban pianist Chuchito Valdes.

**February Highlights:** The Palladium Chamber series set a new attendance record – 450 plus tickets sold – for an appearance by the Calidore String Quartet on Feb. 5. Calidore is one of the most celebrated young quartets in the world, and one of the players is from St. Petersburg. We presented this quartet several times before they became famous. St. Petersburg Opera's Rigoletto sold-out all three performances. So did our Soul Jazz show with Jeremy Carter and our Palladium Cabaret Series concert with Steve Ross. The 2020 St. Petersburg Jazz Festival will be held at the Palladium over five nights in late February.

See [www.mypalladium.org](http://www.mypalladium.org) for a complete listing of shows and events.

February 18, 2020

**MEMORANDUM**

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

**FROM:** Dr. Tonjua Williams, President *(TW)*

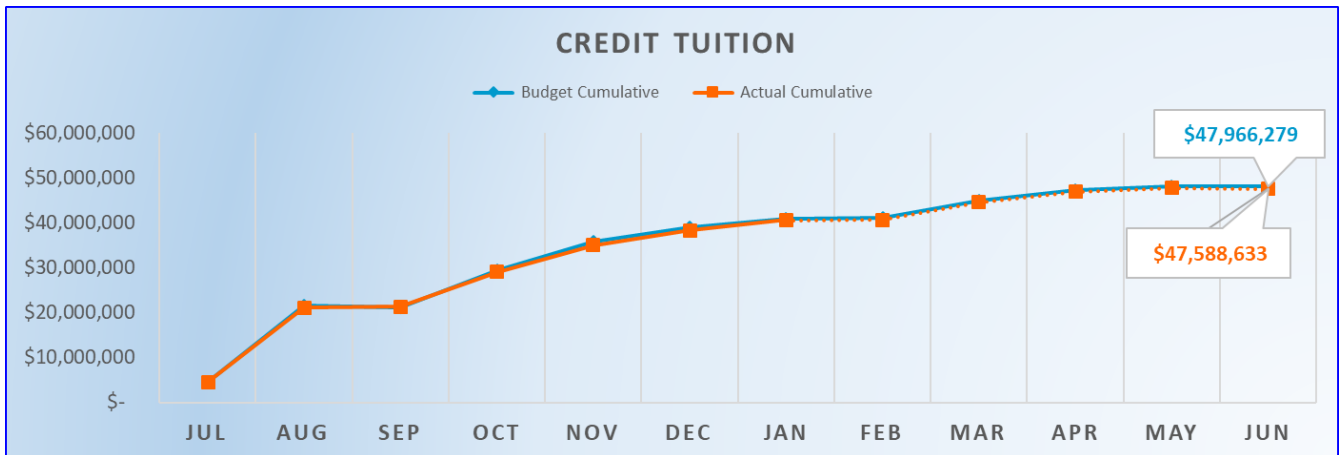
**SUBJECT:** Fiscal Year 2019-2020 College General Operating Budget Report with Tuition Revenue Projections

**The FY19-20 fund 1 operating budget report through January 31, 2020 is attached.**

As of January 31, 2020, the overall revenue is \$91.5M, which represents 63.7% of the operating budget. Personnel expense represents 77.8% of the annual operating budget. As of this report date, personnel expense totals \$62.7M or 56.1% of the total budget. Current and capital expense totals \$15.0M (51.8%) and \$718K (25.9%), respectively. Net balance of revenue less expense is \$13.0M.

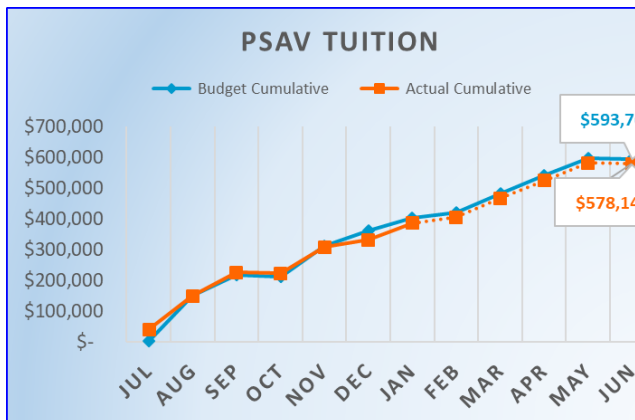
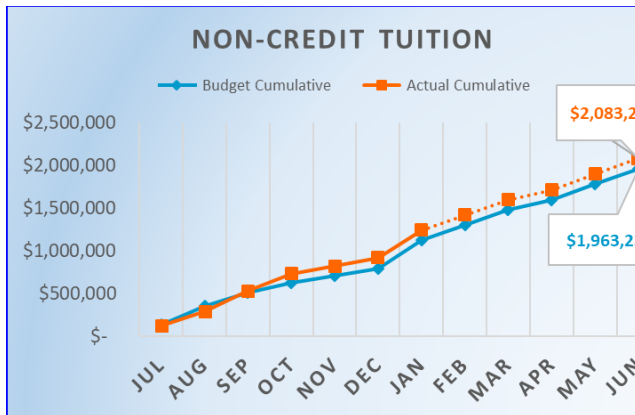
**Displayed below are charts for projected tuition revenue. There are three types of tuition revenue; credit tuition, non-credit tuition, and postsecondary adult vocational tuition.**

**Credit Tuition Revenue** – The chart below displays the credit tuition portion of the budget to the trending projected amount. As of January 31, 2020, the tuition projection is \$378K below the budgeted amount.



**Non-Credit Tuition Revenue** – The chart to the right displays the non-credit portion of the budget to the trending projected amount. As of January 31, 2020, the tuition projection is \$120K above the budgeted amount.

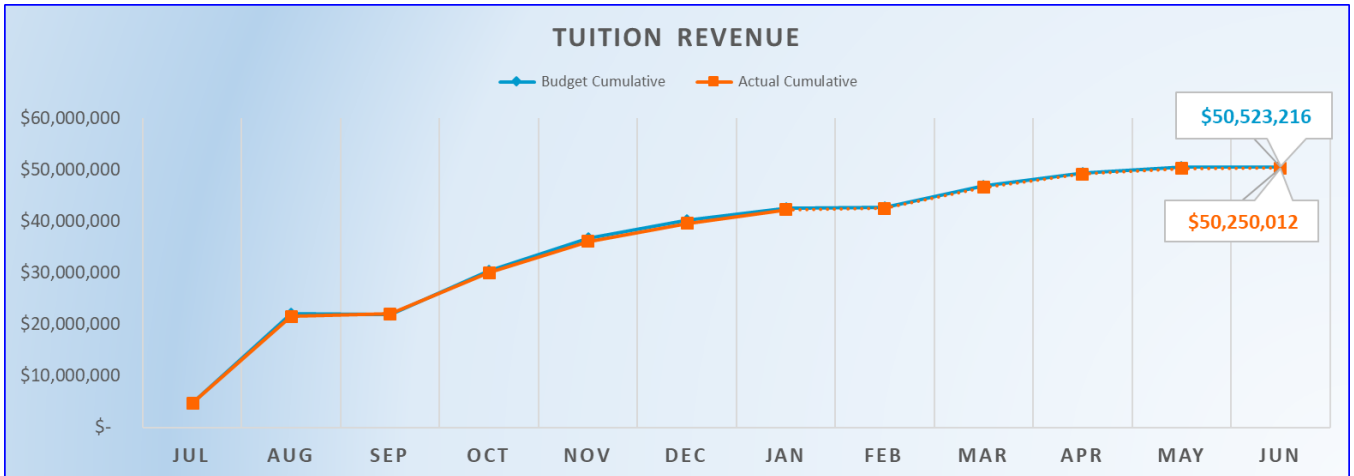
**Postsecondary Adult Vocational Tuition Revenue** – The chart to the right displays the Postsecondary Adult Vocational (PSAV) portion of the budget to the trending projected amount. As of January 31, 2020, the tuition projection is \$16K below the budgeted amount.







**Total Tuition Revenue** - The chart below displays the total operating tuition budget to the trending projected amount. As of January 31, 2020, the overall tuition projection is \$273K below the budgeted amount.



Brian Miles, Vice President, Administration, Finance & Technology

Attachment

**St. Petersburg College  
Operating Budget Report  
January 31, 2020**

	Prior Year Budget	Prior Year Actual	Budget	Actual	% of YTD
<b>Revenue</b>					
Student Tuition	\$ 50,779,769	\$ 43,236,605	\$ 50,523,216	\$ 42,207,256	83.5%
State Appropriation - FCS	\$ 51,475,043	\$ 30,026,971	\$ 60,811,965	\$ 35,473,494	58.3%
State Appropriation - Lottery	\$ 16,598,793	\$ -	\$ 9,443,975	\$ -	0.0%
State Appropriation - 2+2 Student Success	\$ -	\$ -	\$ 970,703	\$ 566,241	58.3%
State Appropriation - Work Florida	\$ -	\$ -	\$ 687,535	\$ 401,060	58.3%
Performance Funding	\$ 3,514,400	\$ 2,050,067	\$ -	\$ -	0.0%
Learning Support Access Fee	\$ 1,607,832	\$ 1,306,104	\$ 1,607,832	\$ 1,269,975	79.0%
Distance Learning Fee	\$ 3,995,700	\$ 3,218,577	\$ 3,995,700	\$ 3,229,791	80.8%
Technology Fee	\$ 2,476,437	\$ 2,105,167	\$ 2,476,437	\$ 2,042,609	82.5%
Lab Revenue Fees	\$ 1,575,099	\$ 1,683,263	\$ 2,114,157	\$ 1,624,357	76.8%
Industry Certifications	\$ 500,000	\$ -	\$ 700,000	\$ -	0.0%
Other Revenues	\$ 5,187,048	\$ 3,007,734	\$ 5,167,110	\$ 3,332,907	64.5%
Other Student Fees	\$ 1,065,052	\$ 483,947	\$ 864,805	\$ 439,241	50.8%
Fund Transfers In	\$ 3,103,706	\$ 1,168,280	\$ 2,500,000	\$ 918,582	36.7%
Reserve	\$ 1,000,000	\$ -	\$ 1,677,908	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 142,878,878</b>	<b>\$ 88,286,715</b>	<b>\$ 143,541,343</b>	<b>\$ 91,505,514</b>	<b>63.7%</b>
<b>Personnel &amp; Benefits</b>					
Instructional/Faculty-Full time	\$ 25,749,327	\$ 14,945,675	\$ 24,375,480	\$ 15,226,956	62.5%
Administrative & Professional	\$ 23,585,641	\$ 13,146,823	\$ 24,570,371	\$ 13,471,210	54.8%
Career Service (includes OT)	\$ 19,183,840	\$ 10,015,614	\$ 18,565,584	\$ 10,243,320	55.2%
Adjunct	\$ 8,939,647	\$ 4,366,367	\$ 9,073,492	\$ 4,737,384	52.2%
Supplemental	\$ 4,202,945	\$ 2,451,149	\$ 4,871,945	\$ 2,755,617	56.6%
Other Personal Services (OPS)	\$ 2,019,316	\$ 970,581	\$ 1,853,669	\$ 811,317	43.8%
Student Assistants	\$ 428,000	\$ 124,169	\$ 422,851	\$ 145,981	34.5%
Health Insurance	\$ 14,423,171	\$ 8,291,220	\$ 14,490,795	\$ 7,335,642	50.6%
Other Benefits	\$ 11,827,326	\$ 6,841,470	\$ 12,026,259	\$ 7,063,830	58.7%
Other Personnel Expenses	\$ -	\$ -	\$ 1,499,298	\$ 944,720	63.0%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 110,359,214</b>	<b>\$ 61,153,069</b>	<b>\$ 111,749,744</b>	<b>\$ 62,735,977</b>	<b>56.1%</b>
<b>Current Expense</b>					
Bad Debt/Unemployment	\$ 1,003,331	\$ (57,813)	\$ 1,150,000	\$ (51,623)	-4.5%
Insurance (Non Health)	\$ 1,811,245	\$ 1,239,585	\$ 1,877,472	\$ 1,548,531	82.5%
Repairs & Maint	\$ 931,034	\$ 525,748	\$ 1,152,501	\$ 608,584	52.8%
Scholarships/Fee Waivers	\$ 2,424,463	\$ 2,287,071	\$ 2,495,326	\$ 2,275,676	91.2%
Services and Fees	\$ 6,006,449	\$ 2,300,933	\$ 4,332,692	\$ 2,613,267	60.3%
Materials and Supplies	\$ 4,693,926	\$ 2,186,106	\$ 4,518,483	\$ 1,901,271	42.1%
Travel	\$ 350,000	\$ 224,481	\$ 547,120	\$ 197,186	36.0%
Utilities	\$ 5,527,258	\$ 3,337,236	\$ 5,296,453	\$ 3,334,454	63.0%
Other Current Expense	\$ 3,296,339	\$ 879,038	\$ 4,125,173	\$ 664,418	16.1%
Tech Expense/Licensing	\$ 3,695,983	\$ 2,566,705	\$ 3,519,760	\$ 1,935,850	55.0%
<b>Total Current Expense</b>	<b>\$ 29,740,028</b>	<b>\$ 15,489,090</b>	<b>\$ 29,014,980</b>	<b>\$ 15,027,613</b>	<b>51.8%</b>
<b>Capital</b>					
Computer Refresh Leases	\$ 2,390,037	\$ 820,116	\$ 2,454,075	\$ 640,460	26.1%
Capital Purchases	\$ 389,599	\$ 117,038	\$ 322,544	\$ 77,382	24.0%
<b>Total Capital</b>	<b>\$ 2,779,636</b>	<b>\$ 937,155</b>	<b>\$ 2,776,619</b>	<b>\$ 717,842</b>	<b>25.9%</b>
<b>Total Operating</b>	<b>\$ 142,878,878</b>	<b>\$ 77,579,313</b>	<b>\$ 143,541,343</b>	<b>\$ 78,481,432</b>	<b>54.7%</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ 10,707,402</b>	<b>\$ -</b>	<b>\$ 13,024,082</b>	