



ST. PETERSBURG COLLEGE

Board of Trustees Meeting

June 18, 2024

SPC EpiCenter (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/COMMENTS

A. Retirements

- Mr. George Carbart
- Mr. Bill Grey
- Ms. Nancy Jones
- Ms. Sherry Pellerin
- Dr. Lillien Tunceren

B. SPC Spotlights

- Dr. Heather Duncan, New Dean of College Education
- Dr. Jean Lee, New Acting Dean College of Nursing
- Mr. Andrew MacPherson, New Associate Vice President Safety, Security and Emergency Management

C. Board of Trustees

- Chair
- Trustees

D. General Counsel

III. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Special Meeting/Workshop of May 21, 2024 (*Action*)

IV. PUBLIC COMMENT Pursuant to §286.0105 FS*

V. PRESIDENT'S REPORT

VI. CONSENT AGENDA

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

B. NEW BUSINESS

1. ADMINISTRATIVE MATTERS

a. Human Resources

i. Personnel Report (*Action*)

ii. 2025 Insurance Benefits and Medical Benefit Contribution Strategy (*Action*)

iii. Faculty Annual and Continuing Contract Recommendations 2024-25 (*Action*)

b. Accounts Receivable Write-Off (*Action*)

c. General Education Course Offerings (*Action*)

d. Adoption of Operating and Capital Outlay Budget for Fiscal Year 2024- 2025
(*Action*)

2. GRANTS/RESTRICTED FUNDS CONTRACTS

a. City of Clearwater – Strategic Plan Grant (*Action*)

b. Florida Department of Education – Strengthening Career and Technical Education
for the 21st Century Act (Perkins V) (*Action*)

c. U.S. Department of Energy – Industrial Assessment Center Program (IAC)
Expansion – Round 2 (*Action*)

3. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000

a. Agreement with Oracle America, Inc. – Extension of Oracle Cloud Infrastructure
(OCI) Service (*Action*)

4. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

a. Capital Improvement Plan (CIP) for FY 2025-26 through 2027-28 (*Action*)

b. Lease Agreement with Suncoast CJD, Inc. for use of Southwest Health Education
Center Parking Lot (*Action*)

5. PRESIDENT’S EVALUATION*

VII. INFORMATIONAL REPORTS

A. Direct Support Organization

1. Institute for Strategic Policy and Solutions (*Information*)

2. St. Petersburg College Foundation (*Information*)

B. Palladium at St. Petersburg College (*Information*)

C. Leepa Rattner Museum of Art (*Information*)

**D. Fiscal Year 2023-2024 College General Operating Budget Report with Tuition
Revenue (*Information*)**

E. Board Self-Evaluation (*Informational*)*

VIII. PROPOSED CHANGES TO BOT RULES MANUAL –Public Hearing

- 6Hx23-5.03 - Petty Cash Funds
- 6Hx23-5.19 – Student Fees—Transfers and Refunds

IX. NEXT MEETING DATE AND SITE

August 20, 2024, Seminole Campus, Conference Center

X. ADJOURNMENT

*ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING
TO IMMEDIATELY FOLLOW –*

Presenter: Catherine Kennedy, AVP, Academic Affairs and Partnerships, Principals: Dr. Ian Call, Ms. Raquel Hairston and Mr. Ryan Halstead (see separate agenda)

*St. Petersburg College Board of Trustees welcomes public comments during its regular monthly meetings. Any person or group wishing to make public comments must complete a “Public Comment Card.” Procedures for making public comments are as follows:

1. Complete Public Comment card including your name, address, telephone number and agenda item number referring to the purpose of your public comment.
2. Prior to the start of the Board of Trustees Meeting, submit the completed card to the Board of Trustees Clerk. Comment Cards will not be accepted at any other time during the meeting.
3. When your name is called, approach the podium with the microphone, and state your name and address for the record.
4. Comments are limited to three minutes. This is the opportunity for people to make public comments regarding an agenda item prior to the approval of the agenda item.

Student appeals for grades or discipline issues are not heard by the St. Petersburg College Board of Trustees. Students wishing to file an appeal are referred to the SPC Board of Trustee Procedure P6Hx23-4.36.

Any person(s) not adhering to the Board’s guidelines or who make comments which could be perceived as slanderous or disruptive may be barred from making future comments before the Board .

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.



Dean College of Education

- Dr. Heather Duncan joined SPC in 2022 as the Associate Dean of the College of Education.
- She has held numerous roles in the field for over 20 years. Starting her career as an elementary school teacher for students with exceptionalities before pursuing a career path in higher education, where she served as a Program Coordinator and Assistant Professor of Special Education in California at Whittier College and at Sonoma State University. Served as Interim Assistant Dean in the College of Education at the University of South Florida St. Petersburg while also serving as the Director of Teacher Education and Clinical Practice, where she oversaw teacher education programs and field experiences within the College of Education
- Dr. Duncan is a dedicated and experienced educator who attended the University of Florida where she earned a bachelor's degree in elementary education and a master's degree in special education. She also holds a doctorate in curriculum and instruction from the University of South Florida.



Dr. Heather Duncan



Acting Dean College of Nursing



Dr. Jean Lee

- Dr. Jean Lee has been a nurse educator at SPC for more than 15 years. Specializing in online education for nurses returning to school for their baccalaureate education, she has developed courses and curriculum to meet national standards and participated in multiple successful accreditation visits from the Commission on Collegiate Nursing Education.
- Prior to her academic career, Jean held a variety of positions in clinical practice including staff and charge nurse of a trauma-surgical intensive care unit as well as hospital supervisor. She is a member of Sigma Theta Tau International Honor Society of Nursing.
- Dr. Lee holds a Ph.D. in Nursing from the University of South Florida focusing on health services research and healthcare quality, as well as her MSN and BSN from the University of South Florida. As a registered nurse with more than 30 years of experience, her area of expertise includes critical care with an emphasis on medical, surgical, and trauma care.



Associate Vice President, Safety , Security & Emergency Management

- Andrew MacPherson is the Associate Vice President for Safety, Security & Emergency Management. He has over 20 years of experience in higher education public safety. Most recently, Andrew served as the Associate Vice President for Public Safety at Kirkwood Community College in Cedar Rapids, IA.
- Andrew is a member of the International Association of College Law Enforcement Administrators and currently participates in the 2-year institution committee.
- He has successfully managed departments facing significant events, and transformational change lead institutions into public safety requiring strong project management and strategic planning. He leads with joy and passion in serving students who are on various paths of improvement and assisting them in their journey for higher learning or skills development.
- Andrew holds an Associate's degree from Grayson College in Criminal Justice and a Bachelor's and Master's degree from American Military University in Emergency and Disaster Management. Andrew is a native of North Texas.



Andrew MacPherson

June 18, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President



SUBJECT: Fiscal Year 2024-2025 College General Operating, Capital Outlay, Student Activities, Auxiliary, and Scholarship Budgets with Tuition and Fees.

The FY24-25 operating budget proposal continues to enhance St. Petersburg College's effort to support its strategic pillars; promote academic excellence, economic mobility, community engagement, employee experience and engagement, and financial vitality.

Approval is sought for the College's Operating and Capital Outlay Budget for Fiscal Year 2024-25.

In addition to the following narrative, a budget summary is attached.

Fund 1 General Operating Budget - The College's General Operating Budget is Contingent Governor approval of the 2024-2025 General Appropriations Act (HB 5001).

Pursuant to state rule 6A-14.0716, the College must prepare a budget in such form as prescribed by the State Board of Education for the Current Unrestricted Fund. A copy of the budget approved by the College's Board of Trustees shall be submitted to the Chancellor, as the designee of the Commissioner of Education, by June 30 or on a later date established by the Chancellor. In accordance with Florida statutes (1011.30), this operating budget must be approved by the College's Board of Trustees prior to submission to the Department of Education (DOE). Any future revisions to this operating budget must be presented to and approved by the Board.

The proposed operating budget for FY 2024-25 current fund revenue for Saint Petersburg College (SPC) Fiscal Year (FY) 2024-25 proposed operating budget is \$168.5 million. This includes \$95.7 million in State Funding, \$52.3 million in Student Tuition & Fees, \$8.2 million in Other Revenue, \$2 million in Funds Transfer, and \$10.3 million from Transfer in (1013.841, F.S) which includes Purchase order rollover and other restricted funds. Budgeted revenue for FY 2024-25 are \$10.9 million less than those for FY 2023-2024. This is due to the fact that FY 2023-24 includes a one-time transfer for the Promise Scholarship and Capital Outlay

The FY 2024-25 budget for expenses is \$168.5 million. 68% is allocated to instruction, public service, academic support, and student support. The remaining 32% is directed to Institutional support and operation and physical plant operations and maintenance, student financial assistance, and contingency. Budgeted expenses for FY 2024-25 are \$10.9 million less than those for FY 2023-2024. This is due to the fact that FY 2023-24 includes a one-time transfer for the Promise Scholarship and Capital Outlay. FY 2024-25 includes a \$5 million spending plan pursuant (1013.841, F.S), \$1 million technology, salary adjustments, \$800,000 increase in the retirement system (FRS),

\$500,000 increase in health insurance, \$634,000 increase in utilities, \$600,000 increases in property and casualty insurances, Purchase order rollover and other restricted funds.

Fund 7 Capital Outlay Budget – The FY2024-2025 College Capital Outlay budget of \$93.8 million provides for college-wide facility and technology infrastructure maintenance, and major building project funding.

In accordance with Florida statute 1013.61, this Capital Outlay budget must be approved by the College's Board of Trustees. The capital needs are presented in the attached summary as proposed expenditures from the capital budget funding sources are detailed.

The proposed Capital Outlay budget for FY 2024-25 revenue for Saint Petersburg College (SPC) Fiscal Year (FY) 2024-25 is \$93.8 million. This includes \$44.9 million from Public Education Capital Outlay (PECO), \$14.4 million for capital improvement fee, \$22 million from property proceeds, \$3.6 million for Tarpon Springs deferred maintenance, \$3 million for the Palladium, \$1.5 million fire training center, \$1.4 million for Tarpon Springs workforce, \$1 million manufacturing lab, and \$ 2 million from other funds.

The FY 2024-25 budget for expenses is \$93.8 million. This included \$2.7 million for construction bond payable, \$75.9 million for major construction which includes deferred maintenance and collegewide masterplan relocations, \$6.7 million for collegewide infrastructure and renovation, \$7.5 million in contingency, and \$1M for internal construction personnel and existing small projects.

Student Fees per credit/course hour as follows:

Lower Division Credit Programs	2023-2024 Fees	2024-2025 Fees	% Change
Florida Residents			
Tuition Fee	\$ 80.94	\$ 80.94	
Student Activity & Service Fee	\$ 7.63	\$ 7.63	
Financial Aid Fee	\$ 4.04	\$ 4.04	
Technology Fee	\$ 4.04	\$ 4.04	
Capital Improvement Fee (CIF)	\$ 15.10	\$ 15.10	
Tuition and Fees	\$ 111.75	\$ 111.75	0%
Non-Residents			
Tuition Fee	\$ 80.94	\$ 80.94	
Out-of-State Fee	\$ 242.97	\$ 242.97	
Student Activity & Services Fee	\$ 7.63	\$ 7.63	
Financial Aid Fee	\$ 16.20	\$ 16.20	
Technology Fee	\$ 16.20	\$ 16.20	
Capital Improvement Fee (CIF)	\$ 22.96	\$ 22.96	
Tuition and Fees	\$ 386.90	\$ 386.90	0%

Post-Secondary Adult Vocational Non-Credit Programs	2023-2024 Fees	2024-2025 Fees	% Change
Florida Residents			
Tuition Fee	\$ 68.60	\$ 68.60	
Technology Fee	\$ 3.43	\$ 3.43	
Capital Improvement Fee (CIF)	\$ 3.43	\$ 3.43	
Total Registration Fees	\$ 75.46	\$ 75.46	0%
Non-Residents			
Tuition Fee	\$ 68.60	\$ 68.60	
Out-of-State Fee	\$ 205.82	\$ 205.82	
Technology Fee	\$ 13.72	\$ 13.72	
Capital Improvement Fee (CIF)	\$ 13.72	\$ 13.72	
Total Registration Fees	\$ 301.86	\$ 301.86	0%

Upper Division Credit Programs	2023-2024 Fees	2024-2025 Fees	% Change
Florida Residents			
Tuition Fee	\$ 91.79	\$ 91.79	
Student Activity & Service Fee	\$ 9.18	\$ 9.18	
Financial Aid Fee	\$ 4.59	\$ 4.59	
Technology Fee	\$ 4.59	\$ 4.59	
Capital Improvement Fee (CIF)	\$ 12.55	\$ 12.55	
Tuition and Fees	\$ 122.70	\$ 122.70	0%
Non-Residents			
Tuition Fee	\$ 91.79	\$ 91.79	
Out-of-State Fee	\$ 275.53	\$ 275.53	
Student Activity & Services Fee	\$ 9.18	\$ 9.18	
Financial Aid Fee	\$ 18.37	\$ 18.37	
Technology Fee	\$ 18.37	\$ 18.37	
Capital Improvement Fee (CIF)	\$ 12.55	\$ 12.55	
Tuition and Fees	\$ 425.79	\$ 425.79	0%

The budgets of other major funding categories, including Student Activities, Auxiliary, and Scholarship are provided to the Board for information. The following are brief narratives of each major funding category and budget summaries are attached.

Fund 2 Student Activities Budget - The FY2024-2025 College-wide Student Activities Budget is \$4.4 million. It includes \$860,396 distributed across the campus' Student Government Associations (SGA) for budget development. This budget is reviewed and approved by the President.

Fund 3 Auxiliary Budget – The FY2024-2025 College-wide Auxiliary Budget is \$2.1 million. It includes \$2 million to support expenses in the Fund 1 General Operating Budget.

Fund 5 Scholarship Budget – The FY2024-2025 College-wide Scholarship Budget is \$81.8 million. It includes \$ 75 million in Federal and State financial aid, \$1.8 million in scholarships funded by the Student Financial Aid Fee, and \$5 million in Foundation and other scholarships.



Janette Hunt, Vice President, Finance and Business Operations; and Dr. Hector Lora, Associate Administrative Vice President, Budgeting and Strategic Execution.

Attachment

St. Petersburg College	
FY 2024-25 Fund 1 Operating Budget	
Revenue	
Student Tuition & Fees	\$ 52,301,642
State Funding	\$ 95,696,101
Other Revenues	\$ 8,262,830
Fund Transfers In	\$ 2,000,000
Reserves	\$ 10,338,243
Total Revenue	\$ 168,598,816
Expenses	
Instruction	\$ 59,705,036
Academic Support	\$ 27,378,014
Student Support	\$ 23,478,072
Total Instructional	\$ 110,561,123
Institutional Support	\$ 30,284,417
Physical plant Operation and Maintenance	\$ 21,076,866
Student Financial Assistance	\$ 2,412,847
Contigency, Transfer, Etc.	\$ 4,263,562
Total Administrative	\$ 58,037,693
Total Operating Costs	\$ 168,598,816
Balance	\$ -

St. Petersburg College				
Fund 7 Capital Outlay Budget 2024-25				
Projected Sources of Revenue	Capital Improvement Funds	State Appropriation Funds	Other Funds	Budget Total
PY STATE PECO Projects		\$ 3,699,377		\$ 3,699,377
STATE- PECO		\$ 1,000,000		\$ 1,000,000
STATE -Collegewide Deferred Maintenance		\$ 44,902,836		\$ 44,902,836
PY Capital Improvement Fees	\$ 8,382,721			\$ 8,382,721
Capital Improvement Fees	\$ 6,105,316			\$ 6,105,316
CO&DS		\$ 500,000		\$ 500,000
PY CO&DS***		\$ 1,038,158		\$ 1,038,158
Other Misc. Sources			\$ 3,000,000	\$ 3,000,000
Reimbursement from Pinellas County for FireTraining Ctr			\$ 1,500,000	\$ 1,500,000
Pharmacy& Lumastream			\$ 120,756	\$ 120,756
Tarpon Springs Workforce Center			\$ 1,445,352	\$ 1,445,352
Property Proceeds			\$ 22,056,896	\$ 22,056,896
Total Fund Sources	\$ 14,488,037	\$ 51,140,372	\$ 28,123,004	\$ 93,751,413
Projected Uses of Revenue				
Budgeted Personnel Salaries	\$ 488,953	\$ -	\$ -	\$ 488,953
Other Personnel	\$ 150,055	\$ -	\$ -	\$ 150,055
Employee Benefits - Retirement	\$ 69,141	\$ -	\$ -	\$ 69,141
Employee Benefits - FICA/Medicare	\$ 48,884	\$ -	\$ -	\$ 48,884
Employee Benefits - Health/Dental/Wellness	\$ 202,246	\$ -	\$ -	\$ 202,246
Total Personnel & Benefits	\$ 959,278	\$ -	\$ -	\$ 959,278
Major Construction				
Workforce Center			\$ 1,439,106	\$ 1,439,106
SFRF PECO Deferred Maint- Tarpon		\$ 3,699,377		\$ 3,699,377
SFRF STATE Collegewide Deferred Maint		\$ 44,902,836		\$ 44,902,836
PECO - STATE Manufacturing Lab Midtown		\$ 1,000,000		\$ 1,000,000
Pinellas County Fire Training Center Project (Pinellas Cty)			\$ 1,500,000	\$ 1,500,000
Masterplan Projects			\$ 20,426,880	\$ 20,426,880
Palladium Theater Renovation			\$ 3,000,000	\$ 3,000,000
Total Major Construction	\$ -	\$ 49,602,213	\$ 26,365,986	\$ 75,968,199
Infrastructure Deferred Maintenance and Network				
Deferred Maintenance	\$ 2,411,032		\$ 79,095	\$ 2,490,127
College-wide Infrastructure & Renovation/Remodel	\$ 808,368			\$ 808,368
Technology Infrastructure Maintenance	\$ 3,417,904			\$ 3,417,904
Total Infrastructure Deferred Maintenance and Network	\$ 6,637,304	\$ -	\$ 79,095	\$ 6,716,399
Project Expense				
Allstate				
EpiCenter/District Office				\$ -
Capital Equipment - EpiTech	\$ 15,000			\$ 15,000
Downtown/Midtown				
HEC				
Seminole				
Pharmacy			\$ 41,661	\$ 41,661
Tarpon Springs				\$ -
Contingency	\$ 4,184,892.02	\$ 1,538,158	\$ 1,636,262	\$ 7,359,313
Debt Service - Construction Obligations and Bonds	\$ 2,691,563			\$ 2,691,563
Total Expenses	\$ 14,488,037	\$ 51,140,372	\$ 28,123,004	\$ 93,751,413
Remaining Funds	0	0	0	0

St Petersburg College
FY 2024-25 Fund 2 Student Activities Budget

Total Projected Student Activity Revenues		\$ 4,412,062
Less Budgeted Expenses:		
Annual Journal Entries		\$ 75,332
Student Determined Activities Distribution (25%)		\$ 860,396
Reserve (5%)		\$ 93,004
Budgeted Personnel (excluding annual journal entries and athletics personnel)*		\$ 1,544,736
Athletics (including personnel)		\$ 926,141
Non-Discretionary Campus Program Operating Expenses		\$ 232,433
Other Collegewide Operating Expenses		\$ 680,020
Total Budgeted Expenses		\$ 4,412,062
Surplus/ Deficit		\$ -

St. Petersburg College	
FY 2024-25 Fund 3 Auxiliary Budget	
Revenues:	
Bookstore Commissions	\$ 820,000.00
Food Services/Vending Commissions	\$ 36,000.00
Royalties-Ethics Textbook	\$ 100,000.00
Royalties-Excess Bandwidth	\$ 488,000.00
Law Enforcement Applicant Screening	\$ 1,500.00
Pay For Print Sales	\$ 15,000.00
Interest	\$ 5,000.00
Royalties-Ethics Textbook Reserves	\$ 90,000.00
Other Revenue	\$ 585,500.00
Total Revenues	\$ 2,141,000.00
Expenses:	
Auxiliary Services Administrative Costs	
Computer & Equipment Leases	\$ 86,000.00
Total Expenses	\$ 86,000.00
Transfers Out to Other Funds:	
Operating Budget Fund	\$ 2,000,000.00
Scholarship Fund Mac J Williams	\$ 5,000.00
International Scholarships	\$ 50,000.00
Total Transfers Out to Other Funds	\$ 2,055,000.00
Total Expenses & Transfers	\$ 2,141,000
Excess of Revenues Over Expenses & Transfers	\$ -

St Petersburg College		
FY 2024-25 Fund 5 Scholarship Budget		
Revenues:		
Student Financial Aid Fees Collected	\$ 1,850,000	
Federal PELL and SEOG Grants	\$ 61,509,000	
Various Florida State Scholarship Grants	\$ 13,000,000	
Various SPC Foundation and Other Scholarship Grants	\$ 5,525,000	
Total Revenues	\$ 81,884,000	
Expenses:		
Financial Aid Fee Scholarships awarded:		
Student Incentive Grant Scholarships	\$ 937,500	
Johnnie Ruth Clark Scholarships	\$ 155,556	
SPC Presidential Scholarships	\$ 134,100	
Fine Arts, Visual Art, Associate to Baccalaureate, Honors College, Misc. Scholarships	\$ 622,844	
Total Financial Aid Fee Scholarships	\$ 1,850,000	
Federal PELL & SEOG Grants Awarded	\$ 61,509,000	
State of Florida Scholarships	\$ 13,000,000	
Various SPC Foundation and Other Scholarships	\$ 5,525,000	
Total Expenses	\$ 81,884,000	
Surplus/ Deficit	\$ -	



St. Petersburg College Board of Trustees Operating Budget

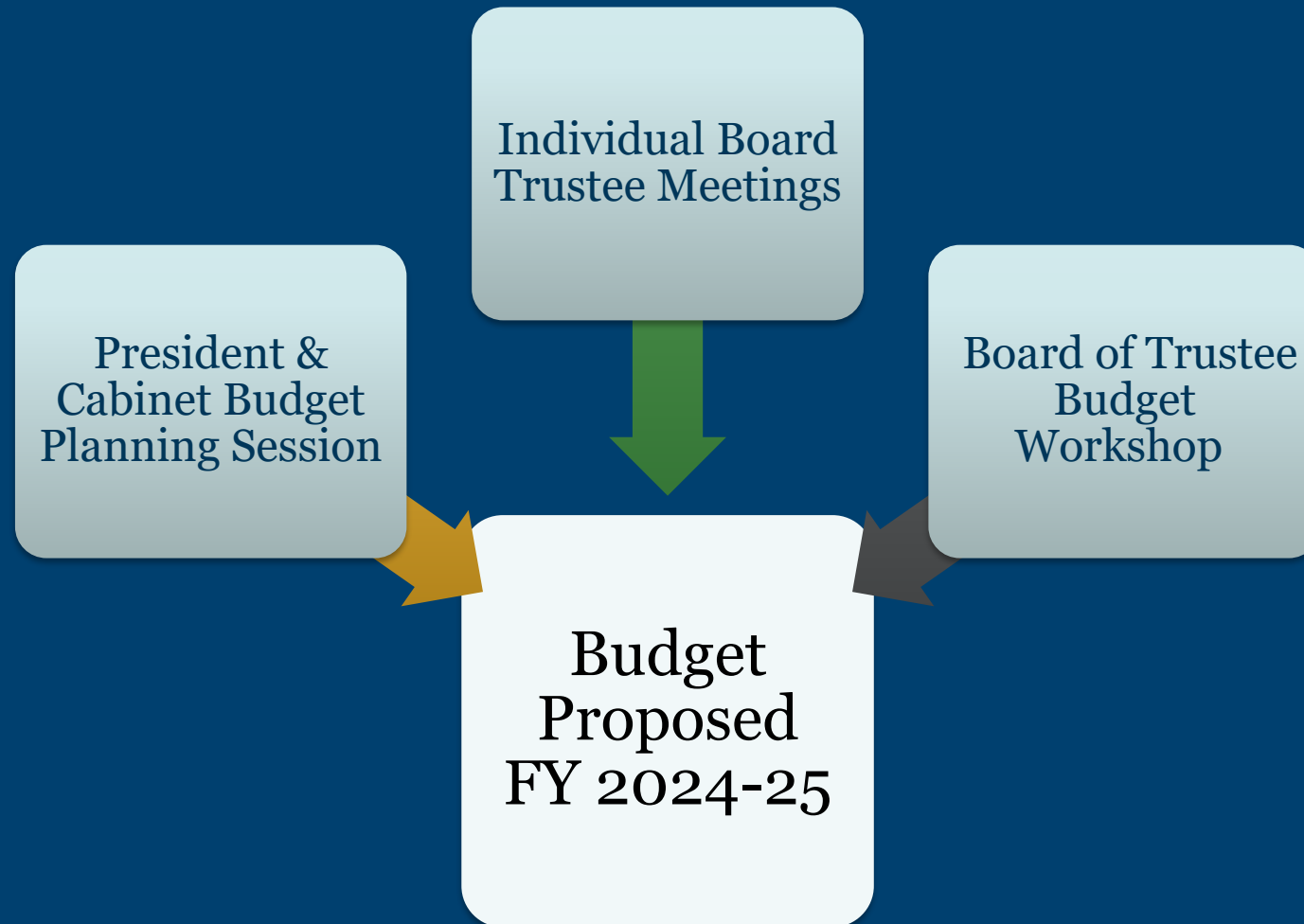
Dr. Hector Lora - AVP, Budgeting &
Strategic Planning



Contingent Governor Approval.



FY 24/25 Budget Planning Timeline



Contingent Governor Approval.



St. Petersburg College	
FY 2024-25 Fund 1 Operating Budget	
Revenue	
Student Tuition & Fees	\$ 52,301,642
State Funding	\$ 95,696,101
Other Revenues	\$ 8,262,830
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Student Financial Assistance	\$ 2,412,847
Contingency, Transfer, Etc.	\$ 4,263,562
Total Administrative	\$ 58,037,693
Total Operating Costs	\$ 168,598,816
Balance	\$ 0

Contingent Governor Approval.



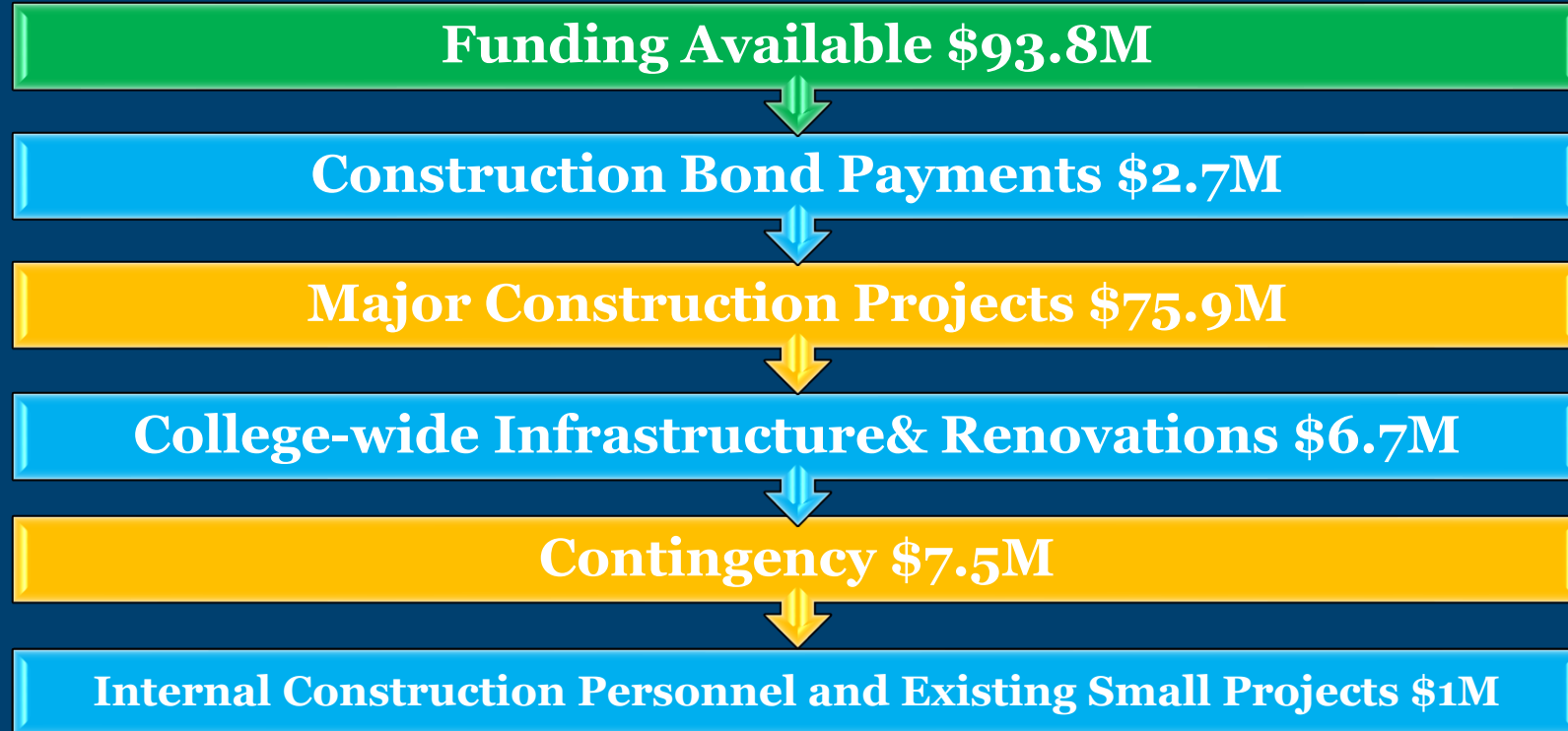
Operating Fund FY 2024-25 Budget Highlights

College Wide Highlights

- **State Appropriation**
- **FRS Increases**
- **Health Insurance Increases**
- **Utilities Increases**
- **Non-Health Insurance Increases**
- **Spending Plan \$5M**



FY 2024-25 Capital Outlay Budget





FY 2024-25 Budget Priorities

College Sustainability

**Program
Synergy**

**Students
Learning
Experiences**

**Competitive
Wages**

**Professional
Development**



FY 2024-25 Budget Approval


Approval is Sought to Adopt:

- FY 2024/25 Operating Fund Budget
 - Including
 - \$2M Auxiliary Fund Transfer In
- FY 2024/25 Capital Outlay Fund Budget

June 8, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Rodriguez, Jeffrey J	Career & Academic Advisor	Counseling & Advisement SPG	5/20/2024

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Corbit, Hope	Assoc General Counsel	College Attorney	5/13/2024
Curtis, Jessica L	Associate Dean	College of Education	5/27/2024
Duncan, Heather B	Dean, College of Education	College of Education	5/11/2024
Lee, Jean M	(Acting) Dean, College Nursing	Nursing HC	5/11/2024

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Filson, Ian	Custodian	Custodial Services SE	5/6/2024
Goodfellow, Lisa A	Sr Administrative Svcs Assist	Admissions & Central Records	5/6/2024
Halbach, Kara M	Sr Administrative Svcs Assist	Admissions & Central Records	5/6/2024
Roberson, Khalilah N	Administrative Svcs Specialist	Associate Provost Office HC	5/6/2024
Rzadzka, Ewa	Administrative Svcs Specialist	Early College/Dual Enrollment	5/28/2024
Sosnowski, Kathleen	Administrative Svcs Specialist	College of Health Sciences	5/6/2024

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date

RENEWAL CONTRACT Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date

FACULTY			
Name	Title	Department/Location	Effective Date

SUPPLEMENTAL Temporary			
Name	Title	Department/Location	Effective Date
Adamson, Patrick E	Professional Trainer-OPS	Criminal Justice AC	5/6/2024
Cooper, Thomas S	Faculty - supplemental	Humanities & Fine Arts CL	5/2/2024
Cutlip, Paul G	Faculty - supplemental	Natural Science SE	5/1/2024
Daniels, Allison K	Professional Trainer-OPS	Criminal Justice AC	5/6/2024
Dell-Jones, Julie V	Adjunct Faculty, Bach	College of Education	5/12/2024
Estlund, Amber L	Faculty - supplemental	College of Education	5/17/2024
Figliomeni, Anthony	Adjunct Faculty	College of Education	5/17/2024
Fitzgerald, Nhari Z	Adjunct Faculty	Social & Behavioral Science CL	5/20/2024
Gillia, Francesco	Adjunct Faculty	Humanities & Fine Arts CL	5/11/2024
Goodman, Jonathan R	Professional Trainer-OPS	Criminal Justice AC	5/6/2024
Hofrichter, Jamie E	Adjunct Faculty	Nursing HC	5/13/2024
Jordan, Christopher C	Professional Trainer-Supplmntl	Emergency Medical Services HC	5/20/2024
Katz, Justin T	Professional Trainer-OPS	Criminal Justice AC	5/6/2024
Koymarianos, Kiriaki	Adjunct Faculty, Bach	Business Administration SP	5/23/2024
Mead, Felicia M	Professional Trainer-OPS	Emergency Medical Services HC	5/10/2024

June 18, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President



SUBJECT: 2025 Insurance Benefits and Medical Benefit Contribution Strategy

Approval is sought to transition St. Petersburg College to the State Group Insurance Program (“SGIP”) for medical and ancillary benefits during the 2025 plan year.

St. Petersburg College (the "College") is recommending transitioning to the SGIP for medical benefits and ancillary benefits for the 2025 plan year. In accordance with House Bill 5101, the initial open enrollment period for College employees to the SGIP will be during the 2025 plan year with coverage beginning no later than July 31, 2025. Prior to the transition to SGIP, the Florida College System Risk Management Consortium (the "Consortium") and other Third-Party Administrators will continue to provide medical and ancillary benefits for College employees for the 2025 plan year, if needed

The College will adopt the SGIP as designed, which will offer the College’s employees improved benefits and broader healthcare options at a reasonable cost.

Approval is sought for a 75/25 medical benefits contribution strategy for the 2025 plan year under the Consortium, if applicable.


In August 2023, the Board approved a contribution strategy where the College would pay 100% of medical benefits for employee-only plans for 2025. With the transition to the SGIP, the College is recommending amending this previous approval and is seeking approval of a 75/25 medical contribution strategy for medical benefits under the Consortium for all College employees for the 2025 plan year. Under this strategy, the College will pay 75% of all medical benefit plans under the Consortium and employees will pay 25%. This medical contribution strategy would not apply to the benefits provided under the SGIP. This medical contribution strategy would not apply to the benefits provided under the SGIP. The College will follow the mandated contribution amounts under the SGIP.

Darryl D. Wright-Greene, Chief Human Resources and Talent Officer, recommends approval.

June 18, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Faculty Annual & Continuing Contract Recommendations (2024-2025)

Approval is sought for the following recommended personnel transactions concerning faculty appointments, which shall be enforced via contracts for employment.

Recommend appointment to a contract, contingent upon the successful completion of satisfactory service in the current contract year.

Name	Title	Effective Date
Branham, Megan	Faculty Continuing Contract	8/1/2024
Brown, Twila	Faculty Continuing Contract	8/1/2024
Cardenas, Andres	Faculty Continuing Contract	8/1/2024
Eberhardt, Pauline	Faculty Continuing Contract	8/1/2024
Ernst, Lynn	Faculty Continuing Contract	8/1/2024
Kicklighter, Janice	Faculty Continuing Contract	8/1/2024
King, Sonia	Faculty Continuing Contract	8/1/2024
Ofoulhast-Othamot, Gylidas	Faculty Continuing Contract	8/1/2024
Riggs, Carolyn	Faculty Continuing Contract	8/1/2024
Rojas, Andres	Faculty Continuing Contract	8/1/2024
Snell, Katy	Faculty Continuing Contract	8/1/2024
Lindmeier, Connie	Faculty Annual Contract	8/1/2024 - 7/31/2025
Michels, Lisa	Faculty Annual Contract	8/1/2024 - 7/31/2025

Tonjua Williams, President and Matthew Liao-Troth, Vice President for Academic Affairs, recommend approval.

June 18, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Faculty Annual and Continuing Contract Review Process (Information)

The deans addressed a number of factors associated with each faculty member as part of the decision-making process. These factors include:

Annual Contract Review Factors

- Student Course Success Rates
- Student Course Survey of Instruction Scores
- Participation in Out of Class Support
- College Service and Duties Outside the Classroom
- Professional Development Completed
- Professional Development Plan for the coming year in collaboration with Dean
- Class Observations Strengths

Additional Continuing Contract Review Factors

- Between five and seven years of satisfactory Annual Faculty Contract service
- Currency and scope of subject matter knowledge
- Relevant feedback from students, faculty and employers of students
- Service to the department, college, and community
- Demonstrated and measurable contribution to student success

Eleven faculty are recommended for Continuing Contracts and two are recommended for Annual Contracts for the 2024-2025 academic year.


The Center for Excellence in Teaching and Learning and the Instructional Design, Education and Support Team continue to provide innovative teaching workshops, webinars, and training to help faculty meet the changing needs of our current student population.

Matthew Liao-Troth, Vice President, Academic Affairs

June 18, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Accounts Receivable Write-Off

Pursuant to Section 1010.03, Florida Statutes, the College is submitting for approval the accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2022. In each instance, the receivable is at least two years old.

Accounts older than two years are written off as receivables for financial reporting purposes; however, the debt remains outstanding as an obligation for the debtor. The debtors are not allowed to register or obtain transcripts until the debt is paid in full.

Last year, we projected a 25% decrease in the write-offs due to the use of Higher Education Emergency Relief Funds (HEERF) to pay off past due amounts and came in at a 26% decrease. In addition, we recovered approximately \$90,000 from the prior year’s write-offs. We are projecting an increase next year of approximately 120% due to the expiration of HEERF funds. Approved write-offs for last year (FY21) totaled \$162,320.00.

Accounts to be written off totaling \$120,109.27 are summarized on the following schedule:

Student Tuition/Fees Debt: \$120,109.27

Total \$120,109.27

Janette Hunt, Vice President, Finance & Business Operations; Mike Meigs, Associate Vice President, Financial & Business Services; and Christina Cullers, Director of Student Accounting and Business Systems, recommend approval.

June 18, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: City of Clearwater – Strategic Plan Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the City of Clearwater for its Strategic Plan Grant. Permission is also sought to accept an estimated \$12,433 in funding over a twelve-month period for this proposal, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The City of Clearwater has allocated funding for community grants to meet the City's Strategic Priority of furthering the educational, economic, social, and cultural needs of Clearwater residents. The College has submitted a proposal in support of a Data Walk to review research findings from the Covid-learning loss Project GAIN (Generate new ideas and approaches to help students succeed; Address student challenges posed by the pandemic; Inspire students to think creatively, solve problems and pursue their educational passions; and Nurture students by providing support and encouragement so that their learning thrives) which convened Clearwater Ambassador leadership to inform decisions about policy creation and program administration, to be used for program planning. The Strategic Plan Data Walk first engages a steering committee comprised of City of Clearwater officials, SPC leadership, Project GAIN program staff, and leaders of organizations that provide services in the greater Clearwater area. The findings shared in the Data Walk will prepare decision makers and community representatives to develop critical program recommendations and action steps supporting the strategic plan of the City of Clearwater.

Engaging approximately 20 community ambassadors, funding will be used for deliverables for the Project GAIN Coordinator to help plan and implement the Data Walk convenings and presentations; local staff travel; SPC Collaborative Labs facilitation; printing and food for two in-person Data Walk events.

The period of performance is estimated to be from October 1, 2024 through September 30, 2025. The total project budget is projected to be \$12,433 over a twelve-month period, of which the College anticipates receiving the full amount.

Jamelle Conner, Vice President, Student Affairs; Mia Conza, General Counsel; Tashika Griffith, Provost, Clearwater, recommend approval.

Attachment
gms051724

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

Date of BOT Meeting: June 18, 2024

Funding Agency or Organization: City of Clearwater

Name of Competition/Project: Strategic Plan Grant

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 10/01/2024 **End:** 09/30/2025

Administrator: Tashika Griffith

Manager: Brenda J. Thompson

Focus of Proposal:

As part of the Addressing Learning Loss Clearwater grant: *GAIN* (Generate new ideas and approaches to help students succeed; Address student challenges posed by the pandemic; Inspire students to think creatively, solve problems and pursue their educational passions; and Nurture students by providing support and encouragement so that their learning thrives), SPC is replicating the Downtown Center’s successful Community Ambassador program at the Clearwater campus to build awareness of SPC programs in the community and create connection among local and civic leadership. The Clearwater Community Ambassador program engages government, business, and community service partners to strengthen SPC’s presence in the community. With this grant proposal, Phase II of the initiative will facilitate a comprehensive gathering of local leadership led by the expert facilitators of SPC’s Collaborative Labs to map aspects of community-based intervention impact, outreach efforts, and outcomes compiled for the Data Walk by the Project GAIN Coordinator. Led by a team of SPC staff comprised of Collaborative Labs technicians and representatives from SPC Project Gain implementation team, the Data Walk convening will explore key findings relevant to the community they reflect and lead discussion at each stage of this interactive presentation.

Event deliverables include an implementable action plan and timeline for action items as well as a self-assessment document to be utilized in Phase III of the proposal when leaders reconvene to share action item outcomes in Spring of 2025. The action items will be evaluated by leadership for efficacy and impact within the educational, economic, social, and cultural well-being for the constituents they serve using the self-assessment tool prepared for this purpose.

Funding will be used to support personnel to help plan and implement the Data Walk convenings and presentations, travel; SPC Collaborative Labs facilitation; and supplies for two in-person Data Walk events.

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	\$ 3,918
Fringe	\$ 901
Facilitation	\$ 6,307
Travel	\$ 50
Printing	\$ 50
Food	\$ 650
Indirect Costs	<u>\$ 557</u>
Total Budget	\$12,433

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 12,433
Total amount from funder:	\$ 12,433

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
Personnel	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other (scholarships):	N/A

College Values, Strategic Initiatives and Activities Addressed:

Value(s):	1. Community Focus
	2. Communication
Strategic Initiative(s):	1. Community Engagement
	2. Economic Mobility

June 18, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Florida Department of Education – Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

Confirmation is sought for a grant proposal, submitted subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) funds to continue Career and Technical Education programs. Permission is also sought to accept an estimated \$1,598,378 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.

Perkins V funding provides for Postsecondary Career and Technical programs, allowing St. Petersburg College to provide services to students enrolled in Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates and Career Certificate Programs.

The funding provides support for personnel to identify, enroll and assist students in the College's Career and Technical education programs, including career readiness and job placement and internship services; supports interpreting services and assistive technology; develops CTE curriculum and articulated outreach and funds minor equipment and supplies. Additionally, funding supports staff development activities to improve CTE programs, integrating academic and technical education, articulation of technical programs between Pinellas County Schools and SPC, and improvement of services to special population students.

The grant is renewable July 1 of each year through a formula-driven basis. The funding requested may change when final allocations are awarded by the state. The number of economically disadvantaged students enrolled in Associate in Science Degree and Certificate programs determine the allocation. SPC applied under one category: Postsecondary Programs.

The estimated period of performance will be from July 1, 2024 through June 30, 2025. Based on the award history, SPC is anticipating an award of \$1,598,378 over the one-year period.

Jackie Skryd, Vice President, Workforce Development & Corporate Partnerships; and Mia Conza, General Counsel, recommend approval.

Attachment
gms051724

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

Date of BOT Meeting: June 18, 2024

Funding Agency or Organization: Florida Department of Education

Name of Competition/Project: Strengthening Career & Technical Education for the 21st Century (Perkins V)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/24 **End:** 6/30/25

Administrator: Jackie Skryd

Manager: Marie Couch

Focus of Proposal:

Under the Perkins V grant, the College applies for funding for Postsecondary Career and Technical Education Programs, which include Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates, and Career Certificate Programs. This provides funding for services to assist special populations enroll in and/or complete Postsecondary Career and Technical Education programs, enhance Postsecondary Career and Technical Education programs, provide for SPC faculty to participate in training programs related to improving Postsecondary Career and Technical Education programs, integrating academic and vocational education, and cooperating with Pinellas County Schools to develop strategies for a seamless continuum of services and transition from secondary through postsecondary education.

In addition to funding staff to oversee and administer the grant activities, the award will continue to support staff working directly with students interested in or currently pursuing Career and Technical Education (CTE) programming through the purchase of related equipment, support for students with accessibility needs, training for staff and faculty, and other targeted supports.

Further promoting student success, the Perkins V grant is used to purchase classroom and event supplies that promote CTE programs such as textbook lending libraries, study guides for industry certifications, program supplies, etc. With a focus on job preparedness and placement, Perkins V funding allows SPC to offer industry certification and state licensure test preparation services. Additional expenditures such as travel to workforce and pathways related conferences are also supported through Perkins V.

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 (Salary & Benefits)	\$ 1,383,333
Travel & Professional Development	\$ 39,000
Materials & Supplies	\$ 44,225
Other: Industry Certification Fees & Preparation for Testing	\$ 100,000
Equipment (Minor)	\$ 2,500
Vendor	\$ 4,000
Professional Services	\$ 7,320
Indirect (5%)	\$ 18,000
Total	\$ 1,598,378

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 1,598,378
Total amount from funder:	\$ 1,598,378
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:	up to 5% (Total Administrative and Indirect Costs for Post-Secondary Vocational Programs category)
(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 Focus 2. Academic Excellence 3. Partnerships 4. Outstanding Service
Strategic Initiative(s):	1. Recruitment and Retention Plan 2. Pathways Initiative 3. Employee Professional Development

June 18, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: U.S. Department of Energy- Industrial Assessment Center Program (IAC)
Expansion - Round 2

Confirmation is sought for a grant proposal, submitted subject to Board of Trustees' approval, to the U.S. Department of Energy for St. Petersburg College's Industrial Assessment Center (IAC) Program Expansion - Round 2 grant. Permission is also sought to accept an estimated \$606,409 in funding over a three-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.

St. Petersburg College will participate as a college partner in the University of Miami's Florida Industrial Assessment Centers Consortium initiative through the U.S. Department of Energy IAC Program Expansion funding opportunity. The goal of the project is to support clean and sustainable energy through energy awareness, education, training, and professional certification. Over three years, SPC will work with the Consortium to plan and implement an SPC IAC to support 10 free energy assessments for businesses in Pinellas County. Trained faculty and students from the College of Business and Department of Engineering will provide these assessments. No additional teaching facility space is required for this IAC.

Funding will support a coordinator to oversee and administer the grant activities; training for two faculty; energy assessment equipment and supplies; outreach to publicize the IAC; and student scholarships to participate in the energy assessments.

The estimated period of performance will be from September 1, 2024 through August 31, 2027. SPC is anticipating an award of \$606,409 over the three-year period. See attached Information Summary for additional information.

Matthew Liao-Troth, Vice President, Academic Affairs; Emmanuel Hernandez-Agosto, Dean of the College of Business; and Mia Conza, General Counsel, recommend approval.

Attachment
gms051724

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

Date of BOT Meeting: June 18, 2024

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

Name of Competition/Project: Industrial Assessment Center (IAC)
Program Expansion - Round 2

SPC Application or Sub-Contract: Sub-contract

Grant/Contract Time Period: **Start:** 9/1/2024 **End:** 8/31/2027

Administrator: Emmanuel Hernandez-Agosto

Manager: Lynn Grinnell

Focus of Proposal:

The U.S. Department of Energy in collaboration with ENERGYWERX is providing funding to establish new industrial training and assessment centers across the United States as part of the broader Industrial Assessment Center (IAC) network. The goals are to support community and technical colleges to provide job training while helping small to medium-sized manufacturers save money, reduce energy waste and improve productivity and worker well-being through energy assessments. The University of Miami will support the expansion of Industrial Assessment Centers by partnering with other colleges such as SPC to start and implement new IACs.

The College's IAC does not require dedicated facility teaching space and will encompass both Manufacturing and Energy students from the Department of Engineering and the College of Business. The College of Business will work with the Department of Engineering to build connections with small engineering and manufacturing companies to provide free energy assessments to these companies conducted by trained faculty and paid student workers. The Center will provide hands-on application for SPC students to get their first exposure and experience to an energy assessment, and the Center would also assist students in having a practical application of these assessments within a Virtual Reality environment. Additionally, the IAC will help prepare students to perform better when attempting their LEED certification exam for the entry level certification. Overall, the IAC will assist students and employers alike to understand the different career fields and operational productivity that graduates from SPC's programs can achieve and contribute to.

In addition to funding a coordinator to oversee and administer the grant activities, the award will support training for two faculty to learn how to complete and facilitate an energy assessment based on the University of Miami protocols and model; purchase equipment and supplies needed for energy assessments; conduct outreach to highlight the IAC and its benefit to the community; and support student scholarships to participate in the energy assessments.

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 (Salary & Benefits)	\$ 299,746
Travel & Professional Development	\$ 24,049
Outreach	\$ 54,861
Materials & Supplies	\$ 14,120
Other: Scholarships, Outreach, Event	\$ 40,000
Equipment	\$ 113,592
Indirect	<u>\$ 114,902</u>
Total	\$ 606,409

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 606,409
Total amount from funder:	\$ 606,409
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:	33.41%


College Values, Strategic Initiatives and Activities Addressed:

Value(s):	1. Student Focus
	2. Academic Excellence
	3. Partnerships
Strategic Initiative(s):	1. Recruitment and Retention Plan
	2. Employee Professional Development

June 18, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Agreement with Oracle America, Inc. – Extension of Oracle Cloud Infrastructure (OCI) Service

Approval is sought to extend the existing Oracle Cloud Infrastructure (OCI) Agreement with Oracle America, Inc. The Agreement extends the College’s current contract commencing on or about July 20, 2024, and continuing for three (3) years. The cost to the College will not exceed \$2,000,000.

On June 15, 2021, the Board of Trustees approved a three (3) year contract with Oracle America, Inc. to provide the College with use of OCI services, including Infrastructure as a Service (IaaS) and Platform (PaaS) to host the College’s PeopleSoft enterprise resource planning environments. OCI services enhance the College’s disaster/business recovery strategy by hosting PeopleSoft systems in the cloud while improving efficiencies in infrastructure management, environment provisioning and maintenance.

The College now seeks approval to extend the OCI services for another three (3) years to continue to enhance the College’s disaster/business recovery strategy. The details of the Agreement include:

- A duration of 3 years commencing on or about July 20, 2024.
- Terms and conditions of the College’s previous agreement with Oracle America, Inc., which is identical or substantially similar to the Oracle Master Agreement with other Florida colleges and universities.
- A total cost not to exceed \$2,000,000.

Patrick Rinard, Vice President, Information Technology & CIO; Jerome Eberhard, Executive Director of Enterprise Systems; and Mia Conza, General Counsel, recommend approval.

June 18, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Capital Improvement Plan (CIP) for FY 2025-2026 through 2027-2028

Approval is sought from the Board of Trustees for the FY 2025-2026 Capital Improvement Plan.

The Capital Improvement Plan (CIP) is the process through which the College requests and receives construction allocations from the Public Education Capital Outlay (PECO) Fund. Each community college, college and university are required to annually submit an updated three-year plan for its capital outlay needs based upon the 5-year Educational Plant Survey. This CIP is based upon our current 5-Year Educational Plant Survey effective June 29, 2023.

Projects must be recommended and approved by the Board of Trustees and a state-validated Educational Plant Survey or Amendment is to be included on the annual CIP to obtain Public Education Capital Outlay (PECO), Facilities Enhancement Challenge Grant (FECG), Capital Outlay & Debt Service (CO&DS) and State Board of Education Bond (SBE Bond) funding.

The deadline to submit the CIP to the Division of Florida Colleges is July 1, 2024. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the 2025-26 Capital Outlay Legislative Budget Request.

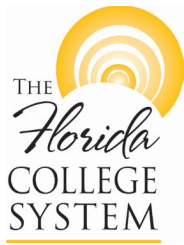
The CIP is divided into three categories:

Renovation – the general upgrade of an existing facility with no change in use (e.g. new lighting, carpeting, roof, heating, ventilating and air conditioning, and compliance with the Americans with Disabilities Act) and site improvements.

Remodeling – the changing of an existing facility by rearrangement of space, use (e.g. offices to classrooms), or any changes that impact existing.

New Construction – Design and Construction of new facilities. This also includes site acquisition.

Janette Hunt, Vice President, Finance and Business Operations; and Adam Colby, Associate Vice President, Facilities Planning and Institutional Services, recommend approval.



**FLORIDA COLLEGE SYSTEM
CAPITAL IMPROVEMENT PLAN &
LEGISLATIVE BUDGET REQUEST
FY 2025-26**

TRANSMITTAL FORM

COLLEGE St. Petersburg College

APPROVED BY BOARD OF TRUSTEES June 18, 2024
(DATE)

SIGNATURE OF PRESIDENT OR DESIGNEE _____

PRINT NAME Janette Hunt

TITLE Vice President

DATE June 18, 2024

CONTACT PERSON NAME Janette Hunt

TELEPHONE 727-341-3229

E-MAIL Hunt.Janette@spcollege.edu

**FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR
YEAR 2024-25**

CIP 1

COLLEGE:
DATE:

PROJECT TITLE (Include Site)	SITE No.	FUNDING SOURCE(S)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?***	ON APPROVED PPL?***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Collegewide Upgrade and Replace Fire Panels		SCIF	2020-23					\$400,786	YES		Complete	6/22/2023
Intrusion Hardware		SCIF	2023-24					\$54,900	YES		Complete	1/16/2024
Wayfinding and Campus Signage		SCIF	2020					\$200,000	YES		Construction	7/30/2025
Remodel Business Tech, CL	2	SODA \$65,059.28/SCIF\$1,832615.28/CODS \$1,402,740.56	2020-23					\$3,269,025	YES		Complete	7/13/2023
Cooling Tower Replacement, SPG	3	SCIF 86,9065.66 SODA 26,590	2019-23					\$895,656	YES		Complete	6/6/2023
								\$4,820,367				
CLW Campus Renovations	2	DFR MNT- SEC 197	2022-23					\$7,485,000	YES		Construction	12/31/2025
SPG Campus Renovations	3	DFR MNT- SEC 197	2022-23					\$7,660,000	YES		Construction	12/31/2025
Seminole Campus Renovations	4	DFR MNT- SEC 197	2022-23					\$4,201,000	YES		Construction	12/31/2025
Tarpon Springs Campus Renovations	5	DFR MNT- SEC 197	2022-23					\$5,900,000	YES		Construction	12/31/2025
Downtown Center Renovations	15	DFR MNT- SEC 197	2022-23					\$4,065,000	YES		Planning	12/31/2025
Palladium Theater Life Safety Renovations	3	DFR MNT- SEC 197	2022-23					\$450,000	YES		Planning	12/31/2025
Midtown Center, Gym Renovations	16	DFR MNT- SEC 197	2022-23					\$6,310,000	YES		Planning	12/31/2025
Epi Center Renovations	1	DFR MNT- SEC 197	2022-23					\$5,232,000	YES		Construction	12/31/2025
Fire Training Center Renovations	17	DFR MNT- SEC 197	2022-23					\$1,750,000	YES		Planning	12/31/2025
Allstate Renovations	9	DFR MNT- SEC 197	2022-23					\$3,976,500	YES		Planning	12/31/2025
Health Education Renovations	8	DFR MNT- SEC 197	2022-23					\$547,141	YES		Construction	12/31/2025
Beta AC connection to Central Plant chilled water	5	DFR MNT	2022-23					\$400,000	YES		Planning	12/31/2025
BB roof replacement (Phase 3)	5	DFR MNT	2022-23					\$750,000	YES		Construction	12/31/2025
Leepa-Rattner lighting system replacement	5	DFR MNT	2022-23					\$300,000	YES		Planning	12/31/2025
Upgrade Chiller Plant and Controls	5	DFR MNT	2022-23					\$1,500,000	YES		Planning	12/31/2025
Tarpon Springs Café Renovation	5	DFR MNT	2023-24					\$215,626	YES		Complete	2/6/2024

**FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR
YEAR 2024-25**

CIP 1

COLLEGE:
DATE:

PROJECT TITLE (Include Site)	SITE No.	FUNDING SOURCE(S)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY? **	ON APPROVED PPL? ***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Parking lot repairs, sealing & striping	5	DFR MNT	2022-23					\$50,000	YES		Planning	12/31/2025
Electrical Submeter install	5	DFR MNT	2022-23					\$50,000	YES		Planning	12/31/2025
Chillers and mini splits replacement, Palladium	3	HEERF	2021-22					\$270,254	YES		Complete	3/26/2024
Workforce Incubator, TS	5	TransferIn \$7,830,813/Proceeds of sale RT \$429,187	2022-23					\$8,260,000	YES		Construction	12/31/2024
Simulation City (4 Modular Buildings), AC	9	Grant \$510,000/Transfer In \$400,000	2022-23					\$897,689	YES		Complete	2/15/2024
Parking Garage Barrier Arm, DT	15	SCIF	2023					\$48,429	YES		Complete	5/10/2024
Convert Bookstore to Conference Room, DT	15	SCIF	2023-24					\$268,046	YES		Complete	8/22/2023
EMT Program Buildout, SPG	3	MSTR-PLN	2024-25					\$2,000,000	YES		Planning	1/30/2026
Lineworker Program Buildout, SPG	3	MSTR-PLN	2024-25					\$1,000,000	YES		Planning	10/30/2025
Nursing Program Buildout, SPG	3	MSTR-PLN	2024-25					\$5,500,000	YES		Planning	1/30/2026
TE Classrooms and LA Offices Remodel, SPG	3	MSTR-PLN	2024-25					\$1,500,000	PENDING		Planning	1/30/2026
Paramedic Program Buildout, SPG	3	MSTR-PLN	2024-25					\$5,500,000	YES		Planning	1/30/2026
NS Science Lab Repairs, SPG	3	MSTR-PLN	2023-25					\$1,000,000	YES		Planning	7/1/2025
BT Remodel for TSS, CLW	2	MSTR-PLN	2025-26					\$250,000	PENDING		Planning	12/31/2026
SS Remodel for Bookstore, CLW	2	MSTR-PLN	2025-27					\$250,000	PENDING		Planning	12/31/2025
High School Security Improvements, DT	15	TBD	2026					\$3,000,000	PENDING		Planning	1/31/2027
Palladium Theater Renovations	3	TBD	2025					\$10,000,000	PENDING		Planning	12/31/2026
								\$90,586,666				
FECGP - Natural Habitat Park & Site Improvements - Seminole Campus	4	FECGP						\$100,000				
FECGP -Ren/Rem District Office Building - Epi Center	1	FECGP						\$10,000				
FECGP -Orthotics & Prosthetics Building, Equip & Site Imp. Health Ed Ctr (pce)	8	FECGP						\$8,450				
FECGP -Ren/Rem Palladium Bldg. - St. Petersburg/Gibbs Campus	3	FECGP						\$300				

**FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR
YEAR 2024-25**

CIP 1

COLLEGE:
DATE:

PROJECT TITLE (Include Site)	SITE No.	FUNDING SOURCE(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY? **	ON APPROVED PPL? ***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
FECGP -Rem/Ren Add Student Services Building St. Petersburg Gibbs	3	FECGP				\$26,500		\$26,500				
FECGP -Ren/Ren Annex 2 Building - Epi Center	1	FECGP				\$2,000,000		\$2,000,000				
								\$2,145,250				

Add lines as necessary.

- NOTES:**
- * Please include any outstanding Facility Enhancement Challenge Grant Projects that remain eligible for future funding and indicate how any state match funds will be used as a note. (Identify by adding FECGP in parentheses at the end of project name.)
 - ** Projects using state funds and/or Capital Improvement Fees must be survey recommended (except for maintenance & repair projects).
 - *** Projects using CO&DS funds must also be included on the constitutionally-required Project Priority List (PPL).

June 18, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Capital Improvement Plan (CIP) for FY 2025-2026 through 2027-2028

Approval is sought from the Board of Trustees for the FY 2025-2026 Capital Improvement Plan.

The Capital Improvement Plan (CIP) is the process through which the College requests and receives construction allocations from the Public Education Capital Outlay (PECO) Fund. Each community college, college and university are required to annually submit an updated three-year plan for its capital outlay needs based upon the 5-year Educational Plant Survey. This CIP is based upon our current 5-Year Educational Plant Survey effective June 29, 2023.

Projects must be recommended and approved by the Board of Trustees and a state-validated Educational Plant Survey or Amendment to be included on the annual CIP to obtain Public Education Capital Outlay (PECO), Facilities Enhancement Challenge Grant (FECG), Capital Outlay & Debt Service (CO&DS) and State Board of Education Bond (SBE Bond) funding.

The deadline to submit the CIP to the Division of Florida Colleges is July 1, 2024. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the 2025-26 Capital Outlay Legislative Budget Request.

The CIP is divided into three categories:

Renovation – the general upgrade of an existing facility with no change in use (e.g. new lighting, carpeting, roof, heating, ventilating and air conditioning, and compliance with the Americans with Disabilities Act) and site improvements.

Remodeling – the changing of an existing facility by rearrangement of space, use (e.g. offices to classrooms), or any changes that impact existing.

New Construction – Design and Construction of new facilities. This also includes site acquisition.

Adam Colby, Associate Vice President, Facilities Planning and Institutional Services; recommends approval.

**FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2025-26 through 2027-28**

CIP 2

COLLEGE:

MAINTENANCE, REPAIR & RENOVATION PROJECTS

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-26	2026-27	2027-28	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

*Total Project Cost includes funding from all sources

TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS \$ - \$0 - \$ -

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-26	2026-27	2027-28	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2023	New Const	Allied Health and Student Success Center	2	\$57,730,635	\$7,108,029	\$6,104,130	\$70,942,794		\$8,893,702	\$79,836,496	YES
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

*Total Project Cost includes funding from all sources

TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS \$57,730,635 \$7,108,029 \$6,104,130 \$ 70,942,794

GRAND TOTAL OF ALL PROJECTS \$ 57,730,635 \$ 7,108,029 \$ 6,104,130 \$ 70,942,794

FLORIDA COLLEGE SYSTEM
CIP 3A CAPITAL PROJECT EXPLANATION
2025-26 through 2027-28

CIP 3A

College Name	Saint Petersburg College			
Project Title	Allied Health and Student Success Center			
Budget Entity Priority	1			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project	Renovation	Remodel	New Construction	Acquisition
			X	

GEOGRAPHIC LOCATION

Official College Site Number	Site Street Address	City	County
2	2465 Drew Street, Clearwater FL, 33765	Clearwater	Pinellas

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

Project Justification:
 On February 21st, 2023, St. Petersburg College Board of Trustees authorized the disposal of the Health Education Center (HEC), Site # 8 (Survey #2, Version 18, Recommendation # 8.014), due to the facility age, facility conditions, and remodel/renovation cost. HEC currently houses the College's Nursing, Surgical Tech, Orthoptic and Prosthetics, Health Sciences, NIP Tutoring, Radiography, EMT/EMS/Paramedic, Respiratory programs. The Clearwater campus has been recommended as the ideal location for the Nursing, Respiratory and Orthotics and Prosthetics programs.

Project Scope:
 Design and construction of an approximately 82,000 sq ft health education and student success facility on the Clearwater campus, Site # 2. The proposed facility will be located where the current Social Science facility (SS Bldg.) is located on the campus as a replacement facility. Demolition of the SS Bldg. and the addition of temporary portables will be necessary for this project.

RESERVE ESCROW 0.5% (per s. 1001.03(19)(c) , F.S.)

Building value: \$56,640,953

Source of valuation for remodel or renovation:
 1st year escrow deposit amount: \$283,205
 Escrow funding source: SCIF

Comments:

Initial Year Requested: 2024 **Has this project ever been vetoed? If so, list year(s):**

List All Proposed Sources of Funding:

Projected Bid Date/Start of Construction (Month, Year): January 2025
Projected Occupancy Date (Month, Year): December 2028

Funding Educational Specifications Section (must be completed for all first-year priority construction)

Date of Survey	Survey Recommendation No.	Space Category	Survey Recommended Total NSF	NSF Used	Student Stations Used
06/21/2017	8.014	Teaching Lab	82,000		TBD
Total NSF Used				0	

CIP 3B COST WORKSHEET

CIP 3B

Saint Petersburg College

Allied Health and Student Success Center

BUILDING SPACE DESCRIPTION

NEW CONSTRUCTION					
CATEGORY	NSF	GSF	\$/GSF	Local Factor	Const. Cost
Classroom	7,000	9,943	\$ 449.32	1.03	\$ 4,601,616
Teaching Lab	50,000	71,020	\$ 470.94	1.03	\$ 34,449,544
Library			\$ 396.25	1.03	-
Vocational Lab			\$ 470.94	1.03	-
Office			\$ 482.72	1.03	-
Auditorium - Exhibit			\$ 504.53	1.03	-
Instructional Media			\$ 328.58	1.03	-
Gymnasium			\$ 353.15	1.03	-
Student Service	25,000	35,510	\$ 480.92	1.03	\$ 17,589,793
Support Service			\$ 328.58	1.03	-
TOTAL	82,000	116,473	Wt. Avg. 446.72		
New Construction Cost					\$ 56,640,953
REMODELING/RENOVATION*					
NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost	
<i>NOTE: Remodel \$/GSF calculated as 65% of new construction rate for the Student Services space category.</i>		0	1.03	-	
			1.03	-	
TOTAL	-	0		\$ -	
Remodeling/Renovation Cost*					\$ -
<p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p>					
Base Construction for New & Rem/Ren					\$ 56,640,953
Site development/improvement** (2.6%)					-
Total Base Construction Costs					\$ 56,640,953

**Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

PROJECT COMPONENT COSTS & PROJECTIONS

		Costs	Year 1	Year 2	Year 3	TOTAL
		Incurring to date	2025-26	2026-27	2027-28	
1. CONSTRUCTION COSTS						
a.	Total Base Construction Cost (from above)		\$51,890,953	\$3,500,000	\$1,250,000	\$56,640,953
Additional Extraordinary Construction Costs						
b.	Environmental Impacts/Mitigation			\$100,000	\$50,000	\$150,000
c.	Site preparation		\$4,100,000			\$4,100,000
d.	Landscape/Irrigation			\$90,000		\$90,000
e.	Plaza/Walks			\$180,000		\$180,000
f.	Roadway improvements			\$120,000	\$180,000	\$300,000
g.	Parking spaces:					\$0
h.	Telecommunication		\$70,000	\$30,000	\$15,000	\$115,000
i.	Electrical service		\$12,000	\$183,000	\$35,000	\$230,000
j.	Water distribution		\$40,000	\$150,000	\$60,000	\$250,000
k.	Sanitary sewer system		\$26,000	\$230,000	\$64,000	\$320,000
l.	Chilled water system & HVAC		\$650,000	\$165,000	\$105,000	\$920,000
m.	Storm water system		\$10,000	\$33,000	\$25,000	\$68,000
n.	Energy efficient equipment		\$40,000	\$12,000	\$26,000	\$78,000
o.	Other: access control system and misc.		\$1,225,702	\$767,000	\$100,000	\$2,092,702
Subtotal: CONSTRUCTION COSTS		\$0	\$58,064,655	\$5,560,000	\$1,910,000	\$65,534,655
2. OTHER PROJECT COSTS						
a.	Land/existing facility acquisition***	\$0				\$0
b.	Professional Fees					
	1) Planning/programming (1%)		\$566,410			\$566,410
	2) A/E fees (7.8%)		\$3,092,596	\$883,599	\$441,799	\$4,417,994
	3) Inspection Services*** (sugg. 0.5%)			\$283,205		\$283,205
	4) On-site representation (1.3%)			\$368,166	\$368,166	\$736,332
	5) Other prof. services*** (sugg. 0.5%)		\$283,205			\$283,205
c.	Testing/surveys (2.2%)		\$1,246,101			\$1,246,101
d.	Permit/Environmental Fees***		\$84,961	\$339,846		\$424,807
e.	Miscellaneous cost*** (sugg. 1-3%)		\$566,410			\$566,410
f.	Movable equipment/furnishings (10.2%)			\$1,733,213	\$4,044,164	\$5,777,377
*** As needed	Subtotal: OTHER PROJECT COSTS	\$0	\$5,839,682	\$3,608,029	\$4,854,130	\$14,301,841
TOTAL PROJECT COST		\$0	\$63,904,337	\$9,168,029	\$6,764,130	\$79,836,496

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
			CO & DS	2024/25	\$ 8,893,702	2025-26	\$ 57,730,635	(number below should equal Total Project Cost)
						2026-27	\$ 7,108,029	
						2027-28	\$ 6,104,130	
		\$ -			\$ 8,893,702		\$ 70,942,794	\$ 79,836,496

**Higher Educational Facilities
Return on Investment**

Institution: St Petersburg College
Project: Allied Health and Student Success Center
Total Funding: \$79,836,496
Previous Funding (State and Local): None
Workforce Project (Yes or No): Yes
Contact Person (Name, Position, Phone No.): Adam Colby, AVP, Facilities Planning & Institutional Services, 727-341-3288

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)
Explanation: This project will allow SPC to increase the degrees awarded in the critical health fields. Approximately 400-500 students are prevented access to SPC's Nursing program due to limited space.
2. Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)
Explanation: SPC expects a 25-30% increase in graduates.
3. Amount of Additional Research Funding to be Obtained; Patents Awarded
Explanation: N/A
4. Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast
Explanation: Health-related graduates are in a high-demand field. Locally the Education and Health Services industries increased the number of jobs by 2,100 positions in 2019 when compared to the previous year.
5. Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students
Explanation: We anticipate continued partnerships with NUHS, Barry University, and over 350 clinical affiliations to include BayCare, HCA, VA Health, Advent Health, and several others.
6. Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: The project will replace the current half-century old building. The original building was designed as a department store and remodeled to accommodate health programs.

7. Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation: Partnerships are anticipated but not yet formalized.

8. Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation: A castaldi report drafted in 2018 deemed demolition of the current building is more cost effective than remodeling or renovating the approximately 50 year old building. A new building will have an increased life cycle of 20+ years with reduced maintenance cost.

9. Projected Facility Utilization Rate

Explanation: Utilization rate is expected to increase to 100% due to a more effective design and a smaller footprint.

10. Current/Projected Campus Utilization Rate

Explanation: N/A

Other Pertinent Information not included above:

**DIVISION OF FLORIDA COLLEGES
2025-26 Request for Legislative Action**

College: St. Petersburg College

Requested Actions: Property acquisition (land or facilities) or construction of new facility using non-PECO fund source, which will require state operating dollars; or, request for reappropriation of funds from one project to another (survey-recommended) project.

1. None at this time.

June 18, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President



SUBJECT: Lease Agreement with Suncoast CJD, Inc. for use of Southwest HEC Parking Lot

Confirmation is sought for a Lease Agreement entered into, subject to Board of Trustees' approval, with Suncoast CJD, Inc. to allow for their use of the Southwest Parking Lot at the Heath Education Center. The Agreement commenced on June 1, 2024, and is anticipated to continue through July 31, 2025. **This authorization includes authority for the President to enter into any amendments, extensions or renewals of the foregoing Lease, including, but not limited to, changes to the lease period and space utilized.**

In exchange for the use of the Southwest Parking Lot at the Health Education Center, the College's Foundation received a 2024 Dodge Ram 2500 Cargo Van with 000,026 miles from Suncoast CJD, Inc. The approximate value of the Cargo Van is \$61,430.

Suncoast CJD, Inc. will use the HEC parking lot for vehicle parking only and shall be subject to the College's rules and regulations while on the College's premises.

The attached Lease Agreement is being provided to the Board as required by Florida Statutes, Chapter 1013.15 Lease, rental, and lease-purchase of educational facilities and sites, Section (1):

Prior to entering into or execution of any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

Janette Hunt, Vice President, Finance and Business Operations; Adam Colby, Associate Vice President, Facilities Planning and Institutional Services; and Mia Conza, General Counsel, recommend approval.

Attachment

ST. PETERSBURG COLLEGE AND SUNCOAST CJD, INC.
USE OF PARKING FACILITIES AGREEMENT

THIS AGREEMENT, entered into this day of May __, 2024, by and between **THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**, whose mailing address is P.O. Box 13489, St. Petersburg, Florida, 33733-3489, hereinafter referred to as the (“College”), **THE ST. PETERSBURG COLLEGE FOUNDATION, INC.**, whose mailing address is P.O. Box 13489, St. Petersburg, Florida, 33733-3489, hereinafter referred to as the (“Foundation”), and **SUNCOAST CJD, INC.**, whose principal address is 8755 Park Blvd, Seminole, Florida, 33777, hereinafter referred to as (“Suncoast”).

WITNESSETH:

WHEREAS, Suncoast desires to use a designated portion of the College’s Health Education Center parking facilities, located at 7200 66th Street North, Pinellas Park, Florida, 33781, hereinafter referred to as the (“HEC Parking Facility”), in order to provide temporary parking accommodations for vehicles while Suncoast undergoes renovations to their dealership; and

WHEREAS, the College desires to provide for Suncoast’s use, parking accommodations consisting of the designated portion of the HEC Parking Facility, beginning June 1, 2024 and extending for the duration of time on such terms and conditions as are set forth below;

NOW, THEREFORE, In consideration of the premises and other good and valuable consideration the adequacy of which is hereby acknowledged and subject to the terms and conditions set forth below, the parties covenant and agree with each other as follows:

- I. SUNCOAST’S USE OF ST. PETERSBURG COLLEGE PARKING FACILITY.
 - a. The College does hereby grant Suncoast a limited license for the exclusive purpose of vehicular parking on the southwest lot of the HEC Parking Facility, as shown in the Site Plan attached hereto as **Exhibit A** and specifically incorporated herein by reference.
 - b. The term of the Agreement shall commence on June 1, 2024, and continue until July 31, 2025 (“Term”). During the Term, this Agreement may be terminated for any reason whatsoever upon mutual, written agreement of the parties. Either party may terminate this Agreement for cause immediately upon the other party’s failure to comply with the provisions of this Agreement (“breach”); provided that the breaching party has not cured such failure within thirty (30) days after receipt of notice of the breach.
 - c. The HEC Parking Facility shall be used for vehicular parking only; use of the Facility for any other purpose is expressly prohibited. Suncoast, on behalf of itself, its employees, agents and invitees, agrees to abide by all College rules and regulations governing conduct while on the College’s premises. Suncoast shall provide reasonable supervision and oversight at the College’s HEC Parking Facility to ensure compliance with the same by its employees, agents and invitees.

- d. Suncoast at its sole cost and expense shall provide: (i) fencing around the designated and agreed upon area and removal of fencing upon completion of the agreement; (ii) transportation of vehicles to and from its dealership; and (iii) all equipment and materials necessary for the purpose of this Agreement.
- e. Suncoast shall assist the College in ensuring that persons utilizing the HEC Parking Facility do not park outside the designated areas. At no time will parking be permitted either temporarily or otherwise on any landscaping, in any fire lanes or in places which would impede access to any buildings or facilities located on the Health Education Center.
- f. In no event shall the College be responsible for the safety and/or security of Suncoast vehicles, its officers, directors, employees, agents, contractors, or invitees utilizing the HEC Parking Facility, or for the property of said enumerated individuals, including but not limited to, their vehicles and the contents located therein. Suncoast shall indemnify, defend and hold the College harmless from any and all such claims, demands or causes of action by said enumerated individuals for personal injury (including death) or property damage, occurring while, or arising from, their use of the Health Education Parking Facility.
- g. Under no circumstances may Suncoast: (1) perform vehicle repairs or maintenance or (2) dispose of parts or equipment at the HEC Parking Facility. In case of a leak or spill, Suncoast will conduct all cleaning and repair of facilities in compliance with the College standards and any applicable laws or regulations.

2. LICENSE FEE. Suncoast shall donate to the St. Petersburg College Foundation for the College's use, a 2024 2500 CARGO VAN HIGH ROOF, or similar make and model that is mutually agreed upon, with no more than 1,000 miles, for the license to use the HEC Parking Facility as provided herein. Suncoast shall provide the College a van on or before June 30, 2024, using the in-kind donation form in **Exhibit B**.

3. INSURANCE.

Suncoast is required to maintain at its sole cost and expense the following insurance coverages:

- a. General liability coverage of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate and coverage shall include premises, operations, products, completed operations, contractual liability covering this Agreement, broad form property damage coverage, personal injury and bodily injury.
- b. Commercial Automobile Liability coverage with a combined single limit of \$1,000,000.00 for each accident, including coverage for owned, non-owned and hired automobiles.
- c. Excess/Umbrella Liability coverage in the amount of \$4,000,000.00 per occurrence.

All such policies shall name the Board of Trustees of St. Petersburg College as an additional insured and Suncoast shall within thirty (30) days of the beginning of the agreement provide the College with a Certificate of Insurance evidencing such coverage. Failure to provide evidence of insurance coverage as set forth herein shall result in immediate termination of this Agreement and the limited license granted herein.

4. INDEMNIFICATION. Suncoast shall indemnify, defend and hold the College harmless from and against any and all actions, liabilities, damages, expenses, claims, demands, and causes of action, including all expenses of litigation, including attorney's fees and court costs through appeal, arising out of or related to death or injury to any person, or the damage loss or destruction of any property (whether the College's property or that of third parties) which may occur as a result of the use of the College's property (including any portion thereof which Suncoast has not been authorized to use), including use by its officers, directors, employees, agents, contractors or volunteers.

5. NON-DISCRIMINATION. Neither Suncoast nor the College shall discriminate in their employment practices against any individual on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, sexual orientation, gender identity, genetic information, nor will either discriminate against any qualified individual with disabilities. Suncoast and the College recognize that sexual harassment constitutes discrimination on the basis of sex.

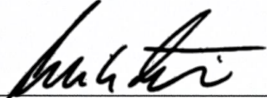
6. PUBLIC RECORDS LAW. This Agreement is subject to the Public Records Law of the State of Florida, Chapter 119, Florida Statutes. Suncoast agrees that it shall allow public access to all documents, papers, letters and other materials made and received in conjunction with this Agreement, as required by Florida Law. If Suncoast fails to comply with the requirements of this provision, the College may unilaterally terminate this Agreement without further liability.

7. PERMITS AND EASEMENTS. Suncoast represents and warrants that it has obtained all necessary permits and easements required to allow designated Suncoast employees to have access to and from the HEC Parking Facility to the site of the Suncoast dealership.

8. ASSIGNMENT. This Agreement shall not be assigned by Suncoast without the express written consent of the College, which consent may be given in College's sole discretion.

In Witness Whereof, the parties hereto have executed this Agreement by their duly Authorized Officers.


THE ST. PETERSBURG COLLEGE
FOUNDATION, INC.

By: 

Jesse Turtle, VP Institutional Advancement
& Executive Director, St. Petersburg College Foundation

Date: 5/23/24

THE BOARD OF TRUSTEES OF ST.
ST. PETERSBURG COLLEGE

By: 

Vice President, Finance & Business Operations

Date: 5/23/24

SUNCOAST CJD, INC.

By: 

Date: 5-24-24

EXHIBIT A



Programs

June 25th, 2024

Women in the Workforce

Tampa Bay Business & Wealth (TBBW) magazine and ISPS will host a program about women in the workforce. The panel features winners from TBBW's 2024 Women Who Win Awards, including ISPS Board Member Valerie Lavin, Founder & CEO, Luminary, SPC's own Dr. Jackie Skryd, Vice President of Workforce Development & Corporate, Partnerships, Kate Sawa, President, St. Joseph's Hospitals Foundation and Dr. Sarah Combs, CEO, University Area Community Development Corp.

News

- Board of Directors Updates
 - ISPS will host a [quarterly](#) Board of Directors' meeting on August 12th.
 - The various working committees of the Board will host their quarterly meetings the week prior on August 5th.
 - The Board enjoyed the quarterly meeting and social at The Hangar Restaurant & Flight Lounge on May 13th.
 - Thank you to Jo-Lynn Brown for her service as Chair of the ISPS Board.
 - Gershon Faulkner launched Faulkner Surety and Insurance.
- Team Updates
 - ISPS is publishing its first ever magazine. Written, designed and produced by Matthew Lee, ISPS's Communication Coordinator, it features the organization's accomplishments, recent projects, history and much more.
 - ISPS is collaborating with many partners over the Summer, including the Florida College System (FCS) Joint Councils, FCS Activities Association, SPC's College of Business, University of Central Florida's Lou Frey Institute, and the American Center for Public Leadership at Southeastern University.
 - ISPS published its [May](#) newsletter.
- Executive Director Update
 - Kimberly G. Jackson presented about ISPS to The Rotary Club of St. Petersburg.



Kindly follow us on:

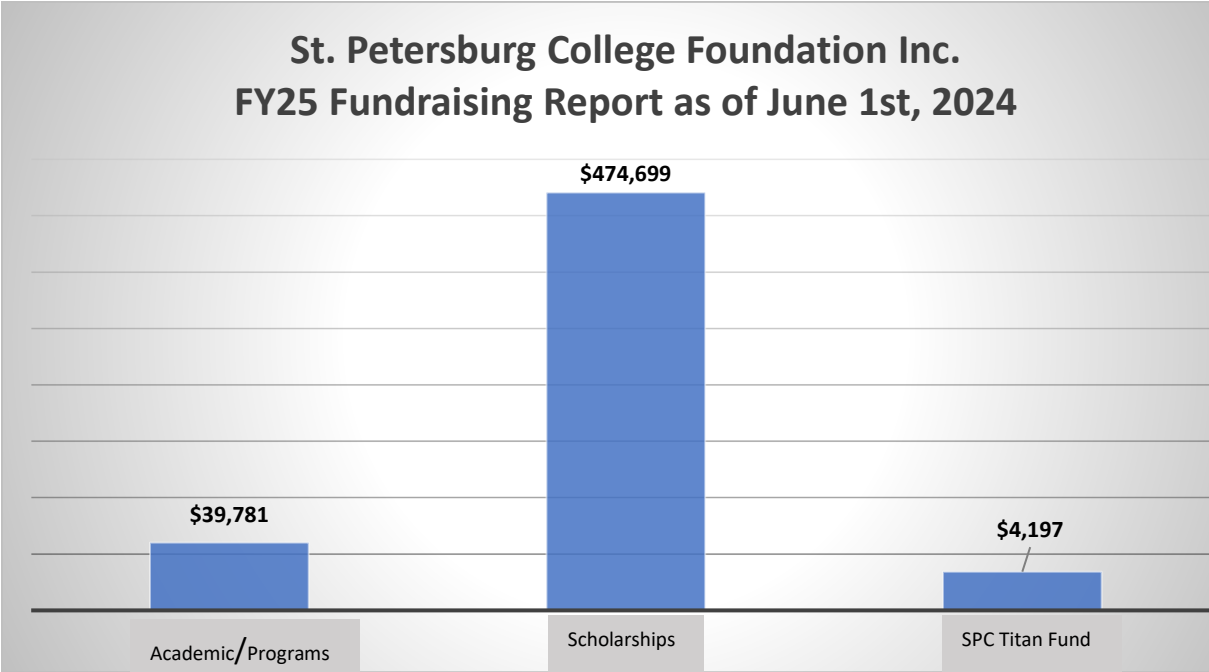


Kimberly G. Jackson, Esq.
Executive Director
ISPS

Foundation Report

BOT June 2024 Update

Dashboard



Fund Category	FY25	FY24
Academic/Student Programs	\$ 39,781	\$ 4,572,124
Scholarships	\$ 474,699	\$ 4,539,186
SPC Titan Fund	\$ 4,197	\$ 148,237
Total:	\$ 518,677	\$ 9,259,547

Expense Report:

As of May 31st, the Foundation provided the following support to SPC:

- **\$1.7M** in scholarships to SPC students.
- **\$1.8M** in program support, providing support to such programs as
 - Alumni Association
 - Academic Affairs Department
 - African American Male Initiative
 - Athletic Boosters
 - Black Girl Magic Event
 - Business Plan & Elevator Pitch Competition
 - College of Education
 - College of Nursing
 - Dental Hygiene Department
 - Fall Enrollment Initiative
 - Grants Department

- Humanities & Fine Arts Department
- Learning Resources Centers
- College Marketing & Communications
- Mental Health Awareness/Allied Health
- Natural Sciences
- Palladium Theater
- Social Justice Initiative
- SPC Collegiate High School
- Veterinary Technology Program
- Welcome Back Titans Event
- Women on the Way & Keys to Manhood
- Workforce Development

Topic of the Month

- The Annual SPC Day on September 12th.

Palladium Board Report

June 2024

1. We are still anticipating the \$1 million state appropriation for our renovation project. It awaits the governor's signature. Working with the SPC grants office, SPC accounting and the SPC Foundation, the Palladium applied for \$2.5 million in support for our renovation from the Tourist Development Council. Discussions with the design team are ongoing – focusing lately on seats and seat design and doors.
2. The St. Petersburg Downtown Partnership is honoring Sen. Darryl Rouson with a breakfast on June 18. The Palladium is providing our main stage at no cost for the breakfast meeting. Sen. Rouson was the sponsor of our state appropriation bills in 2023 and 2024.
3. In partnership with the SPC Foundation, the Palladium hosted the Helen Leslie Society event on May 18, that included 30 tickets to our Side Door show, *Swinging Down Broadway*.
4. While our rental business slows from July to just after Labor Day, the Palladium remains active all summer, with weekend shows in our nightclub and mainstage. Look for major promotions around the Palladium's summer season coming soon.
5. The Palladium's 2024-25 class of the Palladium Creative Fellows gathered on May 20 for a social hour and a photo, along with some former fellows. This program, now three years old, provides a select group of performing artists \$2,500 stipends from the Palladium to create new work that will premiere at the Palladium the following year.

**Leepa-Rattner Museum of Art (LRMA)
June 2024 Report of SPC BOT**

LRMA Updates

- **AAM Reaccreditation** – LRMA’s peer review has been submitted for review by AAM Commission. One outstanding document is under review between LRMA, SPC General Council and Foundation (MOU for “Transfer of Assets” and “SPC Foundation Shared Authority of the Care of Collections”) to be sent to AAM by June 10th. AAM Commission review in June. Final decision of reaccreditation will be made in June-July 2024.
- **Mitchell Gallery unveiling** - April 18, 2024, 60 guests including members of the SPC Foundation Board, President Williams, past LRMA Board, current Advisory Board, docents and family members celebrated the unveiling of the Mitchell Galleries.

LRMA Exhibitions

Summer 2024 - May 18 – August 4, 2024 (Opening reception Thursday, May 23, 2024 at 6-8pm)

- **Interwoven Legacies: Celebrating 25 Years of the Tampa Bay Surface Design Guild in Honor of Marlene Glickman** (Mitchell Gallery and Interactive Gallery) celebrates 25 years of the Tampa Bay Surface Design Guild and honors artist, member, and past president Marlene Glickman. Founded in the early 90’s by a group of eight women who wanted to share their knowledge and create a larger creative exchange in the medium of fiber arts. This group has grown to well over 100 members. Their work is recognized both nationally and internationally.
- **Donald Sultan: Beyond the Surface** (Center Gallery) explores Sultan’s use of non-traditional materials which manifest at an intersection of artistic movements and media. By embracing the unconventional, he challenges traditional perspectives in understanding art, encouraging viewers to reconsider the relationship between material and artistic intent.
- **Florence Putterman: With Love** (Lothar and Mildred Uhl Works on Paper Gallery) celebrates Putterman’s 50-year career as a leading woman artist with groundbreaking explorations of abstract art. She uses inspirational imagery and creates a language of fantasy, emotion and wonder influenced by her travels in the world as well as from her residences in Pennsylvania and Florida.

Fall 2024 – Fall exhibitions celebrate influential arts educators in higher learning.

August 24 – December 15, 2024

- **Recontextualizing the Atlas: Five Decades of Barton Gilmore** (Mitchell Gallery) SPC Fine Arts Faculty Retirement exhibition for Gilmore, Department Chair of Photography.
- **City of Dreams: Peter Milton Through the Veil of Surrealism** (Lothar and Mildred Uhl Works on Paper Gallery) celebrates the new acquisition of Milton’s detailed etchings donated by renowned art dealer John Szoke.

August 24 – December 8, 2024

- **Bruce Marsh: Terra Incognita** (Interactive Gallery) celebrates Marsh’s painting career and influence as a professor at SPJC and USF.
- **Dolores Coe: Lost Worlds** (Center Gallery) explores new paintings by Coe who was a professor at Ringling College of Art.

LRMA Education/Programs - Please visit <https://leeparattner.org/calendar/>

- Weekly **Docent tours:** Wednesdays & Sundays at 2:00 p.m.
- Monthly **Focus Friday lecture series**
- Monthly **Leap into Art: Monthly children’s story/art hour.** Partner with Palm Harbor Library, 3-4pm.


Upcoming Special Programs

- **Nan Colton presents Dora Maar – Picasso’s Muse** Sponsored by Sharon M. Bressen and Gary Bressen
Saturday, June 8 | 2:00 p.m.
- **SUIT Improv Comedy**
Friday, June 21 | 6:00 p.m.
- **Tampa Bay Surface Design Guild Fashion Show**
Friday, July 26 | 6:00 p.m.

June 18, 2024

MEMORANDUM

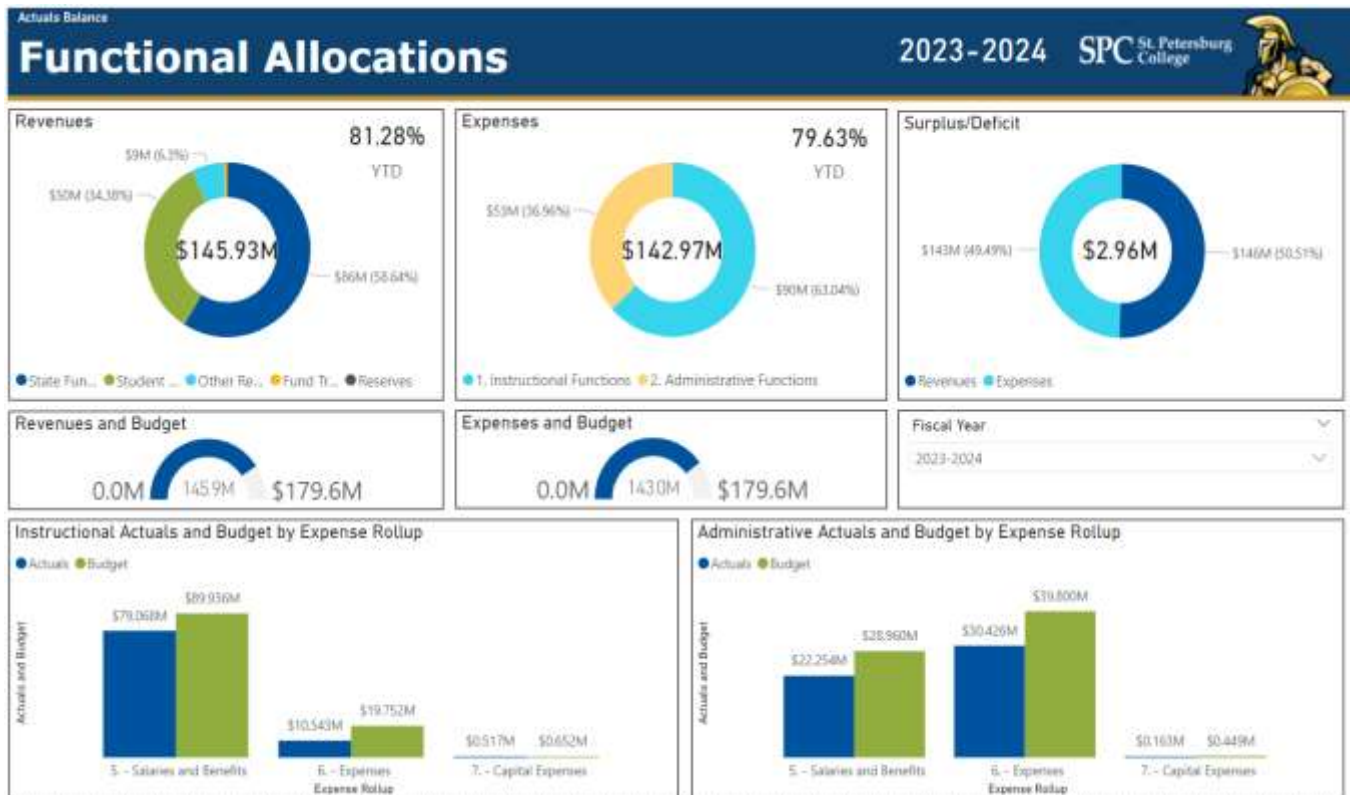
TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Fiscal Year 2023-2024 College General Operating Budget Report with Tuition Revenue

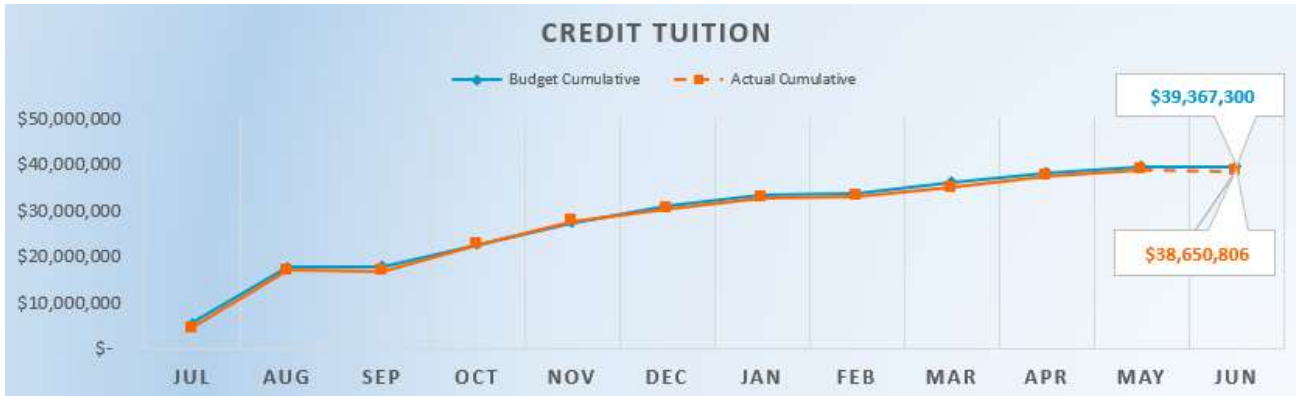
The FY23-24 fund 1 operating budget report through May 31, 2024, is attached.

As of May 31, 2024, the overall revenue was \$145.93M, which represents 81.28 % of the operating budget. The overall expense was \$142.97M, which represents 79.63 % of the operating budget. Personnel expenses represent 74.11% of the annual operating budget. As of this report date, personnel expenses total \$101.32M or 85.2% of the total budget of personnel expenses. Instructional personnel expenses account for \$79.06M and \$22.26M for Administration personnel expenses. Current and Capital expenses total \$41.65M. The net balance of revenue less expense is \$2.91M; which excludes net pension adjustments.

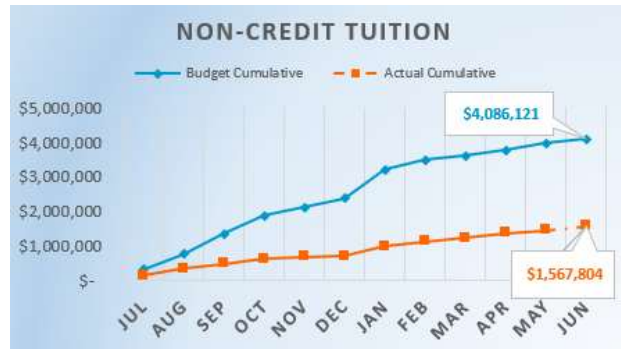


Displayed below are charts for projected tuition revenue. There are three types of tuition revenue: credit tuition, non-credit tuition, and postsecondary adult vocational tuition.

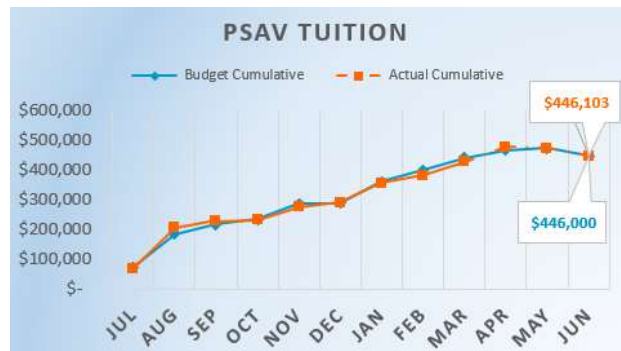
Credit Tuition Revenue – The chart below displays the credit tuition portion of the budget to the trending projected amount. As of May 31, 2024, the tuition projected is \$717K below the budgeted amount.



Non-Credit Tuition Revenue – The chart to the right displays the non-credit portion of the budget to the trending projected amount. As of May 31, 2024, the tuition projected is \$2.6M below 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 projected amount. As of May 31, 2024, the tuition projected is \$103K above the budgeted amount.



Total Tuition Revenue - The chart below displays the total operating tuition budget to the projected amount. As of May 31, 2024, the overall tuition projected is \$3.2 M below the budgeted amount.



Dr. Hector Lora, Associate Administrative Vice President, Budgeting and Strategic Execution

Attachment



**Operating Budget Report
May 31, 2024**

	Budget	Actual	% of YTD
Revenue			
Student Tuition & Fees	\$ 54,321,149	\$ 50,176,611	92%
State Funding	\$ 96,184,765	\$ 85,572,992	89%
Other Revenues	\$ 8,304,325	\$ 9,199,311	111%
Fund Transfers In	\$ 1,600,000	\$ 985,254	62%
Reserve	\$ 19,140,000	\$ -	0%
Total Revenue	\$ 179,550,239	\$ 145,934,169	81%
Expenses			
Instruction	\$ 61,647,786	\$ 51,721,319	84%
Academic Support	\$ 26,674,788	\$ 20,783,916	78%
Student Support	\$ 22,017,747	\$ 17,622,185	80%
Total Instructional	\$ 110,340,322	\$ 90,127,420	82%
Institutional Support	\$ 28,669,383	\$ 22,672,236	79%
Physical plant Operation and Maintenance	\$ 20,186,666	\$ 17,983,430	89%
Student Financial Assistance	\$ 2,341,848	\$ 2,456,295	105%
Contingency, Transfer, Etc	\$ 18,012,021	\$ 9,730,247	54%
Total Administrative	\$ 69,209,918	\$ 52,842,208	76%
Total Operating Expenses	\$ 179,550,239	\$ 142,969,628	80%
Balance	\$ (0)	\$ 2,964,541	

*FY2023-24 excludes Net Pension adjustments.

June 18, 2024

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President



SUBJECT: Board of Trustees' Rules

Approval is sought for the following proposed changes to the Rules Manual, which are being submitted for your consideration.

6Hx23-5.03 Petty Cash Funds—The proposed changes to the Rule will repeal the Rule which is no longer applicable.

6Hx23-5.19 Student Fees - Transfers and Refunds—The proposed changes to the Rule will update information in the Rule regarding the establishment of College procedures related to the refund of tuition and fees for credit offerings, noncredit offerings, and/or documented extenuating circumstances.

Mia Conza, General Counsel; and Janette Hunt, Vice President, Finance & Business Operations, recommend approval.

ps052924

Attachment

6Hx23-5.03 PETTY CASH FUNDS

- I. ~~The Board of Trustees authorizes and directs the President authority to establish procedures related to the management of petty cash funds.~~
- II. ~~Petty cash funds are to be used only for reimbursement of authorized College business related expenditures. Advancement loans are not allowable.~~

Specific Authority: ~~1001.64(2) & (4), F.S.~~ 1001.64(4)(a) and (b), F.S.

Law Implemented: ~~1001.64 (44), 1010.02, F.S.; Rule 6A-14.075, F.A.C.~~ 1001.64(4)(a) and (b), F.S.

History: Formerly 6Hx23-5-2.02; Adopted 7/2/68; Readopted 12/19/74, 10/25/77; Amended 12/23/69, 7/21/77, 9/17/81, 5/24/83, 4/17/91. Filed 4/17/91. Effective 4/17/91; 7/21/92. Filed - 7/21/92. Effective- 7/21/92; 11/16/98. Filed - 11/6/98. Effective - January 1, 1999; 6/25/01. Filed – 6/25/01. Effective – 6/25/01. 9/18/06. Filed – 9/18/06. Effective – 9/18/06; 4/17/12. Filed – 4/17/12. Effective – 4/17/12; 6/18/24. To Be Filed – 6/18/24. To Be Repealed – Upon Board Approval.

6Hx23-5.19 STUDENT FEES - TRANSFERS AND REFUNDS

- I. The Board of Trustees (BOT) authorizes and directs the President to establish procedures for the refund of tuition and fees for credit offerings, noncredit offerings, and/or documented extenuating circumstances, in accordance with the BOT Rules, College Procedures, and in compliance with applicable laws.
- ~~II. The Board of Trustees authorizes and directs the President to establish procedures for an approval process of 100% nonrefundable transfer of tuition fees to subsequent session for documented extenuating circumstances in accordance with College procedures.~~
- ~~III. In addition, the President shall establish procedures related to refunds for the following:
 - A. Tuition fees prior to the end of the drop-add period, as defined in (III) below.
 - B. Tuition fees for documented extenuating circumstances to students who will be unable to attend the session due to these extenuating circumstances. Such refund is permitted between the end of the drop-add period and the last day to voluntarily withdraw from classes.
 - C. Tuition fees for documented extenuating circumstances to students who will be unable to attend the session due to these circumstances and have requested the refund between the last day to voluntarily withdraw from classes and the last day of the regular session.~~
- ~~IV. The drop-add period for credit courses shall be designated as follows:
 - A. Session I, II, III, and express session(s) courses – the dates specified in the official college calendar.
 - B. Modmester courses — 1 week after the beginning date of courses scheduled to run longer than 1 week. Prior to the second-class meeting for courses scheduled to run less than 1 week.
 - C. Open enrollment courses — 1 week after the student's registration or the appropriate dates specified under (1) above, whichever is later.~~

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(10), 1009.22, 1009.23, F.S.; Rules 6A-14.054, 6A-14.0541, F.A.C.

History:

Formerly - 6Hx23-5-4.00, 6Hx23-5-11.02. Adopted - 12/23/69. Readopted - 12/19/74, 10/25/77. Amended - 6/19/76, 7/15/76, 8/19/76, 11/18/76, 1/20/77, 7/20/78, 11/30/81, 3/25/82, 10/27/82, 12/12/84 (effective Session I, 1985-86), 5/15/86 (effective 8/18/86 for Session I, 1986-87), 3/16/89. Filed - 3/16/89. Effective - 3/16/89; 4/16/02. Filed - 4/16/02. Effective - Upon approval and award of eArmy contract; 1/27/09. Filed - 1/27/09. Effective - 1/27/09; 6/19/12. Filed - 6/19/12. Effective - 6/19/12; 6/18/24. To Be Filed - 6/18/24. To Become Effective - Upon Board Approval.