

## MINUTES OF THE JUNE 18, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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The Board of Trustees of St. Petersburg College met on Tuesday, June 18, 2019 at the St. Petersburg College EpiCenter, 13805 58<sup>th</sup> Street N, Clearwater, Florida. The following Board members were present: Chair Nathan Stonecipher, Katie Cole, Bridgette Bello, Bill Foster and Deveron Gibbons. Also present were Tonjua Williams, President of St. Petersburg College and Secretary to the Board of Trustees. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

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

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, June 18, 2019, at the St. Petersburg College EpiCenter, 13805 58<sup>th</sup> Street N, Clearwater, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

**19-075.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

Agenda

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
**JUNE 18, 2019**

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

**I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

**II. RECOGNITIONS**

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Jonathan Steele (*Attending*)

**III. COMMENTS**

- A. Board Chair
- B. Board Members
- C. President
- D. Public Comment pursuant to §286.0105 FS

**IV. REVIEW AND APPROVAL OF MINUTES**

Board of Trustees' Meeting of May 21, 2019 (*Action*)

**V. MONTHLY REPORTS**

- A. General Counsel

**VI. STRATEGIC FOCUS AND PLANNING**

- A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT
  - 1. St. Petersburg College Dr. Johnnie Clarke Chapter of the National Council on Black American Affairs – Ms. Lacrechia Wright, Project Coordinator, Retention Services and Dr. Meg Delgado, Faculty, College of Education (*Presentation*)
- B. BUDGET AND FINANCE
  - 1. Monthly Budget Report – Ms. Janette Hunt, Associate Vice President, Budgeting and Compliance (*Presentation*)
  - 2. FY 2019-2020 Operating Fund Budget Proposal – Ms. Hunt (*Presentation*)
  - 3. Adoption of Operating and Capital Outlay Budget for Fiscal Year 2019-2020 (*Action*)

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## C. ADMINIST RATIVE MATTERS

1. Human Resources
  - a. Personnel Report (*Action*)
2. Facilities
  - a. Capital Improvement Plan (CIP) for FY 2020-21 through FY 2024-25 (*Action*)
  - b. Spot Survey #2, Version 5, Remodel of room #109, into Student Services Center, Downtown Center and Remodel of room #150, current Bookstore into Café (*Action*)

## VII. CONSENT AGENDA

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

### B. NEW BUSINESS

1. Credit Curriculum Changes (*Action*)
2. Equity Report (*Action*)
3. GRANTS/RESTRICTED FUNDS CONTRACTS
  - a. U.S. Department of Justice: Office of Community Oriented Policing Services (COPS) – FY19 Community Policing Development (CPD) program – Training for Law Enforcement: Developing New Skill Building Courses to Advance Public Safety (*Action*)
  - b. U.S. Department of Justice: Office of Community Oriented Policing Services (COPS) – FY19 Community Policing Development (CPD) program – Mentoring Program for Community Policing Initiatives (*Action*)
  - c. U.S. Department of Justice: Bureau of Justice Assistance (BJA) – FY19 Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) training initiative (*Action*)
  - d. U.S. Department of Education-- Childcare Access Means Parents in School (CCAMPIS) (*Action*)
  - e. U.S. Air Force—Educational Service Agreement for Dental Hygiene Training (*Action*)
4. Other
  - a. Accounts Receivable Write-Off (*Action*)
  - b. Notice of Intent to Initiate the Baccalaureate Approval Process (*Action*)
  - c. Board Self-Evaluation (*Informational*)\*

**VIII. INFORMATIONAL REPORTS – None**

**IX. PRESIDENT’S EVALUATION\***

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

**XI. PRESIDENT’S REPORT**

**XII. NEXT MEETING DATE AND SITE**

**August 20, 2019, EpiCenter 1-453**

**XIII. ADJOURNMENT**

*ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING  
TO IMMEDIATELY FOLLOW – Presenter: Principal Starla Metz (see separate agenda)*

The purpose of the meeting is to provide highlights of the 2018-19 school year and to ask the governing board to approve the proposed budget for the 2019-20 school year so it can be submitted to the Pinellas County School District.

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting June 18, 2019, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

Items summarized on the Agenda may not contain full information regarding the matter being considered. Further information regarding these items may be obtained by calling the Board Clerk at (727) 341-3241.

**\*No packet enclosure**

Date Advertised: June 7, 2019

**19-076. Under Item I, Call to Order**

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

**19-077. Under Item II – Recognitions**

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Dr. Jonathan Steele (*Attending*)



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Dr. Williams recommended adoption of retirement resolutions for Dr. Jonathan Steele who was joined by family and colleagues, received his resolutions as presented by Chair Stonecipher and President Williams.

Dr. Williams listed the following as Mr. Steele's accomplishments. She stated that his career at Saint Petersburg College was as follows: In 1991, Dr. Steele began his career in the Humanities and Music department by teaching classes and directing the college band; in 1993, he was named Program Director for the Humanities and Fine Arts at the Saint Petersburg campus; in 2008, he was named Dean of Humanities and Fine Arts college-wide.

Dr. Williams cited the following examples of his avid promotion of college arts and program activities: He oversaw the construction of the Music Center and the remodeling of the Fine Arts building at the Saint Petersburg Gibbs campus; he facilitated the purchase of a new Steinway concert grand piano and imported a Heisler pipe organ from Germany for the music center; he upgraded the Saint Petersburg College's practice pianos; He oversaw the establishment of the Music Industry Recording Arts program.

Dr. Williams mentioned the following as ways Dr. Steele brought honor and distinction to Saint Petersburg College through participation on community boards: he participated in the Leepa-Rattner Board of Directors; he served on the Education Outreach Committee of the Clearwater Arts Alliance; he served on the Community Engagement Committee of the Florida Orchestra and the Clearwater Jazz Holiday Education Committee.

Dr. Williams stated that Dr. Steele was respected as a model to his peers and his students and that he would be missed.

Finally, Dr. Williams resolved that the Saint Petersburg College Board of Trustees and the total college community recognized and appreciated the outstanding contributions to the college by Dr. Steele and extended best wishes for enjoyment in upcoming years. The resolution was adopted and approved by the Board of Trustees on June 18<sup>th</sup>, 2019.

Dr. Steele stated that although he normally shuns public displays in his honor, he wanted to participate today so that he could thank Saint Petersburg College. He stated that during college-wide discipline meetings, he always encouraged faculty to deal with challenges by focusing on gratitude and counting their blessings, which is what he wanted to do.

He offered thanks to the following individuals: Carl Cutler for the opportunity to work for Saint Petersburg College; Myrtle Williams, Ed Long, and Charlie Rogers for helping him get acclimated to Saint Petersburg College; the many talented faculty and staff who he is humbled to work with; Dr. Cutler and Dr. Cooper for assigning him to the Dean team in 2008; Dr. Lang and Dr. Williams for keeping him in that role.

He stated that he started his career in 1991 grateful to God for the opportunity to teach at the college, and his gratitude has grown every year. He states that much like one's love for one's children, one's capacity for gratitude can grow exponentially.

He concluded by saying that he was leaving Saint Petersburg College happy, proud, and full of gratitude. He thanked Dr. Williams.

Dr. Williams informed the Board that Dr. Steele's father was the president of Clearwater Christian College when she was a student. She stated that she was well acquainted with Dr. Steele's family, mentioning that Dr. Steele's brother taught her algebra, likely twice.

She concluded by thanking Dr. Steele.

Chair Stonecipher thanked Dr. Steele for his service, his great words, and his many years at Saint Petersburg College.

### **19-078. Under Item III, Comments**

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

Chair Stonecipher thanked the Board, especially Vice Chair Cole for allowing him to take a month off to enjoy his vacation. He was pleased to inform the Board that he had a great time.

He stated that last week he attended the Presidential Scholarship ceremony at the Seminole campus with Dr. Williams. He thanked the Foundation for their help and support of Saint Petersburg College, specifically in the form of scholarships, stating that it was a great evening. He stated that there were 30 to 40 high schoolers who were equal parts afraid and excited to begin the next phase of their lives. He stated that it was a great achievement for them to have scholarships to Saint Petersburg College, and mentioned he happily welcomed them the family. He expressed happiness at the talent level, community involvement, and overall GPAs of the incoming students and thanked the Board for the invite.

Trustee Foster congratulated Dr. Steele on his retirement. He stated that he has known Mr. Steele both in and out of his role at Saint Petersburg College for many years. He commended his dedication to his church, Maker, family, and college, and praised his ability to keep life in perspective and things in priority. He expressed gratitude for all that Dr. Steele has done and wished him well in whatever endeavors he pursued.

Vice Chair Cole mentioned that Steve Shephard for the Foundation Board of Trustees was attending the Board of Trustees meeting. She stated that it was nice to have another Foundation Board member attend besides herself. She reminded the Board that she is the designee to the Board of Governors of the Foundation Board. She thanked Mr. Shepherd for coordinating with the two Boards so that they can work together to serve Saint Petersburg College's needs.

Dr. Williams excitedly announced the following: Saint Petersburg College's online Computer Programming program was ranked number one as the best online program by Best Colleges; Achieving the Dream partnered with National Clearinghouse to determine that Saint Petersburg College was well ranked in student persistence and completion, by decreasing the number of students

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who dropped out after three years, and increasing the number of students who completed their degrees, outperforming many other schools, including Florida schools; Rich Hume, the CEO from Tech Data would be the keynote speaker for the leadership Saint Petersburg College group graduation on Friday; Saint Petersburg College received a letter of congratulations from United States Senator Rick Scott because Florida state colleges and universities were named number one in the world from US News and World Report.

She expressed heartfelt thanks to the staff and faculty for their hard work and dedication in helping Saint Petersburg College receive these rewards.

Chair Stonecipher reminded the public that the Board limits public comments to three minutes.

Robert Fay, an adjunct professor at the Saint Petersburg College Gibbs campus for the past 6 or 7 years listed the following reasons why the adjuncts wanted to unionize: there is no consistency in scheduling, making it difficult for adjuncts who need consistency, and students who may enjoy an adjunct's style of teaching; the lack of office space, which makes it difficult for adjuncts to meet with students, which is particularly troubling since there are eight unused offices on the math floor; better pay for adjuncts and access to benefits like vacation pay through collective bargaining – Hillsborough Community College, which has unionized, has successfully negotiated better pay for adjuncts; more consideration in scheduling, including possible compensation for classes that are removed from adjuncts at the last minute after an adjunct has invested time in preparing for the class, particularly if the class is arbitrarily taken away by a full time staff member; improved responses to student complaints via union collaboration at administrative meetings; the ability to fight for opportunities for advancement such as the inclusion of adjuncts in faculty meetings and participation in committees.

Terry Lee stated that she has been an adjunct professor for close to three years, using both her education and experience in the Natural Sciences department. She states that while she has benefited from the generous help of her chair Amanda Gilliland, Dean Natavia Middleton, adjuncts George Kisch and Megan Cook, and full-time professors Maura Scanlon and Chris Nichol, she feels now it is time to speak.

Mrs. Lee listed the following reasons for unionization: adjuncts need a collective voice for bargaining – the existing pay system is unfair to adjuncts and there are no punitive measures to ensure adjunct concerns are addressed; although adjuncts consist of more than 70% of the teaching faculty at Saint Petersburg College, the current pay system takes unfair advantage of adjunct and students; the current system wastes time and undermines the professional integrity of the chairs and deans who have to implement it; the need for cooperation in ensuring positive student experiences.

Mrs. Lee gave the following example of how the current pay structure harms adjuncts. In May of 2018, she was asked to teach an upper-level 3 ECH class. She agreed, however, two weeks into the class, she received a letter from the chair stating that the pay for the class would be reduced by more than half to 1.25 ECH because a single student dropped. She suggested that having her pay cut by more than 60 percent while being expected to deliver the same high-level material was exploitative and unfairly passed the issue of class size on to the adjuncts.

Mrs. Lee further suggested that blending the class, and having students meet half as often was unfair to students that had paid for the class.

In an attempt to avoid finding herself in the same situation, Mrs. Lee attempted to get a clear, formalized statement of what her pay would be. However, neither the Dean nor her Chair could give her an answer.

She concluded by stating that the pain of the current pay structure was being passed down to adjuncts. She reiterated that a union was needed to address adjunct concerns as Chair Stonecipher cut her off to tell her, her three minutes were up.

Trustee Foster asked the Board if Mrs. Lee's assertion that 70% of the college's teaching staff were adjuncts was correct.

Dr. Williams stated that she would send the information to Mr. Foster.

Aaron Higgins offered the following insights into the current state of adjuncts: adjunct positions are no longer temporary stepping stones to full-time positions – full-time positions are being phased out as the percentage of courses being taught by adjuncts grows; teaching students is neither entry-level nor part-time work – adjuncts approach their work with the same seriousness and dedication that a full-time professor does and expect to be treated as such; unlike Dr. Steele, adjuncts have nothing in place for retirement – it would be beneficial to hear from those who have neither retirement nor social security to look forward to.

Mr. Higgins stated that the main reason he was addressing the Board was to request permission to allow the union vote to proceed. He stated that a very expensive law firm hired by other colleges to prevent unionization had been hired. He asked the Board not to follow through with the plan to prevent adjuncts from unionization.

Mr. Higgins reminded Trustee Foster about the time he spent discussing a few thousand dollars that was spent in the study abroad program. He stated his assumption that the law firm the college hired to deal with the unionization of adjuncts was more than a few thousand dollars. He suggested that such a large expense would be a significant blow to the budget that could be spent on other things that were useful to both adjuncts and students. He finished up by asking the Board to allow the union vote and to not work against it.

Trustee Gibbons apologized for being late and asked if several adjuncts had spoken on the topic. He also asked the adjuncts why they would want a union.

Chair Stonecipher stated that the speakers had already given quite a few reasons for wanting to unionize.

Mr. Higgins summarized the reasons as follows: collective bargaining, better scheduling, class sizes, and a number of other issues that adjuncts wanted to discuss.

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Mr. Gibbons thanked the adjuncts for coming stating that he would both watch the tape and get a list of their requests from Dr. Williams.

Dr. Fay chimed in to say that the adjunct situation had devolved to the point where 70% of the teaching staff were adjuncts that did not have the same benefits as full-time staff.

Trustee Gibbons countered by saying that adjunct work was a different job.

Dr. Fay replied that it's the same job with a different description.

Chair Stonecipher stated that the matter was now closed and suggested that the meeting move forward.

Trustee Gibbons stated that the Chair had already granted him time to speak on the topic and suggested that he was capable of shutting it down.

He thanked the adjuncts for coming. He stated that while they may disagree on the role, he respects them for coming to voice their perspective. He stated that he would get their requests from Dr. Williams and would likely have comments for them at the August board meeting.

Chair Stonecipher again attempted to move the meeting forward, stating that the comments section was closed.

Mr. Higgins stated that he had an updated list of requests from the adjuncts and offered to give it to anyone on the Board who wanted it.

Trustee Foster offered the following additional comments. He thanked the adjuncts for coming in, stating that he himself was an adjunct at Hillsborough Community College in 1990. He implied that his experience gave him an understanding of some of the adjuncts' frustrations. He expressed respect and admiration for adjuncts but stated that he did not believe unionization would offer the collective bargaining power they wanted. He stated that the college would take whichever position was best suited to the institution, faculty, staff, and budget. He concluded by stating that he learned a lot today and thanked those that had to guts to come in and address the Board.

Dr. Williams asked that she be provided with the new changed list of requests so that she could pass it along, stating that the adjuncts had yet to meet with her.

The adjuncts agree to provide her with the updated list.

### **19-079. Under Item IV, Review and Approval of Minutes**

The minutes of the May 21, 2019 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Trustee Gibbons moved approval of the minutes as submitted. Trustee Bello seconded the motion. The motion passed unanimously.

### **19-080. Under Item V, Monthly Reports**

## Under Monthly Reports

### A. General Counsel

Susan Gardner reported that an updated on the legislative summaries was still being reviewed and compiled. She reported that the update would be finished and provided to the Board before the next meeting in August.

## **19-081. VII. STRATEGIC FOCUS AND PLANNING**

### A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. St. Petersburg College Dr. Johnnie Clarke Chapter of the National Council on Black American Affairs – Ms. Lacrechia Wright, Project Coordinator, Retention Services and Dr. Meg Delgato, Faculty, College of Education (*Presentation*)

Dr. Williams expressed excitement about the Student Success and Academic Achievement presentation. She stated that the presentation would cover the Johnnie Ruth Clarke chapter of the National Association of Black American Affairs. She stated that the association was possibly the only faculty-, administration-, and staff-led organization in Saint Petersburg College working to both support students and grow employees. She stated that she asked the association to come give its report.

Lacrechia Wright greeted the Board and stated her intent to discuss Dr. Johnnie Ruth Clarke. She reported that because of Dr. Clarke's commitment to improving the lives of others through academic excellence and community service, Saint Petersburg College has established a scholarship in her honor.

Ms. Wright listed the following as Dr. Clarke's accolades: First African-American to receive her PhD from the University of Florida's College of Education; Dean at Saint Petersburg Junior College in the 1950s; Assistant Dean of Academic Affairs at Saint Petersburg Junior College in the 1960s; Taught at FAMU, Pinellas County Schools, and Bethune-Cookman.

Ms. Wright offered the following information about NCBA: Established in 1999; received its charter in 2001; an affiliate of the American Association of Community Colleges; passionate about managing Johnnie Ruth Clarke scholars with a goal of student retention and success.

Ms. Wright gave the following mission: To develop collaborative relationships that promote opportunities for faculty, staff, and students; To be a voice for issues affecting African Americans; To formulate policy and decision making.

Ms. Wright offered the following vision: To support initiatives that create access and opportunities for all.

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Ms. Wright offered the following requirements for the Johnnie Ruth Clarke scholarship. Graduating seniors are required to submit an application along with two letters of recommendation that are reviewed by Saint Petersburg College's faculty and staff. After selection, students are required to maintain a GPA of at least 3.0. The scholarship covers 12 hours per term for two years.

In addition to the above requirements, Ms. Wright stated the following: mandatory orientation; attend meetings hosted by the Dr. Johnnie Ruth Clarke Chapter NCBA; meet with advisor before registering for classes; complete community service requirement of 20 hours.

Ms. Wright gave the following information about the yearly award ceremony: conducted each summer to welcome new recipients; scheduled for July 15<sup>th</sup> at the Saint Petersburg College Saint Petersburg/Gibbs Music Center; planned expend of \$1.5K to support the Awards Ceremony.

Ms. Wright reported the following success data about the Johnnie Ruth Clarke scholars: The number of new recipients from academic year 2015-2016 to 2016-2017 decreased from 74 to 50 due to decreased funding. The average award decreased from 2015- 2017 from \$4,945 to \$4,876. The total award for four terms decreased from \$229,199 to \$153,097. The enrolled-in-4<sup>th</sup>-term decreased from 55 at 74% to 34 and 68%. The average recipient GPA at the end of the 4<sup>th</sup> term increased from 3.30 to 3.40. From the 2016-2017 term to the 2017-2018 term, the number of new recipients increased to 72. The average award for 4 terms increased to \$5,049. The total award amount for four terms increased to \$250,320. The enrolled-in-4<sup>th</sup>-term increased to 54 and 75%. The average recipient GPA at the end of the fourth term increased to 3.41. For the academic year 2018-2019, there are 52 recipients. The average award stands at \$2,493 for two terms. The total award amount for two terms is \$108,621. The total number of participants enrolled in a second term is 50 at 96%. The average participant GPA at the end of their 2<sup>nd</sup> term is 3.334.

Mrs. Wright offered the following examples of how students worked to display Dr. Clarke's commitment and passion: Johnnie Ruth Clarke Scholars receive mentoring, participate in tutoring, and attend informational meetings to promote student success; chapter members volunteered with Habitat for Humanity; chapter members participated in the African-American Health Forum at the Dr. Johnnie Ruth Clarke Health Center; Saint Petersburg College hosted the NCBA Southern Regional Conference and presented Women on the Way (WOW) with a check in the amount of \$500; chapter members marched in the Dr. Martin Luther King parade in Saint Petersburg.

Dr. Meg Delgado, Vice President of programs for the Saint Petersburg College NCBA offered the following comments on the association's programming and goals. She emphasized the importance of these activities because they sit in the bigger context of the association's community of care mission. She also reported that the activities are intended to support faculty, students, and staff as the association worked to improve diversity and extend educational opportunities.

For annual programming: Meet & Eat, Learn, Grow [lunch and learns] – planned for each March, June, and October prior to the monthly chapter meeting – guest speakers and their presentation topics are “on the menu” – speakers share relevant topics that impact our respective communities; Book Clubs – the chapter is hosting a series of campus-level book clubs as part of its programming efforts to encourage and support crucial conversations related to diversity and race; Let's Break to Educate: Cultural Development/Panel Discussions – faculty-led panel discussions on topics of diversity,

cultural competence, equity, and access, and other issues related to social injustice – opportunity to partner with CETL.

Dr. Delgado stated that the lunch and learns were unique because the topics were intentionally chosen to be impactful to the communities where they were offered. She mentioned that the book clubs were intended to be a vehicle for social conversations about diversity, race, and cultural competency, specifically listing *Becoming* by Michelle Obama, *Dreamkeepers* by Gloria Ladson-Billings, and *The Hate You Give* by Angie Thomas. She also stated that the association feels that panel discussions are crucial because they allow discussions on race, diversity, and cultural competency to reach a broader audience.

Dr. Delgado presented the following goals for the upcoming year: to increase Johnnie Ruth Clarke Scholars' success in the program through mentoring, participating in tutoring, and attending information sessions; to support opportunity for professional and personal development of staff, faculty, and students through annual program planning; to create a collegial environment that enhances access and success, increases awareness of diversity, and fosters cultural competence; to develop collaborative relationships that strengthen and assist agencies and organizations in the community.

Dr. Delgado stated that the association has been more systematic in planning efforts for the chapter, and she was excited that such efforts were fully supported by its membership. She mentioned that administration support was also important, citing an example where she was able to purchase sets of books for students, faculty and staff who would otherwise not have access to these books.

Ms. Lacrechia Wright concluded the presentation by offering thanks to the following individuals: Roy Slater for his dedication and support of association scholars – although he is no longer with the college, he did a fantastic job of managing the scholars, a task that now falls to Ms. Wright and Dr. Baptiste; Deanne Willfulton and Michael Bennet in the financial aid office, and all the NCPA members.

Trustee Foster commented that when both he and Rick Baker were mayor, there was a concerted effort to revitalize the deuces. He mentioned that during Mr. Baker's term, the Johnnie Ruth Clark Center was created, while when Trustee Foster was mayor, a larger Midtown campus was established next to the Ruth Clark Center. He expressed pleasure at the synergy these actions had created and stated that he enjoyed seeing the niche it's created among the Saint Petersburg College family.

He suggested that continuing the legacy created by Dr. Clarke was special as she helped establish the city. He thanked the association for its work.

Chair Stonecipher commended the association on its high success rates. He asked for a ballpark number of scholarship recipients since the association started in 1999.

Mrs. Wright offered to send him the requested information.

**19-082. Under Item VI – B Budget and Finance**



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### B. BUDGET AND FINANCE

1. Monthly Budget Report – Ms. Janette Hunt, Associate Vice President, Budgeting and Compliance (*Presentation*)
2. FY 2019-2020 Operating Fund Budget Proposal – Ms. Hunt (*Presentation*)
3. Adoption of Operating and Capital Outlay Budget for Fiscal Year 2019-2020 (*Action*)

Ms. Hunt reported the following information in her budget and finance update. She stated that her presentation would include three parts: the May 2019 budget report; the fiscal year 2019-2020 operating fund budget; the fiscal year 2019-2020 outlay budget.

For the May 2019 budget report, Ms. Hunt offered the following information: \$62.1M in tuition and fees, which is about \$527K more than the budgeted amount; \$64.255M in state funding, with a budgeted amount of \$500K included for industry certifications and \$579K received for industry certifications – compared to last year, the school had 754 certificates, while this year the school had 836 certificates; other revenues had a budgeted amount of \$5.1M and an actual amount of \$5M; fund transfers in had a budgeted amount of \$3.1M and an actual amount of \$1.7M – the college will transfer in approximately \$2.8M during year-end adjustments; total revenue of \$1.33M with a budgeted amount of \$1.42M.

Ms. Hunt continued her report with the following information: credit tuition was \$48.96M with a projected amount of \$47.96M, about a million more than the projected amount; post-secondary adult vocational (PSAV) was budgeted at \$655K with a budgeted amount of \$634K, which is an increase of about \$21K; non-credit tuition was \$1.68M with a budgeted amount of \$2.17M – the variance between these two values has been addressed previously and the college is working to adjust the model to reflect revenues in this area more accurately.

Ms. Hunt listed the following expenses: Faculty was \$23.5M with a budgeted amount of \$25.7M; Administrative & Professional at \$20.5M with a budgeted amount of \$23.5M; Career Service (includes OT) at \$16.2M with a budgeted amount of \$19.1M; Adjunct/Supplemental at \$13.2M with a budgeted amount of \$13.14M; Other Personal Services (OPS) at \$1.5M with a budgeted amount of \$2.01M; Student Assistants at \$255K with a budgeted amount of \$428K; Health Insurance at \$13.6M with a budgeted amount of \$14.4M; Other Benefits at \$10.8M with a budgeted amount of \$11.8M; Total Personnel & Benefits at \$99.9M with a budgeted amount of \$110M; Total Current Expense at \$25.95M with a budgeted amount of \$29.74M; Total Capital at \$1.55M with a budgeted amount of \$2.77M; Total Operating Budget at \$1.27M with a budgeted amount of \$142M; Revenue Over Expense \$5.7M.

Ms. Hunt stated that current projections for this fiscal year have the college ending with a surplus.

Ms. Hunt moved to the operating fund for the 2019-2020 fiscal year. She reported that the information presented to the Board over the past two months has not changed much and stated that

the Board was given the opportunity to meet with the finance department to review the budget in detail. Mrs. Hunt offered the following highlights.

Under Revenue the approved budget amounts refer to FY 2018-2019. The proposed budget amounts refer to FY 2019-2020: Student Tuition & Fees – Approved Budget was \$61.49M -- Proposed Budget is \$61.58M – Difference is \$82.25K; State Funding – Approved Budget was \$72M – Proposed Budget is \$72.61M – Difference \$525K; Other Revenues – Approved Budget was \$5.18M – Proposed Budget is \$5.16M – Difference is -\$19K; Funds Transfers In – Approved Budget was \$3.1M – Proposed Budget is \$2.5M – Difference is -\$603K; Reserve – Approved Budget is \$1M – Proposed Budget is \$1.67M – Difference is \$677K; Total Revenue – Approved Budget was \$142M – Proposed Budget is \$143M – Difference is \$662K.

Ms. Hunt stated that the college continues to budget for flat enrollment despite a plan for higher enrollment and retention. She stated that adjustments have also been made to the PSAV and lab fees. She emphasized that there has been no increase in student fees.

Ms. Hunt further stated that the college implemented a three-year plan to reduce its reliance on its reserves. She stated that since last month, there has been a change to the Reserve line item in response to Senate Bill 194. The bill requires that the college be at 7% of its reserves. If the college is either over or under 7%, it has to submit a plan saying how it will get to 7%. The \$1.7M shown is in response to this bill and will be used for one-time funding such as technology, and professional development.

Ms. Hunt presented the following information for expenditures. Under Personnel & Benefits: Instructional/Faculty-Full time – Approved \$25.7M – Proposed \$24.3M – Difference -\$1.37M – The difference was due to faculty retirements; Administrative & Professional – Approved \$23.5M – Proposed \$24.5M – Difference \$984K – The college received one-time funding to support Student Affairs Personnel costs that had to be included in this line item, without which the reduction would have been \$400K; Career Service (includes OT) – Approved \$19.1M; Proposed \$18.5M – Difference -\$618K; Adjunct – Approved \$8.9M – Proposed \$9.07M – Difference \$133K; Supplemental – Approved \$4.2M – Proposed \$4.8M – Difference \$669K; Other Personal Services (OPS) – Approved \$2M; Proposed \$1.85M – Difference \$165K; Student Assistants – Approved \$428K – Proposed \$422K – Difference \$5.1K; Health Insurance – Approved \$14.4M – Proposed \$14.49M – Difference \$67.6K; Other Benefits – Approved \$11.82M – Proposed \$12.02M – Difference \$198K; Other Personnel Expenses – Approved N/A – Proposed \$1.49M – Difference \$1.49M; Total Personnel & Benefits – Approved \$110M – Proposed \$111M – Difference \$1.39M.

Mrs. Hunt noted that the adjunct and supplemental line items previously appeared together, however, they were separated after finance completed an analysis of them and would remain separate in the future.

Mrs. Hunt also pointed out that after consulting with their health insurance partners, the college has chosen to follow recommendations to continue funding its health reserve fund. With that in mind, approximately \$1.5M was added to the fund. This equates to about \$100 per employee per month, which is an employer cost, rather than an employee cost.

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For Current Expense, Mrs. Hunt reported the following: Total Current Expense – Approved \$29.7M – Proposed \$29M – Difference \$725K.

For Capital, Ms. Hunt reported: Total Capital – \$2.77M Approved – \$2.77M proposed – Difference \$3K; Total Operating – \$142.8M approved – \$143.16 Proposed – \$285K Difference.

Ms. Hunt reminded the Board that the college implemented a modified zero-based budget, which required budget supervisors to submit a budget request along with justifications. These requests were subsequently approved by Dr. Williams and the Vice President. The \$725K difference is a result of this implementation.

Chair Stonecipher observed that both utilities and services and fees went down as an expense on the detailed operating fund submitted to the Board. He asked if there was a reason behind these reductions.

Mrs. Hunt reminded the Board that the college contracted with a company called Synergistic. Synergistic has provided extensive meter monitoring, scheduled different HVAC settings, and adjusted, monitored, and set building levels.

Trustee Bello asked for clarification on the types of expenses included in Other Personnel Expenses.

Mrs. Hunt reported that Other Current Expenses included things like printing at \$300K, contingency at \$1.3M, transfers out at \$800K and copying at \$125K.

Trustee Bello questioned why Other Personnel Expenses was not included in the FY 2018-2019 budget.

Mrs. Hunt stated that this expense was included in that budget plan.

The Board pointed out that the Other Personnel Expenses is blank in the budget plan.

Mrs. Hunt clarified that Other Personnel Expenses covers additional pay, including things like project deliverables, assessments that faculty members receive pay for, and any sort of stipends, including chair stipends. She further clarified that this line item is a result of zero-based budgeting. These expenses were previously hidden under the faculty and instructional line. Now, these line items have been separated into their own line.

Dr. Williams further clarified that the budget this year was more detailed than in years past.

Ms. Hunt moved to the Capital Outlay Fund. She reported the following information: \$35.5M Funding available with \$8.2M in Capital Improvement Fees; \$2.7 M Construction Bond Payments – Since no Florida college received any sum of digits money for FY 2019-2020, the college is supporting this with construction bond payments; \$16.9M Major Construction projects – primarily for the Student Success Center at the Saint Petersburg Gibbs campus; \$10.5M college-wide Infrastructure & Renovations – \$9.1M for repairs and renovations – \$1.4M is for technology infrastructure; \$1.1M Internal Construction Personnel – personnel that work on projects; \$850K Existing Projects & Misc. –

Includes things like upkeep for the Digitorium and fire science breathing apparatus tanks; \$3.4M Contingency.

Adoption of Operating and Capital Outlay Budget for Fiscal Year 2019-2020 (*Action*)

To include a transfer in of \$2.5M from auxiliary funds, and the FY 2019-2020 Capital Outlay Budget. Trustee Foster moved for approval. Vice Chair Cole seconded. She clarified that the reason the Board had no questions is because the Board was able to meet with the finance department individually to ask questions and make adjustments. The motion passed with Trustee Gibbons opposed.

Chair Stonecipher further commented that he is pleased with the move to a zero-based budget. He feels that such a move will benefit the college and help ensure efficiency in fund allocation. The Chair also thanked everyone involved in creating the capital outlay and the capital asset management list, specifically Brian Miles and Diana. He felt that having a detailed, prioritized list of things that need to be improved on each campus over the next five years will help the college to function appropriately.

**19-083. Under Item VI - C, Administrative Matters**

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

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

2. Facilities
  - a. Capital Improvement Plan (CIP) for FY 2020-21 through FY 2024-25 (*Action*)
  - b. Spot Survey #2, Version 5, Remodel of room #109, into Student Services Center, Downtown Center and Remodel of room #150, current Bookstore into Café (*Action*)

The Board considered Personnel Items VI - C.2a-b. Trustee Bello moved approval. Trustee Gibbons seconded the motion. The motion passed unanimously.

**19-084. Under Item VI – A, Old Business**

NONE

**19-085. Under VII-B, New Business**

1. Credit Curriculum Changes (*Action*)
2. Equity Report (*Action*)

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### 3. GRANTS/RESTRICTED FUNDS CONTRACTS

- a. U.S. Department of Justice: Office of Community Oriented Policing Services (COPS) – FY19 Community Policing Development (CPD) program – Training for Law Enforcement: Developing New Skill Building Courses to Advance Public Safety (*Action*)
- b. U.S. Department of Justice: Office of Community Oriented Policing Services (COPS) – FY19 Community Policing Development (CPD) program – Mentoring Program for Community Policing Initiatives (*Action*)
- c. U.S. Department of Justice: Bureau of Justice Assistance (BJA) – FY19 Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) training initiative (*Action*)
- d. U.S. Department of Education-- Childcare Access Means Parents in School (CCAMPIS) (*Action*)
- e. U.S. Air Force—Educational Service Agreement for Dental Hygiene Training (*Action*)

The Board considered Items VII-B.1-3. Vice Chair Cole moved to approve. Trustee Gibbons seconded the motion. The motion passed unanimously.

### 4. Other

- a. Accounts Receivable Write-Off (*Action*)
- b. Notice of Intent to Initiate the Baccalaureate Approval Process (*Action*)
- c. Board Self-Evaluation (*Informational*)\*

Chair Stonecipher thanked everyone for their hard work on the Accounts Receivable write-off, noting that it looks better than past years.

Vice Chair Cole asked if debtors could receive their transcripts from debts that were written off.

Mr. Mike Meigs responded that although the debt was written off, student accounts would be frozen unless students repaid their debt.

Vice Chair Cole asked if there was an appeal process and hardship waivers.

Mr. Meigs confirmed that both appeals and hardship waivers were available.

The Accounts Receivable Write-Off was presented by the Chair for approval. Trustee Bello moved approval of the Accounts Receivable Write-Off as submitted Trustee Gibbons seconded the motion. The motion passed unanimously.

The Board considered Items VII-B.4a-b. Trustee Bello moved to approve. Trustee Gibbons seconded the motion. The motion passed unanimously.

Chair Stonecipher stated that this is the first year that he can recall that the Board did a self-evaluation. As a result, he wanted to make time for the Board to comment on its self-evaluation, as it was completed recently, and will be mandated moving forward.

Chair Stonecipher stated that the self-evaluation was completed individually and will be discussed in more detail as the Board participates in workshops. He stated that the aim of the self-evaluations is to allow the Board to focus on the things that the Board needs to improve and on some of the things that the Board does corporately without realizing it. He stated that he feels the practice is beneficial.

Chair Stonecipher expressed a desire to see more engagement from the Board in both the college and in the Saint Petersburg community. He stated that each of the Board members were leaders in some aspect of the community both in Pinellas County and in Hillsborough county. He expressed a desire for the Board to focus on how it could tie its conversations and relationships outside of Saint Petersburg College into Saint Petersburg College.

Chair Stonecipher also felt that the Board could engage with students by attending events that took place on campus as well. He suggested that attending only Board meetings was not enough for Board members to get a true feel for the college. He implied that attending campus events would give the Board a better sense of what is happening on campus.

Chair Stonecipher also mentioned that the Board felt that it needed to do more to ensure that communication with the Foundation remains strong. He mentioned that Vice Chair Cole and Dr. Williams had worked over the past year to ensure that the Foundation and the Board were working together to move the college in the same direction. He stated that while their work represented progress, there was more to be done.

Vice Chair Cole thanked Chair Stonecipher for the summary he provided and agreed that self-evaluation was beneficial. She mentioned that she asked Dr. Williams and Chair Stonecipher for a workshop to review some of the points Chair Stonecipher brought up, talk about Board responsibilities, and obtain a high-level overview of where the Board is from a governance perspective. She suggested that looking at governance from a high-level in cooperation with the Foundation would allow everyone to ensure that both financial interests and operations were moving forward in the same direction.

**19-086. Under Item VIII, Informational Reports – NONE**

**19-087. Under Item IX, PRESIDENT’S EVALUATION**

Chair Stonecipher informed the Board that these evaluations are due to the State by the beginning of July before introducing the President’s evaluation.

Chair Stonecipher reported that each Board member held healthy and productive conversations with Dr. Williams. He also reported that Dr. Williams provided the Board with a self-evaluation of things she’s seen and accomplished, and ways to improve in the future.

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Chair Stonecipher noted that this year's evaluation was different from last year's evaluation because it was more focused on action, whereas last year was more focused on transition and what the college was doing in leadership.

Chair Stonecipher offered the following highlights: The college's financial position has strengthened for the first time in many years – the college is not relying on its fund balance because of this. Enrollment has increased and withdrawals are down significantly; the college is working to improve communication to better the employee experience; focus on community care; use of minority vendors is up 14%; attempts to strengthen the bonds with the Foundation.

In addition to the highlights, Chair Stonecipher mentioned that a lot of other work has been done over the past year including legislative meetings and having Dr. Williams out and about in the community. He stated that although Dr. Williams's performance was the focus of the meetings, it's the faculty and staff at the college that allows her to be successful. He reported that having the right roles for leadership was key, and stated that the Board trusted Dr. Williams's leadership, and she in turn trusted the college to help make leadership decisions. He stated that if issues arose, the Board would analyze and assess where it's benchmark for improvements was.

Chair Stonecipher expressed trust in Dr. Williams and in her trust of her staff to help ensure the students in the college's community succeed. He implored everyone to remember that everyone from the leadership all the way down to the staff was there to help the students.

Chair Stonecipher listed the following areas that he personally wanted to work on in the upcoming year: continued improved communication with employees and the community – working toward transparency and openness to community engagement – helping employees feel involved in the big picture decisions of the institution; growing the effectiveness of the college's workforce program; an annual reassessment of the college's legislative strategy – working to ensure that every effort is made and that the college has adequate manpower to secure needed resources – ensuring that the college was adequately prepared for changes in Tallahassee, college leadership, and college needs – having Board members step-up to ensure the college has what it needs to succeed.

Chair Stonecipher concluded by praising Dr. Williams for her work over the past year.

Trustee Foster agreed with Chair Stonecipher's synopsis of the state of the college. He thanked Dr. Williams for meeting with staff over the past week to discuss some challenging issues. He commended Dr. Williams for going from transition to governing.

He further agreed that the college needed to focus on funding and changing the mindset in Tallahassee that community colleges should return to being junior colleges. He cited the need for nursing and cardio-pulmonary that the college was fulfilling with its two new baccalaureate requests. He implied that the college does not have to compete with USF, because it has evolved to be an institution that meets the needs of its community. He suggested that Saint Petersburg College worked because it fit in well with the current educational structure in Florida. He committed to helping combat the negative mindset in Tallahassee and thanked the Chair for his efforts.

Trustee Bello congratulated Dr. Williams on her performance overall. She stated that across the board, the lowest score that Dr. Williams received was four, an assessment she whole-heartedly agreed with.

She emphasized the need to prioritize a plan to address African American success rates. She also expressed a desire to continue to focus on workforce. She stated her belief that these two areas offered the biggest opportunity for growth at the college. She further agreed that the Board needed to step up from a funding and legislative perspective, using its relationships to benefit the college.

Vice Chair Cole also offered congratulations to Dr. Williams. She reiterated that communication within the college is a team effort and stated that Dr. Williams sets the stage for communication and motivation among the administrators, faculty, and staff. She highlighted the communication the Board gets from the FSO as an example of the improved communication throughout the college.

For areas of opportunity, Vice Chair Cole also agreed with student success rates, paying special attention to the DSO, as well as ancillary and auxiliary programs. She wanted to work to ensure that those programs were mission-based, and to bring any non-mission based programs into alignment.

She mentioned that similar work was already being done in this area with the workforce program. She cited a lunch she had recently with a major employer who was pleased with the changes in Saint Petersburg College's workforce program, and the potential such changes had to benefit its employees. She stated that these are the types of conversations trustees should be having with their colleagues and associates.

Trustee Gibbons further agreed with the rest of the Board regarding Dr. Williams's performance. He suggested that sometimes his intentions as a trustee are misunderstood, however, he suggested that he was familiar enough with Dr. Williams to provide more criticism. He expressed trust in her judgement but declared his intention to push to ensure that the college received everything it needed to be successful. He stated that his job is to push to ensure that students, faculty, staff, and community receive what they need to be successful.

Trustee Gibbons further stated that he does have concerns about certain things, and those concerns are expressed in his evaluation. However, he stated that he felt that overall, Dr. Williams's performance rated an A on what she's done at the college so far.

Chair Stonecipher agreed that each Board member has a different perspective. He stated that this is the time of year that the Board has an opportunity to be frank, open, honest and transparent. He suggested that this may have led to some tough but needed conversations. He again thanked Dr. Williams for all her hard work.

Dr. Williams thanked the Board for the candid conversations they had with her. She stated that she was proud both of her evaluation and of her position as President of the college. She expressed gratitude toward the Board for working daily to provide her with solutions and advice. She stated that even when she does not accept the Board's advice, she knows that each Board member has the college's best interest at heart. She stated that she was proud of each and every Board member.



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Dr. Williams stated that while the first year was a year of discovery, the second year was a year of action. She indicated that the college made a lot of bold moves and difficult decisions. She indicated that the college still had a way to go but stated that the college had “kicked butt” over the past year. Specifically, she stated that they kept the college together and whole, held on to everyone that was doing their job, and moved the college forward. She indicated that the college would continue to progress in the upcoming year.

Dr. Williams thanked the Board again for the bold moves and difficult decisions it made over the past year. She implied that the Board was supportive and that both she and the Board had an open-door policy. However, she stated that she looked for solutions in addition to problems from those who came through her door. She thanked the Board, faculty and staff for the work it has done to keep Saint Petersburg College well ranked at both state and national levels.

Dr. Williams agreed that the college needs to improve workforce. She also agreed that the college needed to continue to try to improve the lives of disadvantaged students, be they ethnic groups or groups in poverty. Additionally, she stressed the need to “play fair in the sandbox,” improve communication across the college, and be positive and caring. She stated that the college could do the tough work without being mean.

Dr. Williams concluded by expressing pride in the Board, faculty, and staff. She expressed pride and applauded them for their great work.

**19-088.** Under Item X, Proposed Changes to BOT Rules Manual – Public Hearing - NONE

**19-089.** Under Item XI, President’s Report

Dr. Williams shared the following progress since the last meeting: the college closed the deal with the Pinellas County school district – the college worked to implement the dual-enrollment system as it was intended, bringing resources back to the college; all of the college presidents met with the commission to discuss a lobbying firm, which would allow the colleges to be more proactive and policy based in their strategy and structure – a lobbying firm was discussed previously by the Board, but the president was asked to work more closely with the commissioner before an agreement with a lobbying firm was made – the Board agreed to consider a lobbying firm if working more closely with the commissioner did not work.

Trustee Gibbons expressed his belief that working together with the commissioner would likely prove unfruitful. He stated that the agendas of individual colleges, in addition to the K-12 systems, were too different for everyone’s best interests to be served by working together. He stated that he’s spoken with legislature and business leaders who have advised against Saint Petersburg College working with the Education Department and so many other schools.

Trustee Gibbons further expressed his belief that other colleges would ultimately be working to serve their own interests. He stated he spoke with one legislature in general that implied that the college’s needs would be better served by having a presence at his office daily, rather than meeting with the college once a session. He wanted to go on record expressing his dissent to not hiring a lobbyist. He

stated that a lot of legislatures build relationships outside of sessions in the summer. He implied that you could no longer rely on leadership to meet with the college during session and consider its concerns.

Trustee Gibbons suggested that lobbyists are experts in their fields. He stated again that as each state college has different needs, it would be better to have a voice advocating for Saint Petersburg College specifically.

Vice Chair Cole stated that while she respects the Commissioner of Education's request, she can also appreciate Trustee Gibbon's perspective. She stated that ultimately, the college has to work with the Foundation in order to obtain lobbyist funds. She stated that Dr. Williams, in working with Mr. Turtle, conveyed that the process to obtain lobbyist funding was a long one. She stated that despite the Board's motion, even if implemented as written, would not have resulted in immediate funding.

Trustee Gibbons inquired as to whether the funding would have arrived before January.

Vice Chair Cole expressed uncertainty. She stated that a conversation on when funding would arrive needed to be held with the Foundation.

Chair Stonecipher suggested that having this conversation could help the Board determine when a more forceful legislative strategy could be implemented.

Dr. Williams clarified that the Foundation Board's budget and plans ended in April before the Board of Trustees discussed the need for a lobbying firm.

Chair Stonecipher tasked Emma Schola with ensuring that lobbying funding was a priority item on the Foundation Board's agenda.

Vice Chair Stonecipher stated that the Foundation Board's next meeting would be held in August. She mentioned that Dr. Williams and Mr. Turtle have been in communication with Mr. Carroll about this issue. She reiterated that assigning funds for a lobbying firm had practical restrictions, as it required working with the Foundation Board.

Trustee Gibbons agreed that given the practical considerations of obtaining a lobbying firm, working with the Commissioner of Education might be the college's best option. He suggested that it was worth raising with the Foundation Board in an effort to secure funds before January but understood that this might not be possible.

Trustee Gibbons expressed his desire to be open with the Board about the advice he had received during his meetings with legislative and business leaders. He stated that in most of his personal dealings, working with the Commissioner rather than hiring a lobbying firm was viewed as inadvisable. He stated that most of the legislative officials he worked with stated that they would likely not remember Saint Petersburg College's individual agenda because they were presented with so many agendas from so many groups. He reminded the Board that the squeaky wheel gets the oil.

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Trustee Gibbons summarized by agreeing that having Vice Chair Cole and Dr. Williams go to the Foundation Board meeting in August was the college's best option right now.

### **19-090. Under Item XII, Next Meeting Date and Location**

The Board confirmed its next meeting date and location as Tuesday, August 20, 2019, 9:00 a.m., at the EpiCenter, Room 1-453.

### **XII. ADJOURNMENT**

Having no further business to come before the Board, Chairman Stonecipher adjourned the meeting at 10:29 a.m.

### **19-091. Under Item XIII, Under St. Petersburg Collegiate High School**

The meeting was called to order by Chair Nathan Stonecipher at 10:29 a.m.

Principal Starla Metz, St. Petersburg Collegiate High School, presented highlights, current initiatives, and the 2019-2020 budget for review and approval.

Ms. Metz greeted the Board and expressed her desire for approval for the budget, the policy and procedure manual, and the calendar.

She gave the following proposed budget for Saint Petersburg Collegiate High School - North Pinellas.

For Revenue Funding Sources: Florida Educational Finance Program Funding (FEFP) (140 Students) – \$826K; Title II Professional Development Reimbursement – \$6.5K; Budget Stabilization Reserve (Transfer from the current Saint Petersburg Collegiate High School) – \$206.9K; Total Funding Sources – \$1.04M.

For Operating Expenses Personnel Cost: Instructional – \$373K; Administrative and Instructional Support – \$340K, Plant Operation – \$14K; Temporary (Non-recurring) – \$13K; Total Personnel Cost – \$741.8K.

For Current Expense: Workshops and Travel (partially Title II) – \$5.5K; Classroom Supplies – \$500; Facility Lease – \$221.7K; Professional Services & Fees – \$28.7K; Insurance – \$15K; Repairs/Service Contracts – \$500; Food – \$15K; Office Supplies and Equipment – \$1.8K; Lease Ricoh Copier – \$3.9K; Postage – \$500; Printing/Photocopying/Advertising – \$4K; Total Current Expense – \$298K; Total Budgeted Expenditures – \$1.04M.

Mrs. Metz stated that any item listed with no dollar amount would be paid for by the Charter School Program fund grant. She stated that these items were listed so that the Board was aware of them, however, these costs would not be coming out of operating dollars.

For Other Transactions: Dual Enrollment – \$230K; Saint Petersburg College Contribution to offset tuition -\$230K.

Mrs. Metz gave the following budget for the Saint Petersburg Collegiate High School Saint Petersburg/Gibbs campus. The proposed items are for FY 2020. The approved items are for FY 2019.

For Revenue Funding Sources: FEFP Funding (240 Students), Proposed \$1.46M - Approved \$1.36M; Capital Outlay Funding, \$80K Proposed - \$40K Approved; Title II Professional Development, \$6.5K Proposed - \$6.5K Approved; A+ Recognition Award, \$23K Proposed - \$22K Approved; Budget Stabilization Reserve (Fund Balance), \$130K Approved; Total Funding Sources, \$1.57M Proposed - \$1.56M Approved;

For Operating Expenses Personnel Cost: Instructional, \$384.8K Proposed - \$477K Approved; Administrative and Instructional Support, \$457.8K Proposed - \$431K Approved; Plant Operation, \$27K Proposed - \$96.5K Approved; Temporary (Non-recurring), \$22K Proposed - \$20K Approved; Total Personnel Costs, \$891.8K Proposed; \$1M Approved.

Mrs. Metz stated that the decrease in the Instructional line item is due to three faculty members transferring to the Tarpon Springs campus.

For Current Expense: Workshops and Travel (partially Title II), \$14.5K Proposed - \$14.5K Approved; Classroom Supplies, \$1K Proposed; \$1K Approved; Textbooks and Instructional Materials, \$173K Proposed; \$165.8K Approved; Computer Leases, \$21.8K Proposed - \$21.8K Approved; Minor Equipment (computers), \$12K Proposed - \$5K Approved; Faculty Lease (Partially from Capital Outlay Funds), \$207.6K Proposed - \$203.5K Approved; Professional Services & Fees, \$64K Proposed - \$38.6K Approved; Insurance, \$15.5K Proposed - \$14K Approved; Repairs / Service Contracts, \$2K Proposed - \$4K Approved; Food, \$32.7K Proposed - \$41.7K Approved; Office Supplies and Equipment, \$19.6K Proposed - \$12K Approved; Lease Ricoh Copier, \$3.1K Proposed - \$2.5K Approved; Postage, \$1K Proposed - \$1K Approved; Printing/Photocopying/Advertising, \$8K Proposed - \$9.5K Approved; Total Current Expense, \$576K Proposed - \$535K Approved.

For Total Budget Expenditures: \$1.46M Proposed - \$1.56M Approved.

For Other Transactions: Dual Enrollment Tuition Expense, \$450K Proposed - \$450K Approved; Saint Petersburg College Contributions to offset tuition, -\$450K Proposed - -\$450K Approved.

For Ending Fund Balance Reserve (est.), \$1.19M Proposed; \$1M Approved.

Approval for the Saint Petersburg Collegiate High School North Pinellas and Saint Petersburg/Gibbs Budgets (*Action*)

The Saint Petersburg College Collegiate High School North Pinellas and Saint Petersburg/Gibbs budgets were presented by Mrs. Metz for approval. Trustee Bello moved approval of the budgets as submitted. Trustee Foster seconded the motion. The motion passed unanimously.

Saint Petersburg Collegiate High School Consent Agenda Items

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- Saint Petersburg Collegiate High School Policies and Procedure Manual (*Action*)
- Saint Petersburg Collegiate High School Calendar for 2019 – 2020 (*Action*)

Mrs. Metz reminded the Board the calendar only applies to 10<sup>th</sup> and 11<sup>th</sup> graders, as 12<sup>th</sup> graders are on the college calendar. She stated that these two items are being presented to the Board in case the Charter School Program Grant required governing board approval.

Approval for the Saint Petersburg Collegiate High School Calendar and the Policies and Procedure Manual(*Action*)

The Saint Petersburg College Collegiate High School Calendar and Policies and Procedure Manual were presented by Mrs. Metz for approval. Trustee Foster moved approval of the items as submitted. Trustee Gibbons seconded the motion. The motion passed unanimously.

Saint Petersburg Collegiate High School Tarpon Springs Update

Mrs. Metz offered an update on the following items: Personnel - interviews last week and this week, with an aim at completing interviews next week; Charter School Program Grant - planning phase - implementation phase documents uploaded - awaiting approval of documents and funds for implementation - quotes ready for instructional materials, technology, furniture and supplies so orders can be processed once funds release; Facility Update - Diana Wright and her team were thanked for their work in ensuring the Tarpon Springs campus is ready for students, staff, and their families - walls have been put up to ensure a quiet working environment - and intercom system and door locks have been installed for safety - Carpets have been cleaned and the campus is currently being painted; Ribbon Cutting Ceremony, August 30 - Invitations were sent out; Open House, September 3 - an official welcome to the Tarpon Springs faculty and staff - Provost Davis was thanked for his help and support in this initiative.

Mrs. Metz submitted a Saint Petersburg Collegiate High School Tarpon Springs Floor Plan. The high school will be housed in the Michael and Evelyn Bilirakis College of Education building. Mrs. Metz highlighted some of the key areas of the floor plan: a main entrance with signage near US 19; a big window where the administrative specialist can see who is entering and exiting the building; common areas for students to use in the morning or between classes; classrooms and learning labs for students - juniors and seniors are required to give the high school 2.5 hours per week of study time, in addition to required weekly seminars, which will happen in the big learning lab; offices for staff and storage; common areas for collaborative study; a conference room and office for presentations; restrooms; a quiet place for the mathematics faculty; Walls for security that allow a safe exit; One way in and one way out with doors locked from the outside for student safety.

Mrs. Metz offered the following highlights of the 2018 - 2019 school year: Great Schools College Success Award recipient; State School of Excellence; U.S. News and World Report Bronze Level School; One National Merit Finalist, Commended Scholar, and National Hispanic Scholar; one junior earned a perfect score on the ACT; The Saint Petersburg Collegiate High School Class of 2019 gave 16, 877 hours of service; First Athletic Signing Day, Erin Murphy, FSU; 66 of the 91 Saint Petersburg Collegiate High School seniors graduated with honors; 54 seniors held one or more leadership position; acceptance at a variety of colleges and universities - 10% Saint Petersburg College - 32%

USF - 13% UF - 13% FSU - Alabama - Northwestern - Embry-Riddle - Stetson - New College - Rotary Youth Exchange - Class of 2019 awarded over \$3M in scholarships.

Mrs. Metz introduced Dr. Ian Call as principal of Saint Petersburg College Tarpon Springs. She offered the following information on Dr. Call: started at the Collegiate High School in 2008; earned a Bachelor's in History and Master of Education from the University of Florida; earned a PhD from the University of South Florida; 20 years of teaching at the middle, high school, and college levels; served on Saint Petersburg College's Wellness Advisory Board; served on the Quality Enhancement Team; instrumental in helping write the application for the second collegiate high school; graduated from the Leadership of Saint Petersburg College.

Dr. Ian Call expresses excitement about the prospect of replicating the success of Saint Petersburg Collegiate High School at the Tarpon Springs campus. He thanked both Dr. Williams and the entire governing board for giving him this opportunity.

Trustee Gibbons stated that it has been a complete joy to work with Mrs. Metz and her team. He stated that she and her team are very responsive, fair, equitable, and constantly seeking diversity in everything they do. He thanked her for all that she does, stating that he has enjoyed working with her. He complimented her by calling her the most thoughtful person he has ever worked with, stating that she seeks diverse points of view in everything that she does. He also complemented her choice of Dr. Ian Call as principal for the new campus. He stated that whenever he checks on Collegiate High School students, they're always doing well.

Mrs. Metz thanked Trustee Gibbons for his kind words and offered a heartfelt thank you to the Board for all of their support of the Collegiate High School.

Chair Stonecipher agreed with Trustee Gibbons. He thanked Mrs. Metz and expressed excitement over the opening of the Tarpon Springs Campus. He joked that the Board needed to find a way to shorten Saint Petersburg Collegiate High School TS.

Having no further business to come before the Board, Chairman Stonecipher adjourned the meeting at 10:46 a.m.

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

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

# Attachments

## Board Memos and Supplemental Materials

Board of Trustees Meeting  
June 18, 2019

## VI – A.1 Dr. Johnnie Ruth Clarke Chapter of the NCBAA




**St. Petersburg College**  
**Dr. Johnnie Ruth Clarke Chapter of the**  
**NCBAA**

Lacrecia Wright,  
 Project Coordinator, Retention Services

Dr. Meg Delgato  
 Faculty, College of Education

Board of Trustees Meeting  
 June 18, 2019



### About Dr. Johnnie Ruth Clarke (JRC)

An educator and humanitarian who spent her life improving the lives of others. Dr. Clarke played an important role in the local academic, cultural and medical communities, as well as our state history.



- Served as **dean of Gibbs Junior College** in the 1950s and as assistant **dean of academic affairs at St. Petersburg Junior College** in the 1960s
- To honor her commitment to students and the community, SPC established an academic scholarship in her name
- 1st African-American to receive a doctorate from the University of Florida's College of Education
- Taught in Pinellas County Schools, at Bethune-Cookman & FAMU





## About NCBA & SPC JRC Chapter

- The National Council on Black American Affairs (NCBAA) is a council of the American Association of Community Colleges (AACC)
- The NCBAA serves as a collaborative voice, promoting the academic success of African American students, faculty, staff and administrators
- Chapter established in 1999, named in honor of Dr. Johnnie Ruth Clarke – helping SPC achieve its goals related to student retention and success



### Mission

- Improve diversity, educational opportunities, and professional development
- Develop collaborative relationships
- Network to maximize the achievement of career goals
- Articulate positions on issues affecting African Americans in the formulation of policy and decision-making

### Vision

- Create a collegial environment that enhances access and success
- Strengthen relationships with policy development and funding sources to support creative initiatives
- Expand leadership development and opportunities
- Promote an organizational culture that strengthens and supports the professional growth of faculty, staff and administrators



## About NCBA & SPC JRC Chapter

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### Mission

- Improve diversity, educational opportunities, and professional development
- Develop collaborative relationships
- Network to maximize the achievement of career goals
- Articulate positions on issues affecting African Americans in the formulation of policy and decision-making

### Vision

- Create a collegial environment that enhances access and success
- Strengthen relationships with policy development and funding sources to support creative initiatives
- Expand leadership development and opportunities
- Promote an organizational culture that strengthens and supports the professional growth of faculty, staff and administrators



## JRC Scholars Success Data

Completed cohorts	New recipients	Average award for this cohort for 4 terms	Total award amount for 4 terms	Enrolled in 4 <sup>th</sup> term	Average recipient Program GPA at end of 4 <sup>th</sup> term
2015-16	74	\$4,945.86	\$229,199.25	55 (74%)	3.30
2016-17	50	\$4,876.03	\$153,097.50	34 (68%)	3.40
2017-18	72	\$5,049.10	\$250,320.00	54 (75%)	3.41

Current recipients	New recipients	Average award for this cohort for 2 terms	Total award amount for 2 terms	Enrolled in 2 <sup>nd</sup> term	Average recipient Program GPA at end of 2 <sup>nd</sup> term
2018-19	52	\$2,493.86	\$108,621.00	50 (96%)	3.334

Projected recipients	Projected recipients
2019-20	75



## Engaging Faculty, Staff & Students



Dr. Johnnie Ruth Clarke Scholars



Dr. Johnnie Ruth Clarke Scholars

JRC Scholars receive mentoring, participate in tutoring, and attend information meetings to promote student success.



Habitat for Humanity

Chapter members volunteered with Habitat for Humanity.



African American Health Forum

Chapter members participated in the African-American Health Forum at the Dr. Johnnie Ruth Clarke Health Center.



SAVE the Date

NCBAA

2019: SPC hosted the NCBA Southern Regional Conference and presented Women on the Way (WOW) with a check in the amount of \$500.



Chapter members marched in the Dr. Martin Luther King parade in St. Petersburg.



## Annual Programming

### BECOMING



MICHELLE OBAMA

- **Meet & Eat, Learn, Grow [Lunch & Learns]**

Planned for each March, June and October prior to the monthly chapter meeting; Guest speakers and their presentation topic are "on the menu;" Speakers share relevant topics that impact our respective communities.



- **Book Clubs**

The Chapter is hosting a series of campus-level book clubs as part of its programming efforts to encourage and support crucial conversations related to diversity and race.

- **Let's Break to Educate: Cultural Development/Panel Discussions**

Faculty-led panel discussions on topics of diversity, cultural competence, equity and access, and other issues related to social justice; Opportunity to partner with CETL.



## Goals 2019-2020

- To increase JRC Scholars success in the program through mentoring, participate in tutoring, and attending information sessions
- To support opportunity for professional and personal development of staff, faculty and students through annual program planning.
- To create a collegial environment that enhances access and success, increases awareness of diversity, and fosters cultural competence.
- To develop collaborative relationships that strengthen and assist agencies and organizations in the community.



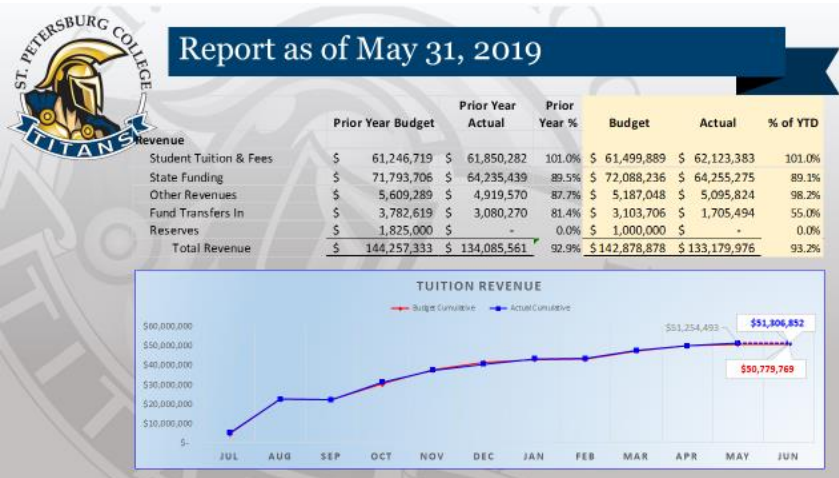


VI – B.1 Monthly Budget Report

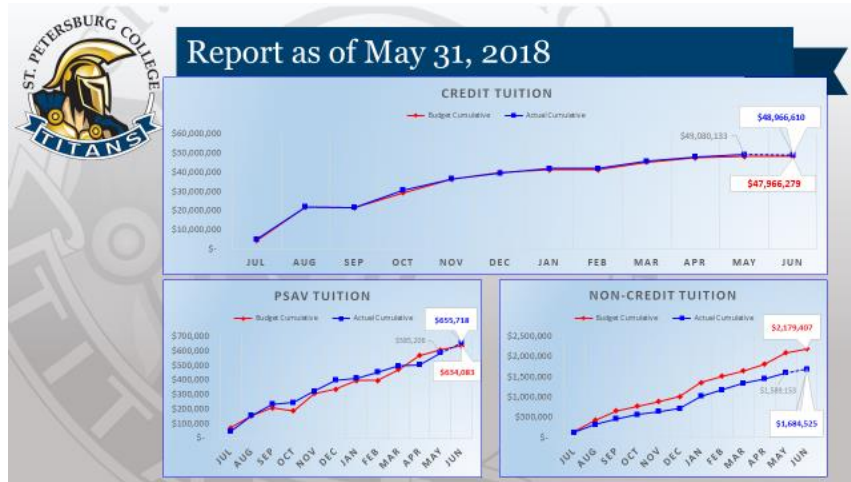
# St. Petersburg College Board of Trustees Meeting May 2019 Budget Report



Janette Hunt  
June 18, 2019








**Report as of May 31, 2019**

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Personnel &amp; Benefits</b>						
Faculty	\$ 26,776,489	\$ 24,799,087	92.6%	\$ 25,749,327	\$ 23,564,961	91.5%
Administrative & Professional	\$ 24,251,689	\$ 21,535,348	88.8%	\$ 23,585,641	\$ 20,500,440	86.9%
Career Service (includes OT)	\$ 19,951,011	\$ 17,601,510	88.2%	\$ 19,183,840	\$ 16,294,814	84.9%
Adjunct/Supplemental	\$ 13,549,064	\$ 12,862,912	94.9%	\$ 13,142,592	\$ 13,284,433	101.1%
Other Personal Services (OPS)	\$ 2,041,007	\$ 1,603,543	78.6%	\$ 2,019,316	\$ 1,534,358	76.0%
Student Assistants	\$ 428,000	\$ 240,765	56.3%	\$ 428,000	\$ 255,498	59.7%
Health Insurance	\$ 14,931,773	\$ 13,611,269	91.2%	\$ 14,423,171	\$ 13,611,980	94.4%
Other Benefits	\$ 11,280,323	\$ 11,284,008	100.0%	\$ 11,827,326	\$ 10,874,673	91.9%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 113,209,356</b>	<b>\$ 103,538,441</b>	<b>91.5%</b>	<b>\$ 110,359,214</b>	<b>\$ 99,921,158</b>	<b>90.5%</b>
<b>Current Expense</b>						
<b>Total Current Expense</b>	<b>\$ 28,278,499</b>	<b>\$ 23,386,201</b>	<b>82.7%</b>	<b>\$ 29,740,028</b>	<b>\$ 25,954,816</b>	<b>87.3%</b>
<b>Capital</b>						
<b>Total Capital</b>	<b>\$ 2,769,478</b>	<b>\$ 1,871,237</b>	<b>67.6%</b>	<b>\$ 2,779,636</b>	<b>\$ 1,555,893</b>	<b>56.0%</b>
<b>Total Operating</b>	<b>\$ 144,257,333</b>	<b>\$ 128,795,879</b>	<b>89.3%</b>	<b>\$ 142,878,878</b>	<b>\$ 127,431,867</b>	<b>89.2%</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ 5,289,681</b>		<b>\$ -</b>	<b>\$ 5,748,109</b>	

# FY2019- 2020 Budget Proposal






Fund 1 Operating Fund

	FY2018-2019		FY2019-2020		Difference
	Approved Budget		Proposed Budget		
<b>Revenue</b>					
Student Tuition & Out-of-State Fees	\$ 61,499,889	\$	61,582,147	\$	82,258
State Funding	\$ 72,088,236	\$	72,614,178	\$	525,942
Other Revenues	\$ 5,187,048	\$	5,167,110	\$	(19,938)
Fund Transfers In	\$ 3,103,706	\$	2,500,000	\$	(603,706)
Reserve	\$ 1,000,000	\$	1,300,873	\$	300,873
<b>Total Revenue</b>	<b>\$ 142,878,878</b>	<b>\$</b>	<b>143,164,308</b>	<b>\$</b>	<b>285,430</b>

- Tuition Projections
- Legislative Appropriations
- Based on trend
- Decline in Book Store Sales
- Reduce Reserve Reliance  
• Senate Bill 190



## Fund 1 Operating Fund

	FY2018-2019 Approved Budget	FY2019-2020 Proposed Budget	Difference
<b>Personnel &amp; Benefits</b>			
Instructional/Faculty-Full time	\$ 25,749,327	\$ 24,375,480	\$ (1,373,847)
Administrative & Professional	\$ 23,585,641	\$ 24,570,371	\$ 984,730
Career Service (includes OT)	\$ 19,183,840	\$ 18,565,584	\$ (618,256)
Adjunct	\$ 8,939,647	\$ 9,073,492	\$ 133,845
Supplemental	\$ 4,202,945	\$ 4,871,945	\$ 669,000
Other Personal Services (OPS)	\$ 2,019,316	\$ 1,853,669	\$ (165,647)
Student Assistants	\$ 428,000	\$ 422,851	\$ (5,149)
Health Insurance	\$ 14,423,171	\$ 14,490,795	\$ 67,624
Other Benefits	\$ 11,827,326	\$ 12,026,259	\$ 198,933
Other Personnel Expenses	\$ -	\$ 1,122,263	\$ 1,122,263
<b>Total Personnel &amp; Benefits</b>	<b>\$ 110,359,214</b>	<b>\$ 111,372,709</b>	<b>\$ 1,013,495</b>
<b>Current Expense</b>			
Total Current Expense	\$ 29,740,028	\$ 29,014,980	\$ (725,048)
<b>Capital</b>			
Total Capital	\$ 2,779,636	\$ 2,776,619	\$ (3,018)
<b>Total Operating</b>	<b>\$ 142,878,878</b>	<b>\$ 143,164,308</b>	<b>\$ 285,430</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

- Monitor Personnel Expense Ratio
- Adjunct & Supplemental
- Health Insurance Fund
- Florida Retirement Rate Change

- PeopleSoft Student System Upgrade
- Modified Zero-Based Budgeting







## FY19/20 Budget Approval

Approval is sought to adopt:

- FY19/20 Operating Fund Budget
  - Including \$2.5M Auxiliary Fund transfer in
- FY19/20 Capital Outlay Fund Budget

## Questions



St. Petersburg College  
Budget Report  
May 31, 2019

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Revenue</b>						
Student Tuition	\$ 50,887,002	\$ 51,273,812	100.8%	\$ 50,779,769	\$ 51,254,493	100.9%
State Appropriation - FCS	\$ 53,548,581	\$ 49,116,579	91.7%	\$ 51,475,043	\$ 47,185,433	91.7%
State Appropriation - Lottery	\$ 14,231,049	\$ 11,384,840	80.0%	\$ 16,598,793	\$ 13,279,036	80.0%
Performance Funding	\$ 3,514,076	\$ 3,221,234	91.7%	\$ 3,514,400	\$ 3,211,534	91.4%
Learning Support Access Fee	\$ 1,639,890	\$ 1,558,585	95.0%	\$ 1,607,832	\$ 1,542,906	96.0%
Distance Learning Fee	\$ 3,526,830	\$ 3,797,054	107.7%	\$ 3,995,700	\$ 4,005,179	100.2%
Technology Fee	\$ 2,508,569	\$ 2,453,330	97.8%	\$ 2,476,437	\$ 2,476,277	100.0%
Lab Revenue Fees	\$ 1,592,067	\$ 1,960,279	123.1%	\$ 1,575,099	\$ 2,117,117	134.4%
Industry Certifications	\$ 500,000	\$ 512,786	102.6%	\$ 500,000	\$ 579,272	115.9%
Other Revenues	\$ 5,609,289	\$ 4,919,570	87.7%	\$ 5,187,048	\$ 5,095,824	98.2%
Other Student Fees	\$ 1,092,361	\$ 807,222	73.9%	\$ 1,065,052	\$ 727,411	68.3%
Fund Transfers In	\$ 3,782,619	\$ 3,080,270	81.4%	\$ 3,103,706	\$ 1,705,494	55.0%
Reserve	\$ 1,825,000	\$ -	0.0%	\$ 1,000,000	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 144,257,333</b>	<b>\$ 134,085,561</b>	<b>92.9%</b>	<b>\$ 142,878,878</b>	<b>\$ 133,179,976</b>	<b>93.2%</b>
<b>Personnel &amp; Benefits</b>						
Instructional/Faculty-Full time	\$ 26,776,489	\$ 24,799,087	92.6%	\$ 25,749,327	\$ 23,564,961	91.5%
Administrative & Professional	\$ 24,251,689	\$ 21,535,348	88.8%	\$ 23,585,641	\$ 20,500,440	86.9%
Career Service (includes OT)	\$ 19,951,011	\$ 17,601,510	88.2%	\$ 19,183,840	\$ 16,294,814	84.9%
Adjunct/Supplemental	\$ 13,549,064	\$ 12,862,912	94.9%	\$ 13,142,592	\$ 13,284,433	101.1%
Other Personal Services (OPS)	\$ 2,041,007	\$ 1,603,543	78.6%	\$ 2,019,316	\$ 1,534,358	76.0%
Student Assistants	\$ 428,000	\$ 240,765	56.3%	\$ 428,000	\$ 255,498	59.7%
Health Insurance	\$ 14,931,773	\$ 13,611,269	91.2%	\$ 14,423,171	\$ 13,611,980	94.4%
Other Benefits	\$ 11,280,323	\$ 11,284,008	100.0%	\$ 11,827,326	\$ 10,874,673	91.9%
<b>Total Personnel &amp; Benefit</b>	<b>\$ 113,209,356</b>	<b>\$ 103,538,441</b>	<b>91.5%</b>	<b>\$ 110,359,214</b>	<b>\$ 99,921,158</b>	<b>90.5%</b>
<b>Current Expense</b>						
Bad Debt/Unemployment	\$ 1,003,810	\$ (71,956)	-7.2%	\$ 1,003,331	\$ (97,664)	-9.7%
Insurance (Non Health)	\$ 1,758,611	\$ 1,891,561	107.6%	\$ 1,811,245	\$ 1,851,643	102.2%
Repairs & Maint	\$ 886,195	\$ 878,235	99.1%	\$ 931,034	\$ 859,220	92.3%
Scholarships/Fee Waivers	\$ 2,423,463	\$ 2,649,133	109.3%	\$ 2,424,463	\$ 2,761,247	113.9%
Services and Fees	\$ 6,033,319	\$ 5,448,182	90.3%	\$ 6,006,449	\$ 4,232,648	70.5%
Materials and Supplies	\$ 4,476,333	\$ 3,287,637	73.4%	\$ 4,693,926	\$ 3,502,019	74.6%
Travel	\$ 311,583	\$ 399,379	128.2%	\$ 350,000	\$ 405,445	115.8%
Utilities	\$ 5,260,407	\$ 4,727,742	89.9%	\$ 5,527,258	\$ 5,124,269	92.7%
Other Current Expense	\$ 3,530,392	\$ 1,351,580	38.3%	\$ 3,296,339	\$ 3,677,823	111.6%
Tech Expense/Licensing	\$ 2,594,386	\$ 2,824,708	108.9%	\$ 3,695,983	\$ 3,638,167	98.4%
<b>Total Current Expense</b>	<b>\$ 28,278,499</b>	<b>\$ 23,386,201</b>	<b>82.7%</b>	<b>\$ 29,740,028</b>	<b>\$ 25,954,816</b>	<b>87.3%</b>
<b>Capital</b>						
Computer Refresh Leases	\$ 2,379,879	\$ 1,612,995	67.8%	\$ 2,390,037	\$ 1,349,213	56.5%
Capital Purchases	\$ 389,599	\$ 258,241	66.3%	\$ 389,599	\$ 206,680	53.0%
<b>Total Capital</b>	<b>\$ 2,769,478</b>	<b>\$ 1,871,237</b>	<b>67.6%</b>	<b>\$ 2,779,636</b>	<b>\$ 1,555,893</b>	<b>56.0%</b>
<b>Total Operating</b>	<b>\$ 144,257,333</b>	<b>\$ 128,795,879</b>	<b>89.3%</b>	<b>\$ 142,878,878</b>	<b>\$ 127,431,867</b>	<b>89.2%</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ 5,289,681</b>		<b>\$ -</b>	<b>\$ 5,748,109</b>	

<b>St. Petersburg College</b>		
<b>FY19-20 Fund 1 Operating Budget</b>		
<b>Revenue</b>	<b>FY18-19 Budget</b>	<b>FY19-20 Budget</b>
Student Tuition & Out-of-State Fees	\$ 50,779,769	\$ 50,523,216
State Appropriation - FCS	\$ 51,475,043	\$ 60,811,965
State Appropriation - Lottery	\$ 16,598,793	\$ 9,443,975
State Appropriation - 2+2 Student Success	\$ -	\$ 970,703
State Appropriation - Work Florida	\$ -	\$ 687,535
Performance Funding	\$ 3,514,400	\$ -
Learning Support Access Fee	\$ 1,607,832	\$ 1,607,832
Distance Learning Fee	\$ 3,995,700	\$ 3,995,700
Technology Fee	\$ 2,476,437	\$ 2,476,437
Lab Revenue Fees	\$ 1,575,099	\$ 2,114,157
Industry Certifications	\$ 500,000	\$ 700,000
Other Revenues	\$ 5,187,048	\$ 5,167,110
Other Student Fees	\$ 1,065,052	\$ 864,805
Fund Transfers In	\$ 3,103,706	\$ 2,500,000
Reserves	\$ 1,000,000	\$ 1,677,908
<b>Total</b>	<b>\$ 142,878,878</b>	<b>\$ 143,541,343</b>
<b>Operating Costs</b>	<b>FY18-19 Budget</b>	<b>FY19-20 Budget</b>
<b>Personnel &amp; Benefits</b>		
Instructional/Faculty-Full time	\$ 25,749,327	\$ 24,375,480
Administrative & Professional	\$ 23,585,641	\$ 24,570,371
Career Service (includes OT)	\$ 19,183,840	\$ 18,565,584
Adjunct	\$ 8,939,647	\$ 9,073,492
Supplemental	\$ 4,202,945	\$ 4,871,945
Other Personal Services (OPS)	\$ 2,019,316	\$ 1,853,669
Student Assistants	\$ 428,000	\$ 422,851
Health Insurance	\$ 14,423,171	\$ 14,490,795
Other Benefits	\$ 11,827,326	\$ 12,026,259
Other Personnel Expenses	\$ -	\$ 1,499,298
<b>Total Personnel &amp; Benefits</b>	<b>\$ 110,359,214</b>	<b>\$ 111,749,744</b>
<b>Current Expense</b>		
Travel	\$ 350,000	\$ 547,120
Repairs & Maint	\$ 931,034	\$ 1,152,501
Rental/Leases	\$ -	-
Insurance (Non Health)	\$ 1,811,245	\$ 1,877,472
Utilities	\$ 5,527,258	\$ 5,296,453
Services and Fees	\$ 6,006,449	\$ 4,332,692
Scholarships/Fee Waivers	\$ 2,424,463	\$ 2,495,326
Materials and Supplies	\$ 4,693,926	\$ 4,518,483
Tech Expense/Licensing	\$ 3,695,983	\$ 3,519,760
Bad Debt/Unemployment	\$ 1,003,331	\$ 1,150,000
Other Current Expense	\$ 3,296,339	\$ 4,125,173
<b>Total Current Expense</b>	<b>\$ 29,740,028</b>	<b>\$ 29,014,980</b>
<b>Capital Spending</b>		
Computer Refresh Leases	\$ 2,390,037	\$ 2,454,075
Capital Purchases- Non-Recurring	\$ 389,599	\$ 322,544
<b>Total Capital Spending</b>	<b>\$ 2,779,636</b>	<b>\$ 2,776,619</b>
<b>Total Operating Costs</b>	<b>\$ 142,878,878</b>	<b>\$ 143,541,343</b>
<b>Total Remaining Funds</b>	<b>\$ -</b>	<b>\$ -</b>

<b>St. Petersburg College FY19-20 Fund 2 Student Activities Budget</b>	
<b>Total Projected Student Activity Revenues</b>	<b>\$ 4,350,200</b>
<b>Less Budgeted Expenses:</b>	
Annual Journal Entries	\$ 75,649
Student Determined Activities Distribution (25%)	\$ 1,087,550
Reserve (5%)	\$ 150,807
Budgeted Personnel (excluding annual journal entries and athletics personnel)*	\$ 1,221,689
Athletics (including personnel)	\$ 1,385,021
Non-Discretionary Campus Program Operating Expenses	\$ 222,053
Other Collegewide Operating Expenses	\$ 207,431
<b>Total Budgeted Expenses</b>	<b>\$ 4,350,200</b>
<b>Surplus/Deficit</b>	<b>\$ -</b>

<b>St. Petersburg College FY19-20 Fund 5 Scholarship Budget</b>	
<b>Revenues:</b>	
Student Financial Aid Fees Collected	\$ 2,450,000
Federal PELL and SEOG Grants	\$ 51,611,000
Various Florida State Scholarship Grants	\$ 7,000,000
Various SPC Foundation and Other Scholarship Grants	\$ 1,875,000
<b>Total Revenues</b>	<b>\$ 62,936,000</b>
<b>Expenses:</b>	
Student Incentive Grant Scholarships	\$ 1,498,500
Johnnie Ruth Clark Scholarships	\$ 335,250
SPC Presidential Scholarships	\$ 213,210
Fine Arts, Visual Art, Associate to Baccalaureate, Honors College, Misc. Scholarships	\$ 403,040
<b>Total Financial Aid Fee Scholarships</b>	<b>\$ 2,450,000</b>
Federal PELL & SEOG Grants Awarded	\$ 51,611,000
State of Florida Scholarships	\$ 7,000,000
Various SPC Foundation and Other Scholarships	\$ 1,875,000
<b>Total Expenses</b>	<b>\$ 62,936,000</b>
<b>Surplus/Deficit</b>	<b>\$ -</b>


<b>St. Petersburg College</b>	
<b>FY19-20 Fund 3 Auxiliary Budget</b>	
<b>Revenues:</b>	
Bookstore Commissions	\$ 1,779,270
Food Services/Vending Commissions	\$ 112,551
Royalties-Ethics Textbook	\$ 15,000
Royalties-Excess Bandwidth	\$ 460,997
Pay For Print Sales	\$ 65,280
Seminole Library Rentals	\$ 49,567
Verizon Ground Tower Lease	\$ 53,487
Law Enforcement Applicant Screening	\$ 5,000
Interest	\$ 46,500
Royalties-Ethics Textbook Reserves	\$ 85,000
Other Revenue	\$ 143,898
<b>Total Revenues</b>	<b>\$ 2,816,550</b>
<b>Expenses:</b>	
Auxiliary Services Administrative Costs	\$ 77,500
Computer & Equipment Leases	\$ 86,000
Materials, supplies, misc. services	\$ 44,050
<b>Total Expenses</b>	<b>\$ 207,550</b>
Transfers Out to Other Funds:	
Operating Budget Fund	\$ 2,500,000
Scholarship Fund Mac J Williams	\$ 5,000
International Scholarships	\$ 104,000
<b>Total Transfers Out to Other Funds</b>	<b>\$ 2,609,000</b>
<b>Total Expenses &amp; Transfers</b>	<b>\$ 2,816,550</b>
<b>Excess of Revenues Over Expenses &amp; Transfers</b>	<b>\$ -</b>

	Capital Improvement Funds	State Appropriation Funds	Other Funds	FY18-19 Budget Projection
<b>Projected Sources of Revenue</b>				
PY PECO Projects (SPG Adm)	\$ -	\$ 12,010,557	\$ -	\$ 12,010,557
SODA General Renovation/Remodel (265)	\$ -	\$ -	\$ -	\$ -
PY SODA General Renovation/Remodel (265)	\$ -	\$ 2,902,976	\$ -	\$ 2,902,976
City of Seminole (Habitat)	\$ -	\$ -	\$ 29,375	\$ 29,375
PY Capital Improvement Fees	\$ 9,671,043	\$ -	\$ -	\$ 9,671,043
Capital Improvement Fees - Discretionary	\$ 8,184,372	\$ -	\$ -	\$ 8,184,372
CO&DS	\$ -	\$ -	\$ -	\$ -
PY CO&DS	\$ -	\$ 1,724,606	\$ -	\$ 1,724,606
Other Misc. Sources	\$ -	\$ -	\$ 773,022	\$ 773,022
RaceTrac	\$ -	\$ -	\$ 483,797	\$ 483,797
<b>Total Fund Sources</b>	<b>\$ 17,855,415</b>	<b>\$ 16,638,139</b>	<b>\$ 1,286,194</b>	<b>\$ 35,779,748</b>
<b>Projected Uses of Revenue</b>				
Budgeted Personnel Salaries	\$ 656,479	\$ -	\$ -	\$ 656,479
Other Personnel	\$ 206,000	\$ -	\$ -	\$ 206,000
Employee Benefits - Retirement	\$ 54,225	\$ -	\$ -	\$ 54,225
Employee Benefits - FICA/Medicare	\$ 50,221	\$ -	\$ -	\$ 50,221
Employee Benefits - Health/Dental/Wellness	\$ 135,832	\$ -	\$ -	\$ 135,832
<b>Total Personnel &amp; Benefits</b>	<b>\$ 1,102,757</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,102,757</b>
<b>Major Construction</b>				
St. Pete/Gibbs Adm	\$ 2,490,080	\$ 13,722,622	\$ 426,206	\$ 16,638,908
Bay Pines Center	\$ 178,706	\$ -	\$ -	\$ 178,706
Seminole Chamber of Commerce Modular	\$ 125,617	\$ -	\$ 3,180	\$ 128,797
<b>Total Major Construction</b>	<b>\$ 2,794,403</b>	<b>\$ 13,722,622</b>	<b>\$ 429,386</b>	<b>\$ 16,946,411</b>
<b>Infrastructure Deferred Maintenance and Network</b>				
Deferred Maintenance	\$ 1,500,000	\$ 9,145	\$ -	\$ 1,509,145
Campus Infrastructure Projects	\$ 231,928	\$ 2,893,831	\$ -	\$ 3,125,759
Technology Infrastructure Maintenance	\$ 1,353,765	\$ -	\$ -	\$ 1,353,765
<b>Total Infrastructure Deferred Maintenance and Network</b>	<b>\$ 3,085,693</b>	<b>\$ 2,902,976</b>	<b>\$ -</b>	<b>\$ 5,988,669</b>
<b>Project Expense</b>				
<b>Allstate</b>				
Fire Science Equipment (Tanks)	\$ 60,000	\$ -	\$ -	\$ 60,000
<b>Bay Pines Center</b>				
Bay Pines STEM Learning Center	\$ 106,883	\$ -	\$ -	\$ 106,883
<b>EpiCenter/District Office</b>				
Capital Equipment - EpiTech	\$ 15,000	\$ -	\$ -	\$ 15,000
Collaborative Labs	\$ 60,064	\$ -	\$ -	\$ 60,064
Campus & Academic Areas Refresh	\$ 25,000	\$ -	\$ -	\$ 25,000
<b>Seminole</b>				
Digitorium	\$ 35,000	\$ -	\$ -	\$ 35,000
City of Seminole (Habitat Park)	\$ -	\$ -	\$ 29,375	\$ 29,375
Pharmacy & Dental	\$ -	\$ -	\$ 37,313	\$ 37,313
<b>Tarpon Springs</b>				
Entrance/Exit	\$ -	\$ -	\$ 483,797	\$ 483,797
North Pinellas Collegiate High School	\$ -	\$ -	\$ 250,000	\$ 250,000
<b>Contingency</b>	<b>\$ 7,879,052</b>	<b>\$ 12,541</b>	<b>\$ 56,323</b>	<b>\$ 7,947,916</b>
<b>Debt Service - Construction Obligations and Bonds</b>	<b>\$ 2,691,563</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,691,563</b>
<b>Total Expenses</b>	<b>\$ 17,855,415</b>	<b>\$ 16,638,139</b>	<b>\$ 1,286,194</b>	<b>\$ 35,779,748</b>
<b>Remaining Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

June 18, 2019

**MEMORANDUM**

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

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

**SUBJECT:** Fiscal Year 2019-2020 College General Operating, Capital Outlay, Student Activities, Auxiliary, and Scholarship Budgets with Tuition and Fees

**The FY19-20 operating budget proposal continues to strengthen St. Petersburg College's efforts to support its pillar commitments; promote academic excellence, workforce mobility, and community engagement.**

**Approval is sought for the College's Operating and Capital Outlay Budget for Fiscal Year 2019-2020.**

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

**Fund 1 General Operating Budget** - The College's General Operating Budget is based on the 2019-2020 General Appropriations Act (Senate Bill 2500).

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 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 the submission to the Department of Education (DOE). Any future revisions to this operating budget must be presented to and approved by the Board.

**Fund 7 Capital Outlay Budget** – The FY2019-2020 College Capital Outlay budget of \$35.5M 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 detailed.

**Student Fees per credit/course hour as follows:**

<b>Lower Division Credit Programs</b>	<b>2018-2019 Fees</b>	<b>2019-2020 Fees</b>	<b>% Change</b>
<b>Florida Residents</b>			
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	
<b>Tuition and Fees</b>	<b>\$111.75</b>	<b>\$111.75</b>	<b>0.0%</b>
<b>Non-Residents</b>			
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	
<b>Tuition and Fees</b>	<b>\$386.90</b>	<b>\$386.90</b>	<b>0.0%</b>

<b>Post-Secondary Adult Vocational Non-Credit Programs</b>	<b>2018-2019 Fees</b>	<b>2019-2020 Fees</b>	<b>% Change</b>
<b>Florida Residents</b>			
Tuition Fee	\$68.60	\$68.60	
Technology Fee	3.43	3.43	
Capital Improvement Fee (CIF)	3.43	3.43	
<b>Total Registration Fees</b>	<b>\$75.46</b>	<b>\$75.46</b>	<b>0.0%</b>
<b>Non-Residents</b>			
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	
<b>Total Registration Fees</b>	<b>\$301.86</b>	<b>\$301.86</b>	<b>0.0%</b>



<b>Upper Division Credit Programs</b>	<b>2018-2019 Fees</b>	<b>2019-2020 Fees</b>	<b>% Change</b>
<b>Florida Residents</b>			
Tuition Fee	\$91.79	\$91.79	
Student Activity & Services 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	
<b>Tuition and Fees</b>	<b>\$122.70</b>	<b>\$122.70</b>	<b>0.0%</b>
<b>Non-Residents</b>			
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	
<b>Tuition and Fees</b>	<b>\$425.79</b>	<b>\$425.79</b>	<b>0.0%</b>

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

**Fund 2 Student Activities Budget** - The FY2019-2020 College-wide Student Activities Budget is \$4.4M. It includes \$1.1M 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 FY2019-2020 College-wide Auxiliary Budget is \$2.8M. It includes \$2.5M to support expenses in the Fund 1 General Operating Budget.

**Fund 5 Scholarship Budget** – The FY2019-2020 College-wide Scholarship Budget is \$62.9M. It includes \$58.6M in Federal and State financial aid, \$2.5M in scholarships funded by the Student Financial Aid Fee, and \$1.9M in Foundation and other scholarships.

Brian Miles, Vice President, Administrative, Finance & Technology recommend approval.

Attachment

June 18, 2019

**M E M O R A N D U M****TO:** Board of Trustees, St. Petersburg College**FROM:** Dr. Tonjua Williams, President **SUBJECT:** Personnel Report**Approval is sought for the following recommended personnel transactions:**

<b>HIRE Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Ross, April S	Titans-UP Project Coord	Academic & Student Affairs SE	5/13/2019 - 6/30/2020
Miller, Elizabeth A	Grant Associate	Grant Development EPI	5/28/2019 - 6/30/2020

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Ashe,Angela C	Asst Director, Accred & Assess	Academic EffectivenessAssesmnt EPI	5/27/2019 - 6/30/2020
Barlow, Stephen R	Systems Analyst	Administrative Information Sys DO	5/27/2019 - 6/30/2020
Mobley,Chaye R	Career & Academic Advisor	Associate Provost Office DT	4/29/2019 - 6/30/2020
Janusz, Dawn M	Student Support Manager	Associate Provost Office HEC	5/27/2019 - 6/30/2020
Hogan, Terri M	Career & Academic Advisor	Enrollment Management DO	5/13/2019 - 6/30/2020
Tucker, Fredrick W	Career & Academic Advisor	Enrollment Management DO	5/27/2019 - 6/30/2020
Ganoo, Kelliann	B2B Alliance Prog Mgr	Institutional Research/Effect EPI	5/13/2019 - 6/30/2020
Holtzman,Heather Nicole	Reference & Instr Librarian	Learning Resources CL	5/27/2019 - 6/30/2020
Stevens, Paul J	Mgr, Web Program & Support	Online Learning and Services EPI	5/13/2019 - 6/30/2020

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Molodecki-Gil, Humilse S	Custodian	Custodial Services CL	5/13/2019
Garcia Lopez, Carla	Student Support Assistant	Learning Resources DT	5/28/2019
Mackay, Cathi B	Student Support Assistant	Learning Resources SPG	5/13/2019
Kieman, Tiffany I	Administrative Svcs Specialist	Online Learning and Services EPI	5/28/2019

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Hannah, Tikiia N	Accounting Support Specialist	Budgeting & Compliance DO	5/11/2019
Elcius, Molinseai E	Student Support Advisor	Financial Assistance Services SPG	5/27/2019
Wamell Jr, Richard R	Facilities Specialist	Maintenance Services AC	5/25/2019

<b>HIRE Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Eberhardt, Pauline A	Faculty	Respiratory Care HEC	5/20/2019 - 6/30/2020

<b>TRANSFER/PROMOTION Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Bennett, Rachel B	Academic Director, CETL	Academic & Student Affairs	5/13/2019 - 6/30/2020
Billiris, Mark N	Acting Chair, Mathematics	Mathematics SE	5/13/2019 - 6/30/2020

<b>RENEWAL - MODIFICATION Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Harris, Jessica	Nursing Resource Facilitator	Nursing HEC	7/1/2019 - 10/1/2019

<b>CONTRACT NON-RENEWAL</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Coakley, Melissa	Faculty	Ethics CL	7/1/2019

<b>SUPPLEMENTAL Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Bley, Lauren D	Faculty - supplemental	Associate Provost Office AC	5/20/2019
Alicea, Destiny Marie A	OPS Career Level 1	Associate Provost Office SPG	4/29/2019
Shepard Jr, Melvin W	OPS Career Level 1	Associate Provost Office SPG	4/29/2019
Hawkins-Johnson, Jacqueline	Faculty - supplemental	Nursing HEC	5/20/2019
Eberhardt, Pauline A	Faculty - supplemental	Respiratory Care HEC	5/20/2019

<b>HIRE Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
McFerguson, Marquese L	Adjunct Faculty	Communications SPG	5/20/2019
Raisch, Steven D	Adjunct Faculty	Emergency Medical Services HEC	5/20/2019
Davis, Christy L	Adjunct Faculty	Humanities & Fine Arts TS	5/20/2019
Gamble-George, Joyonna C	Adjunct Faculty	Natural Science CL	5/20/2019
Roskos, Melinda R	Adjunct Faculty	Natural Science CL	5/20/2019
Beebe, Jameson A	Adjunct Faculty	Natural Science TS	5/20/2019
Hoch, Corey B	Adjunct Faculty	Natural Science TS	5/20/2019
Iwanicki, Sierra A	Adjunct Faculty	Social & Behavioral Science SE	5/20/2019
Czarnecki, Lynda S	Adjunct Faculty, Bach	Baccalaureate Programs HEC	5/20/2019
Llanes-Bonilla, July E	Adjunct Faculty, Bach	Business Administration SPG	5/20/2019
Viola, Thomas	Adjunct Faculty, HTF Nursing	Dental Hygiene HEC	5/20/2019
Welsh, Joshua S	OPS Career Level 1	Academic & Student Affairs CL	5/13/2019
Mendez, Nicholas E	OPS Career Level 1	Associate Provost Office AC	5/13/2019
Sandoval, Monica	OPS Career Level 1	Associate Provost Office SPG	5/13/2019
Williams, Mikera	OPS Career Level 1	Associate Provost Office SPG	5/3/2019
Edwards, Mitchell B	OPS Career Level 2	Counseling & Advisement CL	5/28/2019
Ervin, Sean F	OPS Career Level 5	Academic & Student Affairs DT	6/10/2019
Mancini, Tanna A	OPS Career Level 5	Learning Resources AC	5/28/2019
Medley, Yael	OPS Career Level 5	Learning Resources CL	4/29/2019
McLendon, Angela K	OPS Career Level 7	Academic & Student Affairs EPI	6/1/2019
Moore, Jimmy E	OPS Professional	Humanities & Fine Arts SPG	4/18/2019
Thomas, William S	OPS Professional	Humanities & Fine Arts SPG	4/25/2019
Bley, Timothy C	Professional Trainer	Criminal Justice AC	5/4/2019
Murphy Jr, Bruce	Professional Trainer	Emergency Medical Services HEC	5/13/2019
Parks Jr, Jeffrey S	Professional Trainer	Emergency Medical Services HEC	5/13/2019
Post, William M	Professional Trainer	Emergency Medical Services HEC	5/13/2019
Tomilonus, Matthew B	Professional Trainer	Emergency Medical Services HEC	5/13/2019
Stout, Crystal L	Professional Trainer	NTPI/WMD Grant - AC	5/28/2019
Poe, Ana	Professional Trainer	Workforce/Professnl Developmnt EPI	5/17/2019
Thorne, Laura J	Professional Trainer	Workforce/Professnl Developmnt EPI	6/1/2019

<b>TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Valentine, Anthony	Instructor	Communications/TS	07/14/2019 - 07/24/2019

Destination: Dublin, Ireland

The purpose of this trip is a professional development opportunity to travel to Dublin, Ireland and represent St. Petersburg College at the World

Conference on Education.

Estimated cost to the College is \$500.00.

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Jones, Lori	Instructor	College of Business/EPI	07/24/2019 - 08/4/2019
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Destination: San Jose, Costa Rica

The purpose of this trip is to lead students on a study abroad program to San Jose, Costa Rica. The 12 day program will provide students with the opportunity to receive course credit in GEB 2350 (Survey of International Business), MAN 2604 (Intercultural Relations in Business) or MAN 4102 (Managing Cultural Diversity). The program provides students with both an educational and cultural learning experience. A total of ten (11) students are enrolled in the program at the time of reporting.


Estimated cost to the College is \$447.00.

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

ND05302019

## MEMORANDUM

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President   
**SUBJECT:** Capital Improvement Plan (CIP) for FY 2020-21 through FY 2024-25

### **Approval is sought from the Board of Trustees for the FY 2020-2021 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 college and university is required to annually submit an updated five-year plan for its capital outlay needs based on the five-year Educational Plant Survey. This CIP is based on our current five-Year Educational Plant Survey effective July 1, 2017.

Projects must be recommended and approved by the Board of Trustees, and a state-validated Educational Plant Survey or Amendment must be included on the annual CIP to obtain 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, 2019. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the FY 2020-21 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 exiting

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

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

FINAL  
 FLORIDA COLLEGE SYSTEM  
 CIP - 2 SUMMARY  
 Capital Improvement Plan and Legislative Budget Request  
 2020-21 to 2024-25

**COLLEGE: ST. PETERSBURG COLLEGE**  
**MAINTENANCE, REPAIR & RENOVATION PROJECTS**

PRI #	PROJECT DESCRIPTION	2020-21	2021-22	2022-23	2023-24	2024-2025	CIP 5 YR TERM
	General Ren/Rem, Roofs, HVAC, ADA, Utilities, Site Improvements - Collegewide	\$5,785,000	\$8,220,000	\$8,875,000	\$3,185,000	\$7,340,000	\$31,405,000
<b>TOTAL MAINTENANCE, REPAIR &amp; RENOVATION PROJECTS</b>		<b>\$5,785,000</b>	<b>\$8,220,000</b>	<b>\$8,875,000</b>	<b>\$3,185,000</b>	<b>\$7,340,000</b>	<b>\$31,405,000</b>

**RENOVATION PROJECTS**

PRI #	PROJECT DESCRIPTION	2020-21	2021-22	2022-23	2023-24	2024-2025	CIP 5 YR TERM
<b>TOTAL RENOVATION PROJECTS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:**

PRI #	PROJECT DESCRIPTION	2020-21	2021-22	2022-23	2023-24	2024-2025	CIP 5 YR TERM
1	Construct New Health Science Building, Health Education Center	\$56,000,000					\$56,000,000
<b>TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT &amp; ACQUISITION PROJECTS:</b>		<b>\$56,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$56,000,000</b>
<b>GRAND TOTAL OF ALL PROJECTS</b>		<b>\$61,785,000</b>	<b>\$8,220,000</b>	<b>\$8,875,000</b>	<b>\$3,185,000</b>	<b>\$7,340,000</b>	<b>\$97,405,000</b>

# SPC St. Petersburg College



*St. Petersburg College  
Capital Improvement Plan  
2020-21 through 2024-2025*

**FLORIDA COLLEGE SYSTEM  
CAPITAL IMPROVEMENT PLAN &  
LEGISLATIVE BUDGET REQUEST  
FY 2020-21**

**TRANSMITTAL FORM**

**COLLEGE** St. Petersburg College

**APPROVED BY BOARD OF TRUSTEES** June 18, 2019  
**(DATE)**

**SIGNATURE OF PRESIDENT OR DESIGNEE** \_\_\_\_\_  
**Print Name** Diana Wright  
**Title** Acting Associate VP of Facilities Planning & Institutional Services

**DATE** June 18, 2019

**CONTACT PERSON** Diana Wright

**TELEPHONE** 727-341-3288



**St. Petersburg College  
Capital Improvement Program (CIP)  
FY 2020-21 through FY 2024-25**

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FLORIDA COLLEGE SYSTEM  
CIP 1  
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR FY 2019-20

COLLEGE: St. Petersburg College  
DATE: June 16, 2019

PROJECT TITLE (Include Site)	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
Remodel Student Services DT (TEC Garage)	SODA	2017/18 and 2018/19					50,000	YES		Construction	7/1/2019
Renovate Student Activities CL	SODA	2017/18 and 2018/19					30,000			Planning	On Hold
Repair Spillway SE	SODA	2017/18 and 2018/19					35,000			Bid	7/10/2019
Replacement of Gym Roof SPG	SODA	2017/18 and 2018/19					5,000			Planning	7/1/2019
Convert Bookstore to Cafè MT	SODA	2018/19					50,000	YES		Bid	8/19/2019
Refurbish Portables 101, 103, 146, 172, FT	SODA	2017/18 and 2018/19					75,000			Construction	6/28/2019
Replace Chiller #1, SPG	SODA	2017/18 and 2018/19					655,817	YES		Construction	7/31/2019
Exterior Building Weatherproofing and painting, DT	SODA/SCIF	2018/19				SCIF \$3,000	68,000	YES		Construction	7/1/2019
Parking Lot Storm Drain Replacement, CL	SODA	2017/18 and 2018/19					20,000			Planning	7/1/2019
Replace Domestic Water Lines, CL	SODA	2017/18 and 2018/19					605,209	YES		Construction	5/15/2019
Seminole Chamber of Commerce, SE	SODA	2018/19					750,022	YES		Construction	7/5/2019
Student Activities Renovation, TS	SODA	2017/18 and 2018/19					40,000			Construction	8/30/2019
Parking Lot Renovation Phase 2, DT	SODA	2018/19					300,000	YES		Construction	7/12/2019
Chiller Replacement, DT	SODA/SCIF	2018/19				SCIF \$2,269,05 SODA \$347,731	400,000	YES		Planning	8/1/2019
Cooling Tower Replacement, SPG	SODA/SCIF	2018/19				SCIF 100,000 SODA 500,00	600,000	YES		Planning	7/30/2019
Replacement of Kennel Floor, VT	SODA	2018/19					110,000			Planning	8/1/2019
Install Autoclave SS134, CL	SODA	2017/18 and 2018/19					30,000			Construction	4/26/2019
Replacement Maintenance Building Roof, TS	SODA	2018/19					150,000	YES		Planning	2/28/2020
Library Site Lighting - SPG	SODA	2017/18					3,500			Complete	3/25/2019
Ren/Rem Clearwater LA	SODA	2017 and 2018					206,531			Complete	12/31/2017
Renovation of Florida Room - AC	SODA	2017 and 2018					57,014			Complete	6/30/2018
Renovate Agora Building - TS	SODA	2017 and 2018					94,897			Complete	3/30/2019
Reconfigure Parking Lot in SA South Lot - SPG	SODA	2017/18					13,000			Complete	12/28/2019
ADA onsite Civil Rights Review compliance items, i.e. elevator repairs, eyewash stations, etc.	SODA	2016/17 and 2017/18					86,270			Construction	7/31/2019
Parking Garage Renovation - DT	SODA	2017/18					176,067				1/1/2019
Parking Garage, Phase II, DT	SODA	2017/18					272,805			Construction	7/1/2019
Replace AHU BT Bldg, CL	SODA	2017/18 and 2018/19					55,000				On Hold
Replace Chilled Water pipes, CL	SODA	2017/18					108,519			Complete	5/30/2019
Restripe 5th Avenue Parking Lot, SPG	SODA	2018/19					24,000			Planning	7/31/2019
Fire Alarm, Palladium	SODA	2017/18					78,825			Planning	5/30/2019
Repair Campus Gas Piping, TS	SODA	2017/18 and 2018/19					30,000			Complete	3/20/2019
Replace Ductwork, HEC	SODA	2017/18					93,653			Complete	4/30/2019

FLORIDA COLLEGE SYSTEM  
CIP 1  
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR FY 2019-20

COLLEGE: St. Petersburg College  
DATE: June 18, 2019

PROJECT TITLE (Include Site)	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
Renovate HIP Library, HEC	SODA	2017/18					\$01,144			Complete	3/31/2019
Roof Restoration, HEC	SODA	2016/17 and 2017/18					\$24,678			Complete	6/14/2019
Repair Steps, Palladium	SODA	2016/17 and 2017/18					\$2,210			Complete	11/2/2018
<b>TOTAL</b>							<b>\$29,032</b>				

PROJECT TITLE (Include Site)	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
Student Success Center, St. Petersburg/Gibbs Campus	FECCO, SPC Match of \$5,000,000	2016	60,000	\$10,000,000	\$10,000,000	\$5,000,000	\$25,000,000	YES	YES	Construction	12/1/2019
FECGP - Natural Habitat Park & Site Improvements - Seminole Campus					\$100,000		\$100,000			Complete	
FECGP -Ren/Rem District Office Building - Epi Center					\$10,000		\$10,000				
FECGP -Orthotics & Prosthetics Building, Equip & Site Imp. Health Ed Ctr (450)					\$8,450		\$8,450			Complete	
FECGP -Ren/Rem Palladium Bldg - St. Petersburg/Gibbs Campus					\$300		\$300				
FECGP -Ren/Rem Add Student Services Building St. Petersburg Gibbs					\$26,500		\$26,500			Complete	
FECGP -Ren/Rem Annex 2 Building - Epi Center					\$2,000,000		\$2,000,000			Complete	
							<b>\$27,145,250</b>				

Add lines as necessary.

**NOTES:**

- \* Please include any outstanding Facility Enhancement Challenge Grant Projects that remain eligible for future funding. (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 COAD's funds must also be included on the constitutionally-required Project Priority List (PPL).

June 18, 2019

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President  
**SUBJECT:** Capital Improvement Plan (CIP) for FY 2020-21 through FY 2024-25

**Approval is sought from the Board of Trustees for the FY 2020-21 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 college and university is required to annually submit an updated five-year plan for its capital outlay needs based on the five-year Educational Plant Survey. This CIP is based on our current five-Year Educational Plant Survey effective July 1, 2017.

Projects must be recommended and approved by the Board of Trustees, and a state-validated Educational Plant Survey or Amendment must be included on the annual CIP to obtain 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, 2019. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the FY 2020-21 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 exiting
- New Construction** – Design and Construction of new facilities. This also includes site acquisition

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

FINAL  
**FLORIDA COLLEGE SYSTEM**  
 CIP - 2 SUMMARY  
 Capital Improvement Plan and Legislative Budget Request  
 2020-21 to 2024-2025

COLLEGE: ST. PETERSBURG COLLEGE  
MAINTENANCE, REPAIR & RENOVATION PROJECTS

PRI #	PROJECT DESCRIPTION	2020-21	2021-22	2022-23	2023-24	2024-2025	CIP 5YR TERM
	General Ren/Rem, Roofs, HVAC, ADA, Utilities, Site Improvements - Collegewide	\$5,785,000	\$8,220,000	\$6,875,000	\$3,185,000	\$7,340,000	\$31,405,000
<b>TOTAL MAINTENANCE, REPAIR &amp; RENOVATION PROJECTS</b>		<b>\$5,785,000</b>	<b>\$8,220,000</b>	<b>\$6,875,000</b>	<b>\$3,185,000</b>	<b>\$7,340,000</b>	<b>\$31,405,000</b>

RENOVATION PROJECTS

PRI #	PROJECT DESCRIPTION	2020-21	2021-22	2022-23	2023-24	2024-2025	CIP 5YR TERM
<b>TOTAL RENOVATION PROJECTS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:

PRI #	PROJECT DESCRIPTION	2020-21	2021-22	2022-23	2023-24	2024-2025	CIP 5YR TERM
1	Construct New Health Science Building, Health Education Center	\$56,000,000					\$56,000,000
<b>TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT &amp; ACQUISITION PROJECTS:</b>		<b>\$56,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$56,000,000</b>
<b>GRAND TOTAL OF ALL PROJECTS</b>		<b>\$61,785,000</b>	<b>\$8,220,000</b>	<b>\$6,875,000</b>	<b>\$3,185,000</b>	<b>\$7,340,000</b>	<b>\$97,405,000</b>

FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY  
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2020-2021 through 2024-25

COLLEGE: St. Petersburg College  
**MAINTENANCE, REPAIR & RENOVATION PROJECTS**  
PECO Sum-of-the-digits Projects

Initial Request #	Project Yr	Type	PROJECT TITLE (Include Site)	SITE NO.	PAGE REF	2020-21	2021-22	2022-23	2023-24	2024-25	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY**	SCORE**
		Main/Repair	General Ren/Rem ADA - Collegewide	N/A		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000			\$250,000		
		Main/Repair	General Ren/Rem HVAC - Collegewide	N/A		400,000	1,400,000	2,800,000	450,000	800,000	5,850,000			5,850,000		
		Main/Repair	General Ren/Rem Roofs - Collegewide	N/A		275,000	1,710,000	250,000	300,000	850,000	3,385,000			3,385,000		
		Main/Repair	General Ren/Rem Site Improvements - Collegewide	N/A		830,000	1,760,000	2,575,000	660,000	4,665,000	10,490,000			10,490,000		
		Main/Repair	General Ren/Rem Utilities - Collegewide	N/A		4,230,000	3,300,000	1,200,000	1,725,000	975,000	11,430,000			11,430,000		
						0					0			0		
						0					0			0		
						0					0			0		
SUBTOTAL Maintenance/Repair/Rem (PECO Sum-of-the-digits) Projects						5,785,000	8,220,000	6,875,000	3,185,000	7,340,000	31,405,000					

RENOVATION PROJECTS

Initial Request #	Project Yr	Type	PROJECT TITLE (Include Site)	SITE NO.	PAGE REF	2020-21	2021-22	2022-23	2023-24	2024-25	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY**	SCORE**
						0					0			0		
SUBTOTAL Renovation Projects						0	0	0	0	0	0			0		

**TOTAL MAINTENANCE/REPAIR, & RENOVATION \$5,785,000 \$8,220,000 \$6,875,000 \$3,185,000 \$7,340,000 \$31,405,000**

\* Total Project Cost includes funding from all sources  
\*\* Maintenance & Repair Projects funded with PECO sum-of-the-digits do not need survey recommendations or scores.

Initial Request #	Project Yr	Type	PROJECT TITLE (Include Site)	SITE NO.	PAGE REF	2020-21	2021-22	2022-23	2023-24	2024-25	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY**	SCORE**
1	2013	New Const	Construct New Building to Relocate Health programs, Health Education Center	8		\$56,000,000					\$56,000,000	\$0	\$0	\$56,000,000	YES	27.0

\* Total Project Cost includes funding from all sources

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS \$56,000,000 \$0 \$0 \$0 \$0 \$56,000,000

**GRAND TOTAL OF ALL PROJECTS (not including Maint/Repair sum-of-the-digits) \$56,000,000 \$0 \$0 \$0 \$0 \$56,000,000**

**FLORIDA COLLEGE SYSTEM**  
**CIP 3A PROJECT EXPLANATION**  
**2020-21 through 2024-25**

<b>College Name</b>	St. Petersburg College			
<b>Project Title</b>	Construct New Health Science Building, Health Education Center			
<b>Budget Entity Priority</b>	1			
<b>Statutory Authority</b>	Sec. 1013.64(4)(a)			
<b>Type of Project (*)</b>	Renovation	Remodel	New Construction	Acquisition
	x		x	
<b>GEOGRAPHIC LOCATION</b>	7200 66th St. North, Pinellas Park, Fl Site street address, City		<b>COUNTY:</b> Pinellas	
<b>Official College Site Number</b>	8			

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

St. Petersburg College plans to construct a three-story Health Science Building at its Health Education Center, which will replace the centers main building. The existing building, constructed in 1971, was originally designed as a department store and acquired by SPC in 1981 to support Pinellas County's need to train and prepare future health care workers to include nursing. The 165,594 square foot half century old building and infrastructure along with the increasing demand from the healthcare workforce, has created an urgent need to align new facilities to meet the increasing demand for health professionals in Pinellas County and, more broadly throughout the Tampa Bay region. The new Health Science Building will allow the college to expand it's College of Nursing program with a state of the art simulation center. It will also include a new Library/Tutoring/Testing Center with an integrated Cafe, Administration/Student Services, an Emergency Medical Services (EMS) program, and a Fire Academy. The existing O&P building will be renovated to accommodate Dental Hygiene, Funeral Services & Arts (including cadaver labs), Respiratory Care, Radiography and Physical Therapist Assistant (PTA) degree programs, and clinics. Constructing the Health Science building was included as a top priority in the 2019-2020 Capital Improvement Plan submitted to the State Board of Education. Justification for the project was achieved through a Castaldi report drafted in late 2018 which recommended razing the existing main Health Education building. Demolition was deemed more cost effective than remodeling or renovating the approximately 50-year-old main building.

This recommendation was included in the Educational Plant Survey and approved by the Board of Trustees June 30, 2017.

<b>Initial Year Requested:</b>	2013	<b>Has this project ever been vetoed? If so, list year(s):</b>	No
<b>List All Proposed Sources of Funding:</b>	PECO		

**Projected Bid Date/Start of Construction (Month, Year):** March 2021  
**Projected Occupancy Date (Month, Year):** June 2023

<b>Funding Educational Specifications Section (must be completed for all first-year priority construction)</b>				
<b>Date of Survey</b>	<b>Survey Recommendation #</b>	<b>Survey Recommended Total NSF</b>	<b>NSF Used</b>	<b>Student Stations Used</b>
June 30, 2017	8.001 - 8.009; 8.010; 8:011; SR.01-SR.06	87,050	87,050	

CIP 3B COST WORKSHEET

St. Petersburg College

Construct New Health Science Building, Health Education Center

NEW CONSTRUCTION	NSF	GSF	\$/GSF	LOCAL FACTOR	Const. Cost
Classrooms	10,050	14275	328.75	1.03	\$4,833,693
Teaching Labs	5,000	7102	342.29	1.03	\$2,503,872
Library	10,000	14204	264.08	1.03	\$3,863,522
Vocational Labs	38,000	53975	342.29	1.03	\$19,029,356
Offices	12,000	17045	351.53	1.03	\$6,171,584
Auditorium - Exhibits	0	0	359.43	1.03	\$0
Instructional Media	0	0	239.88	1.03	\$0
Gymnasium	0	0	261.93	1.03	\$0
Student Services	7,000	9943	334.89	1.03	\$3,429,706
Support Services	5,000	7102	239.88	1.03	\$1,754,737
<b>TOTAL</b>	<b>87,050</b>	<b>123,646</b>	<b>Wt. Avg. 320.98</b>		
<b>New Construction Cost</b>					<b>\$41,586,469</b>

REMODELING/RENOVATION*	NSF	GSF	\$/GSF*	Const. Cost
Renovations to O&P Building				\$2,328,000

Remodeling/Renovation Cost\* \$2,328,000

\*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost.  
 Base Construction - New & Rem/Rem \$43,914,469  
 Site development/improvement\*\* (2.6%) \$1,141,776  
 Total Base Construction Costs \$45,056,245

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

SCHEDULE OF PROJECT COMPONENTS	ESTIMATED EXPENDITURES				
	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
<b>1. CONSTRUCTION COSTS</b>					
a. Base Construction Cost (from above)	\$45,056,245				
Add'l Extraordinary Construction Costs					
b. Environmental Impacts/Mitigation					
c. Site preparation					
d. Landscape/Irrigation					
e. Plaza/Walks					
f. Roadway improvements					
g. Parking spaces:					
h. Telecommunication					
i. Electrical service					
j. Water distribution					
k. Sanitary sewer system					
l. Chilled water system					
m. Storm water system					
n. Energy efficient equipment					
o. Other:					
<b>Subtotal: CONSTRUCTION COSTS</b>	<b>\$45,056,245</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
PECO Funds					
Other Funds:					
<b>2. OTHER PROJECT COSTS</b>					
a. Land/existing facility acquisition**					
b. Professional Fees					
1) Planning/programming (1%)	\$451,558				
2) A/E fees (7.8%)	\$3,522,152				
3) Inspection Services*** (sugg. 0.5%)	\$225,779				
4) On-site representation (1.3%)	\$587,025				
5) Other prof. services*** (sugg. 0.5%)	\$225,779				
c. Testing/surveys (2.2%)	\$993,427				
d. Permit/Environmental Fees***	\$0				
e. Miscellaneous cost*** (sugg. 1-3%)	\$451,558				
f. Movable equipment/furnishings (10.2%)	\$4,489,172				
<b>Subtotal: OTHER PROJECT COSTS</b>	<b>\$10,946,450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
PECO Funds					
Other Funds:					
<b>TOTAL COSTS BY YEAR (1+2)</b>	<b>\$56,002,695</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
PECO Funds	\$0	\$0	\$0	\$0	\$0
Other Funds:	\$0	\$0	\$0	\$0	\$0

Other Fund Sources (Encumbered/Spent)		Appropriations to Date	
Source/Year	Amount	Year	Amount
<b>TOTAL:</b>	<b>0</b>	<b>TOTAL:</b>	<b>0</b>

Projected Costs	
Year	Amount
FY 25-26	
FY 26-27	
FY 27-28	
FY 28-29	
<b>TOTAL:</b>	<b>0</b>

\*\*\* As needed

TOTAL PROJECT COSTS \$56,002,695



**CIP 3C SCORING WORKSHEET**

St. Petersburg College  
**RETURN ON INVESTMENT**  
 Part 1: EMSI Benefit Cost Ratio

Economic Modeling Specialists, Inc. (EMSI) impact model Benefit Cost Ratio (will prepopulate):   
 Conversion to 10-point scale:   
 Weight factor:   
 Subtotal ROI Part 1:

**Part 2: Life-Cycle Cost**  
 Identify project type:       
 Project Life (years):     
 Project Cost: \$56,002,695 /Project Life  =Annualized cost:   
 Annualized Cost: \$1,120,054 /Project gsf  =Life-Cycle Cost:

Annual leasing cost per square foot identified using FL Dept. of Management Services Master Leasing **Report and location of project:**  
 City/Region Leasing \$/sf/year:   
 Difference (Annual leasing cost - Life-cycle cost):   
 Life-Cycle ROI % = (Difference / Life-Cycle Cost)\*100:

**Conversion to 10-point scale - Systemwide:** The points for this section will be determined by the Division once all projects have been reviewed. The project with the highest Life-Cycle ROI percentage will set the 10-point mark, and all other projects will be scored against it. This will reduce the possibility for projects to score the same number of points.

**Conversion to 10-point scale - by College:** Once all projects have been reviewed and Life-Cycle ROIs calculated, identify the project with the highest Life-Cycle ROI percentage. This will be the 10-point mark for your college. Use this percentage (ex. 257.4563) in box F34 below. Divide the other project percentages by that percentage and multiply by 10 (use 2-4 decimal places). The resulting Life-Cycle Cost points will calculate in boxes F35 and G40. The points for this section are weighted and will calculate automatically in the Subtotal ROI Part 2 box H42.

Calculated Life-Cycle ROI for this project:   
 Highest calculated Life-Cycle ROI for all projects:   
 Life-Cycle Cost Points:

**For a Renovation/Utilities Upgrade Project,** or a project that does not involve an easily calculated \$/sf cost, use the EMSI Benefit Cost Ratio

Conversion to 10 points scale number from G8 as the Life-Cycle Cost Points in box G40 below.  
 Life-Cycle Cost Points:   
 Weight factor:   
 Subtotal ROI Part 2:

**Part 3: Space Utilization**  
 The single best measure of space utilization is number of hours per student station per week. Reported classroom and lab space utilization percentages for fall semester, 2018, have been averaged for each college and will prepopulate below.  
 Average space utilization rate for college:

Percentage	Points	Percentage	Points
<0	0	76-90	6
0-15	1	91-105	7
16-30	2	106-120	8
31-45	3	121-135	9
46-60	4	136+	10
61-75	5		

Space Utilization Points (Based on %):   
 Weight factor:   
 Subtotal ROI Part 3:

**Total ROI Points:**

**PROGRAM**

For this project, please identify any Science, Technology, Engineering, Math (STEM) program component(s) and/or any High Skill/High Wage (HS/HW) program component(s). This information should be in the survey recommendations and narrative. (Add rows if applicable.)

Survey Rec #	Date approved	Program info
8.010; 8.011	6/30/2017	Nursing with simulation center, Emergency Medical Center, Dental Hygiene, Respiratory Care, Radiography and Physical Therapist Assistant (PTA) degree programs, and clinics, Fire Academy, Funeral Services & Arts (including cadaver labs), degree programs, and clinics.

There are five categories, please assign points as follows:

- Project does not include STEM or HS/HW program component and does not provide any support for a facility or facilities that house such a program. **Points: zero (0).**
- Project does not include a specific STEM or HS/HW program component, but does provide either building support or campus/college-wide support. **Points: 2.5.**
- Project includes general classrooms which could be used for STEM instruction. **Points: 5.**
- Project includes an identifiable STEM or HS/HW program component. **Points: 7.5.**
- Project includes multiple identifiable STEM or HS/HW program components. **Points: 10.**

**Program Points:**

**COLLEGE PRIORITY ORDER**

Projects should be assigned points based on their overall order of priority request by the College.

Priority	Points
1	10
2	5
3	2.5
4	1.25
5	0.625

**Priority Points:**

**AGE**

Age is the factor used to gauge the general need of the proposed renovation, remodel, or replacement of the identified facility(ies) or system (utility/infrastructure). Multiple facilities, campus-wide or college-wide projects should use an average age. Points to be assigned as follows:

Age	Points	Age	Points
0-5 years	0	31-35 years	6
6-10 years	1	36-40 years	7
11-15 years	2	41-45 years	8
16-20 years	3	46-50 years	9
21-25 years	4	51+ years	10
26-30 years	5		

**Age Points:**

**FUNDING AVAILABLE**

Percentage of funding available is used for consideration of projects that already have partial funding. This allows projects with previously appropriated state funds and available local funds to advance in priority. The percentage of funding available, both state appropriated and local, should be included.

Examples:  
 Project is 5% (or 0.05) funded = 0.5 points  
 Project is 87% (or 0.87) funded = 8.7 points

**% Funded Points:**

**TOTAL POINTS:**

Include the total points in the SCORE column on the CIP 2 for each project.  
 4\_CIP3\_2019.xls\3C\_Scoring Worksheet

**Higher Educational Facilities  
Return on Investment**

Institution: St. Petersburg College  
 Project: Construct New Health Science Building, Health Education Center  
 Total Funding: \$56,000,000  
 Previous Funding (State and Local): None  
 STEM (Yes or No): Yes  
 Contact Person (Name, Position, Phone No.): Diana Wright, Acting AVP, Facilities Planning & Institutional Services

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 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 current building 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:

Other Pertinent Information not included above:

**FLORIDA COLLEGE SYSTEM  
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION  
2020-21 through 2024-25**

<b>College Name</b>	St. Petersburg College		
<b>Project Title</b>	Maintenance/Repair ADA		
<b>Budget Entity Priority</b>			
<b>Statutory Authority</b>	Sec. 1013.64		
<b>Type Project</b>	<b>Noncritical</b>	<b>Critical</b>	
		X	

**BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)**

PROJECT/BLDG NAME	BLDG #	GSF	LOCATION	COUNTY:
			COLLEGEWIDE	Pinellas

**PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE & ANY APPLICABLE SURVEY RECOMMENDATIONS)**

This project completes other small projects related to our Standard Collegewide Recommendations SR.01-SR.06 and site recommendations not accounted for in any other project in this CIP; generic renovation/remodel of any college facility including upgrades and/or replacement of the building envelope and building systems, specifically ADA.

The recommendations related to this project have been approved by the College's Board of Trustees in our Educational Plant Survey dated June 30, 2017

SR.01-SR.06

**Year 1**

Survey Recommendation#  
CW-SR.01

ADA Collegewide - installation pullcord notification in ADA restrooms. 50,000  
50,000

**Year 2-**

Survey Recommendation#  
CW-SR.01

ADA Collegewide - installation pullcord notification in ADA restrooms. 50,000  
50,000

**Year 3 -**

Survey Recommendation#  
CW-SR.01

ADA Collegewide - installation pullcord notification in ADA restrooms. 50,000  
50,000

**Year 4**

Survey Recommendation#  
CW-SR.01

ADA Collegewide - installation pullcord notification in ADA restrooms. 50,000  
50,000

**Year 5**

Survey Recommendation#  
CW-SR.01

ADA Collegewide - installation pullcord notification in ADA restrooms. 50,000  
50,000

<b>Total</b>	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>Check (per Cost Worksheet)</b>	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

**FLORIDA COLLEGE SYSTEM  
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET**

<b>College:</b> St. Petersburg College		<b>Project:</b> Maintenance/Repair ADA				
<b>BUILDING SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
electrical						
envelope						
interior						
mechanical						
plumbing						
roof						
site						
special						
structural (BS)						
<b>SUBTOTAL</b>	0	0	0	0	0	0
<b>CENTRAL UTILITY SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
cogeneration						
cooling gen./distrib.						
electrical distrib.						
heating gen./distrib.						
landfill						
water treat./distrib.						
waste treatment						
<b>SUBTOTAL</b>	0	0	0	0	0	0
<b>SPECIAL SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
energy conservation						
storage tanks						
<b>SUBTOTAL</b>	0	0	0	0	0	0
<b>CAMPUS SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
drainage/grounds						
road system paving						
other paving						
<b>SUBTOTAL</b>	0	0	0	0	0	0
<b>LIFE SAFETY AND LICENSURE</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
Licensure						
Life Safety						
ADA	50,000	50,000	50,000	50,000	50,000	
Environmental						
<b>SUBTOTAL</b>	50,000	50,000	50,000	50,000	50,000	
<b>TOTAL</b>	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	

**FLORIDA COLLEGE SYSTEM  
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION  
2019-20 through 2023-24**

<b>College Name</b>	St. Petersburg College		
<b>Project Title</b>	Maintenance/Repair of HVAC Collagewide		
<b>Budget Entity Priority</b>			
<b>Statutory Authority</b>	Sec. 1013.64		
<b>Type Project</b>	Noncritical	Critical	
		X	

**BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)**

PROJECT/BLDG NAME	BLDG #	GSF	LOCATION	COUNTY:
Palladium	504	29,609	253 5th Avenue North, St. Petersburg, FL	Pinellas
Allstate Center	75	131,132	3200 34th Street South, St. Petersburg, FL	Pinellas
Health Education Center	61	165,594	7200 66th Street North, Pinellas Park, FL	Pinellas
St. Petersburg/Gibbs	20	7,587	6605 5th Avenue North, St. Petersburg, FL	Pinellas
Tarpon Springs	95	1,465	600 Klosterman Road, Tarpon Springs, FL	Pinellas
Tarpon Springs	84	8,654	600 Klosterman Road, Tarpon Springs, FL	Pinellas
Midtown Ctr for Achieveme	1601	10,234	1048 22nd Street South, St. Petersburg, FL	Pinellas
District Office	706	79,100	8021 142nd Avenue North, Clearwater, FL	Pinellas
Seminole Campus	53	11,685	9200 113th Avenue North, Seminole, FL	Pinellas
Clearwater Campus	44	17,453	2465 Drew Street, Clearwater, FL	Pinellas
Clearwater Campus	33	44,873	2465 Drew Street, Clearwater, FL	Pinellas

**PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE & ANY APPLICABLE SURVEY RECOMMENDATIONS)**

This project completes other small projects related to our Standard Collegewide Recommendations SR.01- SR.06 and site recommendations not accounted for in any other project in this CIP; generic renovation/remodel of any college facility including upgrades and/or replacement of the building envelope and building systems, specifically HVAC.

The recommendations related to this project have been approved by the College's Board of Trustees in our Educational Plant Survey dated June 30, 2017

**Year 1**

Survey Recommendation#

15.001	Downtown Center - Replace rooftop air-cooled units, current units are past their useful life	400,000
		<b>400,000</b>

**Year 2-**

Survey Recommendation#

4.001	Seminole Campus - Upgrade HVAC controls to Tracer ES. Replace failed campus hot water loop. Install heat recovery chiller.	1,300,000
8.002	Health Education Center - Renovate HVAC systems for entire site, including controls. Upgrade building management system from Tracer Summit to ES. All Cooling tower fills (3 in total) need to be replaced. Replacement of second floor collapsed ductwork.	100,000
		<b>1,400,000</b>

**Year 3 -**

Survey Recommendation#

3.005	St. Petersburg Campus - Renovate chilled water systems for entire site, including controls. Upgrade current Trane Traco system to Trane ES building management system. Replacement of cooling tower fills (\$30,000) Replacement of two water cooled chillers (200 ton & 500 ton) over 25 years old.	1,300,000
5.004	Tarpon Springs Center -Complete phase II of chiller plant upgrade by replacing 23 year old chiller and converting to VPF plant. Replace 40+ year old air handler in Agora building	1,200,000
16.002	Midtown Center - Upgrade controls, replace air handlers, and rooftop units at the Keene Achievement Center.	300,000
		<b>2,800,000</b>

**Year 4**

Survey Recommendation#

3-N/A	St. Petersburg Gibbs Campus - Replace the A/C units at the Wellness Center. Nine 5-ton units and one 15-ton unit. Over 40 years old.	200,000
1.003	District Office - Replace and upgrade control system for 24 rooftop HVAC units.	250,000
		<b>450,000</b>

**Year 5**

Survey Recommendation#

2.010	Clearwater Campus- Replacement of Business Technology building rooftop units. Upgrade Social Science building to a four pipe HVAC system and replace all campus building on Trane ES building management	800,000
		<b>800,000</b>

FUNDING SOURCE(S)	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
PECO - Sum-of-the-digits	400,000	1,400,000	2,800,000	450,000	800,000

<b>Total</b>	\$400,000	\$1,400,000	\$2,800,000	\$450,000	\$800,000
<b>Check (per Cost Worksheet)</b>	\$400,000	\$1,400,000	\$2,800,000	\$450,000	\$800,000

**FLORIDA COLLEGE SYSTEM  
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET**

<b>College:</b> St. Petersburg College		<b>Project:</b> Maintenance/Repair of HVAC Collegewide				
<b>BUILDING SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
electrical						
envelope						
interior						
mechanical	400,000	1,400,000	2,800,000	450,000	800,000	
plumbing						
roof						
site						
special						
structural (BS)						
<b>SUBTOTAL</b>	<b>400,000</b>	<b>1,400,000</b>	<b>2,800,000</b>	<b>450,000</b>	<b>800,000</b>	
<b>CENTRAL UTILITY SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
cogeneration						
cooling gen./distrib.						
electrical distrib.						
heating gen./distrib.						
landfill						
water treat./distrib.						
waste treatment						
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SPECIAL SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
energy conservation						
storage tanks						
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CAMPUS SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
drainage/grounds						
road system paving						
other paving						
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>LIFE SAFETY AND LICENSURE</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
Licensure						
Life Safety						
ADA						
Environmental						
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL</b>	<b>\$400,000</b>	<b>\$1,400,000</b>	<b>\$2,800,000</b>	<b>\$450,000</b>	<b>\$800,000</b>	



**FLORIDA COLLEGE SYSTEM  
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION  
2020-21 through 2024-25**

<b>College Name</b>	St. Petersburg College		
<b>Project Title</b>	Maintenance/Repair of Roofs - Collegewide		
<b>Budget Entity Priority</b>			
<b>Statutory Authority</b>	Sec. 1013.64		
<b>Type Project</b>	<b>Noncritical</b>	<b>Critical</b>	
		X	

**BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)**

PROJECT/BLDG NAME	BLDG #	GSF	LOCATION	COUNTY:
Health Education Center	61	165,983	7200 66th Street North, Pinellas Park, FL	Pinellas
Palladium	504	29,609	253 5th Avenue North, St. Petersburg, FL	Pinellas
Tarpon Springs, Agora	85	8,654	600 Klosterman Road, Tarpon Springs, FL	Pinellas
Tarpon Springs, Bilirakis	97	147,409	38500 US Highway 19 North, Tarpon Springs, FL	Pinellas
Allstate Center	75	131,132	3200 34th Street South, St. Petersburg, FL	Pinellas

**PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE & ANY APPLICABLE SURVEY RECOMMENDATIONS)**

This project completes other small projects related to our Standard Collegewide Recommendations SR>01-SR.06 and site recommendations not accounted for in any other project in this CIP; generic renovation/remodel of any college facility including upgrades and/or replacement of the building envelope and building systems, specifically **Roofs**.

The recommendations related to this project have been approved by the College's Board of Trustees in our Educational Plant Survey dated June 30, 2017

**Year 1 -**

Survey Recommendation #	9.009 <b>Allstate Center</b> - Replace main roof 15,000 GSF of gravel surface built up roof.	275,000
		<u>275,000</u>

**Year 2 -**

Survey Recommendation #	3.001 <b>Palladium</b> - Replace 1,700 GSF of gravel surface built up roof system.	110,000
	5.002 <b>Tarpon Springs Campus</b> - Restore and replace roofs on Bilirakis Building, Alpha, Beta and Gamma.	1,600,000
		<u>1,710,000</u>

**Year 3 -**

Survey Recommendation #	3- SR.03 <b>St. Petersburg Gibbs Campus</b> - Replace the roof on the Wellness Center.	250,000
		<u>250,000</u>

**Year 4**

Survey Recommendation #	4-SR.03 <b>Seminole</b> - Restore/Replace Library building roof.	300,000
		<u>300,000</u>

**Year 5**

Survey Recommendation #	2-SR.03 <b>Clearwater Campus</b> - Restore/Replace BT roof.	350,000
	2-SR.03 <b>Clearwater Campus</b> - Restore/Replace Crossroads and Social Arts roofs.	400,000
	4-SR.03 <b>Seminole</b> - Restore/Replace Dental and Pharmacy roof.	100,000
		<u>850,000</u>

FUNDING SOURCE(S)	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
PECO - Sum-of-the-digits	275,000	1,710,000	250,000	300,000	850,000

	Total	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
<b>Check (per Cost Worksheet)</b>		\$275,000	\$1,710,000	\$250,000	\$300,000	\$850,000



**FLORIDA COLLEGE SYSTEM  
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET**

<b>College:</b> St. Petersburg College		<b>Project:</b> Maintenance/Repair of Roofs - Collegewide				
<b>BUILDING SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
electrical						
envelope						
interior						
mechanical						
plumbing						
roof	275,000	1,710,000	250,000	300,000	850,000	
site						
special						
structural (BS)						
<b>SUBTOTAL</b>	<b>275,000</b>	<b>1,710,000</b>	<b>250,000</b>	<b>300,000</b>	<b>850,000</b>	
<b>CENTRAL UTILITY SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
cogeneration						
cooling gen./distrib.						
electrical distrib.						
heating gen./distrib.						
landfill						
water treat./distrib.						
waste treatment						
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SPECIAL SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
energy conservation						
storage tanks						
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CAMPUS SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
drainage/grounds						
road system paving						
other paving						
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>LIFE SAFETY AND LICENSURE</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
Licensure						
Life Safety						
ADA						
Environmental						
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL</b>	<b>\$275,000</b>	<b>\$1,710,000</b>	<b>\$250,000</b>	<b>\$300,000</b>	<b>\$850,000</b>	

**FLORIDA COLLEGE SYSTEM  
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION  
2020-21 through 2024-25**

<b>College Name</b>	St. Petersburg College		
<b>Project Title</b>	Maintenance/Repair for Site Improvements - Collegewide		
<b>Budget Entity Priority</b>			
<b>Statutory Authority</b>	Sec. 1013.64		
<b>Type Project</b>	<b>Noncritical</b>	<b>Critical</b>	
		X	

**BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)**

PROJECT/BLDG NAME	BLDG #	GSF	LOCATION	COUNTY:
Downtown Center	501	172,904	244 2nd Avenue North, St. Petersburg, FL	Pinellas
Bay Pines Center	79	12,569	4723 Bay Pines Terrace, St. Petersburg, FL	Pinellas
Seminole Campus	Entire Site	Site	9200 113th Street North, Seminole, FL	Pinellas
Midtown Center	1601	10,234	1048 22nd Street South, St. Petersburg, FL	Pinellas
Palladium	504	29,609	253 5th Avenue North, St. Petersburg, FL	Pinellas
Epi - District Office, Tech, S	Entire Site	Site	6021 142nd Avenue North, Clearwater, FL	Pinellas
Clearwater Campus	Entire Site	Site	2465 Drew Street, Clearwater, FL	Pinellas
St. Petersburg Gibbs Camp	Entire Site	Site	6605 5th Avenue North, St. Petersburg, FL	Pinellas
Seminole Campus	Habitat Park	Site	9200 113th Street North, Seminole, FL	Pinellas
St. Petersburg Gibbs Camp	Entire Site	Site	6605 5th Avenue North, St. Petersburg, FL	Pinellas
Health Education Center	Entire Site	Site	7200 66th Street North, Pinellas Park, FL	Pinellas
Allstate Center	Skid Pad	Site	3200 34th Street South, St. Petersburg, FL	Pinellas
Allstate Center	Entire Site	Site	3200 34th Street South, St. Petersburg, FL	Pinellas
Fire Training Center	Entire Site	Site	5005 126th Avenue North, Clearwater, FL	Pinellas
Midtown Center	Entire Site	Site	1048 22nd Street South, St. Petersburg, FL	Pinellas
Health Education Center	67	50,138	6698 66th Avenue, Pinellas Park, FL	Pinellas
Downtown Center	Entire Site	Site	244 2nd Avenue North, St. Petersburg, FL	Pinellas
Vet Tech Center	Entire Site	Site	12376 Ulmerton Road, Seminole, FL	Pinellas
Palladium	Entire Site	Site	253 5th Avenue North, St. Petersburg, FL	Pinellas

**PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE & ANY APPLICABLE SURVEY RECOMMENDATIONS)**

This project completes other small projects related to our Standard Collegewide Recommendations SR 01-SR 06 and site recommendations not accounted for in any other project in this CIP, generic renovation/model of any college facility including upgrades and/or replacement of the building envelope and building systems, specifically **Site**. The recommendations related to this project have been approved by the College's Board of Trustees in our Educational Plant Survey dated June 30, 2017.

**Year 1 -**

Survey Recommendation #		
1.001	<b>Epi Center - Upgrade lock systems to provide lockdown capabilities in all classrooms</b>	75,000
3.008	<b>St. Petersburg Gibbs Campus - Remove irrigation system for entire site.</b>	25,000
4. N/A	<b>Seminole Campus - Seal and Paint Library Building</b>	80,000
5.007	<b>Tarpon Springs Campus - Renovate irrigation</b>	50,000
8. N/A	<b>Health Education Center - Pressure wash and paint building</b>	100,000
9. N/A	<b>Allstate Center - Firing Range - moisture remediation and related flooring repairs</b>	500,000
		<b>830,000</b>

**Year 2 -**

Survey Recommendation #		
2.005	<b>Clearwater Campus - Renovate existing irrigation system for entire site.</b>	150,000
6.001	<b>Bay Pines - Infrastructure - Add dock run electrical and water to dock and repair sea wall.</b>	500,000
4.002	<b>Seminole - General signage changes and updates, refresh paint, etc.</b>	10,000
9.008	<b>Allstate Center - Seal and stripe all parking lots.</b>	75,000
17.001	<b>Fire Training Center - Dispose of three portables and add three modular buildings to include one office and two classroom buildings.</b>	750,000
5.009	<b>Tarpon Springs Campus - Ongoing updates, general signage changes, refresh paint, etc.</b>	275,000
		<b>1,760,000</b>

**Year 3 -**

Survey Recommendation #		
16.001	<b>Midtown Center - Repave parking areas where tree roots have lifted asphalt. Seal and stripe parking lot.</b>	75,000
3.002	<b>Palladium - Paint the interior of the theatre. Lead paint is currently chipping, will require scaffolding and removal of sound cloud.</b>	1,500,000
1.005	<b>Epi Center - Ongoing updates, general signage changes, refresh paint, etc.</b>	75,000
2.006	<b>Clearwater Campus - Signage for new buildings and site changes/moves for the directory updates and site wide buildings. Signage updates where occupants are listed.</b>	150,000
3.009	<b>St. Petersburg Gibbs Campus - Signage for new buildings and site changes/moves for the directory updates and site wide buildings. Signage updates where occupants are listed.</b>	100,000
9.002	<b>Allstate Center - Dispose of portable and add modular building for driving range area.</b>	375,000
4.004	<b>Seminole Campus - Habitat Park - Extension and cost to maintain front wet pond.</b>	300,000
		<b>2,675,000</b>

**Year 4**

Survey Recommendation #		
3.010	<b>St. Petersburg Gibbs Campus - Seal and stripe all parking lots</b>	300,000
8.005	<b>Health Education Center - Seal and stripe all parking lots and paved areas that have excessive cracking.</b>	350,000
9.006	<b>Allstate Center - Renovate signage for entire site.</b>	10,000
		<b>660,000</b>

**Year 5 -**

Survey Recommendation #		
1.006	<b>Epi Center - Pave parking lot adjacent to Epi Tech building where Coliseum was demolished.</b>	250,000
2.007	<b>Clearwater Campus - Repave south west parking area to eliminate depression caused by storm sewer system. Seal and stripe all parking lots.</b>	200,000
3.003	<b>Palladium - Install gate at each parking entrance to minimize illegal parking.</b>	15,000
3.012	<b>Palladium - Pave current gravel parking lot.</b>	150,000
4.003	<b>Seminole Campus - Seal and stripe all parking lots.</b>	100,000
5.008	<b>Tarpon Springs Center - Seal, stripe and repave all parking areas that have extreme cracking.</b>	1,000,000
8.004	<b>Health Education Center - General signage changes and updates, refresh paint, etc.</b>	10,000
8.006	<b>Health Education Center Annex - Upper floors need to be updated to meet SREF and Florida Building Code requirements. Seal building envelope.</b>	2,500,000
9.005	<b>Allstate Center - Renovate irrigation</b>	50,000
15.001	<b>Downtown Center - Current signage should be replaced to LED for greater visibility and to ensure replacement parts are available. Current sign is outdated.</b>	200,000
18.001	<b>Vet Tech Center - General signage changes and updates, refresh paint, etc.</b>	10,000
18.002	<b>Vet Tech Center - Seal and stripe parking lot.</b>	150,000
18.003	<b>Vet Tech Center - Renovate landscaping.</b>	30,000
		<b>4,665,000</b>

FUNDING SOURCE(S)	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
	830,000	1,760,000	2,675,000	660,000	4,665,000

<b>Total</b>	\$830,000	\$1,760,000	\$2,675,000	\$660,000	\$4,665,000
<b>Check (per Cost Worksheet)</b>	\$830,000	\$1,760,000	\$2,675,000	\$660,000	\$4,665,000

**FLORIDA COLLEGE SYSTEM  
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET**

<b>College:</b> St. Petersburg College		<b>Project:</b> Maintenance/Repair for Site Improvements - Collegew				
<b>BUILDING SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
electrical						
envelope						
interior			1,500,000	350,000	2,500,000	
mechanical						
plumbing						
roof						
site	255,000	150,000			80,000	
special	575,000	1,250,000	675,000		15,000	
structural (BS)						
Signage		285,000	325,000	10,000	220,000	
<b>SUBTOTAL</b>	<b>830,000</b>	<b>1,685,000</b>	<b>2,500,000</b>	<b>360,000</b>	<b>2,815,000</b>	
<b>CENTRAL UTILITY SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
cogeneration						
cooling gen./distrib.						
electrical distrib.						
heating gen./distrib.						
landfill						
water treat./distrib.						
waste treatment						
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SPECIAL SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
energy conservation						
storage tanks						
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CAMPUS SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
drainage/grounds						
road system paving						
other paving		75,000	75,000	300,000	1,850,000	
<b>SUBTOTAL</b>	<b>0</b>	<b>75,000</b>	<b>75,000</b>	<b>300,000</b>	<b>1,850,000</b>	
<b>LIFE SAFETY AND LICENSURE</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
Licensure						
Life Safety						
ADA						
Environmental						
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL</b>	<b>\$830,000</b>	<b>\$1,760,000</b>	<b>\$2,575,000</b>	<b>\$660,000</b>	<b>\$4,665,000</b>	

**FLORIDA COLLEGE SYSTEM  
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION  
2020-21 through 2024-25**

<b>College Name</b>	St. Petersburg College				
<b>Project Title</b>	Maintenance/Repair Utilities - Collegewide				
<b>Budget Entity Priority</b>					
<b>Statutory Authority</b>	Sec. 1013.64				
<b>Type Project</b>	<table border="1"> <tr> <td>Noncritical</td> <td>Critical</td> </tr> <tr> <td></td> <td align="center">X</td> </tr> </table>	Noncritical	Critical		X
Noncritical	Critical				
	X				

**BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (if applicable)**

PROJECT/BLDG NAME	BLDG #	GSF	LOCATION	COUNTY
Albstate Center	701	131,132	3200 34th Street South, St. Petersburg, FL	Pinellas
Epi - District Office	706	79,100	8021 142nd Avenue North, Clearwater, FL	Pinellas
Clearwater Campus - Entire Site		Site	2465 Drew Street, Clearwater, FL	Pinellas
Health Education Center - Entire Site		Site	7200 86th Street North, Pinellas Park, FL	Pinellas
Middtown Center - Entire Site		Site	1048 22nd Street South, St. Petersburg, FL	Pinellas
Tarpon Springs Center - Entire Site		Site	800 Klosterman Road, Tarpon Springs, FL	Pinellas
St. Petersburg Gibbs Camp - Entire Site		Site	6605 5th Avenue North, St. Petersburg, FL	Pinellas
Seminole Campus - Entire Site		Site	9200 113th Street North, Seminole, FL	Pinellas
Palladium - Entire Site		Site	253 6th Avenue North, St. Petersburg, FL	Pinellas
Val Tech Center - Entire Site		Site	17376 Ulmerton Road, Seminole, FL	Pinellas

**PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE & ANY APPLICABLE SURVEY RECOMMENDATIONS)**  
 This project completes other small projects related to our Standard Collegewide Recommendations SR.01-SR.06 and site recommendations not accounted for in any other project in this CIP, generic renovation/remodel of any college facility including upgrades and/or replacement of the building envelope and building systems, specifically **Utilities**

The recommendations related to this project have been approved by the College's Board of Trustees in our Educational Plant Survey dated June 30, 2017

**Year 1 -**

Survey Recommendation #			
1- N/A	<b>Epi Center</b> - Connect MDF to generator power		80,000
3.008	<b>St. Petersburg Gibbs</b> - Renovate electrical and data distribution system for entire site after new construction complete.		800,000
2.001	<b>Clearwater Campus</b> - Renovate electrical and data distribution system for entire site.		400,000
2.002	<b>Clearwater Campus</b> - Renovate storm sewer system for entire site. Storm sewer system has multiple breaks in the line causing depressions on parking lot asphalt. Replacement is recommended.		700,000
4 - N/A	<b>Seminole Campus</b> - Connect campus MDF to generator power.		350,000
5 - N/A	Tarpon Springs Campus - Connect campus MDF to generator power.		250,000
5 - N/A	Tarpon Springs Campus - Renovate site lighting. Upgrade parking lot lighting and interior campus lights to LED technology.		800,000
8.008	<b>Health Education Center</b> - Renovate sanitary sewer system for entire site - sanitary sewer system needs to be placed. Facilities has jetted and snaked line and still experiences backups into the building.		500,000
9.004	<b>Allstate Center</b> - Renovate electrical and data distribution system for entire site. Main distribution panels are original to the building and need to be replaced. Replacement of Duke Energy switchgear.		350,000
9- N/A	Replace standby generator		200,000
			<b>4,230,000</b>

**Year 2 -**

Survey Recommendation #			
1.004	<b>District Office</b> - Renovate Electrical and Data Distribution system for entire site - Replacement of Data Center UPS battery banks in the District Office building.		400,000
2- N/A	Clearwater Campus - Renovate AA building lighting. Upgrade Auditorium lights to energy efficient fixtures from 500 watt halogen lamps to LED and dimming control panel.		300,000
2.003	<b>Clearwater Campus</b> - Renovate sanitary sewer system for entire site - replacement is needed for all clay type sanitary lines. Lines currently have tree roots growing through them causing obstructions and sanitary back up into the building.		800,000
2.004	<b>Clearwater Campus</b> - Renovate Security and emergency systems for entire site - Upgrade fire alarm system to have all buildings report alarms to a central chiller plant location and the fire department.		350,000
3 - N/A	<b>St. Petersburg Gibbs Campus</b> - Connect MDF to generator power.		150,000
3.004	<b>St. Petersburg Gibbs Campus</b> - Renovate site lighting - replacement of utility owned parking lot lights to owner owned and operated.		200,000
3-SR.01	Palladium - Renovate fire sprinkler system, scaffolding over auditorium required.		1,300,000
			<b>3,300,000</b>

**Year 3 -**

Survey Recommendation #			
5.006	<b>Tarpon Springs Campus</b> - Renovate security and emergency systems for entire site Upgrade fire alarm system so that all buildings report back to central location in chiller plant and call fire department.		300,000
8.003	<b>Health Education Center</b> - Renovate security and emergency systems for entire site. Upgrade fire sprinkler systems, Panels and devices to be addressable.		150,000
8.007	<b>Health Education Center</b> - Renovate storm sewer system for entire site. Storm sewer system has collapsed in various locations throughout the parking lot and needs to be replaced.		750,000
			<b>1,200,000</b>

**Year 4 -**

Survey Recommendation #			
3.007	<b>St. Petersburg Gibbs</b> - Renovate security and emergency systems for entire site. Upgrade fire alarm system at Wellness Center to be in to network at chiller plant with the rest of the college building.		175,000
4.005	<b>Seminole Campus</b> - Renovate electrical and data distribution system for entire site. Installation of backup generator power for main MDF room located at the TL building.		500,000
5.003	<b>Tarpon Springs Campus</b> - Renovate site lighting. Upgrade parking lot lighting and interior campus lights to LED technology.		350,000
8.001	<b>Health Education Center</b> - Renovate site lighting. Replacement of utility owned parking lot lights to owner owned and operated system.		350,000
3.011	<b>Palladium</b> - Renovate theatre antiquated elevator controller.		350,000
			<b>1,725,000</b>

**Year 5 -**

Survey Recommendation #			
3.011	<b>Palladium</b> - Renovate theatre lighting. Upgrade to LED lighting and connect to current lighting control system.		500,000
1.002	<b>District Office</b> - Renovate site lighting. Replacement of utility owned parking lot lights to owner owned and operated system.		300,000
2.009	<b>Clearwater Campus</b> - Renovate all site lighting. Upgrade parking lot lights from 250 metal halides to LED. Upgrade building perimeter lighting.		100,000
5.005	<b>Tarpon Springs Campus</b> - Renovate electrical and data distribution system for entire site.		75,000
			<b>975,000</b>

FUNDING SOURCE(S)	FY 2021	FY 21-22	FY 22-23	FY 23-24	FY 24-25
	4,230,000	3,300,000	1,200,000	1,725,000	975,000

<b>Total</b>	\$4,230,000	\$3,300,000	\$1,200,000	\$1,725,000	\$975,000
<b>Check (per Cost Worksheet)</b>	\$4,230,000	\$3,300,000	\$1,200,000	\$1,725,000	\$975,000

**FLORIDA COLLEGE SYSTEM  
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET**

<b>College:</b> St. Petersburg College		<b>Project:</b> Maintenance/Repair Utilities - Collegewide				
<b>BUILDING SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
electrical	2,680,000	1,050,000		1,200,000	975,000	
envelope						
interior						
mechanical						
plumbing						
roof						
site						
special				350,000		
structural (BS)						
<b>SUBTOTAL</b>	<b>2,680,000</b>	<b>1,050,000</b>	<b>0</b>	<b>1,550,000</b>	<b>975,000</b>	
<b>CENTRAL UTILITY SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
cogeneration						
cooling gen./distrib.						
electrical distrib.						
heating gen./distrib.						
landfill						
water treat./distrib.						
waste treatment	1,200,000	600,000	750,000			
<b>SUBTOTAL</b>	<b>1,200,000</b>	<b>600,000</b>	<b>750,000</b>	<b>0</b>	<b>0</b>	
<b>SPECIAL SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
energy conservation						
storage tanks						
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CAMPUS SYSTEM:</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
drainage/grounds						
road system paving						
other paving						
Irrigation						
Water distribution						
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>LIFE SAFETY AND LICENSURE</b>						
<b>COMPONENTS</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	
Licensure						
Life Safety		1,300,000				
ADA						
Security	350,000	350,000	450,000	175,000		
<b>SUBTOTAL</b>	<b>350,000</b>	<b>1,650,000</b>	<b>450,000</b>	<b>175,000</b>	<b>0</b>	
<b>TOTAL</b>	<b>\$4,230,000</b>	<b>\$3,300,000</b>	<b>\$1,200,000</b>	<b>\$1,725,000</b>	<b>\$975,000</b>	

DIVISION OF FLORIDA COLLEGES  
OPERATING COSTS FOR NEW FACILITIES (OCNF)  
2020-21 LEGISLATIVE BUDGET REQUEST

COLLEGE: St. Petersburg College

PROJECT DESCRIPTION (FACILITY/LOCATION)	YEAR(S) FUNDED	FUND SOURCE	EST. DATE OPER.	NEW GSF
NONE AT THIS TIME				

_____ PRESIDENT (OR DESIGNEE)	_____ DATE
Diana Wright, Acting Assistant Vice President	
Print Name, Title	

**Instructions:**

- (1) Describe the facility and location as presented in the appropriation act.
- (2) Identify year(s) funded or appropriated
- (3) Identify the fund source(s): PECO, CO&DS, CIF, and/or other local funds.  
NOTES: Projects not funded with PECO need legislative authorization (back-of-bill) to receive state operating funds.  
Any space submitted for state operating funds must be survey recommended.  
Any space deleted from your inventory for which operating dollars have been received should be subtracted from OCNF.
- (4) Use the MONTH and YEAR the facility is expected to be operational (i.e. 10/19; 01/20).
- (5) List the ESTIMATED GROSS SQUARE FEET for the facility.
- (6) The signature of the College President (or Designee) and date are to be provided.
- (7) Print the name and title of person signing.

**DIVISION OF FLORIDA COLLEGES  
2020-2021 Request for Legislative Action**

---

**College:** St. Petersburg College

**Requested Actions: (Property acquisition or construction of new facility using non-PECO fund source, which will require state operating dollars.)**

NONE AT THIS TIME

June 18, 2019

**MEMORANDUM**

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

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



**SUBJECT: Spot Survey #2, Version 6, Recommendation #8.015, Remodel room #165 from Provost's conference room into Student Career Service Center, remodel mailroom room #175 into Career Staff and Student Work Area, remodel room #182 from office into Mailroom, remodel room #179 from office to conference room, Building 61, at the Health Education Center.**

Approval is requested for an amendment to the current Education Plant Survey for St. Petersburg College, dated June 30, 2017, adding Recommendation #8.015, Remodel room #165 from Provost's conference room into Student Career Service Center, remodel mailroom room #175 into Career Staff and Student Work Area, remodel room #182 from office into Mailroom, remodel room #179 from office to conference room, building 61, at the Health Education Center, as required by Section 1013.31, Florida Statutes.

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

AMENDMENT #6  
EDUCATIONAL PLANT SURVEY dated June 30, 2017



St. Petersburg College  
June 18, 2019

Pursuant to Section 1013.31, Florida Statutes, administrative staff of St. Petersburg College has conducted an amendment to the current Educational Plant Survey for St. Petersburg College, dated June 30, 2017. In accordance with Section 1013.31, Florida Statutes, the amendment shall be reviewed and approved by the Board of Trustees.

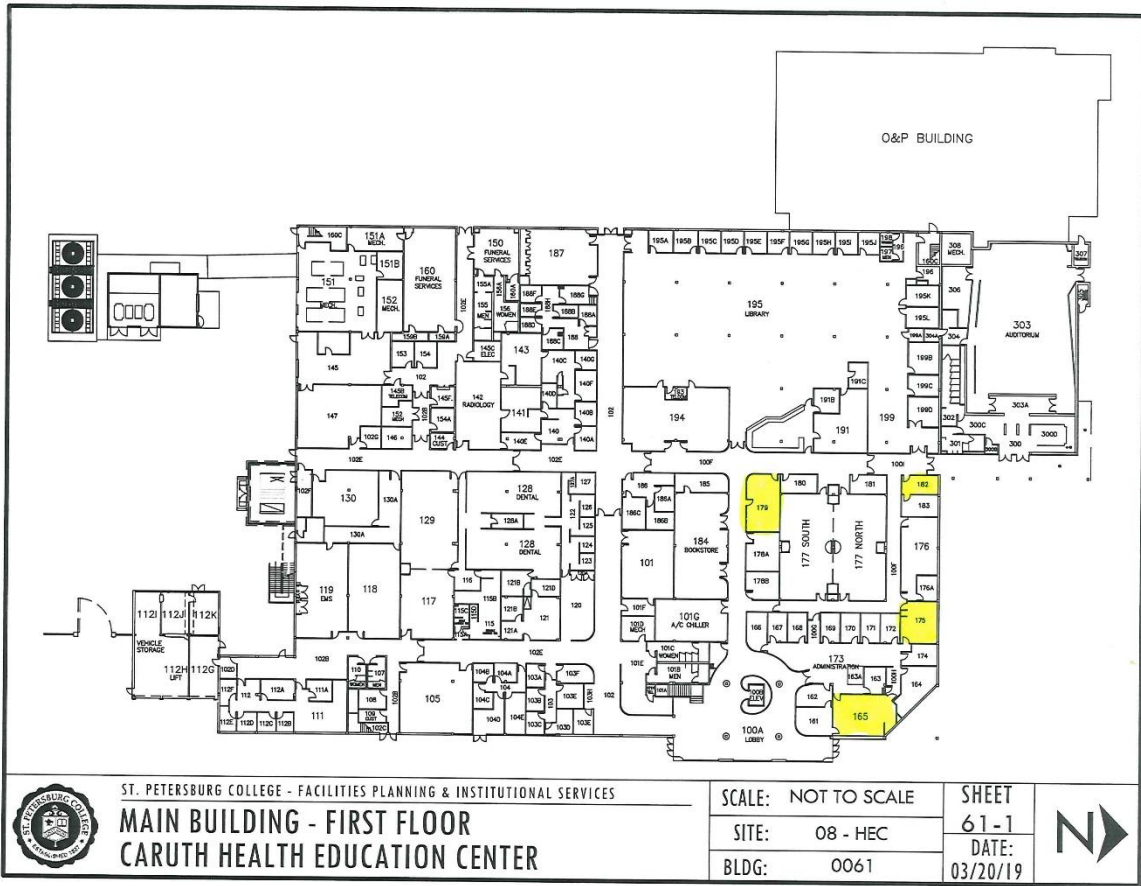
The following new recommendation is made.

8.015 Remodel room #165 from Provost's conference room into Student Career Service Center, remodel mailroom room #175 into Career Staff and Student Work Area, remodel room #182 from office into Mailroom, remodel room #179 from office to conference room Building 61, at the Health Education Center.

Approved by the Board of Trustees of St. Petersburg College on June 18, 2019.


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



 <p>ST. PETERSBURG COLLEGE - FACILITIES PLANNING &amp; INSTITUTIONAL SERVICES</p> <p><b>MAIN BUILDING - FIRST FLOOR</b></p> <p><b>CARUTH HEALTH EDUCATION CENTER</b></p>	SCALE: NOT TO SCALE	SHEET	
	SITE: 08 - HEC	61-1	
	BLDG: 0061	DATE:	
		03/20/19	

June 18, 2019

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President   
**SUBJECT:** Credit Curriculum

The following is a summary of credit curriculum changes for which approval is sought for Fall 2019 (Term 0565) and Spring 2020 (Term 0570).

**New Program Highlight:**

**Technology:**

- The **Data Science Associate in Science (DATSCI-AS)** program was created to offer Pinellas County citizens an opportunity to prepare for a career in data science and help meet the needs of the community as well as the high demand nationally for individuals prepared for a data science career.

**Credit Curriculum Updates for Fall 2019 (0565)**

**Summary of Curriculum Activity in Programs and Courses**

**NEW/DELETED/MODIFIED COURSES:**

Career and Academic Community	New	Deleted	Modified	Revitalized	Total
Business			1		
Education			1	1	
Health Sciences and Veterinary Technology			1		
<b>Totals</b>			<b>3</b>	<b>1</b>	<b>4</b>

**Credit Curriculum Updates for Spring 2020 (0570)**

**Summary of Curriculum Activity in Programs and Courses**

**NEW/DELETED/MODIFIED PROGRAMS:**


Career and Academic Community	New	Transfer	Deleted	Modified	Total
Technology	1				
<b>Totals</b>	<b>1</b>				<b>1</b>

Effective Fall 2019 (0565) 1

June 18, 2019

## MEMORANDUM

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

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

**SUBJECT:** 2018-2019 Equity Update Report

### **Approval is sought to submit the 2018-2019 Equity Update Report to the Florida Department of Education, Division of Florida Colleges.**

Consistent with the requirements of Sections 1000.05 and 1012.86, Florida Statutes, each Florida College System institution is required to submit an annual update of local plans related to educational equity in the areas of athletics, education and employment.

Different this year, is the Florida College System's requirement to provide the report as two separate submissions. Submission One, which was due April 30, 2019 and did not require Board approval, reported on waivers and substitutions for students with disabilities and the employment equity accountability plan. A copy of Submission One is attached for reference and review.

Submission Two, requiring Board approval and submission to the State by June 28, 2019, covers student and athletic equity data. **Accordingly, approval is sought for Submission Two of the report, which is summarized below and also attached for review.**

Together, the two reports provide a comprehensive overview of the College's data for 2017-18.

Below are key performance outcomes:

**STUDENT DATA** - Collection years begin with the summer term. (Ex. 2017-18 includes Summer/Fall of 2017, Winter/Spring of 2018). Reference attached Equity Report, Submission Two, Part III, pages 8-19.

### **Participation - Total Enrollment Goals/Outcomes**

- Increase First Time in College (FTIC) Hispanic population by 1.8% - from 16.5% to 18.3% of total FTIC (goal of increasing 0.5% met)
- Increase Overall Minority population by 1.4% - from 35.8% to 37.2% of total student population (goal of increasing 0.5% met)
- Increase Overall Disability population by 0.3% - from 5.2% to 5.5% of total student population (goal of increasing 0.2% met)
- *Next year's goals will focus on increasing FTIC Black and Hispanic student populations.*

### Methods Supporting Enrollment Goals

- Guided Pathways Career and Academic Communities efforts
- Development of new and on-going middle and high school programs including: College Reach-Out Program, Cecil B. Keene Summer Enrichment Program, SPC Center of Excellence, Brother-to-Brother, Summer Bridge Program, YMCA/SPC Summer Learning Academy and Year Up
- Articulations with universities and Pinellas County Schools
- Admissions, Guidebooks and Marketing documents translated into Spanish

- Community-Focused Events (Narrowing the Gulf & Keys to Manhood)

### **Completion and Retention Goals/Outcomes**

- Increase percentage of Disability students receiving an AA degree by 5% to 187 (goal not met as only 174 degrees were conferred)
- Increase percentages of Black students in the areas of Certificates and Baccalaureate degrees by 0.42% and 5.0%, respectively (goals partially met). Black students represent 12.2% of total Certificates (met) and 9.9% of total Baccalaureate degrees (not met) conferred.
- Increase percentages of Hispanic students in the areas of AS degrees and Baccalaureate degrees by 0.5% and 5.0%, respectively (goals met). Hispanic students represent 11.6% of total AS degrees and 11.8% of total Baccalaureate degrees conferred.
- Increase percentage of minority students receiving an AS degree in relation to the total AS degrees received – up 1.6% from 27.5% to 29.1% of total AS degrees conferred.
- *Next year's goals include increasing AA degrees to black students and increasing AS degrees to Hispanic students.*

### Methods Supporting Completion and Retention Goals

- Program-based GPA and Guided Pathways
- Student engagement with Career and Academic Communities
- Persistence Incorporated into College Hired (PITCH) Program
- Partnering academics with Learning Resources (Student Retention Plan)
- Develop Center for Students with Unique Abilities

### **Success in STEM Programs – Methods Used (No Goals asked for in this area)**

- Tampa Bay Bridge to the Baccalaureate (TB-B2B) Alliance
- College Reach Out Programs (CROP)
- Community Outreach – Boys & Girls Club; elementary school and club presentations
- STEMinars and STEM Expos
- Summer STEM programming
- Lending Libraries

**Compliance with Title IX Gender Equity** – percentages of female athletes is either greater or within 5 percentage points of the percent of female students enrolled in the college for the past two years.

**EMPLOYEE DATA** - student enrollment data is the benchmark for setting employment goals for the representation of women and minorities. Reference attached Equity Report (Submission One), pages 6-13.

### **Executive/Administrative/Managerial Staff**

- African-American males decreased by 1% and is at 3.3%
- African-American females increased by 3.5% and is at 11.1%
- Other minority females and males remained consistent at 1.1% and 3.3%, respectively.
- Hispanic males increased by 2.2% and is at 3.3%
- Hispanic females remained consistent at 1.1%

**Full-time Instructional Staff**

- African-American males decreased by .1% and is at 4.3%
- African-American females increased by .5% and is at 6.0%
- Other minority males increased by .2% and is at 2.9%
- Other minority females increased by .1% and is at 2.0%
- Hispanic males increased by .4% and is at 2.0%
- Hispanic females increased by .2% and is at 4.0%

**Full-time Continuing Contract Instructional Staff**

- African-American males increased by .3% and is at 5.1%
- African-American females increased by 1.1% and is at 5.1%
- Other minority females and males remained consistent at 2.2% and 2.9%, respectively.
- Hispanic females and males remained consistent at 4.0% and 1.5%, respectively.

SPC Human Resources department is committed to the development of a comprehensive performance management program and career pathing plan in order to identify diverse qualified candidates both internally and externally.

The strongest impact to improving minority student populations has been the continued and fluid development of programs in working with these populations - identifying needs, providing one-on-one support through faculty and staff communication, and access to wrap around services.

SPC will continue to develop and implement deliberate steps to improving equity and diversity at the college, both for students and employees.

Brian Miles, Vice President, Administration, Finance & Technology; Tom Furlong, Acting Vice President, Academic Affairs; Jamelle Conner, Vice President, Student Affairs; Carol Sumter, Associate Vice President of Human Resources; Suzanne Gardner, General Counsel; and Pamela Smith, Director, Equal Access and Equal Opportunity/Title IX Coordinator; recommend approval.

Attachment

nd052919

**St. Petersburg College**

# College Annual Equity Update

2018-2019

## Template for Submission 1 of 2

**Deadline: April 30, 2019**

### **Submission Information**

Equity Officer: Pamela Smith

Email: [smith.pam@spcollege.edu](mailto:smith.pam@spcollege.edu)

Phone: (727)341-3259

Date: 4/30/19





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Division of Florida Colleges  
325 W. Gaines Street, Suite 1244  
Tallahassee, Florida 32399-0400  
[ChancellorFCS@fldoe.org](mailto:ChancellorFCS@fldoe.org)  
850-245-0407

## General Information and Applicable Laws for Reporting

The purpose of the College Annual Equity Update is to provide updates on efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment in Florida College System (FCS) institutions. The following Florida Statutes (F.S.) and implementing State Board of Education rules in the Florida Administrative Code (F.A.C.) have specific requirements for submission 1 of 2 of the annual update.

- Section 1012.86, F.S., Florida College System institution employment equity accountability program
- Implementing Rule 6A-10.041, F.A.C., Substitution for Requirements for Eligible Students with Disabilities at Florida Colleges and Postsecondary Career Centers

Florida Statutes require FCS institutions to develop and annually update plans that will positively impact efforts to increase diversity among students and employees. The college equity plan submitted in April 2017 for 2016-2017 is considered as the college's most recent baseline report that is updated each year.

The Division of Florida Colleges (DFC) continues to provide certified data in Excel format on the areas of measurement required by statute and rule. Additionally, tables have been created for setting goals and reflecting goal achievement. DFC encourages each college to devote attention to the development of effective methods and strategies for any areas of improvements identified in analyses.

Submission 1 of 2 of the College Annual Equity Update is due to the Florida Department of Education, Division of Florida Colleges by April 30, 2019. The update should be submitted by email to [ChancellorFCS@fldoe.org](mailto:ChancellorFCS@fldoe.org). **Colleges must submit this equity template in Word format.** PDFs of the report template will not be accepted. Colleges may attach additional documents in PDF or Word format as appendices.

Note: The signature page of this report will be required in the template for submission 2 of 2. Therefore, a signature page is not required for submission 1 of 2.

Submission 2 of 2, due June 28, 2019, will have specific requirements related to:

- Section 1000.05, F.S., the "Florida Educational Equity Act;"
- Implementing Rules 6A-19.001 – 6A-19.010, F.A.C., related to educational equity; and
- Section 1006.71, F.S., Gender equity in intercollegiate athletics.

In addition to dividing the content into two submissions, DFC made other changes to the template to streamline processes and reduce redundancy. Specifically:

- Equity report templates must be submitted in Word format. This will facilitate a more timely review process and eliminate duplication of information. Colleges may attach additional documents in PDF or Word format as appendices.
- The goal setting and new hire tables are now embedded in the template instead of being included as a tab in the Excel file. This will eliminate colleges needing to input data in two places.

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***Review of Part I: Course Substitutions  
(Completed by Division of Florida Colleges)***

<b>Requirement</b>	<b>Response</b>	<b>Comments</b>	<b>Action</b>
Did the college submit the Course Substitution Report?	Select one.		

---

DFC conducts reviews of annual college equity update reports pursuant to Rule 6A-19.010, F.A.C., implementing the Florida Educational Equity Act. The goals are to provide feedback for future updates; monitor efforts by the college to increase diversity in student participation and employment; and meet requirements of Florida Statutes, including, but not limited to, the Florida Educational Equity Act and sections 1000.05, 1012.86 and 1006.71, F.S.

The review includes an assessment of the college’s methods and strategies established to achieve goals and timelines addressing areas of underrepresentation of minorities in its academic programs, activities and employment. The review also includes an evaluation of submitted policies and procedures for compliance with state and federal civil rights laws prohibiting discrimination on the basis of race, national origin, ethnicity, gender, marital status, age, genetic information or disability. The review may include comments or recommendations in certain areas where the college has achieved or exceeded its goals or where there is incomplete or missing information.

**Part I. Substitution Waivers for Admissions and  
Course Substitutions for Eligible Students with Disabilities**

**Course Substitution Report, Form CSR01**

Please list the number of students who received course substitutions as well as the required course(s), substitution(s) provided, and discipline area (e.g., mathematics) by disability type beginning with the fall semester of the preceding academic year. For the courses, please include the prefix, course number and course name (e.g., ENC 1101 Composition I). Add rows if necessary.

<b>Disability Type</b>	<b>Number of Students</b>	<b>Required Course(s) (prefix, number and title)</b>	<b>Substituted Course(s) (prefix, number and title)</b>	<b>Discipline Area</b>
Deaf/Hard of Hearing	0	NA	NA	NA
Visual Impairment	0	NA	NA	NA
Specific Learning Disability	3	Either MAT 1100 (Explore Math & Quantitative Reasoning) or MAT 1033 (Intermediate Algebra) as a prerequisite.	Requirement Waived/ Student allowed to go into MGF 1107 (Mathematics for Liberal Arts Math 2)	<b>Mathematics</b>
		Foreign Language requirement	EAP 1695 (Advanced English as a Second Language)	<b>Communications</b>
		Any Gen-ed Math  (MGF 1106 (Mathematics for Liberal Arts I), MGF 1107 (Mathematics for Liberal Arts II),	Course substitution denied, MGF 1106 (Mathematics for Liberal Arts 1) or STA 2023 (Elementary	<b>Mathematics</b>

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
		STA 2023 (Elementary Statistics), MAC 1105 (College Algebra))	Statistics) recommended	
Orthopedic Impairment	0	NA	NA	NA
Speech/Language Impairment	0	NA	NA	NA
Emotional or Behavioral Disability	0	NA	NA	NA
Autism Spectrum Disorder	0	NA	NA	NA
Traumatic Brain Injury	0	NA	NA	NA
Other Health Impairment	0	NA	NA	NA

How many requests for course substitutions were requested and how many substitutions were granted during the preceding academic year? (Please list the number of requests per semester starting with the fall semester.)

Semester	Number of Substitutions Requested	Number of Substitutions Granted
Fall	1	1
Spring	2	1

Semester	Number of Substitutions Requested	Number of Substitutions Granted
Summer	0	0
<b>Total</b>	3	2

**Review of Part I: Course Substitutions  
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

**Part II. College Employment Equity Accountability Plan**

Section 1012.86, F.S., Florida College System institution employment equity accountability program, requires that each college include in its annual equity update a plan for increasing the representation of women and minorities in senior-level positions, full-time faculty positions and full-time faculty positions who have attained continuing contract status. The plan must include specific measurable goals and objectives, specific strategies and timelines for accomplishing these goals and objectives, and comparable national standards as provided by the Florida Department of Education.

**A. Data, Analysis and Benchmarks**

DFC provides colleges with employment data for the last three fall terms to evaluate employment trends for females and minorities in senior-level positions (also referred to as Executive/Administrative/Managerial or EAM positions), full-time instructional staff and full-time instructional staff with continuing contract status. DFC also provides colleges with student enrollment percentages by race and gender to be used as the benchmark for setting employment goals, as colleges seek to reflect their student demographics in their employment.

**College Full-Time Executive/Administrative/Managerial Staff**

Informed by the EMP-EAM tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in EAM positions.

	College Student Population (%)	EAM Actuals (%) Fall 2017	EAM Actuals (%) Fall 2018	EAM Stated Goals (%) Fall 2018	EAM Goal Met (Yes/No)	EAM Goals for 2019
Black Female	9.92%	7.6%	11.1%	6.5%	Yes	9%
Black Male	5.02%	4.3%	3.3%	5%	No	5%
Hispanic Female	9.27%	1.1%	1.1%	2%	No	2%
Hispanic Male	5.72%	1.1%	3.3%	1%	Yes	2%
Other Minorities Female	4.40%	1.1%	1.1%	2%	No	2%
Other Minorities Male	2.91%	3.3%	3.3%	2.5%	Yes	3%

	College Student Population (%)	EAM Actuals (%) Fall 2017	EAM Actuals (%) Fall 2018	EAM Stated Goals (%) Fall 2018	EAM Goal Met (Yes/No)	EAM Goals for 2019
White Female	37.45%	38.0%	40.0%	41%	No	38%
White Male	25.32%	43.5%	36.7%	40%	Yes	35%
Total Female	61.04%	47.8%	53.3%	51%	No	50%
Total Male	38.96%	52.2%	46.7%	49%	Yes	47%

Describe and evaluate strategies for addressing underrepresentation in EAM positions.

**Response:** This year, there is a slight increase in the EAM Staff for Total Females. This year, the College improved in the area of EAM hiring and retention of Staff for Black Females, Hispanic Males and Other Minority Males. Goals for 2019 will focus on increasing diversity of the Exec/Administrative/Managerial Staff in all categories. HR will begin developing a comprehensive performance management program and career pathing plan. This will assist in identifying more diverse qualified candidates from our internal candidate pool. In addition, technology enhancements will provide our recruiting staff the ability to focus more efforts on external recruiting of diverse candidates.

**College Full-Time Instructional Staff**

Informed by the EMP-INSTRUCTIONAL tab, complete the following table to analyze the college’s attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional positions.

	College Student Population (%)	INST Actuals (%) Fall 2017	INST Actuals (%) Fall 2018	INST Stated Goals (%) Fall 2018	INST Goal Met (Yes/No)	INST Goals for 2019
Black Female	9.92%	5.5%	6.0%	6%	Yes	6%
Black Male	5.02%	4.4%	4.3%	4.5%	No	4.5%
Hispanic Female	9.27%	3.8%	4.0%	4%	Yes	4%
Hispanic Male	5.72%	1.6%	2.0%	2%	Yes	2%
Other Minorities Female	4.40%	1.9%	2.0%	2.5%	No	2%
Other Minorities Male	2.91%	2.7%	2.9%	2%	Yes	2%
White Female	37.45%	45.6%	44.9%	45%	Yes	45%
White Male	25.32%	34.4%	34.0%	34%	Yes	34%
Total Female	61.04%	56.8%	56.9%	60%	No	57%
Total Male	38.96%	43.2%	43.1%	40%	No	43%

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions.

**Response:** This year, the College was steady with Instructional hiring and retention in most areas and improved in the area of full-time Instructional Staff hiring and retention for Black Females, Hispanic Females, Hispanic Males, Other Minorities Males and White Females. Goals for 2019 will focus on increasing diversity of the Instructional Staff in all categories.

HR will begin developing a comprehensive performance management program and career pathing plan. This will assist in identifying more diverse qualified candidates from our internal candidate pool. In

addition, technology enhancements will provide our recruiting staff the ability to focus more efforts on external recruiting of diverse candidates.

**College Full-Time Instructional Staff with Continuing Contract**

Informed by the EMP-CONTINUING CONTRACT tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional staff with continuing contract positions.

	College Student Population (%)	INST-CONT Actuals (%) Fall 2017	INST-CONT Actuals (%) Fall 2018	INST-CONT Stated Goals (%) Fall 2018	INST-CONT Goal Met (Yes/No)	INST-CONT Goals for 2019
Black Female	9.92%	4.0%	5.1%	5%	Yes	5%
Black Male	5.02%	4.8%	5.1%	4.5%	Yes	5%
Hispanic Female	9.27%	4.0%	4.0%	4%	Yes	4%
Hispanic Male	5.72%	1.5%	1.5%	2%	No	2%
Other Minorities Female	4.40%	2.2%	2.2%	3%	No	2.5%
Other Minorities Male	2.91%	2.9%	2.9%	2.5%	Yes	2.5%
White Female	37.45%	42.6%	42.5%	44%	No	42%
White Male	25.32%	37.9%	36.7%	35%	No	35%
Total Female	61.04%	52.9%	53.8%	55%	No	54%
Total Male	38.96%	47.1%	46.2%	45%	No	46%

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions.

**Response:** This year, the College improved in the area of hiring and retention of Black Females, Black Males, Hispanic Females and Other Minorities Male in full-time Instructional Staff with Continuing Contract. Goals for 2019 will focus on increasing diversity of the Instructional with Continuing Contract Staff in all categories. HR will begin developing a comprehensive performance management program and career pathing plan. This will assist in identifying more diverse qualified candidates from our internal candidate pool. In addition, technology enhancements will provide our recruiting staff the ability to focus more efforts on external recruiting of diverse candidates.

**New Barriers (Optional)**

Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities in any employment category?

**Response: No**

**Review of Part II: Attainment of Annual Goals  
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include an analysis and assessment of annual and long-range goals for increasing women and minorities in:	-	-	-



Requirement	Response	Comments	Action
<i>EAM positions?</i>	Select one.		
Full-time instructional positions?	Select one.		
Full-time with continuing contract instructional positions?	Select one.		
Does the report identify any new barriers affecting recruitment and retention of females and/or minorities?	Select one.		

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**B. Evaluations of Employment Practices – Evaluations of Key Personnel and Presidents**

1) Provide a summary of the results of the evaluation of department chairpersons, deans, provosts and vice presidents in achieving employment accountability goals. The summary should also briefly describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals.

**Response:** College Administrative staff are evaluated using the approved performance review processes applicable to their respective employee classifications. These performance evaluations are for the purposes of (1) discussing and documenting employee accomplishments through the evaluation period; (2) discussing and documenting employee development opportunities and the quality of employee performance; and (3) discussing and documenting ways employees can sustain satisfactory job performance or improve job performance, as needed. Supervisors review the employee’s information, assess the employee’s performance, and together they develop goals for the upcoming year to either enhance their performance or mitigate any areas for improvement. In addition to the Administrative/Professional Performance Evaluation, academic Deans receive feedback from their direct reports. By seeking input from a wider variety of employees, the Deans are able to gain a deeper perspective on their ability to lead continuous improvement and support of the staff within their department.

2) Provide a summary of the college’s board of trustees’ annual evaluation of the performance of the president in achieving the annual and long-term goals and objectives of the employment equity plan.

**Response:** The President provides leadership to assure the College addresses equity issues required by the State and in bringing forth a report to the Board of Trustees communicates goals and performance in this area. The BOT’s evaluation summary surrounding Diversity Initiatives is as follows: Appropriate leadership on priority of increasing employment diversity among administrators, faculty and staff: 4.8 out of 5; Plans and implements initiatives to penetrate diverse communities and student enrollment of diverse communities in Pinellas County: 5 out of 5; Reaches out to diverse populations of Pinellas County by meeting with leaders and participating in activities and events in the community: 4.8 out of 5; and Follows through on College’s priority for minority businesses to participate in opportunities to partner and do business with the College: 4.2 out of 5.

3) What is the date of the president’s most recent evaluation?

**Response:** September 18, 2018

(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Does the report include a summary of the results of the evaluation of department chairpersons, deans, provosts and vice presidents in achieving employment accountability goals?	Select one.		
Does the summary describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals?	Select one.		
Does the report include a summary of the results of the annual evaluation of the college president in achieving the annual and long-term goals and objectives?	Select one.		
Does the report include the date of the most recent presidential evaluation?	Select one.		

### C. Additional Requirements

The college should complete the following related to additional processes required by section 1012.86, F.S. The signature page of this report that will be required in submission 2 of 2 will suffice as certification of each.

1) The college maintains diversity and balance in the gender and ethnic composition of the selection committee for each vacancy. **Make a selection: Yes**

Include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees.

**Response:** St. Petersburg College (SPC) publishes policies regarding appointment, employment, and evaluation of all personnel through its Human Resources Department. Committee membership shall be composed of College Staff in budgeted positions and, in some cases, appropriate persons from the community. The committee must include an appropriate representation of race and gender. The committee membership may be representative of the College's service area. The president periodically will certify to Human Resources an updated list of those positions requiring a screening committee. Once a position is posted on the College's employment website, applications may be submitted. HR monitors applicants and releases the pool to be reviewed by the hiring manager once it meets equity standards.

2) Briefly describe the process used to grant continuing contracts.

**Response:** After five years, full-time Faculty members can be offered continuing contract (SPC's version of tenure) if recommended by their Program Director or Dean and Provost and if the Faculty member has completed the required professional development. Each recommending Dean or Program Director is asked to submit a summary of five years' worth of evaluations within the Annual and Continuing

Contract Review form to the Vice President of Academic Affairs each year for review. The names of those full-time faculty ready to receive continuing contract status are brought before the Board of Trustees. In order to be eligible for a continuing contract, full-time faculty shall meet the following requirements: a) Complete the minimum years of satisfactory service, based on the criteria set forth herein, and as provided for in the Board of Trustees' Rule 6Hx23-2.21. In all cases, such service shall be continuous except for leave duly authorized and granted. b) Receive the recommendation of the President and the approval of the Board based on successful performance of duties and demonstration of professional competence as developed by the Collaborative Committee on Faculty Evaluation and adopted by the Faculty Governance Organization and College administration, and utilizing the following criteria: 1) Quantifiable measured effectiveness in the performance of faculty duties; 2) Continuing professional development; 3) Currency and scope of subject matter knowledge; 4) Relevant feedback from students, faculty and employers of students; 5) Service to the department, college, and community; and, 6) Demonstrated and measurable contribution to student success. c) Additional criteria developed by Collaborative Committee on Faculty Evaluation and adopted by the Faculty Governance Organization and College administration may include: 1) Educational qualifications and efficiency; 2) Capacity to meet the educational needs of the community; and 3) The length of time the duties and responsibility of this position are anticipated to be needed.

3) Briefly describe the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status.

**Response:** All faculty members (full and part-time) at St. Petersburg College participate in annual evaluations. Data is gathered in the new e-Portfolio tool, Faculty 180. The evaluation process is automated with faculty submissions sending emails to Deans/Academic Chairs to notify them of the submission. Faculty meet with their Dean/Academic Chair to review the submission, discuss goals, and professional development intentions. Final Dean/Academic Chair feedback is recorded within the system, and faculty are given time to provide a response to feedback. All evaluations are stored within the system, with multiple college-wide and department level reporting available.

4) Briefly describe the college's budgetary incentive plan to support and ensure attainment of the employment equity accountability goals. Include how resources will be allocated to support the implementation of strategies and the achievement of goals in a timely manner.

**Response:** The College has an advertising budget used to nationally recruit executive administrators and faculty in departments where minorities are underrepresented. SPC's Center of Excellence for Teaching and Learning (CETL) spearheads faculty professional development that aligns with the College's priority for equity. The College utilizes Staff and Program Development funds to conduct comprehensive faculty in-service training conferences each year. The conferences cover a wide range of topics relative to faculty teaching and learning strategies for improved performance. These sessions are applicable to all faculty including those eligible for continuing contract.

5) Salary Information: In the following table, include the salary ranges in which new hires were employed compared to the salary ranges for employees with comparable experience and qualifications as required in section 1012.86(2)(b)(5), F.S. Add additional rows if needed.

*Note: Salary information is requested only for new hires. New hire information can be found in your Fall Staff Survey IPEDS report. Race and gender information are not required; however, the college may choose to include additional information for purposes of diversity analysis.*

Job Classification	Number of New Hires*	New Hire Salary Range	New Hire Salary Range	Number of Existing Employee(s)	Existing Salary Range	Existing Salary Range MAX
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(the IPEDS Fall Staff Survey job classifications may be used as appropriate)		MIN	MAX	with Comparable Experience	MIN	
21 - Management Occupations	5	\$64,938	\$127,933	100	\$46,226	\$300,000
22 - Business and Financial Operations Occupations	--	--	--	45	\$34,606	\$68,556
23 - Computer, Engineering, and Science Occupations	6	\$33,606	\$63,796	114	\$32,406	\$82,764
24 - Community Service, Legal, Arts, and Media Occupations	1	\$49,760	\$49,760	66	\$32,406	\$94,513
25 – Instruction	20	\$50,360	\$99,369	347	\$41,966	\$108,686
29 - Archivists, Curators, and Museum	--	--	--	3	\$43,248	\$49,410
30 - Librarians	1	\$46,226	\$46,226	12	\$47,613	\$78,593
31 - Library Technicians	1	\$27,622	\$27,622	19	\$22,443	\$42,320
32 - Other Teaching and Instructional Support Occupations	5	\$32,406	\$62,896	84	\$32,406	\$89,746
33 - Healthcare Practitioners and Technical Occupations	--	--	--	4	\$32,048	\$50,448
34 - Service Occupations	18	\$22,443	\$40,395	131	\$22,443	\$74,072
35 - Sales and Related Occupations	1	\$61,938	\$61,938	9	\$35,874	\$61,937
36 - Office and Administrative Support Occupations	23	\$27,622	\$43,248	286	\$25,022	\$95,619
37 - Natural Resources, Construction, and Maintenance Occupations	1	\$49,211	\$49,211	64	\$25,022	\$55,757
38 - Production, Transportation, and Material Moving Occupations	2	\$25,022	\$52,416	20	\$25,022	\$64,968
Collegewide:	84	\$22,443	\$127,933	1304	\$22,443	\$300,000

\* IPEDS definition of New Hires: Includes full-time permanent new hires on the payroll of the institution between November 1, 2017 and October 31, 2018, either for the first time (new to the institution) or after a break in service and who are still on the payroll of the institution as November 1, 2017.

**Review of Part II: Additional Requirements  
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees?	Select one.		
Does the report include a description of the process used to grant continuing contracts?	Select one.		
Does the report include a description of the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status?	Select one.		

Requirement	Response	Comments	Action
Does the report include the date of the most recent presidential evaluation?	Select one.		
Has the college developed a budgetary incentive plan to support and ensure attainment of the goals developed pursuant to section 1012.86, F.S.?	Select one.		
Did the college include a summary of incentive plan?	Select one.		
Did the summary include strategic resource allocation?	Select one.		
Does the report include a comparison of salary ranges of new hires to salary ranges for employees with comparable experience and qualifications?	Select one.		

**This concludes submission 1 of 2 of the 2018-19 Annual Equity Update Report, which must be submitted, as a Word document, to [ChancellorFCS@fldoe.org](mailto:ChancellorFCS@fldoe.org) by April 30, 2019. Colleges may attach additional files (PDF or Word) as appendices. Submission 2 of 2 – which includes the signature page – must be submitted by June 28, 2019.**

# **St. Petersburg College**

## **College Annual Equity Update**

**2018-2019**

### **Template for Submission 2 of 2**

**Deadline: June 28, 2019**

#### **Submission Information**

Equity Officer: Pamela Smith

Email: [smith.pam@spcollege.edu](mailto:smith.pam@spcollege.edu)

Phone: (727)341-3259

Date: 6/19/19



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## General Information and Applicable Laws for Reporting

The purpose of the College Annual Equity Update is to provide updates on efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment in Florida College System (FCS) institutions. The following Florida Statutes (F.S.) and implementing State Board of Education rules in the Florida Administrative Code (F.A.C.) have specific requirements for submission 2 of 2 of the annual update.

- Section 1000.05, F.S., the “Florida Educational Equity Act;”
- Section 1006.71, F.S., Gender equity in intercollegiate athletics; and
- Implementing Rules 6A-19.001 – 6A-19.010, F.A.C., related to educational equity.

The Division of Florida Colleges (DFC) continues to provide certified data in Excel format on the areas of measurement required by statute and rule. Additionally, tables have been created for setting goals and reflecting goal achievement. DFC encourages each college to devote attention to the development of effective methods and strategies for any areas of improvements identified in analyses.

Submission 2 of 2 of the College Annual Equity Update is due to the Florida Department of Education, Division of Florida Colleges by June 28, 2019. The update should be submitted by email to [ChancellorFCS@fldoe.org](mailto:ChancellorFCS@fldoe.org). **Colleges must submit this equity template in Word format.** PDFs of the report template will not be accepted. Colleges may attach additional documents in PDF or Word format as appendices.

In addition to dividing the content into two submissions, DFC made other changes to the template to streamline processes and reduce redundancy. Specifically:

- Equity report templates must be submitted in Word format. This will facilitate a more timely review process and eliminate duplication of information. Colleges may attach additional documents in PDF or Word format as appendices.
- The goal setting tables are now embedded in the template instead of being included as a tab in the Excel file. This will eliminate colleges needing to input data in two places.
- DFC embedded components of the review form into the submission template. In prior years, DFC used a separate form to complete reviews. For the 2018-2019 report, the factors DFC will identify as part of its review will be embedded after sections of the report, and DFC will use these sections to provide feedback to colleges. These will be marked “Completed by Division of Florida Colleges.” Example:

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***Review of Part I: Description of Plan Development  
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Were there any changes to the development of the college equity plan?	Select one.		
If yes, applicable updates provided?	Select one.		

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DFC conducts reviews of annual college equity update reports pursuant to Rule 6A-19.010, F.A.C., implementing the Florida Educational Equity Act. The goals are to provide feedback for future updates; monitor efforts by the college to increase diversity in student participation and employment; and meet requirements of Florida Statutes, including, but not limited to, the Florida Educational Equity Act and sections 1000.05, 1012.86 and 1006.71, F.S.

The review includes an assessment of the college's methods and strategies established to achieve goals and timelines addressing areas of underrepresentation of minorities in its academic programs and activities. The review also includes an evaluation of submitted policies and procedures for compliance with state and federal civil rights laws prohibiting discrimination on the basis of race, national origin, ethnicity, gender, marital status, age, genetic information or disability. The review may include comments or recommendations in certain areas where the college has achieved or exceeded its goals or where there is incomplete or missing information.

## Part I. Description of Plan Development

Did the college change the development of the college equity plan? **Make a selection: Yes** If yes, provide the following applicable updates.

A list of persons, by title and organizational location, involved in the development of the plan.

**Response:** [Click here to enter text.](#)

Name	Title	Department	Location
Aimee Stubbs	Director, Accessibility Services	Accessibility Services	EpiTech
Andrijana Trajkovska	Administrative Services Specialist	Academic Effectiveness & Assessment	Epi Services
Brian Miles	VP, Administration, Finance & Technology	Administration, Finance & Technology	District Office
Carol Sumter	AVP, Human Resources	Human Resources	District Office
Chris Harvey	Executive Director, Student Success	Online Learning and Services	EpiTech
Davanh Sengphrachanh	HR Manager, Employment	Human Resources	District Office
Davie Gill	Athletics Director	Student Life & Leadership	St. Pete Gibbs Campus
Djuan Fox	Director, Academic Services	Institutional Research & Effectiveness	EpiTech
Dorothy Hopkins	Director, Business Data Management	Administration, Finance & Technology	District Office
Eva Christensen	Director, Admissions & Records	Admissions & Records	District Office
Fawzi Al Nassir	Director, Institutional Research	Institutional Research & Effectiveness	Epi Services
Jason Krupp	Director, Career Connections	Career Connections	Epi Services
Jimmy Chang	Dean	Mathematics	St. Pete Gibbs Campus
Joe Leopold	Dean	Communications	Clearwater Campus
Joseph Smiley	Dean	Social & Behavioral Science	Tarpon Springs Campus
Kelliann Ganoo	Acting Program Manager, B2B Alliance	Institutional Research & Effectiveness	EpiTech
Kellie Ziemak	Director, Career & Academic Advancement	Student Affairs	EpiTech
Leslie Hafer	Provost, SPG	Provost Office	St. Pete Gibbs Campus
Mark Strickland	Provost, SE	Provost Office	Seminole Campus
Misty Kemp	Executive Director, Retention Services	Retention Services	EpiTech
Natavia Middleton	Dean	Natural Science & Engineering	Seminole Campus
Nicole Delfino	Administrative Coordinator	Administration, Finance & Technology	District Office
Pamela Smith	Legal Services Coordinator & EA/EO Director	General Counsel's Office	District Office
Pat Rinard	AVP, Enrollment Services	Student Affairs	EpiTech
Patrick Booth	Associate Provost	Provost Office	Downtown Center
Reginald Reed	Director, Recruitment Services	Enrollment Services	EpiTech
Sabrina Crawford	AVP, Institutional Effectiveness Academic Services	Institutional Research & Effectiveness	EpiTech

Stan Vittetoe	Provost, CL	Provost Office	Clearwater Campus
Susan Demers	Dean	Public Policy & Legal Studies	Clearwater Campus
Suzanne Gardner	General Counsel	General Counsel's Office	District Office
Tashika Griffith	Provost, DT/MT	Provost Office	Downtown Center
Theresa Dimmer	Coordinator, Institutional Research & Reporting	Institutional Research & Effectiveness	Epi Services
Virginia Rivera	Administrative Services Specialist	Social Science	Tarpon Springs Campus

A description of the participation of any advisory groups or persons.

**Response:** The preparation of the 2018-19 Annual Equity Update Report was a collaborative team effort that included the participation and expertise of advisory personnel from various departments/groups college-wide including: Institutional Research & Effectiveness; Institutional Effectiveness & Academic Services; Instruction and Academic Programs, Student Services, Administrative and Business Services, Human Resources, Athletics, Accessibility Services, Retention Services, Information Technology, Program Deans, the General Counsel's Office and the Equity Office.

**Review of Part I: Description of Plan Development  
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Did the college change the development of the college equity plan?	Select one.		
If yes, applicable updates provided?	Select one.		

**Part II. Policies and Procedures that Prohibit Discrimination**

This section relates to processes used to ensure that certain policies and procedures are current, accurate, in compliance and available to all students, employees and applicants as required by statute.

A) Has the governing board updated the college's approved and adopted policy of nondiscrimination?

**Make a selection: No** If yes, provide the following applicable updates.

**Date of revision:** [Click here to enter text.](#)

**Description of the revision:** [Click here to enter text.](#)

**Web link(s) to document the revision:** [Click here to enter text.](#)

B) Has the college updated the procedures used to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy? **Make a selection: No** If yes, provide updated information.

**Response:** [Click here to enter text.](#)

C) Has the college changed the person(s) designated to coordinate the college’s compliance with section 1000.05, F.S.; Rule 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II? **Make a selection: No** If yes, provide the following applicable information for each updated contact.

**Name/title:** Click here to enter text.

**Phone number:** Click here to enter text.

**Address:** Click here to enter text.

**Email address:** Click here to enter text.

Is this contact’s information available in the regular notice of nondiscrimination? **Make a selection:** Select one.

D) Has the college updated the grievance or complaint procedures for use by students, applicants and employees who allege discrimination? **Make a selection: No** If yes, provide the following applicable updates.

**Date of revision:** Click here to enter text.

**Description of the revision:** Click here to enter text.

**Web link(s) to document the revision:** Click here to enter text.

E) Grievance procedures should address the following, at a minimum, as required under Rule 6A-19.010(h), F.A.C. Confirm if the college is meeting these requirements.

- 1) Notifications of these procedures are placed in prominent and common information sources. **Make a selection: Yes**
- 2) Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints but do not prohibit individuals from seeking redress from other available sources. **Make a selection: Yes**
- 3) Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination. **Make a selection: Yes**

If no, provide the college’s plan for compliance.

**Response:** Click here to enter text.

F) Have there been any revisions to nondiscrimination policies or procedures pertaining to:

Title IX?	No
Title II?	No
Section 504?	No
Nondiscrimination policies or procedures pertaining to disability services, including Rule 6A-10.041, F.A.C. that addresses course substitution requirements?	No
Acquired Immune Deficiency Syndrome/Human Immunodeficiency Virus (AIDS/HIV) Infectious Disease?	No
Other policies or procedures related to civil rights or nondiscrimination?	No

If yes, address the following for any identified policies or procedures.

**Name of the policy and/or procedure(s):** Click here to enter text.

**Date of revision:** Click here to enter text.

**Description of the revision:** Click here to enter text.

**Web link(s) to document the revision:** Click here to enter text.

**Review of Part II: Policies and Procedures that Prohibit Discrimination  
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Have there been any updates to the college's policy of nondiscrimination adopted by the governing board?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to the procedures utilized to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to person(s) designated to coordinate the college's compliance with section 1000.05, F.S.; Rules 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to the college's grievance or complaint procedures for use by students, applicants and employees who allege discrimination?	Select one.		
If yes, applicable updates provided?	Select one.		
Grievance procedures should address the following at a minimum as required under Rule 6A-19.010(h), F.A.C.	-	-	-
Notifications of these procedures are placed in prominent and common information sources.	Select one.		
Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints but do not prohibit individuals from seeking redress from other available sources.	Select one.		
Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination.	Select one.		
If no, a plan for compliance provided?	Select one.		

### Part III. Strategies to Overcome Underrepresentation of Students

#### Student Enrollments

Colleges will continue to examine data trends, using the ENROLLMENT tab, in the representation of students by race, ethnicity, gender, students with limited English-language proficiency (LEP) skills and students with disabilities (DIS) (self-reported) for first-time-in-college (FTIC) and for overall enrollment. Based on goals from previous equity reports, identify areas where goals (number of enrollments) set by the college last year were achieved, and set goals for 2018-2019.

**Table 1. Enrollment Trends**

Race	Reporting Year	FTIC			Total Enrollments		
		Category	All FTIC	%	Category	All College	%
Black	2014-15	1,006	5,247	19.2%	5,458	34,819	15.7%
	2015-16	809	5,053	16.0%	5,199	34,335	15.1%
	2016-17	692	4,350	15.9%	4,848	32,751	14.8%
	2017-18	711	4,378	16.2%	4,611	30,865	14.9%
Hispanic	2014-15	761	5,247	14.5%	4,157	34,819	11.9%
	2015-16	799	5,053	15.8%	4,445	34,335	12.9%
	2016-17	717	4,350	16.5%	4,585	32,751	14.0%
	2017-18	803	4,378	18.3%	4,624	30,865	15.0%
All Minorities	2014-15	2,122	5,247	40.4%	11,743	34,819	33.7%
	2015-16	2,026	5,053	40.1%	11,928	34,335	34.7%
	2016-17	1,761	4,350	40.5%	11,726	32,751	35.8%
	2017-18	1,879	4,378	42.9%	11,490	30,865	37.2%

	Report Year	Students With Disabilities		
		FTIC	Total Enrollments	Disabled Participation
Total	2014-15	159	1,637	4.2%
	2015-16	199	1,695	4.9%
	2016-17	185	1,709	5.2%
	2017-18	175	1,701	5.5%

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Source: Student Data Base 2015-16, 2016-17, and 2017-18 annual unduplicated headcounts.

**Table 2: Enrollment Goals**

Enrollments	FTIC			Overall Enrollments		
	2017-2018 Goals	2017-2018 Goals Achieved (Yes/No)	2018-2019 Goals	2017-2018 Goals	2017-2018 Goals Achieved (Yes/No)	2018-2019 Goals
Black	N/A	N/A	Increase population by 1.0% to 17.2%	N/A	N/A	N/A
Hispanic	Increase population by 0.5% to 17%	Yes	Increase population by 0.2% to 18.5%	N/A	N/A	N/A
Other Minorities	N/A	N/A	N/A	N/A	N/A	N/A
All Minorities	N/A	N/A	N/A	Increase population	Yes	N/A

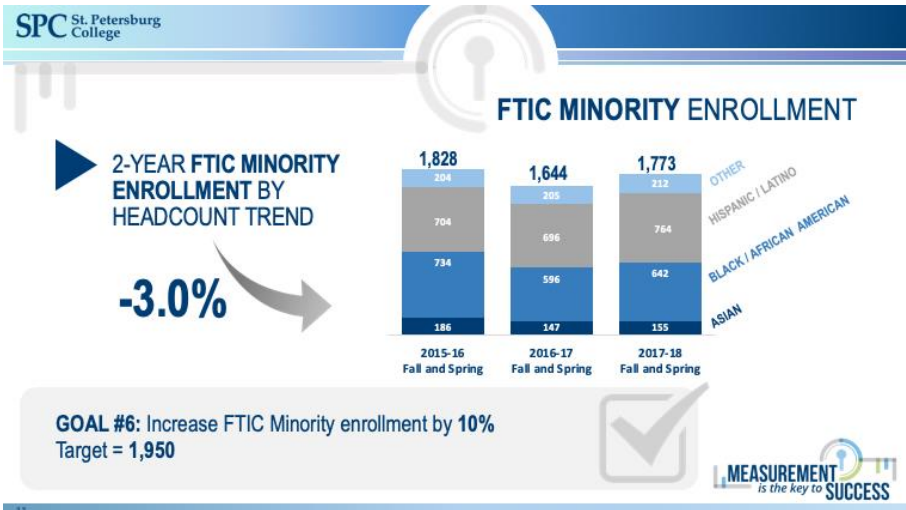
Enrollments	FTIC			Overall Enrollments		
	2017-2018 Goals	2017-2018 Goals Achieved (Yes/No)	2018-2019 Goals	2017-2018 Goals	2017-2018 Goals Achieved (Yes/No)	2018-2019 Goals
				by 0.5% to 36.3%		
White	N/A	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A	N/A
LEP	N/A	N/A	N/A	N/A	N/A	N/A
DIS	N/A	N/A	N/A	Increase population by 0.2% to 5.4%	Yes	N/A

Colleges should continue to assess, modify, and/or develop new methods and strategies for accomplishing the established goals that have not been achieved based on goals set in the previous year.

The college is achieving goals: **Yes** If no, provide:

An evaluation of each of the methods and strategies developed to increase student enrollments from underrepresented groups.

**Response:** Having achieved last year’s goals, the goals for 2018-19 focus specifically upon incremental increases to our Black and Hispanic FTIC enrollments in order to support the college’s three-year strategic plan goal of increasing minority enrollment by 10% over the next three years.



Analyses of Pinellas County benchmark data (college age population and public high school), along with data trends shown in Table 1, were used to identify any specific gaps. By comparing current St. Petersburg College overall minority enrollment (both FTIC (42.9%) and overall (37.2%)) to county forecasts and potential high school graduates, it was determined that though SPC is already aligned to the county population percentages of eligible students, increasing its



minority enrollment will support increasing the economic mobility and academic excellence of its community.

**Table 3: SPC Enrollment Participation compared to Pinellas County Benchmarks**

Race / Ethnicity	2017-18		2017-18		2018 <sup>1</sup>		2018-19		2018-19 <sup>2</sup>	
	SPC FTIC Enrollment		SPC Overall Enrollment		Pinellas County Age (15-64) Forecast		Pinellas County Public Seniors HS		Pinellas County HS Graduates Projection	
	N	%	N	%	N	%	N	%	N	%
White	2,499	57.1%	19,375	62.8%	468,417	78.9%	4,245	57.1%	3,757	58.8%
Black	711	16.2%	4,611	14.9%	68,488	11.5%	1,278	17.2%	974	15.2%
Hispanic	803	18.4%	4,624	15.0%	63,078	10.6%	1,182	15.9%	1,005	15.7%
Other	365	8.3%	2,255	7.3%	56,792	9.6%	723	9.8%	653	10.3%
Total Minorities	1,879	42.9%	11,490	37.2%	188,358	31.7%	3,183	42.9%	2,631	41.2%

Source: College Annual Equity Update 2018-2019, U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2018, PK-12 Portal (<https://edstats.fldoe.org/>)

<sup>1</sup>Hispanic is counted along with Race so percentage will not add up to 100%. For example, someone is white Hispanic, black Hispanic, etc.

<sup>2</sup> Projections are based on 2017-18 graduation rate applied to actual 2018-19 HS seniors.

Recruitment efforts to achieve the new goals remain supported by previously used methods, which include:

- Continued **translation of documents**, including the SPC Parent Guide into Spanish and Career and Outreach first-generation translation support through a partnership with the Clearwater Hispanic Coalition.
- Continued outreach through a multitude of **community-focused events** have been instituted to bring awareness about programs and services across the county. These include Explore SPC events on-campus and online, High School outreach, Open Campus events, invitations to high school guidance counselors to attend convenings such as Narrowing the Gulf, and summer guidance counselor tour days to increase knowledge of offerings and student support services provided by the college.
- **Auto-articulation** initiative with Pinellas County School Academic Career Academy and Pinellas Technical College students will provide new avenues for high school students to achieve college credit. The pilot for this initiative began in the 2018-19 academic year in the areas of Education, Health, Engineering, and Technology.
- The **College Reach-Out Program (CROP)** motivates and prepares Pinellas County middle and high school students to succeed in college. CROP students face academic and economic challenges and would be unlikely to apply to college without special support.
- The **Cecil B. Keene Summer Enrichment Program (SEP)** is a selective summer program at St. Petersburg College (SPC) Midtown that is designed to assist CROP, the Center of Excellence, and community students to be successful in high school, college and beyond. The program is free to students and includes lunch served daily.
- The SPC **Center of Excellence** works with Pinellas County elementary, middle, and high school students to help them succeed in school and have healthy self-esteem. Students benefit from developmental workshops, educational and cultural field trips, mentoring, tutoring, career exploration seminars, etc.
- **Keys to Manhood** is a well-attended seminar designed to give middle and high school students an opportunity to explore educational and career opportunities, understand best practices and choices to make as a young man in today's society.
- The 20<sup>th</sup> annual **Narrowing the Gulf Conference** was held earlier this year. This conference focuses on improving classroom instruction and support services for underrepresented students.

New methods and strategies, if applicable.

**Response:** New recruitment efforts have begun that are focused specifically upon underrepresented students are discussed below.

- The newly revived **Brother-to-Brother** initiative continues to gain support with both Student and Academic Affairs. As part of the Strategic Goals, several Deans and Faculty are working to increase academic and out of class support for the African American and Latino males. This summer, we are hosting two separate Summer Bridge Programs that offer reading/writing and math skills workshops. The intention is to provide preparatory and tutorial support so that students are better prepared for the fall and spring.
- During Spring 2019, SPC launched its partnership with **Year Up**. Year Up's mission is to close the Opportunity Divide by providing urban young adults with the skills, experience, and support that will empower them to reach their potential through professional careers and higher education. This partnership focused on recruiting students from St. Petersburg's neediest neighborhoods and launched its inaugural class with 41 young adults. These students will work on completing their academic studies in Informational Technology or Business, be supported by wrap around student services, and engage in a six-month internship with local partner companies. Year Up combines the best of academic and career attainment through a one-year intensive commitment on behalf of their enrolled students.
- The **Summer Bridge Program** (SBP) is a pilot initiative designed to assist an identified cohort of 20 underrepresented males to acclimate and transition into St. Petersburg College. The SBP seeks to promote self-efficacy, foster a sense of belonging, enhance academic performance, increase persistence, retention, and improve graduation and transfer rates amongst underrepresented males at St. Petersburg College. The program is structured to improve the achievement gap at SPC between underrepresented males and their counterparts. The cohort will consist of freshmen who tested into developmental reading and writing or are recommended to do so through predictive analytics. The cohort will be enrolled in ENC 0027 and SLS 1101 over a ten-week summer term. Participants will also participate in field trips, campus events, and attend seminars to assist with the transition and their acclimation into college.
- The **YMCA/SPC Summer Learning Academy** seeks to increase the ability of the community's at risk youth to pursue higher education and achieve personal and community goals through a joint partnership. The program will serve 25 high school youth who want to pursue post-secondary education during a 6-week training program. Participants will enroll in one free college-level course and be introduced to the #1 local field of employment, Hospitality and Tourism, through hands-on experiences and tours. All breakfasts and lunches will be provided.

## Student Completions

This year's report evaluates completions of Associate in Arts (AA) degrees, Associate in Science/Associate in Applied Science (AS/AAS) degrees, certificates and baccalaureate degrees, as documented in the COMPLETION tab. Based on goals from previous equity reports, identify areas where goals (number of degree/certificate completions) set by the college last year were achieved, and set goals for 2018-2019.

**Table 4: Completion Trends**

Race	Report Year	AA Degrees			AS-AAS Degrees			Certificates			Baccalaureate Degrees		
		Num	Total	%	Num	Total	%	Num	Total	%	Num	Total	%
Black	2014-15	277	2,674	10.4%	95	1,003	9.5%	80	840	9.5%	93	1,049	8.9%
	2015-16	354	3,428	10.3%	76	909	8.4%	157	1,373	11.4%	92	1,149	8.0%
	2016-17	383	3,612	10.6%	90	977	9.2%	149	1,184	12.6%	122	1,075	11.4%
	2017-18	326	3,485	9.4%	116	1,039	11.2%	139	1,140	12.2%	126	1,267	9.9%
Hispanic	2014-15	268	2,674	10.0%	78	1,003	7.8%	70	840	8.3%	101	1,049	9.6%
	2015-16	386	3,428	11.3%	78	909	8.6%	125	1,373	9.1%	118	1,149	10.3%
	2016-17	418	3,612	11.6%	105	977	10.8%	132	1,184	11.2%	129	1,075	12.0%
	2017-18	452	3,485	13.0%	120	1,039	11.6%	139	1,140	12.2%	149	1,267	11.8%
All Minorities	2014-15	732	2,674	27.4%	221	1,003	22.0%	180	840	21.4%	244	1,049	23.3%
	2015-16	988	3,428	28.8%	196	909	21.6%	341	1,373	24.8%	267	1,149	23.2%
	2016-17	1,083	3,612	30.0%	269	977	27.5%	358	1,184	30.2%	306	1,075	28.5%
	2017-18	1,065	3,485	30.6%	302	1,039	29.1%	347	1,140	30.4%	341	1,267	26.9%

	Report Year	Students With Disabilities			
		AA Degrees	AS-AAS Degrees	Certificates	Baccalaureate Degrees
Total	2014-15	152	71	33	43
	2015-16	165	65	63	51
	2016-17	178	77	64	52
	2017-18	174	66	53	52

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Source: Student Data Base 2015-16, 2016-17, and 2017-18 annual unduplicated headcounts.

**Table 5: Completion Goals**

AA Degrees	2017-2018 Goals	2017-2018 Goals Achieved (Yes/No)	2018-2019 Goals
Black	N/A	N/A	Increase overall participation by 2.0% within three years.
Hispanic	N/A	N/A	N/A
Other Minorities	N/A	N/A	N/A
White	N/A	N/A	N/A
Female	N/A	N/A	N/A
Male	N/A	N/A	N/A
LEP	N/A	N/A	N/A

DIS	Increase by 5% to 187	No	N/A
AS/AAS Degrees	2017-2018 Goals	2017-2018 Goals Achieved (Yes/No)	2018-2019 Goals
Black	N/A	N/A	N/A
Hispanic	Increase participation (percent of total) by 0.5% to 11.5%	Yes	Increase participation by 2.0% within three years.
Other Minorities	N/A	N/A	N/A
White	N/A	N/A	N/A
Female	N/A	N/A	N/A
Male	N/A	N/A	N/A
LEP	N/A	N/A	N/A
DIS	N/A	N/A	N/A
Certificates	2017-2018 Goals	2017-2018 Goals Achieved (Yes/No)	2018-2019 Goals
Black	Increase participation (percent of total) by 0.42% to 13.00%	No	N/A
Hispanic	N/A	N/A	N/A
Other Minorities	N/A	N/A	N/A
White	N/A	N/A	N/A
Female	N/A	N/A	N/A
Male	N/A	N/A	N/A
LEP	N/A	N/A	N/A
DIS	N/A	N/A	N/A
Baccalaureate Degrees	2017-2018 Goals	2017-2018 Goals Achieved (Yes/No)	2018-2019 Goals
Black	Increase participation by 5% to 128	Yes	N/A
Hispanic	Increase participation by 5% to 135	Yes	N/A
Other Minorities	N/A	N/A	N/A
White	N/A	N/A	N/A
Female	N/A	N/A	N/A
Male	N/A	N/A	N/A
LEP	N/A	N/A	N/A
DIS	N/A	N/A	N/A

Colleges should continue to assess, modify and/or develop new methods and strategies for accomplishing the established goals that have not been achieved based on goals set in the previous year.

The college is achieving goals: **No** If no, provide:

An evaluation of each of the methods and strategies developed to increase student completions from underrepresented groups.

**Response:** St. Petersburg College met all of its 2017-18 goals except two: increased attainment of AA degrees by Disabled students and certificates by Black students. It was also decided to shift its goal-setting focus to a three year goal of increasing attainment of AA degrees by Black students, and AS degrees by Hispanic students. This shift aligns with the college's three-year strategic plan goal to increase overall degree and certificate attainment by 6.5%.

[Disabled Students](#)

St. Petersburg College values equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Appropriate, reasonable accommodations are offered based on documented needs. A few examples include adaptive technology, enlargers, early registration, tutors, notetakers, sign language interpreters, real-time captioning, testing arrangements, and classroom modifications.

Students with self-reported disabilities continue to increase and now represent 5.5% of total enrollment. In 2017-18, 1,701 students were served by Accessibility Coordinators and staff. This dedication resulted in 74.1% course success rate here at SPC (64.6% US and 56.8% Florida).

**Table 6: Disabled Student Enrollment Trends**

Percent of Total Enrollment										
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Disabled	1.5%	2.1%	2.9%	3.2%	3.7%	3.9%	4.2%	4.9%	5.2%	5.5%

Source: College Annual Equity Update Data

Though the college did not reach its intended goal for students with disabilities, it spent much of the past year working on strategies to better serve this student population. Below are a few strategies that have been implemented to help these students be successful.

- **Technical Standards and expectations** - collaborating with Deans and program managers to clearly communicate on websites, break down barriers and streamline resources at the forefront of the student’s college experience.
- **Partnerships - Pinellas County Schools and Community Resources** to support students transitioning from high school and students in need of additional community supports (Vocational Rehabilitation, Center for Autism and Related Disorders, Division of Blind Services, Pinellas Interagency Networking Council).
- **Online and face to face strategies and resources** for parents, Faculty and students (Student Resource Guide, Faculty Resource Guide, Faculty Quick tips resource folder, CETL Outreach events, Lunch and Learns, workshops on Test Anxiety, MLP Planning, Organization Strategies, Study Skills each semester, and Narrowing the Gulf.
- Development of **Access Plans** for all students in order to promote supportive technology and effective support from the initial interview with targeted questions and semester follow up plans for all high needs students to include all auxiliary learning aids and services.

Though the college did not meet its goal for overall Black student attainment of certificates, Black females were up 0.08%. Therefore, the loss of attainment is attributed specifically to our Black male population, which aligns with overall college equity gaps. New strategies to support this specific student population are discussed in the next section.

Below are a few examples of SPC’s continued dedication and commitment to improve the college experience and academic success for our underrepresented students and support our completion efforts:

- For **Women on the Way (WOW)**, we are continuing to host leadership workshops to develop soft skills outside of the classroom and academic confidence inside the classroom. The WOW program has developed an alumni group to further support women along their academic journey.
- The **Summer of Success** program supports underrepresented minority males and females with opportunities to engage in summer, pre-college and college, personal management workshops, academic tutoring, and early discussions about career aspirations and aligned degrees.

- **Program-based GPA and Guided Pathways** continues to help students to focus directly on courses within their plan of study. Students attempting to enroll in courses outside their program are immediately notified that they will not be included in the calculation of Financial Aid.
- **Career and Academic Communities** have been designed to not only help students get started on their academic path, but to increase their engagement with the college through specific activities that are focused upon meeting their needs depending upon where they are on their path (broken down by 25% increments). In addition to events, a new social media outlet aligned to these communities was rolled out in Fall 2018 – Workplace by Facebook. This provides easy access for students to communicate with one another, be aware of campus events in their area of interest, and share their own successes and questions with others in a format they are comfortable with.

New methods and strategies, if applicable.

**Response:** [Click here to enter text.](#) Over the past year, several initiatives have started directly related to supporting this population.

- The Florida Postsecondary Comprehensive Transition Program Act (1004.6495) promotes inclusionary programs for students with unique abilities in post-secondary institutions. Non-traditional college students can now enter the state Florida College System and participate in workforce and industry certificate programs and receive internship assistance for living wage positions. To meet this goal, the college is in the process of developing its **Center for Students with Unique Abilities** that will offer its first two programs starting January 2020: Microsoft Office Productivity Suite and the Rooms Management Certificate with internship hours over the summer.
- With assistance from deans and other administrators, **Learning Resources** undertook, as part of the Student Retention Plan, a new initiative to help close the gap for Black males at SPC. Using administrative data, Learning Resources pinpointed 229 Black males with a GPA below 2.0, and following an email message to faculty from Deans Dr. Smiley and Dr. Demers setting a background for these students' challenges, the Learning Resources department's leadership reached out to over 300 faculty in whose courses these students were enrolled. This outreach created an awareness campaign and alerted faculty to the department's ongoing commitment to offer academic assistance as necessary. As a result, these messages created not only effective conversation between Learning Resources and faculty, but in spring 2019, it also saw that at least 50% of the 229 African-American male students with a GPA below 2.0 participated in Learning Resources services or programs at least once, generating approximately 800 visits (at the time of writing) in that semester. This represents a 4% increase in usage over the prior semester and a 2% increase for Black students overall. Continued outreach to this population is critical to the College's commitment of creating economic mobility for its students.
- The **PITCH program** (Providing Instructions for Tomorrow's Collegiate and Hires) is designed to help at-risk African American men gain work readiness skills, obtain workplace certifications and enroll in postsecondary education. The first year cohort (2017-18) of 35 was 30% higher than the original goal of 28. At the end of the first year, fifty-one (51.4%) of the students were employed or continued their postsecondary education. The second year cohort (2018-19) of 39 is 11.4% higher than the goal of 35. The table below shows other milestones that were achieved by the first year cohort.

### PITCH First Year (2017-18) Milestones

Milestones	Enrolled	Completed	Completion Rate
College Success Course	35	27	77.1%
Job Readiness/Personal Workshops	35	27	77.1%
Computer Literacy Course	35	35	100.0%
Certification Program Completion	26	25	96.2%
LINCS Supply Chain Management	7	6	85.7%
CompTIA A+	13	13	100.0%
Cellphone Tablet Repair	6	6	100.0%

### Student Success in Targeted Programs

The college's plan for 2017-2018 should have included methods and strategies to increase the participation of students in programs and courses in which students have been traditionally underrepresented, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education, as required under section 1000.05(4), F.S. Colleges should provide any updates to methods and strategies, if applicable.

The college is providing updates: **Yes** If no, provide:

An evaluation of each of the methods and strategies developed to increase underrepresented student participation in programs and courses.

**Response:** Click here to enter text.

- **SEEDS** (Scholarships for Education & Employment Development in STEM) supports students as they earn a degree and find employment in the STEM field. This grant targets low income, academically talented students with priority focus on minorities, women and veterans. This is a five year grant and to date, there have been 9 cohorts representing 101 students - more than half the recipients were women (54%), 23.6% in an underrepresented race, and 18.6% were identified as Hispanic. Although the start time varies for the cohorts, 53.5% have graduated so far.
- SEEDS students are invited to participate and/or lead volunteer and academic events. Example of events include the Clearwater STEM Festival (several students led activities in the kid's STEM room) and **STEM by the Bay**— new scholar orientation was combined with this event which featured presentations by individuals in different STEM disciplines, working lunch with representatives from local organizations in the county, STEM workshops and services projects.

New methods and strategies, if applicable.

**Response:** Click here to enter text.

- **Targeted outreach** sponsored by the Career and Academic Communities (Community Events) focusing on non-traditional students. Example below:  
**MANUFACTURING (Building Arts, Manufacturing and Engineering Community)**  
 During the Engineering, Building Arts and Manufacturing Week, a co-sponsored event was held on Feb. 11 that focused on recruiting Women in Manufacturing (WIM) field to help today's female students enter this male dominated field.



- St. Petersburg College (SPC), in partnership with Hillsborough Community College (HCC) and State College of Florida Manatee-Sarasota (SCF) have formed the **Tampa Bay Bridge to the Baccalaureate (TB-B2B) Alliance**. The focus of TB-B2B Alliance is to significantly increase the number of underrepresented minority students transferring to baccalaureate programs in STEM.
  - During this inaugural year, the Alliance conducted significant outreach and recruitment across the Tampa Bay region targeting current, pre-college, and non-traditional students interested and participating in STEM areas of study. A few examples specifically to SPC include:
    - Visited campus advising, admissions, recruitment, student support, veteran's services, and College Reach Out Program teams for Q&A and materials distribution.
    - Connected with students, STEM faculty, and college leadership via meetings, presentations, open houses, STEM roundtables, and events such as STEMinars and STEM Expos.
    - Engaged regional high school students, parents, and teachers via programs like the College Reach Out Program (CROP) and Boys & Girls Clubs to promote STEM and B2B.
    - Presented content and program elements to regional elementary school classrooms and after school clubs.
    - Designed and created Alliance and B2B print materials for recruiting students, including fliers, posters, and rack cards for institutional programming and events, as well as STEM Summer Series/STEM Boot Camp/Summer Bridge programs, in multiple languages.
  - B2B faculty at each Alliance institution created Summer STEM programming and intensive student support with the common goal of Math and Science exposure, skills building and increased literacy. Each summer program utilized ALEKS adaptive learning mathematics software, and offered one-on-one instruction with students. Camps also reinforced math through contextualized STEM learning. Approximately 30 students participated in the Summer programming series across the Alliance. To support year-long success in math courses, SPC and SCF created Lending Libraries for cost-prohibitive texts and graphing calculators that all B2B students can access. Alliance institutions also practice intensive math and STEM program advising, employing two check-ins with B2B and academic advisors per semester.

The B2B Alliance's Year 1 efforts across all Alliance institutions generated the following results:

- Approximately 107 enrolled candidates to comprise TB-B2B's Year 1 Fall cohort (Year 2/Spring 2019 enrollees are still in process)
- Approximately 304 students applied for the Summer/Fall 2018 and Spring 2019 cohorts
- An estimated 165 applicants identified as female
- Approximately half of all applicants identified their ethnicity as Hispanic
- Of all applicants identifying a specific race on their application, an estimated 98 identified as Black/African American, 108 identified as Hispanic, 6 identified as American Indian, 5 identified as Native Hawaiian, and 17 identified as multi-race or other.
- 100% of the students enrolled in SPC's and SCF's Summer STEM programs were retained for the Fall 2018 B2B cohort. HCC lost two students due to their changing majors outside of the NSF-defined STEM courses of study, but has retained the remainder of its students.





**Review of Part III: Strategies to Overcome Underrepresentation of Students  
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Is the college achieving its goals in terms of student enrollments by race, gender, students with disabilities and students with limited English proficiencies?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		
Is the college achieving its goals in terms of student completions by race, gender, students with disabilities and students with limited English proficiencies?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		
The report should include an analysis of student participation in traditionally underrepresented programs and courses, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education. Did the college provide updates for its goal in terms of student completions across the aforementioned categories?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		

**Part IV. Gender Equity in Athletics**

The college offers athletic programs: **Yes** If no, move to next section. If yes, complete this section.

**Assessment of Athletic Programs**

Section 1006.71, F.S., Gender equity in intercollegiate athletics, is applicable to postsecondary institutions offering athletic programs. Florida College System institutions that offer athletic programs shall develop a gender equity plan pursuant to section 1000.05, F.S. The plan is to include consideration of equity in sports offerings, participation, availability of facilities, scholarship offerings and funds allocated for administration, recruitment, comparable coaching, publicity and promotion and other support costs. An annual assessment is required, and each college president is to be evaluated on the extent to which gender equity goals have been accomplished.

For this part, provide the college's latest Equity in Athletics Disclosure Act (EADA) Survey Federal Report as an appendix.

### **Data Assessment**

Section 1006.71, F.S., requires an assessment of major areas to evaluate the college's progress toward gender equity in athletics.

Provide updates or new information related to sports offerings; participation; availability of facilities; scholarship offerings; funds allocated for administration, recruitment, comparable coaching, publicity and promotions; or other considerations by the college to continue efforts to achieve gender equity. If the college is not in compliance with Title IX, updates must be included in the college's Corrective Action Plan in Part D of this report.

Sports offerings and whether they effectively accommodate the interests and abilities of members of both genders:

1) We currently have 4 women's teams and 2 men's teams.

2) Participation rates, substantially proportionate to the enrollment of males and females: Yes, which is detailed further in the enrollment and athletic participation spreadsheet (noted below).

3) Availability of facilities, defined as locker rooms, practice areas, and competitive facilities: SPC gym sports (women's volleyball, men's and women's basketball) all have dedicated locker rooms. Women's tennis participates at an off campus facility. Men's baseball and women's softball are housed at the Clearwater Campus and both teams have designated locker room space. In 2018 St. Petersburg College entered into a contractual agreement with the City of Clearwater for women's softball to play and practice at the Eddie C. Moore Sports Complex and for the men's baseball team to practice and play at Jack Russel Stadium.

4) Scholarship offerings for athletes: Total # of scholarships that are available for women by sport: Volleyball-14, Basketball-15, Softball-18 and Tennis-9. Total # of scholarships that are available for men by sport: Basketball-12 and Baseball-18. Funds allocated for the athletic program overall: \$1,611,689.54

5) Administration: The Athletic Director reports to the Senior Vice President of Student Affairs, who in turn reports to the President.

6) Recruitment: Recruitment is at the discretion of the coach with periodic involvement from the athletic administration. They (Head Coaches) all have budgets that they can draw from to pay for recruitment, equipment, travel, etc. A complete breakdown of expenses can be seen in the EADA report that's included in this submission.

7) Comparable coaching: SPC has 5 full-time head coaches (Men's basketball, Men's baseball, Women's basketball, Women's softball & Women's volleyball) and one part-time head coach (Women's tennis).

8) Publicity and promotion: St. Petersburg College Athletics is promoted through multiple channels such as the website (on the athletic page and events calendar), electronic signage that posts game dates/times for our sports, and sandwich boards on campus. Additionally, there is a Media Guide printed with information on all sports and schedule cards (per sport) that are created and handed out in the community. College staff and coaches use blogs, Twitter,

Facebook, and other social media outlets as a way to promote athletics at the college. This year, we were able to live stream home games for Men and Women’s sport to increase exposure.

9) Other support costs: The Foundation Department houses the college related donations, including athletic monetary support. Additionally, when an athletic team qualifies for state or national tournaments, funding is provided by the Vice President of Student Affairs.

10) Travel and per diem allowances: Allowances are allowed for each team who travels outside of the district and payment for travel comes from within their team budget. Per Diem costs are also allowable when teams travel overnight. Oversight of per diem allotments come via a sign in sheet, where the student verifies receiving money.

11) Provision of equipment and supplies: is noted in 6 above

12) Scheduling of games and practice times: Men’s and Women’s basketball split time in the gym with women’s volleyball. However, women’s volleyball begins in early August and therefore, there rarely seems to be issues with scheduling between the court sports. Whereas, women’s tennis, women’s softball, and men’s baseball practice and play games off campus with very little interruption to their practice or game schedules.

13) Opportunities to receive tutoring: Each and every student athlete has access to free tutoring on all campuses, Monday-Thursday 8:00 am-8:00 pm, Friday 8:00 am-3:00 pm, periodic Saturday hours (varies by campus), and closed on Sundays. In addition to tutoring, each head coach requires a specific amount of hours to be spent in study hall (on a weekly basis).

14) Compensation of coaches and tutors: The athletic department funds partial salaries for all coaches with the exception of the tennis coach, softball coach, and baseball coach-who are paid entirely out of the athletic department. The coaches other percentages of their salaries come from the other departments in which they are assigned to.

15) Medical and training services: The Athletic Department at SPC has a Certified Athletic Trainer at all home contests. As for medical services, student athletes not covered by their parents or guardians insurance are covered by SPC’s insurance plan.

16) Housing and dining facilities and services: Student athletes who receive full scholarships (tuition, book stipend, food allowance and housing supplement) have the ability to select and live in housing of their choice. The college does not sign lease agreements for housing. St. Pete/Gibbs and Clearwater Campuses both have college approved food vendors where student athletes may dine if that’s their desire.

**Compliance with Title IX**

Using athletic participation data from the latest EADA Survey Federal Report, complete the following table to determine gender equity based on participation rates.

**Athletic Participation by Gender Compared to Student Enrollments by Gender for July 1, 2016 through June 30, 2017 and July 1, 2017 through June 30, 2018**

	2016-2017			2017-2018			
	Males	Females	Total	Males	Females	Total	
Total Number of Athletes	33	53	86	Total Number of Athletes	39	53	92

	2016-2017			2017-2018			
Percent of Athletes by Gender	38%	62%	100%	Percent of Athletes by Gender	42%	58%	100%
Total Number of Enrollments	11,793	18,680	30,473	Total Number of Enrollments	12,026	18839	30865
Percent of Enrollments by Gender	39%	61%	100%	Percent of Enrollments by Gender	39%	61%	100%
Difference between the percent of athletes and the percent of students enrolled	-1	1	0	Difference between the percent of athletes and the percent of students enrolled	3.4	-3.4	0.0%

**Proportionality of Participation**

Based on the table, is the percentage of female athletes greater than (or at least within 5 percentage points of) the percent of female students enrolled? **2016-2017: Yes 2017-2018: Yes**

Based on the participation rates of female athletes compared to female enrollments and based on the college’s athletic program assessment as presented in the EADA Survey Federal Report, check at least one component below for assuring the institution is in compliance with Title IX, Gender Equity in Athletics.

- Accommodation of interests and abilities
- Substantial proportionality
- History and practice of expansion of sports

**Corrective Action Plan**

If the program is not in compliance, complete the Corrective Action Plan below and specify or update the plan to achieve compliance. Include completion dates for each method and strategy.

Gender Equity in Athletics Component	Planned Actions to Address Deficiencies Found in Athletics	Responsible Person(s) and Contact Information	Timelines

Requirement	Response	Comments	Action
Does the report include the Equity in Athletic Disclosure Act (EADA) Survey Federal Report for 2018?	Select one.		
Does the equity report reflect updates or new information related to: sports offerings; participation; availability of facilities; scholarship offerings; funds allocated for administration, recruitment, comparable coaching, publicity and promotions; or other considerations by the college to continue efforts to achieve gender equity?	Select one.		
Is the percentage of female athletes greater than (or at least within 5 percentage points of) the percent of female students enrolled?	Select one.		
Does the report include any of the following to ensure compliance with Title IX?	Select one.		
Accommodation of interests and abilities	Select one.		
Substantial proportionality	Select one.		
History and practice of expansion of sports	Select one.		
If there were any disparities in sections A or B, or if the percentage of female participants was not substantially proportionate to the percentage of female enrollments, did the college submit a corrective action plan?	Select one.		

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**Part V. Signature Page**

**FLORIDA EDUCATIONAL EQUITY ACT  
2018-2019 ANNUAL EQUITY UPDATE REPORT  
*Signature Page***

**St. Petersburg College**

The college ensures that section 1000.05, F.S., and section 1012.86, F.S., and implementing Rules 6A-19.001-.010, F.A.C., referenced in submission 1 of 2 and submission 2 of 2 of this report, are properly implemented and that this institution prohibits discrimination against students, applicants for admission, employees or applicants for employment on the basis of race, color, ethnicity, national origin, gender, pregnancy, disability, age or marital status.

The college has developed policies and procedures for providing reasonable substitutions for admission, graduation, study program admission and upper-division entry for eligible students with disabilities as required by section 1007.264 and section 1007.465, F.S., and for implementing Section 504 of the Rehabilitation Act of 1973.

The institution is in compliance with the identified components of the athletic programs, as required by Title IX, the Florida Educational Equity Act, section 1006.71, F.S., Gender equity in intercollegiate athletics, and, where not compliant, the college has implemented a corrective action plan. (Applicable for institutions with athletic programs)

The college actively implements and monitors the Employment Equity Accountability Plan and certifies compliance with all statutory requirements of section 1012.86, F.S.

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PAMELA S. SMITH (EQUITY OFFICER)

DATE

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DR. TONJUA WILLIAMS (COLLEGE PRESIDENT)

DATE

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NATHAN STONECIPHER (CHAIR OF DISTRICT BOARD OF TRUSTEES)


DATE



June 18, 2019

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Justice: Office of Community Oriented Policing Services (COPS) – FY19 Community Policing Development (CPD) Program – Training for Law Enforcement: Developing New Skill Building Courses to Advance Public Safety

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) by St. Petersburg College for the Community Policing Development (CPD) Program – Training for Law Enforcement: Developing New Skill Building Courses to Advance Public Safety. Permission is sought to accept an estimated \$358,058 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The goal of this project is to develop an innovative in-person training course for law enforcement professionals that advances public safety through the application of community policing. Deliverables include a newly developed training course that focuses on skill building for law enforcement. In addition, a course pilot hosted through a partner-training academy or partner-training network is required as part of the grant. SPC's College of Public Safety will collaborate with the Florida Department of Law Enforcement (FDLE) as its partner-training academy by developing and hosting the course. The course will be a contemporary version of Advanced Community Policing course and will cover topics including Intelligence-Led Policing (ILP), Public-Private Partnerships, Community Engagement, Problem Solving Applications, etc. This course will also be incorporated into the College of Public Safety's Advanced and Specialized Training offerings at the conclusion of the grant.

The estimated period of performance will be from October 1, 2019 – September 30, 2021. The total award amount is projected to be \$358,058 over a two-year period. See attached Information Summary for additional information.

Jesse Turtle, Vice President of Institutional Advancement and Foundation Executive Director; Suzanne L. Gardner, General Counsel; Brian Frank, Dean, College of Public Safety; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

ks0530193

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

**Date of BOT Meeting:** June 18, 2019

**Funding Agency or Organization:** U.S. Department of Justice, Office of  
Community Oriented Policing Services  
(COPS)

**Name of Competition/Project:** Community Policing Development (CPD)  
Program – Training for Law Enforcement:  
Developing New Skill Building Courses to  
Advance Public Safety

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

**Grant/Contract Time Period:** Start: 10/01/19 End: 09/30/21

**Administrator:** Brian Frank

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College is proposing to develop an innovative in-person training course for law enforcement professionals that advances public safety through the application of community policing and focuses on skill building for law enforcement. In addition, SPC's College of Public Safety will collaborate with the Florida Department of Law Enforcement (FDLE) as its partner-training academy by developing and hosting the course pilot, before final course delivery. The course will be a contemporary version of Advanced Community Policing that will cover topics including Intelligence-Led Policing (ILP), Public-Private Partnerships, Community Engagement, and Problem Solving Applications.

The program will deliver an estimated ten trainings to a diverse group of law enforcement agencies. The goal of this project will be to take enhanced community policing strategies from theory to practice. This will be accomplished by expanding on existing community policing philosophies to meet today's challenges while infusing elements of data driven decision making into the curriculum. Upon completion of the training, participants will be able to actively apply their new knowledge, skills and abilities directly in the communities they serve. They will have the ability to incorporate ILP strategies to enhance the community policing initiatives within their jurisdictions. This program will have a significant, positive impact on police-community relations, reduce the impact of crime through advanced intelligence collection and analysis and reduce the fear of crime in these same communities. This course may be incorporated into the College of Public Safety's Advanced and Specialized Training offerings at the conclusion of the grant.

**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	\$ 131,195
Fringe	\$ 49,854
Travel	\$ 2,716
Supplies	\$ 1,200
Consultants/Contractors	\$ 92,930
Other Costs	\$ 2,850
<u>Indirect Costs</u>	<u>\$ 77,313</u>
Total Budget	\$ 358,058

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 358,058
Total amount from funder:	\$ 358,058

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

Required match or cost sharing:	No	X	Yes
Voluntary match or cost sharing:	No	X	Yes
Source of match/cost sharing:	N/A		
Negotiated indirect cost:	\$77,313		
(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. Community Focus  
2. Student Success

Strategic Initiative(s):  
1. Increase Strategic Connections  
2. Be the Catalyst for Positive Change

June 18, 2019

**MEMORANDUM**

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

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



**SUBJECT:** U.S. Department of Justice: Office of Community Oriented Policing Services (COPS)–Community Policing Development (CPD) Program – Mentoring Program for Community Policing Initiatives

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees’ approval, to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) by St. Petersburg College for the Community Policing Development (CPD) Program – Mentoring Program for Community Policing Initiatives. Permission is sought to accept an estimated \$358,155 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The goal of this funding is to develop and exchange practice-based innovations in community policing and add to the body of data regarding effectiveness. The project will expand law enforcement agencies’ knowledge of the principles of community policing, address current needs and identify gaps in the field and enhance skills in implementing community policing strategies to address crime or advance public safety. SPC’s College of Public Safety will propose a mentoring program that will provide technical assistance and measure outcomes culminating in a “*Best Practices, Lessons Learned*” document to be shared with the field. Opportunities for SPC faculty and staff to participate in various mentoring activities for professional development will be available.

The estimated period of performance will be from October 1, 2019 – September 30, 2021. The total award amount is projected to be \$358,155 over a two-year period. See attached Information Summary for additional information.

Jesse Turtle, Vice President of Institutional Advancement and Foundation Executive Director; Suzanne L. Gardner, General Counsel; Brian Frank, Dean, College of Public Safety; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

ks0530193

**BOT INFORMATION SUMMARY**

## GRANTS/RESTRICTED FUNDS CONTRACTS

<b>Date of BOT Meeting:</b>	June 18, 2019
<b>Funding Agency or Organization:</b>	U.S. Department of Justice, Office of Community Oriented Policing Services (COPS)
<b>Name of Competition/Project:</b>	Community Policing Development (CPD) Program – Mentoring Program for Community Policing Initiatives
<b>SPC Application or Sub-Contract:</b>	SPC Application
<b>Grant/Contract Time Period:</b>	Start: 10/01/19      End: 09/30/21
<b>Administrator:</b>	Brian Frank
<b>Manager:</b>	Eileen LaHaie

### **Focus of Proposal:**

SPC's College of Public Safety is proposing to create a mentoring program that will support law enforcement agencies' by providing principles of community policing, identifying current needs and gaps in the field, and enhancing law enforcement agencies' skills through the implementation of community policing strategies. This program will assess programming, provide technical assistance and measure outcomes culminating in a *"Best Practices, Lessons Learned"* document to be shared in the law enforcement field, locally and nationally.

It is estimated that the program will conduct eight 3-day on-site assessments, resulting in a post Assessment Report/Agency Action Plan and Post Assessment Briefing; eight 4-day technical assistance visits to implement Action Plan and eight follow-up visits to determine effectiveness of the program. SPC will utilize its extensive pool of subject matter experts and leverage institutional knowledge and resources to increase the ability of participating agencies to engage in successful contemporary community policing strategies. This will have a positive impact on reducing crime, while improving the trust between the police and the community. SPC faculty and staff will also have the opportunity to participate in various mentoring activities for the purpose of professional development.

### **Budget for Proposal:**

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

Personnel	\$ 112,959
Fringe	\$ 42,924
Travel	\$ 2,716
Supplies	\$ 960
Consultants/Contractors	\$ 124,358
Other Costs	\$ 800
<u>Indirect Costs</u>	<u>\$ 73,438</u>
Total Budget	\$ 358,155

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 358,155
Total amount from funder:	\$ 358,155

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

Required match or cost sharing:	No	X	Yes
Voluntary match or cost sharing:	No	X	Yes
Source of match/cost sharing:	N/A		
Negotiated indirect cost:	\$73,438		
(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. Community Focus
2. Partnerships

Strategic Initiative(s):

1. Enhance Strategic Partnership
2. Strategic Professional Development

June 18, 2019

**MEMORANDUM**

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

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



**SUBJECT:** U.S. Department of Justice: Bureau of Justice Assistance (BJA)—Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Training Initiative

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice, Bureau of Justice Assistance (BJA) by St. Petersburg College for the Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) training grant. Permission is sought to accept an estimated \$550,349 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The VALOR Initiative is a set of programs that work to enhance officer safety and wellness in a systemic and comprehensive manner; educating, training, and offering resources to state, local, and tribal law enforcement personnel to augment their safety and protection. The purpose of the funding is to support the continuation of the VALOR Program, as well as enhance the initiative with additional programming. SPC's College of Public Safety will enhance its existing "*In Harm's Way*" law enforcement suicide prevention program and develop additional training that focuses on compassion fatigue, trauma-informed policing, survivors' guilt and emotionally preparing for a critical incident. These trainings will be delivered throughout the country and will also be made available to our local law enforcement constituency in Region IX. Training will be delivered face-to-face, and through webinars, videos and podcasts.

The estimated period of performance will be from October 1, 2019 – September 30, 2021. The total award amount is projected to be \$550,349 over a two-year period. See attached Information Summary for additional information.

Jesse Turtle, Vice President of Institutional Advancement and Foundation Executive Director; Suzanne L. Gardner, General Counsel; Brian Frank, Dean, College of Public Safety; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

ks0530193

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

**Date of BOT Meeting:** June 18, 2019

**Funding Agency or Organization:** U.S. Department of Justice, Bureau of Justice Assistance (BJA)

**Name of Competition/Project:** Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Initiative

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

**Grant/Contract Time Period:** Start: 10/01/19 End: 09/30/21

**Administrator:** Brian Frank

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College is proposing a training program that will enhance its existing “*In Harm’s Way*” law enforcement suicide prevention program and develop training that focuses on compassion fatigue, trauma-informed policing, survivors’ guilt and emotionally preparing for a critical incident. The purpose of the funding is to support the continuation of the VALOR Program and to add additional programs to the initiative. The College will use a multi-faceted approach to training that will involve a variety of audiences and training platforms, including face-to-face and webinars, videos and podcasts. These trainings will be delivered throughout the country and will also be made available to our local law enforcement constituency in Region IX, supporting the College’s Community of Care commitment.

It is estimated that the program will deliver twenty 8-hour trainings; develop two customizable, downloadable brochures in English and Spanish; develop one fully interactive webinar, two roll call videos, and two short podcasts; deliver six technical assistance site visits; deliver six speakers’ bureau presentations and collaborate with BJA on the creation of an advisory board.

**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	\$ 157,000
Fringe	\$ 59,666
Travel	\$ 9,348
Supplies	\$ 600
Consultants/Contractors	\$ 163,498
Other Costs	\$ 28,650
<u>Indirect Costs</u>	<u>\$ 131,587</u>
Total Budget	\$ 550,349



**Funding:**

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

\$ 550,349

Total amount from funder:

\$ 550,349

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No  Yes

Voluntary match or cost sharing:

No  Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

\$131,587

(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. Community Focus
2. Partnerships

Strategic Initiative(s):

1. Increase Strategic Connections
2. Be Catalyst for Positive Change

June 18, 2019

Agenda Item VII – B.3d

**MEMORANDUM**

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

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



**SUBJECT:** U.S. Department of Education—Child Care Access Means Parents in School

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Education in support of the St. Petersburg College Child Care Access Means Parents in Schools (CCAMPIS) program. Permission is sought to accept an estimated \$1,293,784 in funding over a four-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The U.S. Department of Education Child Care Access Means Parents in School (CCAMPIS) program is a multi-year program that works to improve persistence and retention for Pell-eligible students with children. The grant supports childcare vouchers on a sliding scale basis, as well as wrap-around support services for low-income students.

Through this program, SPC will develop a new, voucher-based CCAMPIS program serving Pell-eligible students with children. Child care services will be provided through outsourced contracts with licensed and accredited child care providers located near each of SPC's eleven campuses and educational sites, ensuring county-wide coverage of care and supporting students' choice in quality early education providers. Vouchers will be provided on a sliding fee scale, with priority given to full-time students needing full-time child care. Through requested CCAMPIS funding, significant leveraged institutional investment, and dedicated partnerships with community agencies, this program will serve an estimated 85 students per year. SPC will partner with and leverage the subject matter expertise of Early Learning Coalition of Pinellas County (ELC), Juvenile Welfare Board, and Head Start. More specifically, SPC CCAMPIS model will mirror the established best-practice ELC model in providing vouchers for low-cost child care, and will work with many of the same Gold Seal providers, ensuring consistency with providers who are vetted and also have capacity for reporting and invoicing requirements.

The estimated period of performance will be from October 1, 2019 through September 30, 2023. The total project budget is projected to be \$1,293,784, of which the College anticipates receiving the full award amount. See attached Information Summary for additional information.

Jamelle Conner, Vice President of Student Services; Suzanne L. Gardner, General Counsel; and Misty Kemp, Executive Director of Retention Services, recommend approval.

Attachment

ks0531192

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

**Date of BOT Meeting:**

June 18, 2019

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

**Name of Competition/Project:** Child Care Access Means Parents in School

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

**Grant/Contract Time Period:** **Start:** 10/1/19      **End:** 9/30/23

**Administrator:** Jamelle Conner

**Manager:** Misty Kemp

**Focus of Proposal:**

St. Petersburg College’s (SPC) *Child Care Access Means Parents in School* program (CCAMPIS) will increase access to critically-needed child care and wrap around services for an estimated 85 low-income students each year. Pursuing this opportunity is in direct support of the expressed needs of students. In a recent survey, targeting Pell-eligible students with dependents under 18, 63.6% of the 1,081 respondents said the cost of child care has moderately to severely impacted their ability to attend classes and 41.9% said access to child care has impacted their ability to attend class “too many times to count.”

The services tailored for this program have been recognized as high-effective in impacting low-income students with the greatest needs. CCAMPIS participants will benefit from 1:1 academic and social support from program staff and College learning resources, career and academic advising, financial literacy and life skills workshops, peer support networks, on-campus activities with their families, and connections to college and community wrap-around services to meet basic needs. Participants will also be eligible for scholarship funding to defray the cost of attendance and support continued enrollment and degree completion. Program efforts will be led by two full-time CCAMPIS staff as well as leveraged time from Early Childhood Education faculty and Retention Services programs targeting high-needs, at-risk students. Community partners serving low-income children and families will provide technical assistance in working with providers and referrals for social services as well as wait listed care.

**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	\$ 334,664
Fringe	\$ 127,172
Travel	\$ 11,000
Supplies	\$ 8,000
Contractual (Child Care Vouchers)	\$ 768,000
Other (Printing and Membership)	\$ 6,000
Indirect (8%, less Contractual)	<u>\$ 38,948</u>
Total Budget	\$ 1,293,784

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 1,549,264
Total amount from funder:	\$ 1,293,784

Amount/value of match:	Cash: \$212,000
	In-kind: \$43,480


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

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

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

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

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams., President   
**SUBJECT:** U.S. Air Force—Educational Service Agreement for Dental Hygiene Training

**Confirmation is sought for the continuation of services, subject to Board of Trustees’ approval, from the U.S. Air Force under the Educational Service Agreement for Dental Hygiene. Permission is also sought to accept an estimated \$593,480 in funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The Educational Service Agreement for Dental Hygiene grant has been awarded by the U.S. Air Force since November 2002. The purpose of the Dental Hygiene Training program is to improve quality care to military personnel by utilizing dental hygienists who have graduated from an accredited dental hygiene program.

SPC’s role will be to continue to provide accredited entry dental hygiene education, enrolling up to 6 Air Force military personnel per year for three years. The funding will support tuition, fees, support staff, faculty and supplies. This program was initiated in November of 2002 and SPC is seeking approval for continuation through 2022. The selected students would begin the program each Session III and complete the two-year program graduating in May of each year.

The period of performance for the continuation is projected to be from May 2019 through May 2022. The total project budget is estimated at \$593,480 over the course of three years. The budget is the estimated cost to educate up to 12 students per term. There are no anticipated direct costs to the College for this initiative. See attached Information Summary for additional information.

Jesse Turtle, Vice President of Institutional Advancement and Foundation Executive Director; Suzanne L. Gardner, General Counsel; Deanna Stentiford, Dean, Allied Health Sciences and Joan Tonner, Dental Hygiene Program Director, recommend approval.

Attachment

ks0529193

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

**Date of BOT Meeting:** June 18, 2019  
**Funding Agency or Organization:** U.S. Air Force

**Name of Competition/Project:** Educational Service Agreement for Dental Hygiene Training

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

**Grant/Contract Time Period:** **Start:** May 2019 **End:** May 2022

**Administrator:** Deanna Stentiford

**Manager:** Joan Tonner

**Focus of Proposal:**

The United States Air Force desires to improve quality care to military people by utilizing dental hygienists who have graduated from an accredited dental hygiene program. Graduates will be eligible for licensure after passing appropriate state and national exams. SPC will assume the role of the training provider. Specifically, the College will use funds to support tuition, fees, faculty, administrative support and supplies. This program was first approved in November of 2002.

**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 & Fringe	\$ 347,230
Tuition, Books, Supplies, etc.	<u>\$ 246,250</u>
Total Three-Year Budget	\$ 593,480

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$593,480
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Total amount from funder:	\$593,480
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Amount/value of match:	Cash: N/A
	In-kind: N/A

Required match or cost sharing:	No	<input checked="" type="checkbox"/>	Yes
Voluntary match or cost sharing:	No	<input checked="" type="checkbox"/>	Yes
Source of match/cost sharing:	N/A		
Negotiated indirect cost:	N/A		
(Fixed) administrative fee:	N/A		
Software/materials:	N/A		
Equipment:	N/A		
Services:	N/A		
Staff Training:	N/A		
FTE:	up to 12 full-time students per term		
Other:	N/A		


**College Goals and Institutional Initiatives 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

June 18, 2019

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams, 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, 2017. 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 23% decrease in the write-offs and we came in at a better than expected 23.6% reduction. In addition, we recovered approximately \$119,000 in prior year write-offs. We are projecting another significant decrease of approximately 10% in next year's write-off. Approved write-offs for FY18 totaled \$1,185,373.36.

Accounts to be written-off, totaling \$1,185,373.36 are summarized on the following schedule:

Student Tuition Debt:	\$233,920.62
Financial Aid Repayment:	\$663,796.50
Return Checks/Other:	\$8,416.43
Total	\$906,133.55

Brian Miles, Vice President, Administration, Finance & Technology; Mike Meigs, Acting Associate Vice President, Financial and Business Services; and Sonja Green, Acting Director of Student Accounting and Business Systems, recommend approval.



**St. Petersburg College  
Board Evaluation of the President  
2018-2019**

For each of the following questions, indicate your level of satisfaction with the President's performance in the following areas by providing a score between one and five. Additionally, please provide any additional feedback or comments as appropriate. If insufficient information or not applicable, the board member may indicate by placing N/A or by not plating a score and explaining in the comments.

Factor Category	BOT Ratings					Avg.	Comments
	Trustee 1 (NS)	Trustee 2 (KC)	Trustee 3 (DB)	Trustee 4 (BF)	Trustee 5 (DG)		
<b>LEADERSHIP:</b>							
1. Understands and supports comprehensive community college mission.	5	5	5	5	5	5	Dr. Williams leadership is evident in watching administration, staff and faculty communicate with her. This progress is the prime example of communication necessary to succeed in this job. Dr. Williams has done an amazing job with this, and we can always do better.
2. Has ethical, fair, honest leadership style.	5	5	5	5	5	5	She has made bold moves that have been the right direction for the college.
3. Is an effective communicator.	4	4	5	5	4	4.40	I hear from her often and feel like I always know what's going on.
4. Has an effective management style, inspiring others and engendering confidence.	5	4	5	5	5	4.80	
5. Recruits and utilizes effective employees.	5	5	5	5	4	4.80	In my opinion, yes. Although, there has been some discussion around this with another board member that is not positive.
6. Displays resourcefulness in identifying, analyzing, and solving problems.	5	4	4	5	4	4.4	Yes, very resourceful here however, sometimes things take longer to solve than I would like.
7. Provides decisive and diplomatic leadership style.	5	5	5	5	5	5.00	She's brave when she needs to be.

DIVERSITY INITIATIVES							
1. Provides appropriate institutional leadership on board priority of increasing diversity in employment among administrators, faculty and staff.	5	3	5	5	5	4.60	We recently discussed at board meeting, but I am not clear on the specifics of these efforts. Even when it's not popular.
2. Plans and implements initiatives to increase penetration into diverse communities and student enrollment of the diverse communities in Pinellas County.	5	3	5	4	5	4.4	So much focus in the past 10 years has been on South St. Pete to the exclusion of areas of need elsewhere county. Great job starting to focus elsewhere. (CC) We are still struggling here with student success rates. I'd like to see a plan, rather than more discussion, as to how we're going to address this (BB)
3. Reaches out to the diverse populations of Pinellas County by meeting with leaders and participating in activities and events in the community.	5	5	5	4	5	4.8	I love what she's being doing with the business community and workforce initiatives (BB)
4. Follows through on the college's priority for minority businesses to participate in opportunities to partner and do business with the college.	5	4	N/A	4	5	4.5	

Factor Category	BOT Ratings					Avg.	Comments
	Trustee 1 (NS)	Trustee2 (KC)	Trustee 3 (BB)	Trustee 4 (BF)	Trustee 5 (DG)		
<b>PLANNING AND BUDGETING:</b>							
1. Supports and provides leadership on the college's educational master plan.	5	4	5	5	5	4.8	
2. Sets appropriate priorities and focus for the college within the overall master plan.	5	4	3	5	5	4.4	With the exception of how we're going to address black males student success rates.
3. Provides leadership in the area of improving student success.	5	3	3	5	5	4.2	So many other priorities, this is rising to the top now (KC) We can do better.
4. Provides leadership in increasing student access and penetration into the community.	5	4	4	5	5	4.6	I still think we need to consider what some of the other state colleges are doing with regard to removing all barriers to student entry/success.
5. Leads the college's efforts to identify sources of funding.	4	3	4	4	5	4.00	Much improvement from previous leadership. However, I think we need to consider more P3 opportunities while state funding declines.
6. Provides understanding and appropriate allocation of resources to priorities of college.	5	3.5	5	5	5	4.7	
7. Understands and supports fundraising from private and foundation supporters to strengthen college.	5	3.5	4	5	4	4.3	We can do better.
8. Is responsive to solving financial and management issues identified by audits or resulting from funding fluctuations.	5	5	5	5	4	4.8	
<b>BOARD RELATIONS:</b>							
1. Provides adequate information and makes sound recommendations to the Board.	5	5	5	5	5	5	
2. Carries out the actions and priorities of the Board.	5	5	3	5	4	4.4	Very much so - with the exception of a plan to address minority male student success rates.
3. Maintains a proper balance between bringing policy matters to the board for discussion and action and acting on managerial and administrative matters.	5	5	5	5	5	5.00	
4. Maintains a positive and open relationship with board members.	5	5	5	5	5	5	To the best of her ability yes.
5. Seeks opportunities to communicate the vision and goals of the college in the Pinellas County community.	5	4	5	5	5	4.8	

<b>INTERNAL RELATIONS:</b>							
1. Establishes and maintains open and effective lines of communication with all constituencies within the college.	5	4	5	5	4	4.6	
2. Maintains effective working relationships with College employees.	5	5	5	5	4	4.8	
3. Effectively delegates responsibility to appropriate staff.	4	3	5	5	3	4.00	
<b>EXTERNAL RELATIONS:</b>							
1. Provides effective, positive representation of the college in the community.	5	5	5	5	5	5.00	
2. Develops positive relationships with government, business, and industry leaders and organizations.	5	3	5	5	4	4.40	So much work to do and great strides being it. But we can always do more.
3. Maintains appropriate relationships with state and federal organizations and government offices.	5	4	5	5	4	4.6	Serious effort here, deserves to be recognized for that.
4. Represents and presents the college's image of success with appropriate regional and national education organizations.	5	5	5	5	5	5.	
5. Skilled in meeting the social obligations of the presidency.	5	4	5	5	4	4.6	
6. Seeks opportunities to communicate the vision and goals of the college in the Pinellas community.	5	4	5	5	5	4.80	
<b>ACCOUNTABILITY:</b>							
1. Established and implemented a plan which effectively addressed the performance goals established in the College's Strategic Impact Plan.	5	5	5	5	5	5.00	
2. Achievement of instructional performance outcomes, fundraising, employee satisfaction and other performance metrics.	5	5	4	5	5	4.80	So much work to do and great strides doing it. But we can always do more.
<b>ADDITIONAL ITEMS:</b>							
Florida statutes require that the Board certify that it will evaluate the president on implementation of two reports that must be submitted to the state: (1) The college's Equity Plan required in FS 1008.45, and (2) Statewide accountability plan required by FS 1008.45.							
1. The president provides leadership to assure that the college addresses equity issues required by the state and in bringing forth a report to the board with goals and performance in this area.	5	5	3	5	4	4.40	
2. The president provides leadership in using the accountability report developed by the state.	5	4	4	5	5	4.60	

**Additional comments and feedback for the president:**

While last year was focused more on transitioning into the President's role, data analysis and conversations about our best way forward, this year has seen implementation and action. Dr. Williams has worked tirelessly on efforts to rightsize our budget, operate more efficiently, refocus on student success, prioritize a community of care and engage with the needs of our region. Along the way she has improved retention/enrollment (RSE), worked on elevating the employee experience and has made numerous difficult staffing changes in an effort to build a team that can capitalize on past success and move us with momentum into the future. Finally strides have been made to capture useful data that allows us to better assess where we are in relation to specific benchmarks. Over the next year I'd like to see continued efforts to improve communication with employees and our community. We need a continued focus on growing the effectiveness of our workforce programs (this includes meetings with business leaders, EDC's and municipalities). In addition, I think we should annually reassess our legislative strategy to ensure every effort is made (and the man power is adequate) to secure resources needed for SPC.

My service on the SPC Board is a highlight of my service primarily due to Dr. Williams efforts, vision, focus and communication.

Still love my President. Looking for growth, creative ways to locate funding and more favorable numbers when it comes to minority success/achievement.

Dr. Williams is a special talent. While I think it took some time for her to grow into the President that we all expected to be. She has inherited budget issues along with personal issues she has done a solid job of fighting through those issues. While dealing with these issues the college has maintained a solid reputation in the community.

It is a joy to watch you learn and grow in this position. You've made amazing strides, and I'm proud to work side-by-side with you toward better student success rates across all demographics of the college. Your focus on workforce initiatives has been strong, and I can't wait to see what will happen with that department once the information you have gleaned has a plan and implementation. I also believe there is a tremendous opportunity with SPS from not only a revenue perspective, but also a community engagement opportunity. I think this should be addressed sooner rather than later, and that we should emerge with a new plan prior to the start of the fall semester. Congratulations on all that you've accomplished to far! Let's keep fighting for our Titans.

\_\_\_\_\_  
Board Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date



# St. Petersburg Collegiate High School

**St. Petersburg/Gibbs Campus and  
Tarpon Springs Campus**

**Governing Board Meeting**

**EpiCenter, BD1-451, 453**

**June 18, 2019**

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## **Agenda**

1. Proposed St. Petersburg Collegiate High School Budget for St. Petersburg/Gibbs and Tarpon Springs (*approval requested*)
2. SPCHS Policies and Procedures Manual and Calendar (*approval requested*)
3. St. Petersburg Collegiate High School Tarpon Springs Update
4. End of Year Highlights for St. Petersburg Collegiate High School  
Introduction of Dr. Call, SPCHS Tarpon Springs



## SPCHS Governing Board Meeting Agenda

1. Proposed Budget for St. Petersburg Collegiate High School St. Petersburg/Gibbs and Tarpon Springs *(approval requested)*
2. SPCHS Policies and Procedures Manual and Calendar *(approval requested)*
3. St. Petersburg Collegiate High School Tarpon Springs Update
4. SPCHS Highlights for 2018-19
5. Introduction of Dr. Ian Call, Principal SPCHSTS

June 18, 2019  
Starla Metz, Principal



## SPCHSNP (TARPON SPRINGS) PROPOSED 2019-20 BUDGET

St. Petersburg Collegiate High School North Pinellas Proposed Budget 2019-2020			
	Proposed Budget PY 2020 7/1/2019 - 6/30/2020	Prior Year Approved PY 2019 7/1/2018 - 6/30/2019	
Revenue			
Funding Sources			
FEPP Funding (140 Students)	\$ 826,547		
Capital Outlay Funding			
Title III Professional Development Reimbursement	6,500		
A+ Recognition Award			
Capital Outlay Reserve (Fund Balance)			
Budget Stabilization Reserve (Transfer from CHS)	206,989		
Total Funding Sources	\$ 1,040,036	\$ -	
Operating Expenses			
Personnel Cost			
Instructional	373,238		
Administrative and Instructional Support	340,891		
Plant Operation	14,155		
Temporary (Non-recurring)	13,454		
Total Personnel Cost	\$ 741,828	\$ -	
Current Expense			
Workshops and Travel (partially Title II)	6,500		
Classroom Supplies	500		
Textbooks and Instructional Materials			
Computer Leases			
Minor Equipment (computer)			
Facility Lease	221,708		
Professional Services & Fees	28,720		
Insurance	16,000		
Repairs / Service Contracts	500		
Transportation			
Food	15,000		
Office Supplies and Equipment	1,800		
Lease/Rent/Equip	2,900		
Postage	500		
Printing/Photocopying/Advertising	4,000		
Total Current Expense	\$ 298,228	\$ -	
Capital Spending			
Total Capital Spending	\$ -		
Total Budgeted Expenditures	\$ 1,040,036	\$ -	
Other Transactions: Dual Enrollment			
Dual Enrollment Tuition Expense	\$ 220,000		
SPC Contribution to off-set tuition	\$ (220,000)		
Ending Fund Balance Reserve (acc.)	\$ -		



## SPCHS SP/G PROPOSED BUDGET 2019-20

St. Petersburg Collegiate High School SP/G Proposed Budget 2019-2020				
	Proposed Budget FY 2020 7/1/2019 - 6/30/2020	Prior Year Approved FY 2019 7/1/2018 - 6/30/2019		
Revenue			Current Expense	
Funding Sources			Workshops and Travel (partially Title II)	14,500
FPP Funding (240 Students)	1,461,758	1,562,000	Classroom Supplies	1,000
Capital Outlay Funding	80,000	40,000	Textbooks and Instructional Materials	175,062
Title II Professional Development			Computer Leases	21,885
Reimbursement	6,500	6,500	Minor Equipment (computer)	12,000
A+ Recognition Award	25,000	22,000	Facility Lease (Partially from Capital Outlay Fund)	207,645
Capital Outlay Reserve (Fund Balance)			Professional Services & Fees	64,070
Budget Stabilization Reserve (Fund Balance)		130,242	Insurance	15,500
Total Funding Sources	1,571,258	1,560,742	Repairs/Service Contracts	2,000
Operating Expenses			Transportation	0
Personnel Cost			Food	32,700
Instructional	584,861	477,105	Office Supplies and Equipment	19,624
Administrative and Instructional Support	457,835	431,586	Lease Photocopier	3,100
Plant Operation	27,121	96,544	Postage	1,000
Temporary (Non-recurring)	22,041	20,430	Printing/Photocopying/Advertising	8,000
Total Personnel Cost	891,856	1,025,465	Total Current Expense	576,068
			Capital Spending	
			Total Capital Spending	-
			Total Budgeted Expenditures	1,467,914
			Other Transactions: Dual Enrollment	
			Dual Enrollment/Tuition Expense	450,000
			SPC Contributions offset/retention	(460,000)
			Ending Fund Balance Reserve (est.)	1,190,809



## SPCHS Consent Agenda Items

- SPCHS Policies and Procedures Manual
- SPCHS Calendar for 2019-20



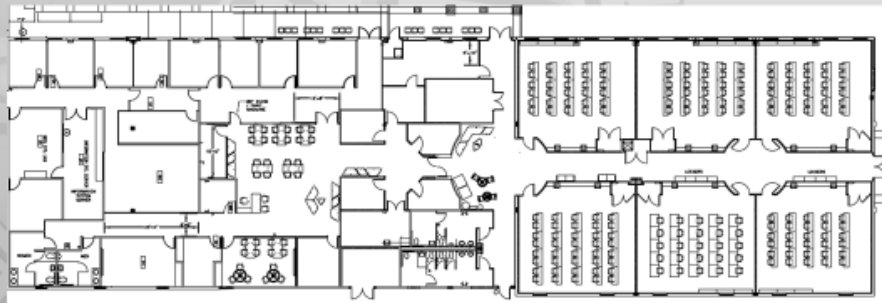


## SPCHS Tarpon Springs Update

- Personnel
- Charter School Program Grant
  - Planning phase completed
  - Implementation phase documents uploaded
  - Awaiting approval of documents and funds for implementation
  - Quotes ready for instructional materials, technology, furniture and supplies so orders can be processed once funds released
- Facility Update
- Ribbon Cutting Ceremony, August 30
- Open House, September 3



## SPCHS Tarpon Springs Floor Plan





## SPCHS 2018-19 Highlights

- Great Schools College Success Award recipient
- State School of Excellence
- U.S. News and World Report Bronze Level school
- One National Merit Finalist, Commended Scholar, and National Hispanic Scholar
- One junior earned a perfect score on the ACT
- The SPCHS Class of 2019 gave 16,887 hours of service
- First Athletic Signing Day, Erin Murphy, FSU
- 66 of the 91 SPCHS seniors graduated with honors
- 54 seniors held one or more leadership position
- Acceptance at a variety of colleges and universities: 10% SPC, 32% USF, 13% UF, 13% FSU, Alabama, Northwestern, Embry-Riddle, Stetson, New College, and Rotary Youth Exchange
- Class of 2019 awarded over \$3 million in scholarships



## Dr. Ian Call, SPCHSTS Principal





# Questions



## ST. PETERSBURG COLLEGIATE HIGH SCHOOL PROPOSED ACADEMIC CALENDAR 2019-20

August 1, 2019	SPCHS staff returns
August 8, 2019	First day of school for sophomores
August 15 - 16, 2019	No school for students - SPC Fall Faculty Days
August 19, 2019	SPC Fall Term begins: juniors & seniors first day of school
August 30, 2019	No school for students – TS Ribbon Cutting Ceremony
September 20, 2019	No school for students- SPCHS Faculty Day/hurricane makeup
September 2, 2019	Labor Day – SPC/SPCHS closed for staff and students
October 11, 2019	No school sophomores – SPCHS Faculty Day/hurricane makeup
October 17, 2019	First quarter ends (45 Days)
October 22, 2019	No school for students – SPC Faculty Day
November 11, 2019	Veterans Day – SPC/SPCHS closed for staff and students
November 27 – 29, 2019	Thanksgiving Break – SPC/SPCHS closed for staff and students
December 12, 2019	SPC Fall Term ends, last day of college classes
December 13, 2019	Winter Break begins for all juniors and seniors
December 20, 2019	Second quarter/first semester ends for all students (86 Days)
December 23, 2019	Winter Break begins for all sophomores SPC/SPCHS closed for staff and students
January 6, 2020	No school sophomores – SPCHS Faculty Day/hurricane makeup
January 7, 2020	Sophomores return and second semester begins
January 13, 2020	SPC Spring Session: juniors and seniors resume classes
January 20, 2020	Martin Luther King Jr. Holiday– SPC/SPCHS closed
February 7, 2020	No school sophomores – SPCHS Faculty Day/hurricane makeup
March 6, 2020	Third Quarter ends (42 Days)
March 9 – 13, 2020	Spring Break – SPC/SPCHS closed for staff and students
April 10, 2020	Spring Holiday SPC/SPCHS closed
May 7, 2020	SPC Spring Session ends: last day of classes
May 8, 2020	<b>No school for sophomores, Junior/Senior Awards Program and SPCHS Graduation</b>
May 29, 2020	Semester 2 ends: Last day for students and teachers (180 Days) SPCHS GRADES DUE IN FOCUS

**St. Petersburg Collegiate High School North Pinellas at St. Petersburg College**  
**Policies and Procedures Manual**  
**Charter School Project (CSP) Grant 2019-20**

St. Petersburg Collegiate High School North Pinellas (SPCHSNP) is required to submit a policy and procedure manual for the Implementation Stage of the Charter School Program (CSP) Grant through the Florida Department of Education. Since SPCHSNP will be an exact replication of St. Petersburg Collegiate High School (SPCHS), this manual will mirror the provisions of SPCHS with the intent of codifying pertinent policies and procedures of St. Petersburg College (SPC) and Pinellas County Schools (PCS), as the sponsor.

SPCHSNP is a public charter school operated by SPC and sponsored by PCS. SPC is an institution in the Florida College System per F.S. 1000.21(3)(n). The Board of Trustees for SPC also serves as the Governing Board for SPCHS and SPCHSNP.

Pursuant to 1002.33, Florida Statutes, SPCHSNP's Governing Board will be charged with the general oversight of the school's operation and given financial and fiduciary responsibilities accordingly. The principal of SPCHS and SPCHSNP are/will be directly supervised by the Associate Vice President of Accelerated Programs at SPC.

The St. Petersburg Collegiate High School Policy and Procedures manual shall be comprised of:

- Current SPC Board of Trustees Rules and Procedures, found at <https://webapps.spcollege.edu/botrules/>, as may be amended from time to time, and
- Pinellas County Schools' Bylaws and Policies, found at [District Bylaws and Policies Manual \(pdf\) \(Updated November 13, 2018\)](#), as may be amended from time to time, and
- Specific SPCHS/SPCHSNP Policies on Admissions and Enrollment, Inventory Control, and the Internal Controls that are unique to SPCHS/SPCHSNP.

The SPCHS/SPCHSNP Policy and Procedures Manual was approved by the Board on February 19, 2019.

The SPC Board of Trustees states the following on the SPC website:

The Board of Trustees Rules Manual and the College Procedures Manual are provided for all students and employees as the official statement of the Board's rules and the College's operating procedures. The rules have been adopted by the Board of Trustees and are based on Florida statutes and State Board of Education regulations. The procedures have been formally adopted and are based on Florida statutes, State Board of Education regulations, and Board of Trustees Rules or good business practice.

The online Rules and Procedures manuals are intended to reflect the official Rules

of the Board of Trustees and Procedures of the College and in addition to federal and state law, govern the College, students, and employees in the areas including but not limited to general and administrative; employee relations; academic and student affairs; student services; business services; and facilities planning and institutional services. In some instances, individual departments may be required by the College to observe internal procedures unique to that department.

Please find attached, the St. Petersburg College Rules and Procedures Manual, the Pinellas County Schools Bylaws and Policies that will be followed by SPCHSNP, and the unique SPCHS/SPCHSNP policies. This SPCHS/SPCHSNP Policy and Procedures Manual was approved by the Board on February 19, 2019. To assist Charter School Program (CSP) Grant Reviewers, all of the policies and procedures are posted, but the specific referenced policies in the CSP Grant Rubric are included below:

# **St. Petersburg Collegiate High School North Pinellas**

## **Procurement Policy**

St. Petersburg Collegiate High School North Pinellas (SPCHSNP) operates as a distinct department within St. Petersburg College. Therefore, SPCHSNP follows the rules and procedures of St. Petersburg College. The following policies and procedures adopted by the St. Petersburg College Board of Trustees will be implemented at SPCHSNP for the procurement of goods and services.

### **6Hx23-5.12 PURCHASING**

The Board of Trustees authorizes the President or designee to approve the purchase of commodities, equipment, and services not in excess of the threshold amount specified in Category Five of Section 287.017, Florida Statutes, and to establish procedures to effectuate such. Expenditures and competitive solicitations for purchases exceeding the amount specified in Category Five shall be approved by the Board of Trustees.

It shall be the policy of the College that efforts be made to obtain maximum value for all expenditures and to determine the best vendor considering price, quality, delivery, time, past experience and availability. Procurement utilizing competitive solicitations shall be executed pursuant to the process as delineated in the Florida Statutes and State Board of Education Rules.

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

Law Implemented: 1001.64(4)(b), (5), (26) & (28), 287.055, 287.133, 287.012(17), F.S.; Rule 6A-14.0734, F.A.C.

History: Formerly - 6Hx23-5-7.01; Adopted - 7/2/68; Readopted - 12/19/74, 10/25/77; Amended - 7/16/70, 7/15/71, 9/25/73, 2/17/77, 7/21/77, 5/17/78, 9/17/81, 11/30/81, 10/27/82 (effective 12/1/82), 9/15/83, 12/12/84, 3/19/87, 11/21/89, 2/20/90, 8/21/90. Filed - 8/21/90. Effective - 8/21/90, 4/21/92. Filed - 4/21/92. Effective - 4/21/92; 6/27/95. Filed - 6/27/95. Effective - 6/27/95; 1/21/97. Filed - 1/21/97. Effective - 1/21/97; 4/21/92. Filed - 4/21/92. Effective - 4/21/92; 6/27/95. Filed - 6/27/95. Effective - 6/27/95; 1/21/97. Filed - 1/21/97. Effective - 1/21/97; 3/16/99. Filed - 3/16/99. Effective - 3/16/99; 11/21/00. Filed - 11/21/00. Effective - January 1, 2001; 2/17/04. Filed - 2/17/04. Effective - 2/17/04. 7/27/04. Filed - 7/27/04. Effective - 7/27/04; 6/20/06. Filed - 6/20/06. Effective - 6/20/06; 4/17/12. Filed - 4/17/12. Effective - 4/17/12.

### **P6Hx23-5.12 PROCEDURE: PURCHASING**

I. The President or designee is authorized to approve the purchase of supplies, equipment, commodities and services not in excess of the threshold amount specified in Category Five, Section 287.017, Florida Statutes.

Purchases between the Category Three and Category Five threshold as specified in Section 287.017, Florida Statutes, and not exempt as defined by the State Board of Education Rule 6A-

14.0734, require a competitive solicitation (See Section II. REQUIREMENTS FOR QUOTES/COMPETITIVE SOLICITATIONS). Such purchases may be approved by the President or President's designee, provided that such approvals are listed and reported to the Board quarterly.

Alternatively, at the discretion of the President, any request for purchase of supplies, equipment, commodities or services not in excess of the threshold amount specified in Category Five, Section 287.017, Florida Statutes may be considered by a Vice President prior to final approval, or considered by the President in consultation with the Board Chair prior to final approval, or presented by the President to the Board for approval.

If the supplies, equipment, commodities or services to be purchased are nonacademic and will exceed the amount set forth in Category Three as specified in Section 287.017, Florida Statutes, the department must review the purchasing agreements and state term contracts available on the Florida Department of Management Services (DMS) site to determine whether it is in the College's economic advantage to use the agreements and contracts [Florida Statutes 1010.04(b)]. The Purchasing Department will assist with acquiring access to, and training on this system.

If the commodity/service is not available through DMS, a solicitation of competitive offers is required pursuant to State Board of Education Rule 6A-14.0734, unless exempted from the requirement. A note that the commodity/service is not available via DMS must be included in the comments section of the subsequent electronic requisition.

If the commodity/service is available through DMS, the department must request a quote from an awarded supplier to be considered in the purchasing process. Should the department choose a supplier awarded a DMS contract, there is no need for a competitive solicitation.

Should the department choose a supplier other than one awarded by DMS, a solicitation of competitive offers is required pursuant to State Board of Education Rule 6A-14.0734, unless exempted from the requirement. A copy of the DMS quote must be included with the request to show that the State's agreement is less advantageous to the College for that purchase.

It shall be the responsibility of the department to determine the best supplier for each purchase made by the College. In determining the best supplier, departments should first consult the purchasing agreements and state term contracts available on the Florida Department of Management Services (DMS) site. If unavailable on DMS, they should consider price, quality, delivery time, past experience, and availability of service.

Purchasing should be contacted if the department is unsure or needs guidance on a supplier.

Because of rapid changes in technology, the Board grants authorization to the President or designee to approve substitutes for specific items in a solicitation award upon notification from the supplier receiving the award that the ordered item(s) is/are no longer available. Said substitute(s) must be identical in cost to, or less in cost than, the amount(s) previously approved by the President or designee, or the Board. The budget supervisor for the transaction must certify that such substitution is acceptable.



The Board of Trustees delegates to the President or designee the responsibility for expenditures by the College, including the acceptance of the lowest or best competitive solicitation and/or rejection of competitive solicitations, subject to approval by the Board for award of certain purchases over the Category Five threshold amount specified in Section 287.017, Florida Statutes. If other than the lowest or best responsive offer meeting specifications is accepted, a public record of the justification shall be made.

Through the administrative structure of the College, the President has vested with the Director of Procurement and Asset Management certain responsibility and authority for procurement of property, supplies, and services.

No other employee of the College is permitted to order any materials, supplies, equipment, or services, on behalf of the College directly and on his/her own authority. However, in the absence of the Director of Procurement and Asset Management, the Purchasing Manager or the Vice President or Associate Vice President of Business Services may act. No person may make any purchase involving the use of College funds unless authorized to do so.

The President or designee is authorized to include other programs and departments of the College, in the Visa Procurement Card Program.

The payment of any unauthorized purchases may be the sole responsibility of the person placing the order.

Purchases of goods or services from businesses owned by or associated with College employees may violate the Code of Ethics for Public Officers and Employees (Part III, Chapter 112.311-112.31895, Florida Statutes). Specific questions should be forwarded by the budget supervisor, through administrative channels, to the College's General Counsel's Office.

## II. REQUIREMENTS FOR QUOTES/COMPETITIVE SOLICITATIONS

### A. Purchases from a General or non-Federal cost center:

1. Less than \$5,000 will be made in accordance with generally established good purchasing practices.
2. Between \$5,000 and the Category Three threshold as specified in Section 287.017, Florida Statutes require at least three quotes.

### B. Purchases from a Federally-funded cost center:

1. Less than \$3,000 will be made in accordance with generally established good purchasing practices.
2. Between \$3,000 and the Category Three threshold as specified in Section 287.017, Florida Statutes require at least three quotes.

3. Purchases in excess of the Category Three threshold, but not exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, which cannot be acquired from an awarded DMS contract, must be competitively solicited pursuant to State Board of Education Rule 6A-14.0734, unless exempted from the requirement.

C. The following are defined by the State Board of Education Rule 6A-14.0734 as exceptions to competitive solicitations when procured with non-Federal funds (these exceptions do not apply to Federal grant awards):

1. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, graphic and computer-based instructional software.
2. Library books, reference books, periodicals, and other library materials and supplies.
3. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.
4. Food.
5. Services or commodities available only from a single or sole source.
6. Professional services shall include services for, including, but not limited to artistic services, instructional services, health services, academic program reviews, lectures by individuals, environmental matters, attorneys, legal services, auditors, and management consultants.
7. Information technology resources is defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direction information technology support consistent with each individual college's information technology plan.
8. Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.
9. Items for resale.

The President or designee may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or when necessary to prevent damage to facilities caused by an unexpected circumstance.

When soliciting a submittal for competitive offers and only one responsive offer is submitted, the College may purchase such products or service under the best terms it can negotiate.

Books or other printed materials, audio-visual products, software, and any product or service related to communication or information technology that is purchased, received as a gift and/or used by the College shall be accessible to persons with disabilities or equally effective alternate options shall be made available to such persons. All new and significantly updated web pages, electronic course content and on-line learning environments purchased, received as a gift and/or otherwise used by the College shall meet the WCAG 2.0, Level AA standard. WCAG 2.0 is a nationally accepted set of standards established by the Worldwide Web Consortium. See ACCESSIBILITY under “Rules governing the procurement of goods and services” in the Purchasing Manual.

### III. PUBLIC ENTITY CRIMES

Florida Statutes 287.133(2)(a), (b) prohibits accepting any competitive solicitation from, awarding any contract to, or transacting any business in excess of the Category Two threshold amount as specified in Section 287.017, Florida Statutes with any person or affiliates on the convicted supplier list maintained by the Department of Management Services, for a period of 36 months from the date that person or affiliate was placed on the convicted supplier list.

Further detail on items included in this Procedure can be obtained by downloading the Purchasing Manual or the Procurement Procedures Grant Funding Manual from the Business Services, Purchasing Department SharePoint site or Business Services on Staff Central.

History: Amended 9/18/84, 12/9/86, 10/25/88, 6/7/90, 8/9/90, 10/23/90. Effective 1/1/91 (Competitive Pricing Requirements) and 10/30/90 (Sworn Statements), 9/24/91. Filed - 9/24/91. Effective - 9/24/91; 4/21/92. Filed - 4/21/92. Effective - 4/21/92; 7/21/92. Filed - 7/21/92. Effective - 7/21/92; 11/21/94. Filed - 11/21/94. Effective - 11/21/94; 3/18/97; Filed - 3/18/97. Effective - 3/18/97; 4/20/98. Filed - 4/20/98. Effective - 4/20/98; 3/16/99. Filed - 3/16/99. Effective - 3/16/99; 4/17/12. Filed - 4/17/12. Effective - 4/17/12; 5/17/17. Filed - 5/17/17. Effective - 5/17/17.

### **P6Hx23-5.121 PROCEDURE: ELECTRONIC PURCHASE REQUISITIONS (eReqs)**

An electronic requisition (eReq) is initiated by each department via input in the PeopleSoft Financial System. The system automatically assigns a tracking number (eReq number) and routes the electronic document through the approval process. The eReq number is not a valid Purchase Order; this number is used by College staff for routing purposes **only**. When all required approvals are received, a Purchase Order will be generated from the electronic request and forwarded to the supplier and requesting department. The Purchasing Department will assist with acquiring access to, and training on this system.

### I. PLANNING AND DETERMINING

- A. Before purchasing **nonacademic** commodities and contractual services exceeding the amount set forth in Category Three as specified in Section 287.017, Florida Statutes, the department **must** review the purchasing agreements and state term contracts available on the Florida Department of Management Services site (DMS) to determine whether it is in the College's economic advantage to use one of these agreements and contracts [Florida Statutes 1010.04(b)]. The Purchasing Department will assist with acquiring access to, and training on this system.
- B. If the commodity/service is not available through DMS, a note to this effect **must be** included in the comments section of the electronic requisition.
- C. If the commodity/service is available through DMS, the department must request a quote from an awarded supplier to be considered in the purchasing process. Should the department choose a supplier other than the one awarded by DMS, a copy of that quote must be included with the request to show that the State's agreement is less advantageous to the College for that purchase.
- D. Budget supervisors are responsible for determining their departmental needs for equipment, materials, and supplies and for conveying these needs to Purchasing.
- E. If sixty (60) days passes without delivery, once the Purchase Order has been issued, the department originating the request should contact the supplier to investigate the situation.
- F. In cases of emergency or extenuating circumstances, the President has discretionary authority to temporarily waive any or all of the non-statutory related requirements of this Procedure for the specific documented emergency or extenuating circumstance.

## II. REQUIREMENTS FOR QUOTES/COMPETITIVE SOLICITATIONS

- A. Purchases from a General or non-Federal cost center:
  - 1. Less than \$5,000 will be made in accordance with generally established good purchasing practices.
  - 2. Between \$5,000 and the Category Three threshold as specified in Section 287.017, Florida Statutes require at least three quotes.
- B. Purchases from a Federally-funded cost center:
  - 1. Less than \$3,000 will be made in accordance with generally established good purchasing practices.

2. Between \$3,000 and the Category Three threshold as specified in Section 287.017, Florida Statutes require at least three quotes.

C. Purchases in excess of the Category Three threshold, but not exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, which cannot be acquired from an awarded DMS contract, must be competitively solicited pursuant to State Board of Education Rule 6A-14.0734, unless exempted from the requirement.

D. For purchases exempt from bidding, the President or designee may require competitive solicitation, the exempt status notwithstanding.

E. All purchases in excess of Category Five require approval by the Board of Trustees.

Further detail on items included in this document can be obtained by downloading the Purchasing Manual and/or the Procurement Procedures Grant Funding Manual from the Business Services, Purchasing Department SharePoint site or Business Services on Staff Central.

History: Amended 9/18/84, 8/14/90. Effective 8/21/90, 4/21/92. Filed - 4/21/92. Effective - 4/21/92; 10/20/92. Filed - 10/20/92. Effective - 10/23/90 to make consistent with the master procedure P6Hx23-5.12; 2/15/94. Filed - 2/15/94. Effective - 2/15/94; 11/21/00. Filed - 11/21/00. Effective - January 1, 2001; 10/17/06. Filed – 10/17/06. Effective – 10/17/06; 12/16/08. Filed – 12/16/08. Effective – 12/16/08; 5/17/17. Filed – 5/17/17. Effective – 5/17/17.

## **P6Hx23-5.122 PROCEDURE: PURCHASE ORDERS**

The Purchase Order normally will provide a method of issuing an order for merchandise or services to vendors, agencies, and individuals outside the College. It is imperative that most purchases be obtained through Purchase Orders.

Purchase Order numbers will not be given over the telephone, via email or facsimile transmission except in cases in which the emergency purchase procedure has been followed, or at the discretion of the Director of Procurement and Asset Management or designee. Suppliers will receive the official Purchase Order and SPC Purchasing Terms and Conditions via regular mail or e-mail (if provided).

### **I. PRE-PAYMENTS**

A. In certain instances, payments must accompany the order, e.g., orders from the Government Printing Office, firms which do not accept Purchase Orders and require payment to accompany the order, and for other practical and expedient situations such as subscriptions, some student activities events, when the interests of greater efficiency are

served, when there will be a savings to the College, and at the discretion of the Director of Procurement and Asset Management, the Associate Vice President, or Vice President of Business Services. In such cases, a Check Request must be prepared. The Check Request must contain the name, address, description of items or services, and price.

- B. A letter or completed order form must be attached to the Check Request showing quantity, description and price of items being ordered and a statement as to where and to whom items should be shipped.
- C. At the bottom of the Check Request, provide the fund, department, site and general ledger account number, name of the department, and signature of the budget supervisor. If a grant item is being purchased, the appropriate grant accountant must approve payment. The check request should be forwarded to the Director of Procurement and Asset Management.

## II. PURCHASE CHANGE ORDER

- A. An increase or decrease to a Purchase Order is accomplished through the Purchase Change Order, designed to reflect any change which will affect an original Purchase Order. This form is available on the Purchasing SharePoint page.
- B. Copies of the Purchase Change Order are distributed to the vendor, ordering department and others as necessary.

## III. BLANKET PURCHASE ORDER

- A. When goods or services are required with some degree of regularity, but the quantities and dates of service vary or are not easily determined, a Blanket Purchase Order may be placed for a department to cover its requirements. Usually these Purchase Orders are issued for the fiscal year but may be for a shorter period of time. Individual items/equipment valued at \$1,000 or greater, and chemicals shall not be purchased on a Blanket Purchase Order. Multiple Blanket Purchase Orders may not be issued to a single vendor for the same department during the same fiscal year except in cases where the goods or services are exempt from bidding or except with specific approval of the President or designee. A Blanket Purchase Order may not exceed the Category Three threshold as specified in Section 287.017, Florida Statutes, except when the goods or services are exempt from bidding, in which case a Blanket Purchase Order may not exceed the Category Five threshold as specified in Section 287.017, Florida Statutes.
- B. The department will prepare an Electronic Requisition (eReq) via the PeopleSoft Financial System specifying the vendor, the estimated total expenditure, and the effective dates. The system automatically assigns a tracking number (eReq number) and routes the

electronic document through the approval process. A Purchase Order is automatically generated when all required approvals are complete. The Purchasing Department will assist with acquiring access to and training on this system.

- C. It is the responsibility of the budget supervisor to ensure that no purchases by his/her department of toxic substances, identified under College Procedure P6Hx23-1.36 which requires a Safety Data Sheet (SDS), are purchased on a Blanket Purchase Order.
- D. In cases of emergency or extenuating circumstances, the President has discretionary authority to temporarily waive any or all of the non-statutory related requirements of this Procedure for the specific documented or extenuating circumstance.

History: Amended 9/18/84, 3/26/85, 1/21/86, 7/29/86, 11/4/86, 10/9/90. Effective 10/16/90, 10/22/91. Filed - 10/22/91. Effective - 10/22/91; 2/15/94. Filed - 2/15/94. Effective - 2/15/94; 5/21/96. Filed - 5/21/96. Effective - 5/21/96; 11/21/00. Filed - 11/21/00. Effective - January 1, 2001; 5/17/17. Filed – 5/17/17. Effective 5/17/17.

#### **P6Hx23-5.124 PROCEDURE: PURCHASE OF PRINTING FROM OUTSIDE VENDORS**

The College in-house printing/duplicating facility and those sites having word processing/duplicating facilities have responsibility for the printing/duplicating requirements of the various College departments. An exception may be made, with the approval of the director of Institutional Advancement or designee, as follows: 1) when the in-house facility or another site having similar capability certifies that its backlog of work would not allow a job to be finished on a timely basis; 2) when the type of job, or elements of the job, cannot be produced by the College because of the lack of specialized equipment so that it must be done by a commercial printing/duplicating firm; 3) when there are documented emergency circumstances; 4) at the discretion and approval of the President; or 5) for a combination of these reasons. Whenever the director of Institutional Advancement or designee approves printing or duplicating from outside vendors, the following conditions will apply:

- I. All competitive pricing requirements will apply to printing obtained through outside vendors, except that any printing costing in excess of the Category Two threshold as specified in Section 287.017, Florida Statutes, will require sealed bids.
- II. Printing that costs more than \$5,000, but less than the Category Two threshold as specified in Section 287.017, Florida Statutes, will require three written quotations whenever possible. These will be obtained by Purchasing based on a set of written specifications that are the same for all vendors.

- III. Printing that costs \$5,000 or less will be purchased in accordance with good purchasing practices, but a written quotation will be required. Quotations will be obtained by Purchasing based on a set of written specifications that are the same for all vendors.
- IV. No printing requests will be priced via telephone except in an emergency.
- V. All copy for printing and complete instructions must be included with the Requisition. If the requesting department is providing camera ready copy for a printing job, such copy must be sent to the Office of Institutional Advancement together with five good copies of the camera ready copy.
- VI. All Requisitions for printing through outside vendors must be approved by the director of Institutional Advancement. Petty cash vouchers for printing expenditures made by employees will not be reimbursed.
- VII. Business cards for faculty and staff in budgeted positions are available through District Impressions (College print shop) for those who request them.
- VIII. Requests for business cards for selected career service personnel must be approved on an individual basis by the appropriate provost or vice president based on the following criteria:
  - A. The individual represents the College to the community in relation to a specific program; or
  - B. The nature of the person's responsibility puts him/her consistently in situations where they will be interacting with community representatives who will need to make the follow-up contacts with them; or
  - C. The person's job responsibilities require him/her to introduce himself/herself to large numbers of prospective students or community representatives, with cards being the most efficient form of introduction and public information.
- IX. A Purchase Order is issued for printing done by outside vendors. When requested to do so, the vendor must provide a proof which must then be approved by the director of Institutional Advancement.
- X. An emergency printing request will be handled in accordance with the established emergency purchase procedure; however, neither Purchasing nor Institutional Advancement will be responsible for printing errors resulting from emergency purchases.



- XI. Requisitions will specify that all printing, proofs, and production materials will be picked up and delivered by the vendor unless other special arrangements are made.
- XII. A request for an Open Purchase Order for printing from an outside vendor will require written justification of the circumstances prompting the need, which may or may not be approved in the discretion of the director of Purchasing or designee in consultation with the director of Institutional Advancement or designee.
- XIII. In cases of emergency or extenuating circumstances, the President has discretionary authority to temporarily waive any or all of the non-statutory related requirements of this Procedure for the specific documented emergency or extenuating circumstance.

Specific Authority: 240.319(2) & (3), F.S.

Law Implemented: 240.319(4)(c), F.S.; SBE Rules 6A-14.0247(2), 6A-14.0261, 6A-14.073, 6A-14.0734, 6A-14.0735, F.A.C.

History: Amended 6/5/84, 9/18/84, 4/23/85, 5/14/85. Effective 5/20/85, 4/21/92. Filed - 4/21/92. Effective - 4/21/92; 10/20/92. Filed - 10/20/92. Effective - 10/23/90 to make consistent with the master procedure P6Hx23-5.12; 2/15/94. Filed - 2/15/94. Effective - 2/15/94; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 11/21/00. Filed - 11/21/00. Effective - January 1, 2001.

## **P6Hx23-5.125 PROCEDURE: TRIAL BASIS PRODUCTS, TRADE-IN EQUIPMENT, RETURN OF GOODS**

### **PRODUCTS RECEIVED ON A TRIAL BASIS**

If a product is desired on a trial basis, a Requisition must be completed. The form should clearly state the item(s) is being ordered on a trial basis. A Purchase Order will be issued to encumber funds for payment in the event the product is kept after the trial period. If the product is to be kept, the ordering department must complete a Receiving Report and submit it to the appropriate Site Receiving Office. If the product is to be returned, only Purchasing is to be notified with a request to cancel the Purchase Order. Return of the product is the responsibility of the requesting department.

### **TRADE-IN ACCOUNTABLE EQUIPMENT**

Equipment to be traded must be so indicated on the Requisition. Description, property decal number, and serial number (if available) must be given. The director of Purchasing will determine whether it is more advantageous for the College to trade the equipment or place it in

another department of the College. In the latter case, Purchasing will effect, between the two departments concerned, a monetary trade-in allowance comparable to the allowance offered by the vendor. (See P6Hx23-5.13 Procedure: Accountable Equipment - Relief From Property Accountability.)

If the old assets are not to be transferred to another College department, the director of Purchasing will approve the trade with the vendor. In this situation, the asset will be retained in its present location until the new asset is delivered, at which time the property decal number on the traded asset will be removed and forwarded to the property records office with a brief explanation showing the purchase order number under which the transaction was completed.

Under no circumstances should a department begin negotiations on a trade-in without prior contact with the director of Purchasing.

#### RETURN OF GOODS TO VENDOR

Occasionally it will be necessary to return purchases to the vendor. This will be accomplished by the budget supervisor contacting Purchasing for assistance in obtaining approval from the vendor and any special return authorizations, giving the reason for the return and contacting Facilities Mail Services at District Office for instructions for the physical return of the goods to the appropriate location.

Purchasing will obtain approval from the vendor and furnish any special labels, if required by the vendor, to Facilities Mail Services for returning the goods.

When the return shipment of goods has been made to the vendor, Purchasing is to be notified.

In cases of emergency or extenuating circumstances, the President has discretionary authority to temporarily waive any or all of the non-statutory related requirements of this Procedure for the specific documented emergency or extenuating circumstance.

Specific Authority: 240.319(2) & (3), F.S.

Law Implemented: 240.319(4)(c) & (f); 6A-14.0247, 6A-14.0261, 6A-14.0262, 6A-14.073, 6A-14.0734, 6A-14.0735, F.S.

History: Amended 9/18/84; Effective 9/25/84; 11/21/00. Filed - 11/21/00. Effective - January 1, 2001.

#### **P6Hx23-5.126 PROCEDURE: PETTY CASH AND REIMBURSABLE PURCHASES UP TO \$300**

##### PETTY CASH PURCHASES OF UP TO \$100

Petty cash funds are established and maintained on the imprest basis, to reimburse employees for College related cash purchases up to and including \$100 per valid purchase. The custodian of the petty cash fund makes the initial approval of petty cash reimbursements; however, final approval is the responsibility of the associate vice president of Financial and Business Services

or designee. The budget supervisor must authorize any expenditure through petty cash funds and ensure that budget will be available to cover the expense.

Petty cash funds may only be used for necessary and appropriate College expenditures. Petty cash fund(s) shall follow normal purchasing procedures. Attempts to circumvent the \$100 limit by obtaining separate receipts, purchasing from separate vendors, or by any other means will not be permitted. In the event of non-compliance with this procedure, staff who incurred the expenditure may have to repay the College. It will be the responsibility of the budget supervisor to prove that separate purchases could not have been combined into one purchase in questionable situations.

The custodian of the petty cash fund is responsible for ensuring that all expenditures from petty cash comply with the College's petty cash and purchasing procedures; ensuring that within the monetary limit of \$100 for petty cash transactions, petty cash funds will not be used as a means of circumventing normal control procedures.

Purchases made with advance planning via submission of a purchase order will save sales tax charges.

#### USING PETTY CASH FUNDS

- A. Obtain approval from the budget supervisor to purchase items.
- B. When grant or project restricted funds are paying for purchases, verbal or written approval shall be obtained from the appropriate grant accountant or facilities accountant.
- C. If items to be purchased consist of computer equipment, peripherals, maintenance or software, written approval shall be obtained from the vice president of Information Services, Business Services, Budgets, Planning and Institutional Research.
- D. Proceed with the purchase and be sure to get a receipt or invoice marked "paid." Copies of canceled checks cannot be accepted as documentation that the bill was paid without approval by the associate vice president of Financial and Business Services. Credit card payment receipts are acceptable. Telephone and Internet orders will be reimbursed only from statement of charges.
- E. Complete the "Petty Cash Voucher" form and attach the itemized paid receipt. If the receipt is a cash register tape, identify each item on the register tape or on the Petty Cash Voucher form. A cash register tape must include the vendor's name, address, date and phone number.
- F. No reimbursement will be made from Petty Cash or otherwise for duplicate keys.

- G. The "Petty Cash Voucher" form must contain the signature of the budget supervisor. This signature certifies that the goods were received and authorizes the reimbursement.
  - H. Present the completed "Petty Cash Voucher" form to the campus or site Business Office for reimbursement.
- II. The purchase of food items or products associated with food such as plates, cups, etc., cannot be made except in the following instances:
- A. When the food item is used as an educational supply and is consumed or used in the classroom during the instructional process and which are to be charged to the Educational Materials and Supplies account (e.g., the groceries or food items which are used in the classroom as supplies; the grocery items which are used in the science labs; the grocery items which are used for non-credit courses for classroom supplies, etc.).
  - B. Food and products associated with food such as plates, cups, etc. can be purchased by the following student activity fee funded organizational units including but not limited to: Student Activities, Student Publications, Forensics, Brain Bowl, Music Productions, Fine Arts Enhancement, Student Government, Intramurals, Director of Athletics, Men's Athletics, and Women's Athletics.
  - C. Coffee, soft drinks, donuts, and snacks if the refreshments were served as part of the course and the brochure indicated that part of the fee was to be used to pay for coffee, donuts, and/or refreshments. (Normally, this is in the case of Criminal Justice courses and certain non-credit courses taught in Continuing Education.) If reimbursement is made out of Petty Cash for the refreshments, a copy of the bulletin or notification that part of the fee was to pay for refreshments must be attached to the Petty Cash Voucher form.
  - D. Certain expenditures for food items and other products associated with food can be reimbursed from either the President's Business Hospitality fund or the Public Relations funds depending upon the circumstances. The President's Business Hospitality fund is for SPC events associated with feeding College employees (i.e. Fall Faculty meeting; employee working meetings such as President's Cabinet meeting). Public Relations funds are for events associated with promotion and public relation activities with people external to the College (i.e. expenditures for events associated with external clients, guests or visitors). However, before these expenditures can be charged to these cost centers, prior approval must be obtained from the President or the appropriate budget supervisor.

#### REIMBURSABLE PURCHASES OF \$100.01 TO \$300

Purchases of at least \$100.01 but not more than \$300 may be reimbursed with a check from Accounts Payable, Business Services Office.

- I. Follow steps 1.A. and 1.B. above (please read step 2 above).
- II. Prepare a Check Request.
- III. Attach the original of an itemized bill of sale or itemized cash register receipt marked "paid."
- IV. Have the check request approved by the budget supervisor. This signature certifies that the goods were received and authorizes the reimbursement.
- V. Forward the completed check request and attached documentation to the budget supervisor.
- VI. The budget supervisor will verify that budgeted funds are available and forward the check request to the director of Purchasing or an appropriate designee.
- VII. In cases of emergency or extenuating circumstances, the President has discretionary authority to temporarily waive any or all of the non-statutory related requirements of this Procedure for the specific documented emergency or extenuating circumstance.

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

Law Implemented: 1001.64(4)(b), 1001.65(1), F.S.; Rules 6A-14.0261, 6A-14.0734, F.A.C.

History: Amended - 9/18/84, 2/10/87, 6/13/89, 10/17/89. Effective - 10/24/89; 11/21/00. Filed - 11/21/00. Effective - January 1, 2001; 9/18/06. Filed - 9/18/06. Effective - 9/18/06; 2/19/08. Filed - 2/19/08. Effective - 2/19/08.

### **P6Hx23-5.127 PROCEDURE: PURCHASE OF TEMPORARY SERVICES**

Temporary services purchased are either non-instructional or instructional.

- I. Temporary Non-instructional - The two main categories of non- instructional temporary services are:
  - A. The type of work which is normally performed by College employees in a budgeted position.
    1. The agency which is under contract with the College to provide temporary services should be used to fill a temporary personnel need. The vice president of Business Services may make exceptions to the use of this agency when it is in the best interest of the College to do so.
    2. If either the agency which is under contract with the College to provide temporary services or an alternate source is not selected to provide the needed personnel, temporary help must be obtained through Human Resources under the Other Personnel Services (OPS) category.
  - B. The type of work which is not normally performed by College employees in a budgeted position (i.e., consultants).

1. The Request is used to request the purchase of consulting, curriculum development and instructional services from an independent contractor. A Purchase Order must be issued prior to the services being performed. If the independent contractor requires a written contract or letter of understanding to be signed, the Request For Contract shall be used.
2. A consulting agreement may be prepared by the college attorney if requested by the budget supervisor and the college attorney determines that a written contract is in the best interests of the College. (See Rule 6Hx23-5.903 Contract Administration.)
3. The budget supervisor shall approve the purchase of such services and shall advise the individual that he/she is an independent contractor and not an employee of the College and will receive none of the normal benefits. Individuals or firms engaged under this procedure must meet the requirements, as established by Business Services, for independent contractor status, including the requirement of furnishing a completed W-9 Form.

II. In cases of emergency or extenuating circumstances, the President has discretionary authority to temporarily waive any or all of the non-statutory related requirements of this Procedure for the specific documented emergency or extenuating circumstance.

Specific Authority: 240.319(2) & (3), F.S.

Law Implemented: 240.319(4)(c) & (f); 6A-14.0247, 6A-14.0261, 6A-14.0262, 6A-14.073, 6A-14.0734, 6A-14.0735, F.S.

History: Amended – 9/18/84, 9/17/95, 12/10/85, 12/9/86 (effective 12/16/86 for Session II, 1986-87), 2/10/87, 11/14/89. Effective – 11/21/89, 4/21/92. Filed – 4/21/92. Effective 4/21/92; 2/15/94. Filed – 2/15/94. Effective 2/15/94; 4/19/94. Filed - 4/19/94. Effective - 4/19/94; 1/21/97. Filed - 1/21/97. Effective - 1/21/97; 11/21/00. Filed 11/21/00. Effective - January 1, 2001.

# **St. Petersburg Collegiate High School North Pinellas**

## **Enrollment/Admissions Policy**

### **Informing Stakeholders**

- SPCHSNP will maintain a website to provide key information to prospective parents and students about the school, admission requirements, and the enrollment process.
- SPCHSNP will recruit throughout all segments of Pinellas County. These recruitment activities will include direct mailings, public advertisements utilizing local and community press and informational meetings at a variety of locations using both English and other languages where appropriate.
- In late November of each year, SPCHSNP will send a letter informing students and parents about the school and inviting them to an SPCHSNP Information Session. SPCHSNP will send the letter to all students who attend a Pinellas County District school who have an unweighted grade point average (GPA) of 3.0 or higher and who are enrolled in or have already passed the courses necessary for enrollment including End of Course Exam(s).
- In early January of each year, SPCHSNP will send mailers reminding the students and parents to attend an SPCHSNP Information Session.
- SPCHSNP administrators will visit schools throughout the county and attend information fairs at private and public schools as well as the Pinellas County Schools District Fair.
- In order to achieve a racial/ethnic balance reflective of Pinellas County, SPCHSNP will have brochures and literature for prospective students that feature and appeal to students of diverse backgrounds.

### **Information Meetings**

- During the month of January, SPCHSNP will hold information meetings throughout Pinellas County on St. Petersburg College campuses to provide information to students and parents about the school, the admission requirements and the admission/enrollment process.
- Students/parents must attend a SPCHSNP information meeting to receive an application for the school. Parents must fill out a “Blue Card” at the information meeting and return it to a SPCHSNP staff member as proof of their attendance.

### **Application Review**

- The application period will have established beginning and ending dates. The beginning date will be in early January and the ending date will be in early February. SPCHSNP will make the specific beginning and ending dates of the application period public and will publish these dates on the SPCHSNP website, and share the dates during the information meetings. If a subsequent application period is necessary, SPCHSNP will establish beginning and ending dates which will be published on the SPCHSNP website. Parents must return completed applications to the school by the deadline and all applications are reviewed by SPCHSNP to verify attendance at an information meeting. Applications received after the deadline will not be put into the lottery.

- After the application deadline, SPCHSNP will review every application to ensure that each student meets all entrance criteria.
  - If a student does not meet the entrance requirements, SPCHSNP staff will contact the student's parents to discuss the issue and the student will not be included in the lottery.
- The SPCHSNP Data Management Technician (DMT) and administration will determine the number of openings at each grade level.

### **Conducting the Computerized Random Lottery**

- SPCHSNP may provide enrollment preferences as allowed for in section 1002.33(10), Florida Statutes. Enrollment preferences at SPCHSNP include a preference for siblings of enrolled students, children of employees of SPCHSNP and children of founding governing board members; children of other employees of St. Petersburg College will not be entitled to such preference.
- Students who qualify for a sibling or employee preference will be exempt from the random computerized lottery process.
- SPCHSNP will complete an Excel spreadsheet of eligible students for the lottery if the number of applicants exceeds the capacity of SPCHSNP. All applicants shall have an equal chance of being admitted through a random computerized lottery process.
- SPCHSNP will use Excel to randomly assign each student on the list a number between 0 and 1. Once each student has a number, the program sorts the list from highest to lowest to establish an order of acceptance and a waiting list if there are more applicants than openings.
- SPCHSNP will inform parents that they may observe the lottery process if they wish.
- SPCHSNP will record the computerized random lottery process using screen capture software.
- After the lottery is conducted, SPCHSNP will place remaining students on the waitlist based on the random list generated by the lottery process.
- SPCHSNP will retain all enrollment applications for seven years from the start of the Charter Schools Program Grant period.

### **Contacting Parents and Enrolling Students**

- SPCHSNP will accept all eligible students in accordance with federal and state anti-discrimination laws and in accordance with the Florida Educational Equity Act, section 1000.05(2) (a), Florida Statutes. SPCHSNP will not discriminate on the basis of race, gender, ethnicity, religion, national or ethnic origin or disability in the admission of students. SPCHSNP may not request prior to enrollment, through the application or otherwise, whether the student is a student with a disability, or for IEPs, accommodation plans or any other documents relating to the student's status as a student with a disability.
- Students that are selected to enroll in SPCHSNP via the computerized random lottery are contacted via phone by administrators to inform them of the lottery results.
  - SPCHSNP sends these students an Invitation Letter to their home address which requires the parents and students to inform SPCHSNP of their acceptance of the invitation to attend SPCHSNP.



- SPCHSNP will send letters to students that were placed on the waiting list via the lottery. If parents/students want to know their exact position on the waitlist, they can contact SPCHSNP and the school will inform the parent/student of their exact place on the waitlist.
- SPCHSNP will invite students from the waitlist throughout the summer as space becomes available.
- SPCHSNP does not enroll new students after the first day of school.
- Enrollment in SPCHSNP is subject to compliance with the provisions of section 1003.22, Florida Statutes, concerning school entry health examinations and immunizations.
- SPCHSNP shall be non-sectarian in its programs, admission policies, employment practices and operations. SPCHSNP will meet all applicable state and local health, safety, and civil rights requirements.
- SPCHSNP shall make reasonable efforts, in accordance with federal law, to achieve a racial/ethnic balance reflective of the community it serves or within the racial/ethnic range of other public schools in the Pinellas County School District and shall not discriminate against students with disabilities who are served in Exceptional Student Education programs (ESE) and students who are served as English Language Learners (ELL).
- A student may withdraw from SPCHSNP at any time and enroll in another public school, as determined by Pinellas County School's policy. SPCHSNP shall work in conjunction with the parent(s) and the receiving school to ensure that such transfers minimize the impact on the student's grades and academic achievement.

History:           Adopted 2-19-2019

# St. Petersburg Collegiate High School North Pinellas

## Conflict of Interest Policy

St. Petersburg Collegiate High School North Pinellas (SPCHSNP) operates as a distinct department within St. Petersburg College. Therefore, SPCHSNP follows the rules and procedures of St. Petersburg College. The following policies and procedures adopted by the St. Petersburg College Board of Trustees will be implemented at SPCHSNP regarding Conflicts of Interest.

### **P6Hx23-2.031 PROCEDURE: PROCEDURES REGARDING STANDARDS OF CONDUCT, REPORTING KNOWN OR SUSPECTED IMPROPER OR FRAUDULENT FINANCIAL ACTIVITIES & WHISTLEBLOWER PROTECTION**

#### PURPOSE AND INTENT:

St. Petersburg College affirms its strong commitment to pursuing institutional integrity, encouraging personal responsibility among its trustees and employees, and supporting measures to ensure that College business is conducted in the highest ethical manner to preserve the public trust.

To this end the College has implemented policies and procedures to safeguard institutional integrity in furtherance of its mission, and to protect its funds and resources from thefts, fraud and misappropriations. It is the intent of the College and the purpose of this policy to implement measures designed to proactively deter, detect, and report instances of improper activities and to provide protections for those who report violations.

- I. College trustees and employees are expected to avoid even the appearance of impropriety when carrying out their responsibilities and duties, and shall not use their positions or authority in any way to improperly influence business decisions for personal gain.
- II. College trustees and employees are subject to the College's policies regarding standards of conduct, as well as the applicable provisions of the "Code of Ethics for Public Officers and Employees" as set forth in Part III of Chapter 112, Florida Statutes. (hereinafter "Code of Ethics")

Such standards include, but are not limited to, the following;

#### D. Solicitation and Acceptance of Gifts or Travel

Employees shall not solicit or accept gifts or gratuities in violation of the Code of Ethics or which give the appearance that a gift improperly influenced business decisions. This provision does not apply to items of nominal value or to meals or other amenities that may be provided at an event or conference where employees are participating as representatives of the College and such expenses are covered as part of registration or other participant fees.

College employees may present at events, such as conferences, and accept a reasonable honorarium so long as they attend and prepare for such events on their personal time. This is true even if the event or conference is sponsored by an entity which does business or seeks to do business with the College.

Employees shall not accept business travel paid for or reimbursed by vendors. In some circumstances, such as when an employee is a speaker at a conference or a member of a professional organization's board, an employee may accept business travel expenses paid for or reimbursed by an outside entity, other than a vendor, upon first obtaining written approval pursuant to an approved travel authorization.

Gifts and donations to the College shall be accepted in accordance with Board of Trustees' Procedure, 6Hx23-5.13.

#### E. Doing Business with One's Agency and Conflicts of Interests.

It is the policy of the state and of the College that no trustee or employee shall have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest.

It is inappropriate for an employee acting in a private capacity to contract or transact business with the College. No individual within the scope of this policy may participate in a transaction to sell, rent, or lease or to otherwise provide goods or services to the College.

It is a violation for an employee acting in his or her official capacity as a purchasing agent or public officer to directly or indirectly purchase, rent or lease any realty, goods or services from any business entity of which the employee or the employee's spouse or child is an officer, partner, director, or proprietor or in which such employee or employee's spouse or child, or any combination of them, has a material interest.

#### F. Receiving unauthorized compensation.

A College trustee or employee shall not accept payment, compensation or any item of value given as a payment where the trustee or employee knew, or should have known, it was given to influence a vote, decision, or other action in which the trustee or employee was expected to participate in his or her official capacity.

#### G. Misuse of public position and fraud.

It is inappropriate for a College trustee or employee to use his or her position to gain a privilege, benefit or exemption, or by deliberate act obtain a benefit, position, or financial gain by misrepresentation, deception, or any other type of fraudulent practice.

College trustees and employees are entrusted with public funds and property and as such are expected to operate with the highest level of honesty, accuracy, and responsibility. Unethical and fraudulent activity will not be tolerated and may subject an individual to

discipline, sanctions, dismissal, as well as possible criminal charges and civil penalties. Examples may include failure to account for public funds, failure to use public funds and facilities for designated purposes or in a manner specified by policy or law, the submission of falsified or fraudulent requests for reimbursement of expenses or for pay, and the use of College facilities and equipment without the necessary approval.

#### H. Conflicting employment or contractual relationship.

No trustee or employee shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to regulation or is doing business with the College where such would create a continuing or reoccurring conflict between his or her private interests and the performance of his or her duties or that would impede the full and faithful discharge of public duties.

Employees are permitted to receive outside income as long as the employment or contracted work does not create a conflict with employment duties and responsibilities with the College, and does not create a conflict of interest as between the College and an outside entity in which an employee has a personal or financial interest.

Employees are expected to make timely disclosures regarding any actual or potential conflicts of interest involving outside employment or business transactions where a conflict may prohibit them from lawfully transacting or being involved in any College business operation or contract or agreement to which the College is a party.

#### I. Disclosure or use of certain information and records.

Breaches of ethical standards may include the inappropriate sharing of confidential information, including employee and student records, as restricted by College policy and state or federal law. All employees are subject to the applicable provisions of Chapter 119 of the Florida Statutes as it may pertain to the Public Records Act, proper disclosure of public records and documents, illegal and improper destruction of records and provisions related to failure to disclose such public records where required to do so by law.

#### J. Voting Conflicts.

Pursuant to 112.3143, Florida Statutes, College trustees shall not participate in the deliberating and voting process in an official capacity on any measure which would inure to his or her special private gain or loss or which he or she knows or suspects has the potential to inure to a special private gain or loss for that trustee or a relative or business associate without first disclosing the nature of their interest in the matter. Where a conflict of interest is identified a trustee must refrain from voting in an official capacity on that matter.

#### K. Impropriety related to the filing of statements of financial interests.

In regard to financial statements and auditing procedures, breaches of ethical standards may include, but are not limited to, fraud or deliberate errors in the preparation or audit of any financial statement, misappropriation or theft of funds or other resources, fraud related to financial documents or files, and intentional noncompliance with institutional financial safeguards and controls.

### III. Reporting Obligations

All members of the College community have a responsibility to report known or suspected instances of fraud or other financial irregularities, ethical violations and improper activities. Improper activities include gross mismanagement, malfeasance, and misuse or neglect of public funds and resources.

The College shall designate an officer to receive the reporting of fraudulent or improper activity and to make a determination regarding the nature of the information provided and whether the information actually disclosed demonstrates reasonable cause to suspect that any trustee, employee, contractor or agent performing services on behalf of the College has violated any federal, state, local law or regulation involving fraudulent or improper activities as defined herein. Where an initial determination has been made that there is reasonable cause to believe a violation or improper activity has occurred an investigation shall immediately commence.

Reporting shall remain confidential in nature unless disclosure is deemed necessary and unavoidable during the course of an investigation or audit, or where disclosure would be warranted to prevent a substantial and specific danger to the public's health or safety, or where it would be deemed necessary to prevent the imminent commission of a crime.

In addition, the College in its capacity as a state or federal contractor shall promptly make all required reports and timely disclosures involving suspected fraud and conflict of interests pursuant to this policy, the College's system of internal controls, any and all contractual obligations, and in accordance with pertinent state and federal laws and regulations.

### IV. Whistleblower Protections

St. Petersburg College does not tolerate any type of retaliatory treatment aimed towards any individual who may report suspected or alleged improper activities, provide information, or serve as a witness. Pursuant to Florida Statutes 112.3187, Florida's Whistleblower's Act, an individual who in good faith reports wrongful activity is protected against retaliation or any other adverse personnel action. College administrators shall not discharge, demote, suspend, threaten, harass or retaliate in any manner against an employee regarding the terms or conditions of their employment, or against a student as it may relate to his or her educational opportunity, based on a good faith reporting under these provisions. Any employee who believes that he or she has been subjected to adverse employment action for reporting a breach of ethics or improper activities, or retaliatory treatment because he or she refuses to engage in or assist such activities, shall immediately report such to the designated compliance officer.

### V. Procedure Related to Reporting Violations and Improper Activities

- A. Incidents of actual or suspected violations or financial improprieties or other improper activities as delineated herein, shall be promptly reported to an employee's direct supervisor or other specified campus official who shall bring the report to the attention of the College's designated compliance officer. Where a conflict of interest is alleged to involve a supervisor or an employee's department, a report of the alleged violation may be made directly to the designated compliance officer or the Office of the General Counsel for appropriate review and investigation into the matter. Anonymous reports may be made to the telephone number established for such purpose and found on the College's website and publications.
- B. Upon receipt of a report of suspected impropriety or other allegation of ethics violations, the designated compliance officer shall determine the type of allegation, acknowledge receipt of the allegation and forward the report to the Office of the General Counsel for a determination as to the course of an investigation and any immediate action as may be necessitated.
- C. The Office of the General Counsel may further determine that additional investigation may be deemed necessary and shall have the authority to consult with outside officials and agencies upon approval of the President. All employees are expected to fully cooperate in the investigation process where requested and may be subject to disciplinary action for failure to do so.
- D. Once an investigation is complete, a report of findings will be issued and presented to the President and designated College officials, along with any directives or recommendations regarding corrective action or disciplinary action. Any disciplinary action determined to be warranted shall be administered through the Human Resources Development Department in accordance with the Board of Trustees' Rules and Procedures as they pertain to employee misconduct. Employees found to have participated in improper and/or illegal activities as outlined herein and as provided by law, may be further subject to criminal charges or civil penalties, and may have other administrative actions taken against them.
- E. The Office of the General Counsel will be responsible to make a determination of whether a matter shall be referred to a law enforcement agency, upon consultation with the President and other senior administrators as may be appropriate.

## VI. Internal Controls and Accountability Mechanisms

Each department shall be responsible to implement the policies and protocols as established by this institution related to internal fiscal controls, management of security and levels of accountability commiserate with the functions and responsibilities of that department. Employees at all levels of the College's operation and administration are expected to take

appropriate steps to maintain proper controls, guard against improper activities, and minimize risks within their respective sphere of responsibility.

History: Adopted – 2/22/2010. Filed – 2/22/2010. Effective – 2/22/2010. Updated – 7/20/17.

# **St. Petersburg Collegiate High School North Pinellas**

## **Internal Controls Policy**

### **Accounts**

- St. Petersburg Collegiate High School (SPCHS) and St. Petersburg Collegiate High School North Pinellas (SPCHSNP) accounts are established in a separate fund within the St. Petersburg College (SPC) accounting system (Fund 24) by the “grant accountant” assigned for SPCHS/SPCHSNP. Within this fund, separate cost centers have been established that relate to specific areas of operation, i.e. the general operating account is 24-24607301-03000 for SPCHS located on the SPC St. Petersburg/Gibbs Campus and 24-24607215-05000 for SPCHSNP at the SPC Tarpon Springs Campus.
- Cost centers have been established for capital outlay funding, A+ School Recognition Funds, yearbook funds, graduation fees, National Honor Society fees and contributions. Cost center numbers assigned to the high school are unique. All revenue and expense transactions relating to SPCHS and SPCHSNP are coded with these numbers. It is the responsibility of the grant accountant assigned to SPCHS/SPCHSNP to monitor all financial transactions and ensure that the high school is in compliance with the contract.

### **Revenues/Receivables**

- Total operating funding for SPCHS/SPCHSNP is calculated under FEFP by the State of Florida. The revenue is calculated as an annual figure and from this amount, Pinellas County School District retains an administrative cost. The net amount is divided into twelve equal monthly payments.
- The results of a full-time equivalent (FTE) student survey, conducted in October and February, are used to adjust the amount of funds distributed monthly.
- The SPCHS/SPCHSNP staff assistant prepares a monthly invoice, detailing the annual allocation, payment-to-date and balance due, which is based on the monthly amount forecast by the revenue estimate report provided by Pinellas County Schools. This invoice is signed by the principal.
- The invoice is sent to the attention of the senior coordinator for charter schools, at Pinellas County Schools. Each month SPCHS/SPCHSNP receives a check from the district for that month’s share of the annual FTE funds.
- The SPCHS/SPCHSNP staff assistant prepares a Mail Money Log (college form) detailing exactly where the funds are to be deposited and takes the check together with the mail money log to the cashier at the SPC Campus Business Office.
- These funds are entered into the Cash Net system by the cashier. The system generates a receipt, detailing cost center, date, amount, etc. This receipt is kept at SPCHS/SPCHSNP and a duplicate receipt, together with a copy of the mail money log, is sent to the grant accountant for the grant file. An interface runs overnight and then a process is run daily by which the deposits are brought over into the PeopleSoft Financial system general ledger by the Accounting Support Specialist, a member of the Business Services staff.
- The mail money logs for all cash receipts are reviewed by the grant accountant, who is responsible for checking the accuracy and correctness of each deposit made into each cost center. The grant accountant is responsible for creating a budget amendment based



off the mail money log in order to increase the budget for miscellaneous cash (with the exception of operating funds) receipts such as Yearbook, NHS, graduation and capital outlay. This procedure is followed for all deposits.

### **Billing Procedures**

- A monthly invoice is prepared by the SPCHS/SPCHSNP staff assistant. The invoice is signed by the principal. The monthly invoice is based on the monthly amount forecast by the revenue estimate generated by Pinellas County Schools.
- The invoice is sent to the Senior Coordinator for Charter Schools for Pinellas County Schools.

### **Payroll**

- All of the SPCHS/SPCHSNP staff are employees of St. Petersburg College. All college hiring and payroll procedures are adhered to. All rules and procedures can be found on the college website under Board of Trustees Rules and Procedures, and Human Resources (HR) and Payroll webpage. All full-time faculty have to sign a payroll contract which is based on the fiscal year 7/1 – 6/30.
- Hiring of new employees occurs when either a new position is created or an existing position becomes vacant. Once the position has been approved by the SPC Vice President, the process for posting the position to the College's employment website begins. An e-PAAR (Personnel Action Authorization Request) is submitted by the hiring Budget Supervisor of the department; the SPCHS or SPCHSNP principal.
- Adding employees to the PeopleSoft Human Resources/Payroll System is done by the HR department. HR reviews and updates pertinent demographic and job specific information in PeopleSoft Position Data so that current/correct information is reflected in the employee's job data. A job data record in PeopleSoft is then established for the employee. After input, an HR team member audits the job data record for accuracy. All input is done by HR personnel; payroll staff has no access to these areas of PeopleSoft.
- Faculty, Career Service, and OPS Employees are paid on a biweekly basis, with the payroll period beginning on Saturday. Administrative/Professional employees are paid on a semi-monthly basis, on the 15th and last day of each month. If the pay date falls on a holiday or weekend, the check date is moved up to the first business day prior to the scheduled pay date.
- Hourly Career Service employees are required to enter their hours into the web time system to document the hours worked, leave used, and compensatory time, or overtime hours earned. Hourly OPS employees are required to enter their hours into the web time system to document the hours worked. Web time is submitted to the supervisor (principal) for approval. Faculty and Administrative/Professional employees are not required to complete time sheets to document hours worked, but are required to request their leave via the appropriate Leave Request/Approval form or enter their leave time in the SPC web time system.
- Payroll Department reviews system-calculated pay and the various deductions. They make adjustments to pay/hours based upon adjustment forms received from departments and input additional payment types as requested. After edit checks, Payroll Department

runs a process to create the general ledger file. Once processing is completed, files are generated to a location for which Payroll staff has no access. This file is brought into the PeopleSoft Finance system by the Senior Accountant or designated backup.

- The grant accountant reviews the payroll information at the end of each month, as part of the monthly reporting process. Since this review occurs after the fact, any corrections are made by journal entry with sufficient audit backup attached.

### **Operating Expenses & Travel**

- St. Petersburg College has established a segregation of duties between the Purchasing department, the Accounts Payable department and the General Accounting department. All purchases and travel adhere to the rules and procedures of St. Petersburg College which can be found on the College's website under the Board of Trustees Rules and Procedures.
- To initiate a purchase, the department creates an electronic requisition. This document details the item(s) to be purchased, the cost per item and a total cost, a vendor (with contact information), cost center to which the purchase should be expensed, and other required information. This is usually entered into in the PeopleSoft system by the staff assistant. The completed requisition is approved (authorized) by the Budget Supervisor, i.e. the Principal or her alternate. The requisition is then sent for Purchasing to insert the grant accountant for approval and to ensure the purchase is in compliance with the contract. The grant accountant checks the available budget approves or denies the requisition. Once the grant accountant approves the requisition, the requisition is returned electronically to Purchasing to process.
- From this process, a Purchase Order is created. The Purchase Order (PO) is dispatched to the vendor with a copy to the high school principal and the grant accountant. When the items are received or service is delivered, the staff assistant at the high school prepares a receiving report. This information is entered into the financial system by the SPC campus site receiving. The invoice is sent directly to the Accounts Payable (AP) department for payment. AP will not pay the invoice without a receiver in the system. AP vouchers the invoice and sets up the payment. A file is created which is accessed by the Business Services Accounting Support Tech to print out the payment checks. The Accounting Support Tech prints the checks and distributes them by mail or inter-office mail to the various vendors together with a copy of the backup.
- The grant accountant, on a monthly basis, checks all open PO's and all expense transactions for accuracy. In the event of an error, a correction is made by journal entry.
- For travel out-of-district, the SPCHS/SPCHSNP staff assistant or traveler prepares a Travel Authorization Request (TAR) in advance of the proposed travel. This form details all information about the travel including destination, purpose, duration of stay and all anticipated expenses. The TAR form is approved by the Budget Supervisor (the principal or if TAR request is for the principal the SPC AVP of Accelerated Programs) and is forwarded to the travel desk in Accounts Payable. The travel specialist coordinates with the Grant Accountant for review and approval. After review and approval, the TAR is returned to the travel desk for processing, review and assignment of a TAR number.
- After travel has been completed, the traveler prepares a Travel Reimbursement Voucher (TRV) to which all receipts and documentation are attached. This TRV is signed by the

traveler and the Budget Supervisor (the principal or the SPC AVP of Accelerated Programs. The approved form is sent to the Grant Accountant for review and approval. After review and signature, the TRV form is sent to the Travel Desk for payment. The Travel Specialist ensures that all documentation has been sent and authorizes the TRV for reimbursement to the traveler. Travel checks are printed by the Senior Accounting Tech and forwarded, usually via inter-office mail, to the traveler.

- For in-district mileage, only a TRV is needed. Documentation (usually a MapQuest/Google Map printout), substantiating the mileage claimed for reimbursement must be attached and all authorizations must be obtained prior to payment.

### **Monthly Reports**

- It is the grant accountant's responsibility to prepare a monthly financial report that consists of a balance sheet and cumulative P&L statement. This report must be delivered to the Pinellas County School Board (Financial Office) no later than the 15<sup>th</sup> day of the following month.
- The financial report is a cumulative report and the last report of the fiscal year constitutes the annual report. The report utilizes the standard state codification of accounts as contained in the publication, Financial and Program Cost Accounting and Reporting for Florida Schools. The report is based on information taken from the college accounting system and has been set up to ensure that college accounts translate into corresponding school district accounts.

History:        Adopted 2/19/2019

# **St. Petersburg Collegiate High School North Pinellas**

## **Inventory Control Policy**

### **Pinellas County Schools**

In order to comply with Bylaws and Policies mandated by Pinellas County Schools and the requirements of the Charter Schools Program Grant, St. Petersburg Collegiate High School North Pinellas (SPCHSNP) will implement the following inventory policies and procedures:

- SPCHSNP will perform a physical inventory of all equipment with an original cost of \$200.00 or more twice yearly.
- All Charter Schools Program purchased property with 600 object codes will be tagged:
  - Property of Pinellas/SPCHSNP
  - Inventory item ID/serial #
  - Purchased with CSP funds
- SPCHSNP will complete the annual Charter School Tangible Property Inventory Report and submit it via email to the Property Records Department and the Charter Schools and Home School Department for Pinellas County Schools. The deadline to submit report is no later than October 30<sup>th</sup> of each year.
- In addition to the Charter School Tangible Property Inventory Report, SPCHSNP will include an electronic spreadsheet of all inventory items, item description, serial number, item/tag identification number, building number, room number, original cost, acquisition date, condition, disposition date, and funding source.

### **Board of Trustees Rules and Procedures**

SPCHSNP operates within the rules and procedures of St. Petersburg College. The following rules and procedures adopted by the St. Petersburg College Board of Trustees will be implemented at SPCHSNP.

#### **6Hx23-5.13 PROPERTY RECORDS**

The Board of Trustees authorizes and directs the President to establish procedures:

- I. To record College property, equipment and other tangible property of a non-consumable nature.
- II. To catalog and inventory property annually, pursuant to College procedures.
- III. To dispose of for value, donate, destroy or abandon any property that is categorized as obsolete, or that is uneconomical or inefficient to continue to use, or which serves no useful function, in accordance with the Florida Statutes.

Additional inventories shall be taken whenever it is deemed appropriate by the President or the Board of Trustees, site provost or site administrator.

The President is authorized to accept gifts to the College on behalf of the Board.

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

Law Implemented: 1001.64(5) & (44), Chapter 274, 1013.28, F.S.

History: Formerly - 6Hx23-5-7.02. Adopted - 7/2/68. Readopted - 12/19/74, 10/25/77. Amended - 12/16/71, 9/25/73, 10/16/75, 10/21/76, 11/30/81, 10/27/82 (effective 12/1/82), 5/24/83, 4/27/89. Filed - 4/27/89. Effective - 7/1/89; 6/20/06. Filed – 6/20/06. Effective – 6/20/06; 1/19/10. Filed – 1/19/10. Effective – 1/19/10; 5/18/10. Filed – 5/18/10. Effective – 5/18/10; 6/19/12. Filed – 6/19/12. Proposed Date to Become Effective – 6/19/12.

**P6Hx23-5.13      PROCEDURE:      PROPERTY RECORDS**

- I. All College equipment and other tangible property of a non-consumable nature with an acquisition value of \$1,000.00 or greater shall be inventoried annually, and all discrepancies shall be traced and reconciled.
- II. Additional inventories shall be taken whenever it is deemed appropriate by the President or the Board of Trustees, site provost or site administrator.
- III. Unless otherwise directed, the immediate budget supervisor shall be assigned custodianship of equipment and other tangible property of a non-consumable nature exceeding \$1,000.00. The associate vice president of Facilities Planning & Institutional Services or provost of each site shall be the custodian of general classroom property not specifically assigned to another custodian.
- IV. The President shall appoint a Property Survey Committee. The Property Survey Committee shall have the authority to classify as surplus any College property which is obsolete or the continued use of is uneconomical, inefficient, or serves no useful function. Throughout the year, an office of Facilities Planning and Institutional Services will provide a listing of College property to the Survey Committee for review and permission to classify as surplus property. A specific survey number shall be assigned to each memo as a means to record the Survey Committee’s approval in the property records when an item is disposed of.
- V. Facilities Planning and Institutional Services shall, upon authorization of the Survey Committee and the reasonable exercise of its discretion, dispose of for value, donate, destroy or abandon surplus property in accordance with the applicable provisions of Florida Statute 274.06.
  - A. Surplus property and equipment purchased from restricted funds require additional approval before being disposed of by any manner. Facilities Planning and Institutional Services assigned control of surplus property will request permission to dispose of an item from the department director or principle agent assigned to oversee spending of the restricted cost center. Upon approval, items from a restricted fund will follow the same disposal procedure as other College owned property.
  - B. Surplus property and equipment with an estimated per item value less than \$5,000.00, may be disposed of in the most efficient and cost-effective means. Methods of disposal include: the sale of an item to any person or business; the sale of an item without bids to any State agency, Governmental unit or Political subdivision; or by donation to any private nonprofit agency, State agency, Governmental unit or Political subdivision. Items with little or no commercial value, damaged, broken, unsafe or for which no other entity has conveyed an interest in may be scrapped.

- C. Sale of surplus property and equipment with an estimate per item value of \$5,000.00 or greater shall be sold only to the highest bidder, or by public auction after notice is posted in a newspaper circulated in the general area of the county or district in which the College resides. Notice shall be posted no more than 2 weeks prior, or 1 week less than the auction will take place. For items related to a program or specialty (i.e. Dental, Veterinary, Engineering, SEPSI etc.), additional notices may be posted in other publications specific to that industry.
- VI. Facilities Planning and Institutional Services shall ensure, whenever surplus property is disposed of for value, that the custodian of the specific property when it is declared surplus shall be prohibited from obtaining such property by participating in the disposal method used. Additionally, in keeping with the spirit of the Florida Code of Ethics for Public Officers and Employees, Facilities Planning and Institutional Services shall ensure that a College employee cannot obtain surplus property the value of which exceeds \$1,000.00.
- VII. Facilities Planning and Institutional Services shall present a report of all tangible personal property with an individual acquisition value of \$1,000.00 or greater, previously declared surplus and/or disposed to the St. Petersburg College Board of Trustees at least twice in a calendar year. Annually, the Asset Management department will present items retired from the system through other lawful reasons such as stolen, missing, traded-in, returned to a grantor, etc.
- VIII. At least annually the libraries shall prepare a list of surplus books and other materials which are determined to be obsolete, or which are uneconomical or inefficient to continue to use, or which serve no useful function. The list shall be submitted to the President and upon his approval, the surplus books and other materials shall be disposed of in accordance with College procedures.
- IX. Accountable equipment is defined as all tangible personal property of a non-consumable nature having a normal life expectancy of one (1) year or more and having an acquisition value \$1,000.00 or greater.
- Non-accountable equipment is equipment which costs less than \$1,000.00 and is considered "minor" equipment.
- The College is not required to affix a property records number on "minor equipment". However, minor equipment with a value between \$500.00 and \$999.99 should be marked in some way to identify it as property of the College. There are several ways to accomplish this. (tags, etching, branding)
- Equipment which costs \$1,000.00 or more must be tagged with a property records number as soon as possible after delivery.
- Some equipment such as personal computers, projectors, televisions, cameras and electronic equipment needs to be "branded" as soon as the site receiving staff determines the equipment received is what was ordered and is working properly.
- X. For accountable equipment delivered to a site, the procedure to follow is:

- A. The equipment is received by an official of the College at the prescribed site. (This is shown on the purchase order.)
- B. The receiving official makes a visual inspection of the equipment to determine if:
  - 1. The equipment appears to be correct
  - 2. The quantity is correct
  - 3. There is not any apparent damage
- C. If there is visual damage, the damage must be noted on the receiving request of the delivery company and purchasing notified.
- D. If there is no visual damage, then a property records number is assigned and affixed to the equipment by Site Receiving staff.
- E. The equipment is delivered to the requesting person or department, with a notification request that the equipment must be "checked-out" as soon as possible to ascertain that it functions properly.
- F. If the equipment does not function properly, purchasing must be notified immediately, by the ordering department.
- G. If it is determined that the equipment must be returned to the vendor or manufacturer, the property records tag is removed by Site Receiving, and the tag, along with support documentation, is returned to the Asset Management Department.

For accountable equipment directly delivered and installed or assembled by a vendor on-site, the procedure is:

- A. Once the requesting person is satisfied with the equipment's functions, Site Receiving is notified, and a property records number is assigned and affixed. This must take place within 60 days of delivery to the requesting person.
- B. It is the ordering department's responsibility to follow-up with their campus Site Receiving department to make certain all accountable equipment receives a property records number within the 60-day period.

#### XI. Property Accountability, General

- A. As accountable equipment is received by site receiving, the property record number is affixed and noted on the New Accountable Equipment form (NAE) along with the serial number. The equipment is subsequently delivered to the department and the asset custodian acknowledges receipt and accountability by signing the NAE. After delivery to the department, the asset custodian is to maintain precautions to safeguard the property. The signed NAE is sent to Asset Management for entry into the property records. When there is a change of custodian, the provost or budget supervisor responsible for the division/department may request the Inventory Control Office scan and account for all assets in the exiting custodian name before he/she is transferred to another department or leaves the College. The vice president, provost or budget

supervisor responsible for a division/department may also request that a physical inventory be conducted at times other than the annual inventory by scheduling same with the Inventory Control Office.

B. Responsibility of the Asset Custodians

1. It is the responsibility of the asset custodian to maintain precautions to safeguard property under their control.
2. It is the responsibility of the asset custodian to periodically run a Property Inventory Listing from PeopleSoft to ensure all property assigned to them has been correctly recorded in the Asset Management System. The Asset Management department should be notified as soon as possible via email of any errors noted.
3. It is the responsibility of the asset custodian to notify Asset Management when a property records number decal is removed so a duplicate can be printed and sent to Site Receiving to reapply.
4. It is the responsibility of the asset custodian to notify Asset Management when property is transferred between buildings, among departments/divisions or to another custodian on a permanent basis. A Move Request/Change of Custodianship form or email including all parties involved must be sent to Asset Management when there is a change in location and/or a transfer of responsibility from one asset custodian to another. In the event of a change in custodial responsibilities, both asset custodians must sign the paper form or approve the electronic communication. Final approvals will be sent to the Asset Management Department for their records.
5. For items missing from inventory, the asset custodian shall determine why the property is missing. If theft is suspected, the asset custodian is to immediately notify the appropriate police department and site security to conduct an investigation. For theft, a detailed Accident-Incident Report should be prepared by College personnel to substantiate the request for relief from property accountability. The police report and incident report must be attached to the Relief of Property Accountability form and sent to the appropriate provost/vice president for approval. Once signed by the provost/vice president, all documentation will be sent to Asset Management for review. If the documentation provided meets all established guidelines the asset will be retired from the property records.
6. It is the responsibility of the asset custodian to locate all items not found by Inventory Control during the annual inventory.
7. Accountable equipment not located during regular inventory procedures cannot be removed/retired from the property records until it's been unreconciled for three consecutive inventories. The asset custodian must provide documentation that an effort was made to locate the item during all inventories from which it was unaccounted. This documentation should include e-mails, memos between departments and/or hand written notes stating who looked for the item and where. On June 30th all asset custodians will print and sign their final missing inventory list for the current fiscal year.



The signed original and back up documents collected during the current inventory period will be sent to Asset Management.

8. Asset Management will review previously unreconciled assets to determine eligibility for write-off during a fiscal year. Items that meet the criteria will be taken to the Property Survey Committee by Asset Management for permission to remove them from inventory.

C. Responsibility of the Asset Management Office:

1. To coordinate the identification (by tagging or other marking) by site receiving of accountable equipment obtained by the College.
2. To maintain records showing the location of each piece of equipment and the department to which it is assigned for accountability purposes.
3. To coordinate paperwork to account for all stolen, lost, destroyed, damaged, obsolete, unserviceable, or surplus items.
4. To work with College personnel to solve property problems.
5. To maintain and reconcile the detailed property records and the general ledger control account.

D. Responsibility of Facilities Planning and Institutional Services:

1. Conduct the annual inventory of all accountable equipment, or for individual departments as requested. Notify the associate vice president of Financial and Business Services before the end of the fiscal year of any items not located, for which relief of accountability has not been requested.
2. To dispose of property which has become unserviceable, obsolete, or surplus to the College by appropriate means. Prior to disposition, after completion of the Relief of Property Accountability form (RPA), obtain all required approvals, advertisements, bids, or any other requirements required by state law, or federal regulations for assets purchased with federal funds.
3. To provide for auctions or bids of any surplus property should the need arise.
4. To maintain detailed bar code inventory records.

XII. Property Accountability - Temporary Transfers of Accountable Property

When accountable property is transferred between buildings or among departments on a temporary basis, notification is required when Facilities Planning and Institutional Services personnel are to be used, in which case, requesting department submits Move Request/Change of Custodianship form to the Asset Management Office.

XIII. Property Accountability - Property Constructed by College Personnel

Facilities Planning and Institutional Services will notify the Asset Management Office of property constructed, the valuation of which will be actual material costs or fair market value, whichever is

higher. The Asset Management Office will enter this property in the inventory and prepare and send to accounting the necessary paperwork to include the value in the College records.

#### XIV. Property Accountability - Personal Property

Permission for an individual to install personal property (equipment) or use personal property requiring special utilities or alterations to a building can be sought as follows:

- A. The individual prepares a memorandum in triplicate requesting permission from the appropriate budget supervisor.
- B. If the budget supervisor approves the request, the memorandum is forwarded to the provost/vice president for approval.
- C. If the provost/vice president approves the request, one copy of the approved memorandum will be returned to the individual initiating the request, and one copy retained for department files.

#### XV. Property Accountability - Relief from Property that is: Damaged, Destroyed, Obsolete, Unserviceable, Cannibalized or No Longer Needed

- A. For accountability equipment or property that has become damaged, destroyed, obsolete, unserviceable, or is no longer needed, the asset custodian is to prepare a Request for Relief from Property Accountability form. The date the equipment is to be moved surplus needs to be indicated on this form. This form is to be sent to the Asset Management Office. Asset Management will review for signatures/content and forward to Moving & Warehouse Services to schedule pick-up.
- B. Accountable equipment which is broken, obsolete or the continued use of is uneconomical, inefficient, or serves no useful function may be used for spare parts to maintain similar equipment owned by the College. Before said items can be cannibalized, a Relief of Property Accountability (RPA) form, a narrative of the intended use of the parts and a complete list of serial numbers must be submitted. Facilities Planning and Institutional Services will forward the request to the Property Survey Committee for consent. Once approved, the RPA, corresponding narrative and Property Survey Committee's approval will be forwarded to Asset Management to retire the asset(s) from the system and, to the requesting department as permission to proceed. A subsequent Relief of Property Accountability form will be issued by the requesting department to have the remaining pieces of the cannibalized asset sent to the surplus warehouse for proper disposal.

#### XVII. Property Accountability - Donations

Donations to the College are categorized as follows:

Category 1: Includes items of personal property having no unusual liability and no maintenance cost.

Category 2: Includes items of personal property having either unusual liability or maintenance cost with the annual cost of maintenance not exceeding \$500.

- Category 3: Includes items of personal property with liability or unusual maintenance cost with cost of maintenance exceeding \$500 annually.
- Category 4: Includes all real property (land or buildings).

From time to time members of the College staff will be contacted by an individual or organization that wishes to donate property to the College. When this occurs, the College employee shall refer the matter to the leading member of the department to benefit from the donation. The department head will determine the exact nature of the donation and present a completed Gift Acceptance form to the Sr. Vice President of the division under which the department reports; the Sr. Vice President will present the request to the appropriate Strategic Issue Council Committee for consideration. If approved, the President will accept the gift in the name of the College on behalf of the Board of Trustees, and will write a letter of thanks to the donor.

Gifts of tangible personal property valued at \$1,000.00 or greater are required to be tagged by the Asset Management department and placed in the inventory. The originating department is charged with supplying Asset Management with a copy of the Gift Acceptance form.

History: Amended - 5/24/83, 5/7/85, 7/28/87, 11/14/89. Effective - 11/21/89; 12/15/92. Filed - 12/15/92. Effective - 12/15/92; 4/20/93. Filed - 4/20/93. Effective - 4/20/93; 4/18/95. Filed - 4/18/95. Effective - 4/18/95; 9/26/95. Filed - 9/26/95. Effective - Session I, 1995-96; 3/18/97. Filed - 3/18/97. Effective - 3/31/97; 1/19/10. Filed-1/19/10. Effective- 1/19/10; 5/24/10. Filed – 5/24/10. Effective – 5/24/10; 6/19/12. Filed – 6/19/12. Effective – 6/19/12; 6/24/13. Filed – 6/24/13. Effective – 6/24/13.

**P6Hx23-5.130 PROCEDURE: RECEIVING OF ACCOUNTABLE EQUIPMENT**

Purchasing will generate purchase orders (7 copies).

The distribution will be:

Vendor, Accounts Payable, Property Records, Ordering Department, and Site Receiving (Purchasing retains two copies). Copies of all purchase orders, which have been pre-approved by Technology, will be sent to Data Systems/Technology.

Property Records will generate receiving reports (4 copies).

The distribution will be:

Site receiving (original and three copies).

1. When equipment is received and checked for damage, if everything is in order, the receiving report will be signed and the original sent to Accounts Payable for payment of the vendor.
2. Two duplicate signed copies are sent to Property Records to alert that equipment has been received.
3. One copy is to be retained for Site Receiving's records.

**RESPONSIBILITIES:**

Accounts Payable: To pay vendor once invoice and receiving report is received.

Site Receiving: To fully inspect equipment for damage and to immediately forward receiving reports as outlined.

Property Records:

1. To obtain signature of Budget Supervisor acknowledging receipt and assuming responsibility.
2. To assign property records number to equipment and affix number to equipment and note number on purchase order copy.
3. To update and maintain College's property records system.

(The intent of this change in procedure is to pay vendors in a timely fashion and eliminate discussions regarding delivery and payment.)

History: Adopted - 6/27/95. Filed - 6/27/95. Effective - 6/27/95.

### **P6Hx23-5.132 PROCEDURE: LENDING AND RENTAL OF COLLEGE PROPERTY**

Purpose:

To establish a procedure for the lending and rental of personal (vs. real) property owned by the college.

Procedure:

- I. College property may be loaned to other state agencies or political subdivisions as well as public schools, private schools, or colleges, with the approval of the president. The lending of college property to individuals or other organizations is not permitted.
- II. The rental of college property to individuals and organizations is permissible but must be by written agreement in accordance with the written policy of the Board. The processing of all such rental agreements must follow P6Hx23-5.903 Procedure: Contract Administration.
- III. College equipment may be used off campus by employees for a college related activity. Form PR 415, Request for Temporary Removal of Equipment from the College, must be completed and approved by the site administrator or a member of president's cabinet before equipment may be used off campus.
- IV. Designated college equipment may be used off campus by college students for college related educational purposes. Form PR 415, Request for Temporary Removal of Equipment from the College, must be completed and approved by the site administrator or designee before equipment may be used off-campus by a student. The student will be personally responsible for the equipment should it be lost, stolen, or damaged.

History: Adopted - 10/2/84. Amended - 5/21/85, 2/7/89. Effective - 2/14/89.