

MINUTES OF THE FEBRUARY 16, 2021 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, February 16, 2021 at the St. Petersburg College EpiCenter, 13805 – 58th Street N., Clearwater, Florida. The following Board members were present: Chair Katie Cole, Vice Chair Bridgette Bello, Deveron Gibbons, Thomas Kidwell and Nathan Stonecipher. 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, February 16, 2021, at the EpiCenter, Room 1-453, 13805 58th Street North, Clearwater, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

21-016. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES

February 16, 2021

SPC EPICENTER (1-453)
13805 58th Street N
Clearwater, FL
SPECIAL MEETING: 9:00 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. RECOGNITIONS

- A. Presentation of Retirement Resolution - None
- B. SPC Spotlights

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of January 26, 2021 (*Action*)

V. MONTHLY REPORTS

- A. General Counsel

VI. STRATEGIC FOCUS

A. BUDGET AND FINANCE

- 1. Finance Update - Ms. Janette Hunt, Vice President, Finance and Business Operations,
Dr. Hector Lora, Associate Vice President, Budgeting and Mr. Mike Meigs,
Associate
Vice President, Business and Finance Services (*Presentation*)

VII. CONSENT AGENDA

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

1. ADMINISTRATIVE MATTERS

- a. Human Resources

MINUTES OF THE FEBRUARY 16, 2021 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

i. Personnel Report (*Action*)

b. Construction

i. Partial Guaranteed Maximum Price (GMP), Project Number 1707-Z-20-1, Remodel Business Tech – CL (*Action*)

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

VIII. INFORMATIONAL REPORTS

A. Direct Support Organization

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

B. Palladium at St Petersburg (*Information*)

C. Operating Budget Report (*Information*)

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

X. PRESIDENT’S REPORT

XI. NEXT MEETING DATE AND SITE

March 23, 2021, Clearwater Campus, ES 104

XII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting February 16, 2021, 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**

21-017. Under Item I, Call to Order

The meeting was convened by Chair Cole at 9:00 a.m. The invocation was given by Mr. Gibbons and was immediately followed by the Pledge of Allegiance.

21-018. Under Item II-A, Presentation of Retirement and Motion for Adoption

NONE

21-019. Under Item II-B, SPC Spotlight

Dr. Williams recognized Belinthia Berry, Director of SPC Corporate Training, and former student Samyr Qureshi for being included in Tampa Magazines' 2021 TOP 10 Under 40; Davie Gill for being inducted into the Florida College System Activities Association Hall of Fame, selected by Students Life and Leadership team members for his contribution to the College; and congratulated SPC's Public Policy and Administration program for celebrating its 10th year under the leadership of Jeff Kronschnabl, who has had a 90% placement rate of students in public policy. We're very proud of them all.

21-020. Under Item III, Comments

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

A. Board Chair

Chair Cole invited comments, indicating that some trustees had meetings immediately following this one so the public comment cards that had been submitted would be held until after the original agenda items to allow time for all voting business. She thanked FGO and Mr. Briggs and his team for inviting her to the FGO Senate meeting (the first time a trustee had been invited to speak), where she gave brief words about the board and entertained questions about the role of a trustee, vaccinating healthcare students and faculty in the field as frontline workers not aligned with a hospital, and real estate. She also congratulated Mr. Gill, and applauded Mr. Kronschnabl and indicated that she attends a lot of public hearings and how proud it makes her that there is always someone from his class speaking during public comments.

B. Board Members

Mr. Kidwell also congratulated Mr. Gill on the Hall of Fame induction.

Mr. Stonecipher thanked the Foundation for the good work and productive meetings the last couple of months (via Zoom), especially during COVID without the normal networking. Through January 2021, the Foundation has raised \$3.69+ million, which puts them over their goal for this fiscal year already. \$1.3 million went to student scholarships, \$2.1 million for college program support, with the Titan Fund making up the remaining piece. He thanked Chair Shephard, Jesse, and Past Chair Mike Carroll for their passion.

C. President

Dr. Williams: SPC made some new strides in U.S. News online program rankings: Part of best online bachelor's program overall (ranked 75th in the nation, 11th in Florida, 3rd in the Florida College System; only 14 Florida colleges made that ranking and only 2 were Florida college institutions); best online bachelor's program for Business (ranked 65th in the nation, 6th in Florida and 1st in the Florida College System (only 2 other Florida colleges in the College System ranked); ranked 48th in the nation as best online bachelor's program for veterans (8th in Florida, 3rd in the Florida College System; 10 Florida institutions made that ranking; only 2 other Florida College System schools were in that with SPC). She thanked the faculty, Dr. Liao

MINUTES OF THE FEBRUARY 16, 2021 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Troth and the online support team, stating that this is a big deal as SPC continues to move and grow in online learning and the online platform.

Chair Cole also congratulated them.

D. Public Comment

Jamaica Reddick, union rep for the SPC adjunct contingent faculty, SPIU Florida Public Services Union, thanked the administration for working with them, unlike many others. She detailed the services adjunct faculty members perform and noted that they make up over 50% of faculty in the country. The \$150 course cancellation fee serves as recognition they already performed when creating the course and is only expected when course is canceled within two weeks of its start. She advised that the union is currently running a people's budget review, part of a larger program to advocate for more funding on the state and federal level for public institutions to support everyone in creating a more equitable workplace. She expressed her anticipation of continuing to work together and her hope the contract will be ratified.

Jevon Franks also works with adjunct faculty across the Tampa Bay area. He shared a letter from the full-time faculty union SPC indicating they stand in solidarity with adjunct faculty colleagues who play a vital role in the learning community and supporting the college's mission; that they deserve fair compensation. He continued by expressing disappointment in the BOT for rejecting a successfully negotiated contract over a \$150 cancellation fee that is standard in most union contracts and doesn't constitute a raise, the projected cost of which is less than \$1,000 per academic year to the College and doesn't represent an economic burden. He urged the BOT to support the College and community by approving the already negotiated and ratified adjunct faculty contract. He thanked the administration and President Williams for working with the adjunct union, indicating that the list of accolades read earlier are in large part due to the adjuncts.

Mr. Gibbons thanked Mr. Franks and asked how many people sit on that full-time faculty union.

Chair Cole/Vice Chair Bello indicated about 24 people sit on that committee.

Mr. Gibbons said he received way more calls from full-time faculty saying thank you for supporting them in the action taken, as opposed to what Mr. Franks just gave us. He asked how many faculty SPC has.

Chair Cole/Vice Chair Bello indicated the number was about 460.

Mr. Franks responded that the critical thing is the contract was worked on by the administration at SPC and that the \$150 class cancellation fee is standard in contracts across the state.

Mr. Gibbons noted that there is no contract for adjunct faculty.

Mr. Franks responded that correct, no, but others have included the class cancellation fee because it's compensation for work done.

Sonia Fernetta approached the microphone and introduced herself as an adjunct professor teaching developmental writing composition who has been active with the SPSU union bargaining committee. She continued with an explanation that the \$150 fee is not a pay raise and that the union was acknowledged by the administration for not asking for a raise. While it is COVID time and SPC is having problems with funding and education, the \$150 simply pays for the work an adjunct would do before starting a class (the prep), which is typically done by two weeks prior to the start of class. The \$150 was negotiated down from another amount proposed; she indicated she doesn't think the \$150 would apply to many people since most classes are canceled before two weeks prior. The number of weeks was also discussed with administrations and negotiated down. She feels the process of collective bargaining is important to adjuncts because it's a way to participate in the College. They want a contract; that's why they voted for a union; they want to work with full-timers, administration, the BOT to come up with a collective agreement, a contract, to be considered and respected and heard, which will benefit the whole College. She commented that it is not selfish; adjunct faculty want to be partners in the College and create better conditions. She asked the BOT to please accept the contract; we worked hard on it; we deserve it.

Terrie Lee, a research scientist for the Department of the Interior, now adjunct faculty at Seminole campus, noted that she worked with the bargaining committee on this contract on behalf of 730 adjunct faculties, noting that the adjunct workforce is roughly double the size of the full-time workforce. She stated that modification of the contract would make no difference to the SPC budget, and that when there are no raises, respect is an important commodity, and that adjuncts rarely have their classes canceled this late, but that it does sting when it happens. The cancellation fee respectfully acknowledges that the instructor has invested hours into the syllabus, schedule, researching lecture material, working with technology support, arranging lab equipment. This is a win-win for SPC, the adjuncts, and the chairs, giving them an incentive to communicate earlier with the adjuncts and it repairs trust in the relationship. She asked Trustee Gibbons and the board members to respect the will of adjuncts, full-timers, the SPC college president, and administration by accepting the contract in its present form.

Chair Cole made note that, while Mr. Gibbons raised the issue last month, it was a collective decision among the entire board. She informed participants that there has been discussion for four years about a union, that each board member invited adjunct faculty and full-time faculty to come to a board meeting to discuss the issue, and that she joined Dr. Williams in a meeting with full-time faculty where they thought the purpose was to discuss what they may want in a contract, but surprisingly were told they wanted Dr. Williams to ratify the agreement on the spot. She said it is important that everyone know this isn't just Mr. Gibbons trying to understand how it fits in with the overall health and future of the College; it's the board collectively. She appreciates the comments and people being here and the beautifully-written email she received on this topic.

Mr. Stonecipher supported Chair Cole's comment and reminded participants that the board does have next steps planned and will move forward in good faith, understanding the importance of this issue.

MINUTES OF THE FEBRUARY 16, 2021 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Mr. Gibbons thanked Chair Cole for reporting that accurately. He asked the IT professionals to play a video from 11/15/16 with discussion about what happened in Manatee. He followed that video by saying he's the first person to stand up if there's discrepancy in salaries, and the rest of the board has done everything it can to accommodate faculty and be fair. He considers this is a slap in the face as a board member that people are forming unions without discussion first. He directed IT to show additional video clips of him asking for adjunct as well as full-time faculty and/or employees to come and talk to the board, continuing that he finds it ironic that folks from the union, the adjunct faculty, say they want to be heard when he's been asking to hear them for four to five years, but no one chose to do that. Instead, he has had nothing but form letters and one threat from a person supposedly in the union. He recognized Michaela Overlander for her letter, which provided good facts and her feelings. He feels like he's been bullied by the union with chain letters, one person telling him he'd never be anything in this community because the union and the members will see fit to it. His concern is that they're working for a cause that only benefits them and their effort, asking them not to mischaracterize this issue and give the total facts, being open and transparent like you're asking the board to be. He indicated that he did not say they were getting a pay increase, but it would be increasing the College's budget by creating a line item for one particular group of people when one hasn't been created for everyone else. He reminded adjunct faculty that, when they took the role, they knew what it entailed, and that in law, it's called the four corners of the contract. He expressed that he is not saying it doesn't need to be changed over time, but wants accurate facts, citing one person's inaccurate representation that adjunct faculty teach more than 50% of classes here at SPC but it's actually 41%. He noted how he has worked with people in the past to get through issues, indicating he is upset and hurt that people didn't come to him with the issue before their actions. There is no way this college can survive without quality teaching from full-time and adjuncts. He said that what happened to Dr. Williams at last month's meeting was not open and transparent. He still supports the group but must make the best decision for the entire College. He thanked people for their time and for coming today to express how you feel.

Chair Cole closed public comments.

21-021. Under Item IV, Review and Approval of Minutes

The minutes of the January 26, 2021 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Mr. Gibbons moved approval of the minutes as submitted. Mr. Stonecipher seconded the motion. The motion passed unanimously

Chair Cole offered one correction about the net profit on the DO sale. She indicated at FGO last week that yes, there would be a small one. With today's actions, we now align, so depend on construction costs, there may not be a closing statement net profit. She also reiterated how proud she is of this board making that hard decision, regardless of profit. She feels that -- with the potential planned savings, together with synergies built by putting the staff on other campuses -- it's the right decision.

21-022. Under Item V, Monthly Reports

Under Monthly Reports

A. General Counsel-NONE

21-023. Under Item VI – A, Strategic Focus and Planning

Under Strategic Focus and Planning:

A. BUDGET AND FINANCE

1. Finance Update - Ms. Janette Hunt, Vice President, Finance and Business Operations, Dr. Hector Lora, Associate Vice President, Budgeting and Mr. Mike Meigs, Associate Vice President, Business and Finance Services (Presentation)

Ms. Hunt provided the annual financial report, including updates of the financial health of SPC, highlighting key performance indicators including debt and current ratios, liquidity of resources, and comparisons to industry standards. The operating budget would be shown as actuals by function/activity (looks at instruction, physical plant operations, and administration cost instead of looking at expenses like supplies, services, and printing). She noted that the team is just beginning to scratch the surface analyzing the data in this way and she thanked Mike Meigs and the finance team, then introduced Mr. Meigs.

Mr. Meigs showed the statement of net position (aka balance sheet) showing assets minus liabilities (in the for-profit sector, equity) which decreased to \$195.7 million due to increases in pension and other post-employee benefits. He showed that there is little to no effect on operating budget or cash specific to future health insurance benefits to retirees, and that he anticipates it to reduce next fiscal year due to SPC's transition to the health insurance consortium. Capital assets (non-depreciable assets like land; depreciable assets like buildings, furniture, equipment) and accumulated depreciation brings total net capital to \$275.5 million compared to \$273 million last year. Debt administration shows in 2020 \$17.6 million in outstanding capital improvements and debt payable, which is a decrease of \$2.1 million (10.7%) over the prior year. He discussed debt of the State Board of Education and bonds (maturity date in 2030), noting that the bond debt will be paid off by 2030. The College has been good progress on debt. Regarding key performance indicators, he showed them compared to higher education benchmarks. The current ratio shows the liquidity of an institution and SPC's is 2.45 (meaning for every dollar of liability there's \$2.45 to pay it). SPC exceeded that benchmark. SPC's capitalization ratio of 57.7% exceeds the industry standard of at least 50%, so the College is on target there too. Debt ratio is 5.2%; was 7.7% in 2017; current fiscal year projection (no industry benchmark) is 4.5%, so showing continuous progress. Gross tuition contribution ratio of 41.6%, with target rate less than 60%. Cash and cash equivalent in operating fund of \$27.3 million at the end of 2020 with \$10.5 million in cash, \$14.2 million in investments in prime, SPIA \$1 million, money market \$1.7 million. Operating cash flow has improved over the last few years. The current year dropdown of \$22 million is due to the pandemic and enrollment. He stated there is still some work to do on cash on hand, and they will work on that by continuing the efforts from the last four years, the changing business model, a focus on financial vitality guidance including entrepreneurial practices, data integrity, informed decision making, and by optimizing facility and technology.

MINUTES OF THE FEBRUARY 16, 2021 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Dr. Lora reviewed the Accounting Manual for Florida's College System, noting materials and supplies expenses of \$3.8 million grouped by function to see allocation by function: direct instruction, research, public service, academic support, student support, institutional support, physical plant operation and maintenance, student financial assistance, and contingency/transfers/etc. He reviewed the operating fund as of January 31, 2021 in relationship to function activity. Total revenue as of this term is \$84.7 million. Total expenses are \$74.2 million. That puts SPC with a positive variance of \$10.5 million. He indicated collaboration is being promoted across the departments.

Ms. Hunt indicated that today's position is due to the efforts of the last four years and the guidance from the BOT and Dr. Williams: 1. Modified Zero-Based Budgeting implemented in 2019 (saved \$700,000+): budget realignment plan this year reviewing physical footprint, reducing expenses, and redesigning facility rental models. 2. Marketed District Office Building: expected to close May, 2020. 3. Fund Balance Trend: In the last five years, the College's operating fund balance has increased by 3.9%, maintained the 7% minimum required by the state. Florida colleges were required to match that fund balance at 7%. Emergency order in 2020 suspended that requirement. Waiting to see what the future will be. A strong fund balance helps to prepare for emergencies like hurricanes; some of our Colleges were impacted and it put a strain on their fund balance. Other industries' fund balance is similar to cash balance which is a three-month supply. 4. Transitioned Health Insurance Model by joining the consortium January 1, continuing to offer employees competitive health benefits. 5. Diversified revenue: enhanced facility rental model, increasing revenue 70% in first year. It was effective, but second year was impacted by the pandemic. Plan to continue to increase those revenues. The Foundation has supported the college in scholarships and other needs, including the Titan Fund last year; they continue to pursue impactful grants. 6. Changed Business Model: We used to compare to prior year enrollment but focus on the current year goals to compare to current year expenses. This helps management, marketing, and leadership focus on what's needed fiscally in the current year and make changes as needed. 7. Increased Fiscal Transparency: Included other avenues for sharing financial information like town halls, regular financial memos to the college family, monthly meetings with managers, better dashboards to track, and presentations like this. Expanded finance committee to other departments like institutional advancement, grants, government relations director and still growing that committee.

She reviewed what SPC is facing in the upcoming fiscal year. 1. State Funding: The 6% holdback this year (\$4.3 million) allocated to general revenue and trust fund (Lottery funding). Special programming funding was reduced from General Appropriation Act (\$2 million for Collegiate High School and \$725,000 for nursing simulation). The governor released recommended budget which included an \$18.9 million reduction, with SPC's line item at \$1.8 million. Many questions remain about how the holdback will impact next year's budget. A press release noted that the Florida College System and universities would share in a \$357 million reduction, part of the \$2 billion state reduction, which would mean about \$4-\$5 million reduction to SPC budget. She noted that if holdback ends up actually being a cut, it's possible there would be the cut plus additional reduction for the next year (up to \$10 million). She reminded the board that the shift between general revenue and Lottery funding, which comes in February, will be watched. 2. SPC received \$29 million in the second wave of stimulus money: \$6.24 million

direct aid to students, with the rest institutional purposes. Waiting for guidelines on how to spend. 3. Enrollment Projections: Running models on how enrollment will trend for the next year. Budgeted this year with pandemic in mind and exceeded that budget. Next year will be impacted by COVID vaccine and how that will drive enrollment vs. face to face or online and returning students. 4. Other Factors: Risk management insurance planned to increase by 18% (\$484,000); trending over the last few years. Last year increased by 12%. Includes workers comp, property, casualty, and nonmedical insurance. Part of Florida Consortium for these expenses and are sharing costs. Other colleges not part of the Consortium are seeing much larger increases. This current year saw \$1 million shift of retirement liability from state to colleges and will continue to see that through the next few years. Her group plans to submit to the board an updated budget within the first couple weeks of session, after holdback results are announced.

Mr. Stonecipher thanked her for the work and dedication in a four-and-one-half year span, working through that kind of reduction in revenue and students as far as semester hours, with all the changes we've seen with COVID, hurricanes, and leadership. He indicated the work is not fun but it's necessary and will make SPC grow much stronger roots for the future to continue to ride out things like the question marks for state funding or COVID and that it bleeds into every square inch of the College. He congratulated them on the debt ratio of 5.2%, stated that there's still a long way to go and how great it would be to get the operating fund consistently at 90 days. He expressed his confidence it can be done in the next four to five years without tuition increases.

Mr. Gibbons commended the staff on a job well done and that these kinds of checks will make SPC a healthier college.

Chair Cole thanked them for the presentation and echoed their comments. She, Dr. Williams, and Ms. Hunt continue to discuss how the budget aligns with the strategic plan, which didn't exist four years ago. They've completed a three-year plan, looked in retrospect, and she looks forward to seeing the strategic plan allowing SPC to put our money where our mouth is and further refining the strategic plan.

Ms. Hunt pointed out that each BOT member has a financial brochure that includes the full report.

Dr. Williams applauded the team who came through with flying colors, noting that she has pushed pretty hard the last six to seven months. The work we've done with a declining budget is keeping the quality of work moving forward and shifting and moving and using technology to assist us to do an even better job. She noted that people would see them bringing information back to strengthen the technological ability here at the College to improve teaching pedagogy and student support to help them succeed. She expressed pride in the report that shows we've worked diligently during difficult times, still working through unknowns, not knowing where we will land.

Chair Cole congratulated the team on a clean audit.

MINUTES OF THE FEBRUARY 16, 2021 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

21-024. Under Item VII – A, Old Business
NONE

21-025. Under VII-B, New Business
NONE

1. ADMINISTRATIVE MATTERS
 - a. Human Resources
 - i. Personnel Report (*Action*)
 - b. Construction
 - i. Partial Guaranteed Maximum Price (GMP), Project Number 1707-Z-20-1, Remodel Business Tech – CL (*Action*)
2. Workforce and Professional Development Curriculum Changes (*Action*)

21-026. Under XIII, Informational Reports

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

Mr. Kidwell indicated the board meeting was last week, all seems to be going in a positive direction.

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

Chair Cole congratulated The Museum and The Palladium for the nice press lately, especially in a trying time for all fine arts institutions.

- C. Operating Budget Report (*Information*)
- D. Quarterly Informational Report of Contract Items (*Information*)
- E. Quarterly Informational Report of Dell Financials (*Information*)
- F. Quarterly Informational Report of Exempt and Non-Exempt Purchases (*Information*)

21-027. Under Item XI, Proposed Changes to BOT Rules Manual – Public Hearing -
NONE

21-028. Under Item XII, President's Report

Dr. Williams discussed the legislative progress, indicating she has worked with the delegation via Zoom (all Pinellas County delegates but two). She gave an update about the two bills Capital City shared last month: they have already moved forward and are in the House and Senate. Work is continuing to ensure SPC's voice is heard regarding keeping its base.

She continued with an update about the full-time faculty union (since adjunct union was already discussed). She reached out in October to the supporters to learn the issues from them; transparency. She, Dr. Liao Troth and Chair Cole were invited to a meeting in December, where she was asked to recognize the union and forego the vote. She shared verbally that she would think about that indicating that she didn't think she would, and in January sent an email to the faculty saying that she would not recognize the union and would not forego the normal process for faculty to exercise their right to vote. She received feedback from faculty thanking her; they want right to vote. She continues to work on a strategy to get faculty to sit down to discuss what the issues really are. She will not stop them from voting or unionizing, but feels that, as president, she should be able to know what that is. Now we are working on who can be in the voting unit. SPC attorneys and Dr. Liao Troth are working with UFF. The first meeting was held with PERC, first hearing was July 29, to see who should be in the bargaining unit. Another meeting should be on the 19th to include testimony on the board's position. The board will continue to notice individuals about the progress while they continue to find ways to reach out to faculty. The last town hall was open mic and there will be another one end of this month. She is aiming for continued work with full-time faculty and adjuncts in good faith.

Mr. Gibbons asked if, for the town hall, it is possible to notice that meeting and have any trustee attend to hear what people have to say.

Dr. Williams: Yes.

Mr. Gibbons reiterated that he invites full-time faculty to come to the board and president before making a decision to allow an opportunity to talk through the issues prior to any actions.

21-029. Under Item XIII, Next Meeting Date and Location

The Board confirmed its next meeting date and location as Tuesday, March 23, 2021 9:00 a.m., at the Clearwater Campus, ES 104.

XII. ADJOURNMENT

Having no further business to come before the Board, Chair Cole adjourned the meeting at 10:26 a.m.

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

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

Attachments
Board Memos and
Supplemental
Materials

Board of Trustees Meeting
February 16, 2021

II – B.1 New AVP of Information Technology



New Associate Vice President of Information Technology



Mr. Eric Kledzik brings over twenty years in higher education leading information technology services, providing a data-driven approach to decision making, transformational strategic planning, and strong organizational management experience in his previous role as an SVP of Operations

He has enjoyed teaching as an adjunct faculty member delivering courses in network design and software systems analysis. He holds a Bachelor's Degree in Education from the University of Central Florida and a Master's Degree in Information Technology from the Florida Institute of Technology.


He was awarded by the White House Communications Department for the technical coordination and aiding as the senior liaison in the network and telecommunication deployment for the 2012 U.S Presidential (POTUS) campus visit and still maintains high-level government clearance.



St. Petersburg College Board of Trustees Financial Report

Janette Hunt - VP, Finance & Business Ops
Mike Meigs - AVP, Finance, Accounting, Bus Service
Hector Lora - AVP, Budgeting

February 16, 2021



Report as of June 30, 2020

Achieved another perfect audit for the fiscal year 2019-20.



Source <https://flauditor.gov/pages/Reports.aspx>



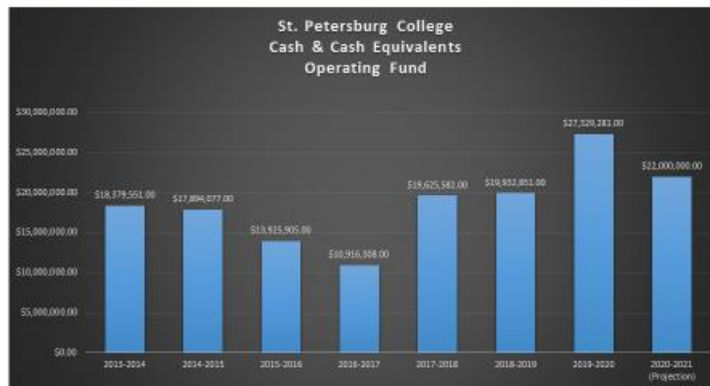
Key Performance Indicators (KPI) as of June 30, 2020



Source <https://flauditor.gov/pages/Reports.aspx>



Cash Flow



Source: PeopleSoft Financials



Operating Fund as of January 31, 2021

Accounting Manual for Florida's College System

The Organizational units of each fund are grouped together according to the function they perform.

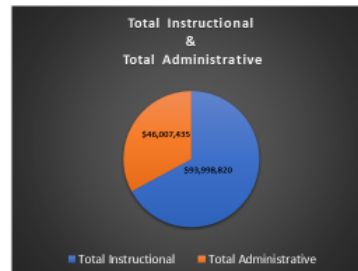
Current Expense 00.00000		CODE	FUNCTION
		1	Direct Instruction
		2	Research
		3	Public Service
		4	Academic Support
		5	Student Support
		6	Institutional Support
		7	Physical Plant Operation and Maintenance
		8	Student Financial Assistance
		9	Contingency, Transfers, etc.
Materials and Supplies \$ 3,889,122	→	Total	
		Instructional	
		Administrative	




Source: <http://www.fl DOE.org/core/fileparse.php/19874/urllt/FCSAccountManual20.pdf>

Operating Fund as of January 31, 2021

	Budget	Actual	% of YTD
Revenue			
Student Tuition & Fees	\$ 55,501,231	\$ 46,748,155	84%
State Funding	\$ 76,116,643	\$ 34,045,533	45%
Other Revenues	\$ 4,964,169	\$ 2,819,308	57%
Fund Transfers In	\$ 2,000,000	\$ 713,845	36%
Reserves	\$ 1,424,212	\$ 470,808	33%
Total Revenue	\$ 140,006,255	\$ 84,798,649	61%
Expenses			
Instruction	\$ 53,615,605	\$ 32,416,133	60%
Public Services	\$ 1,105	\$ -	0%
Academic Support	\$ 20,210,389	\$ 10,668,499	53%
Student Support	\$ 20,171,721	\$ 9,908,699	49%
Total Instructional	\$ 93,998,820	\$ 52,993,332	56%
Institutional Support	\$ 18,426,657	\$ 9,579,623	52%
Physical plant Operation and Main	\$ 17,140,206	\$ 9,470,983	55%
Student Financial Assistance	\$ 7,585,419	\$ 1,800,896	24%
Contingency, Transfer, Etc	\$ 2,855,152	\$ 415,687	15%
Total Administrative	\$ 46,007,435	\$ 21,267,189	46%
Total Operating Expenses	\$ 140,006,255	\$ 74,260,521	53%
Balance	\$ 0	\$ 10,538,128	




Source: BI PeopleSoft Financials as of January 31; <https://www.fl DOE.org/schools/higher-ed/fl-college-system/data-reports/finance/>



What have we done

- Implemented Modified Zero-Based Budgeting
- Marketed District Office Building
- Fund Balance Trend
- Transitioned Health Insurance Model
- Diversified Revenue
- Changed Business Model
- Increased Fiscal Transparency



What's Next

- State Funding
- 2nd round of CARES Funding
- Enrollment Projections
- Other Financial Impacts
 - Risk Management Insurance
 - Florida Retirement System
- FY 20/21 Budget Amendment




Questions



February 16, 2021

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Dr. Tonjua Williams, President 
SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Bodnar, Jennifer	Apprenticeship Coordinator II	Career Connections EpiCenter	2/8/2021 - 6/30/2021
Kledzik, Eric	AVP, Information Technology	Information Systems EpiCenter	2/8/2021 - 6/30/2021
Iregbulem, Ikechukwu (Ike)	Career & Academic Advisor	Workforce Institute EpiCenter	2/8/2021 - 6/30/2021
Jones-Cruder, LaTuana	Instructional Allied Health Coordinator (CCMA)	Workforce Institute EpiCenter	2/8/2021 - 6/30/2021

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Byers, Terry	Accounting Support Specialist	Workforce Institute EpiCenter	2/8/2021

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Negron, Arlenne	Senior Instructional Support Specialist (Acting)	Communications SP/G	2/8/2021

HIRE Temporary			
Name	Title	Department/Location	Effective Date
Whitehead, Yolundra L	Adjunct Faculty, Bach	College of Education TS	2/8/2021
Lombardi, Jennifer L	Adjunct Faculty, HTF Nursing	Nursing HC	2/1/2021
Grabowski, David J	Professional Trainer	Criminal Justice AC	2/1/2021


Jackie Skryd, Chief of Staff, bringing the actions forward, recommends approval.

LH 020521

February 16, 2021

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Approval of a partial Guaranteed Maximum Price (GMP), Project Number 1707-Z-20-1, Remodel Business Tech - CL

Authorization is sought to approve the Guaranteed Maximum Price (GMP) of \$2,818,467.56, data center equipment purchase of \$384,748.60, and to issue all necessary purchase orders to A.D. Morgan Corporation for Project Number 1707-Z-20-1, Remodel Business Tech – CL.

A.D. Morgan Corporation was selected through a Selection Committee as approved by the Board of Trustees on May 19, 2020.

Rowe Architecture, Inc. has completed the 100% drawings. A.D. Morgan Corporation has reviewed the drawings and submitted the GMP of \$2,822,814.69 for project 1707-Z-20-1.

The anticipated date for substantial completion will be 182 Calendar Days from Notice to Commence.

Authorization is also sought to approve the purchase of generator and data center equipment through state contract in the amount of \$384,748.60.

The College will utilize the Direct Purchase Program for this project to realize cost savings. This savings will be reported to the Board at the time of final accounting.

Dr. Tonjua Williams, President; Janette Hunt, Vice President, Finance & Business Operations; and Diana Wright, Associate Vice President, Facilities Planning & Institutional Services, recommend approval.

February 16, 2021

MEMORANDUM

TO: Board of Trustees St. Petersburg College

FROM: Dr. Tonjua Williams, President



SUBJECT: Workforce, Community, and Corporate Partnerships

Approval is sought for the recommended changes to Workforce Education courses within the 2020-2021 catalog year.

Workforce Education, Technology: Added two new courses to support the sustainability of the certificate program going forward (currently grant funded).

- HDW0700 Google IT Support Professional Certificate Online
- HDW0702 Google IT Support Professional Certificate- Blended

Workforce Education, Technology: Added one new online course to increase the offerings for the Technology program.

- GTS0102 Introduction to GIS - Online

Workforce Education, Business and Finance: Changed two courses increasing the contact hours (BSF0400) and reducing the registration fee (BSF0316).

- BSF0400 Digital Media Marketing Certificate
- BSF0316 Arts Business Academy

Workforce Education, Business: Added one new course to increase the offerings for the Business & Finance program.

- BSF0577 Entrepreneurship Essentials and ESB Certification Exam Prep

Leepa-Rattner Museum of Art (LRMA)

February 2021 Report for SPC BOT

LRMA Fundraising

- LRMA received notice of a \$10,000 bequest distribution with anticipated receipt February 2021.

LRMA Collections:

- LRMA's latest exhibition *About Face: Celebrating Diversity* opened on February 2nd and was featured in that week's Creative Loafing publication.
- *WOMAN-MADE: From the Collection* received a wonderful write-up in Creative Pinellas publication and can be viewed online here:
<https://creativepinellas.org/magazine-items/woman-made-at-the-leepa-rattner/>
- *SPC Visual Arts Faculty Exhibition 2020* closed on Sunday, February 7th.
- Staff is preparing for the installation of two new exhibitions
 - o *Jared Ragland & Cary Norton: Where You Come From Is Gone - Where You Come From is Gone* opens Friday, February 19th on view in the North Galleries of the Museum
 - o *Leonard Baskin: Native American Portraits* and a collaborative exhibition of Native American Artist works from the collections of the Museum and the St. Petersburg College Foundation opens on Friday, February 19th in the center galleries of the Museum.

LRMA Programming

- Online educational classes for the Museum continue to be both popular and lucrative. Upcoming classes include:
 - o Tampa Bay History – March 2021
- Upcoming programs include:
 - o Collaborative Program with the Seminole Tribe of Florida (TBD)
 - o Virtual Happy Hour – Tuesdays 5:30 – 6:30pm
 - o Exhibition Virtual Reception and Artist Talk – Friday, February 19th, 6:00 – 7:00pm

February Report for Spring 2021



INSTITUTE FOR STRATEGIC POLICY SOLUTIONS

February 2021

Programs

February 18, 2021 (1:00 pm-2:00 pm)

Economic Series II- Institute for Strategic Policy Solutions and Institute for Economic Evolution

Benefit Corporations in Florida: Cultivating B Corps for people, planet, and prosperity

With more than 3,500 B Corporations in the world and two successful B Corp initial public offerings in 2020, the “business as a force for good” movement is growing. B Corp Certification empowers corporate improvement through metrics that address long-term profitability, climate impact and social justice among others. How can Florida harness this momentum and compete globally by building an economic climate that promotes human flourishing and environmental health. [Register Here](#)

February 19, 2021 (11:30 am to 1:00 pm)

Guardianship Series I- Institute for Strategic Policy Solutions, Fisher and Sauls and the Brennan Law Firm

What is a Guardianship and when is it appropriate?

Part I of the series will explore the following issues regarding what is a guardianship, the types of guardianship, when it is appropriate and alternatives to guardianship. Most importantly it will evaluate policy issues related to guardianships. [Register Here](#)

February 25, 2021 (11:00 am to 12:00 pm)

What Does Justice Mean?

In partnership with Student Life and Leadership, ISPS will host Justice Peggy Quince for a discussion of what justice means and the impact of COVID-19 on the criminal justice system for Black History Month.

[Register Here](#)

ISPS- News

ISPS welcomes new board members: Daniel Mageras, CFP, a certified financial planner; Jo-Lynn Brown, managing editor for Tampa Bay Business and Wealth Magazine; and Elizabeth Sembler, retired educator and school administrator. We are also proud to collaborate with The Factory St. Pete located at 2622 Fairfield Avenue So, St. Petersburg, to expand our footprint in the County.

ST. PETERSBURG COLLEGE FOUNDATION BOARD REPORT 1/31/21

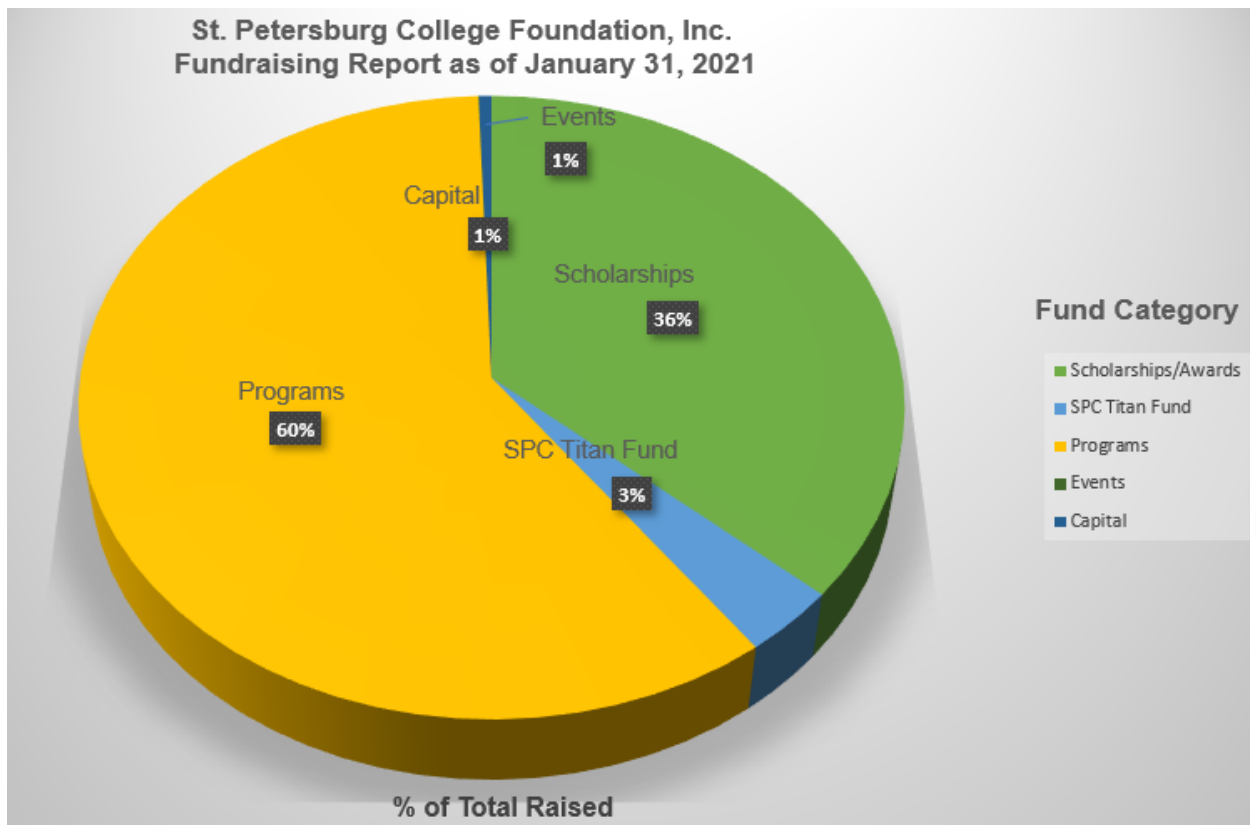
Board Members: Joseph G. Blanton, Jaclyn Boland, Josh Bomstein, Johnny V. Boykins, R. Michael Carroll, Beth Horner, Bill McCloud, Mike Meigs (Treasurer), Steven R. Shepard (Chair), Shan Shikarpuri, Nathan Stonecipher (SPCF/BOT), Jesse Turtle (Secretary), Rich Warshof, Richard Winning (Vice Chair) and Tonjua Williams

Fundraising Report

Fundraising Goal; As of January 31, 2021, the Foundation has raised over \$3.69M in donor contributions.

- \$1,345,160 was raised for SPC student scholarships
- \$2,199,292 for College program support.
- \$128,053 for the SPC Titan Fund

The donations received through January 31, 2021 met 119% of the Foundation's fundraising goal for the fiscal year ending March 31, 2021.



As of January 31, 2021, the Foundation provided the following support to SPC:

- \$1,635,511 in scholarships to SPC students.
- \$1,298,590 in program support, providing support to such programs as
 - Hough Family Health Education Program
 - Palladium Theater
 - College of Nursing
 - College of Education
 - Fire Science Department
 - Alumni Association Awards
 - SPC Institute for Strategic Policy Solutions
 - Cecil B. Keene Summer Program
 - Leepa Rattner Museum of Art
 - Students Trip to Tallahassee
 - Brother to Brother Program
 - Men Achieving Excellence / Women on the Way Programs

Current Highlights:

- Estate of Diane Byrne - \$135,707.85 to support the Morris and Sue Freidman Endowed Scholarship.
- Wendell R. Ware Trust - \$37,625 to support the Wendell Ware Endowed Scholarship.
- Ms. Helen K. Leslie - \$25,000 to support the First Generation Scholarship Fund.
- Mr. and Mrs. Richard Warshof - \$25,000 of which \$15,000 designated to support the SPC Titan Fund and \$10,000 designated to support the First Generation Scholarship Fund.
- The Shifting Foundation - \$15,000 to support the SPC Plume Poetry Program Fund.
- Mr. Alfred T. May - \$5,000 to support the First Generation Scholarship Fund.
- Thomas A. and Mary S. James Foundation - \$2,500 to support the SPC Titan Fund.
- The Tampa Bay Super Bowl LV Host Committee - pledged \$15,000 Microgrant for the Social Justice Institute.
- The Foundation will host the second presentation in the Coffee with Christina series on Saturday, February 27th to engage recent alumni.
- The Foundation will host the Donors and Scholars Virtual Event on Tuesday, March 30th.

Palladium Board Report

February 2021

1. The Palladium launched a six-show *Palladium Live* streaming series in February. The series continues through the end of April. Shows feature top Palladium performers and include jazz, blues, chamber music and dance.
2.
3. The Palladium is working on rental events that blend a small live audience with video streaming. Gulf Coast Dance and the Tampa Bay Symphony are currently scheduled. We hope to solidify future event dates with the Florida Orchestra and American Stage Theater.
4. Thanks to donor gifts, the Palladium will soon announce our Palladium Creative Class of 2021. Under this new fellowship program, the Palladium is will provide eleven local performers \$2,500 each to create new shows for the theater. A press release will be posted on Monday, February 15th with more details.
5. Our partnership with WUSF Radio continues with *Side Door Live* audio-only concerts airing on the first Friday of each month. These are concerts from our archives. The February 5th concert was from our John Lamb Birthday Celebration in January of 2019, featuring an all-star jazz lineup honoring Duke Ellington Band alum (and former SPC music instructor) John Lamb. The second half of that concert will air on March 5th.
6. The Palladium will be the host site for Mayor Rick Kriseman's annual *State of the City* address. This will be a virtual event with no live audience. The tentative date is Tuesday, February 16th.

February 16, 2021

MEMORANDUM

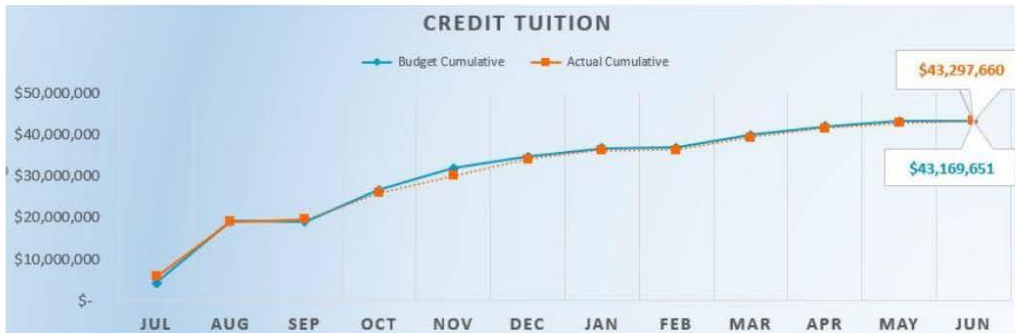
TO: Board of Trustees, St. Petersburg College
FROM: Dr. Tonjua Williams, President *(TW)*
SUBJECT: Fiscal Year 2020-2021 College General Operating Budget Report with Tuition Revenue Projections

The FY20-21 fund 1 operating budget report through January 31, 2021 is attached.

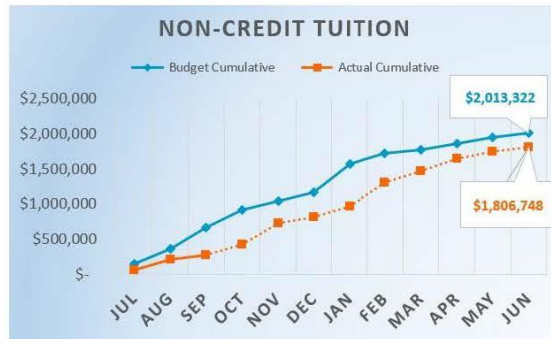
As of January 31, 2021, the overall revenue is \$84.7M, which represents 60.6% of the operating budget. Personnel expense represents 76.5% of the annual operating budget. As of this report date, personnel expense totals \$60.1M or 56.2% of the total budget of personnel expenses. Current and capital expense totals \$13.6M (44%) and \$501K (24.5%), respectively. The net balance of revenue less expense is \$10.5M.

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

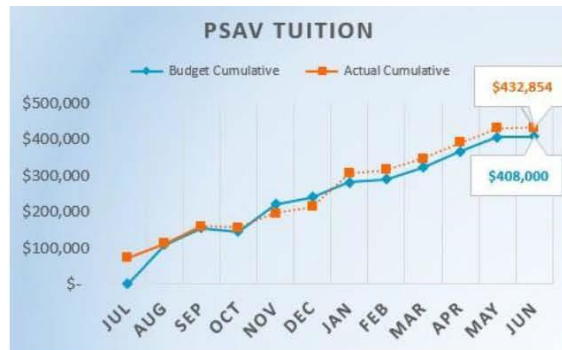
Credit Tuition Revenue – The chart below displays the credit tuition portion of the budget to the trending projected amount. As of January 31, 2021, the tuition projection is \$128K above the budgeted amount.



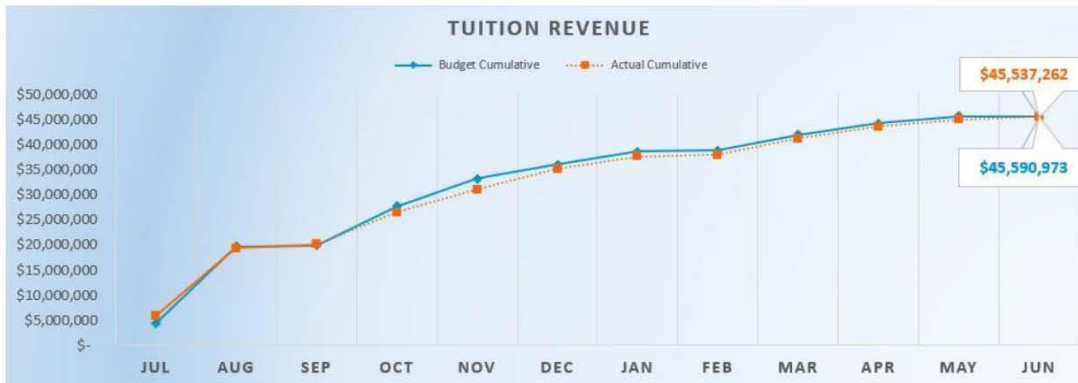
Non-Credit Tuition Revenue – The chart to the right displays the non-credit portion of the budget to the trending projected amount. As of January 31, 2021, the tuition projection is \$206K below the budgeted amount. *The chart does not include the Rapid Credentials.



Postsecondary Adult Vocational Tuition Revenue – The chart to the right displays the Postsecondary Adult Vocational (PSAV) portion of the budget to the trending projected amount. As of January 31, 2021, the tuition projection is 24.8K above the budgeted amount.



Total Tuition Revenue - The chart below displays the total operating tuition budget to the trending projected amount. As of January 31, 2021, the overall tuition projection is \$53.7K below the budgeted amount.



Janette Hunt, Vice President, Finance & Business Operations; Hector Lora, Vice President, Budgeting.

Attachment



Operating Budget Report
January 31, 2021

	Budget	Actual	% of YTD
Revenue			
Student Tuition	\$ 45,590,973	\$ 37,473,133	82.2%
State Appropriation - FCS	\$ 62,444,891	\$ 33,118,466	53.0%
State Appropriation - Lottery	\$ 10,481,424	\$ -	0.0%
State Appropriation - Performance Funding	\$ 2,490,328	\$ 928,067	37.3%
Learning Support Access Fee	\$ 1,448,167	\$ 1,106,631	76.4%
Distance Learning Fee	\$ 3,596,130	\$ 4,840,528	134.6%
Technology Fee	\$ 2,230,419	\$ 1,794,902	80.5%
Lab Revenue Fees	\$ 1,902,742	\$ 1,182,941	62.2%
Industry Certifications	\$ 700,000	\$ -	0.0%
Other Revenues	\$ 4,964,169	\$ 2,819,307	56.8%
Other Student Fees	\$ 732,800	\$ 350,020	47.8%
Fund Transfers In	\$ 2,000,000	\$ 1,184,653	59.2%
Reserve	\$ 1,424,212	\$ -	0.0%
Total Revenue	\$ 140,006,255	\$ 84,798,649	60.6%
Personnel & Benefits			
Instructional/Faculty-Full time	\$ 23,746,044	\$ 14,409,560	60.7%
Administrative & Professional	\$ 24,429,658	\$ 13,685,659	56.0%
Career Service (includes OT)	\$ 17,667,689	\$ 9,570,751	54.2%
Adjunct	\$ 7,931,912	\$ 4,261,963	53.7%
Supplemental	\$ 4,258,982	\$ 2,687,807	63.1%
Other Personal Services (OPS)	\$ 1,686,557	\$ 664,051	39.4%
Student Assistants	\$ 422,851	\$ 68,336	16.2%
Health Insurance	\$ 14,228,379	\$ 7,415,938	52.1%
Other Benefits	\$ 12,372,915	\$ 7,403,416	59.8%
Other Personnel Expenses	\$ 304,955	\$ -	0.0%
Total Personnel & Benefits	\$ 107,049,942	\$ 60,167,482	56.2%
Current Expense			
Bad Debt/Unemployment	\$ 945,600	\$ 3,835	0.4%
Insurance (Non Health)	\$ 2,688,420	\$ 1,855,075	69.0%
Repairs & Maint	\$ 979,626	\$ 481,572	49.2%
Scholarships/Fee Waivers	\$ 2,639,842	\$ 1,928,151	73.0%
Services and Fees	\$ 4,434,188	\$ 2,213,615	49.9%
Materials and Supplies	\$ 3,889,122	\$ 1,462,488	37.6%
Travel	\$ 394,947	\$ 17,791	4.5%
Utilities	\$ 5,195,058	\$ 2,966,119	57.1%
Other Current Expense	\$ 6,118,037	\$ 522,709	8.5%
Tech Expense/Licensing	\$ 3,627,486	\$ 2,141,015	59.0%
Total Current Expense	\$ 30,912,326	\$ 13,592,369	44.0%
Capital			
Computer Refresh Leases	\$ 1,753,697	\$ 435,887	24.9%
Capital Purchases	\$ 290,290	\$ 64,783	22.3%
Total Capital	\$ 2,043,987	\$ 500,670	24.5%
Total Operating	\$ 140,006,255	\$ 74,260,521	53.0%
Balance	\$ -	\$ 10,538,128	