

# MINUTES OF THE JANUARY 15, 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, January 15, 2019 at the St. Petersburg College Tarpon Springs Campus, 600 Klosterman Rd, Tarpon Springs, Florida. The following Board members were present: Chair Nathan Stonecipher, Bridgette Bello, Bill Foster, and Deveron Gibbons. Also present were Tonjua Williams, President of St. Petersburg College and Secretary to the Board of Trustees. Trustee Katie Cole was not present. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

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

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, January 15, 2019, at the St. Petersburg College Tarpon Springs Campus, 600 Klosterman Rd, Tarpon Springs, 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).

**19-000.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

## AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
**January 15, 2019**

SPC Tarpon Springs (FA 132)  
600 E Klosterman Rd  
Tarpon Springs, FL

**SPECIAL 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. David Brumfield (*Attending*)
  - 2. Joanne Duncan (*Attending*)
  - 3. Richard Flora (*Attending*)
- B. Representative Chris Sprowls

**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 November 13, 2018 (*Action*)

Board of Trustees' Strategic Planning Workshop December 11, 2018 (*Action*)

**V. MONTHLY REPORTS**

- A. General Counsel

**VI. STRATEGIC FOCUS AND PLANNING**

**A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT**

- 1. Spring 2019 Enrollment Summary – Dr. Patrick Rinard, Associate Vice President, Enrollment Services (*Presentation*)
- 2. Fall 2018 Course Success Rates – Dr. Sabrina Crawford, Associate Vice President, Institutional Effectiveness and Academic Services (*Presentation*)

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## B. BUDGET AND FINANCE

1. Monthly Budget Report –Ms. Janette Hunt, Associate Vice President, Budgeting, and Compliance (*Presentation*)

## C. ADMINISTRATIVE MATTERS

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

## VII. CONSENT AGENDA

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

### B. NEW BUSINESS

1. Workforce and Professional Development Curriculum Changes (*Action*)
2. GRANTS/RESTRICTED FUNDS CONTRACTS
  - a. National Science Foundation – Advancing Informal STEM Learning (AISL) (*Action*)
  - b. Florida Department of Education – Office of Independent Education and Parental Choice (OIEPC), Public Charter School Program Grant (CSP) (*Action*)
  - c. Firehouse Subs - Public Safety Foundation Grant Program (*Action*)
  - d. Florida Department of Health – Emergency Medical Services Matching Grant (*Action*)
3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
  - a. Change Order #2, Final Accounting, and Certificate of Final Inspection/Project Acceptance, Project #1707-P-12-2, Joint-use Library Building, Clearwater Campus, Building 50 (*Action*)
4. OTHER
  - a. Funding Transfer Request (*Action*)

## VIII. INFORMATIONAL REPORTS

- A. Quarterly Informational Report on Contract Items (*Information*)

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

## X. PRESIDENT'S REPORT

**XI. NEXT MEETING DATE AND SITE**

**February 19, 2019, Allstate Center (AC 103)**

**XII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting January 15, 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: January 4, 2019

**19-001. Under Item I, Call to Order**

The meeting was convened by Chair Stonecipher at 9:05a.m. The invocation was given by Chair Stonecipher and was immediately followed by the Pledge of Allegiance.

**19-002. Under Item II – Recognitions**

- A. Presentation of Retirement Resolutions and Motion for Adoption
  1. David Brumfield (*Attending*)
  2. Joanne Duncan (*Attending*)
  3. Richard Flora (*Attending*)

Dr. Williams recommended adoption of retirement resolutions for David Brumfield, Joanne Duncan and Richard Flora. All were in attendance and joined by family and colleagues, received their resolutions as presented by Chair Stonecipher and President Williams.

Dr. Williams recognized David Brumfield. He started with SPC as a Crime Scene Trainer with the College of Public Safety in 1997, conducting training in the field throughout the U.S. on behalf of SPC. He was the author of the statewide curriculum for the Crime Scene A.S. degree in 2000, and he became the state's first crime scene professor. He continued to work with professional organizations to enhance academic programs and the skills of students. Dr. Williams related that he is known as a dedicated instructor who always gave his best to students and the College. He created a Practical Skills Program Assessment used by many agencies as a hiring requirement. He is committed to ensuring each student can perform to industry standards and he created an ecosystem for students. Dr. Williams said that his ability to foster relationships has led to the employment of many students.

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Dr. Williams recognized Joanne Duncan. She came to SPC in 1978 to work as a custodian on the Gibbs campus, where she proved to be dependable and competent; she was soon promoted to Workload Control Clerk. She left the College in 1981 to work with her husband in his landscaping business. She returned to SPC in 1993 as a custodian and property and inventory clerk. Most recently, she worked as a materials management assistant at the Seminole campus. She always provided courteous customer service, had a strong work ethic, and served Dr. Williams and the College with distinction.

Ms. Duncan thanked everyone and said that it has been a wonderful journey.

Dr. Williams recognized Richard Flora. He came to SPC in 2005 as the first full-time faculty member in the Veterinary Technology Bachelor's Degree program. He became the Dean of Veterinary Technology in 2006. He served in that capacity until 2018 when he accepted the position as Dean of Clinical Health Sciences and Veterinary Services. He added many programs, including Dental Hygiene, Emergency Medical Services, Funeral Services, Orthotic and Prosthetics, Physical Therapy Assistant, Radiology, and Respiratory Care. He was an advocate for the professional stature of veterinary nurses throughout his career. He was instrumental in the name change from School of Veterinary Technology to the College of Veterinary Nursing; this name more accurately recognizes the medical knowledge, skills, and capabilities of veterinary nurses and technologists. Under his leadership, the College of Veterinary Nursing continues to be recognized as one of the premier programs in the U.S. Dr. Williams concluded that he is a highly respected leader, colleague, and friend to many, and he will be missed.

Mr. Flora thanked his beautiful, wonderful wife; they have shared almost 47 years of amazing adventures, and he is looking forward to the adventures ahead. He thanked Dr. Williams, Dr. Cooper, the Board, the deans, and everybody who came to the meeting for him. He also thanked all the instructors and staff assistants. He thanked God for the great blessing of all the people in his life.

Chair Stonecipher thanked all three retirees. He noted that they came from three different roles and backgrounds, and they have all given many years to helping SPC go further as a school.

### B. Representative Chris Sprowls

Chair Stonecipher welcomed Representative Chris Sprowls from House District 65, the district that the Tarpon Springs campus is in. Representative Sprowls was raised in Tarpon Springs. Chair Stonecipher said that he is a great advocate of SPC and education in general for Pinellas county and northern Pinellas county in particular. He is also an advocate for veterans. Chair Stonecipher noted that there are some things coming down the pipeline for criminal justice. Representative Sprowls is poised to be the next Speaker of the House in 2020.

Representative Sprowls thanked the Board for having him. He stated that he grew up in Tarpon Springs, and at the age of six or seven, his mom needed to send him to summer camp because

she worked. She found a summer camp at the SPC Tarpon campus. He recalled making rockets in the field and being very excited, adding the parachute and the engine. He remembers the day he got to launch the rockets. He noted that this is a great example of the education ecosystem – putting something together and seeing it fly.

Representative Sprowls related that when he was at Stetson Law School, he was part of a noted trial team, and he got new coaches – Judge Demers and Dean Demers. Dean Demers asked him why he was moving his hands the way he was. She said his movements needed to be purposeful. She tied a rope around his hands and made him give his closing argument with his hands tied by his side. He related that it is a vulnerable position, but he still thinks about his purposeful movements.

Representative Sprowls related that it is busy in Tallahassee. He is grateful to get back to a normal course of work. He shared that Governor DeSantis laid out a vision. Representative Sprowls is on a panel with other legislators about workforce. They looked at how to tackle workforce in a highly competitive global marketplace. He got to give a shout out to Dr. Williams in front of the new governor and the cabinet and many legislators, because she and SPC have the right vision for how to take the College and fulfill that global marketplace workforce need. She realizes that it is very ‘boots on the ground.’ For example, he met with a company with Dr. Williams a while back, and they need lots of employees, but they need to have the right training and certificates. They had a round table discussion about how to fill those needs. He added that those types of meetings will get things where they need to be. He stated that SPC has the right mission. He opined that, to a certain degree, one gets closer to instant satisfaction when you give someone a certificate.

Representative Sprowls shared that he gave Vice Chair Cole a book called *The End of Average*. The book talks about how the education market is changing. Google and others are not focused on a four-year degree. They want talent and specific skills; the market is changing. The legislature is poised to realize that one of the greatest assets to make sure students are competitive nationally and internationally is the state college system. In meeting with Dr. Williams’ colleagues, he believes that she is a leader within the state college system. He is very excited about where the legislature is heading – workforce is a top priority for the next couple of years. It will be robust, and he is looking forward to it.

Mr. Gibbons thanked Representative Sprowls for coming and thanked him for his friendship to him personally and to the College. He stated that it is hard to be speaker-elect. The speaker-elect has to manage every member in the chamber and has to go across the state, raise money, and get votes, all while meeting the needs of his constituents.

Dr. Williams stated that yesterday was Representative Sprowls’ birthday. She said that she appreciates Representative Sprowls; he is willing to meet with her and gives great pointers. She thanked him for his frankness and his advice. Chair Stonecipher and she presented Representative Sprowls with an Exemplary Service to SPC award. They thanked him for helping SPC and also for challenging them.

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## **19-003. Under Item III, Comments**

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

Chair Stonecipher thanked everyone for the hard work that went into the December workshop meeting. He thought it was fruitful and he looks forward to seeing where SPC goes with that over the next couple of years. He stated that he is excited about the new semester. Everything seems fresh and new, and he is excited about that process. He is looking forward to digging into new SPC things over the next few months.

Ms. Bello stated that she took Dr. Williams to task over her relationship with Tallahassee and said that she had just been proven wrong.

Dr. Williams said she is excited about this semester. She is proud of SPC employees and she thanked them for all the hard work. She stated that she cannot wait for the Board to hear the exciting news. She said she spent all of the past week in Tallahassee and will share more about that later.

Dr. Williams shared that the Titan Trot is February 9<sup>th</sup> at 8 a.m. at the Clearwater campus. She invited everyone to attend.

Dr. Williams next shared the MLK Day of Service events. There was a significant project at The Palladium – it was free and fully attended. There are 35 projects happening simultaneously in St. Pete on MLK Day, along with the parade and the breakfast.

Dr. Williams noted that the SPC production of *You're in Town* is still winning awards. It was recognized as one of the Top 10 Productions in Tampa Bay by Broadway World, which is a big deal.

Dr. Williams related that there was a legislative delegation in Seminole in December. It was an opportunity for SPC to share their goals and to seek the wisdom of the legislators.

Dr. Williams said that the charter school for Tarpon was recommended for a grant for half a million dollars. There is one more phase to go through, but she feels that SPC got it.

There were no public comments.

## **19-004. Under Item IV, Review and Approval of Minutes**

The minutes of the November 13, 2018 Meeting of the Board of Trustees of St. Petersburg College and the December 11<sup>th</sup> BOT Strategic Planning Workshop were presented by the

chairman for approval. Mr. Gibbons moved approval of the minutes as submitted. Mr. Foster seconded the motion. The motion passed unanimously.

**19-005. Under Item V, Monthly Reports**

Under Monthly Reports

A. General Counsel

Suzanne Gardner noted that she placed a memo on the Board members' desks. It is an update to her December 13<sup>th</sup> email correspondence regarding the filing of a certification petition for union representation of adjunct faculty at the College, which was filed with the state commission. SPC is one of seven state colleges that recently got served with notice of a petition filed by SEIU, a union. The College's labor attorney, Mark Levitt, made a notice of appearance with the commission. SPC also filed their position with the commission concerning the institutional response for the grouping or unit for certification. SPC has also asked for an administrative review of the petition itself. Dr. Cooper sent out an informational email to over 800 adjunct faculty and Chairs assuring them that SPC will provide accurate information and asking them to consider the pros and cons of the union effort.

Mr. Gibbons asked openly that faculty who are looking to unionize please come before the Board and present the reasons why they want to unionize. He stated that this is the third time he has asked this, and no one has come forward. Union members have not given the Board the chance to address their grievances. He plead that whoever is in charge of these efforts come before the Board and explain why.

**19-006. VII. STRATEGIC FOCUS AND PLANNING**

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. Spring 2019 Enrollment Summary – Dr. Patrick Rinard, Associate Vice President, Enrollment Services (*Presentation*)

Dr. Rinard stated that it is a great morning. He shared a few positive outcomes from Fall. Budgeted student semester hours (SSH) was 234,175; the actual SSH exceeded this by 2.4%. The second chart shows new student headcount. At the beginning of the term, there was a year-over-year deficit of -6.7%. Throughout the term, SPC grew new student enrollment and ended the term with -3.4%, which is a gain of 343 new students.

Dr. Rinard said there has been a very intense effort on the part of the College. SPC improved the class search tool with the help of marketing. They met weekly and bi-weekly to focus on enrollment and understand what courses students need.



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Dr. Rinard shared about the new Winter Session, which started Dec. 10 and ended Jan 11. SPC offered 12 sections of classes, filled 368 of 401 seats (91%), added 1,104 SSH, and saw a 75.5% Success Rate for the Winter Session. He thanked the faculty who agreed to teach over the holiday break; they did a lot of prep work with students to prepare for the intense session.

Dr. Rinard shared that SPC is up in headcount and SSH. The last time SPC was able to share that good news with the Board was four years ago. It reflects the collegewide efforts of many departments. He stated that he will continue to look at enrollment for Spring and also focus on the Express semester, which starts in February, and the second eight-week semester.

Ms. Bello offered her congratulations.

Dr. Rinard shared that SSH by lower- and upper-division both showed gains. The last time he reported, upper-division was down, so that is a good turnaround.

Dr. Rinard related that for Baccalaureate SSH by program, a lot of the larger programs are up.

Dr. Rinard explained that there are three different types of enrollment – continuing, new, and re-admit. Enrollment was mostly flat with continuing, there was a slight increase in new, and there were almost 200 more re-admit students.

Dr. Rinard said that, as reported at the Board workshop, one of the recruitment goals is to increase the new student population by 3.5% by 2021, using 2017-18 as the baseline. The projection for 2018-19 will be around 9,511, which is right around the goal.

Dr. Rinard shared the data for enrollment by ethnicity – African American is up .7%, Asian is down -0.3%, and Hispanic is up 7.0%, with the greatest growth at Gibbs. Hurricane Maria and the students in Puerto Rico are finally starting to effect SPC's enrollment, as well as many Cuban students migrating from the Miami area. White is down -0.7%.

Dr. Rinard shared the data for enrollment by gender – female is up 1.4% and male is down 0.7%.

Dr. Rinard shared the data for enrollment by age – all categories except 22-25 are up; that category is down 0.8%, a difference of 18 students.

Dr. Rinard next looked at enrollment status – students are taking more credits. Full-time is up 4.0%. Full-time students typically do better when it comes to retention and completion.

Dr. Rinard stated that FTIC grew by 14% this Spring. By ethnicity, African American grew by 43.9% (177 students compared to 123). There have been lots of efforts to recruit African American males; for example, the 7<sup>th</sup> Annual Keys to Manhood conference will be held in February. Hispanic is up 3.2%, and white is up 11.7%.

Dr. Rinard shared FTIC enrollment by age – overall, 18 and under was up. They were all up except for 22-25. Dr. Rinard was a bit surprised to see the older students growing by this much.

Dr. Rinard concluded by summarizing the major improvements: +2.4% Actual over Budgeted Student Semester Hours (SSH) for Fall 2018; doubled increase of new students from beginning of term to end of term for Fall 2018 compared to Fall 2017; added a new Winter Session for Spring 2019; +.9% in Headcount and +1.9% in Student Semester Hours (SSH); +2.2% in New Students and +12.2% in Re-admit Students; +4.0% in Full-Time Students; 14.0% in First Time in College (FTIC) Students; +43.9% in African American First Time in College (FTIC) students; +7.0% in Hispanic Students and +.7% in African American Students.

Chair Stonecipher stated that these are fantastic numbers. He asked what led to the 14% jump in FTIC enrollment.

Dr. Rinard stated that he predicts it was because many Pinellas county students took a gap semester.

Ms. Bello offered her congratulations. She asked why the nursing statistic was down.

Dr. Rinard replied that he has seen this for a while – the BSN is no longer the coveted credential that it used to be. There was a push a couple of years ago to have all RNs have the BSN, but that is no longer the case. Employers are more after specific credentials. Also, more sister institutions are offering the BSN.

Ms. Bello asked what SPC will do about this. She noted that she used to always hear that it was hard to get into the SPC Nursing program.

Dr. Rinard clarified that students are still struggling to get into the RN program because it is so competitive – he is talking about the BSN program only.

Dr. Williams added that the BSN program is much more open than the Associate's degree. She asked Dr. Louisiana Louis, Dean, College of Nursing to explain.

Dr. Louis explained the BSN has been down -5-6%, primarily because hospitals are no longer pushing the bachelor's degree. They are now pushing certificates. Last summer, SPC had credits for the certificate that students earned at the hospital. To see how SPC can increase access, SPC needs to compare to sister schools and see what barriers SPC needs to remove. They stated that 80% of the program is online – some students are out-of-state. SPC will continue looking at it to improve.

Chair Stonecipher stated that this is the first meeting he and Mr. Foster have been in where there was an increase in enrollment.

2. Fall 2018 Course Success Rates – Dr. Sabrina Crawford, Associate Vice President, Institutional Effectiveness and Academic Services (*Presentation*)

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Dr. Crawford wished everyone a great morning. She provided a recap of course withdrawals. Course withdrawals are down by -10.4%; last year, they were down by -9.7%.

Dr. Crawford stated that the success rate has increased every semester for the last several semesters. When compared to the strategic goal of increasing student course success rates by 2.0% - last December, the student course success rate for the year was 79.2%. This Fall, the student course success rate was 78.5%. When comparing annual to Fall rates, they are both in an upward trajectory. She expects the success rate for the year 2018-19 will also be up, getting SPC closer to the goal of 80.8%.

Dr. Crawford shared that SPC wants to focus on more than just reporting the success rate. SPC wants to close the achievement gap. The numbers are going up in every area, which is awesome, but if one delves deeper, it is apparent that the difference between the success of all students and the male and African American male groups is still too great. When looking at African American students, the success rate is 66.5% (Dr. Crawford noted that SPC has not lost any ground here), but when the entire college is increasing and that number stays the same, that means the gap is getting wider.

Dr. Crawford related that FTIC showed the greatest gains Fall-over-Fall, and the gap analysis is also in an upward trend. For both African American students and African American males, the gap is in the double digits. SPC needs to focus time there. Hispanic students have shown a small decrease for the first time.

Dr. Crawford addressed the three-year strategic metrics. She discussed the new metrics related to retention and the learning experience. These new metrics will be shared during the weekly data meetings. SPC will begin tracking data for Career and Academic Communities for the Fall – there will be a metric for the student service area and for the academic area. SPC will track progress through the program.

Dr. Crawford stated that the Learning Resources Center has started to develop specific programs and will track usage. She noted that Learning Resources staff recently did training on culturally responsive pedagogy. The College wants more students to use Learning Resources.

Dr. Crawford said that student engagement is important because engaged students are more likely to stay and be success. SPC is also tracking early withdrawals and SParC usage.

Dr. Crawford highlighted new metrics – the presence of syllabi three days prior to course start and also tracking feedback students are receiving.

Dr. Crawford noted that SPC has been tracking developmental courses for a long time. The number of students in these classes has become so small that it has become statistically

insignificant. There are gains, but the number of students is very small. Last year, the numbers were all negative; this is the first time of all positive numbers.

Dr. Crawford stated that for Gateway courses, males and African American males showed the highest gains, but the largest achievement gap.

Dr. Crawford reminded the Board that with the flexible placement required by SB1720, students no longer go directly into developmental education. SPC has not looked at how these students are doing Fall-over-Fall, so she started by looking at that. SPC also needs to look at the achievement gap. 'Likely college ready' success rates are above FTIC success rates in all categories. SPC does not need to focus on these students right now. The focus needs to be on the students in green – 'dev ed recommended' or 'dev ed strongly recommended.' These areas are showing gains and closing the achievement gap, except for 'dev ed recommended' for Math – she will look at it more, as a large percentage of students are in that category.

Dr. Crawford shared the following noteworthy observations: Course withdrawals have decreased -10.4% compared to last Fall; college success increased 1.4% in Fall of 2018 with increases in all areas and demographics; success rates for FTIC students increased 1.7% this Fall with Male students increasing 3.3%; success rates for FTIC students in Developmental Education showed large increases in all areas compared to decreases last Fall; success rates for FTIC students increased 2.7% in Gateway Course Success Rates this fall with Male students increasing 4.6%; in all categories Black/African Americans, and Black/African American Males have the largest achievement gap; all Flex Placement Students in Gateway courses improved their success rates, except for Developmental Recommended in Gateway Math.

Dr. Crawford concluded by sharing the next steps. For retention, SPC is working on Math Pathways –when this work is done, there will be a transition of students completing Math courses early in their program. For learning experience, a group of faculty is working on developing specific strategies to close the achievement gap. They plan to identify best practices to support those initiatives. Culturally responsive pedagogy was the most recently employed practice.

Chair Stonecipher stated that he appreciates the new break out of the information. It gives him a more in-depth window into what is going on – a more focused but encompassing view.

Dr. Williams challenged Dr. Crawford and Dr. Cooper to focus in on these number to find out why there are such small improvements. To do that, SPC must focus on the achievement gap. While the College is doing well, there are thousands of students who are still struggling. To get performance funding, SPC must address the needs of those students. Dr. Williams was happy to hear about culturally responsive training. To make big numbers grow, SPC must address everybody in the group.

**19-007. Under Item VI – B Budget and Finance**

**B. BUDGET AND FINANCE**

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1. Monthly Budget Report –Ms. Janette Hunt, Associate Vice President, Budgeting and Compliance (*Presentation*)

Ms. Hunt reported that as of December 31, 2018, student tuition and student fees came in at \$48.6 million. For Fund Transfers in, last fiscal year, SPC transferred in \$2.5 million this period of the year. This year, it is at \$429,000; a lot of this is based on timing and when the journal entries are actually processed. Since this report, SPC has transferred in \$730,000. Overall revenue is \$78.9 million.

Ms. Hunt explained that there are three types of tuition within the chart. Usually, the chart includes actuals at the end of the period. She extended it out to January 11<sup>th</sup>, because last year's Spring semester started Jan 8<sup>th</sup>, while this year it started on January 14<sup>th</sup>. There is a week of revenue tuition for Spring that is in January this year versus last year in December. The budgeted amount for tuition is at \$50.8 million, with a projection of \$51.5 million by the end of the year. The credit area of tuition, which is SSH including courses such as Composition I, Algebra, and Biology, was budgeted at \$47.9 million; the projection at end of year is \$48.9 million, which is \$900,000 more than projected. PSAV tuition, which includes EMT, fire, and post-secondary adult vocational, was budgeted at \$634,000; the projection is \$695,000. Non-credit tuition, which includes workforce, public safety, and continuing education for nursing, was budgeted at \$2.1 million, with the expected at \$1.9 million. Ms. Hunt referenced the presentation in November from Andrea Henning, which discussed strategies to close that gap.

Ms. Hunt shared that expenses are at \$54.5 million, which is under 50% of YTD. Current expense is at \$12.6 million, capital is at \$855,800, total operating expense is at \$68 million, and revenue minus expenditures is at \$11 million.

Chair Stonecipher asked if SPC can find out what percentage of revenue for other colleges in Florida come for non-credit revenue. He is curious to see where SPC stands – he wants SPC to be the best at that. Of the total percentage of revenue from tuition dollars, how much is non-credit compared to other colleges?

Ms. Hunt said she can get that information.

## **19-008. Under Item VI - C, Administrative Matters**

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

The Board considered Personnel Items VI - C.1a. Mr. Gibbons moved approval. Mr. Foster seconded the motion. The motion passed unanimously.

Mr. Foster asked, regarding travel, why sending students and faculty to Spain will cost over \$40,000 when the other travel is much less or nothing. He wonders why there are no grants or programs or sponsors to offset that cost.

Brian Miles stated that he is monitoring travel spending very closely. He said it is a legitimate concern.

Catherine Kennedy, Associate Vice President, Academic Affairs and Partnership, replied that it is the longest study abroad program available, which requires lodging costs for faculty. She shared that she has a meeting this week with EF Tours. Since they have started to facilitate SPC programs, the cost has come down because they can help sponsor faculty travel with SPC. This trip is on the agenda specifically. It has the highest number of students traveling, is the most successful program, and the length of the program boosts the cost up. She is looking into how to reduce those costs.

**19-009.**            **Under Item VI – A, Old Business**  
NONE

**19-010.**        **Under VII-B, New Business**

1. Workforce and Professional Development Curriculum Changes (*Action*)
2. GRANTS/RESTRICTED FUNDS CONTRACTS
  - a. National Science Foundation – Advancing Informal STEM Learning (AISL) (*Action*)
  - b. Florida Department of Education – Office of Independent Education and Parental Choice (OIEPC), Public Charter School Program Grant (CSP) (*Action*)
  - c. Firehouse Subs - Public Safety Foundation Grant Program (*Action*)
  - d. Florida Department of Health – Emergency Medical Services Matching Grant (*Action*)
3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
  - a. Change Order #2, Final Accounting, and Certificate of Final Inspection/Project Acceptance, Project #1707-P-12-2, Joint-use Library Building, Clearwater Campus, Building 50 (*Action*)
4. OTHER
  - a. Funding Transfer Request (*Action*)

# MINUTES OF THE JANUARY 15, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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The Board considered Items VII-B.1-4. Mr. Foster moved to approve. Ma. Bello seconded the motion. The motion passed unanimously.

Chair Stonecipher asked Mr. Gibbons if he had something to put to a vote today.

Mr. Gibbons replied that he is still awaiting more information.

Chair Stonecipher asked Mr. Gibbons to share the information when he gets it and they will find a time to discuss and vote.

## **19-011. Under Item VIII, Informational Reports**

A. Quarterly Informational Report on Contract Items (*Information*)

**19-012. Under Item IX, Proposed Changes to BOT Rules Manual – Public Hearing - NONE**

## **19-013. Under Item X, President's Report**

Dr. Williams shared that she spent all of last week in Tallahassee; she said it was well worth the time. She saw Mr. Gibbons at some events, went to a luncheon with Representative Sprowls, and attended the inauguration itself and the ball. She said there were thousands of people all over Tallahassee. She opined that Eired Eddy, Government Relations Director, did a great job getting her and the Board into meetings, even last-minute meetings. She met with delegates outside her area; they shared information and gained insight. Eired had her attend a joint meeting of Public Integrity and Ethics Higher Education Appropriations Subcommittee and the Higher Ed and Career Readiness Subcommittee; it lasted about two hours. She learned more about construction and what the state will be looking for in the future.

Dr. Williams also heard more about the concerns about the Board of Governors and their audit processes. Colleges fix capital outlay. They look a lot at the carry forward balances. There were questions about particular colleges that had a very healthy reserve – what are colleges with a healthy reserve doing? There was dialogue about transferring funds from fund one to seven. There was also dialogue about direct support organizations and what are foundations doing to support the colleges and how much money they have in their reserves in support of the College. There was dialogue about how colleges are doing with audits – SPC is great with audits. The Board of Governors Inspector General information – there is a big presentation done during that. Many presidents had a sub-meeting after that.

Dr. Williams shared that in the Council of Presidents, she met the new commissioner Corcoran, who was very helpful in sharing his vision. The Council of Presidents focused on mental health training, career education, working with technical colleges, support for SGA students fighting for more bachelor's degrees, and also the adjunct union and what is happening with that. They also

focused on performance-based funding and changing the budget models, a new Perkins Five, and the new insurance increases in consortium and what those costs will be.

Dr. Williams shared that there are four pending bills. HB 189 recommends colleges pay for learning materials for dual enrollment students. HB 6607 – the concealed carry on campus is back. Senate Bill 238 states that if a post-secondary student is charged with sexual misconduct, it will be noted on their transcript. The last one, which is pending, is the removal of the prohibition for instruction for inmates to be able to get college credits if they have less than 24 months left on their sentence and that the Colleges be added to that.

Dr. Williams stated that the Counsel of Presidents also talked about the governor's vision and where he is going next. SPC is right in line with that vision. She is very proud. She will be back in Tallahassee in February and March.

Dr. Williams said that she will speak at the commissioner's meeting today for an hour and a half. Wednesday morning, she is speaking at a Salvation Army meeting, and Friday she is speaking at John Hopkins for forty minutes; they also asked to record it for the rest of the hospital. She is moving and out and busy and making sure SPC is included at the table.

Chair Stonecipher thanked Dr. Williams for the great update. He stated that he is sure many on the Board will be up in Tallahassee over the next couple months. He thanked Tarpon for hosting the meeting today.

Mr. Foster said that Dr. Williams has been prodding him to re-engage in Tallahassee. He stated that today's meeting was good and there were a lot of great reports– he did not really ask a lot of questions. Other than the travel, he finds the achievement gap a little disturbing. He is still having trouble grasping the politics of not requiring a developmental English or Math, because the data speaks for itself. He opined that it is a huge disservice for FTIC. The data shows that students coming out of high school are not prepared. He wants to visit Tallahassee armed with that data. Of all the good reports, the gap crawls all over him – he stated that the politics and the way it is being treated is an abuse to the young people.

Chair Stonecipher and Dr. Williams thanked Mr. Foster.

Dr. Williams noted that the Board members also have a copy of the Employee Engagement Report. She will bring a full report to the Board after SPC completes the campus visits with employees.

#### **19-014. Under Item XII, Next Meeting Date and Location**

The Board confirmed its next meeting date and location as Tuesday, February 19, 2019, 9:00 a.m., at the Allstate Center, Room AC 103.

#### **XII. ADJOURNMENT**

Having no further business to come before the Board, Chairman Stonecipher adjourned the meeting at 10:18a.m.



**MINUTES OF THE JANUARY 15, 2019 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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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  
January 15, 2019**

## VI A.1 Spring 2019 Enrollment Summary

The graphic features a header with the text "SPRING WHO'S HERE" in a light blue font. Below the header is a row of six boxes representing the months: OCTOBER, NOVEMBER, DECEMBER, JANUARY, and FEBRUARY. The first four boxes contain blue silhouettes of people walking, with the person in the DECEMBER box wearing a graduation cap. The JANUARY and FEBRUARY boxes are empty. Below this row is a dark blue rectangular area with the text "SPRING 2019 ENROLLMENT SUMMARY" in large white letters, followed by "BOARD OF TRUSTEES MEETING" and "JANUARY 15, 2019" in smaller green letters. The St. Petersburg College (SPC) logo is in the bottom left corner.

The graphic has a header with a navigation bar for months: OCT | NOV | DEC | JAN | FEB. Below this is the text "SPRING 2019 WHO'S HERE" and a small illustration of people walking. To the right, the title "Fall 2018 Outcomes" is displayed in green. The main content consists of two tables. The first table compares Budgeted SSH and Actual SSH. The second table shows New Student Headcount data for Fall 2017 and Fall 2018, including beginning and end of term counts, differences, and percentage changes.

Budgeted SSH	Actual SSH	Difference
234,175	239,936	+2.4%

SSH= Student Semester Hours

New Student Headcount	Beginning of Term	End of Term	Difference	% Difference
Fall 2017	5,222	5,396	174	3.3%
Fall 2018	4,868	5,211	343	7.0%
Year to Year % change	-6.7%	-3.4%		

The St. Petersburg College (SPC) logo is located in the bottom left corner.

OCT | NOV | DEC | JAN | FEB  
**SPRING 2019**  
 WHO'S HERE

## Winter Session

# WINTER SESSION

DECEMBER 10 - JANUARY 11

- Offered 12 sections of classes
- Filled 368 of 401 seats (91%)
- Added 1,104 SSH
- 75.5% Success Rate

St. Petersburg College  
**SPC**

OCT | NOV | DEC | JAN | FEB  
**SPRING 2019**  
 WHO'S HERE

## Overall Enrollment

**Overall Headcount**

+0.9%

Year	Headcount
Spring 2018	25,968
Spring 2019	26,191

**Overall SSH**

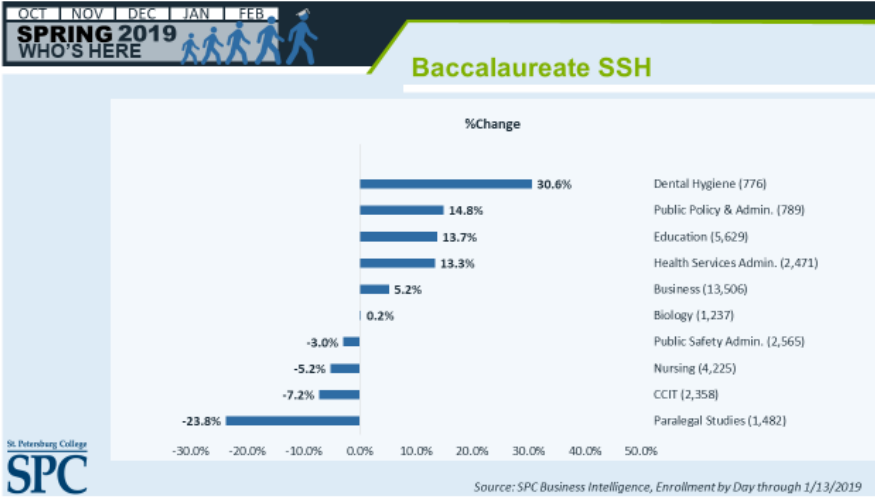
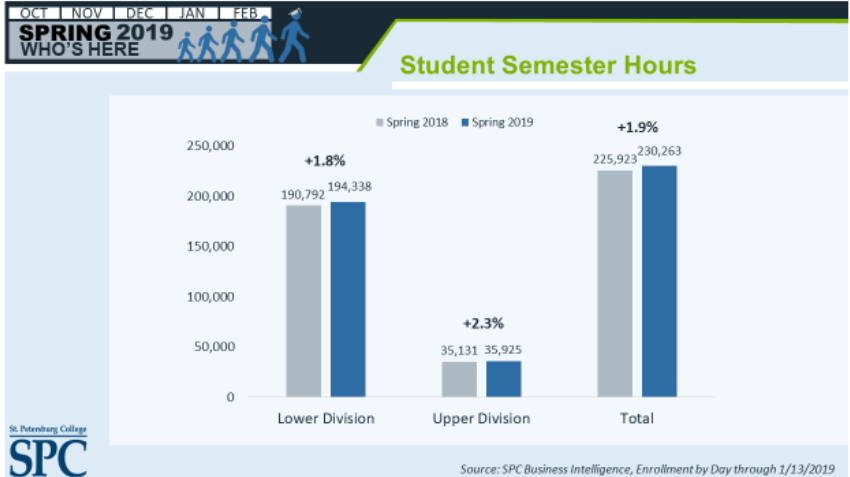
+1.9%

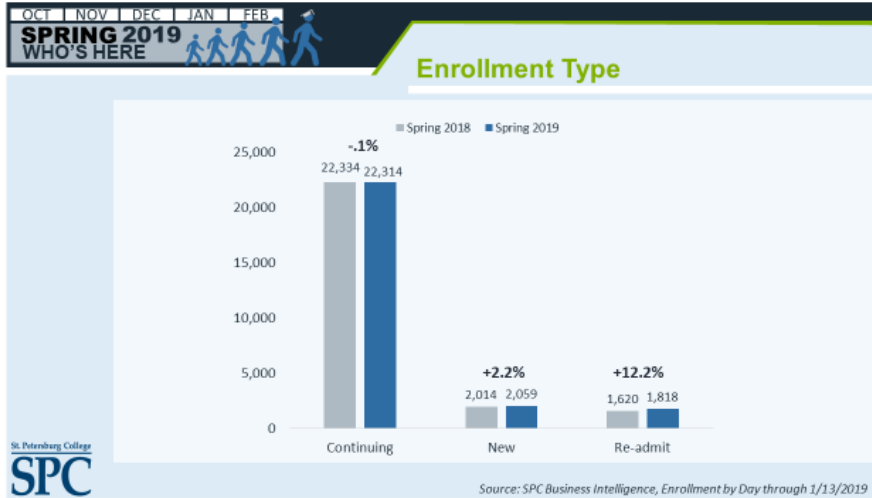
Year	SSH
Spring 2018	225,923
Spring 2019	230,263

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**SPC**

Source: SPC Business Intelligence, Enrollment by Day through 1/13/2019  
 -1 day prior to start of term

SSH= Student Semester Hours





OCT | NOV | DEC | JAN | FEB  
**SPRING 2019**  
 WHO'S HERE

### New Student Enrollment

**3-Year Strategic Metrics**

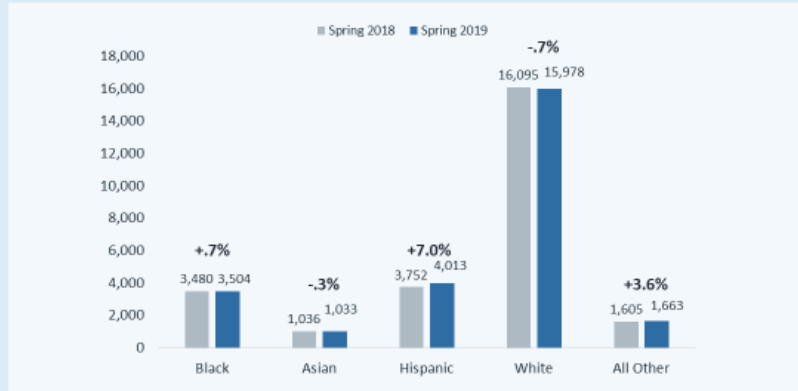
Increase **New Student Enrollment** by 3.5%

	Baseline	Target
2016-17	2017-18	2020-21
9,613	9,390	9,718
Fall 2018	5,211	
Spring 2019	*2,350	
Summer 2019	*1,950	
Estimated 2018-19	<b>9,511</b>	

\*projected at end of term  
 Excludes HS accelerated programs



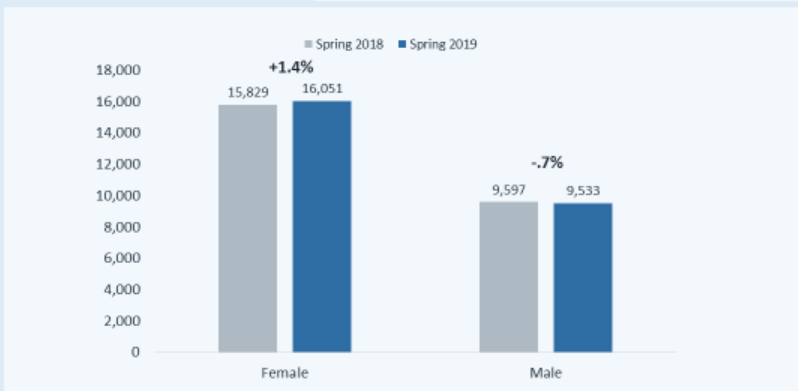
### Ethnicity



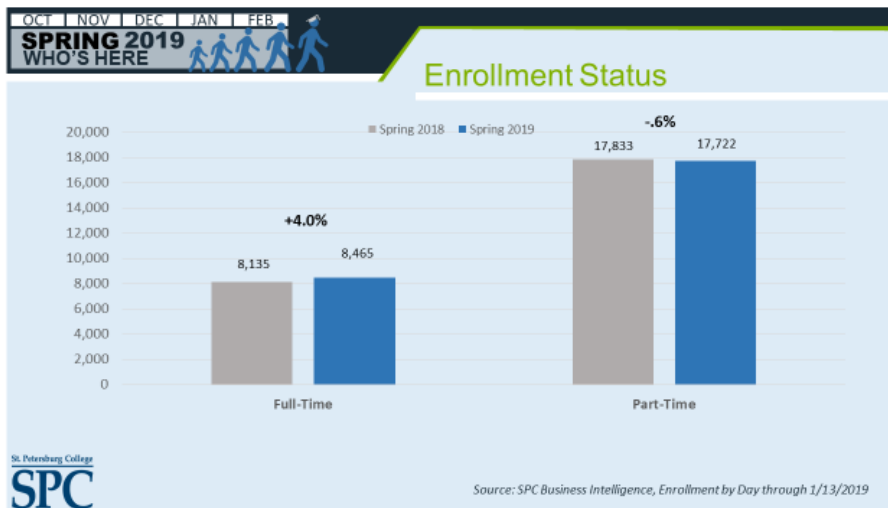
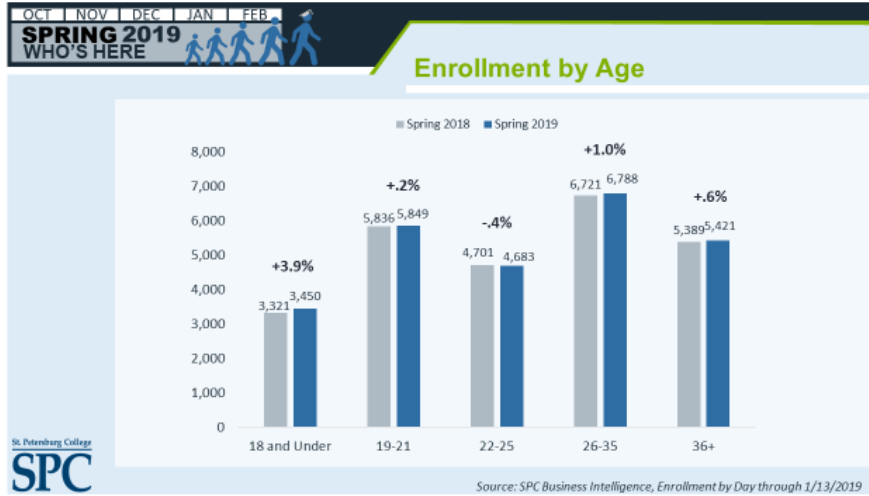
Source: SPC Business Intelligence, Enrollment by Day through 1/13/2019



### Gender



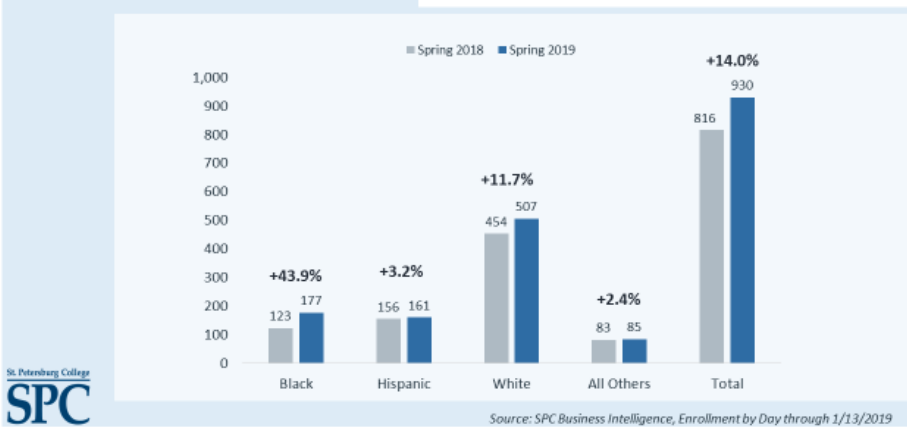
Source: SPC Business Intelligence, Enrollment by Day through 1/13/2019



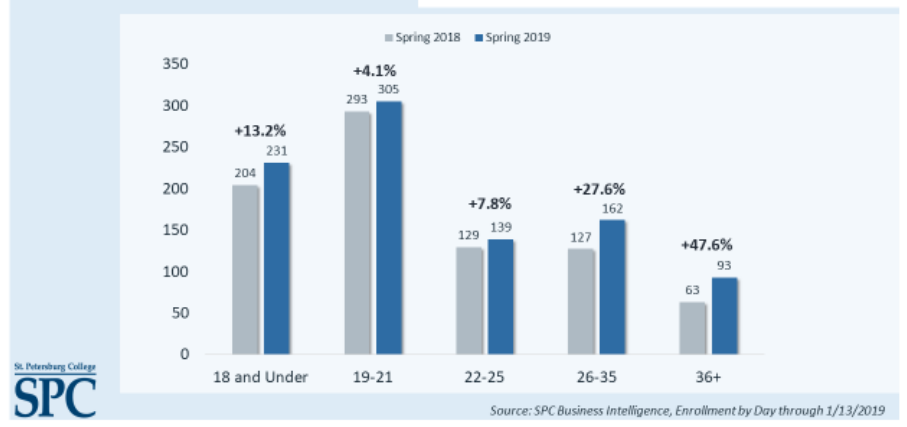





### FTIC Ethnicity




### FTIC Enrollment by Age



OCT | NOV | DEC | JAN | FEB  
**SPRING 2019**  
 WHO'S HERE 

## Noteworthy Observations

- **+2.4%** Actual over Budgeted Student Semester Hours (SSH) for Fall 2018
- Doubled our increase of new students from beginning of term to end of term for Fall 2018 compared to Fall 2017
- Added a new Winter Session for Spring 2019
- **+1.9%** in Headcount and **+1.9%** in Student Semester Hours (SSH)
- **+2.2%** in New Students and **+12.2%** in Re-admit Students
- **+4.0%** in Full-Time Students
- **+14.0%** in First Time in College (FTIC) Students
- **+43.9%** in African American First Time in College (FTIC) students
- **+7.0%** in Hispanic Students and **+7.7%** in African American Students

St. Petersburg College  


**SPRING WHO'S HERE**

OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
				

# Questions?

St. Petersburg College  


VI – A.2 Fall 2018 Course Success

BOT Meeting January 15, 2019

St. Petersburg College  
SPC

## Fall 2018 Course Success Rates



7,680  
1,214  
8.7%  
266,205  
5,978  
1.3%  
31,194  
2.2%

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## Course Withdrawals

*Fall 2017 to Fall 2018 decrease in the number of course withdrawals.*

Fall 2017	Fall 20178	YOY % Change
4,524	4,055	-10.4%

Source: Course Withdrawal Survey PS, Data extracted January 3, 2019.


## Course Success Rates



*The Course Success Rate is the number of A, B, and C letter grades divided by the overall number of grades.*

A, B, C  
 A, B, C, D, F, W, WF, I


All Students	Number of Grades	Success Rate
Fall 2016	87,369	77.8%
Fall 2017	84,052	78.1%
Fall 2018	82,457	78.5%



Note: Excludes Pass/Fail Grading basis courses and audits

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 3, 2019.

## Course Success Rate Trend: Annual vs. Fall



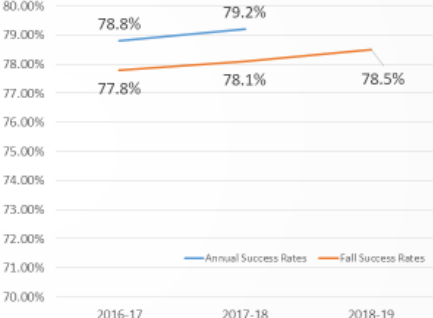
**3-Year Strategic Metrics**

Increase Course Student Success by 2.0%

Baseline	2017-18	GOAL
2016-17	2017-18	2020-21
78.8%	79.2%	80.8%

Note: Excludes Pass/Fail Grading basis courses and audits

### College Success Rates Trends



Year	Annual Success Rates	Fall Success Rates
2016-17	78.8%	77.8%
2017-18	79.2%	78.1%
2018-19	78.5%	78.5%

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 3, 2019.

## FALL Student Comparison & Gap Analysis

St. Petersburg College  
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Note: Excludes Pass/Fail Grading basis courses and audits	Fall 2016	Fall 2017	Fall 2018	One Year Diff	GAP ANALYSIS	Fall 2016	Fall 2017	Fall 2018
All Students	77.8%	78.1%	78.5%	0.4%	All Students	77.8%	78.1%	78.5%
Gender								
Male	75.2%	75.5%	76.7%	1.2%		-2.6%	-2.6%	-1.8%
Female	79.7%	79.8%	79.8%	0.0%		1.9%	1.7%	1.3%
Ethnicity								
Black/African American	66.8%	66.5%	66.5%	0.0%		-11.0%	-11.6%	-12.0%
Hispanic/Latino	76.4%	76.4%	77.2%	0.8%		-1.4%	-1.7%	-1.3%
White	80.0%	80.4%	80.8%	0.4%		2.2%	2.3%	2.3%
Male/Ethnicity								
Black/African American Male	65.3%	62.7%	64.3%	1.6%		-12.5%	-15.4%	-14.2%
Hispanic/Latino Male	73.6%	74.5%	75.8%	1.3%		-4.2%	-3.6%	-2.7%
White Male	76.7%	77.4%	78.5%	1.1%		-1.1%	-0.7%	0.0%

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 3, 2019.


## FTIC Student Comparison & Gap Analysis

St. Petersburg College  
SPC

Note: Excludes Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-In-College (FTIC).	Fall 2016	Fall 2017	Fall 2018	One Year Diff	GAP ANALYSIS	Fall 2016	Fall 2017	Fall 2018
All Students	68.2%	69.0%	70.7%	1.7%	All Students	68.2%	69.0%	70.7%
Gender								
Male	63.7%	64.6%	67.9%	3.3%		-4.5%	-4.5%	-2.8%
Female	72.3%	72.7%	73.1%	0.4%		4.1%	3.7%	2.4%
Ethnicity								
Black/African American	54.0%	55.6%	56.1%	0.5%		-14.2%	-13.4%	-14.6%
Hispanic/Latino	67.1%	69.9%	69.3%	-0.6%		-1.1%	0.9%	-1.4%
White	70.9%	71.3%	73.8%	2.5%		2.7%	2.3%	3.1%
Male/Ethnicity								
Black/African American Male	48.9%	49.0%	52.4%	3.4%		-19.3%	-20.0%	-18.3%
Hispanic/Latino Male	62.2%	64.8%	65.0%	0.2%		-6.0%	-4.2%	-5.7%
White Male	66.4%	66.5%	70.7%	4.2%		-1.8%	-2.5%	0.0%

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 3, 2019.

## Strategic Priority Metrics to Improve Success Rates



### RETENTION

### LEARNING EXPERIENCE

**Weekly Data Call Metrics**

1. Career & Academic Community milestones
2. Learning Resource Center usage (by all and diverse populations)
3. Student engagement success vs. non-participants
4. Course withdrawals
5. SPARC usage

1. Syllabi tracking
2. Gradebook feedback

**3-Year Strategic Metrics**

Increase **Retention Rate** by 3.2%

Increase **Persistence Rate** by 1.8% (Fall to Spring) and by 0.7% (Spring to Fall)


Increase **Completion Rate** by 2.3%

Increase **Course Student Success** by 2.0%

Increase **CCSSE Active & Collaborative Learning of Part-Time Students** by 4%

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 3, 2019.

## FTIC Developmental Courses



	Fall 2017	Fall 2018	One Year Diff
All Students	60.8%	65.9%	5.1%
<b>Gender</b>			
Male	56.1%	64.7%	8.6%
Female	65.0%	67.5%	2.5%
<b>Ethnicity</b>			
Black/African American	51.4%	56.3%	4.9%
Hispanic/Latino	59.7%	67.0%	7.3%
White	66.7%	69.3%	2.6%
<b>Male/Ethnicity</b>			
Black/African American Male	44.9%	48.3%	3.4%
Hispanic/Latino Male	58.0%	62.3%	4.3%
White Male	61.4%	72.5%	11.1%

*Note: Excludes Pass/Fail Grading basis courses and audits*

*FTIC refers to students who are First-Time-in-College (FTIC).*

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 3, 2019.

## FTIC Gateway Courses & Gap Analysis

Note: Excludes Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-In-College (FTIC).	Fall 2017	Fall 2018	One Year Diff	GAP ANALYSIS	Fall 2017	Fall 2018
All Students	65.3%	68.0%	2.7%	All Students	65.3%	68.0%
Gender						
Male	61.0%	65.6%	4.6%		-4.3%	-2.4%
Female	68.6%	70.2%	1.6%		3.3%	2.2%
Ethnicity						
Black/African American	55.4%	55.8%	0.4%		-9.9%	-12.2%
Hispanic/Latino	65.9%	66.8%	0.9%		0.6%	-1.2%
White	67.3%	70.5%	3.2%		2.0%	2.5%
Male/Ethnicity						
Black/African American Male	50.0%	53.3%	3.3%		-15.3%	-14.7%
Hispanic/Latino Male	61.1%	63.2%	2.1%		-4.2%	-4.8%
White Male	62.7%	67.6%	4.9%		-2.5%	0.4%

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 3, 2019.

## Flexible Placement Students



- Have a 'choice' regarding taking a placement test or participating in Dev Ed courses.
- Evaluated using a prediction model based on prior performance.
- Provided a *Likely College Ready*, *Dev Ed Recommended*, or *Dev Ed Strongly Recommended* prediction in each developmental education area.

Source: Pulse BI, Flex Placement Extracted Sept. 30, 2018

Flex Student Gateway Course Gap Analysis					St. Petersburg College SPC		
<b>Gateway Math MAT1033 and MAT1100</b>					<b>Gap Analysis</b>		
	Fall 2016	Fall 2017	Fall 2018	One Year Diff	Fall 2016	Fall 2017	Fall 2018
FTIC Students	56.6%	59.8%	59.3%	-0.5%	56.6%	59.8%	59.3%
Likely College Ready	61.3%	64.4%	63.8%	-0.6%	4.7%	4.6%	4.5%
Dev-Ed Recommended	43.5%	50.2%	47.9%	-2.3%	-13.1%	-9.6%	-11.4%
Dev-Ed Strongly Recommended	37.2%	42.2%	44.8%	2.6%	-19.4%	-16.8%	-15.3%
<b>Gateway Writing ENC1101</b>					<b>Gap Analysis</b>		
	Fall 2016	Fall 2017	Fall 2018	One Year Diff	Fall 2016	Fall 2017	Fall 2018
FTIC Students	63.3%	65.6%	70.0%	4.4%	63.3%	65.6%	70.0%
Likely College Ready	66.1%	69.7%	71.9%	2.2%	2.8%	4.1%	1.9%
Dev-Ed Recommended	49.0%	51.4%	65.1%	13.7%	-14.3%	-14.2%	-4.9%
Dev-Ed Strongly Recommended	43.8%	48.5%	54.0%	5.5%	-19.5%	-17.1%	-16.0%
<b>Gateway Reading ENC1101</b>					<b>Gap Analysis</b>		
	Fall 2016	Fall 2017	Fall 2018	One Year Diff	Fall 2016	Fall 2017	Fall 2018
FTIC Students	63.3%	65.6%	70.0%	4.4%	63.3%	65.6%	70.0%
Likely College Ready	67.2%	69.2%	72.1%	2.9%	3.9%	3.6%	2.1%
Dev-Ed Recommended	54.6%	54.2%	62.7%	8.5%	-8.7%	-11.4%	-7.3%
Dev-Ed Strongly Recommended	42.3%	50.0%	58.5%	8.5%	-21.0%	-15.6%	-11.5%

Source: Pulse Business Intelligence System, College Experience Outcomes Dashboard, Data extracted January 3, 2019.

## Noteworthy Observations

St. Petersburg College  
SPC

- Course withdrawals have decreased -10.4% compared to last fall.
- Annual college success increased 0.4% in 2017-18 with increases in all areas and demographics this Fall.
- Success rates for FTIC students increased 1.7% increase this Fall with Male students increasing 3.3%.
- Success rates for FTIC students in Developmental Education showed large increases in all areas compared to decreases last Fall.
- Success rates for FTIC students increased 2.7% in Gateway Course Success Rates this fall with Male students increasing 4.6%.
- In all categories Black/African Americans, and Black/African American Males have the largest achievement gap.
- All Flex Placement Students in Gateway courses improved their success rates, except for Developmental Recommended in Gateway Math.



### RETENTION

1. Increased support for students on their Path:
  - a. Implement new Advising report mimicking Pathways;
  - b. Track Career and Academic Community Milestones.
2. Tracking student engagement on-campus and online and continuing to compare student success between those who are engaged and those who are not.
3. Increase Learning Resource usage by all, as well as diverse populations by creating learning communities.
4. Finalize Math Pathways to accelerate completion of math requirements.

### LEARNING EXPERIENCE

1. Develop and implement strategies to increase success rates for minority males to close the success gap.
2. Track the posting of “engaging” syllabi three days prior to courses starting.
3. Track use of course gradebook to provide timely feedback to students. (weekly for 8 and 12 week courses, bi-weekly for 16 week courses)
4. Review and revise the Student Survey of Instruction (SSI).
5. Use student focus groups to help identify best practices and design faculty resources to support enhanced use (for example – culturally responsive pedagogy).

# Questions ?



VI – B.1 Monthly Budget Report

**St. Petersburg College  
Board of Trustees Meeting  
December Budget Report**

Janette Hunt  
January 15, 2019

**Report as of December 31, 2018**

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Student Tuition & Fees	\$ 61,246,719	\$ 49,516,815	80.8%	\$ 61,499,889	\$ 48,649,157	79.1%
State Funding	\$ 71,793,706	\$ 28,531,325	39.7%	\$ 72,088,236	\$ 27,494,828	38.1%
Other Revenues	\$ 5,609,289	\$ 2,130,191	38.0%	\$ 5,187,048	\$ 2,416,318	46.6%
Fund Transfers In	\$ 3,782,619	\$ 2,516,462	66.5%	\$ 3,103,706	\$ 429,680	13.8%
Reserves	\$ 1,825,000	\$ -	0.0%	\$ 1,000,000	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 144,257,333</b>	<b>\$ 82,694,792</b>	<b>57.3%</b>	<b>\$ 142,878,878</b>	<b>\$ 78,989,983</b>	<b>55.3%</b>

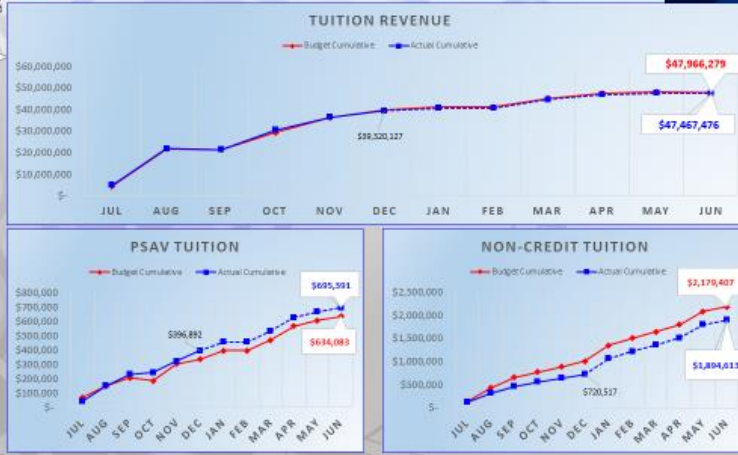
**TUITION REVENUE**

Legend: Budget Cumulative (red dashed line), Actual Cumulative (blue solid line)

Month	Budget Cumulative	Actual Cumulative
JUL	\$0	\$0
AUG	\$20,000,000	\$20,000,000
SEP	\$25,000,000	\$25,000,000
OCT	\$30,000,000	\$30,000,000
NOV	\$35,000,000	\$35,000,000
DEC	\$40,437,535	\$40,437,535
JAN	\$45,000,000	\$45,000,000
FEB	\$48,000,000	\$48,000,000
MAR	\$50,000,000	\$50,000,000
APR	\$50,000,000	\$50,000,000
MAY	\$50,000,000	\$50,000,000
JUN	\$50,779,769	\$50,057,479

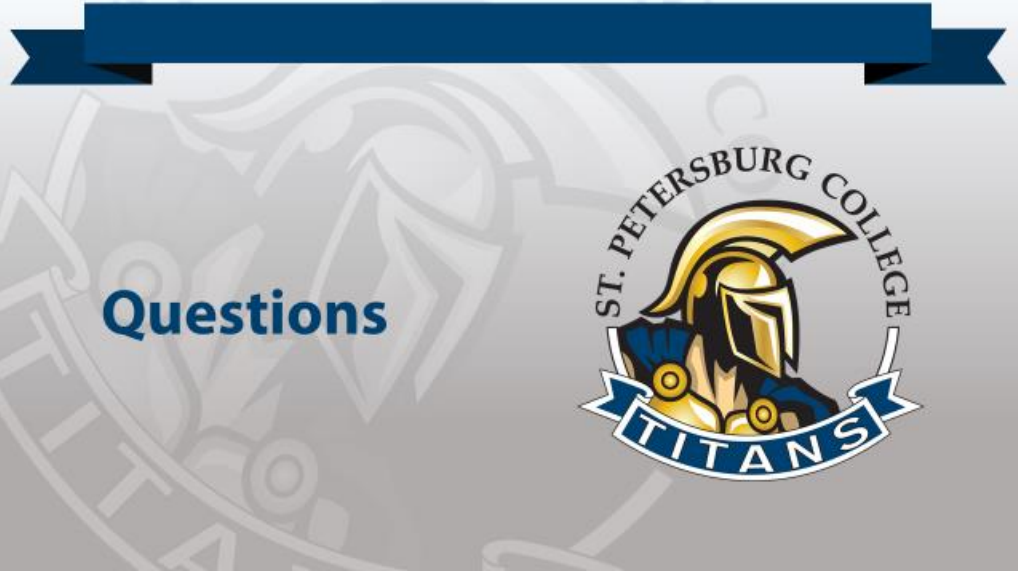


## Report as of December 31, 2018



## Report as of December 31, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Personnel &amp; Benefits</b>						
Faculty	\$ 26,776,489	\$ 13,620,133	50.9%	\$ 25,749,327	\$ 12,999,094	50.5%
Administrative & Professional	\$ 24,251,689	\$ 11,912,400	49.1%	\$ 23,585,641	\$ 11,331,201	48.0%
Career Service (includes OT)	\$ 19,951,011	\$ 9,252,998	46.4%	\$ 19,183,840	\$ 8,564,993	44.6%
Adjunct/Supplemental	\$ 13,549,064	\$ 6,838,473	50.5%	\$ 13,142,592	\$ 6,737,524	51.3%
Other Personal Services (OPS)	\$ 2,041,007	\$ 890,045	43.6%	\$ 2,019,316	\$ 909,231	45.0%
Student Assistants	\$ 428,000	\$ 142,276	33.2%	\$ 428,000	\$ 165,175	38.6%
Health Insurance	\$ 14,931,773	\$ 7,600,168	50.9%	\$ 14,423,171	\$ 7,906,837	54.8%
Other Benefits	\$ 11,280,323	\$ 6,223,836	55.2%	\$ 11,827,326	\$ 5,958,417	50.4%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 113,209,356</b>	<b>\$ 56,480,329</b>	<b>49.9%</b>	<b>\$ 110,359,214</b>	<b>\$ 54,572,472</b>	<b>49.4%</b>
<b>Current Expense</b>						
<b>Total Current Expense</b>	<b>\$ 28,278,499</b>	<b>\$ 12,370,930</b>	<b>43.7%</b>	<b>\$ 29,740,028</b>	<b>\$ 12,583,620</b>	<b>42.3%</b>
<b>Capital</b>						
<b>Total Capital</b>	<b>\$ 2,769,478</b>	<b>\$ 1,155,771</b>	<b>41.7%</b>	<b>\$ 2,779,636</b>	<b>\$ 855,771</b>	<b>30.8%</b>
<b>Total Operating</b>	<b>\$ 144,257,333</b>	<b>\$ 70,007,030</b>	<b>48.5%</b>	<b>\$ 142,878,878</b>	<b>\$ 68,011,863</b>	<b>47.6%</b>
<b>Balance</b>	<b>\$ 0</b>	<b>\$ 12,687,762</b>		<b>\$ -</b>	<b>\$ 10,978,119</b>	



**St. Petersburg College**  
**Budget Report**  
**As of December 31, 2018**


	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Revenue</b>						
Student Tuition	\$ 50,887,002	\$ 41,424,495	81.4%	\$ 50,779,769	\$ 40,437,535	79.6%
State Appropriation - FCS	\$ 53,548,581	\$ 26,774,290	50.0%	\$ 51,475,043	\$ 25,737,384	50.0%
State Appropriation - Lottery	\$ 14,231,049	\$ -	0.0%	\$ 16,598,793	\$ -	0.0%
Performance Funding	\$ 3,514,076	\$ 1,757,035	50.0%	\$ 3,514,400	\$ 1,757,200	50.0%
Learning Support Access Fee	\$ 1,639,890	\$ 1,264,050	77.1%	\$ 1,607,832	\$ 1,224,862	76.2%
Distance Learning Fee	\$ 3,526,830	\$ 2,895,226	82.1%	\$ 3,995,700	\$ 2,984,777	74.7%
Technology Fee	\$ 2,508,569	\$ 2,011,489	80.2%	\$ 2,476,437	\$ 1,980,266	80.0%
Lab Revenue Fees	\$ 1,592,067	\$ 1,529,379	96.1%	\$ 1,575,099	\$ 1,639,745	104.1%
Industry Certifications	\$ 500,000	\$ -	0.0%	\$ 500,000	\$ 244	0.0%
Other Revenues	\$ 5,609,289	\$ 2,130,191	38.0%	\$ 5,187,048	\$ 2,416,318	46.6%
Other Student Fees	\$ 1,092,361	\$ 392,175	35.9%	\$ 1,065,052	\$ 381,970	35.9%
Fund Transfers In	\$ 3,782,619	\$ 2,516,462	66.5%	\$ 3,103,706	\$ 429,680	13.8%
Reserve	\$ 1,825,000	\$ -	0.0%	\$ 1,000,000	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 144,257,333</b>	<b>\$ 82,694,792</b>	<b>57.3%</b>	<b>\$ 142,878,878</b>	<b>\$ 78,989,983</b>	<b>55.3%</b>
<b>Personnel &amp; Benefits</b>						
Instructional/Faculty-Full time	\$ 26,776,489	\$ 13,620,133	50.9%	\$ 25,749,327	\$ 12,999,094	50.5%
Administrative & Professional	\$ 24,251,689	\$ 11,912,400	49.1%	\$ 23,585,641	\$ 11,331,201	48.0%
Career Service (includes OT)	\$ 19,951,011	\$ 9,252,998	46.4%	\$ 19,183,840	\$ 8,564,993	44.6%
Adjunct/Supplemental	\$ 13,549,064	\$ 6,838,473	50.5%	\$ 13,142,592	\$ 6,737,524	51.3%
Other Personal Services (OPS)	\$ 2,041,007	\$ 890,045	43.6%	\$ 2,019,316	\$ 909,231	45.0%
Student Assistants	\$ 428,000	\$ 142,276	33.2%	\$ 428,000	\$ 165,175	38.6%
Health Insurance	\$ 14,931,773	\$ 7,600,168	50.9%	\$ 14,423,171	\$ 7,906,837	54.8%
Other Benefits	\$ 11,280,323	\$ 6,223,836	55.2%	\$ 11,827,326	\$ 5,958,417	50.4%
<b>Total Personnel &amp; Benefit</b>	<b>\$ 113,209,356</b>	<b>\$ 56,480,329</b>	<b>49.9%</b>	<b>\$ 110,359,214</b>	<b>\$ 54,572,472</b>	<b>49.4%</b>
<b>Current Expense</b>						
Bad Debt/Unemployment	\$ 1,003,810	\$ (45,106)	-4.5%	\$ 1,003,331	\$ (59,617)	-5.9%
Insurance (Non Health)	\$ 1,758,611	\$ 1,273,605	72.4%	\$ 1,811,245	\$ 1,239,585	68.4%
Repairs & Maint	\$ 886,195	\$ 405,745	45.8%	\$ 931,034	\$ 452,800	48.6%
Scholarships/Fee Waivers	\$ 2,423,463	\$ 1,764,013	72.8%	\$ 2,424,463	\$ 1,556,400	64.2%
Services and Fees	\$ 6,033,319	\$ 2,343,350	38.8%	\$ 6,006,449	\$ 2,051,386	34.2%
Materials and Supplies	\$ 4,476,333	\$ 1,530,452	34.2%	\$ 4,693,926	\$ 1,599,992	34.1%
Travel	\$ 311,583	\$ 166,424	53.4%	\$ 350,000	\$ 171,219	48.9%
Utilities	\$ 5,260,407	\$ 2,554,008	48.6%	\$ 5,527,258	\$ 2,682,649	48.5%
Other Current Expense	\$ 3,530,392	\$ 983,499	27.9%	\$ 3,296,339	\$ 790,442	24.0%
Tech Expense/Licensing	\$ 2,594,386	\$ 1,394,940	53.8%	\$ 3,695,983	\$ 2,098,764	56.8%
<b>Total Current Expense</b>	<b>\$ 28,278,499</b>	<b>\$ 12,370,930</b>	<b>43.7%</b>	<b>\$ 29,740,028</b>	<b>\$ 12,583,620</b>	<b>42.3%</b>
<b>Capital</b>						
Computer Refresh Leases	\$ 2,379,879	\$ 1,041,315	43.8%	\$ 2,390,037	\$ 753,866	31.5%
Capital Purchases	\$ 389,599	\$ 114,455	29.4%	\$ 389,599	\$ 101,904	26.2%
<b>Total Capital</b>	<b>\$ 2,769,478</b>	<b>\$ 1,155,771</b>	<b>41.7%</b>	<b>\$ 2,779,636</b>	<b>\$ 855,771</b>	<b>30.8%</b>
<b>Total Operating</b>	<b>\$ 144,257,333</b>	<b>\$ 70,007,030</b>	<b>48.5%</b>	<b>\$ 142,878,878</b>	<b>\$ 68,011,863</b>	<b>47.6%</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ 12,687,762</b>		<b>\$ -</b>	<b>\$ 10,978,119</b>	





January 15, 2019

**MEMORANDUM**

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

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

<b>HIRE Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Marley, Donna M	Project Coord II, Project HEAL	Academic & Student Affairs SPG	1/7/2019 - 6/30/2019
Eggers, Amy S	Coord, Accredtn.&BaccAssessment	Academic EffectivenessAssesmt EPI	1/7/2019 - 6/30/2019
Costello, Christine M	Online Student Svcs Director	Enrollment Management DO	11/5/2018 - 6/30/2019
Polk Jr, Robert O	PublicSafetyTrain&CareerDevDir	SE Public Safety Institute AC	11/26/2018 - 6/30/2019

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Procaccio, Megan M	Articulations Outreach Spec	Academic & Student Affairs EPI	12/3/2018 - 6/30/2019
Catlin, Kyrsten M	Student Success Specialist	Admissions & Central Records DO	12/3/2018 - 6/30/2019
Meigs, Michael C.	Acting AVP, Bus. & Financial Services	BusSVITSystems DO	12/4/2018 - 4/30/2019
Curtis, Richard J	IT Security Engineer	Information Systems DO	12/3/2018 - 6/30/2019
Holtzman, Heather N	Acting, Ref & Instr Librarian	Learning Resources CL	11/5/2018 - 6/30/2019
Fisher, Lise L	Asst Dir, Strategic Communic	Marketing.&StrategicCommunicatn DO	11/26/2018 - 6/30/2019
Woods, Benjamin M	Career & Academic Advisor	Student Support Services SE	11/26/2018 - 6/30/2019
Seiter, Sondra P	Certificate Prgm Coordinator	Workforce/Professnl Developmnt EPI	12/3/2018 - 6/30/2019

<b>RENEWAL - ANNUAL Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Dimmer, Theresa R	Coord, Institutnl Research & Reporting	Institutional Research EPI	1/1/2019 - 6/30/2019
Reifler-Alessi, Linda S	Reference & Instruction Librarian	Learning Resources SPG	1/1/2019 - 6/30/2019

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Abedelmalek, Sara	Administrative Svcs Specialist	Academic & Student Affairs EPI	1/7/2019
Hebert, Sandra M	Sr Administrative Svcs Assist	Academic & Student Affairs EPI	1/7/2019
Sager, Jessica A	Accounting Support Technician	Business Office SPG	11/26/2018
Witherspoon, David	Security Officer	Campus Security DT	11/5/2018
Vasquez, Mateo J	Technology Support Specialist	Desktop Software Support HEC	12/3/2018
Echols, Chelsea B	Executive Assistant	Financial Assistance Services DO	12/3/2018
Hester, Cody G	Instructional Supp Specialist	Learning Resources CL	11/26/2018
Green, Antonia L	Library Svcs Paraprofessional	Learning Resources CL	11/26/2018
Byrne Peterson, Siobhan M	Administrative Svcs Specialist	Natural Science TS	12/3/2018
Taylor, Clarice E	Student Support Specialist	Provost Office TS	11/26/2018
Hazel, Darian B	Administrative Svcs Specialist	Social & Behavioral Science SP	1/7/2019
Carter-Halla, Christina M	Assistant House Manager	SPC-Downtown DT	11/26/2018
Edwards, Cheryl A	Student Support Specialist	Student Support Services CL	12/3/2018
Washington, Terry L	Administrative Svcs Specialist	Workforce/Professnl Developmnt EPI	1/7/2019

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Gant, Ernest J	Acting, PITCH Program Coord	Provost Office DT	10/29/2018

<b>HIRE Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Cardenas, Andres M	Faculty	Engineering Technology CL	11/19/2018
Ernst, Lynn A	Faculty	SE Public Safety Institute AC	1/14/2019

<b>RENEWAL - ANNUAL Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Concepcion, Iris N	Faculty	College of Nursing HEC	1/1/2019 - 6/30/2019
Kerns, Carolyn J	Faculty	College of Nursing HEC	1/1/2019 - 6/30/2019

<b>SUPPLEMENTAL Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Maza, Joanna D	Faculty - supplemental	Baccalaureate Programs DO	1/14/2019
Stewart Jr, James H	Faculty - supplemental	College of Computer & InfoTech SPG	1/14/2019
Mann, Michelle F	Faculty - supplemental	Criminal Justice AC	1/14/2019
Saponare, Joseph N	Professional Trainer	Criminal Justice AC	11/5/2018
Nelson, Nydia N	Faculty - supplemental	Health Information Mgmt HEC	1/14/2019
Weber, Brittany L	Adjunct Faculty, HTF Nursing	Radiography HEC	1/14/2019
Wortock, Jacob C	Faculty - supplemental	Social & Behavioral Science SE	1/14/2019
Williamson, Lindsay S	Professional Trainer	Workforce/Professnl Developmnt EPI	1/2/2019

<b>HIRE Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Thureson, Dennis F	Adjunct Faculty	Business Administration SP	1/14/2019
Waites Jr, Michael R	Adjunct Faculty	College of Computer & InfoTech CL	1/14/2019
Howell, Erin V	Adjunct Faculty	Communications SE	1/14/2019
Savona, Sandrine N	Adjunct Faculty	Communications SE	1/14/2019
Davis, Debra D	Adjunct Faculty	Communications SPG	1/14/2019
Wilmot, Melisa M	Adjunct Faculty	Communications SPG	1/14/2019
Brice, Jeanine	Adjunct Faculty	Distance Learning TV SE	1/14/2019
Savona, Sandrine N	Adjunct Faculty	Distance Learning TV SE	1/14/2019
Wilson, Richard L	Adjunct Faculty	Early College/Dual Enrollment AC	1/14/2019
Vance Jr, Micheal D	Adjunct Faculty	Emergency Medical Services HEC	1/14/2019
Woodruff, Dustin P	Adjunct Faculty	Emergency Medical Services HEC	1/14/2019
Mohseni, Sassan	Adjunct Faculty	Mathematics SE	1/14/2019
Fouad, Emadelden	Adjunct Faculty	Natural Science CL	1/14/2019
Johnson, Jaila C	Adjunct Faculty	Natural Science CL	1/14/2019
Booth, Bryan C	Adjunct Faculty	Natural Science SE	1/14/2019
Huegel, Craig N	Adjunct Faculty	Natural Science TS	1/14/2019
Herzhauser, Joseph T	Adjunct Faculty	Respiratory Care HEC	1/14/2019
Garcia, Carlos	Adjunct Faculty	Social & Behavioral Science CL	1/14/2019
Bolden, Brandilyn L	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/14/2019
Thureson, Dennis F	Adjunct Faculty, Bach	Business Administration SPG	1/14/2019
Cooper, Kenneth W	Adjunct Faculty, Bach	College of Computer & InfoTech SPG	1/14/2019
Hawkins, Victoria E	Adjunct Faculty, Bach	College of Education HEC	1/14/2019
Fowler, Tara M	Adjunct Faculty, Bach	College of Education TS	1/14/2019
Coovadia, Adam	Adjunct Faculty, Bach	Natural Science CL	1/14/2019
Bozeat, Stacy B	Adjunct Faculty, HTF Nursing	Nursing HEC	1/14/2019
Hunter, Debra E	Adjunct Faculty, HTF Nursing	Nursing HEC	1/14/2019
Kimble, April N	Adjunct Faculty, HTF Nursing	Nursing HEC	1/14/2019
Mitcherson, Caitlin M	OPS Career Level 1	Academic & Student Affairs HEC	1/7/2019



Blassingame, Taylor R	OPS Career Level 1	Academic & Student Affairs HEC	1/7/2019
Boehme, Albeno A	OPS Career Level 1	Academic & Student Affairs HEC	1/7/2019
Galante, Vincent B	OPS Career Level 1	Associate Provost Office CL	11/26/2018
Bates, Susan M	OPS Career Level 1	Learning Resources SPG	11/5/2018
Briones, Marielle C	OPS Career Level 1	Learning Resources SPG	11/5/2018
Coriarty, Greg R	OPS Career Level 1	Learning Resources SPG	11/30/2018
Fink, Lisa A	OPS Career Level 1	Learning Resources SPG	11/26/2018
Diep, Tinh A	OPS Career Level 2	Mail & Distribution DO	11/26/2018
Kovanis, Killian P	OPS Career Level 2	Natural Science CL	1/7/2019
Duncan, Amber L	OPS Career Level 3	Academic & Student Affairs EPI	11/28/2018
Edwards, Cheryl A	OPS Career Level 4	Student Support Services SPG	12/3/2018
Pheil, Christina L	OPS Career Level 5	Academic & Student Affairs MT	12/3/2018
Wilson IV, Clarence T	OPS Career Level 5	Academic & Student Affairs HEC	1/7/2019
Medley, Yael	OPS Career Level 5	Associate Provost Office CL	11/5/2018
Waterbury, Sandra G	OPS Career Level 5	Learning Resources MT	12/3/2018
Colgan, Gregory P	OPS Career Level 5	Learning Resources SE	11/26/2018
McCormick, Latoya A	OPS Professional	Humanities & Fine Arts SPG	11/26/2018
Gutierrez, Abel	OPS Professional	Natural Science TS	1/7/2019
Cotner, Katelyn R	OPS Teaching Asst/Interpreter	Accessibility Services CL	12/3/2018
Houghtaling, Kenneth W	OPS Teaching Asst/Interpreter	Accessibility Services CL	11/26/2018
Jackson, Benjamin L	OPS Teaching Asst/Interpreter	Accessibility Services CL	11/26/2018
Gassen, Stephen P	Professional Trainer	Criminal Justice AC	11/26/2018
Karayianes, Michael F	Professional Trainer	Criminal Justice AC	11/26/2018
List, Cory J	Professional Trainer	Criminal Justice AC	12/3/2018
Ward, Michael S	Professional Trainer	Criminal Justice AC	1/7/2019
Armstrong, Kaitlyn N	Professional Trainer	Emergency Medical Services HEC	11/26/2018
Hernandez, David	Professional Trainer	Emergency Medical Services HEC	11/26/2018
Herzhauser, Joseph T	Professional Trainer	Emergency Medical Services HEC	11/26/2018
Raisch, Steven D	Professional Trainer	Emergency Medical Services HEC	11/26/2018
Woodard, Justin P	Professional Trainer	Emergency Medical Services HEC	11/26/2018

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
Name	Title	Department/Location	Effective Date
Fratus, Earl	Honors Program Director	Honors Program/CL	01/01/2019 - 01/07/2019
Rich, Kelly	Instructor	Communications/SE	01/01/2019 - 01/07/2019

Destination: Quebec & Montreal, Canada

The purpose of this trip is to lead SPC high school students on a study abroad program to Canada. A total of seventeen (17) students are enrolled in the program and will receive credit in either INR 2002H Honors International Relations or IDH 2634H Honors Service Learning. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College is \$465.52 (\$232.18 and \$233.34, respectively).

Tumbull, Brian	Instructor	Social & Behavioral Science/CL	01/02/2019 - 01/18/2019
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Destination: Bangalore, Jaipur, and Mysore, India

The purpose of this trip is to attend the Council of American Overseas Research Centers (CAORC): Exploring Urban Sustainability through India's Cities seminar. The seminar takes place in several Indian cities. The College will benefit through the professional development of SPC Faculty.

Estimated cost to the College is \$0.00.

Stevens, Vickie	Instructor	Communications/SPG	05/01/2019 - 05/08/2019
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Destination: Granada, Spain

The purpose of this trip is to attend and to present at the 17th International Conference on New Direction in the Humanities at the University of Granada, Spain. The College will benefit through the professional development of SPC Faculty.

Estimated cost to the College is \$500.00.

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Miller, Abraham	Instructor	Natural Science/TS	05/13/2019 - 05/27/2019
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Destination: Tel Aviv/Jerusalem, Israel

The purpose of this trip is to lead SPC students on a study abroad program to Israel. At time of reporting, a total of sixteen (16) students are enrolled in the program and will receive credit in BSC 1930 Biological Issues. The Instructor will introduce students to coral ecology, turtle conservations, desert ecology and the human impact on Israel's environment through lectures, labs and investigative experiences. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College is \$0.00.

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Levin, Roxana	Instructor	Communications/TS	06/08/2019 - 07/01/2019
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Destination: Salamanca, Spain

The purpose of this trip is to lead SPC students on a study abroad program to Spain. At time of reporting, a total of twenty-four (24) students are enrolled in the program and will receive credit in one of the following Spanish courses: SPN 1120/1121 Elementary Spanish I or II, SPN 2200/2201 Intermediate Spanish I or II, SPN 2240/2241 Spanish Conversation and Comp I or II or SPN 2949 Study Abroad Working Experience. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College is \$4,155.43.

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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.

ND01022019

January 15, 2019

**MEMORANDUM**

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

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



**SUBJECT:** Workforce Institute

**Approval is sought for the recommended changes to Workforce Institute courses within the 2018-2019 catalog year.**

*Workforce Institute, Information & Innovative Technology:* Added seven new online courses to expand and enhance current offerings.

- SMS0401 Managing IT Projects: Six Sigma Yellow Belt Certification Prep
- SMS0402 Managing IT Projects: Six Sigma Green Belt Certification Prep
- SMS0403 Managing IT Projects: Six Sigma Black Belt Certification Prep
- NWT0802 CompTIA Advanced Security Practitioner (CASP) Prep
- NWT0803 CompTIA Server+ Certification Prep Online
- NWT0804 CompTIA Cloud+ Certification Prep Online
- CMP0796 Microsoft SharePoint for End Users

*Workforce Institute, Information & Innovative Technology:* Added one new online course to provide the public with an overview of Microsoft and Adobe products available through the Workforce Institute.

- CMP0100 Today's Technology Essentials

*Workforce Institute, Information & Innovative Technology:* Added three new certification courses in response to industry requests.

- PRG0801 Introduction to Programming Using Java Certification
- PRG0802 Introduction to Programming Python Certification
- DBS0801 Introduction to Database Administration Certification

*Workforce Institute, Information & Innovative Technology:* Updated two courses to correct the fees and description in the course catalog.

- CMP0991 Certification Exam Prep
- CMP0992 Network+ Certification Exam Prep

*Workforce Institute, Manufacturing:* Added eight new courses as part of new offerings sponsored by the State of Florida, Department of Economic Opportunity, Florida Job Growth Workforce Training Grant for Mechatronics and Electromechanical Technician Training (METT).

- MNF0481 Mechatronics: General Preventative and Predictive Maintenance
- MNF0482 Mechatronics: Blueprint Reading and Schematics
- MNF0483 Mechatronics: Robotics
- MNF0484 Mechatronics: Controls and Instrumentation
- MNF0485 Mechatronics: Basic Electricity and Electronics
- MNF0486 Mechatronics: Mechanical Systems and Mechanical Drive Systems
- MNF0487 Mechatronics: Safety
- MNF0488 Mechatronics: Fluid Power and Electrohydraulics/Pneumatics

*Workforce Institute, Continuing Education Health/Allied Health Program:* Changed one course offering to revise and update content and increase course fee.

- HHP0301 RN Refresher/Remediation

January 15, 2019

**MEMORANDUM**

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

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

**SUBJECT:** National Science Foundation – Advancing Informal STEM Learning (AISL)

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by University of Rhode Island in partnership with St. Petersburg College to the National Science Foundation (NSF) for the Advancing Informal STEM Learning (AISL) funding opportunity. Permission is also sought to accept an estimated \$260,596 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 purpose of the Advancing Informal STEM Learning (AISL) program is to develop evidence-based design and STEM learning opportunities for the public in informal, out-of-the-classroom environments. Led by the University of Rhode Island, the Research to Enhance Public Education and Actions Related to Tropical Storms (REPEATS) seeks to understand the cultural and social narratives that inform early preparedness education and an intervention programs related to extreme weather events. Focused on increasing community resiliency, SPC's portion of the project will involve providing community workshops and trainings to help residents (including SPC students and staff) to understand weather related events, make sound and informed decisions and prepare for, endure and recover from these events. A focal point of these trainings will involve Personal Weather Stations (PWS) used to measure temperature, relative humidity, pressure, rain fall, and wind speed and direction. Funding will support staff time and effort, development and delivery of workshops and the purchase and installation of Personal Weather Stations.

The estimated period of performance will be from September 1, 2019 through August 31, 2023. The total project budget is approximately \$260,596 over the four-year period. See attached Information Summary for additional information.

Anne Cooper, Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; Natavia Middleton, Dean, Natural Sciences, recommend approval.

Attachment  
ks120618

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

**Date of BOT Meeting:** January 15, 2019

**Funding Agency or Organization:** National Science Foundation

**Name of Competition/Project:** Advancing Informal STEM Learning (AISL)

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

**Grant/Contract Time Period:** **Start:** 9/1/19 **End:** 8/31/23

**Administrator:** Natavia Middleton

**Manager:** Erica Moulton

**Focus of Proposal:**

The Research to Enhance Public Education and Actions Related to Tropical Storms (REPEATS) project is a four-year Research in Service to Practice project. It focuses on research that will advance knowledge and effective public Science, Technology, Engineering, and Mathematics (STEM) literacy strategies to help with evidence-based decision making in preparation for natural disasters. Further, the program will support improved public communication practices to enhance public preparedness in advance for severe tropical storms, specifically hurricanes, and evacuation response. Project research will also lead to a better understanding of why individuals/families do not head hurricane warnings and take the recommended actions. As a partner, SPC will deliver the developed messaging using public workshops and forums. A key resource for this programming will be the installation of and training on Personal Weather Stations, as a way for community members to retrieve information from during extreme weather events. The goal of SPC's activities will be to create and deliver an engaging learning program focused on increasing an individual's: 1) understanding of weather related events; 2) ability to make sound and informed decisions; and 3) confidence in preparing for, enduring and recovering from these events, while also increasing their capacity to become neighborhood role models and contributing members of local decision makers.

**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	\$	86,471
Fringe Benefits	\$	22,592
Travel	\$	1,500
Materials and Supplies	\$	70,374
Other (Printing & Installation)	\$	15,000
<u>Indirect Costs</u>	\$	<u>64,659</u>

Total Budget \$ 260,596

**Funding:**

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

\$ 0

Total amount from funder:

\$ 0

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No  Yes

Voluntary match or cost sharing:

No  Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

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

Values:

1. Community Focus
2. Growth & Empowerment


Strategic Initiative(s):

1. Engage the Community
2. Improve the Learning Experience

January 15, 2019

**MEMORANDUM**

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

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

**SUBJECT:** Florida Department of Education—Office of Independent Education and Parental Choice (OIEPC), Public Charter School Program Grant (CSP)

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Office of Independent Education and Parental Choice (OIEPC), Public Charter School Program Grant (CSP). Permission is sought to accept an estimated \$550,000 in funding over a three-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The Public Charter School Program Grant (CSP) provides Florida charter schools, slated to open during the 2018-19 or 2019-20 school year, with financial assistance for planning, program design, and initial implementation. The goal of this funding is to expand the number of high quality charter schools in Florida. This is a multi-year project with a maximum combined program performance period, for all project phases, of 36 months. The timeline is to be broken up into Program Planning and Design (max. 18 months) and Implementation (est. 24 months). SPC is applying under the New Operators category, which is designated for organizations that run fewer than 5 charter schools. Funds will be used to support one-time costs related to opening the new St. Petersburg Collegiate High School – North Pinellas, such as professional development, staff onboarding, furniture, technology, etc.

The estimated period of performance will be from January 1, 2019 through December 31, 2021. The total project budget is projected to be \$550,000 over a three-year period. Of this amount, it is estimated that \$13,908.22 will be used during the Planning and Design Phase (January 1, 2019-April 30, 2019). Per FLDOE the budget for the remaining \$536,091.78 will be developed during the Planning & Design Phase. See attached Information Summary for additional information.

Anne Cooper, Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; Catherine Kennedy, Associate Vice President, Academic Affairs & Partnership, University Partnership Center; and Starla Metz, Principal, recommend approval.

Attachment

ks120718



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

**Date of BOT Meeting:** January 15, 2019

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

**Name of Competition/Project:** Office of Independent Education and Parental Choice (OIEPC), Public Charter School Program Grant (CSP)

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

**Grant/Contract Time Period:** **Start:** 1/1/19      **End:** 12/31/21

**Administrator:** Catherine Kennedy

**Manager:** Starla Metz

**Focus of Proposal:**

Supporting the planning and implementation related to the opening of the St. Petersburg Collegiate High School – North Pinellas (SPCHS-NP), the Public Charter School Program Grant (CSP) will provide financial assistance for non-construction, one-time, start-up expenses. The purpose of this funding is to assist schools slated to open during the 2018-19 or 2019-20 school year with planning, program design, and initial implementation. The current process for this funding is separated into two phases: 1) Planning and Design; and 2) Implementation. Now in the Planning and Design Phase, SPC will engage in professional development and other related activities, while developing a strategic plan and budget for the Implementation Phase. It is anticipated that the majority of the funding will be used for the purchase of essential one-time expenses related to the opening of SPCHS-NP such as furniture, textbooks, technology and staff training.

**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.)

*\* It is estimated that \$13,908.22 will be used during the Planning and Design Phase (est. January 1, 2019-April 30, 2019). Per FLDOE the budget for the remaining \$536,091.78, to be used for the Implantation Phase, will be developed during the Planning and Design Phase. An updated budget will be provided to the Board of Trustees upon completion of the initial planning.*

Personnel	\$ 3,918.75
Fringe	\$ 623.47
Travel	<u>\$ 9,366.00</u>
Phase One Budget	\$ 13,908.22
<b>Estimated Phase Two</b>	<b><u>\$ 536,091.78</u></b>
<b>Total Grant Budget (Estimated)</b>	<b>\$ 550,000.00</b>

**Funding:**

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

\$ 13,908.22

Total amount from funder:

\$ 13,908.22\*

*\*This is the total amount requested from the funder for the Planning and Design Phase, the full amount of the award is estimated to be \$550,000.*

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No  Yes

Voluntary match or cost sharing:

No  Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

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

Value(s):

1. Equity
2. Student Success
3. Community Focus


Strategic Initiative(s):

1. Improve the Learning Experience
2. Staff Professional Development

January 15, 2019

**MEMORANDUM**

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

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

**SUBJECT:** Firehouse Subs Public Safety Foundation—Public Safety Equipment Grant

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Firehouse Subs Public Safety Foundation, by St. Petersburg College Foundation, for the Public Safety Equipment grant. Permission is also sought to accept an estimated \$21,792.55 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The mission of the Firehouse Subs Public Safety Foundation is to impact the life-saving capabilities and the lives of local heroes and their communities by supporting life-saving equipment, disaster relief, prevention education, support of members of the military, and scholarships and continuing education. The Foundation supports public safety organizations in the communities served by Firehouse Subs restaurants across the country.

To align with this mission, SPC has requested funding to purchase extrication equipment to train new and incumbent firefighters at the SPC Fire Academy. Currently, the Fire Academy has one operational extrication unit, which students are required to train on to meet national accreditation standards; the lack of an additional unit decreases the amount of training time that students receive in a highly-skilled environment. A new extrication unit will allow the Fire Academy to increase training capacity and give students more preparation time and a truly hands-on, accessible experience with up to date training technology. Students will graduate fully prepared to operate life-saving equipment in the field.

The estimated period of performance will be from February 1, 2019 through January 31, 2020. The total project budget is projected to be \$21,792.55 over a one-year period, of which the College anticipates receiving the full amount.

Anne Cooper, Senior Vice President, Academic Services; Suzanne L. Gardner, General Counsel; Brian Frank, Dean, College of Public Safety; and Eric Carver, Provost, Allstate Center, recommend approval.

Attachment  
ks1214183

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

**Date of BOT Meeting:** January 15, 2019

**Funding Agency or Organization:** Firehouse Subs Public Safety Foundation

**Name of Competition/Project:** Public Safety Equipment Grant

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

**Grant/Contract Time Period:** **Start:** 2/1/19      **End:** 1/31/20

**Administrator:** Brian Frank

**Manager:** Gabrielle Bain

**Focus of Proposal:**

One of the key roles that firefighters play outside of fighting fires is in rescue at motor vehicle crash sites. The Bureau of Fire Standards and Training (BFST) requires each student to complete 14 drill hours of combined rescue/extrication training during their 450-hour firefighter certification course. Currently St. Petersburg College (SPC) has just 1 full set of operational extrication equipment; increasing demand due to larger class sizes will make it more difficult for students to complete the required training hours on the existing extrication unit alone. To address the need for additional training time for firefighting students in addressing vehicle crash sites, SPC Fire Academy seeks to expand the availability of training equipment used in hands-on maneuvers. SPC is proposing to purchase one (1) hydraulic extrication system to train fire academy students in safe removal of individuals from crash sites and other confined spaces. This system is used as a tool to mirror, anticipate or amplify real situations with guided experiences, providing more of an experiential learning opportunity with state of the art technology.

**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.)

Equipment and Supplies	\$ 21,367.55
<u>Shipping</u>	<u>\$ 425.00</u>
Total Budget	\$ 21,792.55

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 21,792.55
Total amount from funder:	\$ 21,792.55

Amount/value of match: Cash: N/A

	In-kind: N/A
Required match or cost sharing:	No X      Yes
Voluntary match or cost sharing:	No X      Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

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


Value(s):	<ol style="list-style-type: none"> <li>1. Student Success</li> <li>2. Community Focus</li> <li>3. Equity</li> </ol>
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Strategic Initiative(s):	<ol style="list-style-type: none"> <li>1. Improve the Learning Experience</li> <li>2. Prepare Students for In-Demand Careers</li> </ol>
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January 15, 2019

**MEMORANDUM**

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

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

**SUBJECT:** Florida Department of Health – Emergency Medical Services Matching Grant

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Health, by St. Petersburg College for the Emergency Medical Services (EMS) Matching Grant Program. Permission is also sought to accept an estimated \$20,238.75 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The purpose of the funding is to improve and expand EMS programs statewide, specifically those that: 1) provide or effect direct services to emergency victims; 2) train the public, first responders, law enforcement personnel, EMS and other healthcare staff; or 3) enhance quality assurance, management and administrative aspects of the field. In alignment with SPC's simulation initiative and to enhance the training and educational experience of SPC's EMS certificate, degree and continuing education students, the College will use the funding to support the purchase of three new AED/cardiac monitoring simulators to provide experiential learning using technology-enhanced equipment at each of the three campuses with EMS programs.

The estimated period of performance will be from May 1, 2019 through April 30, 2020. The total project budget is projected to be \$26,985.00 over a one-year period, including a \$20,238.75 award and a \$6,746.25 match contributed by the College. As a stipulation of the funding, SPC is required to provide a 25% cash contribution to cover the cost of the equipment. See attached Information Summary for additional information.

Anne Cooper, Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; Deanna Stentiford, Dean, Allied Health Sciences; and Glenn Davis, EMS Program Director, recommend approval.

Attachment

jm1213182

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

**Date of BOT Meeting:** January 15, 2019

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

**Name of Competition/Project:** Emergency Medical Services (EMS)  
Matching Grant

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

**Grant/Contract Time Period:** **Start:** 5/1/19      **End:** 4/30/20

**Administrator:** Deanna Stentiford

**Manager:** Glenn Davis

**Focus of Proposal:**

To address the need for highly skilled pre-hospital personnel, St. Petersburg College's (SPC) Emergency Medical Services (EMS) Program seeks to expand the experiences and training of students through enhanced simulation. Simulation at SPC will continue to be used as a tool to mirror, anticipate or amplify real situations with guided experiences, providing more of an experiential learning opportunity than instruction through learning technology. SPC is proposing to purchase three (3) REALTi360 AED simulators to train students in cardiac monitoring and resuscitation. The use of simulation emphasizes outcomes-based over process-based education, promoting better preparation of healthcare workers. It will also assist with competency verification for employed healthcare providers attending continuing education classes.

**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.)

Equipment	<u>\$ 26,985.00</u>
Total Budget	\$ 26,985.00

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 26,985.00
Total amount from funder:	\$ 20,238.75

Amount/value of match:      Cash: \$6,746.25 (*covering 25% of supplies and equipment*)

In-kind: N/A

Required match or cost sharing:	No	Yes X
Voluntary match or cost sharing:	No X	Yes
Source of match/cost sharing:	General Operating Budget	
Negotiated indirect cost:	N/A	
(Fixed) administrative fee:	N/A	
Software/materials:	N/A	
Equipment:	N/A	
Services:	N/A	
Staff Training:	N/A	
FTE:	N/A	
Other:	N/A	

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

Value(s):

1. Student Success
2. Community Focus
3. Equity

Strategic Initiative(s):

1. Improve the Learning Experience
2. Prepare Students for In-Demand Careers



January 15, 2019

**MEMORANDUM**

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

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



**SUBJECT: Change Order #2, Final Accounting, and Certificate of Final Inspection/Project Acceptance, Project #1707-P-12-2, Joint-use Library Building, Clearwater Campus, Building 50.**

**Authorization is requested to approve Change Order # 2, Final Accounting and Certificate of Final Inspection/Project Acceptance, Project #1707-P-12-2, Joint-use Library Building, Clearwater Campus, Building 50.**


The original Guaranteed Maximum Price (GMP) for this project was \$11,996,313. This change order #2 is a credit of \$544,327.81, which reflects cost savings derived from owner's contingency, project contingency, as well as sales tax savings. After deducting the portion of the project that was direct purchased by the college, \$2,413,525.13, the Final GMP is \$9,038,460.06. Considering this project was funded utilizing funds from both the City of Clearwater and St. Petersburg College, the \$544,327.81 credit will be redistributed at the same percentage at which funds were contributed by each party.

The Certificate of Final Inspection, Project Acceptance, and Final Acceptance are presented today for your review and approval.

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

January 15, 2019

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President   
**SUBJECT:** Funding Transfer Request

**Approval is sought to transfer up to \$3,000,000 from Fund 1 (Operating) to St. Petersburg College's Self-Funded Health Insurance cost center to satisfy Florida Statute 112.08.**

St. Petersburg College has a Self-Funded medical account. Per Self-Funded regulations (Safe Harbor), St. Petersburg College is required to file the annual 112.08 report with the State of Florida to meet our Safe Harbor compliance.


For the calendar year 2019, St. Petersburg College is asking approval to transfer up to \$3,000,000 to the Health Insurance account to comply with Safe Harbor Requirements of a minimum balance of 17% of annual claims.

Once funds are transferred to the Health Insurance account, the funds can only be used for Health Insurance expenses. The College will not be able to transfer these funds for any other purpose.

Brian P. Miles, Vice President, Administration, Finance & Technology; Carol Sumter, Associate Vice President, Human Resources; Mike Meigs, Acting Associate Vice President, Business and Financial Services, recommend approval.

January 15, 2019

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, Ph.D., President   
**SUBJECT:** Quarterly Informational Report of Contract Items

This informational report includes executed contracts and/or items that have been approved by either the President or designee during the preceding Quarter and are being reported to the Board pursuant to Board of Trustees' Rule 6Hx23-5.903.

**Section A: Program Related Contracts**

1. Affiliation Agreement with **Access Health Care Physicians, LLC** to provide clinical experience to students in the College's Clinical Medical Assistant Program. The Agreement will commence as soon as possible and continue unless terminated by either party. There is no cost to the College. This item was approved by Andrea Henning on November 14, 2018. Department—Workforce Institute/Allied Health
2. Affiliation Agreement with **Allegheny Health Network** to provide clinical experience to students enrolled in the Health Information Technology Program. The Agreement will commence as soon as possible and continue for the period of one year. Thereafter, the Agreement will automatically renew for up to 4 additional one-year periods. There is no cost to the College. This item was approved by Anne Cooper on October 22, 2018. Department—Health Information Technology
3. Articulation Agreement with **Anchorage School District** that will allow graduates of the Veterinary Assistant Program at King Technical High School to receive credit for two courses upon acceptance into the AS Veterinary Nursing Program at the College. There is no cost to the College. The Agreement will commence as soon as possible and continue for the period of three years. This item was approved by Anne Cooper on November 13, 2018. Department—Veterinary Nursing
4. Affiliation Agreement with **Bayfront HMA Medical Center, LLC d/b/a Bayfront Health St. Petersburg** to provide clinical experience to students enrolled in the Emergency Medical Services Program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on October 9, 2018. Department—Emergency Medical Services

5. Affiliation Agreement with **Bay Hospital d/b/a Gulf Coast Regional Medical Center** to provide medical surgical clinical site and preceptor for RN Refresher/Remediation/Return to Work students to obtain clinical experience. There is no cost to the College. The Agreement will commence as soon as possible and continue for the period of two years. This item was approved by Andrea Henning on December 5, 2018. Department—Workforce Institute—CE Health
6. Agreement with **Clara Education Center, Inc. (CEC)** whereby CEC will promote the Intensive English Program in Vietnam and assist students in enrolling in the Program. The Agreement will commence as soon as possible and will continue for the period of one year. The College agrees to pay CEC \$1,040, less any required taxes, for each student enrolled in the Program with payment being made after the 20th day of the student's first semester in the Program. Based on an anticipated number of students, the College anticipates and expected revenue of \$39,390 less expenses of \$5,200 for an approximate net revenue of \$34,190 for the one-year period. This item was approved by Andrea Henning on December 3, 2018. Department—Workforce and Professional Development
7. Affiliation Agreement with **Deborah Heart & Lung Center** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period of two years. There is no cost to the College. This item was approved by Anne Cooper on November 14, 2018. Department—College of Nursing
8. Affiliation Agreement with the **State of Florida, Department of Health—Dixie, Gilchrist & Levy County Health Department** to provide clinical experience to students enrolled in the Health Services Administration baccalaureate program. The Agreement will commence as soon as possible and continue through December 31, 2022. There is no cost to the College. This item was approved by Anne Cooper on October 1, 2018. Department—College of Health Sciences
9. Affiliation Agreement with **Florida Hospital Memorial Medical Center** to provide clinical experience to students enrolled in the Health Services Administration, Health Information Technology and Continuing Education Nursing programs. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on August 13, 2018. It is being included on this Report as it was not included on the prior Report. Departments—College of Health Sciences, CE Nursing
10. Affiliation Agreement with **Hernando HMA, LLC dba Bayfront Health Brooksville** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue through December 31, 2020. There is no cost to the College. This item was approved by Anne Cooper on October 29, 2018. Department—College of Nursing

11. Agreement with **Lifespan Corporation** on behalf of its affiliates, **Emma Pendleton Bradley Hospital, The Miriam Hospital, Newport Hospital, Rhode Island Hospital and its Hasbro Children's Hospital, and Gateway Healthcare, Inc.** provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on November 13, 2018. Department—College of Nursing
12. Affiliation Agreement with **Mid-Atlantic Healthcare Network, Charles George Veteran Affairs Medical Center** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period agreed to by the parties not to exceed ten years. There is no cost to the College. This item was approved by Anne Cooper on November 2, 2018. Department—College of Nursing
13. Amendment to the Agreement with **Mobile Infirmiry Association dba Mobile Infirmiry** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Amendment, which sets forth agency requirements that students must have on file with the agency, will commence as soon as possible and continue conterminously with the Agreement. There is no cost to the College. This item was approved by Anne Cooper on October 29, 2018. Department—College of Nursing
14. Agreement with the **School Board of Pinellas County** to provide opportunities for SPC Nursing students to obtain clinical experience. The Agreement will commence as soon as possible and continue unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on December 3, 2018. Department—College of Nursing
15. Agreement with **Seasons Hospice and Palliative Care** to provide clinical experience to students enrolled in the Nursing Program at no cost to the College. The Agreement will commence as soon as possible and continue unless terminated by either party. This item was approved by Anne Cooper on October 4, 2018. Department—College of Nursing
16. Agreement with **S.F. & Wellness, Inc. dba W.I.T.S. (WITS)** whereby WITS will provide a blended training program for the Certified Fitness Trainer program. The College will pay WITS a flat fee of \$499 per student for curriculum, study guide, class instruction, coordination of the internship and exam fees. The College will recruit and register students for the program, provide classroom/lab space for practical labs and exams, and provide accident insurance through student fees. The College will retain the balance of the course fee. Based on an estimated enrollment of 40 students, the gross revenue at \$899 per student would be \$35,960. After paying WITS its share, the College would receive a net revenue of \$16,000. The Agreement will commence as soon as possible and will be ongoing unless

terminated by either party. This item was approved by the President on October 9, 2018.  
Department—Workforce Institute/Allied Health

17. Agreement with **Tallahassee Memorial Health Care, Inc.** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on October 29, 2018. Department—College of Nursing
18. Affiliation Agreement with **Tidewell Hospice, Inc.** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period of one year. Thereafter, the Agreement will automatically renew for successive one-year periods for up to five years unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on November 27, 2018. Department—College of Nursing
19. Affiliation Agreement with **Variety Children’s Hospital, Inc. dba Nicklaus Children’s Hospital** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on October 29, 2018. Department—College of Nursing

**Section B: Contracts above \$100,000 (\$100,001-\$325,000)**

20. Amendment to the Agreement with **Fibernet Direct Florida, LLC** to upgrade the current 2Gb DIA Circuit for Internet at the District Office to 3GB for the remainder of the current Agreement. Accordingly, this Amendment will commence as soon as possible and continue through September 23, 2020. The original Agreement was approved for an amount of \$113,400 for three years. The additional cost to the College associated with this Amendment is anticipated to be \$28,750 for a total contract amount of \$142,150 over the thirty-six month period. This item was approved by the President on October 15, 2018. Department—Information Systems - Networks

**Section C: Contracts above \$50,000 (\$50,001-\$100,000)**

None

**Section D: Contracts above \$10,000 (\$10,001-\$50,000)**

21. Agreement with **Arts Conservatory for Teens (ACT)** to provide the MLK Day of Service kick-off celebration/production at the Palladium Theatre entitled *Reflections of the Last 50 Years: How Far Have We Come?* This production will include schools, churches and business organizations residing in St. Petersburg collaborating to honor Martin Luther

- King, Jr. and his legacy. The cost the College will be \$25,000. The Agreement will commence as soon as possible and continue through January 25, 2019. This item was approved by Jamelle Conner on October 10, 2019. Department—Retention Services – MLK Day of Service
22. Agreement with **CAE Healthcare, Inc.** to provide technical support and maintenance for the CAE APOLLO and ISTAN equipment used in the Nursing Program. The Agreement is for the period of one year at a cost to the College of \$10,429. This item was approved by Brian Miles on December 18, 2018. Department—College of Nursing
  23. Amendment to the Agreement with **Civitas Learning, Inc.** to extend the current Agreement for an additional three months through February 8, 2019 at an additional cost to the College of \$38,272. Civitas maintains a private, secure, restricted-access instance of the Civitas Platform for the College which integrates PeopleSoft, D2L, and the Student Coaching System. Civitas also provides the College with access to the Illume Insights Platform and the Civitas Learning Network. This item was approved by Jamelle Conner on December 5, 2018. Department—Retention Services
  24. Agreement with **Copperhead Charities, Inc.** for the use of the Tarpon Springs Campus parking lots on March 21-24, 2019 during the Cooperhead Charities Championship Golf Tournament held at Innisbrook Inn and Resort. The College will receive \$5,000 for the use of its parking area and facilities. Additionally, under a separate Agreement, Copperhead Charities will also donate \$37,400 to the SPC Foundation which will be used for Tarpon Springs Campus student scholarships (\$29,400), Women on the Way (\$5,000) and Athletics (\$3,000). This item was approved by Jamelle Conner on November 14, 2018. Department—Golf Tournament Operations
  25. Agreement with **Eadvancement SK, LLC** to provide the consulting services of Ms. Kubik to conduct a program and organizational structure review of the College’s Foundation including producing a report that outlines steps needed and anticipated outcomes to increase the Foundation’s fundraising results and enhance its communication and alignment with the College. Ms. Kubik will assist in the hiring and on-boarding process for the next vice president and executive director of the Foundation and outline steps to be taken in preparation for a feasibility study in the final report. The Agreement will commence as soon as possible and will continue through December 31, 2018. The cost to the College will be \$25,100. This item was approved by the President on September 27, 2018. It is being included on this Report as it did not appear on the prior Report. Department—President’s Office
  26. Agreement with **Faculty Guild, Inc.** whereby the College will join the national network of faculty learning communities exclusively licensed to Faculty Guild who employ the Taking College Seriously framework of evidence-based instructional practices provided for cross-institutional teaching circles. Title III is using the Faculty Guild to enhance its student success for faculty to visualize their own circles of teaching and the broader Guild’s use of evidence-based research. Under the terms of this Agreement, the College will be able to appoint three full-time faculty fellows to the Faculty Guild Fellowship. The Agreement will commence as soon as possible and continue for the period of one year.

The cost to the College for this period will be \$10,500. This item was approved by Jamelle Conner on December 17, 2018. Department—Retention Services

27. Agreement with **KnowBe4, Inc.** to provide a Security Awareness Program for staff, faculty and students intended to provide measurable results showing a reduced number of successful phishing attempts at the College. The Agreement will commence as soon as possible and continue for the period of three years. The cost to the College will be \$45,909.18 over the three-year period. This item was approved by Brian Miles on October 15, 2018. Department—Information Systems—Networks
28. Agreement with **Motion State Media** to develop and produce five videos (under 2 minutes each) to promote current Apprenticeship Programs. The Agreement will commence as soon as possible and continue through project completion. The cost to the College will be \$14,000. This item was approved by Anne Cooper on November 14, 2018. Department—College of Computer & Information Technology
29. Agreement with **Optimal Resume** to continue to use the Optimal Resume service. This software is used in the College's Career Centers. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for the one-year renewal period will be \$11,419. This item was approved by Jamelle Conner on October 29, 2018. Department—Career Connections
30. Agreement with **Oracle America, Inc.** for the purchase of Microfocus International Ltd. Server Express COBOL compiler for UNIX that will facilitate the operating system change within the PeopleSoft infrastructure and the continued operation of the College's PeopleSoft systems. The cost to the College will be \$13,600 for the software and ongoing license plus \$2,992 for one year of software updates and technical support for a total cost of \$16,592. Should the technical support be continued after the first year, it will be handled via the Purchasing process. This item was approved by Brian Miles on November 26, 2018. Department—Information Systems—Networks
31. Agreement with **Ovid Technologies, Inc.** to continue the subscriptions to various electronic journals to support the Nursing and Dental Hygiene Programs. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$30,830. This item was approved by Anne Cooper on December 11, 2018. Department—District Library
32. Agreement with **Ovid Technologies, Inc.** to continue the subscription to Lippincott Advisor to support the Nursing Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$10,685. This item was approved by Anne Cooper on December 11, 2018. Department—District Library
33. Agreement with **Ovid Technologies, Inc.** to continue the subscription to the Veterinary Science database used to support the Veterinary Technology Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the



College for this Agreement will be \$14,919. This item was approved by Anne Cooper on December 12, 2018. Department—District Library

34. Agreement with **Revolution Technologies** to provide technical and/or specialized personnel staffing on an as needed basis to the College. The Agreement will commence on October 23, 2018 and will be ongoing unless terminated by either party. Although the cost to the College cannot be determined at this time, any costs associated with this Agreement will be based on the staffing hired from the agency which will be determined by Human Resources and handled via the Purchasing process. This item was approved by Brian Miles on October 20, 2018. Department—Human Resources
35. Agreement with **Security Scorecard, Inc.** to provide its Security Scorecard Platform which will include continuous monitoring of SPC Domains and third-party partner domains in order to protect SPC information and systems. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$12,000. This item was approved by Brian Miles on October 23, 2018. Department—Information Systems – Networks
36. Agreement with **Sunburst Entertainment Group, LLC** to provide the use of the Tropicana Field and facilities for the College’s graduation ceremony to be held December 8, 2018. The cost to the College for this Agreement is anticipated to be approximately \$27,500. This item was approved by Jamelle Conner on October 24, 2018. Department—Enrollment Services
37. Agreement with **Turnitin, LLC** to continue a one-year subscription to the Turnitin service which allows educational institutions to check student work for possible textual matches against internet-available resources and its own proprietary database. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$40,688.11. This item was approved by Anne Cooper on December 11, 2018. Department—District Library
38. Agreement with **West Interactive Services Corporation** to provide unlimited notification services for the “School Messenger” product for one year. Notification services include unlimited voice and email, SMS text, and automation services. The Agreement will commence as soon as possible and continue for the period of one year at a cost of \$27,000. This item was approved by Brian Miles on October 20, 2018. Department—Information Systems - Networks

**Section E: Contracts below \$10,000**

39. Agreement with **AARP Florida** whereby the Institute for Strategic Policy Solutions (ISPS) will partner and collaborate with AARP to facilitate the work of the Age-Friendly St. Petersburg Initiative. Specifically, ISPS will provide leadership and resources sufficient to support the initiative’s success and lend efforts to recruit, train, and support initiative volunteers. ISPS will also link its information to AARP websites related to the Initiative. AARP will provide: logistical support, development of press releases inviting local residents to the community conversation; survey information for the purpose of stimulating

community conversations; links to AARP websites and resources and the use of AARP Age Friendly publications; and representatives to present opening remarks at community events. The Agreement will commence as soon as possible and continue for the period of one year. There is no cost to the College. This item was approved by Mark Strickland on December 10, 2018. Department—Institute for Strategic Policy Solutions

40. Application Agreement with **Advantage Village Academy, Inc.** whereby the College is applying to participate in the St. Pete 2019 MLK Parade to be held on January 21, 2019. The entry fee for the Application will be \$125. This item was approved by Jamelle Conner on December 14, 2018. Department—Student Life & Leadership
41. Agreement with **Amazon Web Services, Inc. (AWS)** to provide access to course materials (Academy Tools) to a certified instructor for the purpose of teaching Amazon Web Services (Cloud Practitioner Certification) programming courses. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. Costs for course instruction will be handled separately from this Agreement. This item was approved by Andrea Henning on December 10, 2018. Department—Workforce Institute
42. Agreement with **Argosy University**, College of Education that will allow an Argosy student to complete a required unpaid internship in the Institutional Effectiveness Department. The Agreement will commence as soon as possible and continue through the summer of 2019. There is no cost to the College. This item was approved by Anne Cooper on October 17, 2018. Department—Institutional Effectiveness
43. Agreement with **CAE Healthcare, Inc.** to provide technical support and maintenance for the REPLAY Video Recording System equipment used in the Emergency Medical Services Program. The Agreement is for the period of one year at a cost to the College of \$1,038.96. This item was approved by Brian Miles on December 18, 2018. Department—Emergency Medical Services
44. Agreement with **CAM Connections a/k/a Protection One, a division of ADT** to provide the College's Allstate Center with upgrades to its existing Costar HD TVI video surveillance system. The Agreement will commence as soon as possible and continue through installation of the equipment. The cost to the College for equipment and installation will be \$4,437.02. This item was approved by Jamelle Conner on October 21, 2018 and Brian Miles on November 26, 2018. Department—Access Control
45. Agreement with **Countryside Christian Church** to provide the use of its facilities for the College of Nursing Pinning Ceremony to be held December 6, 2018. The estimated cost to the College will be \$4,140. This item was approved by Anne Cooper on October 16, 2018. Department—College of Nursing
46. Agreement with **DaySpring Conference Center** for the use of meeting space for the Retention Services Professional Development event being held on December 14, 2018. The cost to the College for the Agreement will be \$330. This item was approved by Jamelle Conner on December 5, 2018. Department—Retention Services

47. Agreement with **Deer Oaks EAP Services, LLC** to provide one-on-one counseling sessions and seminars at no cost to College employees. The Agreement will commence as soon as possible and continue for the period of three years. The anticipated cost to the College for this period will be \$4,500. This item was approved by Brian Miles on October 25, 2018. Department—Human Resources
48. Agreement with **Elite Events and Rentals, LLC** to provide tent and popcorn supplies for the College’s STEM Festival event to be held on the Clearwater Campus on October 27, 2018. The cost to the College for this Agreement will be \$350.50. This item was approved by Jamelle Conner on October 1, 2018. Department—Provost, CL
49. Agreement with **Elsevier BV** to continue the online subscription for access to Nursing Clinics of North America; Veterinary Clinics of North America—Equine Practice, Food Animal Practice, Small Animal Practice; and the Journal of the American Dental Association. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$4,781.26. This item was approved by Anne Cooper on November 16, 2018. Department—District Library
50. Agreement with the **Federal Emergency Management Agency (FEMA)**, Department of Homeland Security whereby the College agrees to provide FEMA the temporary use of space for a Disaster Recovery Center/Public Assistance office that will allow FEMA to assist members of the public seeking disaster assistance. It is anticipated that the use will be approximately three months and is being provided at no cost to FEMA. This item was approved by Brian Miles on December 18, 2018. Department—Provost, AC
51. Agreement with **Festive Floats of Florida, Inc.** for the rental of the Starburst Float for the MLK Day Parade to be held on January 21, 2019. The cost to the College for this Agreement will be \$1,300. This item was approved by Jamelle Conner on December 17, 2018. Department—Student Life & Leadership
52. Agreement with **Films Media Group aka Infobase** to continue to access the Films on Demand Physical Therapy collection for streamed video content to support the Physical Therapist Assistant Program. The Agreement will commence as soon as possible and continue through December 31, 2019 at a cost to the College of \$824.25. This item was approved by Anne Cooper on November 14, 2018. Department—District Library
53. Amendment to the Agreement with the **Florida Department of Highway Safety and Motor Vehicles** that allows the College to access the Department’s Driver and Vehicle Information Database system, commonly referred to as “DAVID,” for the verification of residency and reporting of traffic incidents. In compliance with Federal law, the Amendment provides additional language to address requirements regarding access to and disclosure of data that may include the deceased date of an individual. The Amendment will commence as soon as possible and continue through November 21, 2023. There is no cost to the College. This item was approved by Brian Miles on December 6, 2018. Department—Administration, Finance & Technology

54. Agreement with **FPL Energy Services, Inc.** to provide 8 TECO Peoples Gas accounts that will allow the College to purchase natural gas for use by the College. The Agreement will commence on November 1, 2018 and continue through October 31, 2020. The natural gas will be purchased based on the rates and terms of the Agreement and those costs would be separately determined based on usage. The costs to service the 8 accounts will be \$480 per year or \$960 over two years. This item was approved by Brian Miles on October 15, 2018. Department—Facilities Services
55. Agreement with **GradImages, a Division of Iconic Group** that will allow GradImages to take photographs of graduates during graduation ceremonies for the purposes of offering photo packages to graduates for purchase. There is no obligation for graduates to purchase the photos. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and continue for a period of two years. This item was approved by Jamelle Conner on December 18, 2018. Department—Enrollment Services
56. Agreement with **Loan Ranger Acquisitions, LLC** to allow the Edwards Group to use the College's Downtown Center parking facility to support the Group's Sundial development in Downtown St. Petersburg. The Edwards Group will pay the College \$600 per month, plus any taxes for an annual amount to the College of \$7,683.62. The Agreement is for the period of one year. This item was approved by Brian Miles on October 25, 2018. Department—Loan Ranger Acquisitions, LLC
57. Agreement with **Lyrasis**, licensing agent for American Psychiatric Publishing (APP), for a multi-site license to the Psychiatry Online Premium collection for use in the College's libraries. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this period will be \$5,273. This item was approved by Anne Cooper on December 11, 2018. Department—District Library
58. Agreement with **Megaport (USA), Inc.** to provide secure connectivity to existing cloud based resources in the Microsoft Cloud and the Oracle Cloud. The Agreement will commence as soon as possible and continue on a month-to-month basis unless terminated by either party. The estimated cost to the College through June 30, 2019 is approximately \$9,870. Should the Agreement be continued thereafter, additional expenditure approval will be sought at that time for the next fiscal period. This item was approved by Brian Miles on October 25, 2018. Department—Information Systems, Networks
59. Agreement with **Ovid Technologies, Inc.** to provide ongoing licenses associated with the purchase of new editions of eBooks to support the Nursing Program. The Agreement will commence as soon as possible and will continue unless terminated by either party. The cost to the College will be \$2,798. This item was approved by Anne Cooper on October 8, 2018. Department—District Library
60. Agreement with **Pinellas County School Board** for an additional use request under the College's current Joint Use Agreement with the School Board. Under the terms of the Agreement, the College, on behalf of the Clearwater Community Band – Lifelong Learning Program is requesting the use of the Countryside High School Band Room for band

practice which will be supervised by College staff. The costs associated with the use will be paid by the Clearwater Community Band directly to the School Board. There is no cost to the College. The Agreement will commence as soon as possible and continue through April 2019. This item was approved by Andrea Henning on September 24, 2018 and Mark St Louis on October 16, 2018. Department—Workforce Institute

61. Renewal of Agreement with **Pinellas Police Standards Council (PPSC)** for the use of space at the Allstate Center to provide the Police Applicant Screening Service (PASS). Since all recruits entering the law enforcement and corrections academies must be cleared through PASS, the housing of PASS at the Allstate Center continues to be a major advantage to the College's academy programs. Given the foregoing benefits to the College, there is no charge to PPSC for the use of the space. The College also provides janitorial services, four desktop computers and computer support services. The Agreement will commence on October 1, 2018 and continue for the period of one year. This item was approved by Brian Miles on August 22, 2018. This item is included on this Report as it was not included on the previous report. Department—General Administration/SEPSI
62. Agreement with **City of St. Petersburg**, Parks and Recreation Department to use Williams Park for a one-day SPC-USFSP Musical Festival to be held on April 6, 2019. The cost to the College for this Agreement will be \$230. This item was approved by Jamelle Conner on October 4, 2018. Department—Student Life and Leadership
63. Agreement with the **City of St. Petersburg**, Parks and Recreation Department to use Williams Park for the Spring Welcome Back Event to be held on January 17, 2019. There is no cost to the College. This item was approved by Jamelle Conner on December 13, 2018. Department—Student Life & Leadership
64. Agreement with **Suncoast Communications & Electronics, Inc.** to provide maintenance and repair for radios used in the Fire Science Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$966.72. This item was approved by Anne Cooper on November 2, 2018. Department—Fire Science
65. Agreement with **Swank Motion Pictures, Inc.** for a license to stream certain movie titles used for instruction in the College of Education. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$215. This item was approved by Anne Cooper on November 26, 2018. Department—Swank Motion Pictures, Inc.
66. Agreement with **Tampa Bay Business Journal** to renew the subscription for digital access to the Journal for 50 concurrent users to support the College of Business for a period of 14 months through February 28, 2020. The cost to the College for this Agreement will be \$2,500. This item was approved by Anne Cooper on December 11, 2018. Department—District Library
67. Agreement with the **Institut de Touraine** to partner for French language study abroad summer programs for St. Petersburg College students. The Agreement will commence as

soon as possible and continue for the period of three years. Costs associated with the study abroad programs will be paid by students. There are no costs associated with entering into this partnership Agreement. This item was approved by Anne Cooper on November 27, 2018. Department—Center for International Programs

68. Agreement with **Tower Alliance, LLC** for the installation of a 4' x 9' generator by T-Mobile South, LLC at the College's facility located at 601 70<sup>th</sup> Street North in St. Petersburg. This installation is associated with existing the Ground and Tower Lease Agreement and is for the purpose of improving the communication equipment at the site. There is no cost to the College. This item was approved by Brian Miles on December 5, 2018. Department—Information Systems – Networks
69. Agreement with **Transformation Technologies** to develop and deliver Lean Six Sigma Green Belt training curriculum for the College's client, the Florida Department of Health. The gross revenue to the College is anticipated to be \$15,992 and after expenses of \$8,000, the net revenue is anticipated to be \$7,992. The Agreement will commence as soon as possible and continue through April 30, 2019. This item was approved by the President on December 12, 2018. Department—Workforce Institute
70. Agreement with **Tutor.com** for a pilot of its online tutoring system including the purchase of online tutoring services from Tutor.com and a license to Tutor Software that can be used by faculty/staff to provide online tutoring services to students. The Agreement will commence as soon as possible and continue through June 30, 2019. The cost to the College for this Agreement will be \$10,000. This item was approved by Jamelle Conner on December 6, 2018. Department—Learning Resources
71. Agreement with the **U.S. Geological Survey (USGS)** whereby USGS St. Petersburg Science Center agrees to loan the College's Bay Pines STEM Center certain equipment for the period of one year at no cost. The Agreement can be extended annually upon the agreement of the parties. The College agrees to provide over-site of the equipment and general maintenance. If the College determines it no longer wants the equipment or an item becomes inoperable, the equipment will be returned to USGS. This item was approved by Anne Cooper on September 28, 2018. This item is being included on this Report as it did not appear on the previous Report. Department—Natural Science
72. Amendment to the Agreement with **Xerox Corporation** to lease a copier machine for the Nursing Program. The Amendment will extend the Lease through December 2019. The cost for the Lease through the extension period will be a monthly cost of \$256.65. This item was approved by Anne Cooper on October 4, 2018. Department—College of Nursing

Pamela S. Smith, Legal Services Coordinator, prepared this Quarterly Informational Report on contract items not exceeding \$325,000.

Suzanne Gardner, General Counsel, recommends approval.