

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES JANUARY 21, 2020

ST. PETERSBURG COLLEGE
DOUGLAS L. JAMERSON JR MIDTOWN CENTER
1300 22nd STREET S (Room 141)
ST. PETERSBURG, 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. Bonnie Fairbank (*Attending*)
 - 2. Kimberly Felos (*Attending*)
 - 3. Patricia Miles (*Attending*)
- B. SPC Spotlight
 - 1. New Dean Humanities and Fine Arts
 - 2. New Dean College of Business
 - 3. New Dean of Workforce Development
 - 4. New Executive Director, Institute for Strategic Policy and Solutions
 - 5. New Executive Director of Development, SPC Foundation

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of November 19, 2019 (*Action*)

Board of Trustees' Strategic Planning Workshop of December 17, 2019 (*Action*)

Board of Trustees Special Meeting of December 17, 2019 (*Action*)

V. MONTHLY REPORTS

- A. General Counsel
- B. Leepa-Rattner Museum of Art – Dr. Teresa Wilkins, Director
(*Presentation*)

VI. STRATEGIC FOCUS

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

- 1. Strategic Plan Dash Board – Dr. Sabrina Crawford, Associate Vice President, Institutional Effectiveness and Academic Affairs (*Presentation*)*
- 2. Fall and Winter 2019 Course Success Rates – Dr. Sabrina Crawford (*Presentation*)*
- 3. Spring 2020 Enrollment Summary – Dr. Patrick Rinard, Associate Vice President, Enrollment Services (*Presentation*)*

VII. CONSENT AGENDA

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

- 1. Completion of the St. Petersburg/Gibbs Student Success Center Update (*Action*)*

B. NEW BUSINESS

1. ADMINISTRATIVE MATTERS

- a. Human Resources
 - i. Personnel Report (*Action*)
 - ii. Stop Loss Policy (*Action*)

2. GRANTS/RESTRICTED FUNDS CONTRACTS

- a. Educate Tomorrow – Foster Care/Homeless Youth (*Action*)

3. OTHER

- a. Spot Survey #2, Version 10, Tarpon Springs and Allstate Center (*Action*)

VIII. INFORMATIONAL REPORTS

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

B. Quarterly Informational Report of Exempt and Non Exempt Purchases (*Information*)

C. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000 (*Information*)

D. Quarterly Report of Dell Financials Agreements (*Information*)

E. Direct Support Organization

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

F. Palladium at St. Petersburg (*Information*)

G. Operating Budget Report (*Information*)

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

X. PRESIDENT’S REPORT

XI. NEXT MEETING DATE AND SITE

February 18, 2020, EpiCenter, 1-453

XII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting January 21, 2020, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

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

***No packet enclosure**

Date Advertised: January 10, 2020



Dean, Humanities/Fine Arts

Dr. Barbara Hubbard



- Dr. Hubbard has a comprehensive academic leadership career in the greater Tampa Bay region, including Acting Dean at St. Petersburg College, Academic Chair at St. Petersburg College, Campus Director at Eckerd College, Dean at the Art Institute of Tampa, and Program Director at USF, St. Petersburg. Dr. Hubbard began her career at St. Petersburg College as an Adjunct instructor and advanced to the Academic Chair of the Digital Media program at the Seminole Campus.
- Dr. Hubbard has a strong community network that includes working closely with the Clearwater Public Art & Design Committee, Dunedin Fine Art Center, Dunedin Arts and Culture Advisory Council, Pinellas County Cultural Task Force, and Pinellas County Schools. She has presented at numerous conferences and workshops and her own creations have been exhibited at various local venues.
- Dr. Hubbard earned her Bachelor of Arts and Masters of Arts from Montclair State University. She completed her doctorate in Curriculum & Instruction / Higher Education Administration.



Dean, College of Business

Ms. Marta Przyborowski



- Ms. Marta Przyborowski has been with St. Petersburg College since 2009.
- As a Department Chair, she managed a \$1.5 Million U.S. Department of Labor Supply Chain Management grant awarded to SPC. As part of the grant initiative, Marta oversaw and directed the efforts in student recruitment and retention, program development, outreach, curriculum development, and staff management.
- Marta earned her B.S. degree in Marketing from the University of South Florida and her MBA from Long Island University, in partnership with Franklin College in Lugano, Switzerland. As part of her MBA, Marta spent 7 months in Lugano, Switzerland learning various facets of international business.



Dean, Workforce Development

Mr. Michael Ramsey



- Michael Ramsey has served as an educator for the past 16 years in several key leadership positions. He comes to us from Hillsborough County Public School's (HCPS) where he oversaw their secondary and post-secondary Career, Technical, & Adult Education (CTAE) programs as the General Director. He has focused his efforts on establishing community and business partnerships that align training program offerings with our local industry demands.
- Michael also supports the Tampa Bay community by serving on the CareerSource Tampa Board of Directors where he is the Chair of the Workforce Solutions Committee; the Mayor's Workforce Development Taskforce; the LEAP Tampa Bay College Access Network Leadership Council; the Greater Tampa Chamber of Commerce's Education Connection Committee; and as a member of the Florida Career Pathways Network Board of Directors.
- Michael earned his Bachelor of Arts from Thomas Edison State University and a Masters of Science from Nova Southeastern University.



Executive Director, Institute for Strategic Policy and Solutions

Ms. Kimberly Jackson, Esq.



- Ms. Jackson joined St. Petersburg College in 2012 as an adjunct professor in the Paralegal Program. She was promoted in 2015 to the position of Academic Department Chair for Social and Behavioral Sciences for the Downtown and Midtown Campuses.
- Ms. Jackson has spent over 20 years serving the community through her legal services, mentoring, non-profit work and impactful educational seminars on a range of topics from social justice, legislative initiatives, disability rights and mental health, the environment, arts and the geographic shift in our area.
- Ms. Jackson received her B.A. in Political Science with a minor in Communications from Spelman College in Atlanta, GA, her J.D. with a concentration in International Relations from Stetson University College of Law and her Masters in International Public Policy from Johns Hopkins School of Advanced International Sciences.



Executive Director of Development, St. Petersburg College Foundation

Dr. Luz Randolph



- Dr. Randolph comes to us from the University of South Florida where she was responsible for the university-wide fundraising efforts for Diversity Initiatives. Her primary focus was to assist in cultivating relationships between USF constituents and the Tampa Bay community. She has successfully fundraised over \$3 million for the USF system and assisted in the development and implementation of the Black Leadership Network which aims to provide financial and mentoring support to African American students at the University of South Florida.
- Before coming to USF, Luz served as Director of the Candidate Empowerment Center (CEC) at Florida A&M University. She also served as Assistant Director of the Department of Multicultural Student Affairs at the University of Miami
- She is a double alumna from the University of South Florida with a B.A in Interpersonal Communication and a Master of Education in Curriculum and Instruction – College Student Affairs. She completed her Doctor of Education in Higher Education and Leadership Administration degree from Nova Southeastern University.

LRMA

Leepa-Rattner Museum *of Art*
at St. Petersburg College



Mission

The mission of the Leepa-Rattner Museum of Art is to collect, conserve, exhibit, and protect the works of art entrusted to its care and stewardship. Through its exhibitions, programs, and expanding collection of 20th and 21st century art, the museum strives to engage and inspire our diverse community by providing opportunities for education, enlightenment, interpretation, and research to students, scholars, and visitors.



Museum History

- First opened to the public on January 22, 2002
- Established through the generosity of Dr. Allen Leepa, St. Petersburg College Foundation Inc., St. Petersburg College, and the State of Florida
- Notable Artists include: Abraham Rattner · Esther Gentle · Allen Leepa · Picasso · Chagall · Leger · Henry Moore · Miro
- 2010 – St. Petersburg College acquired the former Gulf Coast Museum of Art collection adding approximately 4,000 items to the Museum collections and creating a new collection focus on contemporary Florida art since 1990
- 2013 – LRMA was accredited by the American Alliance of Museums, a distinction held by fewer than 6% of all U.S. museums
- Today LRMA proudly serves all of the Tampa Bay region with visitors from Pasco, Hernando, Hillsborough, Manatee, Pinellas, and across the world



Partnerships

International Miniature Arts Society · Dunedin Fine Arts Center · Museum of Fine Arts St. Petersburg · Tampa Museum of Art · Orlando Museum of Art · University of South Florida Contemporary Art Museum (USF CAM) · USF Morsani School of Medicine · Department of Veterans Affairs · The United Nations · Peace 4 Tarpon · City of Tarpon Springs · Pinellas County Library Cooperative · Palm Harbor Library · Tarpon Arts · Tarpon Art Guild · Tempus Projects · The Museum Project · Graphicstudio · Blue Acier · Lothar Uhl · Jim and Martha Sweeny · Brooker Creek Preserve · Tarpon Springs Area Historical Society · Discover Florida Tours · The Seminole Tribe of Florida Tribal Historic Preservation Office · Safety harbor Historical Museum · Tampa Bay History Center · Gadsen Arts Center · PARC, Inc. · Morean Arts Center · Creative Pinellas · Florida Watercolor Society · The Dr. Carter G. Woodson African American Museum · Advent Health · Valley Bank · Hoffman Architects · Mary Mitchell Avery · Sharon Bressen · 24 Hands Printmaking · Syracuse University · The James Museum of Western and Wildlife Art · Americans for the Arts

Arts and Social Impact



- **Health & Wellness**

- Aging
 - Prisons & Rehabilitation
 - Public Welfare
 - Livability
- Health & Wellness

- **Faith**

- Religion & Spiritual Well-Being

- **Environment**

- Environment & Sustainability

- **Economy**

- Economic Development
- Workforce Development

- **Infrastructure**

- Agriculture & Food
- Housing
- Transportation & Infrastructure
- Planning
- Community Development

- **Innovation**

- Technology & Innovation

- **Education**

- Education & Youth Development
- Lifelong Learning

- **Social Justice**

- Civic Dialogue
- Community Cohesion
- Political Activation
- Immigration

- **Diplomacy**

- Tourism
- Military

- **Culture & Heritage**

- History, Tradition & Heritage
- Diversity, Access, Equity & Inclusion
- Art

Arts and Economic Prosperity



Total Expenditures: \$820,294

The total dollars spent by our organization and our audiences estimated using the average dollars spent per person, per event, by cultural attendees in similarly populated communities.

FTE Jobs: 24

The total number of full-time equivalent (FTE) jobs in our community supported by the expenditures both we and our audience makes.

Household Income: \$465,667

Total dollars paid to community residents as a result of the expenditures made by our organization and our audience.

Local Government Revenue: \$27,441

State Government Revenue: \$44,452

Total dollars received by local and state governments as a result of the expenditures of our organization and our audience such as taxes (income, sales, lodging, real estate, etc.), and fees (license, utility, filing, etc.).

Total Economic Impact of the Leepa-Rattner Museum of Art:

\$2,317,854

Total number reflective of the above and an estimate of \$40,000 for FTE

LRMA By The Numbers

2019

10,552 visitors to the Museum

500+ students (K-12)

1,000+ SPC students

312 active Members

150+ programs and events

LRMA is currently operating at a loss – expected (-\$54,000) for FY20

What are we doing to address this?



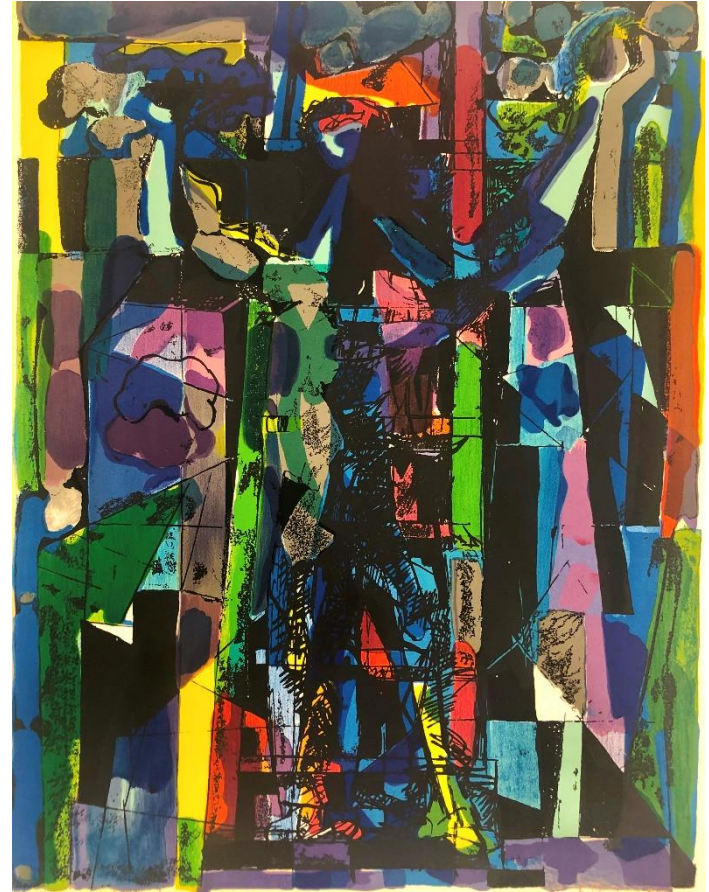
Strategic Initiatives



- Memberships
 - Re-evaluating and streamlining the price structures and benefits
 - Membership increase of 25% so far this FY with new outreach strategies
- Annual Fund/Development Growth
 - New Development Officer – Angela Manescala
- Grant Writing
 - In cooperation with SPC Foundation and SPC
- Diversification of Store Inventory and Lowering of Average Price Point
 - Sales are up 12% over last FY
- Instituting new programs, and community and college partnerships
 - Museum attendance is up nearly 4% this FY already
 - Partnership with Eckerd College's OLLI (Osher Lifelong Learning Institute)

LRMA 2020 and Beyond

- Tarpon Springs Campus 50th Anniversary
- AAM Re-accreditation in 2021
- 20th Anniversary in 2020
- 3-year Calendar of Exhibitions and Programs
- New 5-year Strategic Plan
 - LRMA Board Retreat February 22nd



Fall & Winter 2019 Course Success Rates



Goal: Decrease Course Withdrawals -5.0% Fall 2019

Fall 2018	Fall 2019	YOY % Change
3,937	3,860	-2.0%

Goal: Increase Retention Rate by 3.2% to 72% in Fall 2020

	2016-17 Baseline Fall 16 - Fall 17	2017-18 Fall 17 - Fall 18	2018-19 Fall 18 – Fall 19	Target Fall 19 - Fall 20
Fall to Fall Retention - Overall	68.8%	69.3%	69.1%	72.0%
African Americans	61.7%	61.2%	60.3%	
Hispanics	66.6%	67.9%	68.4%	

Course Success Rates

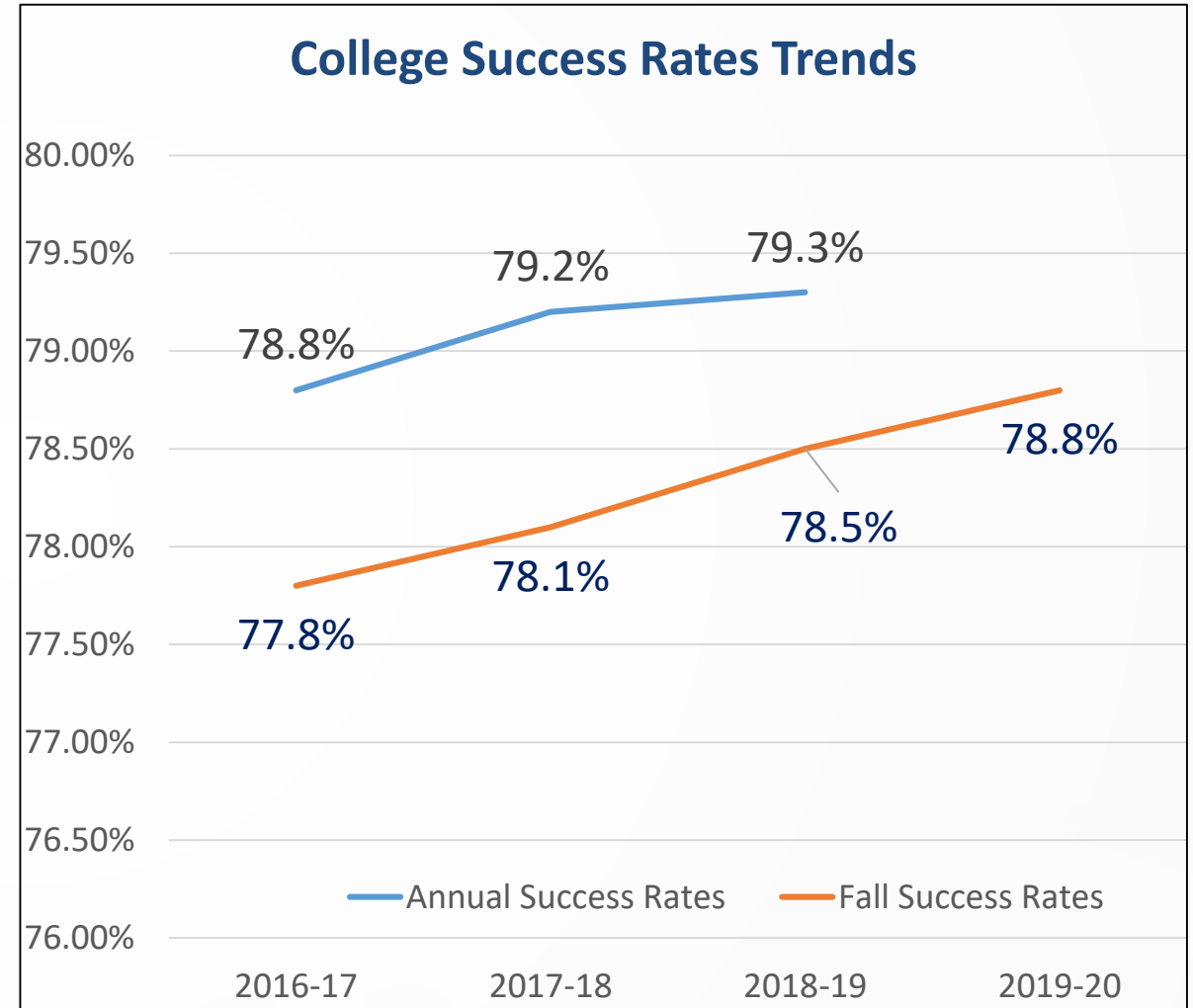
Goal: Increase Course Success by 2.0% to 80.2% in Fall 2020

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 2017	84,052	78.1%
Fall 2018	82,457	78.5%
Fall 2019	82,626	78.8%

Note: Excludes Pass/Fail Grading basis courses and audits



FALL Student Success Comparison & Gap Analysis

<i>Note: Excludes Pass/Fail Grading basis courses and audits</i>	Fall 2017	Fall 2018	Fall 2019	One Year Diff
All Students	78.1%	78.5%	78.8%	0.3%
Gender				
Male	75.5%	76.7%	77.0%	0.3%
Female	79.8%	79.8%	79.9%	0.1%
Ethnicity				
Black/African American	66.5%	66.5%	67.5%	1.0%
Hispanic/Latino	76.4%	77.2%	77.9%	0.7%
White	80.4%	80.8%	80.9%	0.1%
Male/Ethnicity				
Black/African American Male	62.7%	64.3%	64.0%	-0.3%
Hispanic/Latino Male	74.5%	75.8%	75.6%	-0.2%
White Male	77.4%	78.5%	78.9%	0.4%

GAP ANALYSIS	Fall 2017	Fall 2018	Fall 2019
All Students	78.1%	78.5%	78.8%
	-2.6%	-1.8%	-1.8%
	1.7%	1.3%	1.1%
	-11.6%	-12.0%	-11.3%
	-1.7%	-1.3%	-0.9%
	2.3%	2.3%	2.1%
	-15.4%	-14.2%	-14.8%
	-3.6%	-2.7%	-3.2%
	-0.7%	0.0%	0.1%

FTIC Student Success Comparison & Gap Analysis

<i>Note: Excludes Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).</i>	Fall 2017	Fall 2018	Fall 2019	One Year Diff
All Students	69.0%	70.7%	71.2%	0.5%
Gender				
Male	64.6%	67.9%	67.7%	-0.2%
Female	72.7%	73.1%	73.7%	0.6%
Ethnicity				
Black/African American	55.6%	56.1%	54.6%	-1.5%
Hispanic/Latino	69.9%	69.3%	71.4%	2.1%
White	71.3%	73.8%	74.0%	0.2%
Male/Ethnicity				
Black/African American Male	49.0%	52.4%	53.5%	1.1%
Hispanic/Latino Male	64.8%	65.0%	67.2%	2.2%
White Male	66.5%	70.7%	69.6%	-1.1%

GAP ANALYSIS	Fall 2017	Fall 2018	Fall 2019
All Students	69.0%	70.7%	71.2%
	-4.5%	-2.8%	-3.5%
	3.7%	2.4%	2.5%
	-13.4%	-14.6%	-16.6%
	0.9%	-1.4%	0.2%
	2.3%	3.1%	2.8%
	-20.0%	-18.3%	-17.7%
	-4.2%	-5.7%	-4.0%
	-2.5%	0.0%	-1.6%

FTIC Gateway Course Success & Gap Analysis

<i>Note: Excludes Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).</i>	Fall 2018	Fall 2019	One Year Diff
All Students	68.0%	68.0%	0.0%
Gender			
Male	65.6%	64.4%	-1.2%
Female	70.2%	70.5%	0.3%
Ethnicity			
Black/African American	55.8%	51.8%	-4.0%
Hispanic/Latino	66.8%	68.6%	1.8%
White	70.5%	70.9%	0.4%
Male/Ethnicity			
Black/African American Male	53.3%	50.4%	-2.9%
Hispanic/Latino Male	63.2%	66.5%	3.3%
White Male	67.6%	65.4%	-2.2%

GAP ANALYSIS	Fall 2018	Fall 2019
All Students	68.0%	68.0%
	-2.4%	-3.6%
	2.2%	2.5%
	-12.2%	-16.2%
	-1.2%	0.6%
	2.5%	2.9%
	-14.7%	-17.6%
	-4.8%	-1.5%
	0.4%	-2.6%

Dev Ed
Success
Rates
increased
1.2% to
67.1%

Winter Student Success Rates

<i>Note: Excludes Pass/Fail Grading basis courses and audits</i>	Winter 2018	Winter 2019
All Students (677)	75.5%	78.3%
Gender		
Male (196)		81.1%
Female (451)		78.3%
Ethnicity		
Black/African American (129)		65.1%
Hispanic/Latino (117)		76.9%
White (360)		83.1%
Male/Ethnicity		
Black/African American Male (22)		72.7%
Hispanic/Latino Male (33)		72.7%
White Male (119)		83.2%

Noteworthy Observations

- Course Withdrawal Rate dropped -2.0%.
- Retention remains steady but African American retention continues to decrease.
- Overall Success Rates continue to increase – this time by 0.3%
 - Slight gap decrease for African Americans and Hispanics, but not Males
- FTIC Success rates increased by 0.5%
 - Overall Males and African American students declined with widening gaps
 - African American and Hispanic Males increased with shrinking gaps
- Males, African Americans, and African American Males struggled the most in Gateway Courses
- Developmental Education Success rose 1.2%
- African American Males
 - New Trend towards Full-time
 - Online success rates show improvement, with face-to-face showing declines
- Winter Success Rates increased

Academic Excellence

Priority 2 - Closing the Achievement Gap

Economic Mobility

Priority 2 - Drive Enrollment Growth

Community Engagement

Priority 3 – Promote Civic Engagement

Financial Vitality

Priority 1 – Increase Non-State Funding Streams

Employee Engagement

Priority 3 – Ensure Employee Engagement and Retention through Strong Communication, Recognition, and Responsiveness

Questions ?



Spring 2020 Enrollment Summary

Board of Trustees Meeting
January 21, 2020

FALL 2019 Outcomes

Budgeted SSH	Actual SSH	Difference
234,175	236,721	+1.1%

SSH= Student Semester Hours

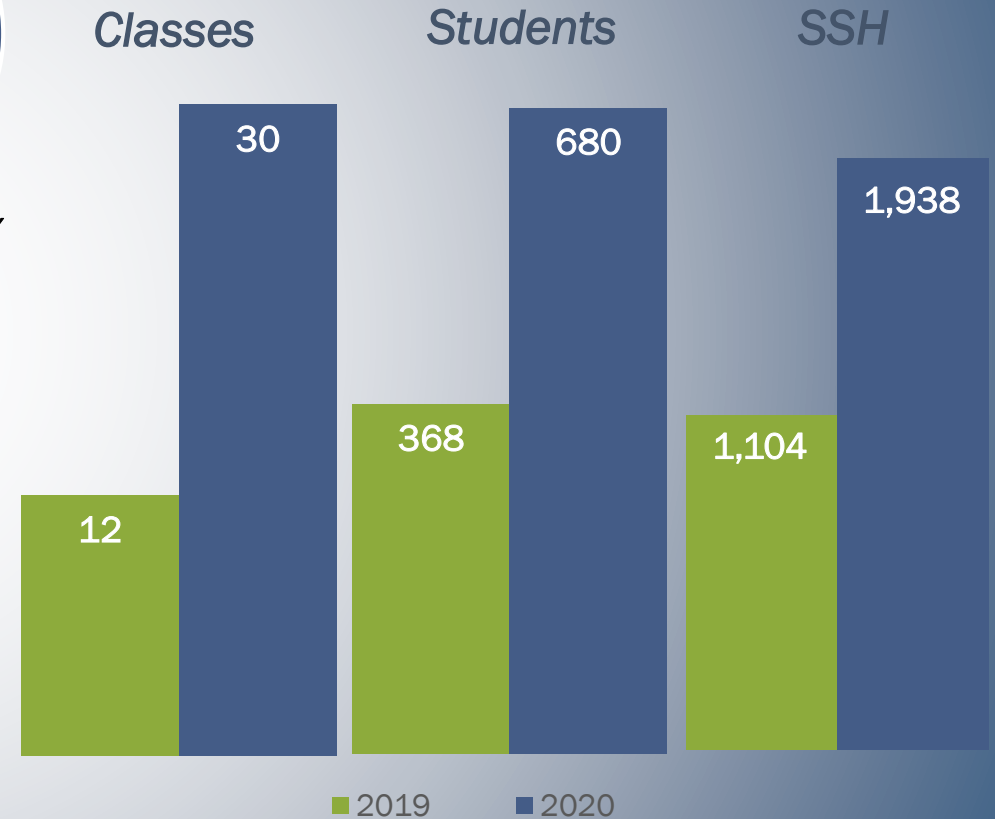
SSH	Beginning of Term	End of Term	Difference	% Difference
Fall 2018	239,509	239,199	-310	-.1%
Fall 2019	235,690	236,721	1,031	.4%
% Difference	-1.6%	-1.0%		

WINTER SESSION

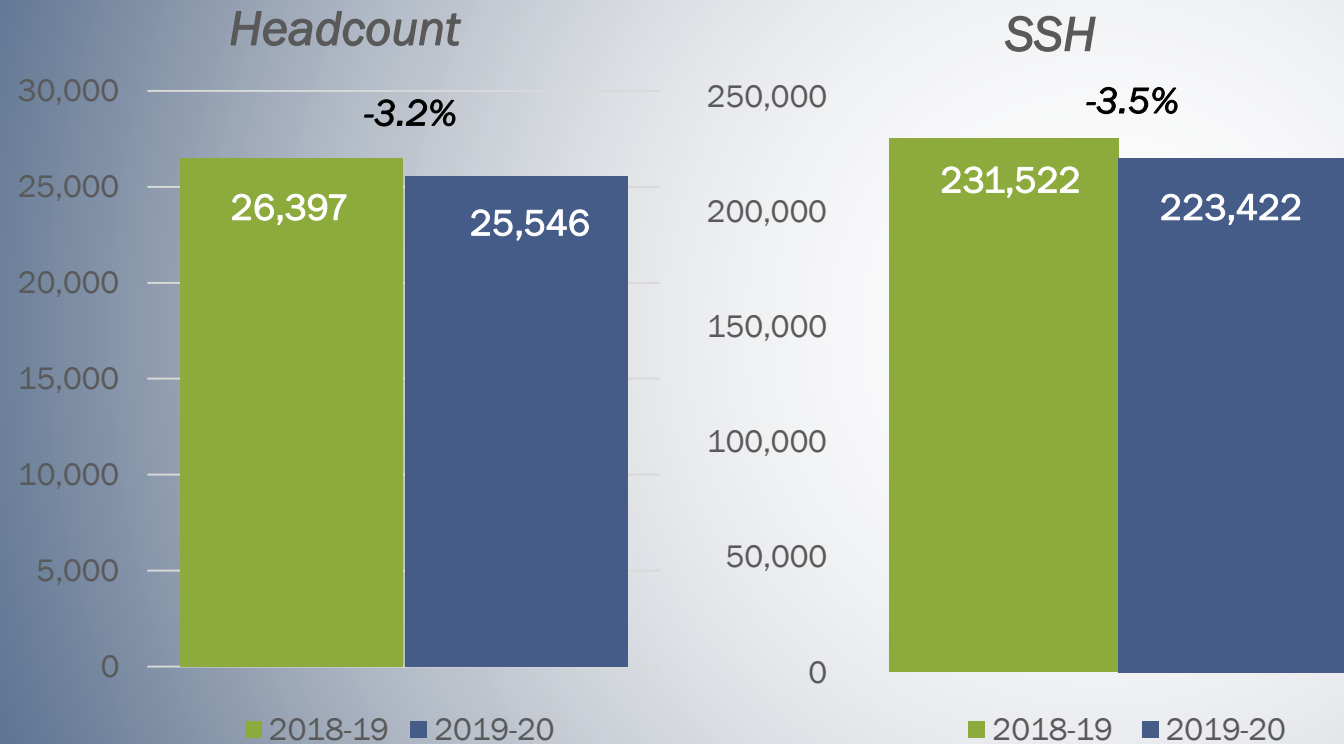
Winter Session is a 4-week session that began on December 16 and ended on January 10. It is designed for the student who wants to complete a course in a very fast paced format over the Holidays. All courses were taught online and **this year we offered 30 classes compared 12 classes last year**. We are very appreciative to the **22 faculty** who gave up time over the Winter break to serve our students.



**compared to 75.5% LY*



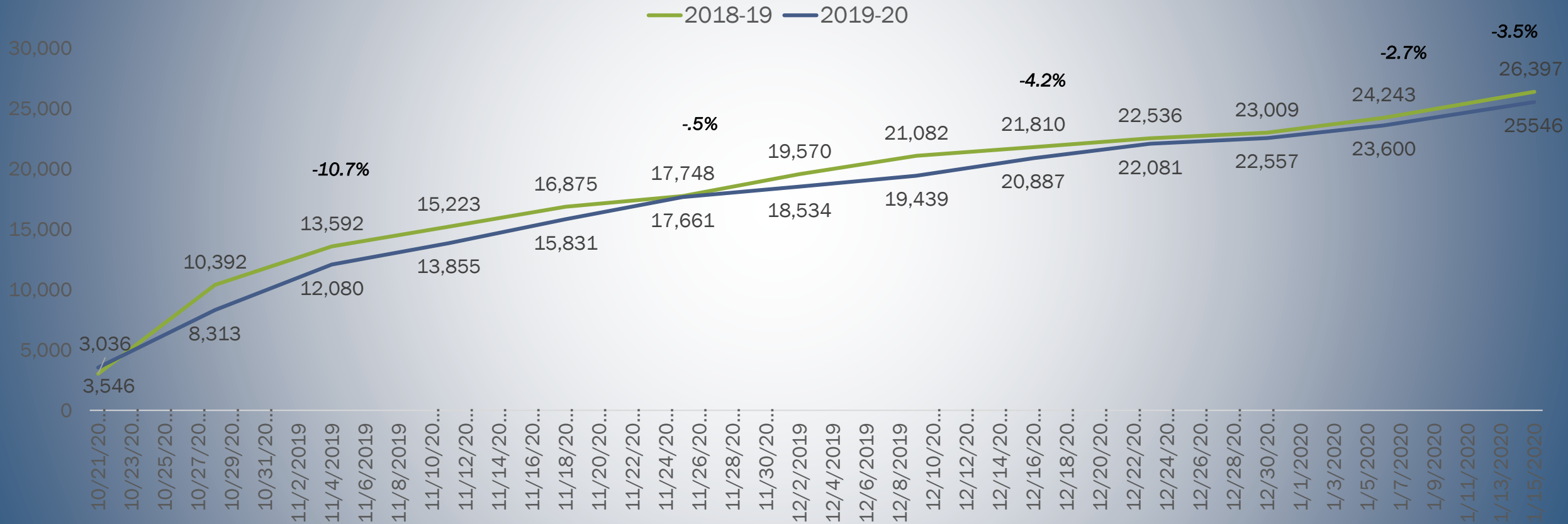
OVERALL ENROLLMENT



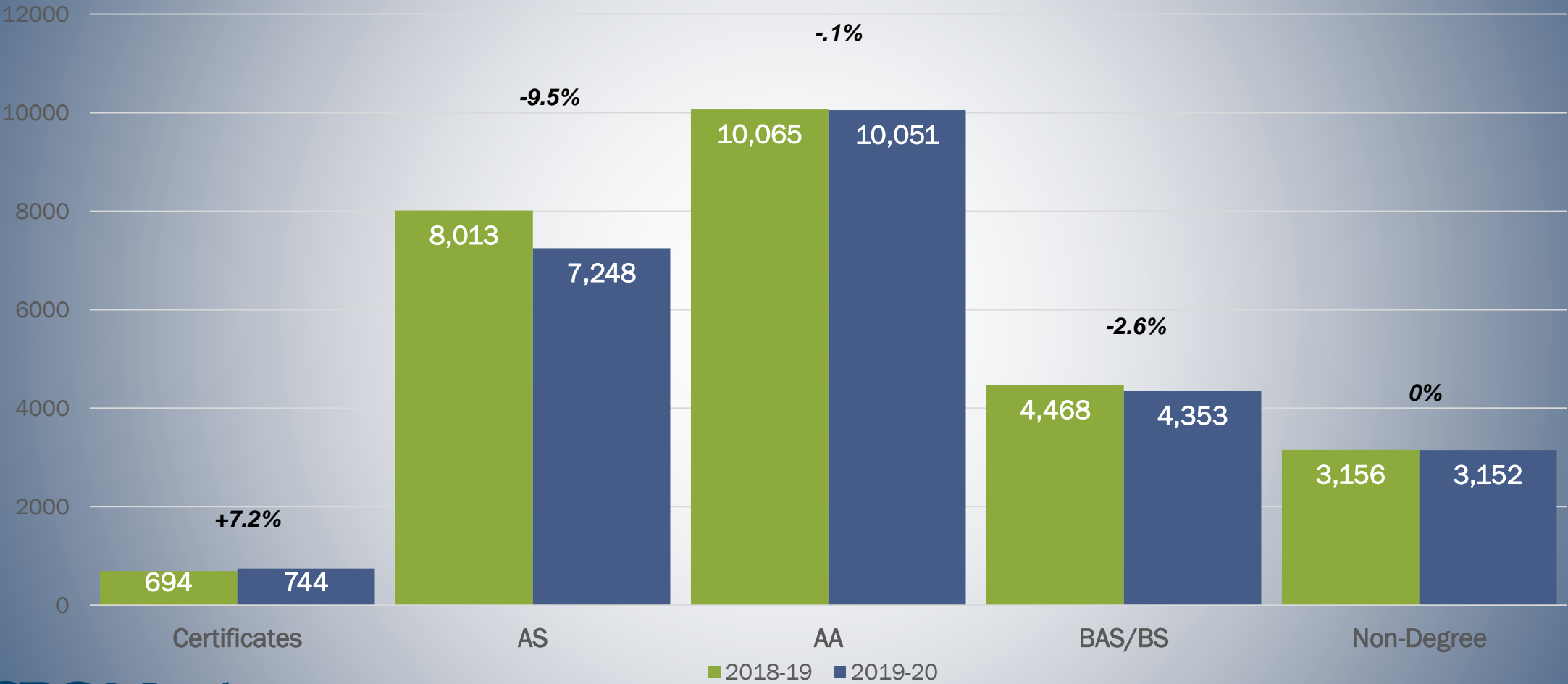
	2018-19	2019-20	% Change
Lower Division	195,721	188,895	-3.4%
Upper Division	36,097	34,527	-4.3%
Total	231,522	223,422	-3.5%

SSH= Student Semester Hours

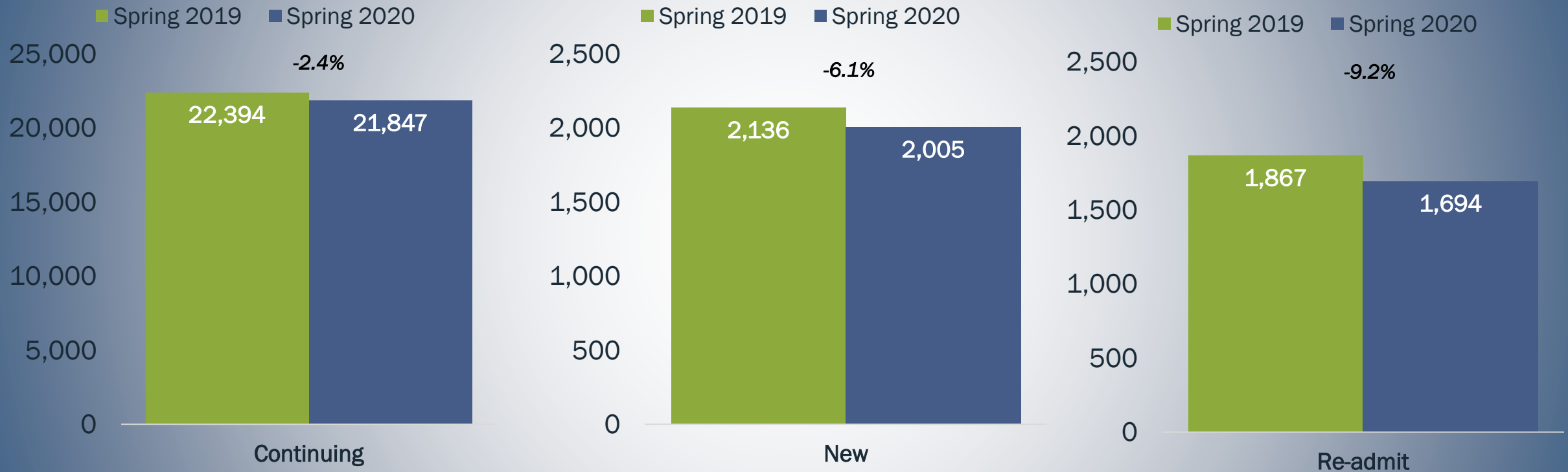
OVERALL HEADCOUNT



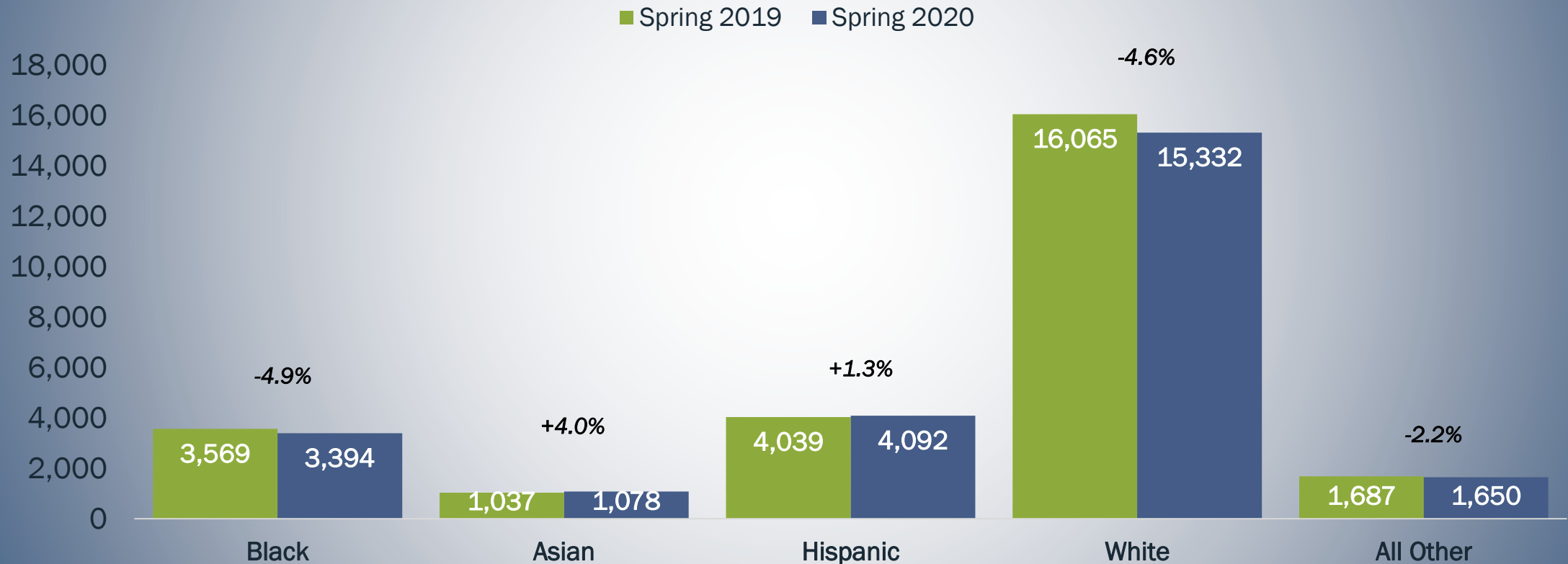
HEADCOUNT by ACADEMIC PROGRAM



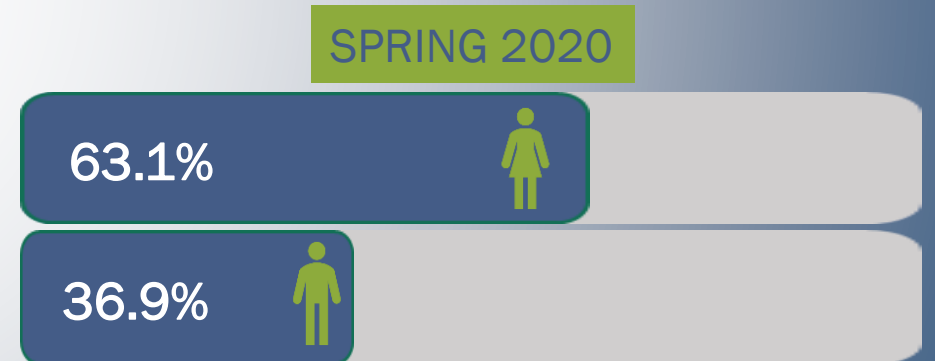
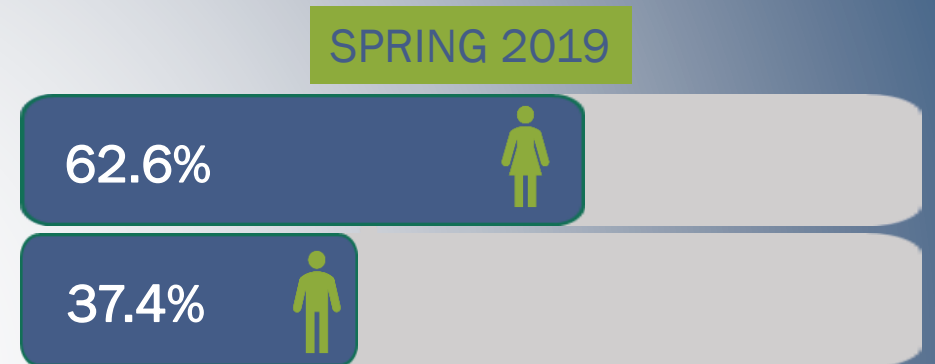
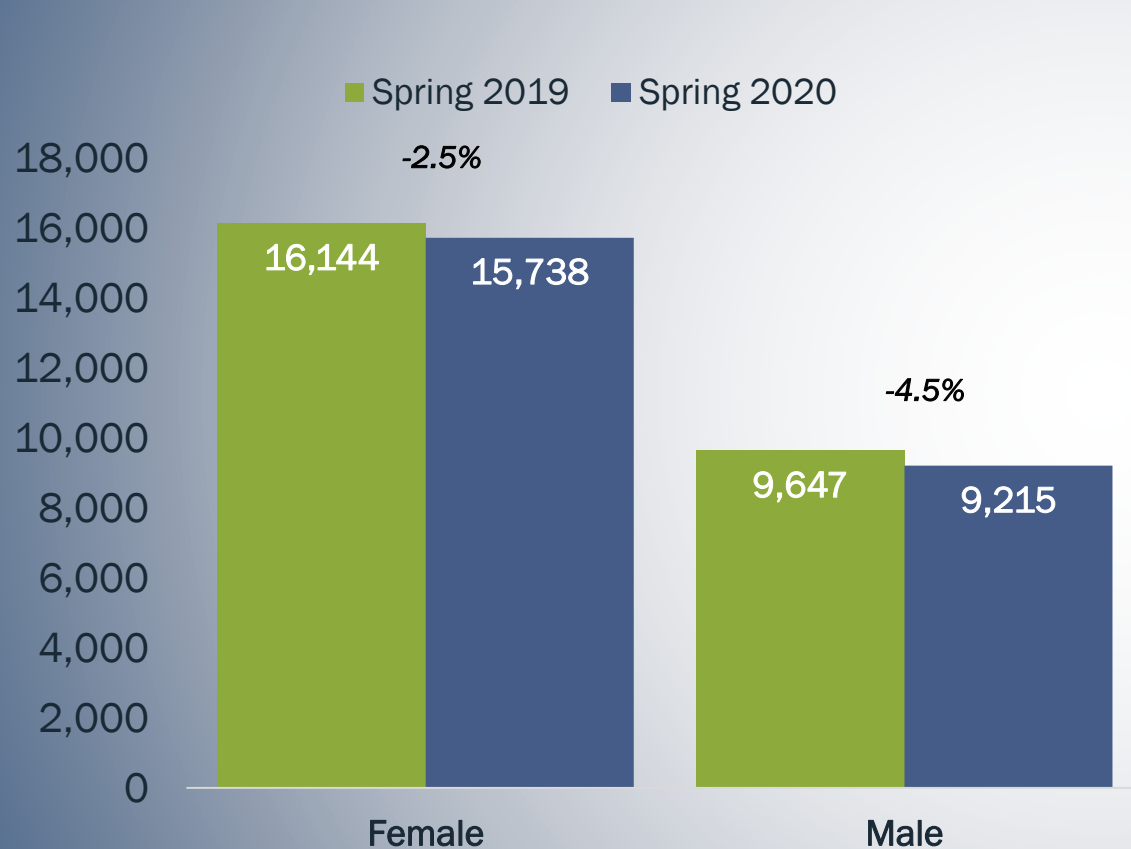
HEADCOUNT by ENROLLMENT TYPE



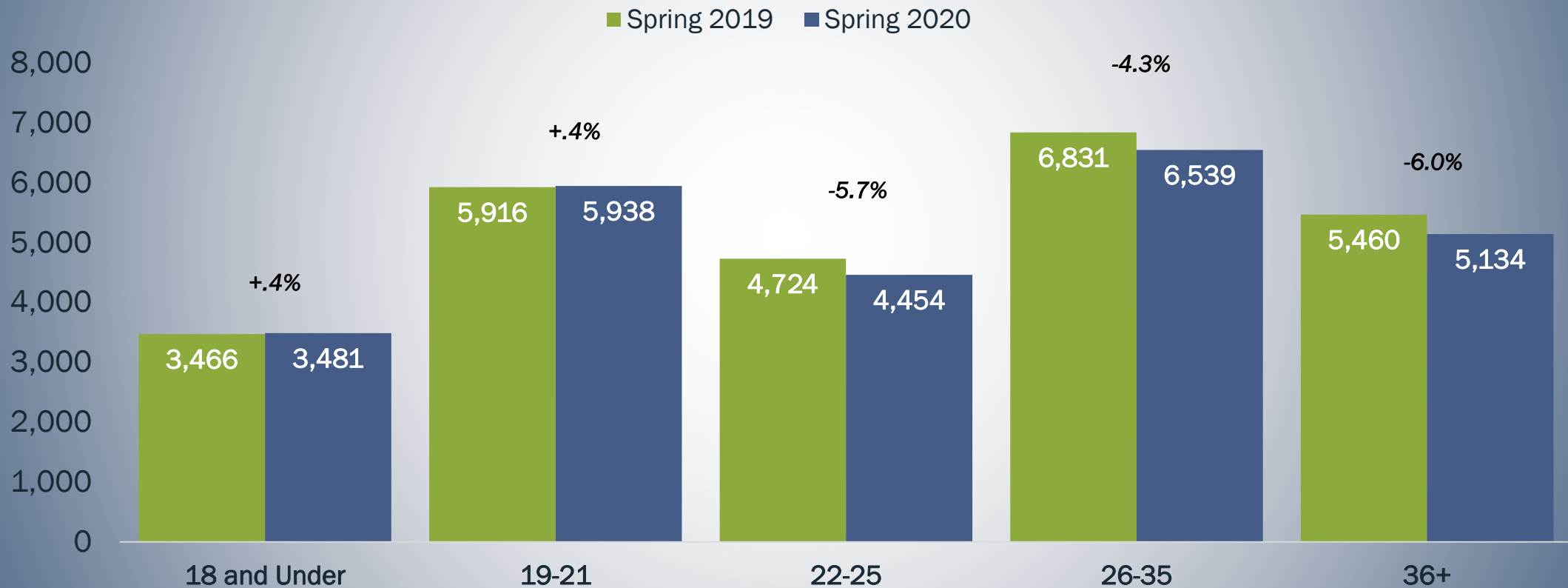
HEADCOUNT by ETHNICITY



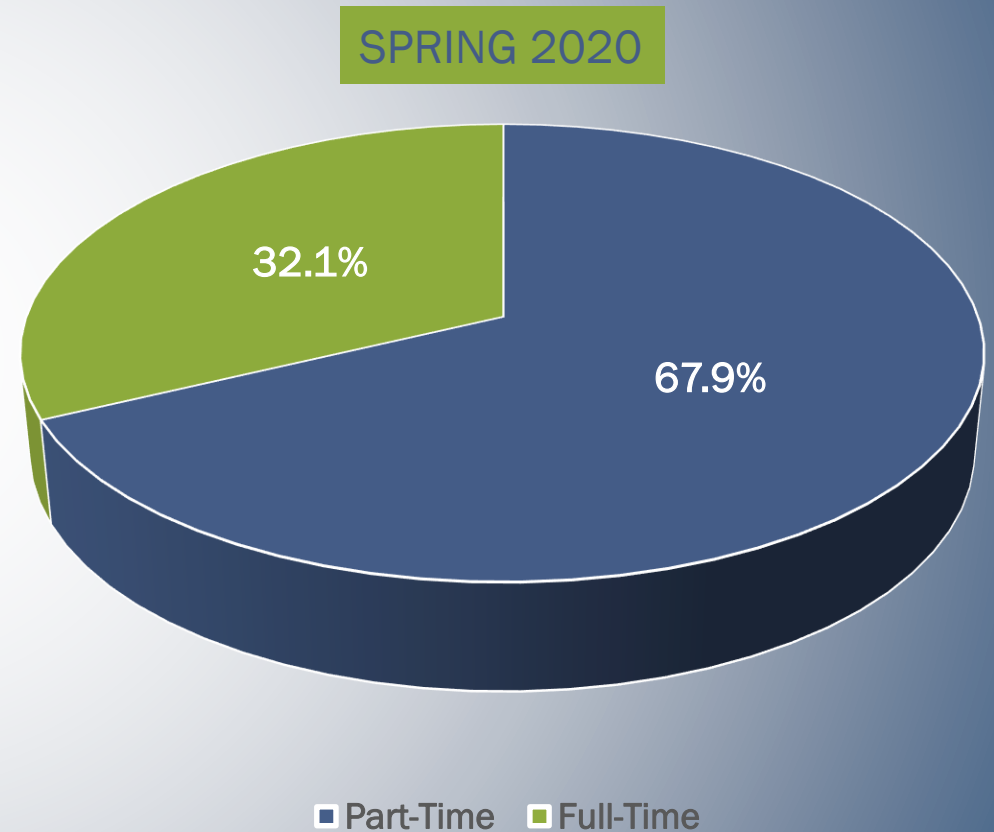
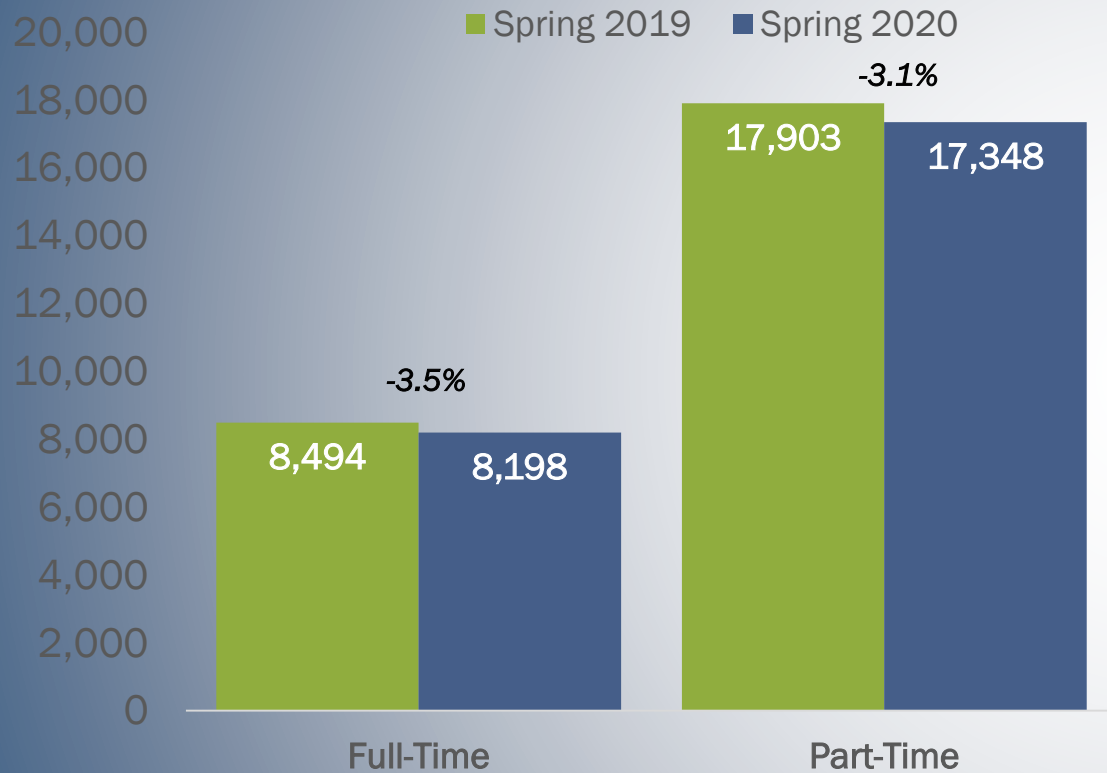
HEADCOUNT by GENDER



HEADCOUNT by AGE



HEADCOUNT by ENROLLMENT STATUS



Observations:

- Successful Winter Session: Increase in Enrollment and Success Rates
- Overall decline of 3.2% in Headcount and 3.5% in SSH
 - Lower Division: - 3.4% and Upper Division -4.3%
- 7.2% Increase in students in short-term certificate programs
- 2.6% Decrease in students in Baccalaureate programs
- 2.4% Decrease in Continuing Students (n=679)
- 6.2% Decrease in New Students (n=148)
- 9.2% Decrease in Readmitted Students (n=160)
- 4.9% Decrease in African American and 4.6% decrease in White students
- All of the Decrease is in students ages 22 and older

Strategies to Reduce Enrollment Decline

1. Promote Express and 8-Week 2 Sessions
2. 12 in 12 campaign at Midtown campus
3. Contact students who are within 12 credits of graduating to promote the Last Mile Scholarship
4. Contact Stop-Outs still not enrolled
5. Contact those that applied and did not enroll


Questions



January 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Ramsey, Michael	Dean of Workforce Development	Academic & Student Affairs EPI	12/2/2019 - 6/30/2020
Conologue, Kayla M	CCAMPIS Program Manager	Academic & Student Affairs SPG	12/9/2019 - 6/30/2020
Biferie, William D	Career & Academic Advisor	Counseling & Advisement CL	11/18/2019 - 6/30/2020
Jones, Matthew R	Career & Academic Advisor	Enrollment Management DO	12/2/2019 - 6/30/2020

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Henning, Andrea A	ExecDir, Collaborative Labs	Academic & Student Affairs EPI	1/1/2020 - 6/30/2020
McBride,Jennifer C	Assistant Dir, Accred & Assess	Academic EffectivenessAssessmt EPI	1/13/2020 - 6/30/2020
Marth, Nicholas F	Associate VDI Analyst	Administrative Information Sys EPI	11/18/2019 - 6/30/2020
Przyborowski,Marta F	Dean	College of Business EPI	12/2/2019 - 6/30/2020
Scott, William T	Asst Dir, Scholar&Stu Fin Asst	Financial Assistance Services TS	12/2/2019 - 6/30/2020
Hubbard,Barbara A	Dean	Humanities and Fine Arts CL	12/2/2019 - 6/30/2020
Crumley, Paul Michael	Senior Technical Lead	Online Learning and Services EPI	11/4/2019 - 6/30/2020
Jackson, Kimberly G	ExecDir,Inst StratgcPolSolutn	Provost Office SE	12/2/2019 - 6/30/2020
Nicholson, Jason I	Coord, StudentLife&Leadership	Student Activities SPG	11/18/2019 - 6/30/2020

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Sanchez, Noelle L	Administrative Svcs Specialist	Academic EffectivenessAssessmt EPI	12/2/2019
Dimick, Travis L	Technology Support Specialist	Accessibility Services EPI	12/2/2019
Rossington, Benjamin A	Sr Tech Support Specialist	Administrative Information Sys SE	11/17/2019
Jones, Christopher G	Custodian	Custodial Services CL	11/18/2019
Cintron, Moises A	Custodian	Custodial Services SPG	11/4/2019
Woolwine, Lauren	Human Resource Specialist	Human Resources DO	12/2/2019
Murren, Sean R	Student Support Assistant	Provost Office SE	11/18/2019
Johnston, Jennifer K	Student Support Specialist	Provost Office SE	12/2/2019
Williams, Burley A	Administrative Svcs Specialist	Student Activities SE	11/18/2019

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Bisson, Trevor	Academic Records Specialist	Admissions & Central Records DO	11/16/2019
Heyward, Bobby V	Administrative Svcs Assistant	Admissions & Central Records DO	11/2/2019
Kindavong,Bobby Chantharaj	Lead Custodian	Custodial Services AC	11/30/2019
Wright, Josephine A	Information Tech Specialist	Financial Assistance Services DO	11/30/2019
Vigue, Mark M	Information Tech Specialist	Information Systems - Network EPI	11/16/2019

Penzotti, Michael A	Sr Landscaper	Landscape Services AC	11/30/2019
Hester, Cody G	Acting, Sr InstructSuppSpeclst	Learning Resources CL	11/2/2019
Creekmore, Sheila K	Administrative Svcs Specialist	Natural Science SE	11/2/2019
Pedicone, Christopher M	Sr Administrative Svcs Speclst	Purchasing EPI	11/30/2019

HIRE Faculty			
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Name	Title	Department/Location	Effective Date
Bedard, Alyssa L	Faculty	Baccalaureate Programs HEC	1/6/2020 - 7/31/2020
Allen, Gary W	Faculty	College of Computer & InfoTech SPG	1/6/2020 - 7/31/2020
Griffin, Cassandra Lee	Faculty	Nursing HEC	1/6/2020 - 7/31/2020
Lo, Lisa	Faculty	Nursing HEC	1/6/2020 - 7/31/2020
McFarland, Barbara Karla	Faculty	Nursing HEC	1/6/2020 - 7/31/2020
Smith, Anita	Faculty	Nursing HEC	1/6/2020 - 7/31/2020
Jasper, Brenda R	Faculty, 12 Month	Nursing HEC	1/6/2020 - 7/31/2020

SUPPLEMENTAL Temporary			
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Name	Title	Department/Location	Effective Date
Harris, Jay S	Faculty - supplemental	Communications CL	1/13/2020
Byrne Peterson, Siobhan M	Faculty - supplemental	Natural Science TS	1/13/2020

HIRE Temporary			
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Name	Title	Department/Location	Effective Date
Poole, Ellen F	Adjunct Faculty	Ethics CL	1/13/2020
Karran, Chandrawattie A	Adjunct Faculty	Health Information Mgmt HEC	1/13/2020
Robinson, Sabrina J	Adjunct Faculty	Health Information Mgmt HEC	1/13/2020
Merkling, Jennifer	Adjunct Faculty	Mathematics CL	1/13/2020
Russell, Barbara J	Adjunct Faculty	Mathematics SE	11/7/2019
Nazik, Hasan	Adjunct Faculty	Natural Science CL	11/18/2019
Carter, Dia L	Adjunct Faculty	Natural Science SPG	1/13/2020
Cobin, Ryan D	Adjunct Faculty	Natural Science TS	1/13/2020
Roskos, Melinda R	Adjunct Faculty	Natural Science TS	1/13/2020
Beeler, David A	Adjunct Faculty	Social & Behavioral Science SP	1/13/2020
Marshall, Steve	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/13/2020
Wellin, Thaddaeus R	Adjunct Faculty, Bach	College of Computer & InfoTech SPG	1/13/2020
Bradley III, Frederick B	Adjunct Faculty, Bach	College of Education TS	1/13/2020
Poole, Ellen F	Adjunct Faculty, Bach	Ethics CL	1/13/2020
Rankin, Alexandria P	Adjunct Faculty, Bach	Ethics CL	1/13/2020
Rice, Julia L	Adjunct Faculty, Bach	Ethics CL	1/13/2020
Beuer, Genevieve E	Adjunct Faculty, HTF Nursing	Nursing HEC	1/13/2020
Thornhill, Dawn L	Adjunct Faculty, HTF Nursing	Nursing HEC	1/13/2020
Watts, Jermece N	Adjunct Faculty, HTF Nursing	Nursing HEC	1/13/2020
Caventer, Deborah L	Adjunct Faculty, Dual Enrollment	Early College/Dual Enrollment SE	1/13/2020
Hu, Ioane K	General Support	Engineering Technology CL	11/4/2019
Patterson, Marika L	OPS Career Level 1	Associate Provost Office SPG	11/4/2019
Sutton, Natalie E	OPS Career Level 2	Associate Provost Office HEC	11/4/2019
Castillo, Kristopher A	OPS Career Level 2	Enrollment Management DO	12/9/2019
Coffman, Sandra A	OPS Career Level 3	College Attorney DO	12/2/2019
Campbell, Martha E	OPS Career Level 3	Provost Office TS	10/28/2019
Jammer, Jaron A	OPS Career Level 3	Provost Office TS	10/28/2019
Volkman, Mary L	OPS Career Level 4	Athletics SPG	11/18/2019
Powell, Adam	OPS Career Level 4	Enrollment Management DO	11/18/2019
Corona, Adrian E	OPS Career Level 5	Help Desk Technical Support EPI	11/18/2019
De Sousa, John N	OPS Career Level 5	Learning Resources SPG	11/4/2019
Flory, Joshua T	OPS Career Level 5	Provost Office CL	12/2/2019
Patterson, Marika L	OPS Career Level 6	Provost Office DT	11/13/2019
Kaplan, Jacquelyn R	Professional Trainer	Criminal Justice AC	12/5/2019


Coffee, Jodianne C	Professional Trainer	Emergency Medical Services HEC	11/18/2019
Gregg, Ryan J	Professional Trainer	Emergency Medical Services HEC	11/18/2019
Hornbuckle III, Roscoe L	Professional Trainer	Emergency Medical Services HEC	11/18/2019
Deluca, John V	Professional Trainer	Workforce/Professnl Developmnt EPI	10/24/2019
Reese, Willis W	Professional Trainer	Workforce/Professnl Developmnt EPI	10/23/2019

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

ND12162019

January 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Dr. Tonjua Williams, President 
SUBJECT: Renewal of College’s Stop Loss Policy

Confirmation is sought to renew the College’s stop-loss policy for its self-funded health plan effective February 1, 2020, according to the agreed-upon terms. The College carries stop-loss coverage on specific (individual person) as well as overall aggregate (college-wide) claims to reduce risk of catastrophic loss. The College re-evaluated the coverage levels, and considered market bids as part of an overall review of the plan coverage leading into the 2020 plan year. Eight providers were invited to bid and six declined to quote due to ongoing claims. Aetna provided a bid 53.8% higher than current and Symetra provided a bid 51.3% higher than current. The recommendation is to maintain coverage at the current deductible level for the 2020 plan year.

The College’s policy would continue with Symetra Life Insurance Company. The Symetra Life Insurance Company aggregate and specific stop-loss premiums will be locked in through January 1, 2021 at \$49.16 per enrolled employee per month. In 2019, per enrolled employee per month cost was \$32.50.

The terms of the 2020 agreement are as follows:

2020 Terms and Options	
Specific Terms - Limit:	Unlimited/person, mandated by Health Care Reform legislation
Aggregate Terms:	Limit \$1-million, 125% aggregate margin
Covered Benefits:	Medical and Prescription Drugs
Third-Party Administrator:	Aetna
Specific Deductible*:	\$350,000
Estimated Aggregate Deductible:	\$22,591,770
11 Month Premium:	\$659,727

**Includes unlimited lifetime max feature mandated by Health Care Reform*

Brian Miles, Vice President, Administration, Finance & Technology; and Carol Sumter, Associate Vice President, Human Resources, bring this action forward, and recommend approval.



Symetra Life Insurance Company
5201 Blue Lagoon Drive, Suite 290
Miami, FL 33126
Office 305-715-6145
Cell 305-632-5694
Eric.Hicks@Symetra.com

December 18, 2019

RE: St. Petersburg College - Revised Renewal Stop Loss Terms

Jessica,

Attached are terms with the renewal rate increase pro-rated over the final 11 policy months.

Please let us know if you need anything else.

Eric Hicks

Regional Group Manager | Symetra Stop Loss
5201 Blue Lagoon Drive, Suite 290, Miami, FL 33126
Office 305-715-6145
Cell 305-632-5694



Excess Loss Carrier: Symetra Life Insurance Company
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Proposed Coverage for **St. Petersburg College**

Effective From **1/1/2020** to **1/1/2021**

		Current	1/20-2/20	2/20-1/21
Assumed Enrollment	Single	686	686	686
	Family	534	534	534
		1,220	1,220	1,220

Aggregate Excess Loss Insurance

Maximum Benefit		\$1M	\$1M	\$1M
Covered Benefits		Med/Rx	Med/Rx	Med/Rx
Aggregate Margin		125%	125%	125%
Reimbursement Percentage		100%	100%	100%
Commissions Aggregate Premium		5.00%	5.00%	5.00%

Monthly Factors	Composite	1,683.44	1,683.44	1,683.44
Estimated Annual Aggregate Deductible		\$24,645,567	\$2,053,797	\$22,591,770
Claims Basis		12/15	12/15	12/15

Monthly Rates	Composite	\$2.00	\$2.00	2.10
Estimated Annual Premium		\$29,280	\$2,440	\$28,182

Specific Excess Loss Insurance

Reimbursement Percentage		100%	100%	100%
Covered Benefits		Med/Rx	Med/Rx	Med/Rx
Commissions on Specific Premium		5.00%	5.00%	5.00%

Lifetime Maximum (per person)		Unlimited	Unlimited	Unlimited
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Specific Deductible		\$350,000	\$350,000	\$350,000
Monthly Rates	Composite	\$30.50	\$30.50	47.06
Estimated Annual Premium		\$446,535	\$37,211	\$631,545
Claims Basis		12/15	12/15	12/15

Total Estimated Cost		\$25,121,382	\$2,093,448	\$23,251,497
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January 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Educate Tomorrow – Challenge Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to Educate Tomorrow in support of the Challenge Grant. Permission is sought to accept an estimated \$35,000 in funding over an 18-month period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Educate Tomorrow is focused on the establishment of more on campus support programs for former foster care and homeless youth at Florida's colleges and universities. Educate Tomorrow administers the Positive Pathways Program, a contract from the Florida Department of Children and Families, to support collaborations and partnerships, including the Florida College System. Funded by the Helios Education Foundation, Educate Tomorrow is focused on assisting colleges and universities to establish dedicated on campus programs for former foster care and homeless youth to increase their enrollment, retention, persistence and graduation.

Educate Tomorrow is seeking to provide 2-3 Florida Colleges with Challenge Grants to be matched 1:1, with institutional and/or partner support. Funding is to be used to pay for a professional 'coach' focused on youth receiving foster care and homeless waivers to make sure that these students get enrolled, use their tuition exemption, access mentors and know where to go for additional support. Match dollars must be secured by Spring 2020, for program implementation beginning in Summer 2020.

The estimated period of performance will be from January 1, 2020 through June 30, 2021. The total award is projected to be \$35,000, of which the College anticipates receiving the full award amount.

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

ks0107202

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

Date of BOT Meeting: January 21, 2020

Funding Agency or Organization: Educate Tomorrow

Name of Competition/Project: Challenge Grant

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 1/1/20 **End:** 6/30/21

Administrator: Misty Kemp

Manager: TBD

Focus of Proposal:

Seeking to increase the college success rates of youth who have aged out of foster care or are homeless, Educate Tomorrow is providing challenge grants that will support this population. St. Petersburg College has an estimated 200 students receiving the foster care/homeless student waivers each year. Due to the significant challenges faced by this population, SPC is proposing to use funding to hire a dedicated staff member to help identify these students, provide them with advising and counseling, as well as connect them with community resources. The goals of this program will include: 1) Providing mentoring and support to foster care & homeless youth through completion of a diploma or degree; 2) Increasing the entry rate of foster youth & homeless into degree programs; and 3) Developing life skills and financial independence among program participants.

The Challenge Grant offers SPC half of the funding (\$35,000) expected to execute the project. *SPC's development staff is in discussions with other funders and community partners to identify the necessary match dollars.*

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.)

The budgeting of the \$35,000 award will be a part of the post-award process. It is anticipated that the funding would support a staff member dedicated to serving the program participants, as well as a portion of a staff member's time managing the grant.

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 70,000

Total amount from funder: \$ 35,000

Amount/value of match:

Cash: \$35,000

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:

TBD

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

College Values, Strategic Initiatives and Activities Addressed:

Value(s):

1. Student Success
2. Growth and Empowerment


Strategic Initiative(s):

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

January 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: **Spot Survey #2, Version 10**

Approval is requested for an amendment to the current Education Plant Survey for St. Petersburg College, dated June 30, 2017, for Tarpon Campus, Facility #96 and Facility #97(Site 5), 38600 US Highway 19, North, Palm Harbor, FL, 34684, and Allstate Center, Facility #72 & 75 (Site 9), 3200 34th Street South, St. Petersburg, FL 33711, as required by Section 1013.31, Florida Statutes.

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

AMENDMENT #10
EDUCATIONAL PLANT SURVEY dated June 30, 2017
St. Petersburg College
January 21, 2020

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

The following new recommendation is made.

Site 5: Tarpon Springs Campus

5.011 Tarpon Campus,

- Facility #96, (Site 5) Remodel Art Exploration Museum space #130 to include 130A studio lab for 620sf (leaving 2,380 sf for Museum)
- Facility #97, (Site 5) Remodel space 050 from office to include 050B for 118sf storage and remainder of space 333sf to be converted to classroom,
- Facility #97, (Site 5) Remodel space 060A from office to Study Room;
- Facility #97, (Site 5) Remodel space 060B from office to Study Room;
- Facility #97, (Site 5) Remodel space 060C from office to testing;
- Facility #97, (Site 5) Remodel space 060D from conference room to testing.
- Facility #97, (Site 5) Remodel space 060G from office to classroom.

Site 9: Allstate Center

9.010 Allstate Center,

- Facility #72, (Site 9) Remodel space 103 vehicle storage service to lab;
- Facility #75, (Site 9) Remodel space 104 office to classroom.


Approved by the Board of Trustees of St. Petersburg College on January 21, 2020.

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

January 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, 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 **HCA West Florida Division** to provide clinical experience to the College's Nursing (Associate Degree, RN-BSN and BSN) students at its West Florida Division hospitals. 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 Tom Furlong on December 18, 2019. Department—College of Nursing
2. Agreement with the **Lutheran Service of Florida, Inc. (LSF)** whereby LSF and SPC will partner to provide volunteer internship experiences at LSF's Head Start sites throughout Pinellas County. The College will screen applicants and provide interns who will volunteer 10-12 hours per week for 15-16 weeks to gain experience in the field of early childhood education. 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 Tom Furlong on November 19, 2019. Department—Career Connections
3. Articulation Agreement with the **National University of Health Sciences (NUHS)** to enhance advising and facilitate the efficient transfer of Bachelor of Science students in Biology from SPC into a Doctor of Chiropractic degree at NUHS. 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 Tom Furlong in December 18, 2019. Department—Natural Science
4. Affiliation Agreement with **New Port Richey Hospital dba Medical Center of Trinity** to provide clinical experience to students enrolled in Physical Therapy Assistant; Respiratory Care; Health Services Administration and Health Information Technology 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 Tom Furlong on October 2, 2019.

Departments—Physical Therapist Assistant, Respiratory Care, Health Services Administration and Health Information Technology

5. Agreement with **Pasco-Hernando Community College** to allow PHCC students to complete their General Education courses at PHCC and then transfer to SPC's Veterinary Technology Program. Upon completion of SPC's AS Veterinary Technology Program, students can then continue into SPC's BAS Veterinary Technology Program. The Agreement will commence as soon as possible and continue for a period of three years. This item was approved by Tom Furlong on October 30, 2019. Department—Veterinary Technology
6. Affiliation Agreement with **Solaris Healthcare Osceola, LLC** to provide clinical experience to students enrolled in the Health Information Management Program. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Tom Furlong on November 7, 2019. Department—Health Information Management

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

7. Agreement with **Expert Messenger** to provide college-wide courier services. The Agreement will commence as soon as possible and continue for a period of three years. Thereafter, the Agreement may be renewed for up to two additional one-year periods for a total contract period of up to five years. The estimated cost to the College annually for this Agreement is approximately \$62,000. This item was approved by the President on October 6, 2019. Department—Mail and Distribution

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

8. Amendment to the Agreement with **Brown and Brown of Florida, Inc.** to provide 112.08 Actuarial Filing and COBRA tracking and administration, in addition to its existing actuary consulting services regarding employee benefit plans. For the added services through December 31, 2019, the additional cost will be \$6,477 for a total Agreement cost of \$81,477 through December 31, 2019. This item was approved by Brian Miles on October 15, 2019. Department—Human Resources
9. Agreement with **Brown and Brown of Florida, Inc.** to continue to provide health insurance consulting services including broker services on Medical, Ancillary, Employee Support, Claim Reviews, Actuarial Reviews, Wellness, Healthcare Reform, Compliance, Renewal and RFP Services, 112.08 Filing Services, and COBRA Support. The cost to the College for this Agreement will be \$87,500 plus a 5% commission rate for Stop Loss services in an amount yet to be determined. The Agreement will commence January 1, 2020 and continue through December 31, 2020. This item was approved by Brian Miles on December 19, 2019. Department—Human Resources, Benefits
10. Agreement with **Hyland, LLC** for a technical support service contract to update/upgrade to the most current version of SPC Perceptive Software (ImageNow), which is the current collegewide document imaging system used by admissions, financial aid and business

services departments. The cost to the College for this upgrade, to be completed with two projects (Project #1 - \$63,520 and Project #2 \$10,600 plus expenses if needed), will be \$74,120, plus any expenses. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Brian Miles on December 18, 2019. Department—Information Systems/Business Services

11. Agreement with **Microsoft Corporation** to provide MS Premier Services including consulting, training and support for a period of one year commencing November 1, 2019 and continuing through October 31, 2020. The consulting, training and support will assist the College with its current MS related projects such as SharePoint and SQL, etc. The cost to the College for this Agreement will be \$68,896. This item was approved by Brian Miles on October 17, 2019. Department—Information Systems—Networks

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

12. Agreement with **Access Interpreting Services, LLC** to continue to provide interpreting services as needed for employees and College events. The Agreement will commence as soon as possible and continue through June 30, 2020. The anticipated cost to the College for this Agreement is \$40,000. This item is included on this Report as it was not presented on the previous report. This item was approved by Brian Miles on September 30, 2019. This item is included on this Report as it was not presented on the previous report. Department—Benefits and Wellness
13. Agreement with **Baycare Health System, Inc.** to provide flu shots for College employees at the College's Discovery Day event to be held on October 22, 2019. The anticipated cost to the College for this Agreement will be \$10,500. This item was approved by Brian Miles on October 7, 2019. Department—Benefits and Wellness
14. Agreement with **Benz Team Solutions, LLC** whereby Sandy Benz will provide leadership/team development consulting services for the College's corporate clients seeking training through SPC's Workforce Institute. The consultant will provide course development, materials, and facilitation of 3-hour/half day course(s) as requested by the College from October 1, 2019 through June 30, 2020. The consultant will be paid an amount of approximately \$1,000 per course (which will include development, materials, and course facilitation). The anticipated revenue, before expenses, per course is \$4,000. Based on an estimate of seven courses being offered through June 30, 2020 the gross revenue is estimated to be \$28,000 with costs not to exceed \$7,000 for a total anticipated net revenue of \$21,000 during the contract period. This item was approved by the President on October 23, 2019. Department—Workforce Institute – CT Business & Technology
15. Agreement with **Biddle Consulting Group, Inc.** to provide consulting services related to the College's Affirmative Action Plans for 2019-20 and 2020-21. The Agreement will commence as soon as possible and continue through December 31, 2021. The cost to the College for this Agreement will be \$10,990. This item was approved by Brian Miles on December 20, 2019. Department—Human Resources

16. Agreement with **Blackbaud, Inc.** for the annual subscription to Award Management Community College Connect/eLibrary that is used for scholarship management in the College's Foundation. 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 \$12,663.26. This item was approved by Brian Miles on September 29, 2019. This item is included on this Report as is was not presented on the previous report. Department—Foundation Office
17. Agreement with **CAE Healthcare, Inc.** to provide continued support and maintenance for the CAE iStan and Apollo Nursing equipment used in the College's Nursing Program. 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 \$10,429. This item was approved by Brian Miles on October 21, 2019. Department—College of Nursing
18. Agreement with **Copperhead Charities, Inc.** for the use of the Tarpon Springs Campus parking lots on March 19-22, 2020 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. This item was approved by Jamelle Conner on November 1, 2019. Department—Golf Tournament Operations
19. Agreement with **Dell Financial Services** to provide for a settlement payment in the amount of \$47,295.12 related to several Lease Schedules with unreturned equipment and/or late computers. The payment represents the total amount due for the identified Lease Schedules and the parties agree that the College has either purchased and/or returned the equipment under the Lease Schedules with no further rental obligation with respect to the Lease Schedules. This item was approved by Brian Miles on November 6, 2019. Department—Information Systems—AS
20. Agreement with **First Baptist Church of Indian Rocks** to provide the use of its facilities for the College's commencement ceremonies to be held on December 14, 2019. The Agreement includes traffic control; facilities and security; sound, media, video lighting; use of the Worship Center, Fellowship Center with TV setup for guests in overflow, and Hospitality Room and catering for breakfast and lunch for 120 guests. The anticipated cost to the College for this Agreement is \$15,850. This item was approved by Jamelle Conner on October 25, 2019. Department—Enrollment Services
21. Agreement with **Greystar GP II, LLC** for the College to provide a Temporary Construction Easement to Greystar to construct a Loading Dock in the Parking Garage at the Downtown Center in exchange for Greystar's removal of the hump in Sunshine Alley, which is currently being used by the College to unload trucks. The College will select the Architect to design the Loading Dock and Greystar shall cover all costs associated with the design and construction of the Loading Dock as well as costs associated with vibration monitoring/occurrence. Greystar will also pay the College \$1,000 per month during the project period to assist in the maintenance of mechanical equipment located on the top of the Park Garage. It is anticipated that the project will commence as soon as possible and will continue for approximately two years. Greystar will provide required insurance and hold the

College harmless against any loss, liability, damages, claims and liens. This item was approved by Brian Miles on November 12, 2019. Department—Facilities Planning/Construction

22. Agreement with **Laurie Hill** to provide professional consulting services including marketing, sales, and business development for the College's Collaborative Labs. The Agreement will commence as soon as possible and continue through June 14, 2020. The College will pay the consultant \$23,500, inclusive of expenses incurred, over the period of the Agreement. In addition, the consultant will be paid a commission of 10% based on the gross contract price for any business for which the engagement occurs pursuant to the terms of the Agreement. The commission amount is anticipated to be \$15,600. Based on the foregoing, the total anticipated costs for this Agreement are \$39,100. This item was approved by the President on December 2, 2019. Department—Collaborative Labs
23. Agreement with **JRB Solutions, LLC** to provide technical consulting services as the Transportation Planning Consultant to the College based on the terms of its RFP #04-19-20. The Agreement will commence as soon as possible and continue through project completion, which is anticipated to be September 30, 2020. The cost to the College for this Agreement will be \$42,100. This item was approved by Brian Miles on December 18, 2019. Department—Provost, DT
24. Agreement with **LinkedIn Corporation** to provide employment job postings and corporate recruiting services including things such as network search capabilities, custom SPC job content on LinkedIn company profile page, client support and analytics. The Agreement will commence as soon as possible and continue through June 30, 2020. The cost to the College for this period will be \$11,454.77. This item was approved by Brian Miles on December 4, 2019. Department—Administration, Finance & Technology
25. 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 Brian Miles on November 22, 2019. Department—Career Connections
26. Agreement with **Orkin Pest Control** to provide pest control service at the Clearwater Library for the period of one year. The cost to the College for the initial comprehensive treatment and subsequent monthly treatments will be \$13,828. Thereafter, the Agreement will automatically renew for one-year periods unless terminated by either party with 60 days' notice prior to the end of the current term. This item was approved by Brian Miles on December 10, 2019. Department—Custodial Services
27. Agreement with **Ovid Technologies, Inc.** to continue the subscription to Lippincott Advisor to support the Nursing Program. The renewal will commence as soon as possible and continue for the period of one year. The cost to the College will be \$11,219. This item was approved by Brian Miles on November 7, 2019. Department—District Library

28. Agreement with **Ovid Technologies, Inc.** to continue the subscription to the LWW Nursing and Health Professions Premier Collection used to support the College's Nursing and other allied health programs. The renewal will commence as soon as possible and continue for the period of one year. The cost to the College will be \$21,820. This item was approved by Brian Miles on November 7, 2019. Department—District Library
29. Agreement with **Ovid Technologies, Inc.** to continue the subscription to the Veterinary Science Database used to support the College's Veterinary Technology Program. The renewal will commence as soon as possible and continue for the period of one year. The cost to the College will be \$15,665. This item was approved by Brian Miles on November 7, 2019. Department—District Library
30. Agreement with **Ovid Technologies, Inc.** to continue the subscription to various electronic journals used to support the College's Nursing and Dental Hygiene programs. The renewal will commence as soon as possible and continue for the period of one year. The cost to the College will be \$10,553. This item was approved by Brian Miles on November 7, 2019. Department—District Library
31. Agreement with **Security Scorecard, Inc.** to continue 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 17, 2019. Department—Information Systems – Networks
32. 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 May 19, 2020. The cost to the College for this Agreement is anticipated to be approximately \$44,267.95. This item was approved by Jamelle Conner on November 21, 2019. Department—Enrollment Services
33. Agreement with **Transworld Systems, Inc.** to provide pre-collection services on past due student accounts at a cost of \$8.90 per account. The College anticipates approximately 5,000 accounts during the Agreement period. The cost to the College will be \$44,500; however, Transworld provides a performance guarantee which meets or exceeds a minimum collection rate of two times the order amount. Transworld will pay the College the difference if the collections do not meet the required threshold. The Agreement will commence as soon as possible and will continue for the period of up to two years. This item was approved by Brian Miles on November 1, 2019. Department—Business Office, DO
34. Agreement with **Turnitin, LLC** to renew the subscription to 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 for this renewal will be \$41,930.84. This item was approved by Brian Miles on December 12, 2019. Department—District Library

35. Agreement with **West Interactive Services Corporation** for the renewal of SchoolMessenger Complete for the period one year. The cost to the College for the renewal period will be \$27,000. Thereafter, the Agreement will automatically renew for successive one-year periods unless either party provides 30 days' written notice prior to the end of the current term. This item was approved by Brian Miles on October 29, 2019. Department—Information Systems—Networks

Section E: Contracts below \$10,000

36. Agreement with **Anderson Rentals** to provide a dumpster and the transfer of oyster shell to the College's Bay Pines STEM Center as part of the shoreline restoration project funded by the Tampa Bay Estuary Program grant. The cost to the College for this Agreement will be \$1,375. The Agreement will commence as soon as possible and conclude upon delivery of the materials. This item was approved by Brian Miles on October 9, 2019. Department—Natural Science
37. Agreement with **Apperson Print Resources, Inc.** to provide maintenance for the DataLink 3000 Scanner used in the Emergency Medical Services Department. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Brian Miles on November 7, 2019. The cost to the College for this renewal will be \$229. Department—Emergency Medical Services
38. Agreement with **BlueAlley Technology Solutions, LLC** to assist the College's IT Department with the migration of the existing Horizon View control cluster to the new infrastructure. BlueAlley will provide 34 hours of consulting services for the migration at an hourly rate of \$180 for a total cost to the College of \$6,120. The Agreement will commence as soon as possible and continue through project completion. This item was approved by Brian Miles on November 18, 2019. Department—Virtual Desktop Infrastructure – Information Systems, AIS
39. Agreement with **CareFusion Solutions, LLC** for a Master Agreement applicable to the purchase of four Alaris PC Units to be used in Biomedical Engineering. The Alaris PC Units purchased also include the Guardrails Point-of-Care Software. The Master Agreement will commence as soon as possible and will continue unless terminated by either party. The cost to the College for this purchase will be \$6,800. This item was approved by Brian Miles on November 20, 2019. Department—NSF Bio Medical Engineering
40. Agreement with the **City of Clearwater** to allow for the use of designated parking areas of the Clearwater campus and the first floor of the Clearwater East Community Library for the distribution of food and water in the event of a hurricane emergency. There is no cost to the College. The Agreement will commence on May 1, 2020 and continue through December 31, 2020. Department—Provost Office
41. Agreement with **Clearwater Jolley Trolley** to pick up guests from the Clearwater Campus and transport to the Leepa-Rattner Museum of Art and thereafter return guests to the Clearwater Campus on October 26, 2019. The cost to the College will be \$484.38. This

item was approved by Jamelle Conner on October 25, 2019. Department—Humanities and Fine Arts

42. Agreement with **Comp-Air Service Company** (formerly Coastal Compressors) to provide maintenance for a compressor and vacuum pumps used in the Orthotics and Prosthetics Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for the Agreement will be \$1,495. This item was approved by Brian Miles on September 29, 2019. This item is included on this Report as it was not presented on the previous report. Department—Orthotics and Prosthetics
43. Agreement with **Countryside Christian Center, Inc.** to provide the use of its facilities for the College of Nursing's Pinning ceremony on December 12, 2019. The cost to the College for this Agreement will be \$4,060. This item was approved by Brian Miles on November 2, 2019. Department—College of Nursing
44. Agreement with **Democracy Works, Inc.** (DW) for the use of a customized co-branded version of DW's voter registration platform. The platform allows users to register, request absentee ballots, and receive pertinent reminders related to voting submission/participation deadlines, etc. As part of the Agreement, the College is affirming its commitment as a TurboVote partner of DW's TurboVote Engaged Community College Program. The Agreement will commence as soon as possible and continue through June 30, 2022 at a cost of \$500. Thereafter, the Agreement will automatically renew for one-year periods, at the then-current annual fee, unless terminated by either party by June 1 of the current contract year. This item was approved by Brian Miles on October 2, 2019. Department—Social/Behavioral Sciences & Human Services
45. Agreement with **Examity, LLC** to continue to provide proctoring services for online students. Services are available 24-7. There is no cost to the College as fees are paid by students. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Tom Furlong on December 11, 2019. Department—Online Learning and Services
46. Agreement with **Films Media Group aka Infobase Learning** to continue to provide access to 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, 2020. The cost to the College will be \$849. This item was approved by Brian Miles on December 10, 2019. Department—District Library
47. Agreement with **Greater St. Petersburg Area Economic Development Corporation** to partner with the College in hosting the *Tech Talk & Brew* event to be held October 23, 2019 at Webb's City Cellar at Green Bench Brewing Company. Specifically, the College's Apprenticeship Programs and the College of Computer and Information Technology in collaboration with High Tech Connect will host the event to bring awareness to the IT programs and initiatives of the Apprenticeship Grant. The event will further provide the opportunity for networking and discussion of IT talent. The Greater St. Petersburg Area Economic Development Corporation will provide a brief presentation on initiatives and

donate refreshments up to an amount of \$750. The goal of the event is to recruit additional attendees to the Tech Talent Solutions event to be held on November 15, 2019. There is no cost to the College associated with this Agreement. This item was approved by Tom Furlong on October 1, 2019. Department—College of Computer and Information Technology

48. Agreement with **Honorlock, Inc.** to conduct a 4-week pilot of its proctoring services for online students. Honorlock shall authenticate, monitor and record online examinations for requested classes during the pilot. Its services will be available 24/7 during the pilot. The College will work with Honorlock to integrate its service with D2L. There is no cost to the College. This item was approved by Tom Furlong on October 15, 2019. Department—Online Learning and Services
49. Agreement with **IBM Corporation** for a license to the IBM SPSS Statistics Base Academic for 15 concurrent users and a license to the IBM SPSS Custom Tables Academic for one authorized user. The licenses will also include technical support. The Agreement is for the period of one year at a cost to the College of \$8,249.95. This item was approved by Brian Miles on November 6, 2019. Department—University Partnership Center
50. Agreement with the **Intercultural Advocacy Institute** to continue the use of space, for its Hispanic Outreach Center, at the Tarpon Springs Campus. The Agreement will commence as soon as possible and continue for the period of one year. The revenue to the College over this period will be \$3,446.07. This item was approved by Brian Miles on December 20, 2019. Department—Provost Office, TS
51. Intergovernmental Agreement with the **City of Largo** to develop a partnership that will further the College and City’s commitment to public service and create a placement opportunity for one SPC student/graduate from the Public Policy and Administration Program in 2020. The City will select a student or recent graduate for this fellowship/employment opportunity. There is no cost to the College. This item will commence as soon as possible and continue for the period of one year. This item was approved by Tom Furlong on December 10, 2019. Department—Public Policy and Administration
52. 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 \$5,484. This item was approved by Brian Miles on December 2, 2019. Department—District Library
53. Agreement with **Maxim Healthcare Services, Inc.** to provide Nursing services to North Pinellas Collegiate High School students as required by Pinellas County Schools. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. The annual cost estimate is approximately \$2,500. This item was approved by Brian Miles on August 29, 2019. This item is being included on this Report as it was not included on the previous report. Department—SPCHS North Pinellas Tarpon Springs

54. Agreement with **Mike's Limousine Service, Inc.** to transport students/staff to and from Tallahassee for the Student Leadership trip to be held January 29-30, 2020. The cost to the College for this Agreement will be \$5,662.50. This item was approved by Jamelle Conner on November 14, 2019. Department—Seminole Campus Student Life & Leadership
55. Agreement with **Motion State Media** to create two videos for the College of Computer and Information Technology. The cost to the College for this Agreement will be \$3,000. This item was approved by Brian Miles on October 8, 2019. Department—College of Computer and Information Technology
56. Agreement with **National Employers Council, Inc. d/b/a People Systems** to continue to audit unemployment claims and monitor refunds from the state. The Agreement will continue through December 31, 2020. The cost to the College for this Agreement will be \$4,800. This item was approved by Brian Miles on December 18, 2019. Department—Human Resources
57. Agreement with the **Osher Lifelong Learning Institute (OLLI) at Eckerd College** for a shared revenue and facility use agreement with the Tarpon Spring Campus. Memorandum of Understanding establishes a north Pinellas County site for OLLI, including an art room (FA-103) and office space at the Tarpon Springs Campus. The agreement is for thirteen months and includes shared use of the art room for educational programming and OLLI courses. The agreement shall commence May 1, 2020, remain in place until May 31, 2021, and may be extended by mutual agreement of the parties. In exchange for space usage, a revenue sharing arrangement is established based on tuition and fees charged by OLLI, as well as a partnership agreement between the parties under which OLLI shall contribute up to \$5,000.00 for art room upgrades, and reciprocal museum discounts between the Leepa-Rattner Museum of Art and Eckerd College. The opportunity for SPC faculty to teach OLLI courses is also anticipated. This item was approved by Jamelle Conner on December 17, 2019 and Brian Miles on December 18, 2019. Department—Provost Office, TS
58. Agreement with **Phillies Florida, LLC** whereby the College will provide access to the two northern parking lots on the Clearwater Campus for fan parking during Phillies Spring Training home games. The Agreement will commence as soon as possible and continue through the end of spring training. In exchange, Phillies Florida will provide in-kind, stadium Billboard outfield signage and two season tickets during the season. There is no cost to the College associated with entering into this Agreement. This item was approved by Brian Miles on December 12, 2019. Department—Administrative/Business Services
59. Modification to the Agreement with **Pinellas County School Board** to provide for reciprocal sharing of data for articulation purposes under the Agreement, including sharing data/records with PCSB and PTEC for the purpose of moving students into an academic pathway and supporting articulation back to SPC. There is no cost to the College associated with this Amendment. The Amendment will commence as soon as possible and will continue through June 30, 2020. This item was approved by Tom Furlong on October 21, 2019. Department—Career Connections

60. Intergovernmental Agreement with the **Pinellas County School Board** to establish and update collegiate high school programs in dual enrollment for the next school year. The Agreement is for an annual period and is to be executed prior to January 1st of each year. This Agreement is pursuant to Florida Statutes 1007.273 which requires colleges to work with their school districts for this purpose. There is no cost to the College. This item was approved by Tom Furlong on November 15, 2019. Department—University Partnership Center
61. Agreement with **SCOIR, Inc.** to provide a free, perpetual license of the Scoir College Guidance Management System for use by the St. Petersburg Collegiate High School at the St. Petersburg/Gibbs Campus. The Agreement will commence as soon as possible and be ongoing unless terminated by either party. There is no cost to the College associated with this Agreement. This item was approved by Tom Furlong on October 9, 2019. Department—St. Petersburg Collegiate High School at SP/G
62. Agreement with **SCOIR, Inc.** to provide a free, perpetual license of the Scoir College Guidance Management System for use by the St. Petersburg Collegiate High School at the Tarpon Springs Campus. The Agreement will commence as soon as possible and be ongoing unless terminated by either party. There is no cost to the College associated with this Agreement. This item was approved by Tom Furlong on October 14, 2019. Department—St. Petersburg Collegiate High School at TS
63. Agreement with **Springer Customer Service Center, LLC** to for a license to access Nature Journals for use in the College’s libraries. The license is for the period of one year at a cost to the College of \$7,785.95. This item was approved by Brian Miles on December 18, 2019. Department—District Library
64. 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 Brian Miles on December 16, 2019. Department—College of Education
65. Agreement with **Taylor Publishing Company d/b/a Balfour** to provide for the publication of the 2019-20 Yearbook for St. Petersburg Collegiate High School at the St. Petersburg/Gibbs Campus. The cost to the College for the Agreement will be \$5,505.80. This item was approved by Brian Miles on November 6, 2019. Department—Collegiate High School/SPG

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


Suzanne Gardner, General Counsel, recommends approval.

ps1231191

January 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Quarterly Informational Report of Exempt and Non-Exempt Purchases

This informational report includes purchases above Category 2 (currently \$35,000) but not exceeding Category 5 (\$325,000) as specified in Board of Trustee's Rule 6Hx23-5.12. These transactions during the preceding quarter have been approved by the President's designee and may be exempt from the bidding procedure pursuant to the State Board of Education Procurement Requirements 6A-14.0734.

Because each transaction stands on its own and does not occur in sequence with other transactions, a cumulative dollar amount is not implied when the same vendor appears more than once on the report. A summary appears at the end of the report, grouping vendors that appear on the report more than once, showing a total for each during the period.

The acronyms "SBE", "BOT" and "ITB" stand for the State Board of Education, the St. Petersburg College Board of Trustees, and Invitation to Bid, respectively.

The listing is by Purchase Order Number:

- 1. P.O. #109360 – Laurie Hill** – This is in the amount of \$39,100.00 business development consulting services. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services..." **Recommended** by Andrea Henning, Executive Director Collaborative Labs & Workforce Institute.
- 2. P.O. #109057 – Access Interpreting Services LLC** – This is in the amount of \$40,000.00 is a blanket purchase of professional interpreting services. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services..." **Recommended** by Diane DiRocco, Senior Manager, Benefits & Wellness.
- 3. P.O. #109361 – Sunburst Entertainment Group LLC** – This is in the amount of \$44,267.95 for the rental of Tropicana Field for May 2020 graduation. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption I: "Single..." **Recommended** by Eva Christensen, Director of Admissions & Records.
- 4. P.O. #109150 – Robert L. Neri** – This is in the amount of \$50,050.00 for consulting services. **This is grant funded.** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services..." **Recommended** by Eileen LaHaie, Director of CPSI.

5. **P.O. #109055 – Independent Electrical Contractors FECC** – This is in the amount of \$58,800.00 for technical instruction in the Florida Apprenticeship Initiative. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services...” **Recommended** by James Stewart, Dean of the College of Computer & IT.
6. **P.O. #109161 – Expert Messenger Inc.** – This is in the amount of \$62,000.00 for courier services between campuses and centers. Competitively bid on ITB 02-19-20. **Recommended** by Ed Hunley, Materials Management Supervisor.
7. **P.O. #109235 – Independent Electrical Contractors Inc.** – This is in the amount of \$79,200.00 for job-related technical instruction in the Florida Apprenticeship Initiative. **This is grant funded. Authority:** BE & BOT Rule 6Hx23-5.12, Exemption G: “Professional...” **Recommended** by James Stewart, Dean of the College of Computer & IT.
8. **P.O. #109340 – PC Solutions & Integration Inc** – This is in the amount of \$43,878.37 for VMWare subscription support and maintenance. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Technology Resources...” **Recommended** by by Janette Hunt, AVP Budgeting and Compliance.
9. **P.O. #109259 – Transworld Systems Inc.** – This is in the amount of \$44,500.00. This is a blanket purchase order for pre-collection services. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services...” **Recommended** by Mike Meigs, Acting AVP, Business & Financial Services.
10. **P.O. #109225 – Ricoh Americas Corporation** – This is in the amount of \$99,064.78 for year five of a five-year labor agreement to manage the Print Shop. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services...” **Recommended** by Rita Farlow, Executive Director, Marketing & Strategic Communications.
11. **P.O. #109320 – Barnes & Noble College Booksellers LLC** – This is in the amount of \$100,00.00 for books and supplies to support the Collegiate High School in Tarpon Springs. **This is grant-funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational...” **Recommended** by Starla Metz, AVP Collegiate High School.
12. **P.O. #109338 – Dell Marketing LP** – This is in the amount of \$136,792.71 for 125 student and 11 faculty laptops. **This is grant-funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Technology Resources...” **Recommended** by Starla Metz, AVP Collegiate High School.
13. **P.O. #109163 – Microsoft Corporation** – This is in the amount of \$68,896.00 for Premier support services and fees. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Technology Resources...” **Recommended** by Janette Hunt, AVP Budgeting and Compliance.

14. P.O. #109159 –Florida Crisis Response Team Inc. – This is in the amount of \$140,000.00 to present four iterations of the course Responding to the Community Crisis and three iterations of Responding to the Community Crisis Beyond the Basics. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption I: “Single Source...” **Recommended** by Eileen LaHaie, Director of CPSI.

Change Orders listed in numeric order:

N/A

Summary of Vendors Appearing More Than Once (exclusive of change orders)

NA

For Information: Excerpt from Board of Trustees Rule 6Hx23-5.12 Purchasing

All non-exempt purchases exceeding the Category Two threshold amount [\$35,000] as specified in Section 287.017, Florida Statutes, require a formal sealed competitive solicitation requested from at least three responsible vendors, when possible. In addition, competitive solicitation awards exceeding the Category Five threshold amount [\$325,000] as specified in Section 287.017, Florida Statutes, must be approved by the Board of Trustees. Whenever two or more such solicitations, which are equal with respect to price, quality, and service, are received for the procurement of commodities or services, a solicitation response received from a business that certifies it has implemented a drug-free workplace program as specified in Section 287.087, Florida Statutes, shall be given preference in the award process. In the event it is desired to competitively solicit commodities or services that are included in the exempt from competitive solicitation category, the competitive solicitation must originate through Purchasing.

The following are exceptions to competitive solicitations:

- A. Purchases under Sections 946.515 (PRIDE) and 946.519 (The State Department of Corrections), Florida Statutes.
- B. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, and computer-based instructional software.
- C. Library books, reference books, periodicals, and other library materials and supplies.
- D. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.
- E. Food.

F. Services or commodities available only from a single or sole source.

G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, "professional services" shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.

H. Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video and data and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.

I. Single Source procurements for purposes of economy or efficiency in standardization of materials or equipment.


J. Emergency purchases not in excess of the Category Two threshold [\$35,000] as specified in Section 287.017, Florida Statutes as provided for in P6Hx23-5.123.

(Rule Authority: State Board of Education Rule 6A-14.0734 Bidding Requirements.)

This Quarterly Informational Report was compiled by Thomas Russell, Director of Procurement, Asset Management and Auxiliary Services.

January 21, 2020

MEMORANDUM


TO: Board of Trustees, St. Petersburg College
FROM: Dr. Tonjua Williams, President 
SUBJECT: Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000

1. Approval was received for Change Order # 3 for Phase II (an increase of \$22,421.26 resulting in a revised Phase II GMP of \$4,458,932.58), Change Order # 2 for Phase III (an increase of \$293,002.81 resulting in a revised Phase III GMP to \$13,704,446.11), Project #301-D-17-3, Student Success Center, St. Petersburg Gibbs Campus. These Change Orders revised the overall project GMP from \$19,000,000.00 to \$19,315,424.07.
2. Approval was received for Change Order #2 (an increase of \$34,680.49 to Hodge's GMP, resulting in a revised GMP of \$307,283.58), Project #1707-R-18-4, SE Chamber of Commerce. The overall project budget of \$750,021.21 remains unchanged.

This information is provided by Brian Miles, Vice President, Administration, Finance & Technology; Diana Wright, Associate Vice President, Facilities Planning and Institutional Services; Pursuant to Board of Trustees Rules 6Hx23-6.09 and 6Hx-6.10.

January 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Dr. Tonjua Williams, President 
SUBJECT: Quarterly Report of Dell Financial Agreements

Section B: Major Technology Contracts

1. Agreements with **Dell Financial Services, LLC** to lease 1 computer for Enrollment Services as well as other network related equipment for use in various academic and administrative departments college wide. The leases, **entered into between July 23, 2019 and August 31, 2019** are for a period of 48 – 60 months. The cost to the College for these leases is expected to be approximately \$200,218.20. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$78.03. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$200,296.23. Should funds not be appropriated to continue the leases for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 60 days written notice prior to the end of the current fiscal period. These items are being reported to the Board based on its approval of the 2019-20 Budget on June 18, 2019.

Brian Miles, Vice President, Administration, Finance & Technology; and Mike Meigs, Acting AVP, Business & Financial Services, recommend approval.

January 21, 2020

Leepa-Rattner Museum of Art (LRMA)

LRMA Board Members: Mary Mitchell Avery, Anna Billiris, Clifford Brock, Eric Clark, Jason Dunkel, David Edmonds, Housh Ghovae, Patricia Haddad, Bill Heyser, Edward Hoffman, Jr., Barbara Hubbard, Joan Jennings, Linda Johnson, Thomas Kidwell, Carrie Root, William Schumacher, Vonda Woods, Gary Zino, Jesse Turtle, Rodrigo Davis, and Tonjua Williams.

Update on Development Officer Search: Interviews have commenced. At the conclusion of the first round of interviews, the committee moved forward three candidates. After a second round of interviews on-campus, the committee recommended a candidate for hire. This recommendation has been sent to Human Resources and we have a tentative start date of the 27th for our new Development Officer, Angela Manescala.

Upcoming Programs: LRMA's two new exhibitions, "Louisa Chase: What Lies Beneath", and "Women Made: Art from the LRMA Collections" opens this month with a member's reception on Friday, January 24th and a gallery talk with donor and art enthusiast Jim Sweeny on Sunday, January 26th. Saturday, February 8th the Museum launches a new program in partnership with Tarpon Springs Public Library called "Serendipitous Saturday" which welcomes the community to the Museum with art-making activities for all ages. On February 23rd, LRMA partners with USF CAM (University of South Florida's Contemporary Art Museum) to host an artist talk by Hope Ginsburg. Ginsburg's work focuses on the sponge culture of Tarpon Springs, exploring the local industry, raising understanding about the health of marine life and its ties to the environment and the economy, and serves as a catalyst for future solutions. Her presentation here will be followed by Land Dive Team: Tarpon Springs, a related public performance event at the Tarpon Springs Sponge Docks.

JANUARY 2020 BOT UPDATE

UPDATES AND PROGRAMS

December 2019

On December 12-13, 2019 ISPS hosted the 2019 SUMMIT: “CELEBRATING CIVIC EXCELLENCE THROUGH ENGAGEMENT” at the Seminole Campus, Conference Center. The Civic Thought Leaders, through the World Café model engaged in robust conversation on voter education, citizen involvement with local governments and commitment to action.

January 2020

In January our team will attend the Leadership Summit, Tampa Bay Regional Resiliency Coalition in St. Petersburg.

February 2020

In February, our ISPS team will meet with our Board of Trustees to shape our strategic vision and discuss enhancement to programming.

March/April 2020

We will host our Suncoast Sea Level Rise Collaborative in Early Spring 2020 with our trustee Dick Jacobs.

ACKNOWLEDGMENTS

I am grateful for the outstanding Seminole Campus Team under the leadership of Dr. Strickland for their warm welcome and the Marketing Team under the leadership of Rita Farlow for the prompt updates to our material. Finally I would like to thank Eired Eddy for her support.



A handwritten signature in blue ink, appearing to read 'Kimberly G. Jackson'.

Very Truly Yours,
Kimberly G. Jackson, Esq.
Executive Director

ST. PETERSBURG COLLEGE FOUNDATION BOARD REPORT 1-21-20

What is the SPC Foundation: The St. Petersburg College Foundation, Inc. is a 501(c)(3) corporation chartered as a direct support organization of St. Petersburg College. The St. Petersburg College Foundation, Inc. promotes the practice of philanthropy through partnerships with the community for the advocacy of higher education in general and specifically at SPC, for (1) the provision of student scholarships, awards and grants, (2) the advancement of teaching and instructional services, (3) new and improved facilities and (4) state-of-the-art technology. A prominent Board of Directors who represent a diverse mix of professional, business and civic leadership lead the SPC Foundation. The SPC Foundation seeks to create an environment of collaboration and support between the College and a broad constituency of stakeholders.

Foundation's Mission: The mission of the SPC Foundation is to accept and prudently manage all gifts including cash, securities, property, bequests and trusts and help advance the objectives of the College through a broad range of scholarships and program grants.

History: The St. Petersburg College Foundation was founded September 1980.

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

Financials: As of November 30, 2019, the Foundation has raised \$2.10M or 86% of its fundraising goal for the year, there is still another 4 months in the Foundation's fiscal year that ends March 31, 2020.

The Foundation has raised \$1.5M or 99% of its scholarship goal and almost half a million dollars or 77% of its program goal for the year. Over \$1.2M in scholarships have been awarded to SPC students and other \$892,517 to College programs.

As of December 31, 2019, the Foundation has raised \$79,000 for the Titan Fund.

The Foundation also received continued support from various donors. Thomas E. Free: \$25,000 to support the EMS/EMT Paramedics Scholarship, Dr. and Mrs. Harry J. Free: \$25,000 for the H.J. Free Nursing Scholarship and \$10,000 from the Philip and Marilyn Benjamin Family Philanthropic Foundation in support of the Dr. Philip Benjamin Memorial Scholarship Fund.

Current Highlights:

- #GivingTuesday 24-hour fundraising campaign yields \$18,000 in support for the SPC Titan Fund with help from donors, students, alumni, faculty/staff and college leadership who used their social media platforms to spread the word. The impact of the funds raised was doubled as they were matched dollar-for-dollar by the SPC Foundation Board of Directors.
- The 2019 SPC Nursing Pinning Ceremony 151 students earned their Associate of Science degree in Nursing this fall and were welcomed into the nursing profession at a pinning ceremony held on December 12. This year marked the first year of the ceremony being sponsored. Suncoast Credit Union donated \$5,000 in support.
- SPC Alum gives \$100,000 to support the scholarship initiative. Owner of Frenchy's restaurants, Michael "Frenchy" Preston and family established a \$100,000 endowed scholarship in support of students entering the hospitality and tourism profession.

January 21, 2020

PALLADIUM BOARD REPORT JAN. 2020

Organization: Palladium is preparing a multi-year reorganization proposal that addresses the continued growth of the business and the retention and professional development of our staff. We will be presenting a preliminary report to our Provost, Dr. Tashika Griffith, in late January.

Capital Campaign: The Palladium is in the early stages of development on a fundraising campaign to replace the existing seats and make technical improvements in Hough Hall. The campaign is projected to raise \$1.5 million-plus in private donations. It is being developed in partnership with the SPC Foundation.

December Highlights: We kicked off our Palladium Chamber Players season on Dec. 11 with a record number of subscriptions sold, a record crowd and our highest fundraising total in the eight-year history of the series. Our brand new Palladium Cabaret Series debuted on Dec. 19 with a sold-out concert by Ann Hampton Callaway. Our annual Nutcracker presentation also set attendance records.

January Highlight: The Palladium launched the Palladium Jazz Awards, a gala concert and awards events, on Jan. 12. We partnered with two local jazz societies and WUSF Radio on this major event. We honored Kitty Daniels and Majid Shabazz, two veteran jazz performers, and Herb Snitzer, a local photographer who made iconic jazz images during his time in New York City in the 1950s and '60s.

See www.mypalladium.org for a complete listing of shows and events.

January 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

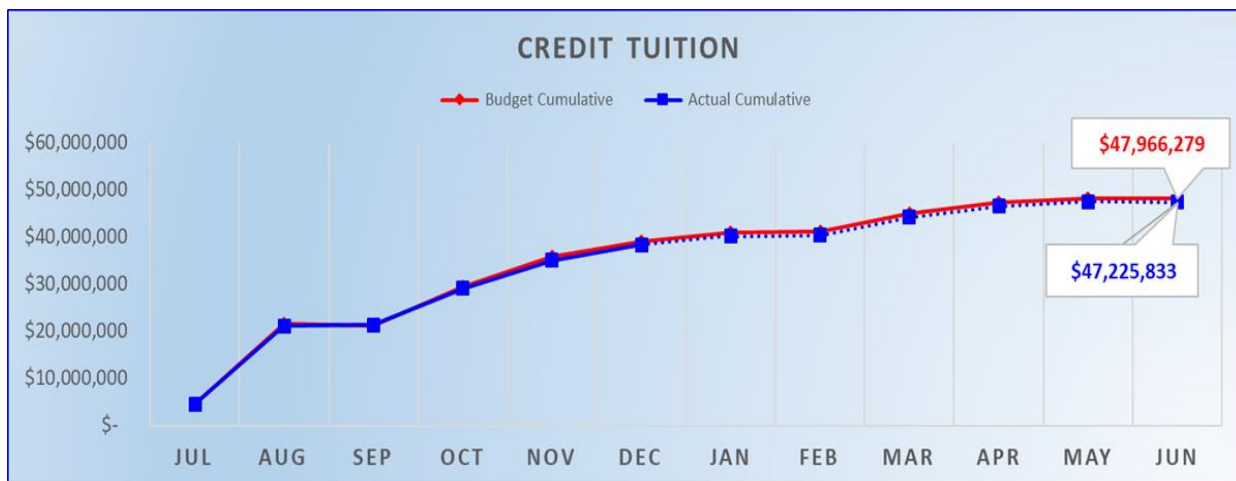
SUBJECT: Fiscal Year 2019-2020 College General Operating Budget Report with Tuition Revenue Projections

The FY19-20 fund 1 operating budget report through December 31, 2019 is attached.

As of December 31, 2019, the overall revenue is \$82.4M, which represents 57.4% of the operating budget. Personnel expense represents 77.8% of the annual operating budget. As of this report date, personnel expense totals \$53.5M or 47.9% of the total budget. Current and capital expense totals \$12.9M (44.4%) and \$705K (25.4%), respectively. Net balance of revenue less expense is \$15.3M.

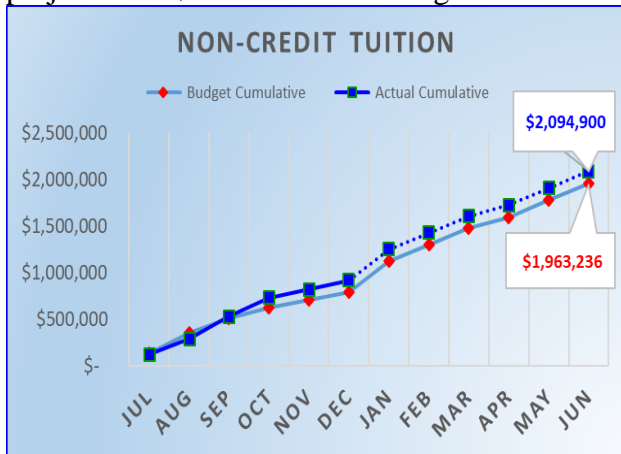
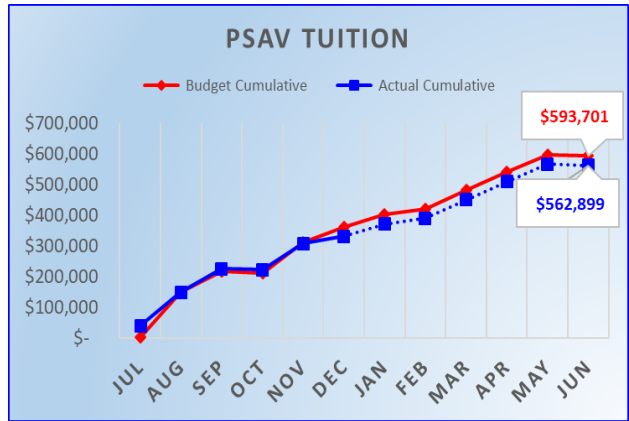
Displayed below are charts for projected tuition revenue. There are three types of tuition revenue; credit tuition, non-credit tuition, and postsecondary adult vocational tuition.

Credit Tuition Revenue – The chart below displays the credit tuition portion of the budget to the trending projected amount. As of December 31, 2019, the tuition projection is \$740K below the budgeted amount.

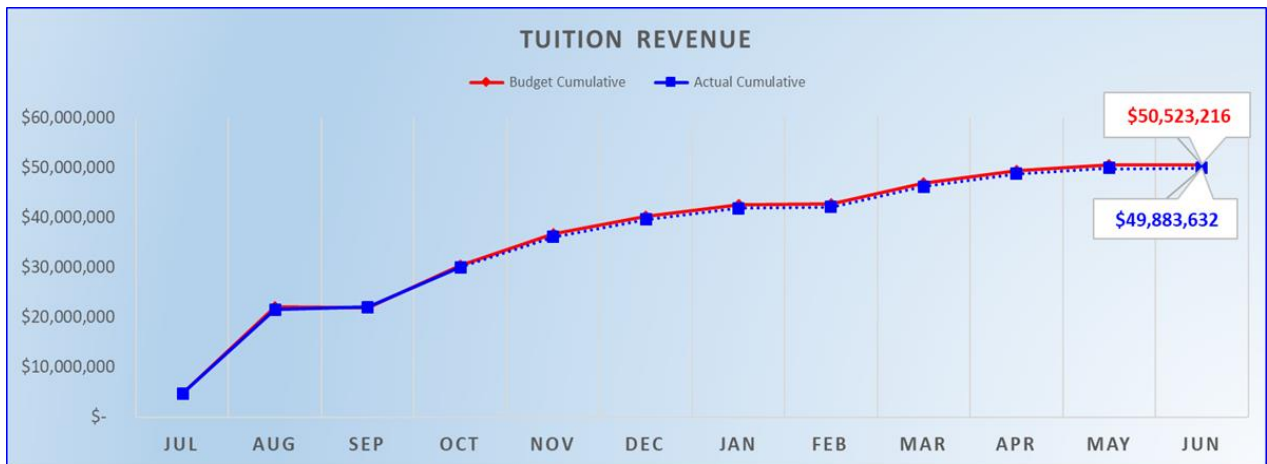


Non-Credit Tuition Revenue – The chart to the right displays the non-credit portion of the budget to the trending projected amount. As of December 31, 2019, the tuition projection is \$132K above the budgeted amount.

Postsecondary Adult Vocational Tuition Revenue – The chart to the right displays the Postsecondary Adult Vocational (PSAV) portion of the budget to the trending projected amount. As of December 31, 2019, the tuition projection is \$31K below the budgeted amount.



Total Tuition Revenue - The chart below displays the total operating tuition budget to the trending projected amount. As of December 31, 2019, the overall tuition projection is \$640K below the budgeted amount.



Attachment

St. Petersburg College
Operating Budget Report
December 31, 2019

	Prior Year Budget	Prior Year Actual	Budget	Actual	% of YTD
Revenue					
Student Tuition	\$ 50,779,769	\$ 40,429,780	\$ 50,523,216	\$ 39,536,748	78.3%
State Appropriation - FCS	\$ 51,475,043	\$ 25,737,384	\$ 60,811,965	\$ 30,405,830	50.0%
State Appropriation - Lottery	\$ 16,598,793	\$ -	\$ 9,443,975	\$ -	0.0%
State Appropriation - 2+2 Student Success	\$ -	\$ -	\$ 970,703	\$ 485,349	50.0%
State Appropriation - Work Florida	\$ -	\$ -	\$ 687,535	\$ 343,765	50.0%
Performance Funding	\$ 3,514,400	\$ 1,757,200	\$ -	\$ -	0.0%
Learning Support Access Fee	\$ 1,607,832	\$ 1,224,862	\$ 1,607,832	\$ 1,193,265	74.2%
Distance Learning Fee	\$ 3,995,700	\$ 2,984,777	\$ 3,995,700	\$ 3,005,321	75.2%
Technology Fee	\$ 2,476,437	\$ 1,980,266	\$ 2,476,437	\$ 1,925,584	77.8%
Lab Revenue Fees	\$ 1,575,099	\$ 1,639,745	\$ 2,114,157	\$ 1,524,500	72.1%
Industry Certifications	\$ 500,000	\$ -	\$ 700,000	\$ -	0.0%
Other Revenues	\$ 5,187,048	\$ 2,504,328	\$ 5,167,110	\$ 2,947,359	57.0%
Other Student Fees	\$ 1,065,052	\$ 381,944	\$ 864,805	\$ 342,650	39.6%
Fund Transfers In	\$ 3,103,706	\$ 1,168,280	\$ 2,500,000	\$ 661,374	26.5%
Reserve	\$ 1,000,000	\$ -	\$ 1,677,908	\$ -	0.0%
Total Revenue	\$ 142,878,878	\$ 79,808,567	\$ 143,541,343	\$ 82,371,745	57.4%
Personnel & Benefits					
Instructional/Faculty-Full time	\$ 25,749,327	\$ 12,991,684	\$ 24,375,480	\$ 12,455,542	51.1%
Administrative & Professional	\$ 23,585,641	\$ 11,265,309	\$ 24,570,371	\$ 11,529,493	46.9%
Career Service (includes OT)	\$ 19,183,840	\$ 8,598,237	\$ 18,565,584	\$ 8,163,722	44.0%
Adjunct	\$ 8,939,647	\$ 4,330,662	\$ 9,073,492	\$ 4,665,681	51.4%
Supplemental	\$ 4,202,945	\$ 2,406,862	\$ 4,871,945	\$ 2,697,538	55.4%
Other Personal Services (OPS)	\$ 2,019,316	\$ 911,353	\$ 1,853,669	\$ 709,347	38.3%
Student Assistants	\$ 428,000	\$ 118,037	\$ 422,851	\$ 217,851	51.5%
Health Insurance	\$ 14,423,171	\$ 7,244,828	\$ 14,490,795	\$ 6,200,093	42.8%
Other Benefits	\$ 11,827,326	\$ 5,946,943	\$ 12,026,259	\$ 5,914,025	49.2%
Other Personnel Expenses	\$ -	\$ -	\$ 1,499,298	\$ 944,720	63.0%
Total Personnel & Benefits	\$ 110,359,214	\$ 53,813,916	\$ 111,749,744	\$ 53,498,011	47.9%
Current Expense					
Bad Debt/Unemployment	\$ 1,003,331	\$ (59,617)	\$ 1,150,000	\$ (46,367)	-4.0%
Insurance (Non Health)	\$ 1,811,245	\$ 1,239,585	\$ 1,877,472	\$ 1,246,794	66.4%
Repairs & Maint	\$ 931,034	\$ 452,800	\$ 1,152,501	\$ 481,644	41.8%
Scholarships/Fee Waivers	\$ 2,424,463	\$ 1,556,400	\$ 2,495,326	\$ 1,824,298	73.1%
Services and Fees	\$ 6,006,449	\$ 2,055,159	\$ 4,332,692	\$ 2,339,854	54.0%
Materials and Supplies	\$ 4,693,926	\$ 1,601,537	\$ 4,518,483	\$ 1,614,331	35.7%
Travel	\$ 350,000	\$ 178,605	\$ 547,120	\$ 171,522	31.4%
Utilities	\$ 5,527,258	\$ 2,682,649	\$ 5,296,453	\$ 2,865,015	54.1%
Other Current Expense	\$ 3,296,339	\$ 734,727	\$ 4,125,173	\$ 518,575	12.6%
Tech Expense/Licensing	\$ 3,695,983	\$ 2,158,569	\$ 3,519,760	\$ 1,857,872	52.8%
Total Current Expense	\$ 29,740,028	\$ 12,600,414	\$ 29,014,980	\$ 12,873,539	44.4%
Capital					
Computer Refresh Leases	\$ 2,390,037	\$ 694,062	\$ 2,454,075	\$ 627,784	25.6%
Capital Purchases	\$ 389,599	\$ 104,731	\$ 322,544	\$ 77,286	24.0%
Total Capital	\$ 2,779,636	\$ 798,793	\$ 2,776,619	\$ 705,070	25.4%
Total Operating	\$ 142,878,878	\$ 67,213,123	\$ 143,541,343	\$ 67,076,620	46.7%
Balance	\$ -	\$ 12,595,444	\$ -	\$ 15,295,126	