

# MINUTES OF THE SEPTEMBER 15, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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The Board of Trustees of St. Petersburg College met on Tuesday, September 15, 2020 at the St. Petersburg College Gibbs Campus, 6605 5<sup>th</sup> Ave N, St. Petersburg, Florida. The following Board members were present: Chair Katherine Cole, Bridgette Bello, Deveron Gibbons, Thomas Kidwell and Nathan Stonecipher were present. Dr. Tonjua Williams, President of St. Petersburg College and Secretary to the Board of Trustees was also present. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

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

The Board of Trustees of St. Petersburg College met on Tuesday, September 15, 2020 at the St. Petersburg College Gibbs Campus, 6605 5<sup>th</sup> Ave N, St. Petersburg, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

**20-069.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

## AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
September 15, 2020

St. Petersburg College/Gibbs Campus  
Student Success Center  
6605 5<sup>th</sup> Ave N  
St. Petersburg, FL

**SPECIAL MEETING: 9:00 A.M.**

**I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

**II. RECOGNITIONS**

- A. SPC Spotlights

**III. COMMENTS**

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

**IV. REVIEW AND APPROVAL OF MINUTES**

Board of Trustees' Meeting of August 18, 2020 (*Action*)

**V. MONTHLY REPORTS**

- A. General Counsel

**VI. STRATEGIC FOCUS**

**A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT**

- 1. The Onboarding Experience for First Time in College Students – Dr. Rodrigo Davis,  
Provost, Tarpon Springs Campus and Dr. Stan Vittetoe, Provost, Clearwater Campus  
(*Presentation*)

- 2. Strategic Plan Update – Ms. Madeline Pumariega (*Presentation*)

**VII. CONSENT AGENDA**

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

- 1. ADMINISTRATIVE MATTERS
  - a. Human Resources

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- i. Personnel Report (*Action*)
- b. Construction
  - i. Guaranteed Maximum Price (GMP), Project Number 1707-U-20-15, Build-Out of Shelled Space, Downtown Center (*Action*)
- c. Naming of Facilities
  - i. Outdoor Conference Center Terrace at the St. Petersburg/Gibbs Campus Student Success Center – Weideman Family (*Action*)
2. Workforce, Community, and Corporate Partnerships Curriculum Changes (*Action*)
3. GRANTS/RESTRICTED FUNDS CONTRACTS
  - a. CareerSource Florida/Florida Department of Commerce – Quick Response Training (QRT) Grant on behalf of Power Design (*Action*)
  - b. CareerSource Florida/Florida Department of Commerce – Quick Response Training (QRT) Grant on behalf of 180byTwo (*Action*)
  - c. City of St. Petersburg – Workforce Readiness and Development Program (*Action*)
  - d. Jobs for the Future – Google IT Support Professional Certificate Project (*Action*)
  - e. Florida Attorney General, Division of Victim Services- Victim of Crime Assistance Program (*Action*)
  - f. Florida Department of Education - Tampa Bay Consortium College Reach Out Program (CROP) (*Action*)
  - g. University of Central Florida, Florida Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program (*Action*)

## VIII. INFORMATIONAL REPORTS

- A. Direct Support Organization
  1. Leepa-Rattner Museum of Art (*Information*)
  2. Institute for Strategic Policy and Solutions (*Information*)
  3. St. Petersburg College Foundation (*Information*)
- B. Palladium at St Petersburg (*Information*)
- C. Operating Budget Report (*Information*)

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

## X. PRESIDENT’S REPORT

## XI. NEXT MEETING DATE AND SITE

**October 20, 2020, EpiCenter, Room 1-451**

**XII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting September 15, 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: September 4, 2020

**20-070. Under Item I, Call to Order**

The meeting was convened by Chair Cole at 9:03 a.m.

Chair Cole thanked everyone for joining and expressed appreciation for the flexibility of the team and the Board to again join virtually. She expressed hope that everyone could see each other in person again soon.

The invocation was given by Chair Cole and was immediately followed by the Pledge of Allegiance.

**20-071. Under Item II – Recognitions**

A. SPC Spotlights

Chair Cole thanked Senator Jeff Brandes for attending the Board of Trustees meeting and for his support of the St. Petersburg College.

**20-072. Under Item III, Comments**

Chair Cole thanked the security staff of the Midtown campus for their efforts keeping everyone safe during a safety scare.

Chair Cole also thanked the faculty and technology teams for ensuring a seamless virtual and online learning experience. Chair Cole thanked everyone for their patience as St. Petersburg College and the State determined when and if it would be safe for students to return to campus.

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Trustee Stonecipher thanked the Foundation for supporting students during the unusually difficult times caused by COVID. He specifically thanked them for providing scholarships, and procuring a firetruck from Largo Fire Rescue which will help St. Petersburg College with its Fire Program.

He reminded the Board of the upcoming November meeting with Graham Pelton and the Foundation, which will be significant due to the planning involved for St. Petersburg College's 100 year anniversary.

Dr. Williams thanked the Board for being responsive and supportive during COVID and the unusual hurricane season.

She emphasized that the incident in Midtown occurred across the street from campus, rather than on campus.

She commended the strong relationship between the Board and the Foundation. She thanked Jesse and his team; Chair Cole, Trustees Stonecipher for his ISPS work; and Trustee Bello stating things have taken a positive turn generally and with the Leepa-Rattner Museum specifically.

She provided the following update on the Midtown Technology Inclusion Enhancement program that the Board wants to submit to the State early. The Board met with the student body which issued a letter and agreed on a project as requested by Trustee Gibbons. She indicated a meeting is set with community leaders on September 28th to ensure there will be no conflicts with community programs or overlapping populations.

She provided the following update on the '12 in 12' Program, in which students take 12 credits in 12 weeks. She stated the program's inaugural success rate was 67%, compared to St. Petersburg College's overall success rate of 77%, which is pretty good considering it was the first time. She expressed pride in the program and stated that the program is running again at the Midtown campus.

Dr. Williams stated that spring and summer student graduation would be held on October 10th. She mentioned that initial plans to hold it outside at the Trop fell through, so graduation would be held on campus instead. She stated that December graduation would be virtual.

Dr. Williams commended the Workforce program for its positive impact on the community. She mentioned the rapid credentialing scholarship which allows students to take short-term programs to upskill or reskill, the program's work with Google on Google training, and the program's work with Duke Energy and Powertown on the lineworker program. She further mentioned that St. Petersburg College presented to the City of St. Petersburg in pursuit of a St. Pete Works grant. Finally, she mentioned the positive attention received from the Department of Education and Bay News 9 for St. Petersburg College's workforce training.

Finally, she expressed pride regarding St. Petersburg College's Annual Impact report that showed the College's impact on the community financially through economic mobility and through the programs St. Petersburg College offers.

Chair Cole requested that the Board be on the lookout for an email from Rebecca on graduation, as each Board member would have a role to play.

**20-073. Under Item IV, Review and Approval of Minutes**

The minutes of the August 18, 2020 meeting of the Board of Trustees of St. Petersburg College were presented by the chair for approval. Trustee Stonecipher moved approval of the minutes as submitted. Trustee Bello seconded the motion. The motion passed unanimously.

**20-074. Under Item V, Monthly Reports**

Under Monthly Reports

- A. General Counsel – None

**20-075. VI. STRATEGIC FOCUS AND PLANNING**

**A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT**

1. The Onboarding Experience for First Time in College Students – Dr. Rodrigo Davis, Provost, Tarpon Springs Campus and Dr. Stan Vittetoe, Provost, Clearwater Campus (*Presentation*)

Dr. Davis summarized a three-step onboarding process: students apply, receive an advisor, and receive the information and documents that they need. He indicated that both students and advisors receive checklists that walk them through the enrollment process. He credited St. Petersburg College's 75% conversion rate from application to enrollment with following the onboarding process.

Dr. Davis also emphasized a focus on relational rather than transactional relationships with students. He stated that relationship-based counseling focused on career conversations, academic pathways, and learning paths.

Dr. Davis expanded on the career conversations, stating they focused on both student confidence levels, and asking the types of questions that helped them narrow down students' needs. Trustee Stonecipher asked for more detailed information on which students fell into the specific categories of super confident, unsure, and extremely unsure. Dr. Davis indicated that this information is tracked and more concrete numbers could be provided later.

Dr. Williams opined that helping potential students narrow down their goals was crucial to ensuring that they finish. She stated from experience that students tended to move between

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yellow (unsure) to red (extremely unsure), something which St. Petersburg College counters by giving the students tests and surveys to help direct them towards their interests. She stated that a lot of students that were unsuccessful in the past had no clear idea of why they were attending college.

She stressed that advisors were key in helping students move forward with a clear purpose.

Dr. Stan Vittetoe acknowledged the difficulty of establishing a meaningful relationship with a large group of people and stated that the first step in onboarding students was assigning them an advisor in the area where they expressed interest. As an example, he gave a student interested in the medical field being paired with Karen Somerville. He described her background knowledge, familiarity with medical school transfers, and knowledge of required coursework as beneficial to the student.

From there, Dr. Vittetoe mentioned that the student has a lot of work to do. Students needed to submit their transcripts and have them evaluated, select courses based on their current skillset or deficits, address financial aid, and have the career conversation, which might entail things like research with the Bureau of Labor Statistics, personality inventories, etc.

Dr. Vittetoe stated that over the course of several meetings, responsibility shifted from the advisor to the student, who would ultimately be responsible for their academic career.

Dr. Vittetoe described onboarding as an educational process which includes Smart Start Orientation, a class facilitated by advisors that covers both mechanical skills like how to add and drop a class, and executive functional skills such as when it's appropriate to drop a class, how to interact with instructors, and how to properly use technology. He mentioned that the class is available in three formats: face-to-face, asynchronously online, and live-online.

Dr. Vittetoe offered the following advising data: 2,423 FTIC Students in Fall 2020 (as of 8/28/2020); 35,526 Students Interactions from July 1 – August 17, 2020; 80% Fall 2020 FTIC had an interaction with an advisor between July 1 – August 17, 2020.

He described the advisor's caseload as heavy, with most students coming in at the last minute. He credited advisors with helping St. Petersburg College meet its enrollment goals and made special mention of how quickly they switched from face-to-face interactions to virtual interactions. He mentioned better tools, more responsiveness, more training, and more interactions as improvements, and stated that these positive gains were achieved while St. Petersburg College was developing new technologies.

Dr. Vittetoe mentioned that the technology team is both supporting students and developing new tools, such as: the Virtual Advising Center, which allows them to wait in a queue for an advisor to pull them into an individual session; and online appointment register, which allows students to make an appointment and have the flexibility of showing up virtually or physically to meet their advisor. He lauded the advisors, teachers, and deans for their efforts in working with the marketing team to make students aware of the tools available to help them meet their needs.

Dr. Vittetoe stated Case Management for Student Success would be a future presentation. He suggested that case management's goal would be to reduce initial registration appointments from

their current times of two to three hours, freeing up advisors to handle academic and personal needs of students. He stated that the ultimate goal of onboarding was to enable students to take control of their own education while freeing advisors to help students who were facing barriers to their education.

Chair Cole asked if non-first-time-in-college students used a different onboarding process.

Dr. Vittetoe confirmed that returning students followed a different process, although they did have access to many of the tools that FTIC students have.

Dr. Williams clarified that struggling students faced a more guided path to help avoid any mistakes that resulted in undesirable standings.

Chair Cole suggested that students who had not been in college in quite some time might also benefit from a more guided onboarding process.

## 2. Strategic Plan Update – Ms. Madeline Pumariega (*Presentation*)

Ms. Madeline Pumariega provided the following update via telephone. She reported that the strategic plan development started with a Board survey that provided clarity on St. Petersburg College's mission and the Board's vision for St. Petersburg College. She reported that St. Petersburg College had a full retreat this past weekend to set the role of the strategic plan in guiding St. Petersburg College over the next three to five years. She listed the following goals: set the direction for the College; identify growth opportunities; align fiscal resources (investment should reflect values); be recognized as a premier college in the country. She stated that these goals aligned with the Board's key components of accountability for success.

Ms. Pumariega reported the following as steps towards those goals: expansion of academic programs (part of a strategic enrollment management plan); build on the recognition of programs like the Aspen Institution (a workforce leader) and the rapid response program for COVID to become a national brand leader.

Ms. Pumariega expanded her thoughts, stating St. Petersburg College wanted to be a central hub for community success at the local and national level. She stated the driving indicator of success would be student success beyond the College either via transferring to a four-year college or entering the workforce.

She reminded the Board of its emphasis on affordable education as a means of economic mobility. She suggested this goal was attainable through acquiring a high-quality staff. She stated that human capital was key in creating a team that could support the Board's goals.

She listed the following risks: the student experience—something that was especially difficult in the COVID environment; the financial sustainability of the institution—aligning the budget with



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strategic priorities; instructional modalities—keeping a competitive edge by using technology to meet student and community needs; ensuring the strategic alignment at all levels—getting clear instruction from the Board and making sure everyone was aware of St. Petersburg College’s priorities; the ability to pivot and respond to emerging trends and external forces.

She gave the following points on academic excellence: ensuring students have a clear pathway through St. Petersburg College from start to finish—includes early connections and support post-graduation through transfer to universities or career assistance; ensuring seamless holistic support and equitable outcomes for students—creating models to identify barriers to college entry, identifying the need for support and services, focused teaching and learning—all with a goal of ensuring equality in education.

She spoke about a focus on teaching and learning: high impact pedagogy that leads to student success; concentrating on human capital—professional development; program excellence—developing a high impact strategy that highlights program excellence; national recognition as a leader in workforce excellence and innovation—a natural consequence of creating high quality programs.

In economic mobility, Ms. Pumariega reported the following: a clear pathway of success for students beyond St. Petersburg College—ensuring students are equipped to move into the workforce or on to another university by providing them with a high quality educational experience; a broader definition of success—the ability to buy a home, have the skills needed to fill jobs in the community; collaborating with business and industry to ensure programs align to workforce needs—creating a solid foundation for student success by ensuring academic programs are aligned with business and industry needs; ensuring students are gaining employability skills; ensuring that St. Petersburg College is recognized as a partner of choice for workforce readiness—developing a strategy to make business leaders aware of the value of St. Petersburg College and of St. Petersburg College’s role as a partner in economic growth; contributing to the overall economic growth and increasing employment opportunities in the region—identifying St. Petersburg College’s economic impact on the community and tying that to way St. Petersburg College produces a talented workforce that leads to employment opportunities in the region; ensuring students were prepared for high-wage, high-skilled jobs—making sure students are able to successfully compete for livable, high wage regional jobs—aligns with the Tampa Bay Regional Talent study on what the area needs to be to get and maintain a competitive edge; leverage community relationships to strengthen the St. Petersburg College brand and build partnerships—making brand building a priority by developing a potential asset map to identify opportunities to use or build new partnerships by leaning on the Board for connections; engaging students in the community—ensuring each student has an opportunity for work-based learning (virtually, internships, job shadowing; serving as a focal point for business, social, economic, government, and community institutions—becoming a hub for employee experience and engagement.

She shared the following plans for addressing the risk of human capital: developing a strategy to

hire and retain an excellent workforce; ensuring the College serves as a model for both the state and the nation—supporting the desire to become a focal point for business, social, economic and government institutions.

On the risk of not having strategic directional alignment, she suggested the following: developing a strategy that aligns budget vision and priority; identifying high-impact priorities; tying strategies to each division at the College to ensure they are in alignment; tying strategic priorities to performance goals—ensuring alignment of strategic vision, priorities, and accountability.

She reported the following on financial vitality: making sure the budget aligns with strategic priorities; focus on affordability—building efficiencies to ensure affordability; looking at alternative revenue streams—possibly developing a priority and strategy around generating revenue from partnerships not previously considered; strategic enrollment and growth.

Chair Cole clarified that these strategies came from the individual responses of the Board members in addition to the session held last month. She stated the Board was ready to move forward with implementing the suggested strategies.

Ms. Pumariega confirmed that input from the Board was the catalyst for strategic planning. She stated that St. Petersburg College took a survey of the activities it is currently doing to support the priorities given by the Board with an eye toward moving these from activities to strategy. She indicated that identifying which activities were scalable and measurable, and which ones have supported key performance indicators was key to making this shift.

She summarized the Board contributions as follows: set the vision and help facilitate opportunities; seeing all three pillars together—the pillars come together to execute the Board's vision by creating priorities and measurable results; receiving recognition both nationally and in the community; becoming the go-to for the government.

She reported the Board's role in implementation as follows: review measurable data; set the implementation of the strategic plan as the President's job; introduce high impact partners; hold the administration accountable for the mission and division; establish the strategic priorities that accomplish the vision the Board created (academic excellence, economic mobility, community engagement, employee experience, financial vitality).

She gave the following next steps: refine high impact strategies that can lead to successful outcomes (recognition as a national leader in workforce and excellence; responsive to the community; recognition as the focal point for the community; focus on student success by closing equity gaps; ensure student success both at St. Petersburg College and beyond—leading to national, state, and community recognition as a college of choice).

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She gave current goals as: prioritize aligning all current activities; identify activities with the potential to become high-impact strategies; present strategies by October.

Chair Cole expressed interest in seeing specific priorities in October.

Dr. Williams clarified that the specifics would more likely be presented in November as originally planned. She stated that Madeline still needed to meet with faculty, staff, and students. She reminded the Board of a planned workshop in December and suggested that it might no longer be necessary if priorities were presented in November. She also reminded the Board that November's Board of Trustees meeting would be very full since Capital City was coming along with a group to help with fundraising.

Trustee Gibbons praised the current process but suggested that keeping the workshop in December might be prudent, as the goal should be on creating measurable goals. He suggested a unified vision from the Board was necessary to set expectations for St. Petersburg College.

He emphasized the need to establish a method to track progress towards goals, suggesting checkpoints are necessary to ensure goals are being met. He suggested possible timeframes of three, six, and nine months, so that St. Petersburg College would have a chance to adjust if it was not on track to meet its goals.

He requested that the Board keep the December workshop so that it would have adequate time to clarify its vision and specify measurable check-ins.

Dr. Williams agreed with Trustee Gibbons. She stated that St. Petersburg College planned to do quarterly check-ins with the Board with measurable information. She clarified that December's workshop would be different because St. Petersburg College would be working with the Board to create a strategic plan, rather than just handing the Board a strategic plan as it had done in the past. Specifically, she stated that Madeline would be synthesizing what the Board and St. Petersburg College wanted.

She mentioned the quarterly timeframe would be easier for St. Petersburg College to create presentations and provide updates.

Ms. Pumariega reminded the Board that it requested to receive strategic updates via both quarterly meetings and a dashboard. She listed the following next steps: develop strategic priorities; identify high impact strategies; identify key performance indicators for the success of high-impact strategies; align high-impact strategies with key performance indicators and metrics. She reported that some key performance indicators would be at a departmental level as they would drive the KPIs important to overarching goals.

She reminded the Board of the dashboard's role in distilling information and providing a high-level overview of St. Petersburg College's progress towards its strategic goals. She suggested the dashboard would give a more nuanced understanding of St. Petersburg College's progress. She suggested that rather than leaving the Board lost in data, the dashboard would give specific information about goals like efficiency and diversity. She gave specific examples of whether or not specific credit hours aligned with the budget, enrollment density versus headcount, diversity in students and faculty versus the community at large, and student success separated by race, rather than student success in general. She also mentioned that the Board would have access to a financial dashboard as well for a high-level view of the financial viability of St. Petersburg College.

Chair Cole expressed a desire to see the conclusion of St. Petersburg College's current three-year plan. She agreed with Trustee Gibbons that it is important to keep track of both the successes and the misses that St. Petersburg College had, as a means of helping the Board clarify what the needs and priorities of St. Petersburg College should be moving forward.

Trustee Gibbons agreed, stating that understanding why St. Petersburg College was unsuccessful in reaching specific goals was key to not repeating failures in the future. He stated that it is the Board's job to figure out why failures happened and to help fix them. He suggested that the previous process left the Board with no initial input but still tasked the Board with correcting issues when possible and analyzing them even if they were unable to correct them.

Ms. Pumariega stated that the purpose of the meeting with the Cabinet was to analyze the data from the previous three years. She suggested that the current high impact strategies were informed by looking at previous activities and goals, and determining both what worked and what did not work. She suggested that current strategic planning is the direct result of examining the metrics from the previous three years. She stated that a goal of the current strategic strategy is to ensure that the hard work St. Petersburg College is putting in is reflected in the data.

Chair Cole expressed particular interest in seeing the strategic plan align with the budget alignment pieces. She stated that she felt that previous plans did not fully implement the budget piece either by not fully funding priorities or funding things that were not strategic priorities.

She warned the Board that committing to strategic priorities would require moving money towards strategic goals and away from things that were previously funded. She suggested that an intentional conversation would be necessary to ensure strategic goals and budgetary spending were in alignment in the spring. She stated a desire to verbalize her expectations that the future budget would need to reflect St. Petersburg College's strategic plan.

Chair Cole thanked Ms. Pumariega for her time and work with St. Petersburg College's team.

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## **20-076. Under Item VII – CONSENT AGENDA**

The Board considered VII – B.1a - B.3g Trustee Stonecipher moved approval of the consent agenda minus the Downtown GMP. Vice Chair Bello seconded the motion. The motion passed unanimously. Information regarding these items are as follows:

## **VII. CONSENT AGENDA**

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

B. NEW BUSINESS

### 1. ADMINISTRATIVE MATTERS

a. Human Resources

i. Personnel Report (*Action*)

b. Construction

i. Guaranteed Maximum Price (GMP), Project Number 1707-U-20-15, Build-Out of Shelled Space, Downtown Center (*Action*)

c. Naming of Facilities

i. Outdoor Conference Center Terrace at the St. Petersburg/Gibbs Campus Student Success Center – Weideman Family (*Action*)

2. Workforce, Community, and Corporate Partnerships Curriculum Changes (*Action*)

### 3. GRANTS/RESTRICTED FUNDS CONTRACTS

a. CareerSource Florida/Florida Department of Commerce – Quick Response Training (QRT) Grant on behalf of Power Design (*Action*)

b. CareerSource Florida/Florida Department of Commerce – Quick Response Training (QRT) Grant on behalf of 180byTwo (*Action*)

c. City of St. Petersburg – Workforce Readiness and Development Program (*Action*)

d. Jobs for the Future – Google IT Support Professional Certificate Project (*Action*)

e. Florida Attorney General, Division of Victim Services- Victim of Crime Assistance Program (*Action*)

f. Florida Department of Education - Tampa Bay Consortium College Reach Out Program (CROP) (*Action*)

g. University of Central Florida, Florida Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program (*Action*)

**20-077. Under Item VIII – Informational Reports**

- A. Direct Support Organization
  - 1. Leepa-Rattner Museum of Art
  - 2. Institute for Strategic Policy and Solutions
  - 3. St. Petersburg College Foundation
  
- B. Palladium at St Petersburg
  
- C. Operating Budget Report

Chair Cole mentioned that both Leepa-Rattner and ISPS would be hosting programs on quality issues and the elections, and asked if either Trustees Bello or Kidwell wanted to report on those programs.

Trustee Bello reported that she was unable to attend the last ISPS meeting as it fell on her wedding anniversary. She stated that she was aware of upcoming programs that were both timely and exciting; however, she would not be able to provide specific details as she did not attend the last meeting.

Trustee Kidwell reported that the fourth quarter Leepa-Rattner meeting would be held in November. He stated that the museum is surviving and expressed hope for a meeting with Dr. Wilkins soon.

Trustee Bello reported that U.S. News and World Report ranked St. Petersburg College third among the 28 colleges in the Florida College System. The news was greeted with applause and Dr. Williams expressed pride in the work the College was doing.

**20-078. Under Item X, Proposed Changes to BOT Rules Manual – Public Hearing – NONE****20-079. Under Item XI, President’s Report**

Dr. Williams reported that St. Petersburg College’s health insurance numbers would be a little lower than what was presented to the College on expense for employees as a point of pride. She stated that employees would be presented with three plan options.

In response to a challenge raised by Trustee Gibbons on supplemental insurance,

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she presented the following options. She stated that although St. Petersburg College has a year remaining on its current supplemental insurance plan, they could also give employees a choice. They could stay with the current plan or move to the new supplemental plan.

She also stated her intention to keep the Board as well as impacted faculty and staff informed of any COVID-related challenges. She reported that St. Petersburg College was not having as many issues as residential colleges due to the limited way that students were interacting.

She reported that preparations for hurricane season have paid off. She stated that Bill Gray reported that St. Petersburg College was the most prepared that it had ever been. She reminded the Board that within three months of her becoming president, St. Petersburg College experienced a hurricane and was unprepared, however, St. Petersburg College has since addressed those issues.

Dr. Williams expressed excitement about St. Petersburg College turning 100 in the year 2027. She enthused about the Foundation Board and the Board of Trustees working together on a major fundraising effort to celebrate 100 years of service and to prepare for the next 100 years.

Dr. Williams further reported that Capital City would join the Board in November to advise them on next steps for the Board's legislative asks. She mentioned that she confirmed with Senator Brandis that there was no special session currently planned. She stated her intention to focus on the Strategic Plan. She also stated that Madeline, who met with the President's Cabinet, would be reporting the results of a workshop to provide St. Petersburg College with guidance, with later meetings with faculty, staff, administrators and students. Dr. Williams reported that Madeline's work would allow St. Petersburg College to present a strong plan in December as the Board requested.

Trustee Stonecipher asked if the shift to a more virtual environment for classes and advising due to COVID has impacted St. Petersburg College's retention rates.

Dr. Williams responded by saying that that information is not yet available as the semester is only in its fifth week.

Sabrina provided additional information, stating that Fall to Spring retention rates were about 65%; however, the numbers for Summer to Fall were not yet available. She stated that St. Petersburg College generally waited until it had gotten all the

way through its eight-week-two classes before looking at retention rates. She further reported that St. Petersburg College was also looking at the impact of the CARES Funding act on student retention and that St. Petersburg College would have additional data later on.

Trustee Gibbons emphasized that the financial impact of the insurance issue has the ability to put St. Petersburg College out of business. He stated his belief that free market capitalism driven by choice would allow employees to choose the best options for them as word of mouth would cause the best programs to rise to the top. He stated his belief that giving employees the right to spend their money on the supplemental insurance options they felt were important might cost employees a bit more, but would lead to more satisfaction from employees and less expenses for St. Petersburg College.

Trustee Gibbons reminded the Board that initial reports seemed to indicate that the rise in insurance costs was due to catastrophic events with three people. He suggested that if those people had the option of supplemental insurance, they might have used that instead, allowing St. Petersburg College's expenses to remain level.

He reiterated that giving employees a choice would give them additional insurance options to pull from in the event of a catastrophic life event. He stressed that choice was vital in ensuring St. Petersburg College could offset insurance costs. He stressed once more the potential impact that insurance costs could have on St. Petersburg College and urged St. Petersburg College to find a solution that gives employees a good option while protecting St. Petersburg College's bottom line.

Dr. Williams clarified that Trustee Gibbons is speaking about supplemental insurances, such as vision, dental, and disability insurances. She emphasized that St. Petersburg College was giving employees a choice since employees were paying the cost of supplemental insurance themselves.

Dr. Cole mentioned that she recently participated in two audit calls, one on behalf of St. Petersburg College and one on behalf of the Collegiate High School. Dr. Cole stated that some of the audit findings were surprising for St. Petersburg College, possibly because the auditor was different. She asked Ms. Hunt to provide clarification.

Ms. Hunt reported that St. Petersburg College's responses to the two possible findings were sent to Tallahassee. She stated that one of the surprising findings was related to athletic scholarships and procedures that had been in place for around 16 years. She stated that St. Petersburg College anticipated a response in the next week



## MINUTES OF THE SEPTEMBER 15, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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or two.

After prompting from Chair Cole, Dr. Williams expressed pride in the fact that St. Petersburg College exceeded its budgeted goals. She reported that the College was 93.5% towards its stretch goals despite the fact that St. Petersburg College's eight-week session is still underway. She expressed gratitude toward the Vice Presidents, faculty, deans, and provosts, as enrollment is one area that they could impact St. Petersburg College's revenue directly. She stated that without their hard work, St. Petersburg College would not be where it was in its enrollment numbers.

Chair Cole congratulated the recruitment team and everyone that worked to improve enrollment numbers. She suggested that the current improvements were the result of small refinements over the past few years, and that St. Petersburg College was starting to see the fruits of its labor.

Dr. Williams stressed the creation of wrap-around systems, rather than just wrap-around services, as a key part of St. Petersburg College's success. She stated that despite the difficulties posed by the new virtual environment, students were responding positively to the new technology. She admonished the St. Petersburg College family to continue pushing forward, reminding them that for annual enrollment numbers to be up, enrollment would need to be up in Spring and Summer as well.

Trustee Bello requested additional information from Mr. Ramsey on the numbers for the Workforce grant.

Michael Ramsey, Dean, Workforce Development reported that St. Petersburg College has received over 700 applications for the rapid credentials program. He enthused about the positive response, suggesting it affirmed a need for the program. He also expressed hope that St. Petersburg College would be able to get those students into short-term training as well as into the St. Petersburg College pipeline for future associate's degrees.

Mr. Ramsey also reported that St. Petersburg College is working with Career Source, a community partner, to provide funding for students who could not receive scholarships through the rapid credential program. He stated that Career Source recently received two million dollars from the Pinellas Economic Development Corp.

Chair Cole requested a high-level overview of how the program works.

Mr. Ramsey stated the following qualifications: people who have been laid off; people who are unemployed; people who are under-employed, which is defined as having a wage of under \$12.53 per hour (a local Workforce Development Board marker of a low wage). He clarified that the money was set aside by the governor from the CARES Act, and that St. Petersburg College used its portion to target programs that were 18 weeks or less (computer aided design, drafting, 911 telecommunications operator, correctional officer clock hour, etc).

Mr. Ramsey provided the following overview of the onboarding process. Students are directed to [spc.edu/job](http://spc.edu/job) training where they are provided with a list of all available scholarship programs. Students were being funneled into IT, healthcare, manufacturing, and insurance, as these professions are still hiring. Students that were uncertain about their career options were directed to an advisor and went through a similar onboarding process as the one described by Dr. Davis and Dr. Vittetoe.

Mr. Ramsey mentioned wrap-around systems to help students navigate short-term training and assist them with job placement. He stated that students who graduated from St. Petersburg College generally had high employment rates and high salaries, and expressed a desire to see similar success for rapid credential students.

Trustee Gibbons asked what sort of barriers would prevent potential students from being able to participate in the rapid credential program. He specifically asked for diversity numbers with an eye toward ex-offenders and other hard-to-employ populations.

Mr. Ramsey stated that there were few barriers to program participation. He stated that although he did not have the numbers on as the program just launched last week, he would be happy to provide both diversity and hard-to-reach numbers once they were available.

Trustee Gibbons stated that he's especially interested in the difference in numbers between north and South County. He speculated that less people in the northern part of the county would be looking for work. He also reiterated that he wanted information on both diversity and ex-felon populations.

### **20-080. Under Item XII, Next Meeting Date and Location**

The Board confirmed its next meeting date and location as Tuesday, October 20, 2020 at the EpiCenter, Room 1-451

### **XII. ADJOURNMENT**

Having no further business to come before the Board, Chair Cole adjourned the meeting at 10:31 a.m.

**MINUTES OF THE SEPTEMBER 15, 2020 MEETING OF THE BOARD  
OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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

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

**Attachments  
Board Memos and  
Supplemental  
Materials**

**Board of Trustees Meeting  
September 15, 2020**

## VI – A.1 Onboarding Experience

### **Advising Spotlight** **The Onboarding Experience for First Time in College Students**



*Dr. Rodrigo Davis*  
Provost, Tarpon Spring Campus

*Dr. Stan Vittetoe*  
Provost, Clearwater Campus

September 2020

## Welcome to SPC!

Student Submits  
Application

Student is  
Assigned an  
Advisor

Student Receives  
Automated  
Communication -  
Welcome and Next  
Steps




### Student Checklist


- ✓ Pay Application Fee
- ✓ Submit High School or GED Transcripts *(required to be degree-seeking and to receive Financial Aid)*
- ✓ Apply for Financial Aid
- ✓ Placement Testing or Review Flexible Placement Recommendations
- ✓ Meet with your Advisor
- ✓ Register for Classes
- ✓ Pay for Classes
- ✓ Attend Smart Start Orientation
- ✓ Get Student ID Card
- ✓ Get your Textbooks

### Advisor Checklist


- ✓ Review student's email and Student ID number
- ✓ Review student's To-Do list
- ✓ Check Residency Status
- ✓ Check Financial Aid Status
- ✓ Review Transcripts
- ✓ Review Flexible Placement Recommendations or Placement Testing
- ✓ Add Student Groups if needed
- ✓ Confirm Students Home Campus
- ✓ Assist in Registration
- ✓ Review Schedule, Payment, and Textbooks
- ✓ Complete Advising Session
- ✓ Write Who's Next Notes



## Building Relationships



**Transactional**




**Relational**

Serving Students Everywhere They Are

- ✓ Walk-In
- ✓ Appointments (Face-to-Face, Phone or Zoom)
- ✓ Virtual Advising Center

- ✓ The Career Conversation
- ✓ Academic Pathways
- ✓ Learning Plans
- ✓ Review Career and Academic Communities



## The Career Conversation

**Student Confidence Level: Student is uncertain about community and uncertain about program.**

Characteristics

- ✓ No understanding of program or options available to them (AA vs. AS)
- ✓ Uninterested
- ✓ Distressed about making a decision
- ✓ Afraid of committing
- ✓ Answers are "I don't know"

**Student Confidence Level: Student is uncertain about community and uncertain about program.**

Characteristics

- ✓ Potentially deciding between multiple programs.
- ✓ Might know what they want to do but not how to get there.
- ✓ Curious and have a lot of questions.
- ✓ Exploratory and eager to learn about different paths.
- ✓ Looking at several AA transfer options, and transfer institution not identified.

**Student is certain about community and certain about program**

Characteristics

- ✓ Confident in program choice and know steps to take to complete program.
- ✓ Understand difference between AA and AS degree.
- ✓ AS understand job market for selected program.
- ✓ AA students identified transfer college/university

## Strengthening Relationships

Confirm Community and Program Plan is Correct

•••••

Academic Pathway

•••••

My Learning Plan

•••••

**Typical First Time in College Session is 45 minutes**

- ✓ Discussion about family and work responsibilities
- ✓ Clubs they may be interested in
- ✓ How to get involved on campus
- ✓ Goal: Teach them the tools to be successful
- ✓ Goal: Build a relationship with student

ASA S



## Smart Start Orientation

- ✓ 3 Hours
- ✓ Facilitated by Advisors
- ✓ Content
  - ✓ Overview of Career & Academic Communities and Academic Pathways
  - ✓ SPC's Social Media
  - ✓ MySPC
  - ✓ Intro to MyCourses
  - ✓ Check and link Student Email
  - ✓ How to communicate with your Professors
  - ✓ Student Success Strategies
  - ✓ What is a Syllabus
  - ✓ Drop/Add and Attendance
  - ✓ Academic Standing
  - ✓ Campus Tour (*Face to Face*)



Delivery Options

- ✓ Online
- ✓ Face to Face
- ✓ Live Online (NEW)



## Fall 2020 Registration

- ✓ Fall Registration: April 29
- ✓ Peak Registration: Typically 2-3 Weeks Prior to Start of 16-week Term
- ✓ Fall 2020: Student traffic increased in July
- ✓ Advising Data
  - ✓ **2,423** FTIC Students in Fall 2020 (*as of 8/28/2020*)
  - ✓ **35,526** Students Interactions from July 1-August 17, 2020
  - ✓ **80%** Fall 2020 FTIC had an Interaction with an Advisor between July 1-August 17, 2020

FALL VIRTUAL ADVISING CENTER



Have questions for your advisor? Then drop by our Virtual Advising Center for answers. Our advisors can see students virtually without scheduling an appointment to advise. You will be connected to the first available advisor.

CONNECT WITH AN ADVISOR

GET HELP WITH	VIRTUAL HOURS	CAMPUS HOURS								
<ul style="list-style-type: none"> <li>• Registration</li> <li>• Course planning and scheduling</li> <li>• Degree program exploration</li> <li>• Transfer information</li> <li>• Registration holds</li> <li>• Prerequisite</li> </ul>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-weight: bold; font-size: 0.6em;">Monday-Thursday</td> <td style="font-size: 0.6em;">10am - 4pm</td> </tr> <tr> <td style="font-weight: bold; font-size: 0.6em;">Friday</td> <td style="font-size: 0.6em;">10am - 12pm</td> </tr> </table>	Monday-Thursday	10am - 4pm	Friday	10am - 12pm	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-weight: bold; font-size: 0.6em;">Monday-Thursday</td> <td style="font-size: 0.6em;">8:30am - 7pm</td> </tr> <tr> <td style="font-weight: bold; font-size: 0.6em;">Friday</td> <td style="font-size: 0.6em;">8:30am - 12pm</td> </tr> </table>	Monday-Thursday	8:30am - 7pm	Friday	8:30am - 12pm
Monday-Thursday	10am - 4pm									
Friday	10am - 12pm									
Monday-Thursday	8:30am - 7pm									
Friday	8:30am - 12pm									

	Week One	Week Two
	August 3-7	August 10-14
Total Visits	1454	1929
Unduplicated Visits	1197	1532
Enrolled	760	1140
% Enrolled	65.50%	74.40%





November:  
Advising  
Spotlight - Case  
Management for  
Student Success

Questions



VI – A.2 Strategic Plan Board Summary

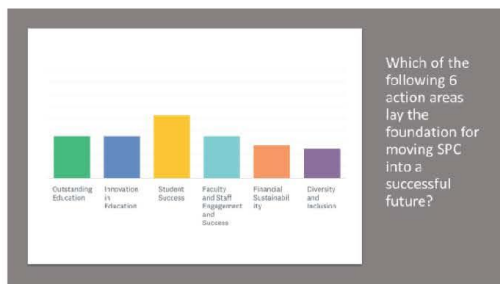
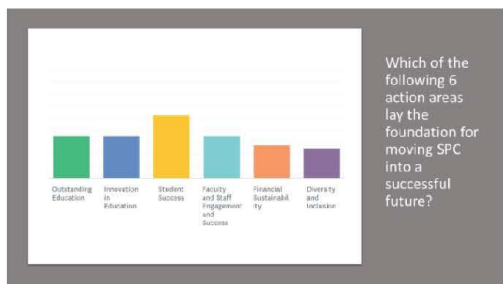
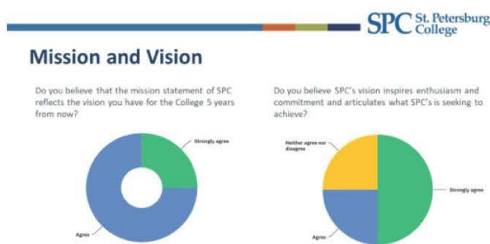
## St. Petersburg College DISTRICT BOARD OF TRUSTEES Executive Session

St. Petersburg College (SPC) has launched the development of its 2021-2024 Strategic Plan that builds upon the plan established in 2018-2021. This plan builds upon the foundation of financial vitality, employee experience and engagement, as well as the pillars of academic excellence, economic mobility and community engagement. This Strategic Plan will enable SPC to continue being recognized as a premier college in the country in academic excellence, student success, and workforce development.

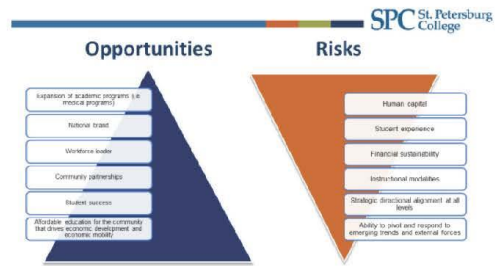
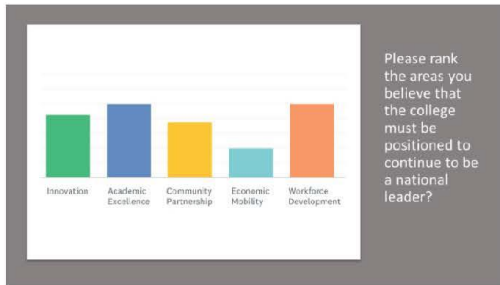
### SURVEY SUMMARY

The SPC District Board of Trustees (DBOT) completed a survey to ensure alignment for the vision of college. As evidenced by the survey, the board agrees the current mission and vision reflects the direction of the college for the next 5 years and inspires enthusiasm and commitment for SPC.

The following is a summary of the DBOT survey:







### SETTING THE VISION AND PRIORITIES FOR THE FUTURE

On August 18, 2020, the DBOT held an executive session to discuss the survey results and set the vision for the future.

Through a facilitated presentation, the board discussed its role to set the vision for SPC and serve as a compass for the institution while allowing the president and leadership of the college develop the operational priorities that will help achieve the vision of the board for SPC.

#### Supporting Strategic Priorities

- Committees
- Fiscal and Physical Plan
- Human Capital
- Technology



The board recognizes who SPC students are and the importance of helping them get on their path to success. SPC must be prepared to welcome all of them, nurture them, and guide them on their paths that extend beyond SPC and into the workforce and community!

The vision set forth below identifies the most important areas of growth for SPC students, the College, and the greater community over the next five years. It would be easy to have an extensive list of important items, but the Board sought to identify those primary, foundational elements that must be in place to ensure a solid base for all strategies to flourish. Without a focus on these core elements, there will always be another trend or item to measure which will complicate—or even hamper—SPC’s ability to make consequential progress.

#### Academic Excellence:

- Ensure that students have a clear pathway from start to finish at SPC.
- Ensure seamless access, holistic support, successful completion and equitable outcomes for students.
- Teaching and Learning
- Program Excellence
- Be a nationally recognized leader in workforce innovation and excellence.

#### Community Engagement:

- Leverage community relationships to strengthen the SPC brand and build partnerships.
- Engage students in the community
- Serve as a focal point for business, social, economic, government and community institutions.

#### Economic Mobility:

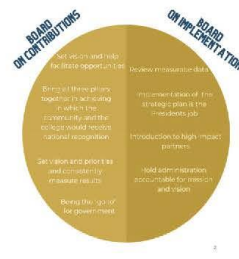
- Develop clear pathways that ensure student success beyond completion.
- Collaborate with business and industry to ensure that programs align to workforce needs and serve as a solid foundation for success.
- Ensure that SPC is recognized as the partner of choice for workforce readiness.
- Contribute to overall economic growth and increased employment opportunities in the region.
- Be a leader in workforce programs that lead to high wage and high skilled jobs.

#### Employees Experience and Engagement:

- Hire and retain an excellent workforce and ensure SPC is a model.
- Encourage alignment of strategic vision and priorities

#### Financial Vitality


- Budget Alignment
- Affordability
- Alternative budget streams
- Strategic enrollment and growth



September 15, 2020

**M E M O R A N D U M**

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

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

**SUBJECT:** Personnel Report

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

<b>HIRE Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Pierre, Devona	Equity,Diversity&Inclusion Dir	President Office DO	8/10/2020 - 6/30/2021

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Sibbio, Ralph A	Program Director, EMS (Acting)	Baccalaureate Programs HEC	9/1/2020 - 6/30/2021
Davis, Michael J	IPA Liaison	Provost Office TS	8/17/2020 - 6/30/2021

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Hemsley, Brian T	Campus Safety Officer	Campus Security SPG	8/10/2020

<b>HIRE Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Hart, Jennifer L	Faculty	College of Education TS	8/13/2020
Singh, Kumar	Faculty	Communications SPG	8/17/2020
Austin, Heather M	Faculty	Nursing HEC	8/10/2020
Lamontagne, Marie A	Faculty	Nursing HEC	8/10/2020
Wood, Christy	Faculty	Nursing HEC	8/10/2020
Bryant, Enid A	Faculty	Speech - Letters SPG	8/17/2020

<b>TRANSFER/PROMOTION Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Stickrath, Kelli L	Chair, Natural Science (Acting)	Natural Science TS	8/17/2020

<b>HIRE Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Alonzo, Benjamin	Adjunct Faculty	College of Computer & InfoTech SPG	8/17/2020
Lewis, Zachary	Adjunct Faculty	College of Computer & InfoTech SPG	8/17/2020
Lineberger, Anna M	Adjunct Faculty	Communications SPG	8/17/2020
Mallo, Krista S	Adjunct Faculty	Communications TS	8/17/2020
Flanigan, Ashlie J	Adjunct Faculty	Early College/Dual Enrollment SE	8/17/2020
Fernandez-Calienes, Raul	Adjunct Faculty	Ethics CL	8/17/2020
Kazmierski, Terme	Adjunct Faculty	Ethics CL	8/17/2020
Moscardini, Charlotte H	Adjunct Faculty	Ethics CL	8/17/2020
Vythylingam, Suresh	Adjunct Faculty	Ethics CL	8/17/2020
Robey, Skylar C	Adjunct Faculty	Mathematics CL	8/17/2020
Cheskidov, Petr A	Adjunct Faculty	Mathematics SE	8/18/2020
Lyman, Janine	Adjunct Faculty	Mathematics SE	8/17/2020

Conic, Francis	Adjunct Faculty	Mathematics SPG	8/17/2020
Jackson, Teresa D	Adjunct Faculty	Mathematics SPG	8/17/2020
Serikova, Alla	Adjunct Faculty	Mathematics SPG	8/17/2020
Venkataramu, Chinnambally	Adjunct Faculty	Natural Science CL	8/17/2020
Faives, Stephen	Adjunct Faculty	Respiratory Care HEC	8/17/2020
Hoydu, Charles	Adjunct Faculty	Respiratory Care HEC	8/17/2020
Bergmiller, Gary G	Adjunct Faculty, Bach	Baccalaureate Programs DO	8/17/2020
Gillia, Francesco	Adjunct Faculty, Bach	Humanities & Fine Arts CL	8/17/2020
O'connor, Shannon M	Adjunct Faculty, HTF Nursing	Dental Hygiene HEC	8/17/2020
Stryczyn, Ravage	Adjunct Faculty, HTF Nursing	Dental Hygiene HEC	8/17/2020
Galagan-Rodriguez, Dawn	Adjunct Faculty, HTF Nursing	Nursing HeC	8/17/2020
Johnson, Michele L	Adjunct Faculty, HTF Nursing	Nursing HEC	8/17/2020
Andrion, Paula B	Contributed Service	Early College/Dual Enrollment SE	8/17/2020
Dahl, Christopher	Contributed Service	Early College/Dual Enrollment AC	8/17/2020
Duszynski, Lisa	Contributed Service	Early College/Dual Enrollment SE	8/17/2020
Josue, James	Contributed Service	Early College/Dual Enrollment SE	8/17/2020
Klaskow, Adam L	Contributed Service	Early College/Dual Enrollment SE	8/17/2020
Langiotti, Bernadette L	Contributed Service	Early College/Dual Enrollment SE	8/17/2020
Soto, Hannah	Contributed Service	Early College/Dual Enrollment TS	8/17/2020
Spurgeon, Danielle J	Contributed Service	Early College/Dual Enrollment SE	8/17/2020
Toscani, Kris J	Contributed Service	Early College/Dual Enrollment AC	8/17/2020
Waugh, Jalika R	Contributed Service	Early College/Dual Enrollment SE	8/17/2020
Geiter, Henry B	Contributed Service	Workforce/Professnl Developmnt DO	8/17/2020
Tunceren, Lillian L	Faculty - supplemental	College of Education TS	8/3/2020
Helman, Justin	General Support	Engineering Technology CL	8/24/2020
Folsom, Chloe O	OPS Career Level 1	Academic & Student Affairs CL	8/24/2020
Pinckney, Matthew T	OPS Career Level 2	Enrollment Management DO	8/10/2020
Turner, Evan	OPS Career Level 3	Learning Resources SPG	8/24/2020
Wilkins, Courtney	OPS Career Level 4	Workforce/Professnl Developmnt	8/24/2020
Fitzpatrick, Ryder	OPS Career Level 5	Academic & Student Affairs EPI	9/8/2020
McNulty, Mary M	OPS Career Level 5	Learning Resources TS	8/24/2020
Rasico, Joseph S	Professional Trainer	Workforce/Professnl Developmnt DO	8/31/2020

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Carol Sumter, Associate Vice President of Human Resources, bringing the actions forward, recommends approval.


LH 090220

## Agenda Item VII – B.1b

September 15, 2020

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President 

**SUBJECT:** Approval of Construction Documents (Phase III) and Guaranteed Maximum Price (GMP), Project Number 1707-U-20-15, Build-Out of Shelled Space, Downtown Center

**Approval is requested for the 100% Construction Documents (Phase III) and the Guaranteed Maximum Price (GMP) of \$2,342,270.00 and to issue all necessary purchase orders to Creative Contractors, Inc. (Creative) for Project Number 1707-U-20-15, Build-Out of Shelled, Downtown Center.**

In collaboration with College staff, Williamson Dacar Associates, Incorporated, has completed the 100% construction documents for the Downtown Center renovations as noted above that are associated with the District Office Migration and Creative Contractors, Inc. has developed the GMP per those documents.

The Guaranteed Maximum Price (GMP) is \$2,342,270.00 with a total project budget of \$2,851,559.00. The college apportioned project costs in the approved FY18-19 capital budget.

Project Description: Complete infrastructure development, installation and build-out of shelled space located on the 3<sup>rd</sup> and 4<sup>th</sup> floors of the Downtown Center to house the College's President's Office and Staff, Legal Offices, Foundation Offices and Finance & Operations Offices and is intended to be completed in accordance with College standards including but not limited to "sustainable" design standards.

The anticipated date for substantial completion is February 25, 2021. The documents GMP has been reviewed for building codes, safety-to-life, the Americans with Disabilities Act (ADA) and further refinements.

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

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



September 15, 2020

**M E M O R A N D U M**

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

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



**SUBJECT:** Conference Center Outdoor Terrace of the new Joseph H. Lang Student Success Building on the St. Petersburg/Gibbs Campus

**Approval is sought to name the Conference Center Outdoor Terrace of the new Joseph H. Lang Student Success Building of the St. Petersburg/ Gibbs Campus in memory of Anne and Stewart Weideman.**

Board of Trustees Rule #6Hx23-6.14 provides guidance on naming St. Petersburg College Facilities. The intent of the rule is to allow the College to honor and recognize significant contributions to the College by an individual either through extraordinary service and/or philanthropic giving. The corresponding procedure to the above rule provides guidance on a committee process to consider recommendations before the President's review. The following college-wide committee was created to consider this naming opportunity at the St. Petersburg/Gibbs Campus:

In recognition of the philanthropic contributions made by Professor Carol Weideman. We are requesting to have the outdoor terrace of the new Joseph H. Lang Student Success Center building on the St. Petersburg Gibbs campus be named in memory of Professor Weideman's parents, Anne and Stewart Weideman. Upon completion of the building, recognition signage would be installed by the St. Petersburg College Foundation on the Conference Center Outdoor Terrace.

Nathan Stonecipher, Trustee and Tonjua Williams., President, and the above named committee members recommend approval.

September 15, 2020

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President



**SUBJECT:** Workforce, Community, and Corporate Partnerships

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

*Workforce Education, Technology:* Added four new courses to support the Rapid Credentialing grant.

- NWT0814      CompTIA Cloud+ Certification
- NWT0815      Amazon AWS Cloud Computing + Solutions Architect Associate Certification
- UAS0104      UAS Safety Level 1 Certification
- WSP0918      CIW Web Design Specialist Certification

*Workforce Education, Technology:* Changed one course to update content, contact hours, and fee.

- NWT0804      CompTIA Cloud+ Certification (Online)

*Workforce Education, Business and Finance:* Changed one course increasing the contact hours.

- BSF0400      Digital Media Marketing Certificate

*Workforce Education, Manufacturing:* Added one new course to increase the offerings for the Mechatronics program.

- MNF0491      Mechatronics: Motors and Controls

*Workforce Education, Lifelong Learning:* Added one new course for a partnership with Community Foundation of Tampa Bay and Love IV Lawrence.org.

- AAP0203      Mental Health First Aid Training

September 15, 2020

## MEMORANDUM

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

**FROM:** Tonjua Williams, Ph.D., President 

**SUBJECT:** CareerSource Florida, Inc.–Quick Response Training Grant – Power Design, Inc.

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to CareerSource Florida, Inc., by St. Petersburg College for the Quick Response Training (QRT) grant opportunity on behalf of Power Design, Inc. Permission is sought to accept an estimated \$1,606,540 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

Quick Response Training (QRT) grants provide funding for customized training to new or expanding businesses. Through this customer-driven program, Florida is able to effectively retain and attract businesses creating new high-quality jobs in targeted industries. Businesses are required to apply for QRT grants through a community college, area technical center or state university, in partnership with the local economic development organization and workforce board.

Power Design, Inc. was founded in 1989 and is a full service electrical subcontractor company based in St. Petersburg, Florida, and licensed in 19 states. Power Design's capabilities include design build and value engineering services, low voltage systems, fire alarms, security, structured wiring, telephone, cable head end systems, and controlled access. QRT grants will assist in training up to 101 new employees to deliver optimal solutions to meet clients' needs. The projected growth will pay an average annual wage well over the local and state private sector in the State of Florida over the next year. SPC Workforce, Community and Corporate Partnerships will provide consulting and fiscal agent services to Power Design over the one-year program. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

The estimated period of performance will be from September 1, 2020 through August 31, 2021. The total project budget is projected to be \$1,606,540 over a one-year period. Of this amount, the College anticipates receiving approximately \$76,501 (5%) for its services over the same period. See attached Information Summary for additional information.

Michael Ramsey, Dean, Workforce Development; Suzanne L. Gardner, General Counsel; and Belinthia Berry, Director Corporate Training, recommend approval.

Attachment

ks0902202

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

**Date of BOT Meeting:** September 15, 2020

**Funding Agency or Organization:** CareerSource Florida, Inc.

**Name of Competition/Project:** Quick Response Training (QRT) - Power Design, Inc.

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

**Grant/Contract Time Period:** **Start:** 9/1/20      **End:** 8/31/21

**Administrator:** Michael Ramsey

**Manager:** Belinthia Berry

**Focus of Proposal:**

St. Petersburg College's Workforce, Community and Corporate Partnerships will serve as the fiscal agent for Power Design, Inc. in the implementation of the Quick Response Training (QRT) Program. Power Design will train approximately 101 of its newly hired employees to design, assemble, and troubleshoot on various tasks for the organization, thereby increasing productivity. SPC's Workforce, Community and Corporate Partnerships will assist Power Design with its monthly reporting to CareerSource Florida, Inc. and provide invoicing services. SPC will receive approximately 5% of the grant request to cover these costs. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

**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.)

Subcontract to Power Design	\$ 1,530,039
Indirect Costs (5%)	\$ 76,501
Total Budget	\$ 1,606,540

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$1,606,540
Total amount from funder:	\$1,606,540
Amount/value of match:	Cash: N/A In-kind: N/A

Required match or cost sharing:	No	X	Yes
Voluntary match or cost sharing:	No	X	Yes
Source of match/cost sharing:	N/A		
Negotiated indirect cost:	N/A		

(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

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

Values:	1. Community Focus
1	2. Growth & Empowerment


Strategic Initiatives:	1. Align County-Wide Priorities and Needs
	2. Increase Strategic Connections by Partnering with Businesses

2

September 15, 2020

**MEMORANDUM**

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

**FROM:** Tonjua Williams, Ph.D., President 

**SUBJECT:** CareerSource Florida, Inc.–Quick Response Training Grant – 180byTwo LLC.

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to CareerSource Florida, Inc., by St. Petersburg College for the Quick Response Training (QRT) grant opportunity on behalf of 180byTwo LLC. Permission is sought to accept an estimated \$35,619 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

Quick Response Training (QRT) grants provide funding for customized training to new or expanding businesses. Through this customer-driven program, Florida is able to effectively retain and attract businesses creating new high-quality jobs in targeted industries. Businesses are required to apply for QRT grants through a community college, area technical center or state university, in partnership with the local economic development organization and workforce board.

180byTwo LLC would like to apply for a QRT grant through Workforce, Community and Corporate Partnership to assist in the implementation of technical professional development training for 11 newly hired employees. 180byTwo LLC is an industry-leading Business-to-Business (B2B) and Account-Based Marketing (ABM) solutions provider. 180byTwo's suite of artificial intelligence-powered data and software solutions provides marketers with the tools and expertise needed to orchestrate omni-channel programs seamlessly. SPC Corporate Training Services will provide fiscal agent services to 180byTwo throughout the one-year duration of the program. QRT grants will assist in training up to 11 new employees to deliver optimal solutions to meet clients' needs. The projected growth will pay an average annual wage well over the local and state private sector in the State of Florida over the next year. SPC Workforce, Community and Corporate Partnerships will provide consulting and fiscal agent services to 180byTwo LLC over the one-year program. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

The estimated period of performance will be from September 1, 2020 through August 31, 2021. The total project budget is projected to be \$35,619 over a one-year period. Of this amount, the College anticipates receiving approximately \$1,696 (5%) for its services over the same period. See attached Information Summary for additional information.

Michael Ramsey, Dean, Workforce Development, Workforce, Community and Corporate Partnerships; Suzanne L. Gardner, General Counsel; and Belinthia Berry, Director, Corporate Training, recommend approval.

Attachment

ks0902202

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

**Date of BOT Meeting:** September 15, 2020

**Funding Agency or Organization:** CareerSource Florida, Inc.

**Name of Competition/Project:** Quick Response Training (QRT) – Twoby180 LLC

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

**Grant/Contract Time Period:** **Start:** 9/1/20      **End:** 8/31/21

**Administrator:** Michael Ramsey

**Manager:** Belinthia Berry

**Focus of Proposal:**

St. Petersburg College’s Workforce, Community and Corporate Partnerships will serve as the fiscal agent for Twoby180 LLC in the implementation of the Quick Response Training (QRT) Program. Twoby180 LLC will train approximately 11 of its newly hired employees to design, assemble, and troubleshoot on various tasks for the organization, thereby increasing productivity. SPC’s Workforce, Community and Corporate Partnerships will assist Twoby180 LLC with its monthly reporting to CareerSource Florida, Inc. and provide invoicing services. SPC will receive approximately 5% of the grant request to cover these costs. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

**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.)

Subcontract to Twoby180 LLC	\$ 33,923
Indirect Costs (5%)	\$ <u>1,696</u>
Total Budget	\$ 35,619

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 35,619
Total amount from funder:	\$ 35,619
Amount/value of match:	Cash: N/A In-kind: N/A

Required match or cost sharing:	No	X	Yes
Voluntary match or cost sharing:	No	X	Yes
Source of match/cost sharing:	N/A		
Negotiated indirect cost:	N/A		
(Fixed) administrative fee:	N/A		

55208

Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

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

Values:	1. Community Focus
3	2. Growth & Empowerment

Strategic Initiatives:	1. Align County-Wide Priorities and Needs
	3. Increase Strategic Connections by Partnering with Businesses


4



September 15, 2020

**MEMORANDUM**

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

**FROM:** Tonjua Williams, Ph.D., President 

**SUBJECT:** City of St. Petersburg – Workforce Readiness and Development Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the City of St. Petersburg, by St. Petersburg College for the Workforce Readiness and Development Program Grant. Permission is also sought to accept an estimated \$2,100,000 in funding over a three-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The purpose of the Workforce Readiness and Development Program is to provide on-the-job training programs that will provide stipends, wrap-around support, job placement, and opportunities for career advancement for residents in the South St. Petersburg Community Redevelopment Area (CRA). Through this opportunity, an organization(s) will be funded to manage the St. Pete Works! collaborative and prepare CRA residents for employment in emerging jobs in St. Petersburg area through training, education, supportive services job placement and mentoring. The goal of this initiative is for CRA residents to acquire skills in targeted industries through short-term training programs that lead to gainful employment. SPC will utilize proposed funding to manage the St. Pete Works! collaborative, as well as offer workforce training, support services, and career readiness/job placement programing. SPC, as the fiscal administrator of St. Pete Works!, would also oversee the collaborative's efforts to increase employer support of workforce opportunities for residents of the CRA.

The estimated period of performance will be from October 1, 2020 – September 30, 2023. The total project budget is projected to be \$2,100,000 over a three-year period. See attached Information Summary for additional information.

Michael Ramsey, Dean of Workforce Development; Suzanne L. Gardner, General Counsel; Belinthia Berry, Director of Corporate College recommend approval.

Attachment

ks0902202

**BOT INFORMATION SUMMARY**

55209

**GRANTS/RESTRICTED FUNDS CONTRACTS**

**Date of BOT Meeting:** September 15, 2020

**Funding Agency or Organization:** City of St. Petersburg

**Name of Competition/Project:** Workforce Readiness and Development Program

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

**Grant/Contract Time Period:** **Start:** 10/01/2020    **End:** 9/30/2023

**Administrator:** Belinthia Berry

**Manager:** Yvonne Williams

**Focus of Proposal:**

5 St. Petersburg College’s proposed *Workforce Readiness and Development* program to the City of St. Petersburg will leverage the College’s slate of training programs and support services to oversee St. Pete Works! This current collaborative is focused on providing short-term certificate programs and job placement services to residents in the South St. Petersburg Community Redevelopment Area (CRA). As the fiscal and managing administrator of St. Pete Works, SPC will collaborate with current members to address critical labor market shortages in Pinellas County by preparing and providing services to “hard-to-hire” residents to include unemployed young adults between 16 and 24 years of age, single-parent households, unemployed and underemployed residents of the CRA, those impacted by COVID-19, and re-entry offenders in demand occupations and careers with liveable wages to mid-high wage employment. The City’s contract with the Pinellas Ex-Offender Re-entry Coalition (PERC), the current manager of St. Pete Works!, expired in May 2020 and desires to continue the program.

6

7 SPC estimated that the program will serve between 100-150 residents a year for three years. A St. Pete Works! Project Manager will be hired to oversee all grant activities under this funding, including staff supervision, funder reporting, and employer engagement. SPC will also hire a Career Advisor to connect students to community resources and support services, conduct student career assessments and job placement.

**Budget for Proposal:**

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

Personnel	\$ 420,777
Fringe	\$ 164,103
Travel	\$ 3,204
Food	\$ 12,462
Participant Stipends	\$ 210,000

Supplies	\$ 54,000
Other (tuition, testing fees, conferences, etc.)	\$ 750,000
Sub-awards/sub-contractors	\$ 420,000
Indirect Costs	\$ 65,454
Total Budget	\$ 2,100,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 2,100,000
Total amount from funder:	\$ 2,100,000
Amount/value of match:	Cash: N/A In-kind: N/A


Required match or cost sharing:	No <input checked="" type="checkbox"/>	Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/>	Yes
Source of match/cost sharing:	N/A	
Negotiated indirect cost:	N/A	
(Fixed) administrative fee:	N/A	
Software/materials:	N/A	
Equipment:	N/A	
Services:	N/A	
Staff Training:	N/A	
FTE:	N/A	
Other:	N/A	

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

Value(s):	1. Student Success 2. Growth and Empowerment 3. Equity
Strategic Initiative(s):2.	1. Academic Excellence 2. Economic Mobility

September 15, 2020

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, Ph.D., President   
**SUBJECT:** Jobs for the Future – Google IT Support Professional Certificate Project

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to Jobs for the Future, by St. Petersburg College for the Google IT Support Professional Certificate Project. Permission is also sought to accept an estimated \$100,000 in funding over a 4-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.**

Having received a grant from Google IT, Jobs for the Future (JFF) is seeking to partner with community colleges to integrate the Google IT Support Professional Certificate into their programs and/or curricula to help dislocated workers access IT jobs. As a participating college, SPC will engage in a range of activities to offer the Google IT Support Professional Certificate to dislocated workers. These activities include: 1) engaging faculty in reviewing the Certificate content before implementation; 2) developing an implementation plan; 3) enrolling dislocated workers into the Certificate; 4) providing supports to students to facilitate participants' persistence in and completion of Certificate courses. In addition to receiving the proposed funding, SPC will be provided free certificate vouchers, an estimated in-kind value of up to \$31,250 for 125 certificates, which will allow students to complete the training for free.

The estimated period of performance will be from August 12, 2020 – December 1, 2020. The total project budget is projected to be \$100,000 over an estimated 4-month period. See attached Information Summary for additional information.

Michael Ramsey, Dean of Workforce Development; Suzanne L. Gardner, General Counsel; Jason Boys, Director of Workforce Education recommend approval.

Attachment

ks0902201

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

**Date of BOT Meeting:** September 15, 2020

**Funding Agency or Organization:** Job for the Future

**Name of Competition/Project:** Google IT Support Professional Certificate Project

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

**Grant/Contract Time Period:** **Start:** 8/12/2020      **End:** 12/1/2020

**Administrator:** Michael Ramsey

**Manager:** Jason Boys

**Focus of Proposal:**

8 In partnership with Jobs for the Future, SPC’s Google IT project seeks to enroll dislocated workers into the Google IT Support Professional Certificate program. As part of this collaboration, SPC will recruit and enroll participants in this free training program in an effort to increase access to IT jobs. For its part in the project, SPC will provide participants with free training licenses and support them as they progress through the coursework. SPC will also help JFF to identify participants for the purpose of a case study, which seeks to understand the impact of the project. The goal of this project is for SPC to enroll 125 participants by the end of the grant.

**Budget for Proposal:**

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

*The budgeting of the \$100,000 award will be a part of the post-award process. SPC will receive the funding in increments based on achieving particular milestones. These funds can be used at the discretion of the College for expenses that have incurred or will be incurred related to the fulfillment of the scope of work and the continued expansion of the Google IT Support Professional Certificate programming to incumbent workers in Tampa Bay.*

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 100,000
Total amount from funder:	\$ 100,000
Amount/value of match:	Cash: N/A In-kind: N/A

**Funding:**

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

55214

matches listed below) \$ 100,000  
Total amount from funder: \$ 100,000  
Amount/value of match: Cash: N/A  
In-kind: N/A

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


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

Value(s):  
1. Student Success  
2. Growth and Empowerment  
3. Equity

Strategic Initiative(s):  
1. Academic Excellence  
2. Economic Mobility

## MEMORANDUM

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

**FROM:** Tonjua Williams, Ph.D., President 

**SUBJECT:** Florida Attorney General, Division of Victim Services-Victim of Crime Assistance Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Office of the Florida Attorney General, the pass-through agency for the U.S. Department of Justice Victims of Crime Act (VOCA) funding program by St. Petersburg College for the Victim of Crime Assistance program. Permission is sought to accept an estimated \$1,056,178 in funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The purpose of the Victims of Crime Assistance (VOCA) program is to support the provision of services to victims of crime, including responding to their emotional and physical needs, stabilizing their lives after victimization, assisting them with understanding and participating in the criminal justice system, and providing victims of crime with a measure of safety and security. The goal of the project is to deliver training throughout Florida directed toward people encountering victims as part of their work. SPC will oversee and coordinate the delivery of various face-to-face trainings, creating a more comprehensive and cohesive system of care through training and education.

The estimated period of performance will be from October 1, 2020 through September 30, 2021. The total award amount is projected to be \$1,056,178 over a one-year period. See attached Information Summary for additional information.

Matthew Liao-Troth, Vice President of Academic Affairs; Suzanne L. Gardner, General Counsel; Brian Frank, Dean, College of Public Safety; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

ks0902202

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

**Date of BOT Meeting:** September 15, 2020

**Funding Agency or Organization:** Office of the Florida Attorney General,  
Division of Victim Services

**Name of Competition/Project:** Victim of Crime Assistance Program

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

**Grant/Contract Time Period:** Start: 10/01/20      **End:** 09/30/21

**Administrator:** Brian Frank

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College is proposing to continue its training program that focuses on delivering education to victim-service providers, nonprofits, school personnel and the community to improve interaction and service delivery to victims of crimes. The goal of this program is to deliver training throughout Florida directed toward people encountering victims as part of their work.

The College will use a multi-faceted approach to training that will involve a variety of audiences and training platforms, including both face-to-face and online. Training offered will be geared towards victims' services on a variety of topics including, but not limited to: situational awareness for the social worker; surviving secondary trauma; compassion fatigue; understanding substance use, abuse, and overdose; strategies for communicating with people who are deaf or hard of hearing and others with access and functional needs; Sexual Assault Nurse Examiner; understanding intimate partner violence and the impact on children; human trafficking and trauma-informed care. It is estimated that the program will deliver up to 50 training sessions on varying topics, ranging in length from two to sixteen hours using both online and traditional delivery methods.

9

**Budget for Proposal:**

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

Personnel	\$ 309,319
Fringe	\$ 123,728
Travel	\$ 10,016
Supplies	\$ 1,500
Consultants/Contractors	\$ 364,750
Other Costs	\$ 32,365
<u>Indirect Costs</u>	<u>\$ 214,500</u>
Total Budget	\$ 1,056,178

**Funding:**

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



matches listed below) \$ 1,056,178

Total amount from funder: \$ 1,056,178

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

Required match or cost sharing: No  Yes

Voluntary match or cost sharing: No  Yes

Source of match/cost sharing: N/A

Negotiated indirect cost: \$214,500

(Fixed) administrative fee: N/A

Software/materials: N/A

Equipment: N/A

Services: N/A

Staff Training: N/A

FTE: N/A

Other: N/A

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


Value(s): 1. Community Engagement

Strategic Initiative(s): 1. Community Focus

September 15, 2020

**MEMORANDUM**

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

**FROM:** Tonjua Williams, Ph.D., President 

**SUBJECT:** Florida Department of Education—Tampa Bay Consortium College Reach Out Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Tampa Bay Consortium College Reach Out Program (CROP). Permission is sought to accept an estimated \$197,393.87 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The goal of CROP is to provide academic support services and enrichment programs to middle and high school students who have the potential to complete college but may not have the skills and/or knowledge necessary to do so without additional support. As a regional initiative, CROP provides support and academic services to approximately 546 low income, educationally disadvantaged students in grades 6-12 across Tampa Bay, reaching 26 middle schools and 35 high schools in four counties. CROP's goal is to increase the number of students, particularly minorities, who will qualify for and complete postsecondary education. The Tampa Bay Consortium's CROP, now in its 28<sup>th</sup> year, consists of the University of South Florida, Hillsborough Community College, State College of Florida, Manatee-Sarasota and St. Petersburg College. St. Petersburg College serves as the fiscal and tracking agent for the Consortium and oversees the entire funding awarded to the Consortium.

The estimated period of performance is from August 1, 2020 through July 31, 2021. The total project budget is projected to be \$197,393.87 over a one-year period. Of this amount, the College anticipates receiving approximately \$49,681.39 for its services over this same period. See attached Information Summary for additional information.

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

Attachment

ks0903202

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

**Date of BOT Meeting:** September 15, 2020

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

**Name of Competition/Project:** Tampa Bay Consortium College Reach Out Program (CROP)

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

**Grant/Contract Time Period:** **Start:** 8/1/20      **End:** 7/31/21

**Administrator:** Misty Kemp

**Manager:** Keisha Blue

**Focus of Proposal:**

The College Reach Out Program is a consortium of Hillsborough Community College; State College of Florida, Manatee-Sarasota; The University of South Florida; and St. Petersburg College serving as fiscal agent. The Consortium provides academic support services and enrichment programs to middle and high school students who have the potential to complete college, but may not have the skills and/or knowledge necessary to do so without additional support. The goal is to increase both high school graduation rates and post-secondary enrollment rates for these students. The program will serve approximately 546 students in grades 6-12, providing the following services: 1) year-round, supplemental academic instruction, including summer enrichment programs and a summer residential program at USF; 2) student and parent workshops on topics pertinent to post-secondary enrollment, such as financial aid and course sequencing; and 3) supportive student services, including one-on-one mentoring and activities such as campus tours and cultural outings, to ensure students have access to every resource available to promote their success in high school and motivation toward post-secondary education.

**Budget for Proposal:**

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

Personnel	\$ 27,947.00
Fringe	\$ 6,205.00
Travel	\$ 4,600.00
Printing and Supplies	\$ 1,743.39
Other (Workshops, Teachers, and Fees)	\$ 9,186.00
Contractual (Consortium Partners)	<u>\$ 147,712.48</u>
10 Total Budget	\$ 197,393.87

**Funding:**

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

55220

matches listed below) \$ 782,531.39  
Total amount from funder: \$ 197,393.87 (SPC's Portion - \$49,681.39)

Amount/value of match: Cash: \$469,517.27  
(SPC's Contribution - \$133,789)

In-kind: \$115,620.25  
(SPC's Contribution - \$294)

Required match or cost sharing: No Yes X  
Voluntary match or cost sharing: No Yes X  
Source of match/cost sharing: Staff and program funds, room  
and facility usage  
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. Community Focus  
2. Equity  
3. Student Success

Strategic Initiative(s):  
1. Community Engagement  
2. Academic Excellence

September 15, 2020

**MEMORANDUM**

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

**FROM:** Tonjua Williams, Ph.D., President 

**SUBJECT:** University of Central Florida, Florida Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program - UPDATE

**Permission is sought to accept an increase in funding for the Start Up grant, subject to Board of Trustees' approval, from the Florida Center for Students with Unique Abilities at the University of Central Florida in support of the Florida Postsecondary Comprehensive Transition Program (FPCTP). Permission is sought to accept an additional \$300,790 in funding for this program and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The purpose of the Florida Postsecondary Comprehensive Transition Program (FPCTP) Start-Up grant is to fund efforts in program development and implementation the program. Through this funding, institutions support students with intellectual disabilities who are seeking a postsecondary experience leading to gainful employment. The development of an FPCTP is in direct response to state legislation changes, which provides students with intellectual disabilities a traditional high school diploma and therefore direct access to Florida College System institutions, such as SPC. SPC's initial program application was funded in 2019. *SPC was notified in Summer 2020, that additional funding was available to support the second and third year of the original grant program.*

Launched in 2019, SPC's program, Titans UP, began its cohort operating model, admitting 8-10 students per year beginning in Spring 2020. Having received news of the opportunity for an increase in funding, SPC submitted an amendment request and received approval. As a strengths-based program, Titans UP engages multiple assessments to determine and track students' needs, skill levels, and academic achievement. Students benefit from an inclusive college experience that allows them to attend integrated classes, participate in student clubs and campus events, build relationships with student peer mentors, and progress in one of four academic certificate tracks. SPC will also partner with community vocational services to provide job shadowing, career skills, on the job training, and paid employment opportunities. These activities support the program's overarching mission to increase the number of individuals with intellectual disabilities achieving meaningful postsecondary education credentials leading to successful long-term employment.

The period of performance began January 1, 2019 and will continue through June 30, 2022. The new project budget is estimated at a total of **\$600,791, an increase of \$300,790 from the original award amount of \$299,999**. See attached Information Summary for additional information.

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

ks09022020

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

**Date of BOT Meeting:** September 15, 2020

**Funding Agency or Organization:** University of Central Florida, Florida Center for Students with Unique Abilities

**Name of Competition/Project:** Florida Postsecondary Comprehensive Transition Program Start-Up Grant

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

**Grant/Contract Time Period:** **Start:** 1/1/19      **End:** 6/30/22

**Administrator:** Dr. Jamelle Conner

**Manager:** Dr. Misty Kemp

**Focus of Proposal:**

The Florida Postsecondary Comprehensive Transition Program (FPCTP) Start-Up grant supports efforts in program planning and implementation for SPC's Titans Up program. The purpose of FPCTP and the mission of Titans Up is to support individuals with intellectual disabilities in their pursuit of higher education that leads to a meaningful credentials and sustainable employment. The program serves a cohort of 8-10 students with intellectual disabilities each year, totaling approximately 25-30 students during the grant period. Program objectives include: 1) increase capacity of the College to serve students with intellectual disabilities; 2) increase academic and life skills for Titans Up students; 3) increase employability and career skills through certificate and industry credential attainment; and 4) successfully transition Titans Up graduates to employment aligned with their area of career preparation. SPC will work with numerous community partners, including Florida Department of Vocational Rehabilitation and PARC to achieve these objectives.

**Budget for Proposal:**

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

Personnel	\$ 287,229
Fringe	\$ 106,438
Travel	\$ 10,453
Other: Direct Costs	
Training, Technology, Supplies	\$ 56,137
Printing and Marketing	\$ 5,917
Supported Employment	\$ 80,000
Indirect (10%)	<u>\$ 54,617</u>
Total Budget	\$ 600,791

**Funding:**

Total proposal budget: (includes amount

requested from funder, cash and in-kind matches listed below)	\$ 600,791
Total amount from funder:	\$ 600,791

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

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

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

Value(s):	1. Student Focus
	2. Diversity
	3. Academic Excellence

Strategic Initiative(s):	1. The Classroom Experience
	2. Recruitment and Retention Plan

**Leepa-Rattner Museum of Art (LRMA)****LRMA ReOpens:**

- On August 18<sup>th</sup> the Museum reopened with a members-only week and saw a 10% growth in weekly membership renewals over the previous week.
- On August 25<sup>th</sup> the Museum reopened to the general public and saw nearly 1,000 attendees through the doors throughout the week. This was due in large part to a prominent article in the Tampa Bay Times highlighting the Museum: <https://www.tampabay.com/life-culture/arts/visual-arts/2020/08/18/leepa-rattner-museum-of-art-reopens-in-tarpon-springs/>

**LRMA Programming:**

- Museum educational courses begin September 3<sup>rd</sup> with classes highlighting the Art of Mesoamerica, Art of the Northwest Coast, Art of Polynesia, and History of Art Museums
- “Louisa Chase: What Lies Beneath Panel Discussion”, held on Thursday, August 27<sup>th</sup> was a great success with more than 50 guests tuning in from all over the country. Panelists included our fellow researchers at Syracuse University.

**LRMA Exhibitions:**

- New Exhibition “SPC Visual Arts Faculty Exhibition 2020” opens September 25<sup>th</sup> with a virtual reception and artist talk on Saturday, September 26<sup>th</sup> from 5-6pm.
- “Leonard Baskin: Leaders of the Constitution, 1787” is on view now in the Uhl Works on Paper Gallery at LRMA.

**LRMA Website Update:** The Museum has redesigned its website and is waiting on SPC Marketing to switch it over to public view.





## September Report for fall 2020

### August

#### **ISPS Sea Level Rise-Series I**

On August 27, 2020, ISPS held its first fall series on environmental issues and the impact on our community. We partnered with the Sea Level Rise, (SLR) Collaborative on these meaningful projects. *Joe Borries, Operations Manager for the Pinellas County Emergency Management* provided an in depth examination on Hurricane Planning in the times of COVID 19. ISPS will post the video link on our website.

#### **Veteran's Resource Fair –Reinvented**

On August 27, 2020 we also had the pleasure of interviewing Congressman Gus Bilirakis on why he has been helping veterans through a community fair for 14 years. ISPS teamed up with the Congressman's office to host a virtual reinvented Veterans' Resource Fair in light of COVID. ISPS will post a link.

### September

#### **100<sup>th</sup> Anniversary of the 19<sup>th</sup> Amendment**

On *September 17, 2020*, in recognition of the passage of the 19th Amendment, ISPS will present an online program series tentatively titled, 'Florida and Pinellas Women's Early Activism: Voting Rights, The Equity Struggle, and Public Service.'

#### **Partnership with Workforce and SLR Collaborative-Series II**

On *September 23, 2020* we will have our second program series of our Sea Level Rise Collaborative, in conjunction with the Workforce. Melissa Seixas, Vice President of Government and Community Relations, Duke Energy Corporation will lead a discussion on Green Energy, Green Jobs and the Green Economy.

#### **Partisan or Populist: Why what we do Matters**

On *September 24, 2020*, ISPS will host a political update on politics in Pinellas County and Nationally after the August 13<sup>th</sup> primary with Greater Seminole Area Chamber of Commerce.

#### **Candidate Forum- Dunedin Chamber of Commerce**

On *September 29, 2020*, ISPS, The Dunedin Chamber of Commerce and the City of Dunedin will host the candidates for the City of Dunedin's November 3, 2020, General Municipal Election.

#### **Speaking Engagements**

Executive Director Kimberly G. Jackson, Esq. was a featured speaker with Inclusivity's, "Actors, Allies, Accomplices" program August 7, 2020. She also spoke before the St. Petersburg Bar Association on August 27, 2020 on Criminal Justice Reform.

### ISPS Highlights

ISPS published a white paper on Criminal Justice Reform in the Clearwater Bar Journal. Please see the link below. Special thanks to our Social and Behavioral Sciences, Adjunct Patrick Luce, for his significant contribution.

<https://solutions.spcollege.edu/wp-content/uploads/2020/09/ISPS-Criminal-Justice-Reform-Clearwater-Bar-Journal.pdf>

We finally completed our ISPS Website. We are extremely grateful to the SPC Marketing Team and our Tech Lead, Kyle Bell of Event Bids for their support, time and talent. Please like our Facebook page and visit our website.

**ST. PETERSBURG COLLEGE FOUNDATION  
BOARD REPORT 6-16-20**

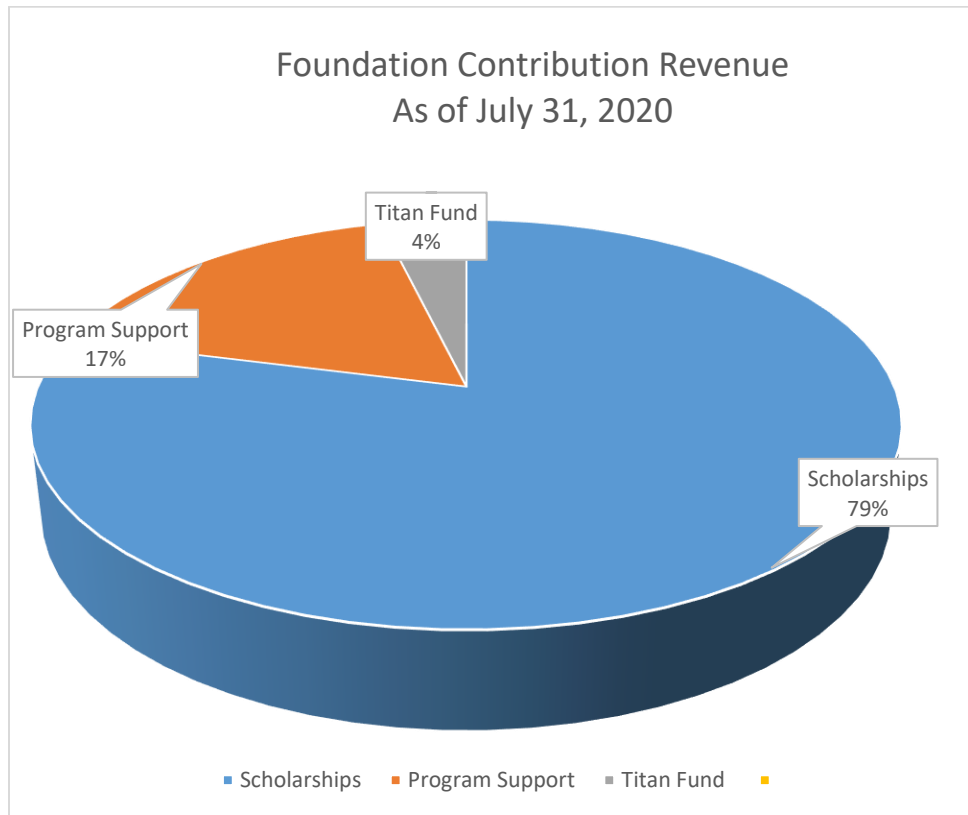
**Board Members:** Joseph G. Blanton, Josh Bomstein, Johnny V. Boykins, R. Michael Carroll, Robert L. Hilton, Beth Horner, Bill McCloud, Mike Meigs (Treasurer), Steven R. Shepard (Chair), Shan Shikarpuri, Nathan Stonecipher (SPCF/BOT), Jesse Turtle (Secretary), Rich Warshof, Richard Winning (Vice Chair)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

**Financial Report:**

**Contribution Revenue;** As of July 31, 2020, the Foundation has raised over \$658,260 in donor contributions. Of this amount:

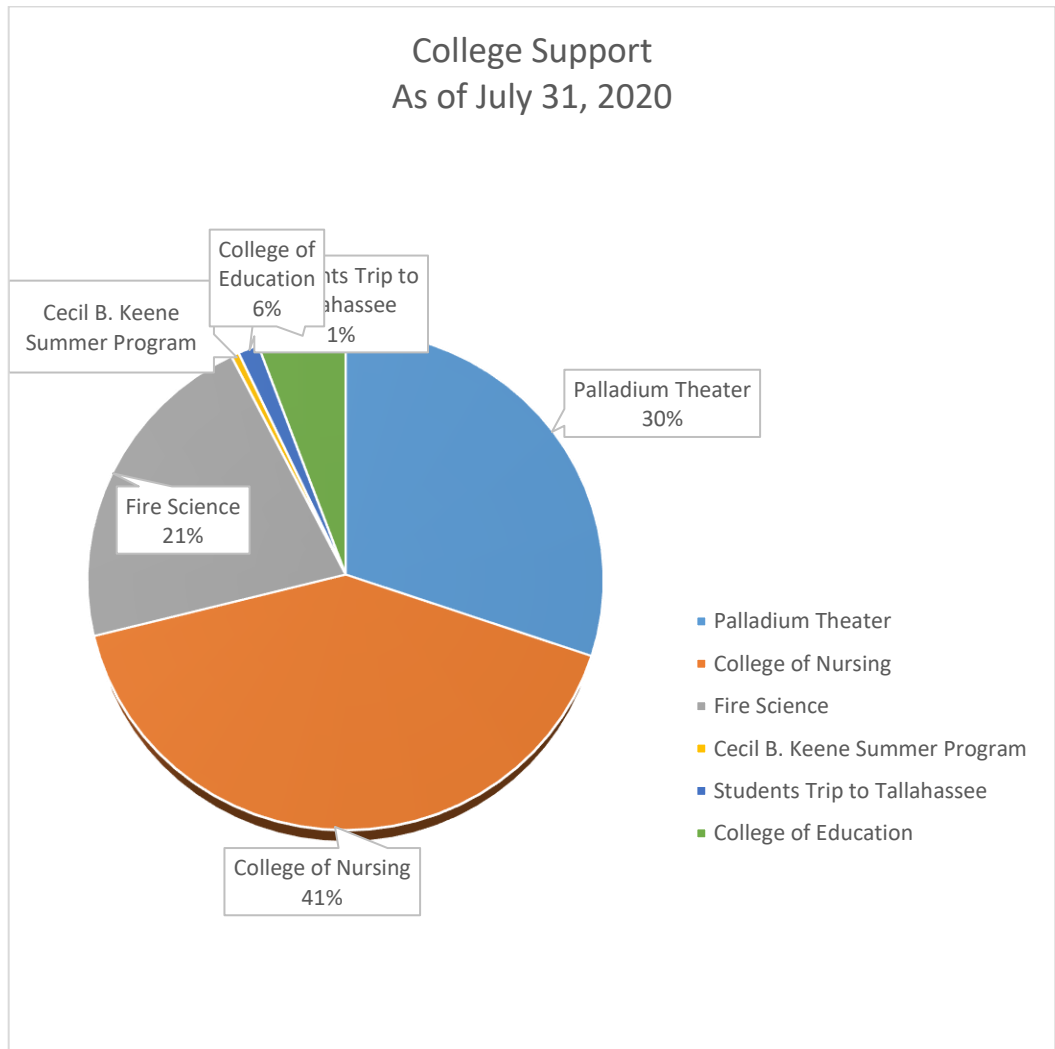
- \$519,885 was raised for SPC student scholarships
- \$113,493 for College program support.
- \$24,883 for the SPC Titan Fund

The donations received through July 31, 2020 met 21% of the Foundation's goal for the fiscal year ending March 31, 2021.



As of July 31, 2020, the Foundation provided the following support to SPC:

- \$451,336 in scholarships to SPC students.
- \$415,753 in program support, providing support to such programs as
  - Palladium Theater
  - College of Nursing
  - College of Education
  - Fire Science Department
  - Alumni Association Awards
  - Cecil B. Keene Summer Program
  - Students Trip to Tallahassee



**Current Highlights:**

- Community Foundation of Tampa Bay: \$83,500 to support LEAP Tampa Bay FUSE Scholarship Fund
- Florida College System Foundation: \$57,984 to support BOA Dream Maker Scholarship Fund, The Helios Education Foundation First Generation Scholarship Fund and Blue Cross Blue Shield Scholarship Fund
- Largo Fire Rescue: Donation of a Pierce Quantum-S HD Aerial Ladder Truck
- Launched a First Generation Scholarship Appeal: Gifts will be matched 2:1 by the State of Florida
- Hough Family Foundation, Inc.: \$177,508 to support the Palladium Theater and an architectural study
- Verizon Foundation: \$25,000 to continue partnership through the Verizon Scholarship for Student Success
- The Foundation and Raymond James hosted an information session on August 24<sup>th</sup> regarding the new provisions of the CARES Act
- The Foundation is supporting a Virtual Meet & Greet with Baseball Coach, Ryan Beckman on September 16<sup>th</sup> at 7pm.

## September 2020 Board Report

1. The Palladium Presents video concert project is moving forward quickly. We purchased cameras and other necessary equipment, we established a partnership with donors and streaming distribution companies. We have recorded two concerts and are impressed with the results. We will launch the service in September after we have a few more concerts recorded.
2. St. Pete Catalyst did a feature on our Palladium Presents project last Friday. Here's a link to that story:


[https://stpetecatalyst.com/music-in-the-stream-introducing-palladium-presents/?utm\\_medium=email&utm\\_campaign=Daily%20Spark%208-28-2020&utm\\_content=Daily%20Spark%208-28-2020+CID\\_1ebe6d473ea22627cb7a2d7a3841f7f1&utm\\_source=Email%20marketing%20software&utm\\_term=Music%20in%20the%20stream%20Introducing%20Palladium%20Presents](https://stpetecatalyst.com/music-in-the-stream-introducing-palladium-presents/?utm_medium=email&utm_campaign=Daily%20Spark%208-28-2020&utm_content=Daily%20Spark%208-28-2020+CID_1ebe6d473ea22627cb7a2d7a3841f7f1&utm_source=Email%20marketing%20software&utm_term=Music%20in%20the%20stream%20Introducing%20Palladium%20Presents)

3. Our partnership with WUSF Radio continues with another Side Door Live concert on Friday, Sept. 5 at 10 p.m. These are one-hour radio shows of concerts we recorded with local musicians in our Side Door cabaret before the shutdown.
4. We've launched our architectural review of Hough Hall thanks to a grant from the Hough Family Foundation. The college has hired Rowe Architects for the project.
5. The redesign of our web site is moving forward. We are considering bids from two local web development companies for assistance.

September 15, 2020

**MEMORANDUM**

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

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

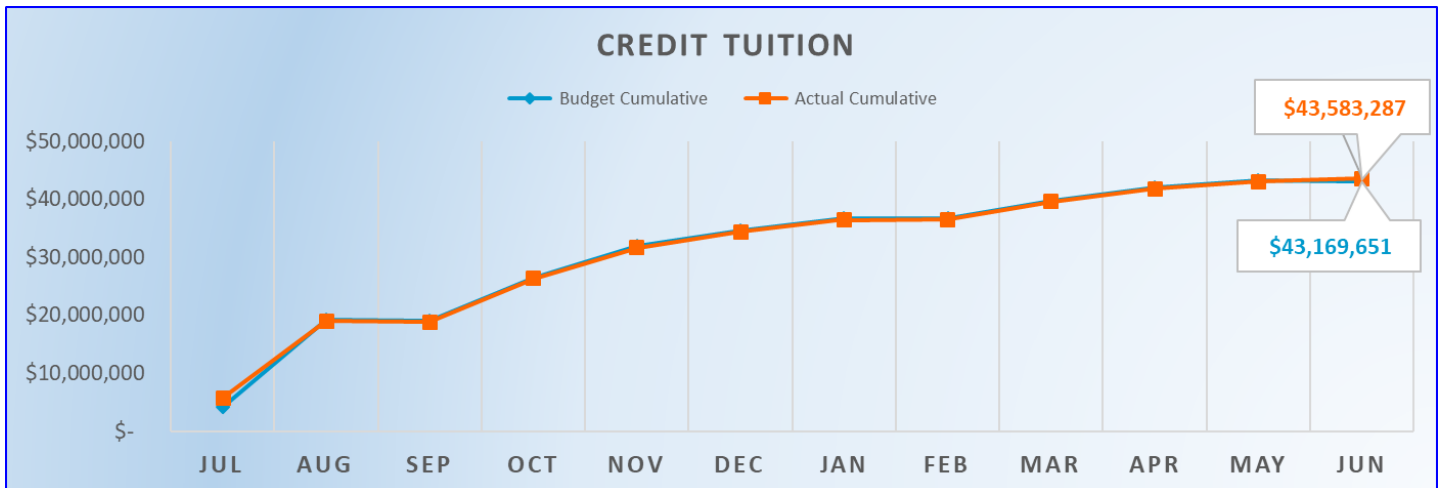
**SUBJECT:** Fiscal Year 2020-2021 College General Operating Budget Report with Tuition Revenue Projections

**The FY20-21 fund 1 operating budget report through August 31, 2020 is attached.**

As of August 31, 2020, the overall revenue is \$34.2M, which represents 24.4% of the operating budget. Personnel expense represents 76.5% of the annual operating budget. As of this report date, personnel expense totals \$16.8M or 15.7% of the total budget. Current and capital expense totals \$4.3M (14.1%) and \$189K (9.3%), respectively. Net balance of revenue less expense is \$12.9M.

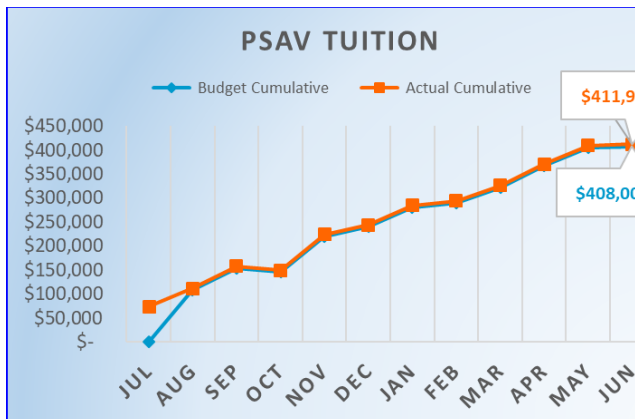
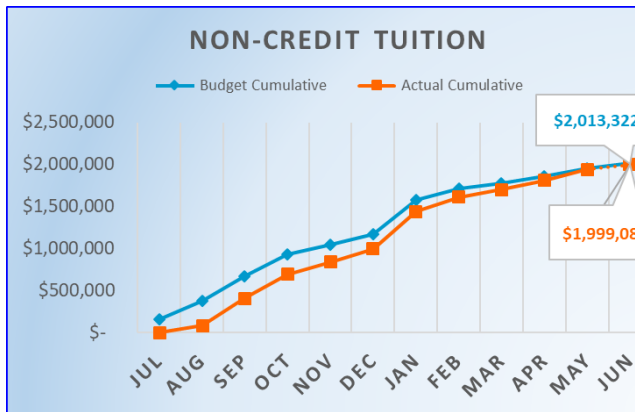
**Displayed below are charts for projected tuition revenue. There are three types of tuition revenue; credit tuition, non-credit tuition, and postsecondary adult vocational tuition.**

**Credit Tuition Revenue** – The chart below displays the credit tuition portion of the budget to the trending projected amount. As of August 31, 2020, the tuition projection is \$414K above the budgeted amount.



**Non-Credit Tuition Revenue** – The chart to the right displays the non-credit portion of the budget to the trending projected amount. As of August 31, 2020, the tuition projection is \$14K below the budgeted amount.

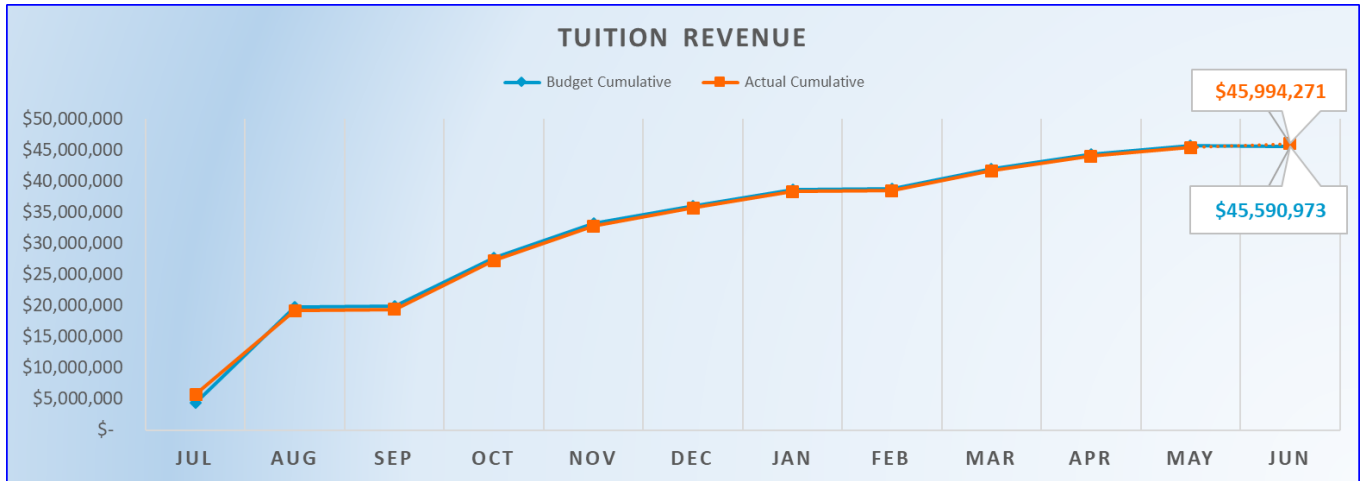
**Postsecondary Adult Vocational Tuition Revenue** – The chart to the right displays the Postsecondary Adult Vocational (PSAV) portion of the budget to the trending projected amount. As of August 31, 2020, the tuition projection is \$4K above the budgeted amount.







**Total Tuition Revenue** - The chart below displays the total operating tuition budget to the trending projected amount. As of August 31, 2020, the overall tuition projection is \$403K above the budgeted amount.



Janette Hunt, Vice President, Finance & Business Operations

Attachment

**St. Petersburg College**  
**Operating Budget Report**  
**August 31, 2020**

	Budget	Actual	% of YTD
<b>Revenue</b>			
Student Tuition	\$ 45,590,973	\$ 19,318,320	42.4%
State Appropriation - FCS	\$ 62,444,891	\$ 9,462,402	15.2%
State Appropriation - Lottery	\$ 10,481,424	\$ -	0.0%
State Appropriation - Performance Funding	\$ 2,490,328	\$ 265,160	10.6%
Learning Support Access Fee	\$ 1,448,167	\$ 586,146	40.5%
Distance Learning Fee	\$ 3,596,130	\$ 2,575,596	71.6%
Technology Fee	\$ 2,230,419	\$ 954,000	42.8%
Lab Revenue Fees	\$ 1,902,742	\$ 597,590	31.4%
Industry Certifications	\$ 700,000	\$ -	0.0%
Other Revenues	\$ 4,964,169	\$ 349,845	7.0%
Other Student Fees	\$ 732,800	\$ 120,597	16.5%
Fund Transfers In	\$ 2,000,000	\$ -	0.0%
Reserve	\$ 1,424,212	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 140,006,255</b>	<b>\$ 34,229,656</b>	<b>24.4%</b>
<b>Personnel &amp; Benefits</b>			
	<b>Budget</b>	<b>Actual</b>	<b>% of YTD</b>
Instructional/Faculty-Full time	\$ 23,746,044	\$ 4,700,412	19.8%
Administrative & Professional	\$ 24,429,658	\$ 3,953,633	16.2%
Career Service (includes OT)	\$ 17,667,689	\$ 2,591,642	14.7%
Adjunct	\$ 7,931,912	\$ 515,408	6.5%
Supplemental	\$ 4,258,982	\$ 486,283	11.4%
Other Personal Services (OPS)	\$ 1,686,557	\$ 179,715	10.7%
Student Assistants	\$ 422,851	\$ 41,022	9.7%
Health Insurance	\$ 14,228,379	\$ 2,063,838	14.5%
Other Benefits	\$ 12,372,915	\$ 2,253,544	18.2%
Other Personnel Expenses	\$ 304,955	\$ -	0.0%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 107,049,942</b>	<b>\$ 16,785,498</b>	<b>15.7%</b>
<b>Current Expense</b>			
Bad Debt/Unemployment	\$ 945,600	\$ (52,638)	-5.6%
Insurance (Non Health)	\$ 2,688,420	\$ 1,824,308	67.9%
Repairs & Maint	\$ 979,626	\$ 107,895	11.0%
Scholarships/Fee Waivers	\$ 2,639,842	\$ 380,243	14.4%
Services and Fees	\$ 4,434,188	\$ 350,688	7.9%
Materials and Supplies	\$ 3,889,122	\$ 256,012	6.6%
Travel	\$ 394,947	\$ 94	0.0%
Utilities	\$ 5,195,058	\$ 773,555	14.9%
Other Current Expense	\$ 6,118,037	\$ 148,242	2.4%
Tech Expense/Licensing	\$ 3,627,486	\$ 554,907	15.3%
<b>Total Current Expense</b>	<b>\$ 30,912,326</b>	<b>\$ 4,343,306</b>	<b>14.1%</b>
<b>Capital</b>			
Computer Refresh Leases	\$ 1,753,697	\$ 167,655	9.6%
Capital Purchases	\$ 290,290	\$ 21,566	7.4%
<b>Total Capital</b>	<b>\$ 2,043,987</b>	<b>\$ 189,221</b>	<b>9.3%</b>
<b>Total Operating</b>	<b>\$ 140,006,255</b>	<b>\$ 21,318,025</b>	<b>15.2%</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ 12,911,631</b>	