

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, November 16, 2010 at the St. Petersburg College EpiCenter, 13805 – 58th Street North, Largo, Florida. The following Board members were present: Chairman Kenneth P. Burke, Vice Chairman Terrence E. Brett, Evelyn M. Bilirakis, Deveron M. Gibbons and W. Richard Johnston. Also present was William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney.

10-274. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
TUESDAY, NOVEMBER 16, 2010**

**EPICENTER MEETING ROOM (1-453)
13805 – 58TH STREET N.
LARGO, FLORIDA**

REGULAR MEETING: 8:30 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption. **NONE**
- B. Recognitions/Announcements. **NONE**

III. COMMENTS

- A. Board Chair
- B. Board Members
- C. President

IV. REVIEW AND APPROVAL OF MINUTES

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Board of Trustees' Meeting of October 18, 2010

V. MONTHLY REPORTS

- A. Board Attorney – Joseph H. Lang
- B. General Counsel – Syd H. McKenzie
- C. Provosts – Brock, Carney, Olliver, Ulmer

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

VII. NEW BUSINESS

A. STUDENT SUCCESS AND ACHIEVEMENT (*information*)

- Accreditation, Accountability and Assessment Initiative – New Leadership Alliance (Burniston, Coraggio, Hopf)

B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing). **NONE**

C. OTHER EXPENDITURES AND CONTRACTS

- 1. TW Telecom, Inc.—Internet and Network Services

D. GRANTS/RESTRICTED FUNDS CONTRACTS

- 1. Application/Acceptance

- a. Florida Department of Health – Division of Emergency Medical Operations

- b. U.S. Department of Homeland Security—Florida Department of Education—2011 State Homeland Security Program

- c. City of Clearwater Human Trafficking Investigation Training

- 2. Amendment(s). **NONE**

E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

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1. Amendment #2 to the Lease Agreement between St. Petersburg College and St. Petersburg Pier Aquarium, Inc., for a Lease of Office Space at the Downtown Center
2. Amendment #2 to the Lease Agreement between St. Petersburg College and St. Petersburg Downtown Partnership, Inc., for a Lease of Office Space at the Downtown Center
3. Selection Process of Architectural Services for Master Planning Collegewide
4. Review of Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP), Project 1707-L-10-2, Construct New Ethics and Social Science Building, Clearwater Campus (Building 35)
5. Review of Schematic Design Documents (Phase I) and Change Order #1, (Proposal Request #2) Project 186-G-09-3, Parking Lot Renovation Adjacent to Gymnasium, St. Petersburg/Gibbs Campus

F. AGENCY BILLINGS

G. PERSONNEL

1. Personnel Report
2. Teachers Insurance and Annuity Association/College Retirement Equities Fund – Alternative to Social Security for Adjuncts/Temporary Employees

H. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing

- Rule 6Hx23-5.16 Travel by College Personnel, Board of Trustees and Authorized Persons

I. FINANCIAL REPORT AND UPDATE (*information*)

J. STUDENT TUITION AND FEES REPORT

K. CREDIT CURRICULUM

L. NONCREDIT CURRICULUM

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M. FACULTY HIRING PLAN FOR 2011-12 AND 2012-13

VIII. PRESIDENT'S REPORT

A. NAMING POLICY

B. SPC AND USF ST. PETERSBURG COLLABORATION – Dr. Anne Cooper

IX. FUTURE AGENDA ITEMS

- Proposed Rescheduling of February 15, 2011 Board Meeting to February 22, 2011 (due to trustee/president attendance at AACC/ACCT National Legislative Summit)*
- Proposed Rescheduling of April 19, 2011 Board Meeting to April 26, 2011 (due to Dr. Law's acceptance into the Boston Marathon)*

X. NEXT MEETING DATE AND SITE

Tuesday, December 14, 2010, 8:30 a.m., St. Petersburg/Gibbs Campus

XI. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting Tuesday, November 16, 2010, 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.

***No packet enclosure**

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) 341-3260.

Date Advertised: Oct. 15, 2010

[Confirmation of Publication](#)

10-275. The meeting was convened by the chairman at 8:30 a.m. The invocation was given by Mr. Johnston and was immediately followed by the Pledge of Allegiance.

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10-276. Opportunity was given for comments from the Board Chair, Board Members and the President.

Board Chair Burke reported on his recent attendance at (1) the Women on the Way (WOW) Luncheon, and (2) the All-College Professional Development Day. He noted the WOW Luncheon was a magnificent and inspiring event of achievement. Mrs. Bilirakis expressed her pride in the WOW program and asked that a similar luncheon event be considered for the Male Outreach Initiative.

Mr. Burke further commented on Dr. Law's address at the All-College Professional Development Day to all levels of employees that focused on the importance of each in the College's success. He commended Ms. Patty Jones, Vice President of Human Resources & Public Affairs, on her efforts in coordinating the event. Dr. Law offered further comments on the event, which he said was a day to expand communication and share across all sites, thus benefitting all who attended. Ms. Jones commented she was thankful for the opportunity and looks forward to annual recurrence. Dr. Anne Cooper, Senior Vice President of Academic & Student Affairs, expressed appreciation for all levels of staff coming together for an invigorating and helpful opportunity for professional growth. Mr. Earl Fratus, Faculty Senate Chairman, thanked Ms. Jones for bringing all the staff together and for a nice selection of break-out sessions. He further expressed appreciation from the faculty for their inclusion in the event.

In addition, Mr. Burke presented the ACCT Southern Region Equity Award recently presented to SPC in front of 1,200 attendees at the Annual Congress in Toronto, which included himself, Mr. Gibbons, Mrs. Bilirakis and President Law and great recognition for SPC. He commended the College for its progress in the area of equity and for the tremendous commitment of all College staff, particularly those involved in producing the award nomination application. Mr. Gibbons and Mrs. Bilirakis thanked SPC staff who worked to ensure the College's diversity.

10-277. Mr. Gibbons introduced Ms. Valiece T. Long, a dual-enrolled student at SPC and Clearwater High School senior whose story he first heard at a recent Junior Achievement luncheon. He provided a brief background on Ms. Long, who was in attendance with her counselor, Ms. Mary Boynton, to share her story with the Board of Trustees at his request. Mr. Gibbons thanked Dr. Cooper and Dr. Tonjua Williams, Vice President of Academic & Student Affairs, for working out the logistics of Ms. Long's visit today and, on behalf of President Law, offered the student a 2-year scholarship to SPC. Dr. Law offered his congratulations and his delight in supporting her quest. Mrs. Bilirakis congratulated Ms. Long on her high goals. Mr. Brett wished her much success, crediting her with being an inspiration and role model for her siblings, and thanked her for sharing her amazing story. Mr. Burke said he is thankful for her mother's role in where she is today. Mr. Johnston encouraged Mr. Gibbons and Dr. Law to use Ms. Long's story as a marketing tool to show the obstacles a student can overcome in their search

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for success. Ms. Boynton introduced herself and noted that the Board has heard only a small portion of Ms. Long's amazing story. Mr. Gibbons concluded by stating that these are the types of students we want to recruit and thanked the Board for taking time to listen. Mr. Burke encouraged staff to additionally assist Ms. Long with textbook costs as she continues her SPC journey as a college student.

10-278. Mr. Johnston encouraged trustee attendance at the Feb. 2011 FACC Trustee Legislative Conference in Tallahassee and requested arrangements be made for the Board and other attending staff to travel together by van. Mr. Burke added that this falls during legislative committee week and is a great time to meet with our local delegation, particularly the three new members. He requested the Board's attendance be properly noticed in accordance with the Sunshine Law.

10-279. Mr. Brett reported on his recent attendance at the Florida International Museum (FIM) Farewell Luncheon, along with about 250 others. He credited the entrepreneurial vision of former SPC president Carl Kuttler and others, who brought FIM under the College's mission. Ms. Yvonne Ulmer, Campus Executive Officer, Downtown/Midtown Centers, commented on the event's success and the recognition of volunteers. Mr. Burke thanked Mr. Brett and Mr. Gibbons for representing the Board in attendance. Mr. Gibbons commented on FIM's success and the impressive impact it allowed SPC to make on downtown St. Petersburg and the arts community. Mr. Johnston commented on an early letter from Mel Sembler crediting the development of BayWalk to the success of FIM during the Titanic exhibit.

10-280. Dr. Law reported that, through the efforts of the College's legislative liaison in Tallahassee, Mr. Ed Woodruff, SPC recently hosted the co-chair of the state's Higher Education Coordinating Council, Mr. Jon Moyle, which is the newest governance coordination body that meets to discuss expansion and improvement of baccalaureate education in Florida. He said SPC was able to show off its baccalaureate programs and university partnership growth first-hand and, through staff efforts, has the group talking about the "St. Pete story" and the baccalaureate work at the community college level. He noted that additional visits are being planned for others to see the functioning of our programs, and he would keep the Board informed as they develop.

In addition, the president noted that this Friday night, Nov. 19, the Tarpon Springs Campus is holding its 40th anniversary celebration. Dr. Conferlete Carney, Tarpon Springs Campus Provost, shared further information about the event, which recognizes and honors those who contributed to fulfilling the dream of bringing a learning center and campus to Tarpon Springs.

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10-281. Mr. Burke sought an update on the state community college system chancellor search. Dr. Law reported that a small slate of candidates has been announced who will be interviewed Feb. 22. He said there is no favorite candidate at this point and that Dr. Will Holcombe will remain chancellor until his successor is chosen. Mr. Burke commented on the unusual timing of the search due to the gubernatorial change and the uncertainty of the supervisor. He encouraged a request for the process to be postponed until the state knows its direction. Dr. Law noted that trustees made a previous attempt for postponement, but it could certainly be included on the agenda for this week's FACC Trustees Commission. The Board had no objection to Mr. Burke including this matter on the agenda.

10-282. The minutes of the Special Meeting of the Board of Trustees of St. Petersburg College for October 18, 2010 were presented by the chairman for approval. Mr. Brett noted a correction needed on Pg. 43180, Item 10-260, referencing him as chairman rather than Mr. Burke. Mr. Gibbons moved approval of the minutes as submitted, with the correction noted. Mr. Johnston seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

10-283. Mr. Burke thanked Board Attorney Lang for his attendance at the monthly Board meetings. Mr. Lang reported that he is actively engaged in the acquisition of the church property adjacent to the Clearwater Campus and, shortly after, will be doing work on the former JWB building acquisition near the Health Education Center.

General Counsel McKenzie stated he had no report. Mr. Burke noted that the trustees recently received the quarterly litigation report from Mr. McKenzie in the mail.

10-284. Under Provost Reports, Mr. J.C. Brock, Campus Executive Officer at the Allstate Center, featured the past 18 years of funding through earmarks, grants and competitive contracts. He distributed a snapshot of projects currently being managed, noting his willingness to meet with trustees individually for further explanation due to its complexity. Mr. Burke inquired as to any movement on the effort through Congressman Young's office to take these from earmark to budgeted. Mr. Brock responded that he has spoken favorably with Mr. Harry Glenn in the Congressman's office regarding an initiative to seek a single line item of \$30 million for all five counterdrug schools, and further discussion will take place to determine feasibility. He added that meetings have taken place with U.S. Rep. Gus Bilirakis, U.S. Sen. George Lemieux, U.S. Sen. Bill Nelson and U.S. Rep. Kathy Castor, and all are very receptive, impressed and willing to help with future appropriations. Dr. Law credited Rep. Janet Long for establishing relationships with these individuals that will hopefully allow us to work as part of a general appropriation

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rather than earmark. Mr. Burke encouraged staff to secure a federal lobbyist as was done with Dr. Lynda Davis in the past due to the importance of keeping an everyday presence in Washington, DC.

Dr. Carney featured the Leepa-Rattner Museum of Art (LRMA) Accreditation Process and American Association of Museum (AAM) Milestones, noting the Board would have a role in this process in the future, particularly through the site visit. He explained the five basic steps in the accreditation process, which he said is well underway, and agreed to keep the Board informed as the process proceeds. He further outlined the current LRMA collections/holdings. Mr. Burke was provided with clarification on the SPC Foundation-owned art holdings currently housed at LRMA, the partial transfer of which was referenced at the October Board meeting as a collaboration between LRMA and the Foundation. Dr. Janice Buchanan, LRMA Coordinator of Development & Grants, further explained the various collections. Mr. Brett received confirmation that a partial loan of the Gulf Coast Museum of Art (GCMA) collection remains at All Children's Hospital as originally requested, and asked if a program exists or if there have been any other similar requests or proposals, to allow pieces to be shared with the community. Dr. Carney responded he is not aware of any other community requests for pieces from the GCMA collection. Mrs. Bilirakis commended the hard work of the LRMA board members.

*(Information regarding these provost reports is included as **Attachment A – 10-284.**)*

10-285. Chairman Burke asked to take Item VII-E.4 out of order due to students in attendance, and the Board concurred. Ms. Susan Reiter, Vice President of Facilities Planning & Institutional Services, was joined by Mr. Michael Carter, Director of Design & Construction, in explaining the Clearwater Campus Ethics & Social Science building project and the student involvement in the design process. She noted a correction in the memorandum, whereby there are actually four 36-student station educational lab/classrooms vs. one as referenced. They shared a slide presentation showing the design plans and further explained the funding and structure, the design of which will blend with the Campus. Mr. Johnston asked about second floor outdoor deck possibilities for use as a student gathering place. Ms. Reiter responded that, although this is a preliminary design, the deck possibility could certainly be researched. Mr. Burke stated his appreciation for the breakdown of funding sources included in the memorandum.

Ms. Reiter introduced those in attendance from Harvard Jolly Architecture, Inc. who have been instrumental in this project: Phil Trezza, Senior Associate; Ward Friszolowski, Executive Vice President; and Chad Jones, interim architect. Mr. Trezza, an SPC alumnus, thanked all for the opportunity to work with SPC Professor Jason Green's architectural design, building construction and sustainability management students and shared, through slides, an overview of the planning that has taken place thus far. Students Bob Mulcahy and Linnea Floden followed by sharing specifically about the educational benefit they have each experienced

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through participation in the design process for the building and designing a campus quad element. Ms. Reiter noted that the architectural and construction firms are both committed to keeping the students involved. Mr. Burke commended the students for their presentations and thanked everyone involved for meshing SPC's academic program with its business strategy and taking every opportunity to involve students. On behalf of the Board, he wished all students well in their academic pursuit and thanked them for their presence at today's meeting.

Mr. Johnston moved approval of Item VII-E.4. Mr. Gibbons seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.


Information regarding this item is as follows: *(Slide presentations related to this item are included as **Attachment B – 10-285.**)*

Agenda Item VII-E.4

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Review of Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP), Project 1707-L-10-2, Construct New Ethics and Social Science Building, Clearwater Campus (Building 35)

Harvard Jolly Architecture, Inc., in conjunction with A.D. Morgan Corporation, the Construction Manager at Risk, and College staff, has completed the Schematic Design Documents (Phase I) for Project 1707-L-10-2, Construct New Ethics and Social Science Building, Clearwater Campus (Building 35). This design is based on the Educational Specifications that were developed by College staff and the User Advisory Committee.

This project will consist of a new three-story classroom building that will fully encompass the Teaching Auditorium at the Clearwater Campus while providing renovations and upgrades to the Teaching Auditorium. The details for this work are as follows:

- Demolish lobby and restrooms at the front of the Teaching Auditorium (replaced with new construction).

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- Demolish storage and mechanical spaces at the back of the Teaching Auditorium (replaced with new construction).
- Upgrade the interior finishes, mechanical, electrical, fire protection and technology systems in the Teaching Auditorium (2,645 gross square feet).
- Build approximately 53,435 gross square feet of new three-story classroom building around the Teaching Auditorium including the following spaces.

2	60 Student Station Classrooms
13	40 Student Station Classrooms
1	36 Student Station Educational Lab/Classroom
4	30 Student Station Classrooms
2	24 Student Station Classrooms
16	Faculty /Staff Offices
6	Adjunct Office Spaces
1	Pre-function Lobby Space for Existing Auditorium
1	Student Lounge and Gathering Spaces (Approximately 6,500 Square Feet)
1	Food Service Space (Not including kitchen equipment)

The Preliminary Guaranteed Maximum Price (GMP) for this project is \$10,565,643 or \$188.40 per square foot with a Total Project Budget of \$14,142,113. This GMP is subject to mandatory reviews for building codes, safety-to-life and the Americans with Disabilities Act (ADA).

The following reflects the anticipated funding sources and values based upon the current total project budget. Please note that these funding sources and values may vary during the course of the construction of the project.

Public Education Capital Outlay (PECO) Funds – Remodel/ Renovate Social Science Building, Natural Science with Addition and Business Technology (includes \$2,711,111 from 2010/2011 Appropriation)	\$ 3,733,678
Student Capital Improvement Fee (SCIF) Bond Funds	\$ 8,320,367
Public Education Capital Outlay (PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$ 438,113
Proceeds From Sale of Clearwater Gymnasium (Partial)	\$ 410,955
Student Capital Improvement Fee (SCIF) Funds	\$ 615,000
Capital Outlay and Debt Services (CO&DS) Funds	\$ 224,000

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Capital Outlay and Debt Services (CO&DS) Bond	\$ 400,000
Total Project Budget:	\$ 14,142,113

These Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP) are presented today for your review and approval. The Schematic Design Documents (Phase I) have been reviewed by Dr. Stan O. Vittetoe, Provost, Clearwater Campus and Joseph Leopold, Academic Department Chair, Social Science, Clearwater Campus.

Authorization is requested for the following:

- **To approve the Schematic Design Documents (Phase I);**
- **To approve the Preliminary GMP of \$10,565,643 and to proceed with the Construction Documents subject to further refinements of the terms, conditions, and bidding, and to issue all necessary purchase orders.**

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Susan Reiter, Vice President, Facilities Planning and Institutional Services, recommend approval.

mdc1103102

A brief break was taken at 9:55 a.m.

10-286. Provost Reports resumed, with Dr. Jim Olliver, Provost of Seminole Campus/eCampus, featuring eCampus Learning Management System (LMS), which he described as an “academic PeopleSoft.” He shared a brief video from Cabinet student representative Silvia Horvath on the benefits of the ANGEL LMS, which he noted was recently purchased by Blackboard. He stated that the College’s current ANGEL contract is ending, thereby opening up options for a replacement LMS. He reviewed the action plan and timeline that will result in a Board recommendation no later than April 2011 as to which LMS should be launched for the coming year(s).

Mr. Burke commented on the current national focus on student success and completion and the traditional collegiate method that identifies a student as failing only after the fact. He noted he learned at a recent meeting in Washington, DC with Dr. Law of software that can monitor a student’s success and identify problem areas during the semester. He inquired as

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to whether any of the LMS packages being considered include software that blends into that type of goal. Dr. Law stated there are systems being marketed with built-in intelligence for early warning of students at risk. Ms. Vicki Westergard, Executive Director of eCampus and Web and Instructional Technology, confirmed the built-in analytics are a factor to be looked into as a necessary aspect of the LMS, and Dr. Olliver agreed to work this “early warning” option into the new system specifications.

Mr. Johnston inquired as to how much interaction is in place to assist eCampus students and suggested face-to-face counseling/tutoring sessions be offered during times of non-peak on-site usage. Dr. Olliver explained that the systems being considered all have highly interactive features already built in. He highlighted some of the tools already in place, as well as resources available onsite, and credited Ms. Westergard and her team for the high degree of interactivity incorporated into course development that keeps students involved on a continual basis. Mr. Johnston recommended that the system design include the ability to monitor student interaction. Ms. Westergard described examples of student interaction opportunities. Dr. Olliver concurred that the College needs to look at every opportunity to offer assistance to students, both electronically and face-to-face, and to intervene with those who are at risk.

Mr. Brett sought an update on the Strategic Policy Institute and the aggressive timeline previously presented to the Board. Dr. Olliver reported on the status of the applicant pool for the Executive Director position and the upcoming interviews scheduled in cooperation with the existing timeline. He noted that Sen. Dennis Jones, Vice President of Economic Development and Innovative Projects, has administrative oversight of the Institute.

Mr. Burke noted he and Mr. Gibbons attended an ACCT session in Toronto that highlighted the success of weekend classes. He said he was surprised at the growing number of students who prefer non-traditional days and times and the number of faculty who were willing to accommodate those students. Mr. Gibbons added that he and Mrs. Bilirakis attended a session on preparing students for the workplace. Mr. Johnston asked that SPC explore the expansion of weekend classes and use of facilities during non-peak times. Dr. Law noted that the academic schedule is currently being reviewed to ensure it meets student needs. Mr. Burke encouraged looking into the learning models and best practices of other colleges to determine what has been successful and what has failed.

Ms. Yvonne Ulmer, Campus Executive Officer of the Downtown/Midtown Centers, featured Midtown: A Beacon of Hope in the Community. She noted the double-digit enrollment growth, the expansion of student services and staff, and the largest course offerings ever this spring, including Friday/Saturday classes. She reported on student activity events and thanked the trustees for their dedication to the College and its students. Ms. Ulmer introduced Ms. Hildegard Shirley, Midtown Administrative Specialist, and Erin Senack, Coordinator of Student Life and Leadership at Downtown/Midtown. She previously distributed a copy of “Bayside Briefs, Nov. 2010.” Mr. Johnston expressed concern for overcrowding at these sites and recommended the Board address the space needs at both. Mr. Gibbons concurred that the Board needs to take action, particularly in regard to acquiring more space at Midtown. He

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commented on the great programs that enhance exposure to the site. Ms. Ulmer noted that many more of the Midtown students are in higher level classes, with some even recommended for the Honors College. Mr. Gibbons said the Downtown/Midtown sites are the College's best recruiting sites, and a solution is needed so that students are not turned away due to lack of space. He sought quick Board action to consider any nearby sites that become available and can be transformed into classrooms. Mr. Burke noted that Agenda Item VII-E.3, Collegewide Master Planning, is in place to address the space needs, blending projected student enrollment with facility needs. Mr. Johnston said he believes the Downtown/Midtown sites are in an emergency situation due to growth potential beyond other sites, and the need exists to get ahead of the Master Plan. Mr. Gibbons concurred and asked that the Board take specific action to assist Dr. Law if sites become available that could address the growth needs, while still honoring the Master Planning process. Mr. Brett concurred with Mr. Gibbons and offered his full support, stating that, while he is all for measuring and strategic planning, there is a huge symbolic portion of this formula that the Board needs to keep its eyes on at Midtown and to keep its investment in the community on the right track for years to come. Mrs. Bilirakis added that she supports the acquisition of nearby properties but is unsure of the funding source. Mr. Johnston sought proposals from the Administration on how to immediately address the growth needs at Downtown/Midtown. Mr. Burke inquired of Dr. Law as to how capacity is measured at each College site, and where the figures are that are used for measuring that capacity. Dr. Law responded that every campus has identified their growth plans and needs, and an external firm has been hired to conduct a hard analysis of student flow. He acknowledged the difficulty in projecting the future needs of Downtown/Midtown, noting that Downtown's immediate needs should be met with the absence of FIM. As to Midtown, he said staff has reviewed and researched every nearby parcel and is moving very deliberately in further considerations for expansion. Dr. Law reiterated that the Master Planning process, at the request of the Board, has been to bring, by late spring, the plan for each campus going forward, although that plan can be accelerated in any given case. Regarding Midtown, he sought to further research the space situation before declaring it an emergency. Mr. Burke confirmed that the Board is seeking an accelerated review of the Midtown Center needs only.

Mr. Gibbons made a motion for Dr. Law to bring to the December Board meeting a report on the Midtown Center situation in terms of growth. Mr. Johnston seconded the motion. Mr. Gibbons emphasized he wants to ensure forward motion with this site and, if an expansion opportunity becomes available, asked that the Board consider it and move quickly. Mr. Burke reiterated the Board's role to set the priority and Dr. Law's responsibility to submit the plan to the Board. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

*(Information regarding these provost reports is included as **Attachment C – 10-***

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10-287. At the president's request, the Board agreed to postpone Item VII-A, Student Success and Achievement, until the December Board meeting.

10-288. The Board considered Items VII-C.1 under Other Expenditures and Contracts, and Items VII- D.1a-D.1c under Grants/Restricted Funds Contracts. Mrs. Bilirakis moved approval. Mr. Gibbons seconded the motion. Mr. Brock responded to Mr. Burke in regard to Item VII-D.1c as to how the City of Clearwater grant came about, noting it was a request of the City in response to the community. Ms. Reiter responded to Mr. Johnston in regard to Item VII-D.1b, further explaining how the grant enhances the number of radios for communication collegewide during all hours of College operation. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding this item is as follows:

Agenda Item VII-C.1

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: TW Telecom, Inc.—Internet and Network Services

Authorization is sought to enter into an eight-month Agreement with TW Telecom, Inc. to provide internet and wide area network services to the College through June 30, 2011. The total cost for the services covered by this Agreement, which include some but not all internet services, will be approximately \$211,200 for the entire eight-month period (plus or minus \$3,000 depending on utilization and fees). This represents the same costs that St. Petersburg College has paid for the previous three-year contract that ends November 2010. This short-term Agreement will allow the College to continue existing service and provide additional time to pursue due diligence and competitive quotes for new services that would begin at the end of this Agreement. Additionally, this extension through June 30, 2011 will allow the College to coordinate any changes to costs for these network services into the 2011-2012 fiscal year budget planning process.

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Background:

The current provider of internet and wide area network services for the College is TW Telecom, Inc. TW Telecom was selected as the primary provider of SPC internet and wide area network services in November 2007.

Internet services include access to and from the public internet for SPC students, staff and faculty. Wide Area Network services include all of the data network services that connect all SPC campuses together into one data communications network.

Syd McKenzie, General Counsel; Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; and David Creamer, Director, Network Systems & TV Operations, recommend approval.

dc:dsd1102104

Agenda Item VII-D.1a

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Florida Department of Health – Division of Emergency Medical Operations

Confirmation is sought to accept a grant award for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Health, Division of Emergency Medical Operations, to receive \$120,000 to develop an Online Alternative Medical Treatment Site Training Module (AMTS) for a one-year period from date of execution. The goal of the AMTS project is to develop a two-hour training module for Alternative Medical Treatment Sites. In the event of a major disaster, Medical Treatment Sites would serve as interim treatment facilities that will effectively bridge the gap between a disaster scene and the hospital or doctor's office within a community threatened by the spread of pandemic diseases.

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By developing and making available the proposed AMTS two-hour training module on the Internet via a web-based server, SPC is confident that user access to this module would grow exponentially due to the convenience of 24/7 access to health care professionals including hospital emergency personnel, emergency management personnel, first responders and affiliated healthcare organizations. Furthermore, SPC understands that the benefits, operations and utilization of the AMTS module is one of the solutions that will play a critical role in meeting our community healthcare delivery system training needs. This training for health care professionals to understand the AMTS system will simultaneously expand the capacity of our local healthcare delivery system while meeting the most critical needs that must be addressed in order to handle medical surge requirements in the event of a disaster.

The awarded funds will be used to pay salaries and fringe benefits as well as other expenditures including travel, supplies, consulting services, and other costs. See Information Summary for additional information.

Syd McKenzie, General Counsel; Stan Vittetoe, Vice President for Workforce and Continuing Education; and Denise Kerwin, Director, CE Health, recommend approval.

Attachment

dk1108105

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

Date of BOT Meeting:	November 16, 2010
Funding Agency or Organization:	Florida Department of Health, Division of Emergency Medical Operations
Name of Competition/Project:	Online Alternative Medical Treatment Site Training Module (AMTS)
SPC Application or Sub-Contract:	SPC Application
Grant/Contract Time Period:	Start: Upon Execution End: 1 year
Cabinet Member:	Stan Vittetoe
Manager:	Denise Kerwin

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Focus of Proposal: St. Petersburg College will use its grant of \$120,000 to develop a two-hour training module for Alternative Medical Treatment Sites (AMTS). In the event of a major disaster, Medical Treatment Sites (AMTS) would serve as interim treatment facilities that will effectively bridge the gap between a disaster scene and the hospital or doctor’s office within a community threatened by the spread of pandemic diseases.

The cost for the initial project from date of “go live” for one year will be \$120,000. The cost (anticipated at 2,000 students annually) is \$60.00 per student. Including SPC’s in-kind contribution, the cost is \$63.37 per student. The cost to continue the course as developed at the time it is initially made “live” online will be \$53,352 annually to exceed a period of no more than two years. The cost (anticipated at 2,000 students annually) is \$26.68 per student. The breakdown of the cost is included in Year 2 and Year 3.

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	\$ 12,500
Fringe Benefits	\$ 4,500
Travel	\$ 3,000
Supplies	\$ 1,600
Consulting Services	\$ 73,128
Other Costs (tuition)	<u>\$ 32,000</u>

Total Budget \$ 126,728

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$126,728

Total amount from funder: \$120,000

Amount/value of match: Cash: N/A
In-kind: \$6,728

Required match or cost sharing: No X Yes
Voluntary match or cost sharing: No Yes X
Source of match/cost sharing: SPC - \$6,728

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Recoverable benefits beyond grant focus (above):

Negotiated indirect cost	N/A
(Fixed) administrative fee	N/A
Software/material	N/A
Equipment	N/A
Services	N/A
Staff Training	N/A
FTE	N/A
Other	N/A

College Goals and Institutional Initiatives Addressed:

College Goal: III. Promote the community's economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives.

Institutional Initiative(s): 1. Expand outreach to new students and business clientele for the use of Non-Credit Continuing Education Programs, including the Collaborative Labs, with the goal of making them financially self-sustaining.

Agenda Item VII-D.1b

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Homeland Security—Florida Department of Education—2011 State Homeland Security Program

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Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Homeland Security, to receive grant funding in the amount of \$19,000. The grant, which is administered by the Florida Department of Education, will allow the College to purchase radio equipment to be used on various sites. **Permission is also sought to accept funding and to enter into any necessary agreements, if awarded.**

Specifically, the College will use grant funds to purchase 20 UHF radios, two repeaters and one additional 800 mega-hertz radio. The UHF radios are an important component of the College's incident response capabilities on all campuses. Numerous tabletop exercises as well as direct feedback from Provosts and Associate Provosts identified the need for additional UHF radios for College incident responders as part of the campus incident response plans. Therefore, each campus will receive two UHF radios and the remaining will replace old and worn out equipment. The radios will be assigned to the Campus Incident Commander (usually the Provosts) and to the Campus Incident Operations Responder (usually the Associate Provost), or their designees. These radios will enhance the campus and the College's response to emergency situations.

Also being requested are funds for 2 UHF repeaters to be installed at the Allstate Center and the Downtown Center. These are the only SPC sites whose radio communications are not supplemented through a repeater. The repeater should improve radio communications by alleviating transmission "dead zones" and thus enhance emergency responses at these sites.

Included in the grant application are funds for an 800 mega-hertz radio. This additional unit will provide the College Incident Commander communication ability with all site security responders, as well as local public safety personnel involved in a campus emergency. The 800 mega-hertz radio system provides College personnel the inter-operable communications the Regional Domestic Security Task Force and Homeland Security have been striving for. This grant will help the College efficiently and effectively respond during an emergency thus improving student, staff and faculty's well-being.

Syd McKenzie, General Counsel; Susan Reiter, Vice President, Facilities Planning and Institutional Services; and Dan Barto, Director of Collegewide Security Services, recommend approval.

Attachment

dpb1108106

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

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Date of BOT Meeting: November 16, 2010

Funding Agency or Organization: U.S. Department of Homeland Security—
Florida Department of Education

Name of Competition/Project: 2011 State Homeland Security Program
Grant

SPC Application or Sub-Contract: Subcontract

Grant/Contract Time Period: **Start:** 8/1/11 **End:** 7/31/13

Cabinet Member: Susan Reiter

Manager: Dan Barto

Focus of Proposal: : St. Petersburg College is requesting \$19,000 in 2011 Homeland Security grant funds to purchase 20 UHF radios, two repeaters and one additional 800 mega-hertz radio. The UHF radios are an important component of the College's incident response capabilities on all campuses. The radios will be assigned to the Campus Incident Commander (usually the Provosts) and to the Campus Incident Operations Responder (usually the Associate Provost), or their designees. These radios will enhance the campus and the College's response to emergency situations.

Also being requested are funds for 2 UHF repeaters to be installed at the Allstate Center and the Downtown Center. These are the only SPC sites whose radio communications are not supplemented through a repeater.

Included in the grant application are funds for an 800 mega-hertz radio. College security supervisors are in the process of being equipped with 800 mega-hertz radios. This additional 800 mega-hertz radio unit will provide the College Incident Commander communication ability with all site security responders, as well as local public safety personnel involved in a campus emergency.

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.)

20 UHF Radios	\$ 7,000
2 UHF Repeaters	\$ 8,000

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800 Mega-hertz Radio	<u>\$ 4,000</u>
Total Budget	\$ 19,000

Funding:

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

\$19,000

Total amount from funder:

\$19,000

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

N/A

Recoverable benefits beyond grant focus (above):

Negotiated indirect cost N/A

(Fixed) administrative fee N/A

Software/material N/A

Equipment Yes

Services Yes

Staff Training N/A

FTE N/A

Other N/A

College Goals and Institutional Initiatives Addressed:

College Goal:

VIII. Build/Acquire and maintain a high-quality infrastructure, including technology, facilities, and equipment, to meet student and community needs.

Institutional Initiative(s):

6. Continue to provide a safe, secure and sustainable environment to enhance the delivery of college programs and services.

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Agenda Item VII-D.1c

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: City of Clearwater Human Trafficking Investigation Training

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the City of Clearwater to provide Human Trafficking Investigation Training. The Florida Regional Community Policing Institute, part of SPC's Center for Public Safety Innovation, will provide training in conjunction with the City of Clearwater Police Department. **Permission is also sought to accept funding for this proposal and enter into any agreements and subcontracts, as necessary.**

Funds from this contract shall be used to coordinate and implement five training sessions. Sessions will include one Advanced Human Trafficking Investigation training, two Introduction to Human Trafficking Investigation trainings, and two Many Faces of Human Trafficking trainings.

The period of performance is anticipated to commence on November 4, 2010 and end approximately September 30, 2011. The total project budget is \$10,000. See attached Information Summary for additional information.

Syd McKenzie, General Counsel; James C. Brock, Campus Executive Officer, Allstate Center; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el1109106

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

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Date of BOT Meeting: November 16, 2010

Funding Agency or Organization: City of Clearwater

Name of Competition/Project: Human Trafficking Investigation Training

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 11/4/10 **End:** 9/30/11

Cabinet Member: James C. Brock

Manager: Eileen LaHaie

Focus of Proposal: St. Petersburg College's Center for Public Safety Innovation, Florida Regional Community Policing Institute submitted a cost proposal to the City of Clearwater to coordinate and implement five training sessions. Sessions will include one Advanced Human Trafficking Investigation training, two Introduction to Human Trafficking Investigation trainings, and two Many Faces of Human Trafficking trainings.

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 & Benefits	\$ 1,522
Travel	\$ 572
Consultants	\$ 6,750
Direct Costs	\$ 656
Subcontracts	\$
Administrative Fee	<u>\$ 500</u>
Total Budget	\$10,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$10,000

Total amount from funder: \$10,000

Amount/value of match: Cash: N/A

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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

Recoverable benefits beyond grant focus (above):

Negotiated indirect cost N/A
(Fixed) administrative fee \$500
Software/material N/A
Equipment N/A
Services N/A
Staff Training N/A
FTE N/A
Other N/A

College Goals and Institutional Initiatives Addressed:

College Goal: III. Promote the community's economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives.

Institutional Initiative(s): 3. Continue to promote SPC as a cultural center of the community through development of new partnerships and initiatives.

10-289. The Board considered Capital Outlay, Maintenance, Renovation, and Construction Items VII-E.1-E.3. Mr. Gibbons moved approval. Mrs. Bilirakis seconded the motion. Mr. Burke noted that discussions on the Master Planning Process, Item VII-E.3, took place previously in the meeting, and Ms. Reiter confirmed it is ready to move forward. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding these items is as follows:

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Agenda Item VII-E.1

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President



SUBJECT: Amendment #2 to the Lease Agreement between St. Petersburg College and St. Petersburg Pier Aquarium, Inc., for a Lease of Office Space at the Downtown Center

On December 16, 2008, the Board approved a lease agreement between St. Petersburg College and the St. Petersburg Pier Aquarium, Inc., and on December 15, 2009, the Board approved Amendment #1 extending the lease agreement to December 31, 2010. Amendment #2 will extend this lease agreement for an additional one (1) year term for the same terms and conditions of the original agreement. The lease rate will remain at \$10.00 per square foot per year for a total annual lease amount of \$4,500.00 (450 square feet x \$10.00 per square foot) and shall run from January 1, 2011 through December 31, 2011.

The lease agreement amendment is being provided to the Board as required by Florida Statutes, Chapter 1013.15 Lease, rental, and lease-purchase of educational facilities and sites, Section (1):

Prior to entering into or executing any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

Authorization is requested to execute Amendment #2, which extends the lease agreement between St. Petersburg College and St. Petersburg Pier Aquarium, Inc., for an additional one (1) year term.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Susan Reiter, Vice President, Facilities Planning and Institutional Services, recommend approval.

Attachment

mdc1103103

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

**SECOND AMENDMENT TO
LEASE AGREEMENT
ST. PETERSBURG COLLEGE AND
PIER AQUARIUM, INC.**

THIS SECOND AMENDMENT is entered into by and between the Board of Trustees of St. Petersburg College, a Florida public body corporate, whose mailing address is P.O. Box 13489, St. Petersburg, Florida 33733, (hereinafter, the "College") and Pier Aquarium, Inc., a Florida non-profit corporation, whose mailing address is 800 Second Avenue Northeast Suite 2001, St. Petersburg, FL, 33701-3503 (hereinafter, the "Aquarium")

WITNESSETH:

WHEREAS, the College and the Aquarium did enter into that certain Lease Agreement dated December 17, 2008 whereby the College leased to the Aquarium a portion of the College's premises located at the College's Downtown Center, 244 2nd Ave N., St. Petersburg, Florida, 33701 (the "Agreement"); as amended by that certain First Amendment executed by the College on December 15, 2009 (collectively hereinafter "the Agreement"); and

WHEREAS, unless otherwise specifically stated in this Second Amendment to the contrary, the terms and definitions used herein shall have the same meaning as set forth in the Agreement; and

WHEREAS, the Lease Term is set to expire on December 31, 2010; and

WHEREAS, the College and Aquarium desire to extend the Agreement for an additional one (1) year term beginning on January 1, 2011 and continuing through and until December 31, 2011 on such terms and conditions as are set forth in the Agreement;

NOW, THEREFORE, in consideration of the premises and one dollar and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties further agree as follows:

1. The recitals are true and correct and are incorporated herein by reference.
2. The Term of the Agreement shall be renewed for a period of one (1) year beginning on January 1, 2011 and continuing through and until December 31, 2011. The Base Rent for this renewal term shall remain the same as the Base Rent for the initial term at \$10.00 per square foot.

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All other terms and conditions of the Agreement shall remain in full force and effect except as specifically modified herein. If any of the provisions of this Second Amendment conflict with any terms of the Agreement, the provisions of the Second Amendment shall govern and control.

IN WITNESS WHEREUNTO the parties set their hands and seals on the dates set forth below.

COLLEGE:

Witnesses as to the College:

By: _____
Name: _____

By: _____
Name: _____

Board of Trustees of St. Petersburg College

By: _____
William D. Law, Jr., President
and Secretary to the Board of
Trustees of St. Petersburg
College

Date: _____

AQUARIUM:

Witnesses as to the Aquarium:

By: _____
Name: _____

By: _____
Name: _____

Pier Aquarium, Inc.

By: _____
Name: _____
Its: _____

Date: _____

Agenda Item VII-E.2


November 16, 2010

MEMORANDUM

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #2 to the Lease Agreement between St. Petersburg College and St. Petersburg Downtown Partnership, Inc., for a Lease of Office Space at the Downtown Center

On December 16, 2008, the Board approved a lease agreement between St. Petersburg College and the St. Petersburg Downtown Partnership, Inc., and on December 15, 2009, the Board approved Amendment #1 extending the lease agreement until December 31, 2010. Amendment #2 will extend this lease agreement for an additional one (1) year term for the same terms and conditions of the original agreement. The lease rate will remain at \$10.00 per square foot per year for a total annual lease amount of \$4,900.00 (490 square feet x \$10.00) and shall run from January 1, 2011 through December 31, 2011.

The lease agreement amendment is being provided to the Board as required by Florida Statutes, Chapter 1013.15 Lease, rental, and lease-purchase of educational facilities and sites, Section (1):

Prior to entering into or executing any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

Authorization is requested to execute Amendment #2, which extends the lease agreement between St. Petersburg College and St. Petersburg Downtown Partnership, Inc., for an additional one (1) year term.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Susan Reiter, Vice President, Facilities Planning and Institutional Services, recommend approval.

Attachment

mdc1103103

**SECOND AMENDMENT TO
LEASE AGREEMENT
ST. PETERSBURG COLLEGE AND
ST. PETERSBURG DOWNTOWN PARTNERSHIP, INC.**

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

THIS SECOND AMENDMENT is entered by and between the Board of Trustees of St. Petersburg College, a Florida public body corporate, whose mailing address is P.O. Box 13489, St. Petersburg, Florida 33733, (hereinafter, the "College") and St. Petersburg Downtown Partnership, Inc., a Florida non-profit corporation, whose mailing address is 100 Second Avenue North, Suite 130, St. Petersburg, FL, 33701 (hereinafter, the "Downtown Partnership").

WITNESSETH:

WHEREAS, the College and the Downtown Partnership did enter into that certain Lease Agreement dated December 17, 2008 whereby the College leased to the Downtown Partnership a portion of the College's premises located at the College's Downtown Center, 244 2nd Ave N., St. Petersburg, Florida, 33701 (the "Agreement"); as amended by that First Amendment executed by the College on or about December 15, 2009 (collectively hereinafter known as "the Agreement"); and

WHEREAS, unless otherwise specifically stated in this Second Amendment to the contrary, the terms and definitions used herein shall have the same meaning as set forth in the Agreement; and

WHEREAS, the Lease Term is set to expire on December 31, 2010; and

WHEREAS, the College and Downtown Partnership desire to extend the Agreement for an additional one (1) year term beginning on January 1, 2011 and continuing through and until December 31, 2011 on such terms and conditions as are set forth in the Agreement;

NOW, THEREFORE, in consideration of the premises and one dollar and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties further agree as follows:

3. The recitals are true and correct and are incorporated herein by reference.
4. The Term of the Agreement shall be renewed for a period of one (1) year beginning on January 1, 2011 and continuing through and until December 31, 2011. The Base Rent for this renewal term shall remain the same as the Base Rent for the initial term at \$10.00 per square foot.

All other terms and conditions of the Agreement shall remain in full force and effect except as specifically modified herein. If any of the provisions of this Second Amendment

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

conflict with any terms of the Agreement, the provisions of the Second Amendment shall govern and control.

IN WITNESS WHEREUNTO the parties set their hands and seals on the dates set forth below.

COLLEGE:

Board of Trustees of St. Petersburg College

Witnesses as to the College:

By: _____

By: _____

William D. Law, Jr., President
and Secretary to the Board of
Trustees of St. Petersburg
College

Name: _____

By: _____

Date: _____

Name: _____

DOWNTOWN PARTNERSHIP:

St. Petersburg Downtown Partnership, Inc.

Witnesses as to the Downtown
Partnership:

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Date: _____

By: _____

Name: _____

Agenda Item VII-E.3


November 16, 2010

MEMORANDUM

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Selection Process of Architectural Services for Master Planning Collegewide

At its June 15, 2010 meeting, the Board of Trustees authorized the College to proceed with the selection of Architectural Firms to provide Master Planning Services Collegewide. A Request for Qualifications (RFQ) was developed and sixty-four (64) Architectural Firms requested information, of which seventeen (17) submitted responses to the RFQ. The selection committee reviewed the RFQs and short-listed eight (8) firms to interview with the intention of selecting a maximum of six firms.

On October 29, 2010, the selection committee met and observed the presentations and interviews for the eight (8) short-listed Architectural Firms. The committee is recommending the following four (4) firms to be utilized for the specific locations as outlined below for Master Planning Services Collegewide. The selection was based on the criteria established in the RFQ for the interview process.

FIRM		LOCATION(S)
1.	EMO Architects, Inc.	Tarpon Springs Campus, EpiCenter Site, Allstate Center, Fire Training Site
2.	Harvard Jolly Architecture	Clearwater Campus
3.	HKS Architects, Inc.	Seminole Campus, Health Education Center, Veterinary Technology Special Purpose Center
4.	Canerday, Belfsky + Arroyo Architects, Inc.	Midtown Site, Downtown Center, Palladium Site, St. Petersburg/Gibbs Campus, Bay Pines Site

The selection committee consists of James Pedicone, Project Coordinator; Jim Waechter, Director, Facilities Services; Charm Callahan, Interior Designer; Vivian DeRussy, Interior Designer; Bea Steele, Facilities Planner and Project Specialist; Michael Carter, Director, Design and Construction; Conferlete Carney, Provost, Tarpon Springs Campus; Neil Keith, Counselor, Student Support Services, St. Petersburg/Gibbs Campus; Nicolle Panuthos, Academic Department Chair, Business Technologies, Seminole Campus; Stan Vittetoe, Provost, Clearwater Campus; and Yvonne Ulmer, Executive Officer, Downtown Center.

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Facilities Planning and Institutional Services staff will work with the Provosts, Executive Officers and staff of each campus, center or site to develop a Master Plan process and criteria for their respective campus, center and site. The final Master Plans for each site will be brought to the Board for review and approval (tentatively scheduled for summer 2011).

Authorization is requested to approve the selection, ranking and assignments of the Architectural Firms as recommended by Susan Reiter, Vice President of Facilities Planning & Institutional Services; to proceed with contract negotiations and project assignments with the top four (4) ranked firms as recommended; and to issue all purchase orders for Master Planning Services Collegewide.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Susan Reiter, Vice President, Facilities Planning and Institutional Services, recommend approval.

mdc1103103

10-290. Having considered Item VII-E.4 earlier in the meeting, the Board next considered Capital Outlay, Maintenance, Renovation, and Construction Item VII-E.5. Ms. Reiter and Mr. Carter explained the parking lot project at the St. Petersburg/Gibbs Campus and shared a slide presentation highlighting aspects of the project. Mr. Johnston moved approval. Mr. Gibbons seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding this item is as follows: *(A copy of the slide presentation is included as Attachment D – **10-290.**)*

Agenda Item VII-E.5

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President



MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

SUBJECT: Review of Schematic Design Documents (Phase I) and Change Order #1, (Proposal Request #2) Project 186-G-09-3, Parking Lot Renovation Adjacent to Gymnasium, St. Petersburg/Gibbs Campus

Canerday, Belfsky & Arroyo Architects, Inc., in conjunction with Biltmore Construction Company, Inc., the Construction Manager at Risk, and College staff, has completed the Schematic Design Documents (Phase I) for Change Order #1 (Proposal Request #2), for additional parking lot work for Project 186-G-09-3, Parking Lot Renovation Adjacent to Gymnasium, St. Petersburg/Gibbs Campus.

The project's original Guaranteed Maximum Price (GMP) of \$611,338 was approved by the Board on October 20, 2009. The construction could not begin until the portables west of the Gymnasium were removed. These portables were previously utilized by the Collegiate High School, Bookstore and Campus Security. This project consisted of renovating the existing parking lot adjacent (west) of the Gymnasium and will provide approximately 110 new parking spaces to the site as well as create a new exit to the west parking lot in order to reduce congestion at peak times.

Additionally, this project will replace the Progress Energy Light Poles (in this lot only) with lighting owned and operated by St. Petersburg College. This will reduce the energy consumption costs for the parking lot lighting by allowing Facilities to control the operating hours of the lights. (We currently lease the light poles and pay for the lights to be powered from dusk until dawn.)

The portables have now been removed (except for the Collegiate High School "Super Portable" that will remain in place and be utilized for Business Services functions), and we are ready to proceed with the parking lot work. Additionally, there are funds remaining from the Student Services Building that can be utilized to provide additional parking lot work.

Change Order #1, (Proposal Request #2) provides resurfacing and restriping for the balance of the west parking lot (from 69th Street to 70th Street) as well as landscaping and a digital marquee sign. During this rework, the entrances and exits from the west parking lot will be modified and enhanced to increase parking spaces (adding approximately 50) and to improve the overall traffic flow including ingress and egress. The value of Change Order #1 (Proposal Request #2) is \$587,484.

The Guaranteed Maximum Price (GMP) for the original scope of work was \$611,338. The value of Change Order #1 is \$587,484. The final GMP (inclusive of Change Order #1) is \$1,198,822 with a total project budget of \$1,406,219. This Change Order #1 and revised GMP is subject to

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mandatory review for building codes, safety-to-life and the American with Disabilities Act (ADA), and further refinements through the value engineering process.

The following reflects the anticipated funding sources and values based upon the current total project budget. Please note that these funding sources and values may vary during the course of the construction of the project.

Public Education Capital Outlay (PECO) Funds, Remodel/ Renovate Library to Student Services with addition - SPG (303)	\$ 1,280,161
Public Education Capital Outlay (PECO) – General Renovate/ Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements – Collegewide (186)	\$ 126,058
Total Project Budget:	\$ 1,406,219

The Schematic Design Documents (Phase I) and Change Order #1 are presented today for your review and approval. They have been reviewed by Dr. Karen Kaufman White, Provost, St. Petersburg Gibbs Campus, and the User Team.

Authorization is requested for the following:

- **To approve the Schematic Design Documents (Phase I);**
- **To approve Change Order #1, in the amount of \$587,484;**
- **To approve the revised GMP of \$1,198,822; to proceed with the construction documents subject to further refinements of the terms, conditions, and bidding; and to issue all necessary purchase orders.**

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Susan Reiter, Vice President, Facilities Planning and Institutional Services, recommend approval.

mdc1103103

10-291. The Board considered Item VII-F, Agency Billings, and Items VII-G.1-G.2 under Personnel. Mr. Brett moved approval. Mr. Gibbons seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Information regarding these items is as follows:

Agenda Item VII-F

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Agency Billings

Board of Trustees' Rule 6Hx23-5.174 requires that the trustees approve each business, industry, governmental unit or civic organization that furnishes the College a written promise of payment of student fees and charges for books and supplies. College records collectively consider these "Agencies."

Approval is sought to include all "agencies" listed below as approved "agencies" for billing of student fees and charges:

Hillsborough Health and Social Services Department
Jim Kennedy Scholarship
United Parcel Services
Queen Esther Chapter 4 Order of Eastern Star
Youth Bowlers Tour
Bunch and Associates Inc.
Foundation for Osceola Education
Suncoast Masters and Wardens Association
Robert J Conrad Charitable Foundation
Johnson Scholarship Foundation
Race Trac Petroleum
Foundation for the Carolinas
National 4th Infantry Division Association
Essilor of America Inc.
Progress Energy Foundation
Clewiston Elks Lodge #1853
Advance Auto Parts
Best Buy Children's Foundation

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Homer Orange Fund Scholarship
Tampa Police Memorial Foundation
Project GRAD Akron
Pinellas Association of Educational Office Professionals
Lynden Memorial Scholarship
Catalent Pharma Solution
Pasadena Community Church
Arbitration Forums Inc.
Geraldine C M Livingston Foundation
First Catholic Slovak Ladies Association
New Christian Life Church
Hendry County Cattleman's Association
Burger King Scholars
Clewiston Performing Arts Center
Oklahoma City Community Foundation
North Carolina Baptist Foundation
First United Methodist Church of Hudson
Members First Credit Union
City of Brockton
Ralph Wilson Plastics Scholarship Fund

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; and Theresa Furnas, Associate Vice President for Financial & Business Services, recommend approval.


mm1103101

Agenda Item VII-G.1

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

HIRE Budgeted			
Effect. Date	Name	Department/Location	Title
10/11/2010	Afienko, Kenneth J	Criminal Justice AC	Instructor-12 month
10/2/2010	Dorsey, Sheila D	Letters CL	Staff Assistant
10/11/2010	Fatseas, Heather L	Registration SPG	Student Service Assistant
10/9/2010	France, Tracy S	Custodial Services SE	Custodian I
8/21/2010	Hill, Darren C	Instructional Computing SE	Sr. Web Analyst/Programmer
8/28/2010	Holcombe, Roderick W	Custodial Services SPG	Custodian I
10/11/2010	Ison, Anabella M	Facilities Plan & Inst Svcs	College Engineer
10/11/2010	Jusino, Criselda	College Student Supp Svcs DO	Staff Assistant
10/16/2010	Marion, Amie N	College Student Supp Svcs DO	Student Services Officer
10/4/2010	Michalik, Dorice M	Provost SE	Student Services Specialist
10/4/2010	Nachman, Anneliesje C.	Education & Student Svcs DO	Staff Assistant
10/2/2010	Pierson, Robert J.	Maintenance Services TS	Mechanical Tradesworker
10/18/2010	Smith, Jessica L	Education & Student Svcs DO	Administrative Specialist II
10/16/2010	Sofia, Ann O	Counseling & Advisement TS	Academic Advisor

HIRE Temporary/Supplemental			
Effect. Date	Name	Department/Location	Title
10/2/2010	Allen, Heather Kehaulani	Fine & Applied Arts CL	Student Assistant
10/2/2010	Armistead, Pend	President	Contributed Service
10/11/2010	Blue, Kaisha L	College Reach Out Program DO	Other Professional- Temporary
10/16/2010	Brown, Michael Jermaine	Education & Student Svcs DO	Student Assistant
10/7/2010	Byers, Daniel James	Fine & Applied Arts SPG	Federal Work Study Student
10/18/2010	Chen, Allison Yi-Hui	Nursing HC	Lump sum -Spec.Proj.
10/2/2010	Curtis, Nichelle Lucille	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/2/2010	Dougherty, Damon J	Fine & Applied Arts SPG	Lump sum -Spec.Proj.
10/8/2010	Gonzalez, Gilberto S	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
10/21/2010	Graham, Jevon A	Allstate Center Provost	Instructor- Temporary Non-Cred
10/2/2010	Greenberg, David L	Education & Student Svcs DO	Lump sum -Spec.Proj.
10/2/2010	Hays, Maria J	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/21/2010	Keane, Robert D	Allstate Center Provost	Instructor- Temporary Non-Cred
10/8/2010	Keller, David Malcolm	New Initiative Program - HC	OPS Career Level 6
10/2/2010	Ketchum, Jared Michael	Associate Provost SP	Student Assistant
10/16/2010	Karisunkal, Stephanie G	Provost SE	Student Assistant
10/18/2010	Lyons, Billie J.	RCPI/COPS Grant - AC	Instructor- Temporary Non-Cred
10/2/2010	Matthews, Mark L	Education & Student Svcs DO	Lump sum -Spec.Proj.
10/2/2010	Mcnealy, Monique Elane	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/2/2010	McPhee, Jalisa	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/2/2010	Mickelsen, William A	Fine & Applied Arts SPG	Lump sum -Spec.Proj.
10/2/2010	Montenegro, Alexandre	Ethics SPG	Student Assistant
10/2/2010	Obilor, Sharon Renee	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/21/2010	Pison, Timothy A.	Allstate Center Provost	Instructor- Temporary Non-Cred
10/20/2010	Poe, Mary L	BA Programs/UPC	OPS Career Level 2
10/2/2010	Pollock, Amy	President	Contributed Service
10/2/2010	Puchalla, Corinne Marie	Natural Science SPG	Student Assistant
10/2/2010	Rainey, Lisa Marie	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/22/2010	Riggs, Carolyn N	New Initiative Program - HC	OPS Career Level 2
10/21/2010	Rodriguez, Eddie	Allstate Center Provost	Instructor- Temporary Non-Cred
10/21/2010	Schmidt, John W.	Allstate Center Provost	Instructor- Temporary Non-Cred
10/21/2010	Schuele, Christian L	Allstate Center Provost	Instructor- Temporary Non-Cred
10/4/2010	Schuyler, Tiffany Dawn	New Initiative Program - HC	OPS Career Level 4
10/19/2010	Simmons, Sonya D	Provost SPG	OPS Career Level 2
10/2/2010	Steadman, Dahlia Yolanda	Scholarships/Stu Fin Assist CL	Federal Work Study Student

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

10/21/2010	Walker, Richard T	Allstate Center Provost	Instructor- Temporary Non-Cred
10/2/2010	Whitfield, Ladonica M	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/8/2010	Winkie, Darrell Glen	New Initiative Program - HC	OPS Career Level 6

REHIRE Temporary/Supplemental

Effect. Date	Name	Department/Location	Title
10/2/2010	Afienko, Kenneth J	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
10/18/2010	Bell, Ellen L	Health CE - AC	OPS Career Level 2
10/16/2010	Cain, Christopher Lin	Counseling & Advisement CL	OPS Career Level 6
10/6/2010	Dessaro, Mark	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
10/20/2010	Doulgeris, James John	Mathematics TS	OPS Career Level 5
10/2/2010	Drayton, Amy L.	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/11/2010	Dunn, Willis J	Dual Credit - AC	Lump sum -Spec.Proj.
10/2/2010	Flynn, Anita Jean	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/2/2010	Golden, Taquisha Qunale	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/2/2010	Goldstein, Penelope Lea	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/2/2010	Griffin, Chintye T	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/2/2010	Guirguis, Gina R.	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/3/2010	Hannah, Marchelle Voshay	Associate Provost SP	OPS Career Level 2
10/16/2010	Hawkinson, Donna	Provost DO	OPS Career Level 3
10/4/2010	Hennings, Earlene	Provost AC	Federal Work Study Student
10/21/2010	Horton, Joseph M	Allstate Center Provost	Instructor- Temporary Non-Cred
10/21/2010	Huffman, Lawrence M	Allstate Center Provost	Instructor- Temporary Non-Cred
10/11/2010	Kerr, Cheryl	Health Services Mgmt HC	Lump sum -Spec.Proj.
10/2/2010	Khan, Maha Mahaboob	Provost CL	Student Assistant
10/16/2010	King, Cathy J.	Nursing HC	Other Professional- Temporary
10/2/2010	Le-bourne, Janice Elyssa	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/21/2010	Lewis Jr, Frank C	Allstate Center Provost	Instructor- Temporary Non-Cred
10/21/2010	Mccarthy, Steven B.	Allstate Center Provost	Instructor- Temporary Non-Cred
10/2/2010	Meidling, Julie	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/16/2010	Miller, Laurel A.	Associate Provost TS	OPS Career Level 6
10/21/2010	Moore, Michael J	Allstate Center Provost	Instructor- Temporary Non-Cred
10/2/2010	Murray, Paul V	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/21/2010	OConnor, Kevin F	Allstate Center Provost	Instructor- Temporary Non-Cred
10/21/2010	Pilson, Timothy A.	Allstate Center Provost	Instructor- Temporary Non-Cred
10/18/2010	Reynolds, Kelly	Provost TS	OPS Career Level 3
10/16/2010	Robinson, Susan L.	Fine & Applied Arts SPG	Other Professional- Temporary
10/2/2010	Ross, Dawn	Scholarships/Stu Fin Assist CL	Federal Work Study Student
10/21/2010	Schonborn, Brian P	Allstate Center Provost	Instructor- Temporary Non-Cred
10/16/2010	Schwalb, Jacob M.	Nursing HC	Other Professional- Temporary
10/2/2010	Smith, Nancy F.	Fine & Applied Arts SPG	Lump sum -Spec.Proj.
10/2/2010	Tuck, Sasha D.	Education & Student Svcs DO	Lump sum -Spec.Proj.
10/16/2010	Wiley, Matthew C	Emergency Medical Services HC	Student Assistant
10/21/2010	Zamparelli Sr, Michael E	Allstate Center Provost	Instructor- Temporary Non-Cred

ANNUAL CONTRACT - Regular Funding

Effect. Date	Name	Department/Location	Title
12/21/10-6/30/11	Collier, Terry L.	Provost AC	Special Projects Coordinator
12/21/10-6/30/11	Pereira, Kenneth N.	Learning Mgt Network Sys	Dir. Learning Mgt. & Stud.&NS

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

ANNUAL CONTRACT - Restricted Funding

Effect. Date	Name	Department/Location	Title
12/21/10-6/30/11	Haynes II, Watson L	Provost AC	Coordinator II, Project

ANNUAL CONTRACT - Instructional

Effect. Date	Name	Department/Location	Title
12/21/10-7/31/11	Carter, Valerie	Dental Hygiene	Instructor 12-Month

TRANSFER/PROMOTION Budgeted

Effect. Date	Name	Department/Location	Title
10/18/2010	Booth, Patrick D.	Education & Student Svcs DO	Coord. Enrollment Management
10/18/2010	Ewell, Michael A.	BA Programs/UPC	Academic Department Coordinator
10/4/2010	Ferrazano, Jamie P.	BusSVITSystems	Manager, IT Bus. Relationships
10/2/2010	Fusari, Krista D.	Health Information Mgmt HC	Coordinator I, Project
10/2/2010	Navab, Saied	Education & Student Svcs DO	Coordinator I, Project
10/2/2010	Walter, David A	Health Information Mgmt HC	Curriculum Designer

TRAVEL OUTSIDE THE CONTINENTAL U.S.

Effect. Date	Name	Department/Location	Title
7/6-7/18/10	Hall, Vickie	Communications CL	Instructor
Travel to Oxford, United Kingdom to attend the Harris Manchester College summer 2010 Round Table and to present paper as an invitee of the Round Table.			

7/31-8/1/10 Ojeda, Fernando Communications CL Instructor
Travel to Puntarenas, Costa Rica to visit the University of Georgia's study abroad center with the objective of touring the facility and learning of opportunities for collaboration in a study abroad program.

10/9-10/14/10 Ojeda, Fernando Communications CL Instructor
Travel to Sevilla, Spain to learn about the summer semester abroad program that is run by Broward College and located in Spain, with a potential to offer another option to students in the study abroad program.

11/1-11/3/10 Brock, James C Allstate Center Campus Executive Officer
Travel to Port of Spain, Trinidad to meet with representatives from Ealain University and the Ministry of National Security Council, as well as US Ambassador to Trinidad/Tobago to explore and craft agreement between the two institutions for academic exchange.

11/1-11/6/10 Levin, Roxanna Communications TS Instructor
Travel to Salamanca, Spain to assist with a proposal for a site visit to Madrid and Salamanca, Spain, prior to taking students in the summer of 2011. The faculty member will experience first hand what the students should expect when they travel to these cities in Spain, and this visit will provide valuable information which can be utilized to promote the trip among the students taking Spanish courses.

11/2-11/6/10 Fernandez, Roberto Business Technologies, TS Academic Department Chair
Travel to Alajuela, Costa Rica to assist with a proposal for a site visit to Costa Rica, including Central America Institute of Business Administration, prior to taking students in the summer of 2011. The faculty member will experience first hand what the students should expect when they travel to Costa Rica, and this visit will provide valuable information which can be utilized to promote the trip among the students of Business Administration.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Patty Curtin Jones, Vice President, Human Resources & Public Affairs; and the Cabinet members bringing the actions forward, recommend approval.

emgl109106

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010


BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Agenda Item VII-G.2

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Teachers Insurance and Annuity Association/College Retirement Equities Fund – Alternative to Social Security for Adjuncts/Temporary Employees

Approval is sought for the continuation of the agreement with Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF) to execute an Internal Revenue Code, Section 403(b) Alternative to Social Security plan on a mandatory pre-tax basis complying with the provisions of Internal Revenue Code, Section 3121(b)(7)(F), for all employees not covered by the Florida Retirement System (FRS), effective January 1, 2011. This plan does not cover student employees.

TIAA/CREF will indemnify and hold the College harmless from every claim and demand (except for College's negligence) which may be by reason of the purchase of annuities including IRS rulings/penalties that the plan does not comply with the aforesaid Internal Revenue Code provisions as an alternative to social security. The extension of the TIAA/CREF contract will be reviewed annually. Based on continued need, satisfactory performance, negotiated fees, and acceptable terms and conditions, the contract, with Board approval, may be extended from year to year.

This plan relieves the College of paying social security taxes on affected employees – currently 6.2%. The College will continue to pay the Medicare portion of Social Security – currently 1.45%. The annualized savings to the College has increased from approximately \$300,000 in 2001 to \$744,839.16 in 2009.

The cost of participation by the participant will be 7.5% of payroll plus the Medicare portion of social security, 1.45%, for a total of 8.95%. However, the 7.5% contribution to TIAA/CREF would be paid by pre-tax dollars, thus permitting participants to net about the same salaries as they are presently receiving. In addition to the 7.5% cost of participation, the employee, within legal limits, may make additional contributions to the plan with pre-tax dollars.

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; and Patty Curtin Jones, Vice President, Human Resources & Public Affairs, recommend approval.

emg1103103

10-292. A rulemaking hearing was conducted for the purpose of amending and/or adopting changes to the Board of Trustees Rules and Procedures Manual. Proof of public notice of this meeting is included as a part of these minutes. Internal notice was published in the **Blue and White** and notices were duly posted. The chairman requested comments from the public. The president sought approval of Item VII-H. At Mr. Johnston's request, Dr. Law explained the purpose of this rule change, that being to clarify Board Rules from College procedures, and that similar actions would be forthcoming. Mr. Johnston moved approval. Mr. Gibbons seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding the rules is as follows:

Invoice/Serial Number

10-13376

GULF COAST
BUSINESS REVIEW

Published Weekly
Clearwater, Pinellas County, Florida

COUNTY OF PINELLAS

S.S.

STATE OF FLORIDA

Before the undersigned authority personally appeared Amanda M. Scott who on oath says that he/she is Publisher's Representative of the Gulf Coast Business Review, a weekly newspaper published at Clearwater in Pinellas County, Florida; that the attached copy of advertisement,

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

being a _____ Notice of Meeting _____

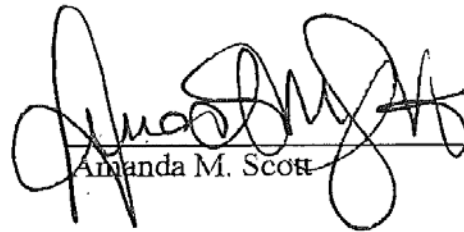
in the matter of _____ Board of Trustees Public Meeting _____

in the _____ Court, was published in said newspaper in the

issues of _____ October 15, 2010 _____

Affiant further says that the said Gulf Coast Business Review is a newspaper published at Clearwater, Pinellas County, Florida, and that said newspaper has heretofore been continuously published and has been entered as periodicals matter at the Post Office in Clearwater in said Pinellas County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

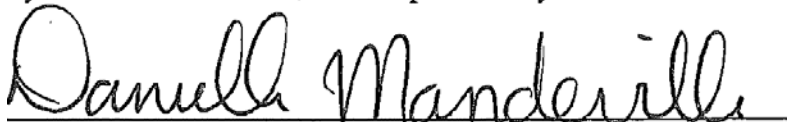
Sworn to and subscribed before me this



Amanda M. Scott

15th day of October A.D. 2010,

by Amanda M. Scott, who is personally known to me.



Notary Public, State of Florida
(SEAL)

NOTARY PUBLIC-STATE OF FLORIDA
Danielle Mandeville
Commission #DD971808
Expires: MAR. 16, 2014
BONDED THRU ATLANTIC BONDING CO., INC.

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

NOTICE OF MEETING
BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE
AND NOTICE OF ADOPTION, AMENDMENT OR REPEAL OF
RULES AND HEARING

The Board of Trustees of St. Petersburg College announces a public meeting to which all persons are invited.

DATE AND TIME: November 16, 2010; Board meeting commencing at 8:30 a.m.

PLACE: The meeting will be held at the EpiCenter of St. Petersburg College, Conference Room 1-453, 13805 58th Street North, Largo, Florida.

PURPOSE: The meeting will be held for the purpose of considering routine business and such other matters that come before the Board including adopting or amending rules of the Board of Trustees pursuant to its rule-making authority.

A copy of the agenda may be obtained within seven (7) days of the meeting on the Board of Trustees website at www.spcollege.edu or by calling the Board Clerk at (727) 341-3260.

The proposed rules and/or amendments, together with the purpose and effect and specific legal authority, will be posted no later than Friday, October 15, 2010, on the official bulletin boards as follows: at the St. Petersburg/Gibbs and Clearwater Campuses in the entrance to the libraries; at the Tarpon Springs Campus in the Lyceum Building across from Room LY 104; at the EpiCenter—Services Building, in the north corridor across from Room 163; at the EpiCenter, in the hall near Room 1-108; in Work Room 147 at the EpiCenter—District Office; on the south wall, across from the waiting area under the stairs, at the Health Education Center; outside Room UP 156 at the Seminole Campus; outside the Florida Room at the Allstate Center; in the lobby across from the admissions and registration desk of the SPC Downtown Center; on the wall adjacent to Room 105 at SPC Midtown and advertised in a newspaper of general circulation and in the Blue and White Faculty and Staff Announcements.

The Notice(s) of Rule Development on the foregoing rule(s) appeared in the Blue & White Faculty & Staff Announcements and were posted on each of the College's official bulletin boards on August 27, 2010 or September 24, 2010. Said Notice(s) also appeared in the Gulf Coast Business Review on August 27, 2010 or September 24, 2010.

Please note that the proposed changes to the rules attached do not reflect changes (if any) which are pending or have recently been approved by the Board of Trustees.

Any person wishing to be heard on the proposed rule(s) and/or amendments will be provided an opportunity to do so by appearing before the Board at said meeting.

If requested within 21 days after the date of publication of this notice, a hearing on the proposed rule(s) or amendments thereto will be held at 8:30 a.m. or soon thereafter on November 16, 2010, held at the EpiCenter of St. Petersburg College, Conference Room 1-453, 13805 58th Street North, Largo, Florida. See Section 120.54(3)(c), Florida Statutes.

Any person who is substantially affected by the above rules may seek an administrative determination of the invalidity of any proposed rule on the ground that proposed rule is an invalid exercise of the Board's delegated legislative authority. Such request shall be by Petition in writing and filed within 21 days after the date of publication of this notice. See Section 120.56(2), Florida Statutes.

Any person who wishes to provide the Board with information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.54(1), Florida Statutes, must do so in writing within 21 days after the date of publication of this notice.

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. See Section 286.0105, Florida Statutes.

Pursuant to the provisions of the Americans with Disabilities Act, any person

requiring special accommodations to participate in this workshop/hearing/meeting is asked to advise the agency five business days before the workshop/hearing/meeting by contacting the Board Clerk at 727-341-3260. If you are planning to attend the workshop/hearing/meeting and are hearing impaired, please contact the agency five business days before the workshop/hearing/meeting by calling 727-791-2422 (V/TTY) or 727-474-1907 (VP).

Information regarding the proposed rule(s) and/or amendments for consideration and intended action is attached to this Notice.

NAME OF AGENCY: BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

RULE TITLE: FREE SPEECH AND ASSEMBLY

RULE NO.: 6HX23-1.151

RULE NOTICE DATE: October 15, 2010

PURPOSE AND EFFECT: The proposed new Rule will codify the College's policies with regard to free speech, student assemblies, and distribution and posting of literature.

SUBJECT AREA TO BE ADDRESSED: See Purpose and Effect above.

SUMMARY: See Purpose and Effect above.

SPECIFIC AUTHORITY: 1001.64(2) & (4), F.S.

LAW IMPLEMENTED: 1001.64(5), (8), F.S.; U.S. Constitutional Amendment I

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the Rule will affect staff, students and visitors at St. Petersburg College. There is no cost to the College associated with this amendment. There is no anticipated adverse effect on state or local government. There are no transactional costs associated with this amendment. There is no anticipated adverse impact on small business.

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

NAME OF AGENCY: BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

RULE TITLE: TRAVEL BY COLLEGE PERSONNEL, BOARD OF TRUSTEES AND AUTHORIZED PERSONS

RULE NO.: 6HX23-5.16

RULE NOTICE DATE: October 15, 2010

PURPOSE AND EFFECT: The proposed revisions to the Rule will remove the procedural language in the Rule to a new Procedure P6HX23-5.161 Travel by College Personnel, Board of Trustees and Authorized Persons. Changes to the Rule will set forth that the College's travel reimbursement procedures and per diem rates will be in accordance with Florida Statutes 112.061.

SUBJECT AREA TO BE ADDRESSED: See Purpose and Effect above.

SUMMARY: See Purpose and Effect above.

SPECIFIC AUTHORITY: 1001.64(2) & (4), F.S.

LAW IMPLEMENTED: 112.061, 1001.64(18), F.S.

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the Rule will affect staff and other persons traveling on behalf of St. Petersburg College. There is no cost to the College associated with this amendment. There is no anticipated adverse effect on state or local government. The transactional costs associated with this amendment will be any fees charged associated with students' use of services. There is no anticipated adverse impact on small business.

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

October 15, 2010

10-13376

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Agenda Item VII-H

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President



SUBJECT: Board of Trustees' Rules

Approval is sought for the following proposed changes to the Rules and Procedures Manual, which are being submitted for your consideration:

6Hx23-5.16 Travel by College Personnel, Board of Trustees and Authorized Persons The proposed revisions to the Rule will remove the procedural language in the Rule to a new Procedure P6Hx23-5.161 Travel by College Personnel, Board of Trustees and Authorized Persons. Changes to the Rule will set forth that the College's travel reimbursement procedures and per diem rates will be in accordance with Florida Statutes 112.061. *Submitted by Doug Duncan.*

Syd McKenzie, General Counsel, recommends approval.

Attachment

ps1102103

6Hx23-5.16 TRAVEL BY COLLEGE PERSONNEL, BOARD OF TRUSTEES AND AUTHORIZED PERSONS

- I. The President shall maintain procedures to reimburse employees and authorized travelers for travel and subsistence expenses incurred during the course of duty consistent with Section 112.061, Florida Statutes.
- II. Rates of per diem and subsistence allowances shall be as authorized in Section 112.061, Florida Statutes.

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

- ~~III.~~ The following persons are authorized to perform official travel on behalf of St. Petersburg College:
- A. Members of the Board of Trustees
 - B. The President and members of the faculty and staff of the College
 - C. Persons called upon by the College to contribute time and service as consultants or advisors
 - D. Students approved by the President or his designee who are participating in approved student activities
 - E. Other persons as may be authorized from time to time by the Board of Trustees and/or the President upon written justification.

~~Such persons may be reimbursed for per diem and traveling expenses at amounts not to exceed the maximum rates authorized in Chapter 112.061, Florida Statutes, which outline conditions under which official travel may be performed, maximum amounts which may be paid, and steps which must be followed to obtain authorization to travel and reimbursement.~~

- ~~II. All foreign travel which has been authorized shall be reported to the Board. Foreign travel is travel outside of the continental United States (CONUS). Such reports shall be in advance of the travel whenever feasible.~~

~~III. AUTHORITY TO INCUR TRAVELING EXPENSES~~

- ~~A. All travel must be authorized and approved in advance by the President or his designated representative. Florida Statute 112.061, provides that all travel requests must be accompanied by a signed statement by the traveler's supervisor stating that such travel is on official business and also stating the purpose of the travel. Approval to attend a convention or conference, to represent the College at a~~

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~~business or professional meeting, to transact official business of the College, or to carry out any other professional responsibilities involving travel out-of-district is obtained by forwarding through regular channels for approval a Travel Authorization Request (TAR) Form or a Foreign Travel Authorization Request (FAR) Form.~~

~~In addition to the Budget Supervisor's approval, the respective Member of President's Cabinet is responsible for approving all travel except for in-district zone travel. The President or designee shall approve all foreign travel.~~

~~When approved travel is to occur using a motor pool provided driver and vehicle, a TAR for the motor pool driver is not required. The motor pool supervisor, however, will submit a Travel Reimbursement Voucher (TRV) for the motor pool driver's expenses which will be charged to the using department, together with any other trip related costs.~~

- ~~B. A budget supervisor originates written prior approval of district zone same day travel. This may be in the form of electronic mail or memorandum. Approval may be given at the beginning of the fiscal year for all district zone travel for stated purposes and persons, or as the travel is to occur on an individual traveler basis. District zone travel includes Pinellas County, Hillsborough County, Pasco County, Polk County, Manatee County, Hernando County and Sarasota County. The Travel Reimbursement Voucher (TRV) Form is required for reimbursement of authorized district zone travel mileage and any other approved expenses as provided in section VII below.~~

~~For travel outside of the district zone to attend a convention or conference, a copy of the program or agenda itemizing registration fees and any meals or lodging included in the registration fee shall be attached to, and filed with, the copy of the Travel Authorization Request (TAR) and/or Travel Reimbursement Voucher (TRV), or Foreign Travel Authorization Form (FAR) and/or Foreign Travel Reimbursement Voucher (FRV) form on file with the College. All requested information on each travel form (TAR, FAR,~~

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~~TRV and FRV) must be accompanied by sufficient detail to permit an audit that associates the actual charges with the actual travel. Authorization shall be in advance and is always subject to revocation by the President at any time prior to the travel occurring.~~

~~On an individual basis, cabinet members may recommend an extended travel request that originates or terminates on Saturday or Sunday. It must be proven by displaying comparative cost estimates that it is to the advantage of the College to pay per diem (food, lodging), and airport parking for the extra day(s) travel. The comparison must be made using the air fare for the required stay versus the cost for the extended stay, including air fare.~~

~~C. A budget supervisor is the President's designated representative for approving same day or overnight travel not exceeding \$1,000.00 in cost. The director of Human Resources approves all budgeted travel, the cost of which exceeds \$1,000.00.~~

~~D. Travelers authorized for foreign travel should be reimbursed at the current rates as specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)" and incidental expenses as provided later in section VII.~~

~~Foreign travel, which is travel outside of the CONUS area (48 contiguous states and the District of Columbia), should be reimbursed at the rates in effect for the date(s) of travel to a foreign country as specified by the U. S. Department of State. These rates are updated monthly and published for each foreign country/city.~~

~~Reimbursement allowances for lodging and meals while traveling in foreign areas are listed in the monthly publication Maximum Travel Per Diem Allowances for Foreign Areas; located at the following website <http://www.state.gov/m/a/als/prdm>.~~

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~~— A Foreign Travel Authorization Request (FAR) number must be issued prior to traveling. A printed copy of the per diem rate for foreign travel, which is obtained from the above noted website, must be attached to the approved FAR form.~~

~~— Rates for foreign travel shall not begin until the date and time of arrival in the foreign country from the United States, and shall terminate on the date and time of departure from the foreign country to the United States. When a traveler goes from one foreign location to another, reimbursement for meals and lodging shall be based on the allowance listed for the referenced location during the meal or lodging period. The two methods of reimbursement, Florida State per diem rate and foreign allowance, cannot be claimed on the same travel day.~~

~~IV. The State has three classes of travel. They are:~~

~~Class A: — Continuous travel of 24 hours or more away from official headquarters. In computing per diem the travel day is divided into quarters of 6 hours each beginning at midnight; i.e., midnight to 6:00 a.m., 6:01 a.m. to noon, 12:01 p.m. to 6:00 p.m., 6:01 p.m. to midnight.~~

~~Class B: — Continuous travel of less than 24 hours which involves overnight absence from official headquarters. Travel time is divided into quarters of 6 hours each beginning at the time of departure.~~

~~Class C: — Short or day trips where the traveler is not away from his or her official headquarters overnight. Neither meal reimbursement nor Per Diem allowance is authorized for travel that does not require overnight lodging.~~

~~For Class A and Class B travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period.~~

~~Moneys appropriated from the State Treasury may not be used to pay Per Diem or subsistence related to Class C travel. Thus, a~~

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~~traveler shall not be paid a Per Diem or meal allowance for Class C travel.~~

~~V. Rates of Per Diem, Subsistence and Vehicle Mileage Allowance: Any payment of per diem and subsistence allowance or reimbursement for vehicle mileage shall be as authorized by Chapter 112.061, Florida Statutes. Whenever the legislature amends said statute, these amounts may be adjusted by the President not to exceed the amended amount(s).~~

~~A. Authorized travelers, when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide College business, when the convention, conference, or business serves a direct and lawful public purpose, shall be allowed reimbursement for subsistence in an amount equal to either of the following, for each day of such travel at the option of the traveler:~~

~~1. \$80 (effective 7/1/06) per diem; or~~

~~2. If actual expenses exceed \$80, the amounts permitted in section (B) for meals, plus actual expenses for lodging at a single occupancy rate to be substantiated by paid bills therefore.~~

~~When lodging or meals are provided at a state institution, the traveler shall be reimbursed only for the actual expense of such lodging or meals, not to exceed the maximum provided for in this section.~~

~~B. All travelers shall be allowed the following amounts, for subsistence (effective 7/1/06) on Class A and B travel while on official College business:~~

~~1. Breakfast \$ 6 – when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.~~

~~2. Lunch \$11 – when travel begins before noon and extends beyond 2:00 p.m.~~

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~~3. Dinner \$19 when travel begins before 6:00 p.m. and extends beyond 8:00 p.m. or when travel occurs during the nighttime hours due to special assignment.~~

~~C. No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the College.~~

~~VI. Transportation reimbursement is permitted for~~

~~A. Tourist flight, when available, or other common carrier and state approved intrastate rates.~~

~~B. All mileage shall be shown from point of origin to point of destination and when possible, shall be computed by using state map mileage. Vicinity mileage necessary for the conduct of official business and related to the specific purpose of the trip, is allowable, but must be shown as a separate item on the expense voucher. Reimbursement shall not exceed 44.5 cents per mile.~~

~~C. Since Florida Statutes Chapter 112.061 requires that travel must be by the most efficient and economical means (considering the time of the traveler, cost of transportation, and per diem or subsistence required), reimbursement for the use of personal automobile for travel outside the state of Florida will be permitted at a rate not to exceed 44.5 cents per mile when two or more employees travel in the same automobile or materials must be transported which cannot be easily or economically transported by airplane. When only one employee is traveling out of state, reimbursement for the use of a personal automobile will be limited to air fare tourist rates. Per diem allowance must be calculated as if the travel were performed by airplane rather than personal automobile, but the actual date and time of departure and the time of arrival must be shown on the TAR, TRV, FAR and FRV.~~

~~D. Private airplane or chartered flight. A traveler on a private aircraft shall be reimbursed the actual amount charged and paid for such transportation up to the cost of a tourist class commercial airline ticket for the same flight, even though the~~

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~~owner or pilot of such aircraft is also entitled to transportation expense for the same flight under this subsection.~~

- ~~E. Rental vehicle. A traveler renting a vehicle shall be reimbursed the actual amount charged and paid for such transportation. Whenever possible, the state contract for vehicle rentals should be used.~~
- ~~F. Transportation reimbursement will not exceed the normal amount for the usually traveled route from the employee's official work site to the approved destination and the return along the usually traveled route.~~

~~VII. Other Expenses~~

~~The following incidental traveling expenses of the traveler may be reimbursed:~~

- ~~A. Taxi and limousine fare (limited to business portion) - receipt required.~~
- ~~B. Ferry fares and bridge, road and tunnel tolls - receipt required.~~
- ~~C. Storage or parking fees - receipt required.~~

~~Tampa International Airport parking: Whenever possible, the traveler should park in the lowest cost facility; however, reimbursement will be made for the daily rate in effect for the short-term garage, the long-term garage and the economy lot.~~

- ~~D. Communication expense - receipt not required for long distance toll calls; however, a log showing who was called and the reason for the call is required.~~
- ~~E. In the case of foreign travel, the actual cost of recommended immunizations, international travel insurance, medical evacuation/repatriation insurance and visas.~~
- ~~F. The registration fee of a conference or convention may be allowed, when not previously reimbursed, if official receipts are obtained and attached to the request for reimbursement,~~

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~~provided, however, any meals or lodging included in the registration fee will be deducted in accordance with the allowances provided in section VI B.~~

- ~~G. The actual and necessary fees for attending events which are not included in a basic registration fee but which directly enhance the College's participation in the conference or convention. Such expenses may include, but are not limited to, banquets and other meal functions. Please see paragraph IX F for district zone events.~~

~~Reimbursement is not permitted for tips, valet service, entertainment, books and pamphlets. If books and other educational materials are purchased for the College while traveling, reimbursement may be sought through the petty cash or check request reimbursement procedure. Any tax charged will be reimbursed when appropriately shown on the sales receipt.~~

~~In the event a receipt is not reasonably attainable, lost or destroyed, and the traveler seeks reimbursement for the expenditure, an affidavit for reimbursement may be prepared and submitted with the Travel Reimbursement Voucher. The affidavit must:~~

- ~~1. Explain why there is no receipt.~~
- ~~2. State the amount of the expenditure.~~
- ~~3. State the reason(s) for the expenditure.~~
- ~~4. Show dates and times, if appropriate.~~
- ~~5. State that the traveler is not being reimbursed from any other source for the expenditure.~~
- ~~6. Be signed and dated by the traveler.~~

~~VIII. District Zone Travel~~

- ~~A. A College employee authorized to receive mileage allowance for district zone travel on College business shall be assigned by the President to a "home campus" from which mileage will be counted. If an employee goes directly from home to a location other than "home campus" such employee may receive a mileage allowance for each mile traveled except that~~

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~~the mileage from the employee's home to home campus must be deducted.~~

- ~~B. Records of each trip on school business must be maintained by each employee authorized to claim in-district zone mileage allowance. An accurate report must be filed on an approved form and submitted for reimbursement at least quarterly. The supervisor of the traveler must approve all district zone travel reimbursement requests.~~
- ~~C. College employees authorized to claim district zone mileage allowance shall be paid at the rate in section VI-B of this procedure.~~
- ~~D. All unnecessary travel shall be avoided. Further, joint travel by College personnel in a single vehicle is required whenever feasible.~~
- ~~E. No allowance shall normally be made for meals when travel is confined to the St. Petersburg College district of Pinellas County. However, the President may use funds from the public relations account to pay for banquets, meetings, receptions and conferences in Pinellas County, including those at which a meal is served, if there is a promotional or public relations benefit to the College.~~
- ~~F. No College employee will be reimbursed for commuting to and from his or her place of College employment.~~

~~IX. Travel by Student Groups~~

~~When a group of students is to travel at College expense, such as athletic teams, student government, or field trips, it is possible to receive an advance to help the students defray their traveling expenses. This advance will be made from either a student activities or field trip account. The advance can only be made to the coach or faculty advisor for the group, and he/she must make a complete accounting for the funds after the travel is completed.~~

~~X. Travel by Non-Employees~~

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~~Persons called upon by the College to perform official travel on behalf of the College as consultants or advisors, or if approved by the President, a person who is a candidate for an executive or professional position, may be reimbursed for per diem and traveling expenses at amounts not to exceed the maximum rates authorized in Chapter 112.061, Florida Statutes.~~

~~XI.—Travel Advances~~

~~A.—Chapter 112.061(12), Florida Statutes permits advances to be made to the traveler under certain circumstances. Under this authority, the College will make advance payments for travel by student groups (see section IX) and to travelers for registration fees of \$50 or more. An advancement check will be made payable to the traveler and issued when the registration is \$50 or more and a disbursement voucher and TAR or FAR is approved and forwarded to the accounts payable travel clerk. The President, or his designee, may authorize advancements to the traveler under other circumstances.~~

~~B.—Direct payments are to be made only to the traveler except as otherwise provided by Chapter 112.061(13), Florida Statutes. Thus, the College will not normally pay a hotel for travel lodging either before or after the travel. The vice president for Information Systems, Business Services, Planning and Budgeting may authorize the College's business travel contractor to arrange for travel lodging payment on the College's Diners Club account under certain circumstances. After returning, the employee must complete a travel reimbursement voucher and attach all necessary documentation, including receipts.~~

~~XII.—The College is exempt from payment of the State of Florida Sales Tax (but not any sales tax levied by individual counties in Florida nor from state and federal gasoline taxes. In addition, the College is not exempt from sales taxes levied by other states). The College's Florida Sales Tax Exemption number is issued in the name of the College and can be supplied to a vendor only when a transaction is being paid for by a College check.~~

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Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 112.061, 1001.64(18), F.S.

History: ...Filed—9/16/08. Effective—9/16/08; 11/16/10. Proposed Date to Be Filed – 11/16/10. Proposed Date To Become Effective – Upon Board Approval.

10-293. The Board accepted Item VII-I, Financial Reports for FY 10-11 Oct. 1-31, as submitted and agreed to defer any questions until next month.


Information regarding this item is as follows:

Agenda Item VII-I

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Financial Reports for FY10-11 October 1-October 31

Attached for information are the financial reports for FY10-11 October 1-October 31 time period. These reports have been expanded to include a budget to actual expense analysis.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, and Jamelle Conner, Associate Vice President, Institutional Research, Planning, Budget and Compliance, recommend approval.

Attachments

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ST. PETERSBURG COLLEGE								
FY2010-2011 FUND 10 AND 12 BUDGET TO ACTUAL REPORTING: July 1 - October 31								
Revenue	FY09-10 Budget	FY09-10 YTD Actual	% To Budget	FY10-11 Budget	FY10-11 YTD Actual	% of YTD Budgeted Revenue	Year to Date %	\$ YOY Variance
	Revenue							
Student Tuition & Out-of-State Fees	\$ 44,157,443	\$ 20,029,170	45.4%	\$ 55,235,961	\$ 23,896,575	43.3%		\$ 3,867,405
State Appropriation - CCPF	\$ 47,727,373	\$ 16,070,728	33.7%	\$ 55,674,039	\$ 18,649,504	33.5%		\$ 2,578,776
Federal Stabilization Funds	\$ 5,097,571	\$ 1,439,438	28.2%	\$ 5,180,294	\$ 1,531,087	29.6%		\$ 91,648
State Appropriation - Lottery	\$ 6,777,857	\$ -	0.0%	\$ 7,279,093	\$ -	0.0%		\$ -
Operating Cost for New Facilities	\$ 315,104	\$ -	0.0%	\$ 78,354	\$ -	0.0%		\$ -
State Appropriation - Bacc Program Fund	\$ 5,572,901	\$ 2,786,308	50.0%					\$ (2,786,308)
Distance Learning Fee	\$ 2,180,968	\$ 1,313,041	60.2%	\$ 3,026,400	\$ 1,172,310	38.7%		\$ (140,731)
Technology Fee	\$ 1,952,264	\$ 981,493	50.3%	\$ 2,475,440	\$ 1,162,494	47.0%		\$ 181,000
Other Revenues	\$ 4,351,831	\$ 1,016,494	23.4%	\$ 3,911,923	\$ 1,239,480	31.7%		\$ 222,986
Other Student Fees	\$ 1,801,634	\$ 562,401	31.2%	\$ 1,821,439	\$ 593,145	32.6%		\$ 30,744
Fund Transfers In	\$ 1,029,753	\$ 5,401	0.5%	\$ 2,344,940	\$ 655	0.0%		\$ (4,746)
Revenue Stabilization Reserve	\$ 2,150,500	\$ -	0.0%	\$ 3,150,500	\$ -	0.0%		\$ -
Total Revenues - Fund 10 and 12	\$ 123,115,199	\$ 44,204,474	35.9%	\$ 140,178,383	\$ 48,245,250	34.4%	34%	\$ 4,040,775
Operating Costs								
Personnel & Benefits								
Instructional	\$ 33,021,800	\$ 10,796,554	32.7%	\$ 37,533,133	\$ 11,100,892	29.6%		\$ 304,339
Administrative	\$ 16,001,726	\$ 6,270,475	39.2%	\$ 17,907,721	\$ 6,736,811	37.6%		\$ 486,336
Career (Non-Instructional)	\$ 19,736,243	\$ 6,253,257	31.5%	\$ 21,832,241	\$ 6,311,439	28.9%		\$ 18,182
OPS and Overtime	\$ 1,656,228	\$ 555,150	33.5%	\$ 1,925,498	\$ 670,942	34.8%		\$ 115,793
Student Assistants	\$ 500,000	\$ 99,136	19.8%	\$ 500,000	\$ 110,055	22.0%		\$ 10,919
Personnel Benefits	\$ 21,969,320	\$ 7,063,588	32.2%	\$ 23,073,659	\$ 7,483,463	32.4%		\$ 419,875
Total Personnel & Benefits	\$ 92,885,317	\$ 31,078,159	33.5%	\$ 102,772,253	\$ 32,413,602	31.5%	33%	\$ 1,335,444
Current Expense								
Travel	\$ 515,721	\$ 81,770	15.9%	\$ 472,606	\$ 169,372	35.8%		\$ 87,602
Repairs & Maintenance	\$ 960,477	\$ 434,445	45.2%	\$ 948,643	\$ 300,357	31.7%		\$ (134,088)
Rentals/Leases	\$ 209,071	\$ 95,845	45.8%	\$ 397,153	\$ 127,534	32.1%		\$ 31,688
Insurance (Non-Health)	\$ 2,028,175	\$ 1,282,255	63.2%	\$ 2,025,147	\$ 1,238,740	61.2%		\$ (43,514)
Utilities	\$ 6,000,000	\$ 2,083,127	34.7%	\$ 6,401,500	\$ 2,098,555	32.8%		\$ 15,428
Services and Fees	\$ 3,517,797	\$ 799,335	22.7%	\$ 4,066,634	\$ 974,158	24.0%		\$ 174,823
Scholarships/Fee Waivers	\$ 497,730	\$ 279,944	56.2%	\$ 1,110,895	\$ 125,433	11.3%		\$ (154,511)
Materials and Supplies	\$ 5,414,467	\$ 1,250,030	23.1%	\$ 5,595,954	\$ 1,227,389	21.9%		\$ (22,641)
Tech Expense/Licensing	\$ 1,755,000	\$ 698,689	39.8%	\$ 1,956,061	\$ 915,142	46.8%		\$ 216,453
Other Current Expense	\$ 5,591,182	\$ 46,648	0.8%	\$ 6,767,625	\$ 81,033	1.2%		\$ 34,385
Total Current Expense	\$ 26,489,620	\$ 7,052,088	26.6%	\$ 29,742,218	\$ 7,257,712	24.4%	27%	\$ 205,624
Capital Spending								
Computer Refresh Leases	\$ 1,778,959	\$ 588,292	33.1%	\$ 2,126,836	\$ 690,144	32.4%		\$ 101,852
Capital Purchases-Non-Recurring	\$ 1,932,522	\$ 156,486	8.1%	\$ 1,024,978	\$ 484,747	47.3%		\$ 328,260
Debt Service - Construction Obligations	\$ -	\$ -	-	\$ 4,500,000	\$ -	0.0%		\$ -
Total Capital Spending	\$ 3,711,481	\$ 744,779	20.1%	\$ 7,651,814	\$ 1,174,891	15.4%	7%	\$ 430,112
Total Operating Costs - Fund 10 and 12	\$ 123,086,418	\$ 38,875,026	31.6%	\$ 140,166,285	\$ 40,846,206	29.1%	30%	\$ 1,971,180
Total Remaining Funds (Surplus/Deficit)	\$ 28,781	\$ 5,329,449		\$ 12,098	\$ 7,399,044			\$ 2,069,595

10-294. The Board considered Item VII-J, Student Tuition and Fees Report; Item VII-K, Credit Curriculum; and Item VII-L, Noncredit Curriculum. Mrs. Bilirakis moved approval. Mr. Johnston seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding these items is as follows:

Agenda Item VII-J

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MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

FROM: William D. Law, Jr., President *WDL*

SUBJECT: Student Tuition and Fees Report

Approval is sought for the following changes to the Student Tuition and Fee Schedule:

Additions:

Type	Description	Amount	Due	Effective
Course/Fee	ETD 2392C Advanced Architectural Revit	\$75.00	with course registration	Summer 10/11
Course/Fee	ETD 2382C Solidworks Simulation Design Analysis	\$75.00	with course registration	Summer 10/11
Course/Fee	ETD 2371C Rapid Prototyping, Model Design, and Fabrication	\$75.00	with course registration	Summer 10/11

Deletions:

Type	Description	Amount	Due	Effective
Course/Fee	MUM 2037 Pop Vocal Style	\$120.00	with course registration	Summer 10/11

Fee Changes:

Type	Description	Amount	Due	Effective
Course/Fee	EEX 4940 Internship: Exceptional Student Education (currently \$89)	\$51.00	with course registration	Summer 10/11

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Anne M. Cooper, Senior Vice President, Academic & Students Affairs; and Jamelle Conner, Associate Vice President, Institutional Research, Planning, Budget & Compliance, recommend approval.

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November 16, 2010

Agenda Item VII-K

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Credit Curriculum

Approval is sought for the following recommended changes to credit curriculum for the 2011-2012 catalog year:

New Courses Effective Term II 2010-2011:

Lower Division

BSC 0070	Foundations of Anatomy and Physiology / Biology (2 credits)
COP 2XXX	iPhone / iPad App Development (3 credits)
DAA 1XXX	Stage Movement Techniques (1 credit)
DIG 2000	Introduction to Digital Media (3 credits)
DIG 2100	Web Design I (3 credits)
ETD 2371C	Rapid Prototyping Model Design and Fabrication (3 credits)
ETD 2382C	Solidworks Simulation Design Analysis (3 credits)
ETD 2392C	Advanced Architectural Revit (3 credits)
MUM 2035	Vocal Coaching for the Recording Studio (2 credits)
MUM 21XX	Audio Engineering Foundations (3 credits)
MUM 2672	Pro Tools for Game Audio (PT 130) (3 credits)
MUM 2674	Live Sound Reinforcement Techniques II (3 credits)
MUM 2XXX	Audio Mixing Techniques II (3 credits)
MUM 2XXXL	Audio Mixing Techniques II Lab (1 credit)
MUN 1391	Gospel Chorus (1 credit)
MUN 2022	Laptop and Electronic Arts Ensemble (1 credit)
MUN 2XXX	Contemporary Vocal Performance Fundamentals (1 credit)
REL 1004	New Religious Movements (3 credits)
REL 1060	Religion and Politics (3 credits)
REL 2460	Philosophy of Religion (3 credits)
SLS 1126	Faculty-Peer Mentoring Experience (1 credit)
THE 2000	Introduction to Theatre Arts (3 credits)
THE 2949	Co-Op Work Experience (1-3 credits)
TPA 1230C	Introduction to Costume Construction (3 credits)
TPA 2200C	StageCraft I (3 credits)
TPA 2204C	StageCraft II (3 credits)

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TPA 2290 Technical Theatre Production (1-3 credits)
 TPA 2600C Introduction to Stage Management (3 credits)
 TPA 2949 Co-Op Work Experience (1-3 credits)
 TPP 1100 Acting I (3 credits)
 TPP 1111 Acting II (3 credits)
 TPP 2192 Acting Repertory (1 credit)
 TPP 2260 Introduction to Camera Performance (3 credits)
 TPP 2300 Introduction to Directing (3 credits)

Upper Division

ACG 3113 Intermediate Accounting II (3 credits)
 BOT 3015C Plant Biology with Lab (4 credits)
 BSC 4905C Undergraduate Research in Biology (1-6 credits)
 BSC 4931 Senior Seminar in Biology (1 credit)
 PCB 3023C Cell Biology with Lab (4 credits)
 PUP 3002 Introduction to Public Policy and Administration (3 credits)
 ZOO 3205C Invertebrate Zoology with Lab (4 credits)

Course Changes Effective Term II 2010-2011:

Lower Division

Course Number	New Course Number	Title	New Title	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
ARH 1000		Understanding Art				X
ARH 2050		Art History I	Art History: Ancient to Gothic	X		X
ARH 2051		Art History II	Art History: Renaissance to Contemporary			X
BCN 1930		Hurricane-Resistant Design for Residential Construction				X
CAP 2134		Database Security			X	
CHM 1025		Introduction to Chemistry		X		
CHM 1045	CHM 2045	General Chemistry and Qualitative Analysis I	General Chemistry I	X		

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Course Number	New Course Number	Title	New Title	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
CHM 1045L	CHM 2045L	General Chemistry and Qualitative Analysis Laboratory I	General Chemistry Laboratory I	X		
CHM 1046	CHM 2046	General Chemistry and Qualitative Analysis II	General Chemistry II	X		
CHM 1046L	CHM 2046L	General Chemistry and Qualitative Analysis Laboratory II	General Chemistry Laboratory II	X		
FFP 2521		Blueprint Reading and Plans Review				X
HIM 1000		Introduction to Health Information Management			X	
HIM 2500		Organization and Supervision			X	
HIM 2510		Quality and Performance Improvement			X	
HUM 2210		Western Humanities I (Ancient through Renaissance)	Western Humanities: Ancient to Renaissance			X
HUM 2210H		Honors Western Humanities I (Ancient through Renaissance)	Honors Western Humanities: Ancient to Renaissance			X
HUM 2233		Western Humanities II (Baroque to the Present)	Western Humanities: Baroque to Contemporary	X		X
HUM 2233H		Honors Western Humanities II (Baroque to the Present)	Honors Western Humanities: Baroque to Contemporary	X		X
HUM 2270		Humanities (East-West Synthesis)				X

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Course Number	New Course Number	Title	New Title	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
HUM 2270H		Honors Humanities (East-West Synthesis)				X
MUM 1629		Advanced Audio Mixing Techniques	Audio Mixing Techniques I	X		X
MUM 1629L		Advanced Audio Mixing Techniques Lab	Audio Mixing Techniques Lab I	X		X
MUN 1031		Pop Music Ensemble I	Rock Ensemble I			
MUN 1032		Pop Music Ensemble II	Rock Ensemble II	X		
MVV 1317		Pop Vocal Style I	Contemporary Vocal Style I	X		
MVV 2327		Pop Vocal Style II	Contemporary Vocal Style II	X		
PPE 2001		Personality Development				X
REL 2300		World Religions		X		X
SOP 2002		Social Psychology				X

Upper Division

Course Number	New Course Number	Title	New Title	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
BTE 4412		Instructional Methods for Middle-School Business Technology Education with Practicum			X	
BTE 4413		Instructional Methods for Secondary Business Technology Education			X	

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Course Number	New Course Number	Title	New Title	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
EDE 3302		Preparation for and Management of Classroom Instruction			X	
EDE 4226		Integrated Language Arts, Children's Literature, and Social Sciences			X	
EDE 4304		Integrated Mathematics and Science			X	
EDE 4421		Evaluation in Elementary Education			X	
EDE 4942		Integrated Language Arts, Children's Literature, and Social Science Practicum			X	
EDE 4943		Integrated Mathematics and Science Practicum			X	
EDG 3341		Effective Strategies for Underachieving Students			X	
EDG 3410		Classroom Management and Communication K-12			X	
EDG 4343		Cognitive Strategies Instruction in the Classroom			X	
EDG 4943		Cognitive Strategies in the Classroom Practicum			X	
HSC 4910		Health Services Administration Capstone		X	X	X

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Course Number	New Course Number	Title	New Title	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
MAE 3941		Interactive Middle School Mathematics Projects Practicum			X	
MAE 4330		Instructional Methods in Secondary Mathematics with Technology			X	
MAE 4942		Instructional Methods in Secondary Mathematics with Technology Practicum			X	
SCE 3941		Secondary Science Field Experience (6-8)			X	
SCE 3945		Interactive Projects that Promote Learning in Science			X	
SCE 4330		Secondary School Science and Assessment with Technology			X	
SCE 4940		Instructional Methods in Secondary Science and Assessment with Technology Practicum			X	
TSL 3080		ESOL Issues: Principles and Practices I K-12		X	X	

Course Deletions Effective Term II 2010-2011:

Lower Division

AMH 2059

The United States in Vietnam

ANT 2381

Culture and Society of Spain

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BCT 2708	Adv Construction Project Management
CET 2540	Open Systems Architecture I-TCP/IP
DEP 2302	Adolescent Development
ETD 2395C	Advanced AutoCAD with Architectural Desktop
ETI 1688C	Network Cabling Fundamentals
EUH 2052	History of Spain
HIM 2802	Professional Practice Experience - Transcription

Upper Division

None

Program Changes Effective Term II 2010-2011:

Lower Division

Programs	New Title	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
Music Industry / Recording Arts (MIRA-AS)		X	X			
Parks and Leisure Services-AS (PALS-AS)		X	X			

Upper Division

Programs	New Title	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
Biology (Biology-BS)		X				
Business Administration BS (BUS-BS)		X				
EPI Biology Science 6-12 Education Certificate (IMPSCI-CT)	EPI Biology Education Certificate (IMPSCI-CT)	X	X			X
EPI Elementary Education Certificate (IMPELED-CT)						X
EPI Exceptional Student Education Certificate (IMPESED-CT)						X

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Programs	New Title	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
EPI Mathematics Education Certificate (IMPMATH-CT)		X	X			X
EPI Middle Grades General Science Education Certificate (IMPMGS-CT)		X	X			X
EPI Middle Grades Mathematics Education Certificate (IMPMGM-CT)		X	X			X
Public Policy and Administration (PPA-BS)		X	X			

Information Only: To Be Taught 3 Terms as Experimental Courses:

Lower Division

Part of the Bill Gates Foundation Grant.

ENC 0990 Basic Writing II: My Bridge to Success (1-3 credits)
MAT 0990 Elementary Algebra: My Bridge to Success (1-3 credits)
REA 0990 Reading Techniques II: My Bridge to Success (1-3 credits)

Information Only: Flexible Access Course Taught Online:

Lower Division

EEC 2523 Leadership and Administration in Early Childhood

Anne Cooper, Senior Vice President for Academic and Student Affairs, and Tonjua Williams, Vice President for Academic and Student Affairs, recommend approval.

rm1103104

Agenda Item VII-L

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

FROM: William D. Law, Jr., President *WDL*

SUBJECT: Noncredit Curriculum

Approval is sought for the following recommended changes to noncredit curriculum:

New Courses Effective Term III 2009-2010:

Workforce

BSF0580 Principles of Engineering Economy - Online (4 hours)
BSF0581 Incremental Investment and Incremental Return - Online (4 hours)
CAD0914 Certified SolidWorks Associate (CSWA) Exam Prep with Exam (16 hours)
CAD0915 Certified SolidWorks Associate (CSWA) Exam Only (3 hours)
PPS0923 PowerPoint 2007 (12 hours)
PRJ0904 MS Project 2007 Level 3 (8 hours)
PTC0102 Personal Trainer Certification Make-Up Exam Only (3 hours)

New Courses Effective Term I 2010-2011:

Recreation and Leisure

AAP0573 The MAC for Beginners (4 hours)
CDV0509 Separation and Divorce: A Child's View - Clergy/Counselor (5 hours)

Workforce

CAD0927 Revit Architecture Conceptual Design and Visualization (24 hours)
CON0181 OSHA 510 - Standards for the Construction Industry Online (26 hours)
CON0182 OSHA 511 - Standards for General Industry Online (26 hours)
CON0183 Sustainable Business Online Workshop (2 hours)
CON0184 Sustainable Assessment Process Online Workshop (4 hours)
CON0185 Energy - Gas and Electric Online Workshop (4 hours)
CON0186 HVAC - Heating and Cooling Online Workshop (2 hours)
CON0187 Water and Waste Online Workshop (2 hours)
LGN0544 Legal Guardian Family Training - Online (12 hours)
LGN0545 Legal Guardian Family Training - DVD (12 hours)
PSP0862 FLUSAR (Florida Urban Search And Rescue) Rope Rescue Level 1 (40 hours)
PSP0863 Rooming, Apartments, and Hotels (4 hours)
PSP0864 Use of Ventilation Prop (4 hours)
PSP0865 Use of Open Areas (1-8 hours)

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PSP0866 Forcible Entry (8 hours)
TTP0889 Boley POP (Pathways Out of Poverty) Level 1 (40 hours)

Course Changes Effective Term III 2009-2010:

Workforce

Course Number	Title	New Title	Changes in Course Description	Hours Changes	Fee Changes
PSP0625	8 Hours ASIS Firearms				X
PSP0630	2 Hrs ASIS Firearms Training				X
PSP0631	ASIS Firearms Training - 4 Hours				X
PSP0632	ASIS Firearms Training - 6 Hours				X
PSP0633	Online Training 2 Hours				X
PSP0700	8 Hrs Specialized Advanced CJ Training				X
PSP0702	24 Hrs Specialized Advanced CJ Training				X
PSP0705	80 Hours In-Service Training				X

Course Changes Effective Term I 2010-2011:

Recreation and Leisure

Course Number	Title	New Title	Changes in Course Description	Hours Changes	Fee Changes
AAP0574	How to Twitter, Tweet, and use your Cell Phone / iPhone	Social Networking for Beginners	X		
AAP0813	On the Road Again! Travel Photography				X
AAP0820	Adobe Photoshop Elements	Fundamentals of Photoshop Elements	X	X	
AAP0821	Photoshop Elements II	Fundamentals of Photoshop Elements II	X		
CDV0508	Separation and Divorce: A Child's View	Separation and Divorce: A Child's View - classroom	X	X	

Workforce

Course Number	Title	New Title	Changes in Course Description	Hours Changes	Fee Changes
AAP0795	Digital Cameras and Your Computer				X

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Course Number	Title	New Title	Changes in Course Description	Hours Changes	Fee Changes
AAP0797	Image Editing, Collages, and Presentations				X
AAP0814	Portrait Photography				X
LGN0543	Legal Guardian Family Training	Legal Guardian Family Training - Classroom	X		
PSP0801	Live Fire Instructor Training				X
PSP0802	Fire Department Instruction - CFE				X
PSP0803	Fire Inservice Training				X
PSP0804	Fire Inservice Training				X
PSP0805	Fire Inservice Training				X
PSP0807	Fire Inservice Training				X
PSP0808	Fire Inservice Training				X
PSP0816	Physical Ability Test				X
PSP0817	Structural Live Fire Training				X
PSP0820	ASIS Fire Inservice Training				X
PSP0821	Shipboard Firefighting				X
PSP0822	LP Gas Fire Training				X
PSP0823	LP (Liquid Propane) Gas Fire Training	Fire Inservice Training			X
PSP0824	Structural Live Fire Inservice Training				X
PSP0825	Live Fire Adjunct Instructor Training				X
PSP0826	Apparatus Pump Operator				X
PSP0827	Emergency Use of Elevators				X
PSP0828	Fire Service Hydraulics				X
PSP0830	National Fire Academy (NFA) Control and Command of Incident Operation				X
PSP0832	Advanced Hoseline Management				X
PSP0834	NFA Command and Control of Target Hazards				X
PSP0835	Use of Thermal Imaging Cameras in Live Fire Environment				X
PSP0837	Advanced Auto Extrication				X
PSP0839	Fire Science Inservice				X
PSP0840	Live Fire Training Instructor (LFTI) Refresher Course				X
PSP0841	Firefighter Rescue/Firefighter Survival				X

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Course Number	Title	New Title	Changes in Course Description	Hours Changes	Fee Changes
PSP0842	NFA Strategy and Tactics for Initial Company Operations				X
PSP0843	NFA Incident and Command for Structural Collapse				X
PSP0844	NFA Incident Command for Highrise Operations				X
PSP0846	Florida Firefighter Minimum Skills Refresher				X
PSP0847	Size Up / Painting the Picture				X
PSP0848	Physical Ability Test Prep Class				X
PSP0849	Test Review for State Apparatus Operator Exam				X
PSP0850	Fire Dynamics for the Fire Service				X
PSP0851	Personal Rope Skills				X
PSP0852	Aerial Operations				X
PSP0853	NFA NIMS (National Incident Management System) ICS (Incident Command System) for the Fire Service				X
PSP0854	NFA Incident Safety Officer				X
PSP0855	Big Fire Big Water				X
PSP0856	Ventilation				X
PSP0857	Tricks of the Truck				X
PSP0858	Firefighter Survival: Physiology of Self-Preservation				X
PSP0859	Emergency Vehicle Driver Training				X
PSP0860	Medical First Responder				X

Temporary Course Changes Effective Term I 2010-2011:

Workforce

Course Number	Title	Hours Changes	Fee Changes
PSP0701	Officer Involved Shooting and In-Custody Death Investigation (#5-1)		X
PSP0702	Leadership Essentials for Contemporary Law Enforcement (#4862-6)		X
PSP0705	Instructor Techniques (#4617-2)		X
PSP0769	CJ Inservice 8 Hours (#5294-5)		X

Anne Cooper, Senior Vice President for Academic and Student Affairs; JC Brock, Campus

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Executive Officer, Allstate Center; and Stan Vittetoe, Provost, Clearwater Campus and Vice President for Workforce and Continuing Education, recommend approval.

rm1103103


10-295. President Law presented and explained Item VII-M, Faculty Hiring Plan, for the Board's consideration. He said the plan is to identify a means of getting back on track for at least the next two years and to bring faculty on earlier rather than later. He sought approval of \$400,000 in new positions (Year One, 2011-12), noting the funds have been identified in this year's budget, and shared his anticipated timeline to bring this to fruition. He commended the faculty and staff for being proactive in assisting in this endeavor. Mr. Burke applauded Dr. Law for this organized, procedure-based method of hiring faculty and matching them up to class offerings. He stated this is a win-win plan that both addresses a faculty concern and makes sense for our students. Mr. Gibbons moved approval of the faculty hiring plan as presented and commended the president for this cutting edge initiative that exemplifies why he was brought to SPC. Mr. Johnston seconded the motion and inquired as to the plan's assumed continuation of growth and its provision for decreased demand as the economy improves. Dr. Law responded that a more than sufficient cushion is built into the plan with adjuncts, particularly in light of anticipated retirements. The Board reiterated its full commitment. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding this item is as follows:

Agenda Item VII-M

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Faculty Hiring Plan 2011-12 and 2012-13

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One of the challenges we face each year is the recruitment and hiring of full-time faculty members who can continue the tradition of classroom excellence at St. Petersburg College. Reflective of the difficult financial times that the College has faced, both the number of faculty hired and the timing of the process have evolved to a critical level. Today, I am proposing a plan that will reinvigorate the process and reestablish the hiring of faculty as the most important of our budgetary priorities.

After careful review of the full-time/adjunct faculty ratios, growth within programs as well as campuses, and the decision to add a new program in theater, the attached list identifies the new College-wide full-time faculty needs. The list is extensive, reflective of the double-digit growth for each of the past few years and the limited number of new hires approved in the recent past. A review of the list demonstrates with great clarity the fact that we cannot continue to grow our programs and courses if we are not prepared to make faculty hiring a clear and enduring priority.

The list of needed faculty positions is too extensive to be able to be fully funded in next year's budget. As a result, I am presenting a two-year plan as the starting point for bringing the number of full-time faculty back to a level that reflects the College's needs.

In recognition of the challenging economic climate, **approval is sought for Year One (2011-12) of the attached Faculty Hiring Plan.** This will allow for the most pressing campus priorities to be met without jeopardizing the quality of instruction and service to our students.

These recommendations were submitted, reviewed and agreed to by the deans, provosts and the president's executive team.

Attachment

cgk1109103

Campus	Position Request	Rationale	Current Budgeted Salary	New Budgeted Salary	Net Sal Impact to Budget	Net Benefit Impact	Impact to Budget	Less Adjunct Cost	Total Impact to Budget
Lower - 2011-12									
SPG	Developmental Reading/Writing 30/70	New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
SE	Humanities/Fine Arts 52/48	New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
SE	Math 40/60	New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
SPG	Developmental Math 24/76	New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
TS	Developmental Math 41/59	New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
CL	Biology 44/56	New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
TS	Psychology 34/66	New - Dual credential Psychology & Sociology	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
CL	Theatre 0/100	New program/New position	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
SPG	Economics 60/40	Replaces Instructor	-\$69,562	\$55,000	-\$14,562	-\$5,097	-\$19,659	\$0	-\$19,659
CL	History 34/66	Replaces Instructor - Dual credential - Anthropology & History or Geography	-\$77,306	\$55,000	-\$22,306	-\$7,807	-\$30,113	\$0	-\$30,113
TS	Developmental Reading/Writing 53/47	Shift retirement position from CL 70/30	-\$65,711	\$55,000	-\$10,711	-\$3,749	-\$14,459	\$0	-\$14,459
SE	Communications 44/56	Shift retirement position from CL 71/29	-\$81,973	\$55,000	-\$26,973	-\$9,440	-\$36,413	\$0	-\$36,413
SPG	Data Base/Technology 59/41	Shift retirement position from TS 77/23	-\$68,016	\$55,000	-\$13,016	-\$4,556	-\$17,572	\$0	-\$17,572

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Upper 2011-12

HEC	Health Services Admin 16/84	New	\$0	\$62,780	\$62,780	\$21,973	\$84,753	\$29,664	\$55,089
CLW	Biology 42/58	New	\$0	\$62,780	\$62,780	\$21,973	\$84,753	\$29,664	\$55,089
EPI	Business 49/51	Replaces Instructor	-\$89,745	\$62,780	-\$8,965	-\$1,593	-\$8,558	\$0	-\$8,558
SPG	Intro to Ed / Early Childhood 35/65	New (four year may pick up)- by faculty transfer			\$0	\$0	\$0	\$0	\$0

Downtown/ Midtown 2011-12

DT/MT	Developmental Math	New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
DT/MT	American Government 0/100	New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
DT/MT	Intro to Computers/Microcomputer Applications	Replacement-retirement	-\$89,562	\$55,000	-\$14,562	-\$5,097	-\$19,659	\$0	-\$19,659
DT/MT	Pre English	Shift inst from SPG teaching at DT/MT	-\$71,410	\$48,275	-\$25,135	-\$8,797	-\$33,933	\$0	-\$33,933
DT/MT	Pre Reading	Shift Inst. from SPG - teaching at DT/MT	-\$89,840	\$89,840	\$0	\$0	\$0	\$0	\$0

Planning total 2012-13: \$412,437

Campus	Position Request	Rationale	Current Budgeted Salary	New Budgeted Salary	Net Sal Impact to Budget	Net Benefit Impact	Impact to Budget	Less Adjunct Cost	Total Impact to Budget
Lower - 2012-13									
SE	Marketing/Management/Entrepreneurship	Hold 2012-13 New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
SE	Communications 47/53	Hold 2012-13 New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
CL	Humanities 48/52	Hold 2012-13 New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
SPG	Band 38/62	Hold 2012-13 New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
SPG	MIRA Program	Hold 2012-13 New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
SE	Math 55/45	Hold 2012-13 New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
TS	Math 56/44	Hold 2012-13 New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
TS	Anatomy & Physiology/Microbiology 41/59	Hold 2012-13 New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
SE	Anatomy & Physiology 49/51	Hold 2012-13 New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
CL	Student Life Skills 0/100	Hold 2012-13 New - Cur	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
CL	Developmental Math 26/74	Hold 2012-13 New	\$55,000		\$55,000	\$19,250	\$74,250	\$0	\$74,250
SPG	Composition/Speech	Hold 2012-13 New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
Upper 2012-13									
EPI	Business 49/51	Hold 2012-13 New	\$0	\$62,780	\$62,780	\$21,973	\$84,753	\$29,664	\$55,089
CLW	Public Policy & Legal Studies 25/75	Hold 2012-13 New	\$0	\$62,780	\$62,780	\$21,973	\$84,753	\$29,664	\$55,089
Downtown/ Midtown 2012-13									
DT/MT	Humanities/Religion	Hold 2012-13 New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
DT/MT	Anatomy & Physiology	Hold 2012-13 New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263
DT/MT	Student Life Skills/Psychology	Hold 2012-13 New	\$0	\$55,000	\$55,000	\$19,250	\$74,250	\$25,988	\$48,263

Planning total 2012-13: \$860,104

10-296. Under the President’s Report, Item VIII-A, Dr. Law presented an update on the College’s Naming Policy, a review of which was initially requested by the Board at its August 2010 meeting. He shared a brief photo inventory of some of the current SPC namings, which showed a clear inconsistency of recognition signage. He described his proposed policy, noting the Board retains final authority in every case. Mr. Burke thanked Dr. Law for this work and made the following recommendations: (1) Under *Honorary*, he said he personally feels that the College’s buildings should be named for those with a direct affect on SPC vs. those with service to the “College, community or nation.” He suggested considering the top priority be those tied to SPC, then community, then national prominence. Mr. Gibbons agreed; and (2) Under *Establishment and Duties of the Property Names Committee*, the statement “The Committee will consist of” binds the Committee too much and perhaps should leave more discretion to the president by referring to a “suggested list” that would allow for different circumstances to

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include different players. Mr. Gibbons suggested a Board representative be included since they are already included on the Direct-Support Organization boards, and the Board concurred. Mr. Burke asked Dr. Law to bring back to the Board a policy in Board rule form.

In addition and in follow-up to an earlier request of the Board, Dr. Law reported he has spent time looking at how to best honor former president Carl Kuttler through a naming opportunity. He noted the facility most in need of replacement due to age is the St. Petersburg/Gibbs Administration building on the corner of 66th Street and Fifth Avenue N. He sought to, within perhaps the next 60 days, work with architects to develop a plan to replace the Student Services and Administrative portions of that building while keeping its heritage flavor on the Fifth Avenue side and perhaps a more modern and collegiate flavor on the 66th Street side. He said although the Administration building is named after former trustee James E. Hendry, he feels there is a wonderful opportunity for the former president's name to be on the Student Services part of the building to honor his term here and as a fitting monument to his service to the student body.

Mr. Burke requested prominent signage on the corner for this proposed naming opportunity. Dr. Law agreed to bring a naming plan back to the Board in January or February that would encompass the Student Services and Administration building complex so this effort can move forward. Mrs. Bilirakis suggested the Government Institute at the Seminole Campus as a possible naming opportunity for the former president since it was his vision. Mr. Burke responded that Dr. Kuttler was a St. Petersburg Campus student, has been a long-time resident of St. Petersburg, and the opportunity for prominence exists at the site. Mr. Johnston agreed with the president's recommendation and said the community is still waiting for the Board to respond to the former president's many years of service and dedication. The Board concurred with the naming opportunity as proposed, pending Dr. Law's report back to the Board in January or February.

Information regarding this item is as follows:

Agenda Item VIII-A

November 16, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President



MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

SUBJECT: Naming Policy

Attached is the first draft of a comprehensive policy on the naming of buildings, programs, or other honorific recognitions for the College. This is provided in response to a request by Chairman Burke at our July meeting.

St. Petersburg College has been fortunate to have had a number of benefactors and supporters over our long history of service. We have recognized the financial and service contributions of these persons in a variety of ways over many years. While the value of all of the contributors has been recognized, there exists a wide variety of means for memorializing the contributions. In some cases, the recognition is apparent and prominent; in other cases, the recognition is not as prominent. As part of the review, we have documented those recognitions and will be providing a brief photographic presentation of the current situation. In some cases, I believe we should renew or enhance the specific naming plaque or signage.

Approval is sought to proceed with developing specific wording and style for inclusion in the Board of Trustees rules.

wdl1110101

BOARD OF TRUSTEES REVIEW DRAFT

ST. PETERSBURG COLLEGE NAMING POLICY

Intent

The primary intent of the property naming process is to allow St. Petersburg College to recognize the importance and/or efforts of an individual to the College. Those honored with such a naming might be: trustees, staff, faculty members or donors (including corporate donors) who have significantly contributed to the College.

Naming Opportunities

There are two kinds of naming opportunities:

Honorary

This form of naming recognizes extraordinary contributions to the College. Persons being considered for honorary naming must have been dedicated to the purpose, nature and mission of

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the College. Additionally, they must have achieved outstanding distinction through service to the College, community or nation.

Philanthropic

In consideration for a substantial gift or gifts, the College may choose to name a College building, facility or program in recognition of the donor. These naming opportunities must be consistent with the College's mission and role as a public trust and should enhance the public reputation of the College. Naming opportunities of this type should be based on the eminence of the donor and the donor's relationship to the College and the entity being named. No building, facility or program should be named until the gift is complete.

The naming process is developed by identifying individuals, foundations or companies who have a deep interest and association with the entity being named. Donor names will be associated with whatever is being named permanently and must represent the highest standards for emulation that can be achieved.

In the case of philanthropic giving, the contributions being given should benefit and support whatever is being named. Except as it relates to certain state matching gift program requirements, contributions should be in the form of endowments so that the support being given will continue to benefit the named building, facility or program through the years. Requiring gifts to be gifts of endowment is a common practice in colleges and universities. This is based on the idea that since the naming is permanent, the purpose should also be permanent.

Establishment and Duties of the Property Names Committee

A Property Names Committee will be established to ensure uniformity and consistency of names on the campuses and to make suggestions for names when requested by the President. The Committee will be appointed by and report directly to the President. The Committee will consist of:

- Vice President, Facilities Planning & Institutional Services,
- Director of Facilities Services,
- Executive Director of the Foundation,
- the Provost or Site Director where the naming opportunity is proposed to take place,
- a faculty member nominated by the President of the Faculty Governance Organization,
- the proposer of the new name, and
- a representative(s) of the occupants of the building to be named.

The President shall make substitutions as appropriate for namings that go beyond a single campus or that pertain to programs or services.

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Duties

The Committee will:

- Consider names proposed and apprise interested parties of the policy for the selection of names.
- Act as the formal point of contact for names to be submitted, researched and forwarded for recommendation.
- May recommend a specific name in response to a naming opportunity.
- Maintains records of approved dedications and building names.
- Receive and maintain brief biographical information and a statement as to why the person named is so honored.
- Notifies the requester of the dedication of the approval status once the President and Board of Trustees have acted upon the request.

Naming Process

A formal letter of request should be submitted by the President or appropriate Cabinet member with a statement of the nature of the request. The letter should discuss the importance of the naming to the College, the nature of the gifting and/or meritorious activity, and any other conditions, concerns or impacts of the naming. The application should include a resume or discussion of the individual(s) being honored as well as letters of reference or recommendation supporting the action.

Requests for approval of naming should be transmitted to Facilities Services through the appropriate Cabinet member. Following receipt of the request, Facilities Services will convene the Property Names Committee to review and forward a recommendation to the President. The President will submit the recommendation to the Board of Trustees for approval.

Final Approval

The Board of Trustees shall retain authority for final approval of all requests for namings. No buildings, roadways, programs, services or other facilities shall be named without a specific affirmative vote of the Board of Trustees.

10-297. President Law sought to postpone Item VIII-B, SPC and USF St. Petersburg Collaborations, until the December Board meeting. The Board concurred.

10-298. Under Future Agenda Items, the Board discussed rescheduling its February 15, 2011, and April 19, 2011, meetings for a week later due to schedule conflicts. Mr. Gibbons

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moved approval to reschedule these meetings to Tuesday, February 22, and Tuesday, April 26, 2011. Mr. Johnston seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

10-299. The Board congratulated Dr. Law for being accepted again into the Boston Marathon.

10-300. Mr. Burke thanked Mr. Gibbons for arranging the student story shared today. He thanked everyone for their hard work on behalf of the College and reminded all that it is a time to count our blessings.

10-301. Having no further business to come before the Board, Chairman Burke adjourned the meeting at 11:20 a.m.

William D. Law, Jr.

Secretary, Board of Trustees
St. Petersburg College
FLORIDA

Kenneth P. Burke

Chairman, Board of Trustees
St. Petersburg College
FLORIDA