

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

The Board of Trustees of St. Petersburg College met on Tuesday, September 21, 2010 at the St. Petersburg College EpiCenter, 13805 – 58<sup>th</sup> Street North, Largo, Florida. The following Board members were present: Chairman Kenneth P. Burke, Vice Chairman Terrence E. Brett, Evelyn M. Bilirakis 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. Mr. Deveron M. Gibbons was unable to attend.

**10-228.** In accordance with the Administrative Procedure Act, the following Agenda was prepared: *(A revised agenda was distributed at the start of the meeting.)*

**AGENDA**

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
TUESDAY, SEPTEMBER 21, 2010**

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

**REGULAR MEETING: 8:30 A.M.**

**I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

**II. COMMENTS**

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

**III. PRELIMINARY MATTERS**

- A. Presentation of Retirement Resolutions and Motion for Adoption

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1. Jacqueline A. Addis, Career Specialist, Career Development Center, Tarpon Springs Campus
2. Mary L. McCulloch, Instructional Assistant III, Academic Resource Commons, St. Petersburg/Gibbs Campus
3. Janislaw Wisniewski, Custodian, Facilities Services, St. Petersburg/Gibbs Campus

B. Recognitions/Announcements

#### IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of August 17, 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)

##### **A. From August Agenda (deferred)**

- 1. Who's Here?**
- 2. Fall 2010 Cohort**

#### VII. NEW BUSINESS

##### **Learning Plan Report (President Law's Presentation)**

- A. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing). **NONE**
- B. OTHER EXPENDITURES AND CONTRACTS. **NONE**
- C. GRANTS/RESTRICTED FUNDS CONTRACTS
  1. Application/Acceptance
    - a. U.S. Department of Defense—National Guard Bureau, Department of Military Affairs—Florida National Guard

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- b. U.S. Department of Education—Office of Postsecondary Education—Centers of Excellence for Veteran Student Success
  - c. U.S. Department of Justice, Office of Community Oriented Policing Services—Community Policing Webinar Series
  - d. SRI International, Subcontract of the Naval Air Warfare Center Agreement
2. Amendment(s)
- U.S. Department of Defense, Space and Naval Warfare Systems Command (SPAWAR)
- D. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
- 1. Disposition of Surplus or Obsolete Property (Survey #533)
  - 2. Acquisition of Veterinary Technology Special Purpose Center Property from St. Petersburg College Foundation
  - 3. Acquisition of Faith United Church of Christ Property, 2401 Drew Street, Clearwater, Florida – Preliminary Approval
- E. AGENCY BILLINGS. **NONE**
- F. PERSONNEL
- 1. Personnel Report
  - 2. Renewal of College’s Stop-Loss Policy
- G. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing
- Rule 6Hx23-4.69 Requirements of the Nursing Program
  - Rule 6Hx23-6.9017 Information Technology Computer Security Policy
- H. STUDENT TUITION AND FEES REPORT
- I. FINANCIAL REPORT AND UPDATE (*information*)

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1. Financial Statements for FY Ending June 30, 2010
  2. Financial Reports for FY10-11 July 1 – August 31
- J. ~~FALL SEMESTER ENROLLMENT OVERVIEW~~ *(information)*  
**(Moved to VI-A)**
1. ~~Who's Here?~~
  2. ~~Fall 2010 Cohort~~
- K. PROPOSED MEMORANDUM OF UNDERSTANDING BETWEEN ST. PETERSBURG COLLEGE AND THE JOB CORPS PROGRAM

#### **VIII. PRESIDENT'S REPORT**

1. ~~Learning Plan Report~~ **(Moved to VII)**
2. Athletics Update
3. Gibbs High School Initiative

#### **IX. FUTURE AGENDA ITEMS**

#### **X. NEXT MEETING DATE AND SITE**

Monday, October 18, 2010, 8:30 a.m., EpiCenter

#### **XI. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting Tuesday, September 21, 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.

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.

**\*No packet enclosure**

Date Advertised: Aug. 20, 2010

[Confirmation of Publication](#)

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**10-229.** The meeting was convened by the chairman at 8:30 a.m. The invocation was given by Mr. Johnston, remembering the loss of former staff member Shirley Crane. The invocation was immediately followed by the Pledge of Allegiance. On behalf of the Board, Chairman Burke added comforting words honoring the Crane family.

**10-230.** Dr. Law recommended adoption of retirement resolutions for Jacqueline A. Addis Career Development Center, Tarpon Springs Campus; Mary L. McCulloch, Academic Resource Commons, St. Petersburg/Gibbs Campus; and Janislaw Wisniewski, Facilities Services, St. Petersburg/Gibbs Campus. Mr. Wisniewski was in attendance and, joined by colleagues, received his resolution as presented by Chairman Burke and President Law. Mrs. Bilirakis moved to adopt the resolutions. Mr. Johnston seconded the motion. Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

**10-231.** Opportunity was given for comments from the Board Chair, Board Members and the President.

Chairman Burke commented on the following:

- Meaningful welcome event hosted by the University of South Florida (USF) St. Petersburg Board members in honor of Dr. Law. Mr. Johnston reiterated an earlier request for SPC to return the hospitality and maintain the camaraderie. Mr. Burke concurred the two Boards should meet in an effort to better the partnership and achieve meaningful results.

- First-ever community college summit being hosted by the White House on October 5.

- Successful and meaningful Fall Faculty event held at the Coliseum. Mr. Johnston added it was very rewarding and stressed the importance of Board presence in support of the faculty, who are one of the mainstays of the institution.

- Bilirakis College of Education topping out event at the Tarpon Springs Campus. Mrs. Bilirakis gave a brief report and thanked Dr. Law for a wonderful event.

- Upcoming event at the Leepa-Rattner Museum of Art (LRMA) – Lights On! LRMA – whereby Dr. Janice Buchanan, Development and Grants Coordinator for LRMA, invited the Board to come celebrate the unveiling of new signage and exhibits on September 24.

- ACCT's Democracy's Colleges: Call to Action, approved by the Board in August, noting SPC was the first in the country to adopt this document emphasizing a national focus on student success rates. Mr. Burke stated community colleges need to move from a focus on simply offering open access to a focus on success. He shared information from education experts related to unemployment rates, factors and indicators affecting completion, and strategies to consider, and challenged the Board and staff to focus on these strategies in improving student success. He stressed the College's primary goals to this end should be increasing full-time

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student enrollment and decreasing the number of students needing remediation. In addition, Mr. Burke shared a web page for Cabrillo College in California as an institutional example of “cohort-based classes and programs” and learning communities. He agreed to provide a copy of this website information to trustees. He asked that this proven initiative be considered as a policy for enhancing student success and sought further discussion on success rates of distance education students. The Board discussed aspects of the cohort-based initiatives and strategies of measuring student success. Dr. Law clarified the inclusion of degree-seeking students only in tracking student success and noted that further discussion is needed after more information is obtained at the annual ACCT conference in Toronto this October. He encouraged the focus to remain on increasing student completion. Mr. Johnston encouraged those going to the Toronto conference to address the issue of equality in measuring student success among all educational institutions. Mr. Burke suggested that a brief discussion on what the College is doing in regard student success and achievement be a permanent part of each Board agenda due to the importance of this topic.

Mr. Brett thanked Mr. Burke for his comments and commended Dr. Law’s Learning Plan, which he said is very much aligned with these current challenges being discussed. He further commended Dr. Law for his leadership in reaching out to Gibbs High School during a critical time, to which the Board concurred.

In addition, Mr. Burke commented on the great operational audit, which included only insignificant findings suggesting minor improvement. The Board commended all staff involved for their efforts that result in SPC’s positive audits.

Chairman Burke presented Mr. Brett and Mr. Johnston with gavel plaques in recognition of their past years of service as SPC Board of Trustees Chair.

President Law noted that an SPC/USF combined senior staff meeting has been scheduled in follow up to the meeting with USF St. Petersburg. Further, he stated he recently met with the following presidents to hatch an alliance plan for high-visibility coordination in the nurturing of articulating high school students over the next 60 to 90 days: Dr. Kathy Johnson, President, Pasco-Hernando Community College; Dr. Kenneth Atwater, President, Hillsborough Community College; and Dr. Judy Genshaft, President, University of South Florida (USF). He provided a synopsis of initiatives in the works. Mr. Burke expressed his hopes that the alliance could become even broader to include the private institutions. Dr. Law noted he had a positive meeting just this week with President Don Eastman of Eckerd College with hopes of including them in future partnerships. Additionally, he noted that Pinellas County Schools Superintendent Julie Janssen is scheduled to be at the Board’s October 18 meeting for brief dialog, and Dr. Law is scheduled to appear at the October meeting of the Pinellas County School Board.

Mr. Burke inquired about the issue of building naming brought forth at the August Board meeting. Dr. Law responded he would have a preliminary report for the Board in October and more in-depth detail by November.

Information presented under this item is as follows:

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**Unemployment Rates**

No High School Diploma	14%
High School Diploma	9.5%
AA or AS Degree	7.5%
BA/BS or Higher Degree	4.4%

**Factors and Indicators Affecting Completion**

1. Full time v. Part time student – Full time student completion rate is significantly higher than part time student.
2. The more remediation needed the less success in completion.

**Strategies to Consider**

1. Cohort based classes and programs.
2. Block Scheduling

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3. Distance Education – small class size (tuition premium)
4. Financial Aid – Inform student of financial aid package if full time

**10-232.** The minutes of the Special Meeting of the Board of Trustees of St. Petersburg College for August 17, 2010 were presented by the chairman for approval. Mr. Burke asked that Board comments made at that meeting in specific regard to Ms. Kim Corry, Staff Assistant to the Board, be reflected in the minutes. Comments made by the Board were in appreciation of her coordination of successful graduation ceremonies and overall Board support.

Mr. Brett moved approval of the minutes as submitted, with above comments noted. Mr. Johnston seconded the motion. Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

**10-233.** Under Monthly Reports, Chairman Brett requested a report of any new business from Board Attorney Lang, General Counsel Syd McKenzie, and the Provosts.

There was no report from either Mr. Lang or Mr. McKenzie. Mr. Lang noted his involvement in the acquisition of the church property adjacent to the Clearwater Campus, a matter being reported on later on the agenda. Dr. Law announced the Dec. 31, 2010 resignation of Mr. McKenzie. Trustees expressed their regret of his departure and appreciation for his years of service to SPC and extensive knowledge of the Community College System.

Under Provost Reports, Mr. J.C. Brock, Campus Executive Officer, Allstate Center, featured SPC's Emergency Management Plan website, reporting on various aspects of the Plan. He distributed the College's Emergency Response Guide to the trustees, as well as SPC's Threat Assessment brochure.

Dr. Conferlete Carney, Provost, Tarpon Springs Campus, featured a comparison of student enrollment growth for fall semesters, noting the various challenges and plans in place to address those challenges.

Dr. Jim Olliver, Provost, Seminole Campus/eCampus, featured "Student Clubs as a Complement to Learning." At Mr. Burke's request, he provided additional information on distance education class size and success rates. Mr. Burke stated the Board needs further education on improving retention rates, a topic that can be covered on future agendas as part of the report on student success and achievement.

Ms. Yvonne Ulmer, Campus Executive Officer, Downtown/Midtown Centers, presented demographics of the two sites by ethnicity. She distributed brochures featuring SPC Midtown's Student Activities and Academic Resources and its Women on the Way Resource



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Center and shared ways the Downtown/Midtown staff is responding to its students. In response to Mr. Johnston, she explained the enrollment at Midtown is at a maximum for its current capacity, while Downtown still has the capacity for growth. Mr. Johnston recommended the Board support devoting more resources to addressing enrollment growth and increasing access at these sites.

In closing, Mr. Burke commented on his review of the SPC Fact Book and the need to anticipate declining enrollment if the economy improves. He asked that the Board be educated on what it means to our enrollment if historical trends hold true.

**10-234.** Under Old Business, Dr. Pat Rinard, Associate Vice President of Enrollment Management, presented the Fall Semester Enrollment Overview (formerly Item VII-J), a report the president asked be shared at the start of every semester based on opening day unduplicated headcount of credit students. Dr. Rinard shared PowerPoint presentations on the demographics of who is here for Fall 2010 overall, and who is here from the First-Time-In-College (FTIC) Cohort for Fall 2010. (A copy of the PowerPoint presentations is included as **Attachment A – 10-234.**)

Mr. Michael Bennett, Associate Vice President, Financial Assistance Services, joined Dr. Rinard in responding to Board questions regarding financial aid. Dr. Law reported there was \$58.3 million in financial aid disbursed to students this semester. He said he plans to schedule a future discussion with the Board to address the many issues associated with financial aid. Dr. Rinard agreed to report back to Mr. Burke on the campus demographic of SPC's Hispanic students. Dr. Law noted that the College retained a high-level demographic firm to assist with the enrollment analysis. In regard to specific course enrollment, Mr. Johnston suggested future presentations show actual course names vs. course numbers in order to better assist the Board.

In addition, Dr. Law explained the exercise of following a particular FTIC cohort of 3,647 degree- or certificate-seeking students through the institution and tracking its success and then reporting back to the Board each semester as to its status and what has been learned from this group.

Chairman Burke commended staff involved in producing the Fact Book, which he noted has been a valuable resource for Board reference.

**10-235.** Under New Business, President Law presented his 90-Day Learning Plan Report, entitled "The SPC 7/24 Initiative." He distributed the published report, which was also sent electronically to the Board and is scheduled to go online following the Board meeting, and highlighted, via PowerPoint, the various focuses of his plan and projects within those focuses. At Mr. Burke's request, Dr. Law provided further explanation on Focus #3, Managing Growth, in regard to Annual Schedule Planning. He noted he plans to bring a schedule to the Board next

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month that will allow faculty hiring to be ahead of the curve rather than in late summer as has been past practice. In regard to Focus #6, Core Learning Outcomes, he commended the deans for their expertise in moving each of their programs ahead. He also briefly shared his 90-day and 180-day windows and his goals for July 1, 2011.

Mr. Brett commended Dr. Law on a great document and his initiative to seek out information in advance during the presidential search. Under Focus #2, Increased Public Accountability, he inquired as to the president's plan for "expanding and invigorating" the College's commitment to retention of minorities and how the College envisions expanding into other community partnerships, particularly those with Pinellas County Schools. Dr. Law noted the primary responsibilities for retention are (1) strengthening a student's orientation upon entrance, (2) having a learning plan in place for that student to own, (3) strengthening various student initiatives and (4) identifying which students need assistance and which do not. Additionally, he explained how the Gibbs High School initiative benefits SPC in nurturing student success, and he addressed the challenge of partnering with other Pinellas County schools. Mr. Brett further encouraged Dr. Law to bring the Strategic Plan Review to the Board sooner than indicated in his 180-day window in order to bring the Board up to speed, and he sought further explanation on the delayed process for faculty hiring. Dr. Law agreed to expedite the Board's review of the Strategic Plan and responded in regard to the faculty hiring timeline as a shift in viewpoint of financial planning. He noted his plan to bring the list of new hires for the next academic year to the Board in October with a goal for all hires to be made by April. Mr. Brett additionally inquired as to the success rate for online courses. Dr. Law responded that although it is sometimes below 40 percent, his expectation is that it be the same as that of traditional courses.

Mr. Johnston commended Dr. Law for his informative report and long-term, in-depth planning that will be beneficial to the Board. He expressed concern about the financial aid timeline and improving its placement in the registration process to allow for more timely notification of students.

Mr. Brett commended Dr. Law's plan for one budget, noting he would still like to see a snapshot of how each new program coming online is doing individually before it is integrated into the budget. Mr. Johnston reiterated previous comments shared regarding analyzing costs per program, including grants, in an effort to better justify offerings before moving forward. He said he wants to be sure all overhead costs are taken into consideration to allow the Board a better comfort level before approving. Mr. Burke expressed appreciation for the Information Summary attached to each grant, an effort that is very helpful to the Board.

Mr. Brett further commended Dr. Law for his prioritization of faculty compensation. He inquired about the exclusion of anything related to the textbook issue in the 7/24 Initiative. He asked that this remain a priority in his action plan as the new bookstore contract is being negotiated.

Mr. Burke stated he was very impressed with the integrity of the report, which showed both the good news and the bad, particularly in the area of student services and faculty

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hiring. He challenged Dr. Law to always show the true picture to the Board. He expressed excitement and appreciation in regard to the proposed annual schedule planning, and sought clarification on the often used term “competency-based testing” and how it relates to the current national student success challenges. Dr. Law responded as to the meaning of the term and what it entails. In regard to the strategic plan, Mr. Burke said he agrees with Mr. Brett that the Board has not had ownership of this document in the past. He suggested a full-day Board retreat to adequately address and understand the College’s strategic plan. The Board concurred, noting that advance one-on-one meetings may be necessary with the trustees as well.

Mrs. Bilirakis commended Dr. Law on his efforts, both in this report and for his visibility throughout the College and community.

Information regarding this item is included as **Attachment B – 10-235**.

**10-236.** The Board considered Items VII-C.1a-C.1c, Applications for and Acceptance of Grants/Restricted Funds (if awarded); Item VII-C.2, Amendments to Grants/Restricted Funds Contracts; and Item VII-D.1 under Capital Outlay. Mr. Johnston moved approval. Mrs. Bilirakis seconded the motion.

Mr. Burke sought further explanation on the value of the U.S. Department of Education grant for a Center of Excellence for Veteran Student Success, Item VII-C.1b. Dr. Tonjua Williams, Vice President, Academic & Student Affairs, explained the investment being made with this grant to expand services to veteran students and the associated in-kind funding. 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-C.1a

September 21, 2010

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Defense—National Guard Bureau, Department of Military Affairs—Florida National Guard

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**Authorization is sought to continue as a subcontractor whereby St. Petersburg College's Southeastern Public Safety Institute provides counterdrug training throughout the United States, Puerto Rico, and the Virgin Islands as part of the National Guard's counterdrug initiative as set forth in the original statement of work and amended annually.** Funding for the College's services will be provided through congressional appropriations to the U.S. Department of Defense (DOD)—earmarked to the College's Multijurisdictional Counterdrug Task Force Training (MCTFT) department – through the National Guard Bureau (NGB). The College receives funding via a cost reimbursable contract with Florida's Department of Military Affairs (DMA), Florida National Guard (FLNG). See attached Information Summary for additional information. **Permission is sought to enter into the necessary contractual agreements, as appropriate, and to accept funding for this program.**

The total amount of estimated appropriation for the fiscal year October 1, 2010 through September 30, 2011 is up to \$3.0 million. Of this amount, it is anticipated that approximately \$400,000 may be withheld by NGB, on the College's behalf, to pay for administration, salaries/benefits of Guard personnel assigned to the program and up to \$40,000 may be held by DMA, on the College's behalf, to pay for specific expenses associated with the program such as shipping, military vehicle maintenance, counter drug instructional textbooks and other operational expenditures related to MCTFT. Accordingly, the actual contract between the College and the Department of Military Affairs is anticipated to be up to \$2.6 million. Contract amounts may be increased or decreased depending on final appropriation amounts. Exact figures for the 2010-11 fiscal year will be presented to the Board after the U.S. Department of Defense releases final funding. Such funding will allow the College to provide personnel, facilities, equipment and supplies to operate and manage the MCTFT program. SPC also expects to recover approximately 5% of the total contract amount as indirect support.

Total Funding for 2009-10: Final funding for the 2009-10 fiscal year has been received. The total appropriation for this period, October 1, 2009 through September 30, 2010, was \$5,524,101. Of this amount, \$396,363 was held by NGB, on the College's behalf, to pay for salaries/benefits of Guard personnel assigned to the program and \$100,000 was held by DMA, on the College's behalf, to pay for specific expenses associated with the program including shipping, military vehicle maintenance, counter drug instructional textbooks and other operational expenditures related to MCTFT. Accordingly, the actual contract between the College and the Department of Military Affairs for fiscal year 2009-10 was \$5,027,738.

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

Attachment

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tm0907102

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

**Date of BOT Meeting:** September 21, 2010

**Funding Agency or Organization:** U.S. Department of Defense—National Guard Bureau

**Name of Competition/Project:** Federally appropriated funding for the National Guard’s Counterdrug Program

**SPC Application or Sub-Contract:** Subcontract with the Department of Military Affairs—Florida National Guard

**Grant/Contract Time Period:** **Start:** 10/1/10 **End:** 9/30/11

**Cabinet Member:** James C. Brock

**Manager:** Eileen LaHaie

**FOCUS OF PROPOSAL:** The College will continue to participate as a subcontractor to provide Counterdrug training throughout the United States, Puerto Rico, and the Virgin Islands as part of the National Guard’s Counterdrug initiative.

**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.)

Total Appropriation (estimated)	\$3,000,000
Less: NGB portion	<u>- 400,000</u>
Available to State	\$2,600,000*

\*This amount may be increased/decreased.

Administration	\$1,199,575
College Support	\$ 130,000
Course-Related	\$1,230,425

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DMA Support	<u>\$ 40,000</u>
Total Estimated Contract	<u>\$2,600,000</u>

**FUNDING:**

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

Up to \$3,000,000

Total amount from funder:

\$2,600,000 (SPC's contract portion)

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):**

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Negotiated indirect cost	**Based on the projected budget above, SPC expects to recover \$130,000 (5% of SPC contract amount) for direct support of College personnel and facilities.
(Fixed) administrative fee	N/A
Software/material	Not known at this time
Equipment	Not known at this time
Services	Not known at this time
Staff Training	Not known at this time
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.

Agenda Item VII-C.1b


September 21, 2010

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**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Education—Office of Postsecondary Education—Centers of Excellence for Veteran Student Success

**Confirmation is sought for a grant award that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Education, Office of Postsecondary Education, to receive approximately \$314,128 to conduct a Center of Excellence for Veteran Student Success from October 1, 2010 through September 30, 2013. Permission is also sought to enter into any necessary contractual agreements, if awarded**

The goal of the Center of Excellence for Veteran Student Success is to not only serve veteran students but to proactively seek out individuals from underrepresented groups. Some of the strategies to achieve this goal are: 1) Conducting recruitment efforts in the midtown area of St. Petersburg, an area whose population is primarily comprised of African Americans, and in Clearwater's large Hispanic community; and 2) Working with Disability Resources offices on the campuses to ensure veteran students with disabilities are aware of the services available to them. Understanding that veterans are not comfortable disclosing disabilities, especially those that are "hidden" such as Post Traumatic Stress Disorder, efforts will be made by project staff to make it easy and comfortable to access disability resources and to ensure veteran students of confidentiality. Some steps that will be taken to help veterans overcome their concerns about disclosing disability are: 1) Ensure that disability resources staff visit the Centers and become familiar to the veteran students in informal ways; 2) Ask veteran students who have successfully used the services offered to encourage their peers to do the same; and 3) Relax, wherever possible, the need for extensive documentation for a veteran student to qualify for services.

The award funds will be used to pay personnel hired to support program activities. Other expenditures include travel expenses, supplies, contractual services, and other services. St. Petersburg College will provide a voluntary in-kind match of \$304,233 in personnel funds and \$109,254 in fringe benefits for a total of \$413,757.

Syd McKenzie, General Counsel; Tonjua Williams, Vice President, Academic and Student Affairs; and Jeff Cavanagh, Coordinator, Veteran Affairs, recommend approval.

Attachment



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pc0907103

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

**Date of BOT Meeting:** September 21, 2010

**Funding Agency or Organization:** U.S. Department of Education, Office of Postsecondary Education

**Name of Competition/Project:** Centers of Excellence for Veteran Student Success

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

**Grant/Contract Time Period:** **Start:** 10/1/10 **End:** 9/30/13

**Cabinet Member:** Tonjua Williams

**Manager:** Jeff Cavanagh

**FOCUS OF PROPOSAL:** The Center of Excellence for Veteran Student Success not only serve veteran students but proactively seek out individuals from underrepresented groups. Some of the strategies to achieve this goal are: 1) Conducting recruitment efforts in the midtown area of St. Petersburg, an area whose population is primarily comprised of African Americans, and in Clearwater's large Hispanic community; and 2) Working with Disability Resources offices on the campuses to ensure veteran students with disabilities are aware of the services available to them. In addition, some steps that will be taken to help veterans overcome their concerns about disclosing disability are: 1) Ensure that disability resources staff visit the Centers and become familiar to the veteran students in informal ways; 2) Ask veteran students who have successfully used the services offered to encourage their peers to do the same; and 3) Relax, wherever possible, the need for extensive documentation for a veteran student to qualify for services.

**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	\$159,000
Fringe Benefits	\$ 36,658
Travel	\$ 6,294

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Supplies	\$ 15,000
Contractual Services	\$ 7,200
Other Services	\$ 10,000
Indirect Costs	\$ <u>79,976</u>
Total	\$314,128

**FUNDING:**

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

\$727,885

Total amount from funder:

\$314,128

Amount/value of match:

Cash: N/A

In-kind: \$413,757

Required match or cost sharing:

No  Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

SPC—\$413,757, Personnel (\$304,233);  
Fringe Benefits (\$109,254)

**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:**

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- College Goal:
- I. Expand student access to baccalaureate programs, bachelor's degrees, graduate degrees, and careers; as well as prepare lower division students for successful transfer into baccalaureate programs through the associate in arts and articulated associate in science degree programs.
- Institutional Initiative(s):
1. Develop and implement new academic programs/program tracks in high-demand areas in response to workplace and student demands.

Agenda Item VII-C.1c

September 21, 2010

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Justice, Office of Community Oriented Policing Services—  
Community Policing Webinar Series

**Confirmation is sought for a competitive grant proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College's Florida Regional Community Policing Institute, to the Office of Community Oriented Policing Services (COPS) to develop the COPS Webinar Series.** The project includes multimedia solutions highlighting the philosophy of community policing which promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address conditions that give rise to public safety issues. **Authorization is sought to enter into any necessary contractual agreement(s) and to accept funding for this grant, if awarded.**

Funds from this grant shall be used to develop and deliver a webinar series to increase awareness of basic community policing principles (problem solving, partnerships and organizational transformation) through the use of webinars as a delivery mechanism for providing basic

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community policing education to law enforcement and the community at large. The COPS Webinar Series will advance the practice of community policing as an effective strategy in communities' efforts to improve public safety.

The period of performance will commence approximately October 1, 2010 and end September 30, 2011. Anticipated revenue to the College will be a total of \$149,955. See attached Information Summary for additional information.

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

Attachment

el0908103

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

<b>Date of BOT Meeting:</b>	September 21, 2010
<b>Funding Agency or Organization:</b>	U.S. Department of Justice—Office of Community Oriented Policing Services
<b>Name of Competition/Project:</b>	COPS Webinar Series
<b>SPC Application or Sub-Contract:</b>	SPC Application
<b>Grant/Contract Time Period</b>	<b>Start:</b> 10/01/10 <b>End:</b> 09/30/11 (estimated)
<b>Cabinet Member:</b>	James C. Brock
<b>Manager:</b>	Eileen LaHaie

**FOCUS OF PROPOSAL:** St. Petersburg College's Florida Regional Community Policing Institute submitted a proposal to the Office of Community Oriented Policing Services to develop a series of webinars to advance community policing, problem solving, and community engagement. The COPS Webinar Series will advance the practice of community policing as an effective strategy in communities' efforts to improve public safety.

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**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	\$ 76,150
Benefits	\$ 27,414
Travel	\$ 8,819
Supplies	\$ 1,740
Consultants	\$ 35,244
Other	<u>\$ 588</u>
Total	\$149,955

**FUNDING:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$149,955
Total amount from funder:	\$149,955
Amount/value of match:	Cash: N/A In-kind: N/A
Required match or cost sharing:	No X Yes
Voluntary match or cost sharing:	No X Yes
Source of match/cost sharing:	N/A

**RECOVERABLE BENEFITS BEYOND GRANT FOCUS (ABOVE)**

Negotiated indirect cost	Indirect cost was waived by Theresa Furnas due to level of funding available and to allow the application to be competitive.
(Fixed) administrative fee	N/A
Software/materials	N/A

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Equipment	N/A
Services	Public safety training
Staff Training	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.

Agenda Item VII-C.1d

September 21, 2010

**MEMORANDUM**

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

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

**SUBJECT:** SRI International, Subcontract of the Naval Air Warfare Center Agreement

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College's National Terrorism Preparedness Institute, to SRI to perform additional work on the current contract No. 59-001376. The additional tasks include continuing work on the Maritime and Port Security training initiative. Authorization is sought to enter into any necessary contractual agreement(s) and to accept additional funding for this contract, if awarded.**

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The National Terrorism Preparedness Institute (NTPI) will continue providing training support for the SRI Tampa Bay Maritime Domain Awareness System. Specifically, NTPI will develop three video modules, each approximately 5 minutes in length. Each module will be produced using scripts provided by SRI and will utilize video material selected from the NTPI video library as well as video produced in the Allstate TV studio. The modules will be closed captioned and will also include an American Sign Language interpreter. The final version of each module will be edited using the NTPI post-production edit suites.

The period of performance will commence approximately September 1, 2010 and end December 31, 2010. Anticipated revenue to the College will be a total of \$99,999. See attached Information Summary for additional information.

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

Attachment

el0907102

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

<b>Date of BOT Meeting:</b>	September 21, 2010
<b>Funding Agency or Organization:</b>	Naval Air Warfare Center to SRI
<b>Name of Competition/Project:</b>	Maritime and Port Security Training
<b>SPC Application or Sub-Contract:</b>	Subcontract
<b>Grant/Contract Time Period</b>	<b>Start:</b> 9/01/10 <b>End:</b> 12/31/10 (estimated)
<b>Cabinet Member:</b>	James C. Brock
<b>Manager:</b>	Eileen LaHaie

**FOCUS OF PROPOSAL:** St. Petersburg College's National Terrorism Preparedness Institute submitted a proposal to SRI to continue providing training support for the SRI Tampa Bay Maritime Domain Awareness System as part of SRI's contract with the Naval Air Warfare

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**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

Center. NTPI will develop three video modules, each approximately 5 minutes in length. Each module will be produced using scripts provided by SRI and will utilize video material selected from the NTPI video library as well as video produced in the Allstate TV studio. The modules will be closed captioned and will also include an American Sign Language interpreter. The final version of each module will be edited using the NTPI post-production edit suites.

**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	\$ 51,158
Benefits	\$ 18,416
Travel	\$ 135
Supplies	\$ 108
Consultants	\$ 4,449
Other	\$ 0
Indirect	<u>\$ 25,733</u>
Total	\$99,999

**FUNDING:**

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

\$99,999

Total amount from funder:

\$99,999

Amount/value of match:

Cash: N/A  
In-kind: N/A

Required match or cost sharing:

No X Yes

Voluntary match or cost sharing:

No X Yes

Source of match/cost sharing:

N/A

**RECOVERABLE BENEFITS BEYOND GRANT FOCUS (ABOVE)**

Negotiated indirect cost

N/A



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(Fixed) administrative fee	\$25,733 (50.3% of salaries)
Software/materials	N/A
Equipment	N/A
Services	Public safety training development
Staff Training	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.

Agenda Item VII-C.2

September 21, 2010

**MEMORANDUM**

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



**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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

**SUBJECT:** U.S. Department of Defense, Space and Naval Warfare Systems Command

**Confirmation/approval is sought with respect to the following grant/restricted funds contract item(s) which were previously approved, but have been amended, modified, extended and/or need additional clarification.**

- Agreement initially approved November 21, 2006 and further modified with the **U.S. Department of Defense, Space and Naval Warfare Systems Command (SPAWAR)** whereby the College's National Terrorism Preparedness Institute (NTPI) provides research and development to design, develop, test and implement training technologies focused on state-of-the-art Advanced Distributed Learning technologies and processes for activities involving the combating terrorism community. NTPI has also provided deliverables under previous contract modifications for the Universal Core/Federal Force Tracker Pilot project; the Maritime Integrated Command and Control Alerting Tool Suite (MICATS); and the Information Assurance Contractor Training and Certification. The total contract amount at this time is \$5,459,047.

**This item is to update the Board that SPAWAR has requested additional modifications to the Agreement. Specifically, the modifications will: extend the period of performance through January 14, 2011 (Modification #7); incorporate the Employment Eligibility Verification (E-verify) clause into the contract (Modification #8); add the Manpower Reporting Tool with corresponding Contract Data Requirements List and modify the List of Exhibits/Attachments to reference previously added information, including the MICATS statement of work (Modification #9).** All other terms and conditions will remain as previously approved/advised.

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

e10916104

Agenda Item VII-D.1

September 21, 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 *WDL*

**SUBJECT:** Disposition of Surplus or Obsolete Property (Survey #533)

The items of tangible personal property that follow have been declared as surplus or obsolete and are of no further economical use to the College. Regarding the retirement of desktop computers, the College's Technology Oversight Group (TOG) recommends that any desktop computer comparable to or older than the Dell GX270 model be moved to surplus. Any laptop computer comparable to or older than the Dell D800 model, or any C series (or comparable), should be moved to surplus. These older computers do not efficiently support the Windows 2000 and beyond operating systems and application suites.

**Pursuant to Board of Trustees Rule 6Hx23-5.13 (IV), the Property Survey Committee requests authorization to sell or otherwise dispose of this property in the manner prescribed by Chapter 274, Florida Statutes.**

<b>Tag Number</b>	<b>Description</b>	<b>Acquisition Date</b>	<b>Condition</b>	<b>Sum Amount</b>
12573	Printer:Lexmark 1650N	1/21/1998	poor	\$1,281.63
13540	Monitor:Panasonic Multi-Scan	7/24/1998	obsolete	\$2,490.00
15769	Printer: Lexmark 1855N	9/29/1999	poor	\$1,448.95
17047	Printer:Lexmark T612N	4/5/2000	poor	\$1,284.00
18072	Router:Cisco	8/11/2000	obsolete	\$3,056.60
18459	Exercise Bike:Monark	5/8/2001	obsolete	\$1,058.36
18461	Exercise Bike:Monark	5/8/2001	obsolete	\$1,058.36
18462	Exercise Bike:Monark	5/8/2001	obsolete	\$1,058.36
18465	Exercise Bike:Monark	5/8/2001	obsolete	\$1,058.36
18467	Exercise Bike:Monark	5/8/2001	obsolete	\$1,058.37
18470	Exercise Bike:Monark	5/8/2001	obsolete	\$1,058.37
19001	Router:Cisco	5/3/2001	obsolete	\$2,240.60
19451	Printer:Lexmark T614N	8/13/2001	poor	\$1,482.63
22212	Film Processor w/Stand	12/12/2002	poor	\$4,200.00
23396	Computer: Dell GX260T	8/13/2002	poor	\$1,527.00
23409	Computer: Dell GX260T	8/13/2002	poor	\$1,527.00

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25793	Computer: Dell GX260T	4/30/2003	poor	\$1,234.00
27745	Computer:Dell GX270	3/29/2004	poor	\$1,621.00
28056	Laser Printer:Dell	6/21/2004	poor	\$1,297.59
28544	Printer:Lexmark C752LN	8/19/2004	poor	\$1,297.00
31657	Printer:Lexmark	9/30/2005	poor	\$2,804.76
36188	Screen Printing Press	12/1/2006	obsolete	\$5,800.00
36189	Vacuum Frame	12/1/2006	obsolete	\$5,500.00
		Total		\$46,442.94

The following list consists of equipment/furniture or supplies valued at less than \$1,000 individually, which are not accounted for on the property inventory. These items have also been declared surplus.

Miscellaneous Chairs, Tables and Furniture

Miscellaneous Computer & Telephone Parts

Miscellaneous Custodial Equipment

Miscellaneous Scientific, Medical, Exercise, Classroom and Kitchen Equipment

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Susan Reiter, Vice President, Facilities Planning & Institutional Services; Conferlete Carney, Provost, Tarpon Springs Campus; Paul Spinelli, Director of Procurement and Asset Management; and Daya Pendharkar, Associate Vice President of Information Systems, recommend approval.

djh0907103

**10-237.** The Board considered Capital Outlay, Maintenance, Renovation, and Construction Item VII-D.2. Ms. Susan Reiter, Vice President of Facilities Planning & Institutional Services, was joined by Mr. Michael Carter, Director of Design & Construction, in presenting additional information on the acquisition of the Veterinary Technology Special Purpose Center property from the SPC Foundation. Mr. Brett moved approval. Mr. Johnston seconded the motion. Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Ms. Reiter noted the upcoming “soft groundbreaking” of the site scheduled for Sept. 24<sup>th</sup>, with a grand opening to be scheduled at a later date.

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**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**


Information regarding this item is as follows:

Agenda Item VII-D.2

September 21, 2010

**MEMORANDUM**

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

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

**SUBJECT:** Acquisition of Veterinary Technology Special Purpose Center Property from St. Petersburg College Foundation

**Approval is sought to utilize the 2010-2011 PECO (Public Education Capital Outlay) funds for site acquisition to purchase the Ulmerton Road property from the St. Petersburg College Foundation for \$175,000.**

Board Memorandum IX-D.5, Amendment #3 to the Educational Plant Survey dated June 19, 2007 (Spot Survey #3), (Veterinary Technology Special Purpose Center, Site 18), was approved by the Board on March 16, 2010 (see attached). This Board memo approved Spot Survey #3 for the site acquisition of the Ulmerton Road property where we are constructing the new Veterinary Technology Building.

Additionally, this Board memo advised that the St. Petersburg College Foundation would purchase the Ulmerton Road property (purchase price of \$725,000 that was partially funded by a private donation of \$575,898 specifically for the Veterinary Technology Building and matched as part of the Facilities Enhancement Challenge Grant) and that the College would purchase the property from the St. Petersburg College Foundation at a later date for approximately \$175,000 (which includes the variance between the purchase price and the donation, as well as all acquisition and legal costs associated with the purchase of the property).

In the approved PECO funding list for 2010-2011, the College received \$175,000 for the site acquisition of the Ulmerton Road property.

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

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**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

Attachments

mdc0907102

Board Material Relating to  
Agenda Item IX-D.5  
Meeting: March 16, 2010

**BOARD OF TRUSTEES  
ST. PETERSBURG COLLEGE**

**Amendment #3 to the Educational Plant Survey dated June 19, 2007, (Spot Survey #3)  
(Veterinary Technology Special Purpose Center, Site 18)**

Amendment #1 to the Educational Plant Survey dated June 19, 2007 (Spot Survey #1), was approved by the Board on March 18, 2008 (see attached). This Amendment established a new site as the Veterinary Technology Center, Site Number 18, at the School Board of Pinellas County Seminole Vocational Education Center.

It has now been determined that the Veterinary Technology Center will be located at a new site on Ulmerton Road. This Amendment changes the site location from the School Board of Pinellas County Seminole Vocational Educational Center to a new property on Ulmerton Road adjacent to the Pinellas County Animal Services Buildings. Further, this property is being purchased by the St. Petersburg College Foundation (partially funded by a private donation), and the College will enter into a 40-year lease agreement with the Foundation for the property.

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This Amendment provides the ability for the College to request site acquisition funds to allow St. Petersburg College to purchase the Veterinary Technology Center Site from the St. Petersburg College Foundation once PECO funds become available. The amount requested for this purchase will be the difference between the purchase price of the property and the private donation, approximately \$175,000.

This amendment adds the following item to the Educational Plant Survey:

**Site 18: Veterinary Technology Special Purpose Center**

Site acquisition

18.05 Acquire vacant land on 12746 Ulmerton Road, Largo, FL 33774, PIN number 09/30/15/00000/230/0100; approximately 12.50 acres; in accordance with Section 1013.40(2)(3), Florida Statutes, and Section 1.4, State Requirements for Educational Facilities, 2008.

The Board of Trustees is required to amend the existing Educational Plant Survey utilizing the Spot Survey process. The attached Spot Survey is an official request for the State to accept the modifications to the Educational Plant Survey. Once this is approved by the Board of Trustees, the Department of Education is responsible for filing and updating the Educational Plant Survey as part of the official State record and future reference.

**Approval is sought for Amendment #3 (Spot Survey #3) to the Educational Plant Survey dated June 19, 2007.**

Thomas E. Furlong, Jr., President; and Susan M. Reiter, Vice President, Facilities Planning and Institutional Services, recommend approval.

Attachment  
mdc0309103

**AMENDMENT #3 (Spot Survey #3)**  
EDUCATIONAL PLANT SURVEY dated June 19, 2007  
St. Petersburg College  
March 16, 2010

Pursuant to Section 1013.31, Florida Statutes, administrative staff of St. Petersburg College has conducted an amendment to the current Educational Plant Survey for St. Petersburg College, dated June 19, 2007. In accordance with Section 1013.31, Florida Statutes, the amendment shall be reviewed and approved by the Board of Trustees.

The following new recommendation is made.

The College needs to amend the Educational Plant Survey dated June 19, 2007 to include the following item:

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**Site 18: Veterinary Technology Special Purpose Center**

Site acquisition

18.05 Acquire vacant land on 12746 Ulmerton Road, Largo, FL 33774, PIN number 09/30/15/00000/230/0100; approximately 12.50 acres; in accordance with Section 1013.40(2)(3), Florida Statutes, and Section 1.4, State Requirements for Educational Facilities, 2008.

Approved by the Board of Trustees of St. Petersburg College on March 16, 2010.

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Thomas E. Furlong, Jr., President of the College  
and Secretary to the Board of Trustees  
St. Petersburg College

**10-238.** The Board considered Capital Outlay, Maintenance, Renovation, and Construction Item VII-D.3. Ms. Reiter and Mr. Carter presented additional information on the acquisition of the Faith United Church of Christ property. Mr. Johnston inquired as to utilization of existing buildings on the property, including commercially, and, though he agreed with the acquisition, he expressed concern about the acreage cost in relation to its usefulness. Ms. Reiter responded as to possible uses for existing buildings and acknowledged that challenges do exist. She reminded the Board that staff is in the process of refining the Clearwater Campus master plan, and this acquisition will allow for “breathing room” in moving forward. She further responded to Mr. Burke in regard to the property’s limited parking spaces. Mr. Brett moved approval to proceed with making the offer for purchase based on two previously received appraisals. Mrs. Bilirakis seconded the motion. 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-D.3

September 21, 2010




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**MEMORANDUM**

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

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

**SUBJECT:** Acquisition of Faith United Church of Christ Property,  
2401 Drew Street, Clearwater, Florida – Preliminary Approval

**Approval is sought to proceed with the offer to purchase the Faith United Church of Christ property located at 2401 Drew Street, Clearwater, Florida, to perform due diligence and to enter into a purchase agreement incorporating the approved terms.**

The College staff is continuing to work with Mr. Joseph Lang, Board Attorney, to prepare an offer on the church property. We have received two appraisals, one for \$1,300,000 and the other for \$1,320,000. In addition, we have a Phase I audit, asbestos survey and property survey that were completed last year when we previously considered purchasing this property. These items will need to be re-certified.

The church consists of approximately 3.82 acres with approximately 17,472 square feet of improvements (sanctuary, office, day care classroom building and a single-family structure).

At this point, we are ready to make an offer in the amount of \$1,300,000. This is with a \$5,000.00 deposit with the right to cancel if the property is found to be unsatisfactory for its intended purposes or for any other reason. We propose a 45-day due diligence period and would attempt to close on the property before the end of 2010. The agreement outlining all details will be presented to the Board for final approval.

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

mdc0915103

**10-239.** President Law briefly reported on the former Juvenile Welfare Board (JWB) property just south of the College's Health Education Center (HEC), a 50,000 sq. ft. facility with 209 parking spaces that is being preliminarily considered for possible expansion of HEC. He said its proximity allows for a close walk for students and its initial price appears attractive. He

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noted the Board chair has reviewed the facility and a proposal for its acquisition may be brought back to the Board. He further noted the National University of Health Sciences (NUHS) is interested in a funded partnership and that this acquisition may move quickly for preliminary approval. He agreed to provide the property information to the Board.

**10-240.** The Board considered Personnel Items VII-F.1-F.2. Mr. Brett moved approval. Mrs. Bilirakis seconded the motion. At Mr. Burke's request, Dr. Law further explained Item VII-F.2, the stop loss policy. He noted the insurance reserves are in great shape, and the College is, therefore, in a good position to allow for the increased deductible from \$200,000 to \$350,000. 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-F.1

September 21, 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:**

<b>HIRE Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
8/13/2010	Adams,James B.	Fine & Applied Arts SE	Instructor
8/16/2010	Andrasik,Stephen J.	Natural Science SPG	Academic Department Chair
8/13/2010	Archbold,Lisa	Nursing HC	Instructor
8/2/2010	Belcher,Marissa	Student Activities SPG	Staff Assistant
8/4/2010	Berry,Nicholas	Education & Student Svcs DO	Crd. I, Proj., Male Outreach
8/9/2010	Carroll,Veronica E	Fine & Applied Arts SPG	Administrative Specialist I
8/28/2010	Chambers,Martlin C	Campus Security SPG	Senior Security Officer
8/9/2010	Coble,Coleen	District Library HEC	Librarian
8/23/2010	Cruz,Araceli	Scholarships/Stu Fin Assist SP	Financial Assist. Specialist
8/13/2010	Daum,Michael	Letters TS	Instructor
8/21/2010	DeNooyer,Ericjan D	Mathematics SE	Instructional Asst III
8/21/2010	Deschamps,Mary A.	Education & Student Svcs DO	Accessibility Technician

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### BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

8/13/2010	East,Carleah G	Social Science SPG	Instructor
8/30/2010	Evoy,William J.	Network Systems Support	Snr. Network/Design & Sec. Eng
8/2/2010	Fairbank,Bonnie Gunter	Business Services DO	Administrative Specialist II
8/13/2010	Greer,Sheree L.	Letters SE	Instructor
8/28/2010	Hern,Glenda Joyce	Veterinary Technology HC	Veterinary Technician
8/13/2010	Hoogewerf,Sally A.	Provost SPG	Instructor
8/13/2010	Hughes,Stacey R	Letters SPG	Instructor
8/23/2010	Keegan,Lori A	Purchasing Support	Purchasing Specialist
8/13/2010	Kennedy,Daiva	Mathematics SPG	Instructor
8/13/2010	King,Laurie A	Ethics SE	Instructor
8/13/2010	Klinedinst,James A	Mathematics SE	Instructor
8/23/2010	Koenig,Carol L	Scholarships/Stu Fin Assist DO	Administrative Specialist II
8/19/2010	Kronschnabl,Jeffery P.	BA Programs/UPC	Instructor-in-Charge
8/21/2010	LaPierre,Thomas J	Campus Security CL	Security Officer I
8/7/2010	Lennox,Jill	Scholarships/Stu Fin Assist CL	Scholar&Stu Fin Assist Officer
8/13/2010	Lightfoot,Randolph	Social Science TS	Instructor
8/14/2010	McCleary,Valerie A	Health Information Mgmt HC	Program Director II
8/25/2010	McFadden,Stephen R.	Instructional Television SE	Videographer
8/7/2010	McGough,Patrick R.	Letters SE	Instructional Asst III
8/13/2010	McQuaig,Shannon M.	Natural Science CL	Instructor
8/13/2010	Monroe,David M	Ethics TS	Instructor
8/2/2010	Myers,Breanna Marie	Natural Science CL	Coach
8/16/2010	Parker,Jeremy Russel	Admin Information Systems	Systems Analyst
8/16/2010	Quinones,Melissa S.	Education & Student Svcs DO	Staff Assistant
8/13/2010	Roberson,Heather C.	Social Science TS	Instructor
8/9/2010	Shaw,Kendra LaToya	Scholarships/Stu Fin Assist DO	Fin.Asst Elec Proc. Specialist
8/7/2010	Skyrm,Catherine B	Emergency Medical Services HC	Staff Assistant
8/13/2010	Stark,Brandy B	Fine & Applied Arts SPG	Instructor
8/13/2010	Stickrath,Kelli L	Natural Science SE	Instructor
8/18/2010	Stumpe,Kim M.	Natural Science CL	Academic Department Chair
8/13/2010	Thomas,Tracy G	Letters TS	Instructor
8/14/2010	Tibben,Barry N.	Campus Security SPG	Security Officer I
8/20/2010	Tonner,Joan E.	Dental Hygiene HC	Program Director II
7/30/2010	Trudell,Thomas	BA Programs, Ortho & Prsthtcs	Instructor-12 month
8/13/2010	Ward,Dennis M	Mathematics SE	Instructor
8/16/2010	Watts,Dorraine D.	BA Programs, Nursing	Instructor-12 month

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

<b>HIRE Temporary/Supplemental</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
8/23/2010	Abaquita,Edwin	Mathematics SPG	Instructor - Temporary Credit
8/23/2010	Adams,James B.	Fine & Applied Arts SE	Supplemental Instr - Credit
8/26/2010	Albritton,Patricia L	Central Records DO	OPS Career Level 3
8/23/2010	Allen,Erika C.	Letters CL	Instructor - Temporary Credit
8/14/2010	Arevalo,Iracema	Natural Science CL	Federal Work Study Student
8/23/2010	Arndt,Heidi M.	Letters SPG	Instructor - Temporary Credit
8/23/2010	Aronsky,Allison L.	Letters CL	Instructor - Temporary Credit
8/23/2010	Aronsky,Allison L.	Letters SPG	Instructor - Temporary Credit
8/23/2010	Aserinsky,Armond E.	Social Science TS	Instructor - Temporary Credit
8/23/2010	Aserinsky,Martha K.	Social Science TS	Instructor - Temporary Credit
8/21/2010	Ash II,Keith Nelson	Natural Science SPG	Student Assistant
8/23/2010	Ash,William M	Tarpon Springs Center Provost	Instructor - Temporary Credit
8/23/2010	Austin,Tori O.	Speech - Letters TS	Instructor - Temporary Credit
8/23/2010	Barnes,Sarah E	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
8/23/2010	Beck,Sandra K	Business Technologies CL	Instructor - Temporary Credit
8/23/2010	Beck,Sandra K	Business Technologies SP	Instructor - Temporary Credit
8/23/2010	Blaeuer,Daniel M.	Letters SPG	Instructor - Temporary Credit
8/23/2010	Boehme-Terrana,Linae M	Natural Science SE	Instructor - Temporary Credit
8/2/2010	Bowne,Mark W	EMS/CME - HC	Instructor- Temporary Non-Cred
8/23/2010	Bradley,Terry K	Social Science SPG	Instructor - Temporary Credit
8/23/2010	Branson,David A.	Speech - Letters TS	Instructor - Temporary Credit
8/23/2010	Bross,Lawrence F.	Business Technologies SE	Instructor - Temporary Credit
8/23/2010	Bross,Lawrence F.	Distance Learning TV SE	Instructor - Temporary Credit
8/23/2010	Brown,Michael Lee	Mathematics TS	OPS Career Level 4
8/23/2010	Brule,Michelle R.	Social Science SPG	Instructor - Temporary Credit
8/23/2010	Bryant,Brett M.	Mathematics TS	Instructor - Temporary Credit
8/13/2010	Bryant,Tera C.	Counseling & Advisement SPG	OPS Career Level 2
8/23/2010	Campbell,Daniel A.	Fine & Applied Arts TS	Instructor - Temporary Credit
8/23/2010	Charboneau,Jay F	Human Services HC	Instructor - Temporary Credit
8/23/2010	Cheskidova,Svetlana I	Mathematics SE	Instructor - Temporary Credit
8/23/2010	Chiou,George S.	Fine & Applied Arts SE	Instructor - Temporary Credit
8/16/2010	Christman,Kevin W	Natural Science SPG	Student Assistant

## MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010

### BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

8/30/2010	Clark,Lauren E	SPC-Downtown	OPS Career Level 2
8/23/2010	Clem,Angela S	Nursing HC	Adjunct Bach Prog.
8/23/2010	Coleman,Paul J	Distance Learning TV SE	Instructor - Temporary Credit
8/23/2010	Coman,Rose M.	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
8/23/2010	Coston,Sommer L.	Letters CL	Instructor - Temporary Credit
8/23/2010	Crawfurd,Jonathan W.	Business Technologies CL	Instructor - Temporary Credit
8/23/2010	Crittenden,Jerry B.	Letters CL	Instructor - Temporary Credit
8/23/2010	Crotty,John P.	Mathematics TS	Instructor - Temporary Credit
8/16/2010	Culp,Bethany I.	Corporate Training E&SS DO	Non Instr Supplement-ECH Based
8/23/2010	Dann-Moore,Veronica L	Distance Learning TV SE	Instructor - Temporary Credit
8/23/2010	Dann-Moore,Veronica L	Natural Science SPG	Instructor - Temporary Credit
8/23/2010	Davenport,Todd G.	Natural Science CL	Instructor - Temporary Credit
8/23/2010	Davenport,Todd G.	Natural Science SE	Instructor - Temporary Credit
8/23/2010	Davenport,Todd G.	Natural Science SPG	Instructor - Temporary Credit
8/16/2010	Davis,Adam C	Natural Science SPG	Student Assistant
8/23/2010	DeBerry,Tealia N.	Letters CL	Instructor - Temporary Credit
8/19/2010	Deighan,John J.	Business Technologies SE	Instructor - Temporary Credit
8/23/2010	Diaz,Ashlee N.	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
8/23/2010	Dicicca,Philip T	Corporate Training E&SS DO	Contributed Service
8/21/2010	Dick,George Himonetos	Mathematics TS	Student Assistant
8/23/2010	Dobbs,Dawn M	Letters TS	Instructor - Temporary Credit
8/23/2010	Drooger,Jennifer L.	Social Science SE	Supplemental Instr - Credit
8/11/2010	Duffey,Denise Lou	Student Financial Aid CLW	General Service/Maint.
8/23/2010	Duncan Jr,Kenneth R	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Dunphy,Diane C.	Clearwater Campus Provost	OPS Teaching Asst/Interpreter
8/23/2010	Eastman,Abby M.	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
8/23/2010	Ellington,Nancy	BA Programs/UPC	Adjunct Bach Prog.
8/7/2010	Engelhardt,Emily Louise	Veterinary Technology HC	Federal Work Study Student
8/23/2010	Engisch,Susan Brett B	Social Science SPG	Instructor - Temporary Credit
8/23/2010	Ettel,Donna L.	Ethics SPG	Instructor - Temporary Credit
8/23/2010	Fares,Alfred V	Mathematics TS	Instructor - Temporary Credit
8/23/2010	Fernandez,Jennifer S	Letters CL	Instructor - Temporary Credit
8/23/2010	Feuerherdt,Stacy J.	Letters TS	Instructor - Temporary Credit
8/23/2010	Feuerherdt,Stacy J.	Speech - Letters TS	Instructor - Temporary Credit
7/31/2010	Fletcher,Robert R	Library Science SE	Federal Work Study Student
8/27/2010	Fletcher,Steven A	Fire Science AC	Instructor- Temporary Non-Cred

## MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010

### BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

8/23/2010	Flores,Shonda L.	Ethics SPG	Instructor - Temporary Credit
8/23/2010	Frahn,Mark S	Natural Science TS	Instructor - Temporary Credit
8/12/2010	Fuchs,Erick	Fire Science AC	Instructor- Temporary Non-Cred
8/3/2010	Gallman,Lisa G	Central Records DO	OPS Career Level 3
8/23/2010	Garner,Mary Wesley	Natural Science SPG	Instructor - Temporary Credit
8/21/2010	Gayle,Trenae C	Provost SPG	Federal Work Study Student
8/23/2010	Gionet,Laura J	Distance Learning TV SE	Instructor - Temporary Credit
8/23/2010	Glowacki,Thomas J.	Fine & Applied Arts CL	Instructor - Temporary Credit
8/5/2010	Gordon,Michael R	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
8/23/2010	Gore,Jeanette M	Dual Credit - AC	Contributed Service
8/30/2010	Graham,Jevon A	Fire Science AC	Instructor- Temporary Non-Cred
8/7/2010	Haas,Jennifer Lane	Natural Science SPG	Federal Work Study Student
8/23/2010	Hakim,Jacques A.	Business Technologies TS	Instructor - Temporary Credit
8/30/2010	Handoga,Michael L	Fire Science AC	Instructor- Temporary Non-Cred
8/23/2010	Herbert,Julie A	Dual Credit - AC	Contributed Service
8/23/2010	Herbert,Julie A	Dual Credit - AC	Instructor - Temporary Credit
8/23/2010	Herbert,Julie A	Mathematics SE	Instructor - Temporary Credit
8/23/2010	Herrero,Ana Lourdes	Foreign Language SE	Instructor - Temporary Credit
8/23/2010	Hollins,Lawanda	Associate Provost CL	Federal Work Study Student
8/21/2010	Horvath,Silvia G	Provost SE	Student Assistant
8/31/2010	Hunter,Rose M	Associate Provost CL	OPS Career Level 1
8/30/2010	Hurley,Michael E.	Fac Plan/Construction DO	OPS Maint/Trades SkilledTrades
8/23/2010	Jackson,Jeremy D.	Fine & Applied Arts SPG	Instructor - Temporary Credit
8/23/2010	Jahosky,Michael T.	Fine & Applied Arts CL	Instructor - Temporary Credit
8/2/2010	Jessie,William N.	Counseling & Advisement SPG	OPS Career Level 6
8/24/2010	Johns,Charlotte D	Scholarships/Stu Fin Assist CL	Other Professional- Temporary
8/23/2010	Johnson,Amanda	Social Science CL	Instructor - Temporary Credit
8/23/2010	Johnson,Amanda	Social Science SE	Instructor - Temporary Credit
8/23/2010	Johnson,Elizabeth A	Nursing HC	Instr- Temporary % Load
8/13/2010	Johnson,James Thomas	Provost SPG	OPS Career Level 6
8/23/2010	Joiner,Daniel E.	Fine & Applied Arts CL	Instructor - Temporary Credit
8/23/2010	Joiner,Daniel E.	Fine & Applied Arts SPG	Instructor - Temporary Credit
8/23/2010	Joyce,Dawn M.	Letters CL	Instructor - Temporary Credit
8/30/2010	Keane,Robert D	Fire Science AC	Instructor- Temporary Non-Cred
8/23/2010	Khaleghi,Javad Mohammad	Mathematics TS	Instructor - Temporary Credit
8/23/2010	King,Sonia A.	Social Science TS	Instructor - Temporary Credit

## MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010

### BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

8/23/2010	Klein,Patti J	Speech - Letters TS	Instructor - Temporary Credit
8/23/2010	Kolonoski,David E.	Mathematics SPG	Instructor - Temporary Credit
8/23/2010	Kolonoski,David E.	Mathematics TS	Instructor - Temporary Credit
8/23/2010	Koski,Cheryl A.	Letters SPG	Instructor - Temporary Credit
8/23/2010	Kratimenos,Nicole M	Social Science TS	Instructor - Temporary Credit
8/23/2010	Labay,Heather	Letters CL	Instructor - Temporary Credit
8/23/2010	Lamie,Chelsie M.	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Lamie,Chelsie M.	Business Technologies CL	Instructor - Temporary Credit
8/23/2010	Largo,Elvira	Dual Credit - AC	Instructor - Temporary Credit
8/23/2010	Laverty,Michael J	Distance Learning TV SE	Instructor - Temporary Credit
8/23/2010	Lewis,Kelli D.	Health Information Mgmt HC	Instructor - Temporary Credit
8/23/2010	Looney,Karen L	Fine & Applied Arts SE	Instructor - Temporary Credit
8/23/2010	Luongo III,Benjamin J.	Provost SPG	Instructor - Temporary Credit
8/23/2010	Luongo III,Benjamin J.	Social Science CL	Instructor - Temporary Credit
8/23/2010	Lykins,Grace L	Letters CL	Instructor - Temporary Credit
8/23/2010	Mallory,Ann L.	Dual Credit - AC	Instructor - Temporary Credit
8/23/2010	Mallory,Mashainah E.	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Manias,Michelle T.	Health Information Mgmt HC	Instructor - Temporary Credit
8/12/2010	Manning II,Joseph A	Fire Science AC	Instructor- Temporary Non-Cred
8/23/2010	Maola,Chad J.	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Martin,Marcia P.	Dental Hygiene HC	Instr- Temporary % Load
8/23/2010	Maxwell,William W.	Letters SPG	Instructor - Temporary Credit
8/23/2010	McCoy,Veronica R	Health Information Mgmt HC	Instructor - Temporary Credit
8/21/2010	Mccullough,Evan Gregory	Provost SE	Student Assistant
8/23/2010	McQuaig,Shannon M.	BA Programs/UPC	Supplemental Bach Prog.
8/23/2010	McQuaig,Shannon M.	Mathematics SPG	Supplemental Instr - Credit
8/23/2010	Michael,George C	Mathematics CL	Instructor - Temporary Credit
8/23/2010	Michael,George C	Mathematics TS	Instructor - Temporary Credit
8/23/2010	Miker,Jamie B.	Letters CL	Instructor - Temporary Credit
8/23/2010	Miller,David A.	Ethics SPG	Instructor - Temporary Credit
8/23/2010	Milner,Rhonda	Dual Credit - AC	Instructor - Temporary Credit
8/23/2010	Mistretta,Jennifer Lee	Nursing HC	Instr- Temporary % Load
8/7/2010	Mitchell,Kelli A	Counseling & Advisement CL	Other Professional- Temporary
8/21/2010	Moncada,Stephanie Nathalie	Associate Provost SP	Federal Work Study Student
8/23/2010	Morgan,Renyou Zhang	Mathematics CL	Instructor - Temporary Credit
8/23/2010	Morgan,Renyou Zhang	Mathematics TS	Instructor - Temporary Credit

## MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010

### BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

8/23/2010	Moriarty,Christian R	Ethics SPG	Instructor - Temporary Credit
8/23/2010	Morse,Erin E	Natural Science TS	Instructor - Temporary Credit
8/23/2010	Mousseau,Craig F.	Mathematics SPG	Instructor - Temporary Credit
8/23/2010	Mugarbel,Melissa	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Mugarbel,Melissa	Mathematics TS	Instructor - Temporary Credit
8/19/2010	Mulcahy,Robert J	Facilities Plan & Inst Serv DO	OPS Career Level 4
8/23/2010	Mullins-Staker,Toni L	Dual Credit - AC	Instructor - Temporary Credit
7/31/2010	Murray,Fabre Latravia	Central Records DO	Federal Work Study Student
8/27/2010	Navab,Saied	Counseling & Advisement CL	OPS Career Level 6
8/17/2010	Newberry,Patricia A.	Central Records DO	OPS Career Level 3
8/23/2010	Norman,Anja	Ethics SPG	Instructor - Temporary Credit
8/23/2010	Nugent,Geoffery Naason	Fine & Applied Arts SPG	Other Professional- Temporary
8/1/2010	Oakes-McCrery, Veronika G.	BA Programs/UPC	OPS Career Level 2
8/23/2010	Oakley,Shirley	Letters SPG	Instructor - Temporary Credit
7/31/2010	O'Donnell,Bridget E	Seminole Campus Provost	OPS Career Level 7
8/23/2010	O'Neil,James F.	Letters SE	Instructor - Temporary Credit
8/23/2010	O'Neil,Martin James	Health Information Mgmt HC	Instructor - Temporary Credit
8/23/2010	Orr,Lance Y.	Letters SPG	Instructor - Temporary Credit
8/23/2010	Orr,Lance Y.	Letters TS	Instructor - Temporary Credit
8/23/2010	Orris,Marilyn M	Dental Hygiene HC	Instructor - Temporary Credit
8/21/2010	Parker,Laura Rose	Srvcs Spc Students/OSSD CL	Student Assistant
8/23/2010	Patton,Spyridon	Social Science SPG	Instructor - Temporary Credit
8/23/2010	Pearson,Kimberly M	Letters SPG	Instructor - Temporary Credit
8/23/2010	Pham,Andrew G	Natural Science SPG	Instructor - Temporary Credit
8/23/2010	Pham,Andrew G	Natural Science TS	Instructor - Temporary Credit
8/9/2010	Phimvilayphone,Kyle	Information Systems	OPS Technical Level 1
8/23/2010	Phipps,Tonya M.	Social Science SE	Instructor - Temporary Credit
8/21/2010	Piatt,Amanda E	Letters CL	Federal Work Study Student
8/23/2010	Plotts,Courtney S.	Social Science SPG	Instructor - Temporary Credit
8/23/2010	Popa,Susannah C.	Natural Science SE	Instructor - Temporary Credit
8/23/2010	Preston,Richard W	CJI AA/AS DOC AC	Instructor - Temporary Credit
8/23/2010	Price,Anna E.	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Quinlan,Connie J.	Letters SPG	Instructor - Temporary Credit
8/21/2010	Ramos,Elian E	Letters CL	Federal Work Study Student
8/12/2010	Rasmussen,Nickolas M	Fire Science AC	Instructor- Temporary Non-Cred
8/19/2010	Rawls,Beth E.	BA Programs/UPC	Adjunct Bach Prog.



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### BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

8/23/2010	Reichart,Debra K.	Letters TS	Instructor - Temporary Credit
8/7/2010	Robinson II,Kyle John	Provost SE	Student Assistant
8/23/2010	Rodriguez,Rosa E.	Letters CL	Instructor - Temporary Credit
8/21/2010	Roesch,Patricia Marie	Mathematics TS	Student Assistant
8/23/2010	Roessler,Charles A.	Tarpon Springs Center Provost	Instructor - Temporary Credit
8/23/2010	Rosenberg,Sandra S	Dental Hygiene HC	Instructor - Temporary Credit
8/23/2010	Roux,Michelle M.	Natural Science TS	Instructor - Temporary Credit
8/23/2010	Royer,Aaron B.	Associate Provost CL	Instructor - Temporary Credit
8/23/2010	Sandy,Ryan P.	Social Science SPG	Instructor - Temporary Credit
8/7/2010	Schafer,Dustin S	Enrollment Management DO	Federal Work Study Student
8/12/2010	Schuele,Christian L	Fire Science AC	Instructor- Temporary Non-Cred
8/23/2010	Seabrook,Lori K	Distance Learning TV SE	Instructor - Temporary Credit
8/23/2010	Serna,Donna M	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Serna,Donna M	BA Programs/UPC	Instructor - Temporary Credit
8/21/2010	Shamburger,J'kera L	Fine & Applied Arts SPG	Federal Work Study Student
8/23/2010	Shellhorn,Wendy L	BA Programs/UPC	Adjunct Bach Prog.
8/21/2010	Shellman,Dontrell	OSSD - SP	Federal Work Study Student
8/23/2010	Siegler,Katherine L.	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Silvers,Deborah A.	Fine & Applied Arts CL	Instructor - Temporary Credit
8/19/2010	Silvers,Deborah A.	Fine & Applied Arts SPG	Instructor - Temporary Credit
8/21/2010	Simmons,Kendra B	Tarpon Springs Center Provost	Federal Work Study Student
8/10/2010	Simms,Laura A	Veterinary Technology HC	OPS Career Level 2
8/23/2010	Slicker,William D	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Slicker,William D	Business Technologies CL	Instructor - Temporary Credit
8/23/2010	Smisek,Maria G.	Nursing HC	Instr- Temporary % Load
8/23/2010	Smith,Christine M.	Business Technologies TS	Instructor - Temporary Credit
8/23/2010	Smith,Jamila E	Speech - Letters TS	Instructor - Temporary Credit
8/23/2010	Smith,Joyce A.	Social Science SE	Instructor - Temporary Credit
8/1/2010	Smith,Joyce A.	Social Science TS	Instructor - Temporary Credit
8/23/2010	Smith,Thomas P	Letters SPG	Instructor - Temporary Credit
8/2/2010	Snead,Christina M.	Enrollment Management DO	OPS Career Level 7
8/21/2010	St Aimie,Shelby N	Dual Credit - AC	Federal Work Study Student
8/21/2010	Stafford,Tiffany M	Associate Provost SP	Federal Work Study Student
8/23/2010	Stewart,Matthew D	Distance Learning TV SE	Supplemental Instr - Credit
8/23/2010	Stickrath,Kelli L	Natural Science SE	Supplemental Instr - Credit
8/19/2010	Stockwell,Gwen E.	Letters CL	Instructor - Temporary Credit

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

8/7/2010	Strauss,Phillip Jon	Veterinary Technology HC	Federal Work Study Student
8/23/2010	Strickland,Kenneth L	Distance Learning TV SE	Instructor - Temporary Credit
8/23/2010	Strickland,Kenneth L	Social Science SE	Instructor - Temporary Credit
8/21/2010	Stromas,Amy Lynn	Provost SE	Federal Work Study Student
8/6/2010	Sullivan,Tracey H	Mathematics CL	Instructor - Temporary Credit
8/23/2010	Tampa,Raymond V	Social Science SPG	Instructor - Temporary Credit
8/16/2010	Toal,Frank J	Criminal Justice AC	Instructor- Temporary Non-Cred
8/2/2010	Torres,Renee S.	Mathematics CL	Instructor - Temporary Credit
8/2/2010	Torres,Renee S.	Mathematics TS	Instructor - Temporary Credit
8/21/2010	Troupe,Danielle Renee	Special Programs/Intl Educ DO	Student Assistant
8/21/2010	Truong,Thai D.	Custodial Services DO	OPS Career Level 1
8/7/2010	Varga,Jennifer .	Counseling & Advisement CL	OPS Career Level 6
8/23/2010	Verdensky-Dyer,Kimberly	Letters CL	Instructor - Temporary Credit
8/23/2010	Vesey,Judith T.	Letters TS	Instructor - Temporary Credit
8/23/2010	Vickrey,Austin T.	Fine & Applied Arts SPG	Instructor - Temporary Credit
8/27/2010	Vickrey,Austin T.	Fine & Applied Arts SPG	Lump sum -Spec.Proj.
8/23/2010	Vivoda,Margaret A.	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Walzer,Ann E.	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Wan,Margaret	BA Programs/UPC	Adjunct Bach Prog.
8/20/2010	Ward Timmons,Ada R	Social Science SPG	Instructor - Temporary Credit
8/23/2010	Ward,Dennis M	Mathematics SE	Supplemental Instr - Credit
8/23/2010	Waterhouse,Don B.	Business Technologies CL	Instructor - Temporary Credit
8/16/2010	Weinandt,Kristian P	Associate Provost SP	OPS Career Level 6
8/23/2010	Welch,Sharon D	Ethics SPG	Instructor - Temporary Credit
8/23/2010	Wells,Jeffrey A.	Speech - Letters TS	Instructor - Temporary Credit
7/31/2010	Wojewnik,Donna Christine	Provost SE	Student Assistant
8/23/2010	Wolf,Richard E.	BA Programs/UPC	Adjunct Bach Prog.
8/21/2010	Wolter,Samuel Adam	Fine & Applied Arts SPG	Federal Work Study Student
8/21/2010	Wong,Yih S	Provost TS	Federal Work Study Student
8/23/2010	Wonsick,Beth M	Mathematics SE	Instructor - Temporary Credit
8/23/2010	Zion,Amanda M.	BA Programs/UPC	Adjunct Bach Prog.

**EXTENSION OF CONTRACT Budgeted, Restricted Funds**

<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
10/1/10-6/30/11	Jenkins,Bradley	Engineering Technology CL	Program Director II

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**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

<b>REHIRE Temporary/Supplemental</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
8/1/2010	Borum,Phillip J.	Emergency Medical Services HC	Instructor- Temporary Non-Cred
8/23/2010	Bradley,April C	Radiography HC	Instr- Temporary % Load
8/21/2010	Brayley,Erin Renee	Social Science SPG	Federal Work Study Student
8/23/2010	Burgess,Diana L	Nursing HC	Instr- Temporary % Load
8/23/2010	Burt,Gail R.	Health Information Mgmt HC	Supplemental Instr - Credit
8/23/2010	Cafilisch,Kimberly M	Letters SPG	Instructor - Temporary Credit
8/13/2010	Carlson,Helen O	Interpreter Training CL	Non Instr Supplement-Not ECH
8/23/2010	Clem,Angela S	Nursing HC	Instr- Temporary % Load
8/23/2010	Concepcion,Iris N.	Nursing HC	Instr- Temporary % Load
8/23/2010	Connelly,Carol A	Letters SPG	Instructor - Temporary Credit
8/23/2010	Connelly,Carol A	Letters TS	Instructor - Temporary Credit
8/18/2010	Corry,Ian C	Institutional Advancement DO	OPS Career Level 3
8/21/2010	Crowder,Aubrey W	Facilities Services DO	OPS Career Level 3
8/23/2010	Cummings,Sherry T	Fine & Applied Arts CL	Instructor - Temporary Credit
8/23/2010	Davidson,Lloyd T.	Business Technologies CL	Instructor - Temporary Credit
8/16/2010	DeWeese,Alexandria Kathleen	Associate Provost TS	Student Assistant
8/23/2010	Elftman,Susan P	Building Arts CL	Instr- Temporary % Load
8/23/2010	Ellington,Nancy	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Erickson,Antoinette	Nursing HC	Instr- Temporary % Load
8/23/2010	Ervin,John T.	Veterinary Technology HC	Instr- Temporary % Load
8/23/2010	Fellona,Michelle O	BA Programs/UPC	Instr- Temporary % Load
8/1/2010	Felton Jr,Willie B	Social Science SPG	Instructor - Temporary Credit
8/23/2010	Fernandez,Julia Maria	Associate Provost HC	OPS Career Level 5
8/23/2010	Ferrazano,Jamie P.	Business Technologies SP	Supplemental Instr - Credit
8/27/2010	Fletcher,Steven A	Fire Science AC	Instructor- Temporary Non-Cred
7/31/2010	Fuller,Daniel W	Fine & Applied Arts SPG	Federal Work Study Student
8/23/2010	Garavuso,Daniel G	Distance Learning TV SE	Instructor - Temporary Credit
8/5/2010	Gordon,Michael R	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
8/6/2010	Gray,Terry L	Fire Science AC	Instructor- Temporary Non-Cred
8/23/2010	Greenberg,David L	Fine & Applied Arts SPG	Instr- Temporary % Load
8/23/2010	Greer,Sheree L.	Letters SE	Supplemental Instr - Credit
8/23/2010	Grimaudo,Nicholas	Natural Science SE	Supplemental Instr - Credit

## MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010

### BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

8/23/2010	Hamilton,Ronald Shane	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Hawkins-Johnson,Jacqueline	Nursing HC	Instr- Temporary % Load
8/23/2010	Hazlewood,Gay A	BA Programs/UPC	Lump sum -Spec.Proj.
8/23/2010	Heinicke,Mary Ellen	Medical Lab Technology - HC	Instr- Temporary % Load
8/23/2010	Henderson,Christopher S	Emergency Medical Services HC	Instr- Temporary % Load
8/23/2010	Higgins,Joyce E	Nursing HC	Instr- Temporary % Load
8/23/2010	Hurley,Leigh A	BA Programs/UPC	Supplemental Bach Prog.
8/1/2010	Jamison,Thomas John	Emergency Medical Services HC	Instructor- Temporary Non-Cred
8/23/2010	Jay,Patricia A.	Nursing HC	Instr- Temporary % Load
8/23/2010	Jensen,Robin J	Letters CL	Supplemental Bach Prog.
8/21/2010	Justice-Elie,Sandra D.	Scholarships/Stu Fin Assist CL	Federal Work Study Student
8/23/2010	Kelley,Amy June	Letters SPG	OPS Career Level 4
8/21/2010	Kibby,Todd David	Scholarships/Stu Fin Assist CL	Federal Work Study Student
8/23/2010	Kniehase,Jennifer Ann	Radiography HC	Instr- Temporary % Load
8/23/2010	Kozel,Nicole L	OSSD VEA Grant - CL	OPS Teaching Asst/Interpreter
8/23/2010	Krueger,Amy	Dental Hygiene HC	Instr- Temporary % Load
8/6/2010	Kubler,Susan T	Counseling & Advisement CL	OPS Career Level 6
8/23/2010	Labay,Heather	Letters CL	Instructor - Temporary Credit
8/23/2010	Lightfoot,Randolph	Business Technologies TS	Supplemental Instr - Credit
8/23/2010	Lightfoot,Randolph	Social Science TS	Instr- Temporary % Load
8/23/2010	Lysinger,Linda Ann	Nursing HC	Instr- Temporary % Load
8/23/2010	Macdonald,Judith M	Letters CL	Instructor - Temporary Credit
8/23/2010	McGough,Patrick R.	Letters SE	Supplemental Instr - Credit
8/23/2010	McLeod,Gregory K.	Mathematics SPG	Supplemental Instr - Credit
8/23/2010	Miller,David A.	Ethics CL	Instructor - Temporary Credit
8/23/2010	Miller,David A.	Ethics SE	Instructor - Temporary Credit
8/23/2010	Miller,David A.	Ethics SPG	Instructor - Temporary Credit
8/10/2010	Mitchell,Kelli A	Counseling & Advisement CL	Other Professional- Temporary
8/23/2010	Mlincek,Jean E.	Letters SPG	Instructor - Temporary Credit
8/23/2010	Modrakovic,Janet R.	Veterinary Technology HC	Instr- Temporary % Load
8/23/2010	Monroe,David M	Ethics SPG	Supplemental Instr - Credit
8/21/2010	Moore,Jovan A.	Athletics - DO	Federal Work Study Student
8/23/2010	Morris,Michelle C	Nursing HC	Instr- Temporary % Load
8/23/2010	Mousseau,Craig F.	Mathematics SPG	Instructor - Temporary Credit
7/31/2010	Nicotera,Phillip V.	Health Information Mgmt HC	Lump sum -Spec.Proj.
8/23/2010	Norman,Anja	Ethics SPG	Instructor - Temporary Credit

## MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010

### BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

8/23/2010	Nousiainen,Robin M	Dental Hygiene HC	Instr- Temporary % Load
8/23/2010	Okazato,Yuko	Veterinary Technology HC	Instr- Temporary % Load
8/23/2010	Patterson,Kevin E.	Funeral Services HC	Instructor - Temporary Credit
8/19/2010	Phillips,Jeffrey	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
8/21/2010	Pitkin,Andrew S	Provost SE	Student Assistant
7/31/2010	Pountney,Jennifer Marie	Enrollment Management DO	Federal Work Study Student
8/21/2010	Pountney,Jennifer Marie	Student Activities CL	Federal Work Study Student
8/7/2010	Pradilla,Laura Melissa	College Student Supp Svcs DO	Student Assistant
8/23/2010	Rankin,Laurie A.	Veterinary Technology HC	Instr- Temporary % Load
8/23/2010	Regis,Mark Joseph	Emergency Medical Services HC	Instr- Temporary % Load
8/23/2010	Reynolds,Jerry L.	Dental Hygiene HC	Instr- Temporary % Load
8/23/2010	Roberson,Heather C.	Social Science TS	Supplemental Instr - Credit
8/6/2010	Rodriguez,Eddie	Fire Science AC	Instructor- Temporary Non-Cred
8/23/2010	Ruffing,Jerome P	Emergency Medical Services HC	Instr- Temporary % Load
8/21/2010	Runacres,Rachel Veronica	Provost SE	Student Assistant
8/23/2010	Russell,Barbara J	Nursing HC	Instr- Temporary % Load
8/23/2010	Sankner,Rebecca J.	BA Programs/UPC	Lump sum -Spec.Proj.
8/23/2010	Schneider, Virginia B	Nursing HC	Adjunct Bach Prog.
8/23/2010	Serna,Donna M	BA Programs/UPC	Adjunct Bach Prog.
8/23/2010	Smith,Maria J.	Radiography HC	Instr- Temporary % Load
8/23/2010	Smith,Pamela S.	Business Technologies CL	Instructor - Temporary Credit
8/23/2010	Smith,Sabrina S	Nursing HC	Instr- Temporary % Load
8/23/2010	Spraggins,Vera F	Social Science SE	Instructor - Temporary Credit
8/7/2010	Stallard,Andrea L	Associate Provost TS	Student Assistant
8/23/2010	Stark,Brandy B	Fine & Applied Arts SPG	Supplemental Instr - Credit
8/1/2010	Staskus,Jane O.	District Library DO	Librarian- Temporary
8/23/2010	Stickrath,Kelli L	Natural Science SE	Supplemental Instr - Credit
8/23/2010	Stickrath,Kelli L	Natural Science TS	Supplemental Instr - Credit
8/23/2010	Strickland,Kenneth L	Social Science SPG	Instructor - Temporary Credit
8/9/2010	Sullivan,David L.	EMS/CME - HC	Instructor- Temporary Non-Cred
8/23/2010	Tatham,Shawn a	Emergency Medical Services HC	Instr- Temporary % Load
8/23/2010	Taylor,James M.	Letters CL	Instructor - Temporary Credit
8/23/2010	Taylor,James M.	Letters TS	Instructor - Temporary Credit
8/23/2010	Tedesco,Anthony	Emergency Medical Services HC	Instr- Temporary % Load
8/23/2010	Thomas,Tracy G	Letters TS	Supplemental Instr - Credit
8/7/2010	Tokarz,Terry A.	EMS/CME - HC	Instructor- Temporary Non-Cred

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

8/19/2010	Trujillo, Faride	Foreign Language SE	Instructor - Temporary Credit
8/21/2010	Tufford, Christopher D.	Natural Science SPG	Federal Work Study Student
8/23/2010	Turner, Christina A	Natural Science CL	Instr- Temporary % Load
8/19/2010	Turner, Robert U	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
8/23/2010	Urban, William W.	Provost SPG	Instructor - Temporary Credit
8/23/2010	Vanauken, Todd R	Radiography HC	Instr- Temporary % Load
8/23/2010	Vanderbloemen, Lisa A	Natural Science SPG	Instructor - Temporary Credit
8/30/2010	Wagner, Frederick L	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
8/23/2010	Wagner, Frederick L	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
7/30/2010	Walker, Richard T	Fire Science AC	Instructor- Temporary Non-Cred
8/23/2010	Ward, Dennis M	Mathematics SE	Supplemental Instr - Credit
8/23/2010	Wasilewski, Jennifer B	Nursing HC	Instr- Temporary % Load
8/16/2010	Weber, Sarah M.	Scholarships/Stu Fin Assist CL	General Service/Maint. (unskil
8/23/2010	Welch, Sharon D	Ethics SPG	Instructor - Temporary Credit
8/23/2010	White, Jon W.	Mathematics SPG	Instructor - Temporary Credit
8/23/2010	Willis, Susan E	Nursing HC	Instr- Temporary % Load
8/23/2010	Woelfle, Cheryl Y	Nursing HC	Instr- Temporary % Load
8/23/2010	Woods, Katherine A	Education & Student Svcs DO	Lump sum -Spec.Proj.

**TRANSFER/PROMOTION Budgeted**

<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
8/16/2010	Davis, Glenn E.	EMS/CME - HC	Coord., EMS/CME Program
8/18/2010	Grimaudo, Nicholas	Natural Science SE	Academic Department Chair
8/21/2010	Holmes, Lara L	Letters CL	Academic Staff Assistant
8/21/2010	Krupp, Jason	BA Programs/UPC	Dir., Bacc. Prog. Stud. Success
8/1/2010	Nenstiel, Gregory A	BA Programs/UPC	Dean, Baccalaureate Programs
8/13/2010	Ralph, Paula E.	Mathematics SE	Instructor
8/13/2010	Tersteegen, Kirsten S.	Letters SE	Instructor

**TRAVEL OUTSIDE THE CONTINENTAL U.S.**

<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
9/10/2010	Almodovar, Luis	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred

## **MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

### **BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

Same day travel to Gurabo, Puerto Rico to provide nationally recognized programs and to keep SPC in compliance with the Florida National Guard contract as part of the required law enforcement training.

9/12-9/17/10	Almodovar, Luis	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/13-9/15/10	Rivera, Ricardo	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/13-9/15/10	Sanches, Maria	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/13-9/15/10	Cuebas, Annette	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
	Figueroa, Jose	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/14-9/15/10			
9/15-9/16/10	Camacho, Gilben	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/15-9/16/10	Reyes, Carlos	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/16-9/22/10	Ramos Montero, Jaime	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/16-9/22/10	Perez, Miguel	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/16-9/22/10	DiazOrtiz, Alfonso	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/19-9/22/10	Camacho, Gilben	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/19-9/22/10	Reyes, Carlos	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/19-9/24/10	Almodovar, Luis	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/23-9/24/10	Rivera Maldonado, Oswaldo	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/23-9/24/10	Rodriguez Elias, Andres	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred

Travel to Caguas, Puerto Rico to provide nationally recognized programs and to keep SPC in compliance with the Florida National Guard contract as part of the required law enforcement training.

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

Douglas S. Duncan, Sr. 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.


emg 0908102

Agenda Item VII-F.2

September 21, 2010

**MEMORANDUM**

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

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

**SUBJECT:** Renewal of College's Stop Loss Policy

**Approval is sought to renew the College's stop-loss policy for its self-funded health plan effective October 1, 2010, according to the agreed-upon terms.** The College carries stop-loss coverage on specific (individual person) as well as overall aggregate (college-wide) claims to reduce its risk of catastrophic loss. The recommendation includes adjustment to coverage levels based on low claim levels in recent years. The College will re-evaluate the coverage levels as part of an overall review of the plan coverage leading into the 2011-12 plan year.

The College's policy would continue with Symetra Financial. The Symetra Financial aggregate and specific stop-loss premium is \$282,300, which represents a decrease of 37.1% from the previous year. The terms of the agreement are as follows:

**2010 Terms and Options:**

Specific Terms; Limit: UNLIMITED/person per (newly mandated by Health Care Reform legislation)

Aggregate Terms: Limit \$1,000,000, 125% Aggregate Margin

Covered Benefits: Medical & Prescription Drugs

Third-Party Administrator: Aetna

	<u>Current</u>	<u>Renewal</u>	<u>Variance</u>
Contract:	12/15	12/15	NC



**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

Specific Deductible:	\$200,000	\$350,000	+\$150k in risk
Aggregate Deductible:	\$15,664,811	\$16,114,016	+2.9%
Composite Enrollment:	1,273	1,273	NC
Composite Spec Rate:	\$ 21.70	\$ 12.98	-67%
Composite Agg. Rate:	\$ 3.63	\$ 5.50	+51.5%
<b>Annual Premium Change:</b>	<b>\$386,941</b>	<b>\$282,300</b>	<b>*-37.1%</b>

\*Adjusted to reflect total cost based on current average enrollment and annualization of premium

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

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

emg0907103

**10-241.** 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-G. Mrs. Bilirakis moved approval. Mr. Johnston seconded the motion. Mr. Burke noted he was previously provided with clarification on the agreement with the American Heart Association (AHA), in that AHA offers the most recognized and thorough CPR certification and is, therefore, the exclusive vendor for SPC. Dr. Law added that AHA is also the preference of employers. 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

10-10372

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GULF COAST  
**BUSINESS REVIEW**

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

COUNTY OF PINELLAS                      Published Weekly  
Clearwater, Pinellas County, Florida

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,

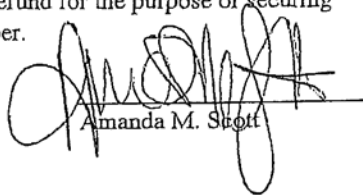
being a    Notice of Meeting

in the matter of    Notice of Adoption Amendment or Repeal of Rules and Hearing


in the \_\_\_\_\_ Court, was published in said newspaper in the  
issues of    August 20, 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  
20th day of August A.D. 2010,

  
Amanda M. Scott

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 SEPTEMBER 21, 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: September 21, 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](http://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, August 20, 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 168; 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 was posted on each of the College's official bulletin boards on July 30, 2010. Said Notice(s) also appeared in the Gulf Coast Business Review on July 30, 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 September 21, 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/hear-

ing/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: REQUIREMENTS OF THE NURSING PROGRAM

RULE NO.: 6Hx23-4.69

RULE NOTICE DATE: August 20, 2010

PURPOSE AND EFFECT: The proposed revisions to the rule will clarify that the valid Health Care Provider CPR Certification required prior to entrance into the first year of the Nursing Program must be from the American Heart Association. The proposed revisions will also update the Rule to provide that students who have any combination of two failures in the following Nursing courses will be dismissed and unable to return to the Nursing Program: Nursing I NUR 1021C; Nursing II NUR 1211C; Nursing III NUR 2462C; Nursing IV 2731C; Transition to Professional Nursing NUR 1001C; and Nursing Care Management NUR 2811C.

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(4)(b), 1001.64(8), 1007.263, F.S.; 6A-14.030, F.A.C.

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the Rule will affect students in the Nursing Program. 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 would be any additional fees that may be required for some students to take a second CPR course to comply with the Rule. There is no anticipated adverse impact on small business.

PROPOSED DATE TO BECOME EFFECTIVE: January 1, 2011

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

RULE TITLE: INFORMATION TECHNOLOGY COMPUTER SECURITY POLICY

RULE NO.: 6Hx23-6.9017

RULE NOTICE DATE: August 20, 2010

PURPOSE AND EFFECT: The proposed revisions will update the Rule and add provisions to enhance data security on portable media.

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(2), (4), (8), (16), & (45), F.S.

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the Rule will affect faculty and staff who use College computers and portable media. 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

August 20, 2010

10-10372

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

Agenda Item VII-G

September 21, 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:**

**6Hx23-4.69 Requirements of the Nursing Program** The proposed revisions to the rule will clarify that the valid Health Care Provider CPR Certification required prior to entrance into the first year of the Nursing Program must be from the American Heart Association. The proposed revisions will also update the Rule to provide that students who have any combination of two failures in the following Nursing courses will be dismissed and unable to return to the Nursing Program: Nursing I NUR 1021C; Nursing II NUR 1211C; Nursing III NUR 2462C; Nursing IV 2731C; Transition to Professional Nursing NUR 1001C; and Nursing Care Management NUR 2811C. *Submitted by Phil Nicotera.*

**6Hx23-6.9017 Information Technology Security Policy** The proposed revisions will update the Rule and add provisions to enhance data security on portable media. *Submitted by Doug Duncan.*

Syd McKenzie, General Counsel, recommends approval.

Attachment

ps0907101

6Hx23-4.69 REQUIREMENTS OF THE NURSING PROGRAM

I. Progression Requirements:

## **MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

### **BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

Students who are eligible to start the first specialty course in the program must submit a Health Programs Application form to be enrolled in that course. Enrolling in the first specialty course, students must continue to meet progression requirements. Students to be admitted will be determined by the Health Programs Special Rules, 6Hx23-4.53, Section I. D.

- A. Minimum requirements for registration into the first specialty course are as follows:
1. Completion of all college preparatory course work.
  2. Standard (Scaled Score) of 95 on the reading subsection of the Florida College Entry Level Placement Test, equivalent score on other standardized tests as recommended by the nursing faculty and approved by President's Cabinet, or have a Master's degree or higher from a regionally accredited university or college, or earn "C" or better in REA 1105.
  3. Candidates who have had previous courses in another registered nursing program must submit a transcript from the school of nursing and a reference from the official head of the program or appropriate designate. An "individual learning plan" will be developed for each transferring in student by the SPC Nursing faculty that delineates the completion of the nursing program in order to graduate from SPC.
  4. Completion of a minimum of 11 credits in Nursing pre-entry general education and support courses with a 2.75 minimum grade point average on a 4.00 scale and a 2.75 minimum grade point average on a 4.00 scale in the following courses that are being considered for admission: BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, MCB 2010, and MCB 2010L.
  5. Computer/Information Literacy Competency (no minimum credit hours required). Computer/Information

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

literacy competency may be demonstrated by completing one of the following:

- a. Passing a College approved Basic Computer/Information Skills Competency Test: or
  - b. Successful completion of at least one of the following:
    - 1) CTS 1101 Basic Computer and Information Literacy.
    - 2) CGS 1100 Microcomputer Applications (as revised in 2002) or LIS 1102, CGS 1510 and OST 1741.
    - 3) EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.
- B. All pre-entry, general education and support courses must be completed with a minimum grade of "C".
- C. Each student selected must have a physical examination and required immunizations, titers and/or screenings prior to entrance into the first year of the Nursing Program. These must be updated as required while in the program.
- D. All progression requirements for health related programs (6Hx23-4.53) apply to the Nursing Program.
- E. Students must complete the pre-entry science and support course requirements within three attempts.
- F. Consideration for readmission into the nursing program after having failed or withdrawn from any course in the first session of the Nursing Program will require the student to go through the selective admission process.
- G. Students transferring from another Nursing program must be in good standing in such program.

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

- H. Students must have a valid American Heart Association Health Care Provider CPR Certification prior to entrance into the first year of the Nursing Program. The certification must be kept current throughout the program.
  
- II. For the transitional program for practical nurses licensed in Florida, a course is specially designed as entry point for licensed practical nurses or other special students. Special students are defined as students who have satisfactorily completed course work deemed to be equivalent to that of an LPN. Students who successfully complete NUR 1001C, Orientation to Technical Nursing Therapy, Clinical Experience and NUR 1001, Orientation to Technical Nursing Therapy, will enter the sophomore class.
  - A. Minimum requirements for consideration of licensed practical nurses and special students are the same as I.A., B., C., D., E., F., G. & H. above and in addition:
    - 1. Be currently licensed in Florida (or eligible for license by transfer of license from out of state).
    - 2. Completion of the following courses with grades as defined in I.A.:
      - PSY 1012 -- General Psychology
      - BSC 2085/2085L -- Human Anatomy and Physiology and Laboratory I
      - BSC 2086/2086L -- Human Anatomy and Physiology and Laboratory II
    - 3. Additional pre-entry course requirements include:
      - College approved Humanities elective (Applicants who have earned an Associate in Arts, Baccalaureate, or higher degree from an accredited institution are waived from this requirement.)
    - 4. For those LPN transitional students entering in May (day schedule), it is recommended they have most, if not all, general education and support courses completed.

## MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010

### BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

III. For the transitional program for paramedics (evening track), the following are the minimum requirements for consideration as an applicant to the freshman class:

A. As outlined in I.A., B., C., D., E., F., G. & H. above.

B. Additional requirements:

1. Must have completed 25 pre-entry, general education or support credits. These MUST include 8 hours of anatomy and physiology, 3 hours of English, and 3 hours of PSY 1012. The other 11 hours are the student's choice from required pre-entry, general education and support curriculum.
2. Must have received an AS in Emergency Medical Services or have taken equivalent general education/support courses.
3. Must be currently a state certified paramedic.

IV. Students who have any combination of two failures in the following nursing courses listed below will be dismissed and unable to return to the program:

~~Theory/Clinical~~ NUR 1021C; ~~Theory/Clinical~~ NUR 1211C; ~~Theory/Clinical~~ NUR 2462C; ~~Theory/Clinical~~ NUR 2731C; ~~Theory/Clinical~~ Transition to Professional Nursing NUR 1001C; and ~~Theory/Clinical~~ Nursing Care Management NUR 2811C.

V. Classes may be offered during the day or evening schedule depending upon the availability of classes within the program. Evening is defined as 1:00 p.m. - 11:00 p.m.

VI. In addition to SPC graduation requirements, students must meet these special graduation requirements:

A. A grade of "C" or better in each of the designated specialty courses in this program.



## MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010

### BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

- B. A grade of "C" or better in all courses in the Nursing Program.
- C. A valid American Heart Association Health Care Provider C.P.R. certificate.
- D. For transfer students, completion of the "individual learning plan."
- E. Students must satisfactorily complete an end of program competency assessment examination in theory and an end of program clinical evaluation.

Specific Authority: 1001.64 (2) & (4), F.S.

Law Implemented: 1001.64(4)(b), 1001.64(8), 1007.263, F.S.; 6A-14.030, F.A.C.

History: ...Filed - 7/15/08. Effective - Session I, 2008-09; 9/21/10. To Be Filed – 9/21/10. Proposed Date To Become Effective – 1/1/2011.

#### 6Hx23-6.9017 INFORMATION TECHNOLOGY COMPUTER SECURITY POLICY

##### I. Purpose & Intent

This policy is intended to establish minimum IT security standards for workstations, portable computers and personal data assistants (PDA's) that reside inside of St. Petersburg College's Internet firewall.

##### II. Compliance Requirements

All users shall be required to attend security training in order to understand the protections that each computer system automatically applies, the basic protective measures that are maintained by campus support technicians (TRSs) or information systems, and their role in ensuring compliance.

##### A. Identification Information

The management or designee of each College campus, site or department must work with Information Systems or Property

## **MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

### **BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

Records, as the case may be, to maintain up to date records identifying the user or user group utilizing a given College owned computer system.

#### **B. Computer Security**

1. All computers shall be configured to have a password-enabled screen saver. This security lockout feature shall automatically initiate after the computer remains idle from user interaction after a predefined time period. A user must then reenter their password to gain access to the computer. Exceptions may be granted for special purpose systems (Kiosk, etc.) whose operation may be adversely impacted while running a screen saver. Where possible, technical resource staff shall initially configure these settings. The user is responsible for ensuring that the feature remains enabled.
2. All workstations, portable computers, and PDA's must be updated with the latest security patches, virus scanning software and virus data files (where applicable). Patches for high-risk vulnerabilities shall be installed within 24 hours of notification. Where possible, technical resource staff shall configure automatic security updates. The user is responsible for ensuring that the patching remains current.
3. All software installed on College computers must be College owned or licensed through the College. Exceptions to the above restriction must be documented and approved by the department supervisor to whom the employee reports after consultation with the Administrative Information Systems (AIS) software license administrator. Technical resource staff performing initial software installation shall verify proper licensing. The user is responsible for ensuring that any software installed by the user is in accordance with this Rule.
4. Installation, introduction or connection of administration domains (forests, NT4 domains, or workgroups) to College networks is prohibited, unless prior approval is obtained from the College's director of Network Systems. In the absence

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### **BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

of the director of Network Systems, the associate vice president of Information Systems may authorize such access.

5. All PDA's used to connect directly to College computers must be College owned. Exceptions to this must be documented and approved by the department supervisor to whom the employee reports after consultation with the College's director of Network Systems.
6. Computers shall not have software or services installed that could interfere with traditional network services or routing services (e.g.: Dynamic Routing Protocols, DHCP, BootP, PxE, RARP...).
7. The use of remote access technology or remote file sharing mechanisms which grant access to College computers from outside the College firewalls (e.g.: PC-Anywhere, GotoMyPC, VNC, NetMeeting, Remote Desktop, SSH, Telnet server, FTP server, IRC...) is strictly prohibited without the written permission of the College's director of Network Systems.
8. Workstations, portable computers, and PDA's should be reasonably secured.

#### C. Computer Data Security

1. Personal and sensitive information, including, but not limited to, names, addresses, and SSNs should only be downloaded to perform duties outlined in the employee's position description.
2. Effective in 2008-09, new laptop computers assigned to employees whose job duties require storage of personal and sensitive information shall use encryption technology to protect such sensitive information in the event of loss or theft of the laptop. Exceptions to this must be documented and approved by the department supervisor to whom the employee reports after consultation with the College's associate vice president of Information Systems.

## MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010

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3. All storage media must be completely overwritten with random information prior to disposal or transfer to another entity (including hard disks, tape media, floppy disks, and any other writable media). If media cannot be overwritten, media shall be destroyed.
4. Server based systems are to be used whenever possible for storage, transmission or processing of sensitive data.
5. Portable storage devices such as hard drives, DVDs, CDs and USB flash drives may not be used to store student or employee personal or sensitive information from any College-owned database. Exceptions to this must be documented and approved by the department supervisor to whom the employee reports after consultation with the College's associate vice president of Information Systems.
6. Portable devices used to store College data must make use of encryption technology to fully secure the data.

#### III. Enforcement and Consequences

Violation of this policy may result in the revocation of access to St. Petersburg College information technology resources.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(2), (4), (8), (18), & (45), F.S.

History: Adopted – 6/17/08. Filed - 6/17/08. Effective – 6/17/08; 9/21/10.  
To Be Filed – 9/21/10. Proposed Date To Become Effective –  
Upon Board Approval.

**10-242.** The Board considered Item VII-H, Student Tuition and Fees Report. Mr. Brett moved approval. Mr. Johnston seconded the motion. 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:

# MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010

## BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Agenda Item VII-H

September 21, 2010

### MEMORANDUM

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

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

**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	MUC 1102 Music Composition II: Strings and Woodwinds	\$120.00	with course registration	Spring 10/11
Course/Fee	MUC 1104 Music Composition III: Brass and Percussion	\$120.00	with course registration	Spring 10/11
Course/Fee	MUC 1107 Music Composition IV: Chamber Orchestra	\$120.00	with course registration	Spring 10/11
Course/Fee	MUM 1629L Advanced Audio Mixing Techniques Lab	\$150.00	with course registration	Spring 10/11
Course/Fee	MUM 2670 Avid Pro Tools 101/110	\$150.00	with course registration	Spring 10/11
Course/Fee	MUM 2671 Avid Pro Tools 201/210	\$150.00	with course registration	Spring 10/11
Course/Fee	MUM 1629 Advanced Audio Mixing Techniques	\$135.00	with course registration	Spring 10/11

#### Deletions

Type	Description	Amount	Due	Effective
Course/Fee	CGS 2823 Web Site Design Concepts	\$60.00	with course registration	Aug/Prior
Course/Fee	CGS 2103 Advanced Microcomputer Applications	\$60.00	with course registration	Aug/Prior
Course/Fee	COP 2347 Linux/Unix Network Administration	\$600.00	with course registration	Aug/Prior
Course/Fee	CTS 2434 Programming a Database on Microsoft SQL Server	\$695.00	with course registration	Aug/Prior
Course/Fee	CTS 2160 Linux/Unix Domain Name Service (DNS) Administration	\$600.00	with course registration	Aug/Prior
Course/Fee	CTS 2220 Advanced Word (Microsoft Specialist)	\$60.00	with course registration	Aug/Prior
Course/Fee	CTS 2570 Advanced Powerpoint (Microsoft Specialist)	\$60.00	with course registration	Aug/Prior
Course/Fee	CTS 2213 Outlook (Microsoft Specialist)	\$23.20	with course registration	Aug/Prior
Course/Fee	OST 1100 Keyboarding I	\$40.00	with course registration	Aug/Prior
Course/Fee	OST 1110 Keyboarding II	\$40.00	with course registration	Aug/Prior
Course/Fee	OST 1793 Internet Orientation	\$23.20	with course registration	Aug/Prior
Course/Fee	OST 1810 Desktop Publishing I	\$23.20	with course registration	Aug/Prior
Course/Fee	OST 1812 Desktop Publishing II	\$23.20	with course registration	Aug/Prior

#### Fee Change

Type	Description	Amount	Due	Effective
NONE				

#### Other Changes to Schedule (Non-Monetary)

Type	Description	Effective
Course Number	GRA 1104C to "GRA 1206C" Typography	Spring 10/11
Course Number	PGY 2410C to "PGY 2404C" Intermediate Photography	Spring 10/11
Course Name	ACG 2450 from "Microcomputer Accounting" to "Accounting Software Applications"	Spring 10/11
Course Name	CTS 1327 from "Installing & Configuring Windows Client" to "Configuring and Administering Windows Client"	Spring 10/11
Course Name	CTS 1303 from "Configuring & Troubleshooting Windows Server 2003 Active Directory Domain Infrastructure Services" to "Configuring & Troubleshooting Windows Server Active Directory Domain Services"	Spring 10/11
Course Name	CTS 1302 from "Designing a Windows Server Active Directory" to "Designing a Windows Server Active Directory Infrastructure Services"	Spring 10/11
Course Name	CGS 1100 from "Microcomputer Applications" to "Computer Applications"	Spring 10/11
Course Name	CGS 1178 from "Web Scripting with CGI/PERL & Java Script" to "Web Scripting with CGI/PERL"	Spring 10/11

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

Course Number CGS 2123 to "CGS 2823" Advanced Web Site Development

Spring 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.

frc0907103

**10-243.** The Board considered Items VII-I.1-I.2 under Financial Report and Update. President Law presented a Fund 10 and 12 Budget to Actual Reporting comparison report of 09-10 and 10-11 fiscal years in response to a previous request from Mr. Johnston. Dr. Law noted it is very important this information be distributed College-wide. Mr. Burke expressed his appreciation for Dr. Law's priority in making this important information transparent and available to all employees as well as to the Board.

Dr. Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, provided further explanation of the comparison report and reviewed trends in revenue and expenses. Mr. Burke was provided with information related to Fund 10 and 12 lower-division and upper-division funding. Mr. Johnston inquired as to the Fund 18 reference included on the FY 09-10 Revenue and Expense Report though not on the EOY Budget Summary. Ms. Theresa Furnas, Associate Vice President, Financial & Business Services, noted the Fund 18 reference was inadvertently left in on VII-I.1 Attachment Page 1 and would be removed. Mr. Johnston further noted the inclusion of the Points of Interest information was very helpful. Mr. Burke thanked Mr. Johnston for representing the Board in overseeing the financial reporting. The Board thanked Dr. Duncan for his thorough report.

Information regarding this item is as follows: (A copy of the PowerPoint presentation is included as **Attachment C – 10-243.**)

Agenda Item VII-I.1

September 21, 2010

**MEMORANDUM**

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

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



**SUBJECT:** Financial Statements for FY Ending June 30, 2010

Attached for information are the financial reports for the fiscal year ending June 30, 2010.


**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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

dsd0915105

	<b>Revenues and Expenditures by Fund</b> <i>for the period of July 1, 2009 through June 30, 2010</i>	<i>Run Date:</i> September 01, 2010 <i>Report ID:</i> <i>Layout:</i>	<b>BOARD_1</b> <b>S_REV_EXP_BYFUND</b>

Revenues	Current Fund Unrestricted	Basic Current Fund Unrestricted	Current Fund Restricted	Auxiliary Current	Scholarships / Short term loan	Agency	Unexpended Plant	Debt Service & Investment in Plant	Total Funds
	Funds 10,14,16,18	Funds 12,17	Funds 20-27	Fund 30	Funds 40, 50-57	Funds 60-62	Funds 70-77	Funds 80-90	
State Support	54,831,986	5,572,901	511,640	0	7,365,854	532,922	6,377,012	0	75,192,316
Student Fees	52,247,557	6,732,674	4,295,435	0	2,373,571	0	3,568,336	0	69,217,573
Federal Support	5,674,519	311,511	12,994,066	0	39,845,884	2,080,921	0	0	60,906,902
Other Agencies Support	0	0	1,746,658	0	0	496,110	0	0	2,242,768
Other Revenues	5,608,519	187,774	1,403,740	2,004,218	1,067,563	3,174,208	6,769,140	2,236,252	22,451,414
<b>Total Revenues</b>	<b>118,362,581</b>	<b>12,804,861</b>	<b>20,951,539</b>	<b>2,004,218</b>	<b>50,652,872</b>	<b>6,284,161</b>	<b>16,714,489</b>	<b>2,236,252</b>	<b>230,010,972</b>

Expenditure	Current Fund Unrestricted	Basic Current Fund Unrestricted	Current Fund Restricted	Auxiliary Current	Scholarships / Short term loan	Agency	Unexpended Plant	Debt Service & Investment in Plant	Total Funds
	Funds 10,14,16,18	Funds 12,17	Funds 20-27	Fund 30	Funds 40, 50-57	Funds 60-62	Funds 70-77	Funds 80-90	
Personnel Costs	86,787,596	10,114,510	9,955,131	10,928	0	1,475,210	0	0	108,343,375
Current Expense	27,025,377	1,061,265	9,397,094	1,406,318	51,344,250	4,808,951	1,717,489	2,151,711	98,912,454
Capital Outlay	959,792	45,421	1,059,895	2,060	0	0	10,655,319	0	12,722,487
<b>Total Expenditures</b>	<b>114,772,765</b>	<b>11,221,195</b>	<b>20,412,120</b>	<b>1,419,305</b>	<b>51,344,250</b>	<b>6,284,161</b>	<b>12,372,808</b>	<b>2,151,711</b>	<b>219,978,316</b>

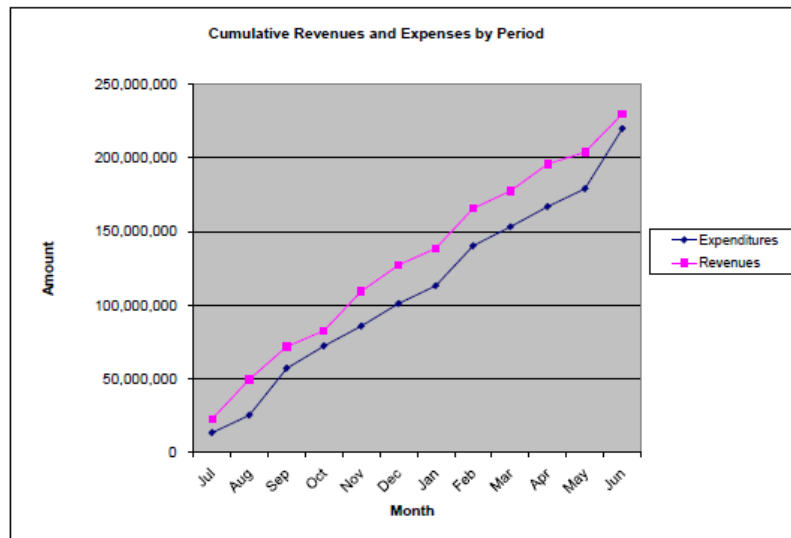
<b>Total Revenue Exceeding Expenditures</b>	<b>3,589,816</b>	<b>1,583,665</b>	<b>539,419</b>	<b>584,913</b>	<b>-691,378</b>	<b>0</b>	<b>4,341,681</b>	<b>84,541</b>	<b>10,032,657</b>
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# MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010

## BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

<b>SPC</b>	<b>Revenues and Expenditures</b> <i>for the period ended June 30, 2010</i>	<i>Run Date: September 01, 2010</i> <i>Report ID: BOARD_2</i> <i>Layout: S_REV_EXP_BYPER</i>
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	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>REVENUES</b>												
<b>Total Revenue</b>	22,365,700	27,031,595	22,247,723	10,938,401	26,766,725	17,885,063	11,416,631	27,145,151	11,785,124	18,296,225	8,072,499	26,060,135
<b>EXPENDITURES</b>												
Personnel Costs	9,771,973	7,296,838	8,168,878	9,726,271	8,362,190	11,653,185	7,226,476	8,364,818	8,525,407	8,699,642	8,788,962	11,758,737
Current Expense	3,252,885	3,228,258	22,327,404	3,905,439	3,562,314	2,109,761	4,190,434	26,145,983	3,758,549	3,987,014	2,796,811	19,647,603
Capital Outlay	-14,487	1,400,095	1,409,862	1,649,830	1,528,514	1,658,490	726,242	853,793	607,412	1,050,268	626,366	1,226,101
<b>Total Expenditure</b>	13,010,371	11,925,190	31,906,144	15,281,540	13,453,017	15,421,437	12,143,152	35,364,593	12,891,368	13,736,923	12,212,139	32,632,440



<b>SPC</b>	<b>2009-2010 BUDGET SUMMARY</b> <i>for the period ended June 30, 2010</i>	<i>Run Date: September 01, 2010</i> <i>Report ID: BOARD_3</i> <i>Layout: S_BUD_SUMI</i>
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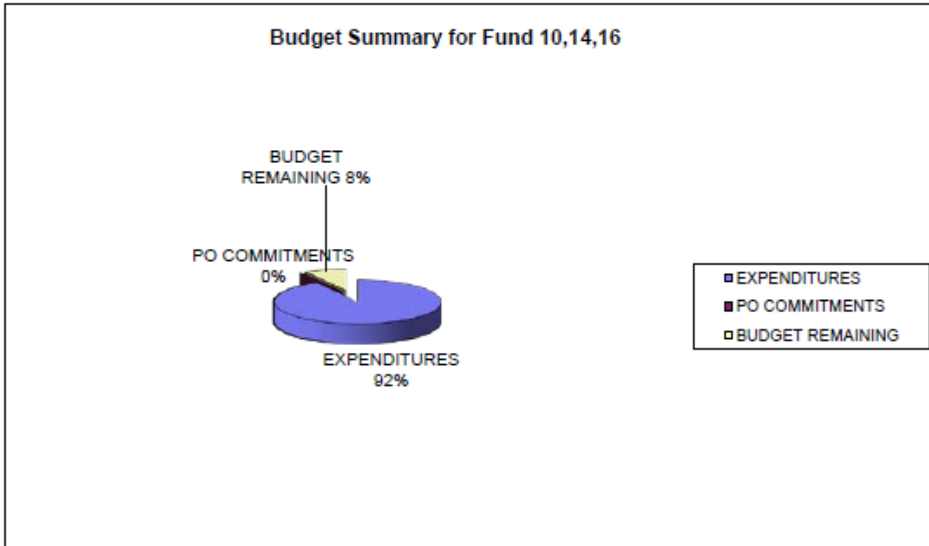
**FUND 10,14,16**


	BUDGETED	EXPENDITURES	PO COMMITMENTS	BUDGET REMAINING	REMAINING BUDGET %
Personnel (500s)	86,731,625	86,787,596	0	(55,971)	0%
Current Expense (600s)	35,594,348	27,025,376	0	8,568,971	24.07%
Capital Outlay (700s)	2,768,232	959,791	0	1,808,441	65.33%
<b>Total Expenditures</b>	<b>125,094,205</b>	<b>114,772,763</b>	<b>0</b>	<b>10,321,441</b>	<b>8.25%</b>



**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

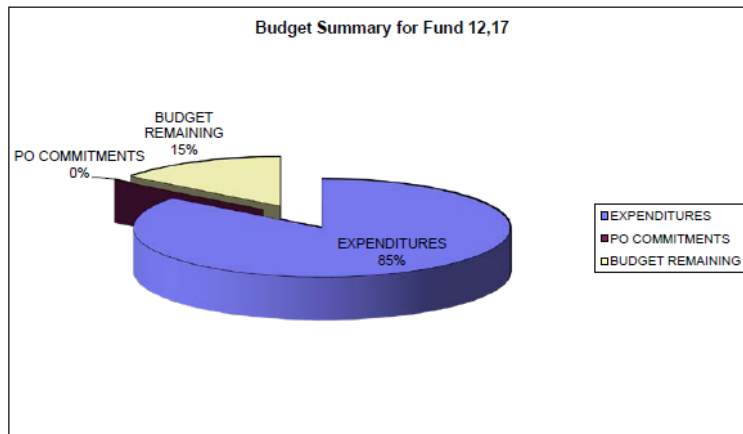
**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**



	<b>2009-2010 BUDGET SUMMARY</b> <i>for the period ended June 30, 2010</i>	<i>Run Date:</i> September 01, 2010 <i>Report Id:</i> BOARD_3 <i>Layout:</i> S_BUD_SUM1
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**FUND 12,17**

	BUDGETED	EXPENDITURES	PO COMMITMENTS	BUDGET REMAINING	REMAINING BUDGET %
Personnel (500s)	10,363,329	10,114,510	0	248,819	2.40%
Current Expense (600s)	2,635,565	1,061,264	0	1,574,300	59.73%
Capital Outlay (700s)	134,084	45,420	0	88,664	66.13%
<b>Total Expenditures</b>	<b>13,132,977</b>	<b>11,221,194</b>	<b>0</b>	<b>1,911,783</b>	<b>14.56%</b>



# MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010

## BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

	<b>Balance Sheet by Fund</b> <i>for the period ended June 30, 2010</i>	<i>Run Date:</i> <i>Report ID:</i> <i>Layout:</i>	<i>09/16/10</i> <i>807_BAL</i> <i>S_BALANCE_SHEET_BY_FUND</i>
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	Current Fund Unrestricted Funds 10, 14, 16, 18	Basic Current Fund Unrestricted Funds 12, 17	Current Fund Restricted Funds 20-27	Auxiliary Current Fund 30	Scholarships/Short term Term Funds 40, 50-57	Agency Funds 60-62	Unexpended Plant Funds 70-77	Debt Service & Investment in Plant Funds 80-90	Total Funds
<b>Assets</b>									
CASH	31,011	190	2,367,939	3,905	0	473,913	244,675	22,081	3,143,736
ACCOUNTS/NOTES RECEIVABLE	1,040,751	17,164	1,276,953	49,667	543,115	935,757	26,711,988	0	30,575,388
INVESTMENTS	28,037,685	6,191,906	3,702,296	7,954,444	1,732,755	7,874,509	20,417,136	69,597	75,980,328
DUE FROM OTHER FUNDS	10,334,258	0	0	4,691,805	0	0	0	0	15,026,062
CAPITAL ASSETS	0	0	0	0	0	0	0	255,413,356	255,413,356
OTHER ASSETS	162,495	0	461	0	0	0	695,140	0	858,096
<b>Total Assets</b>	<b>38,606,199</b>	<b>6,209,260</b>	<b>7,347,648</b>	<b>12,689,816</b>	<b>2,275,870</b>	<b>8,284,180</b>	<b>48,068,938</b>	<b>255,505,034</b>	<b>380,996,946</b>
<b>Liabilities</b>									
AMOUNTS PAYABLE	2,756,254	156,530	443,408	10,177	0	8,257,904	2,006,596	0	13,630,869
DEFERRED REVENUE	178,664	28,010	1,360,288	1	8,977	0	12,955	0	1,588,895
DUE TO OTHER FUNDS	0	0	723,427	88,986	301,326	1,026,276	12,886,047	0	15,026,062
BONDS PAYABLE	0	0	0	0	0	0	9,400,000	21,145,000	30,545,000
ACCRUED COMPENSATION LEAVE	9,966,071	962,248	116,771	0	0	0	0	0	10,145,090
<b>Total Liabilities</b>	<b>12,000,990</b>	<b>1,146,788</b>	<b>2,643,894</b>	<b>99,164</b>	<b>310,303</b>	<b>8,284,180</b>	<b>24,305,597</b>	<b>21,145,000</b>	<b>70,935,916</b>
<b>Net Assets</b>									
CUR YR REVENUE EXCESS (DEFICIT)	3,589,816	1,583,665	539,419	584,913	-691,378	0	4,341,681	84,541	10,032,657
FUND BALANCES	24,015,393	3,478,807	4,164,335	12,015,739	2,656,946	0	19,427,661	234,275,493	300,028,373
<b>Total Net Assets</b>	<b>27,605,210</b>	<b>5,062,472</b>	<b>4,703,754</b>	<b>12,600,651</b>	<b>1,965,567</b>	<b>0</b>	<b>23,763,341</b>	<b>234,360,034</b>	<b>310,061,030</b>
<b>Total Liability &amp; Net Assets</b>	<b>38,606,199</b>	<b>6,209,260</b>	<b>7,347,648</b>	<b>12,689,816</b>	<b>2,275,870</b>	<b>8,284,180</b>	<b>48,068,938</b>	<b>255,505,034</b>	<b>380,996,946</b>

**St. Petersburg College**  
**Comparative Balance Sheet**  
**Unrestricted General Operating**  
**Funds: 10, 12, 14, 17 & 16**  
**As of June 30, 2010**

	Fiscal Year 2009 - 2010	Fiscal Year 2008 - 2009	Change	% Change
<b>ASSETS</b>				
CASH	\$ 31,201	\$ 30,754	\$ 447	
ACCOUNTS RECEIVABLE	1,057,915	1,022,854	35,061	
INVESTMENTS	34,229,591	19,913,307	14,316,283	
INVENTORY	119,917	74,238	45,682	
DUE FROM OTHER FUNDS	10,334,258	18,604,327	(8,270,069)	
OTHER ASSETS	42,578	36,358	6,219	
<b>ASSETS</b>	<b>\$ 45,815,459</b>	<b>\$ 39,681,836</b>	<b>\$ 6,133,623</b>	<b>15.46%</b>

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

<b>LIABILITIES</b>				
ACCOUNTS PAYABLE	551,261	600,792	(49,531)	
OTHER PAYABLES	2,361,523	2,264,877	96,646	
DEFERRED REVENUE	206,674	165,640	41,034	
ACCRUED COMPENSATION	10,026,319	9,156,328	871,991	
<b>LIABILITIES</b>	<b>13,147,777</b>	<b>12,187,637</b>	<b>960,140</b>	<b>7.88%</b>
<b>ALLOCATED / RESERVED FB</b>				
BUDGET STABILIZATN	3,150,500	2,142,636	1,007,864	
CAPITAL OUTLAY RSV	2,000,047	1,631,106	368,940	
STAFF & PRG DEV-RSV	1,088,909	414,313	674,595	
PO ENCUMBRANCE RSV	1,430,127	1,166,273	263,854	
LAB FEES -RSV	2,077,579	2,261,849	(184,270)	
SELF INSURANCE-RSV	4,175,000	3,175,000	1,000,000	
TECH FEE-CAPITAL-RSV	1,650,846	916,651	734,195	
UNIV PARTNR CNTR-RSV	3,180,763	3,180,763	0	
PERFORM FUNDING-RSV	0	17,798	(17,798)	
STUDENT SYSTEM-RSV	0	0	0	
AMERICAN STAGE-RSV	0	0	0	
HAZARD INSUR. RSV	0	1,100,000	(1,100,000)	
ACCEL CONSTR OBLIG	11,006,655	15,772,933	(4,766,278)	
PROJ ALLSTATE RSV	0	816,000	(816,000)	
FUTURE LEAVE-RSV	(10,026,319)	(9,156,328)	(871,992)	
<b>ALLOCATED / RESERVED FB</b>	<b>19,732,106</b>	<b>23,438,995</b>	<b>(3,706,889)</b>	<b>(15.82%)</b>
<b>UNALLOCATED FB</b>				
UNALLOCATED FUND BAL	12,935,575	4,055,205	8,880,370	218.99%
<b>TOTAL ALL FUND BALANCES</b>	<b>32,667,682</b>	<b>27,494,200</b>	<b>5,173,481</b>	<b>18.82%</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 45,815,459</b>	<b>\$ 39,681,836</b>	<b>\$ 6,133,623</b>	<b>15.46%</b>

St. Petersburg College  
Statement of Revenues and Expenses  
Unrestricted General Operating  
Funds: 10,12,14,16 & 17  
From: July 1 Through: June 30

	Fiscal Year 2010	Fiscal Year 2009	CHANGE	% CHANGE
<b>REVENUES</b>				
STATE GOVERNMENT	\$ 60,404,887	\$ 65,695,589	\$ (5,290,702)	(8.05%)
STUDENT FEES	58,980,229	47,236,829	11,743,400	24.86%
OTHER REVENUE	9,305,949	4,002,973	5,302,976	132.48%
FUND TRANSFERS IN	2,476,377	930,077	1,546,300	166.26%
<b>TOTAL REVENUES</b>	<b>131,167,442</b>	<b>117,865,468</b>	<b>13,301,974</b>	<b>11.29%</b>
<b>EXPENSES</b>				
PERSONNEL & BENEFITS	96,902,106	92,277,742	4,624,364	5.01%
CURRENT EXPENSES	28,086,642	22,117,504	5,969,138	26.99%
CAPITAL	1,005,213	1,218,140	(212,927)	(17.48%)
<b>TOTAL EXPENSES</b>	<b>125,993,961</b>	<b>115,613,386</b>	<b>10,380,575</b>	<b>8.98%</b>
<b>TOTAL REVENUES OVER EXPENSES</b>	<b>\$ 5,173,481</b>	<b>\$ 2,252,082</b>	<b>\$ 2,921,399</b>	<b>129.72%</b>

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

St. Petersburg College  
Comparative Balance Sheet  
Unrestricted General Operating  
Funds: 10, 14 & 16  
As of June 30, 2010

	Fiscal Year 2009 - 2010	Fiscal Year 2008 - 2009	Change	% Change
<b>ASSETS</b>				
CASH	\$ 31,011	\$ 30,258	\$ 753	
ACCOUNTS RECEIVABLE	1,040,751	1,014,528	26,225	
INVESTMENTS	28,037,885	15,508,701	12,528,984	
INVENTORY	119,917	74,236	45,682	
DUE FROM OTHER FUNDS	10,334,258	18,604,327	(8,270,069)	
OTHER ASSETS	42,578	36,358	6,219	
<b>ASSETS</b>	<b>\$ 39,606,199</b>	<b>\$ 35,268,407</b>	<b>\$ 4,337,793</b>	<b>12.30%</b>
<b>LIABILITIES</b>				
ACCOUNTS PAYABLE	515,097	587,568	(72,469)	
OTHER PAYABLES	2,241,157	2,196,988	44,169	
DEFERRED REVENUE	178,664	144,425	34,239	
DUE TO OTHER FUNDS	0	0	0	
ACCRUED COMPENSATION	9,066,071	8,324,038	742,034	
<b>LIABILITIES</b>	<b>12,000,990</b>	<b>11,253,016</b>	<b>747,973</b>	<b>6.65%</b>
<b>ALLOCATED / RESERVED FB</b>				
BUDGET STABILIZATN	1,675,500	1,675,500	0	
CAPITAL OUTLAY RSV	1,975,268	1,631,106	344,161	
STAFF & PRG DEV-RSV	994,508	414,313	580,194	
PO ENCUMBRANCE RSV	1,360,238	1,166,273	193,965	
LAB FEES -RSV	1,702,400	1,896,891	(194,291)	
SELF INSURANCE-RSV	4,175,000	3,175,000	1,000,000	
TECH FEE-CAPITAL-RSV	1,440,198	916,651	523,547	
UNIV PARTNR CNTR-RSV	3,180,763	3,180,763	0	
PERFORM FUNDING-RSV	0	17,798	(17,798)	
STUDENT SYSTEM-RSV	0	0	0	
AMERICAN STAGE-RSV	0	0	0	
HAZARD INSUR. RSV	0	1,100,000	(1,100,000)	
ACCEL CONSTR OBLIG	11,006,655	15,772,933	(4,766,278)	
PROJ ALLSTATE RSV	0	816,000	(816,000)	
FUTURE LEAVE-RSV	(9,066,071)	(8,324,038)	(742,034)	
<b>ALLOCATED / RESERVED FB</b>	<b>18,444,458</b>	<b>23,438,991</b>	<b>(4,994,533)</b>	<b>(21.31%)</b>
<b>UNALLOCATED FB</b>				
UNALLOCATED FUND BAL	9,160,751	576,399	8,584,352	1489.31%
<b>TOTAL ALL FUND BALANCES</b>	<b>27,805,210</b>	<b>24,015,390</b>	<b>3,589,819</b>	<b>14.95%</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 39,606,199</b>	<b>\$ 35,268,407</b>	<b>\$ 4,337,793</b>	<b>12.30%</b>

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

St. Petersburg College  
Statement of Revenues and Expenses  
Unrestricted General Operating  
Funds: 10, 14 & 16  
From: July 1 Through: June 30

	Fiscal Year 2010	Fiscal Year 2009	CHANGE	% CHANGE
<b>REVENUES</b>				
STATE GOVERNMENT	\$ 54,831,988	\$ 59,801,057	\$ (4,969,071)	(8.31%)
STUDENT FEES	52,247,556	42,298,158	9,949,398	23.52%
OTHER REVENUE	8,848,884	3,902,688	4,946,178	126.74%
FUND TRANSFERS IN	2,434,175	928,252	1,505,923	162.23%
<b>TOTAL REVENUES</b>	<b>118,362,581</b>	<b>106,930,153</b>	<b>11,432,428</b>	<b>10.69%</b>
<b>EXPENSES</b>				
PERSONNEL & BENEFITS	86,787,596	82,849,040	3,938,556	4.75%
CURRENT EXPENSES	27,025,377	21,118,823	5,906,554	27.97%
CAPITAL	959,792	1,194,600	(234,808)	(19.66%)
<b>TOTAL EXPENSES</b>	<b>114,772,765</b>	<b>105,162,463</b>	<b>9,610,302</b>	<b>9.14%</b>
<b>TOTAL REVENUES OVER EXPENSES</b>	<b>\$ 3,589,816</b>	<b>\$ 1,767,690</b>	<b>\$ 1,822,126</b>	<b>103.08%</b>

St. Petersburg College  
Comparative Balance Sheet  
Unrestricted Baccalaureate  
Funds: 12 & 17  
As of June 30, 2010

	Fiscal Year 2009 - 2010	Fiscal Year 2008 - 2009	Change	% Change
<b>ASSETS</b>				
CASH	\$ 190	\$ 496	\$ (306)	
ACCOUNTS RECEIVABLE	17,164	8,328	8,835	
INVESTMENTS	6,191,906	4,404,606	1,787,299	
<b>ASSETS</b>	<b>\$ 6,209,260</b>	<b>\$ 4,413,431</b>	<b>\$ 1,795,829</b>	<b>40.69%</b>
<b>LIABILITIES</b>				
ACCOUNTS PAYABLE	\$ 36,164	\$ 13,231	\$ 22,933	
OTHER PAYABLES	120,366	67,889	52,476	
DEFERRED REVENUE	28,010	21,215	6,795	
ACCRUED COMPENSATION	962,248	832,290	129,958	
<b>LIABILITIES</b>	<b>1,146,788</b>	<b>934,625</b>	<b>212,163</b>	<b>22.70%</b>

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

<b>ALLOCATED / RESERVED FB</b>				
BUDGET STABILIZATN	1,475,000	467,132	1,007,868	
CAPITAL OUTLAY RSV	24,779	0	24,779	
CUR YR OPERATIONS	0	0	-	
STAFF & PRG DEV-RSV	94,401	0	94,401	
PO ENCUMBRANCE RSV	69,889	0	69,889	
LAB FEES -RSV	375,179	365,158	10,021	
TECH FEE-CAPITAL-RSV	210,648	0	210,648	
FUTURE LEAVE-RSV	<u>(962,248)</u>	<u>(832,290)</u>	<u>(129,958)</u>	
<b>ALLOCATED / RESERVED FB</b>	<b>1,287,648</b>	<b>0</b>	<b>1,287,648</b>	<b>1287.65%</b>
<b>UNALLOCATED FB</b>				
UNALLOCATED FUND BAL	<u>3,774,824</u>	<u>3,478,806</u>	<u>296,018</u>	<u>8.51%</u>
<b>TOTAL ALL FUND BALANCES</b>	<b>5,062,472</b>	<b>3,478,806</b>	<b>1,583,666</b>	<b>45.52%</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 6,209,260</b>	<b>\$ 4,413,431</b>	<b>\$ 1,795,829</b>	<b>40.69%</b>

**St. Petersburg College**  
**Statement of Revenues and Expenses**  
**Unrestricted Baccalaureate**  
**Funds: 12 & 17**  
**From: July 1            Through: June 30**

	Fiscal Year 2010	Fiscal Year 2009	CHANGE	% CHANGE
<b>REVENUES</b>				
STATE GOVERNMENT	\$ 5,572,901	\$ 5,894,532	\$ (321,631)	(5.46%)
STUDENT FEES	6,732,673	4,938,671	1,794,002	36.33%
OTHER REVENUE	457,085	100,287	356,798	355.78%
FUND TRANSFERS IN	42,202	1,825	40,377	2212.44%
<b>TOTAL REVENUES</b>	<u>12,804,861</u>	<u>10,935,315</u>	<u>1,869,546</u>	<u>17.10%</u>
<b>EXPENSES</b>				
PERSONNEL & BENEFITS	10,114,510	9,428,702	685,808	7.27%
CURRENT EXPENSES	1,061,265	998,681	62,584	6.27%
CAPITAL	45,421	23,540	21,881	92.95%
<b>TOTAL EXPENSES</b>	<u>11,221,196</u>	<u>10,450,923</u>	<u>770,273</u>	<u>7.37%</u>
<b>TOTAL REVENUES OVER EXPENSES</b>	<b>\$ 1,583,665</b>	<b>\$ 484,392</b>	<b>\$ 1,099,273</b>	<b>226.94%</b>

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

**Points of Interest from Financial Reports for June 30, 2010:**

Net Assets or Fund Balance for the entire College increased by \$10 million.

The Unrestricted Fund balance (Fund 10, 14 & 16) increased \$3.6 million due to increased enrollments, tuition rates and the addition of the technology fee. State funding decreased but was largely offset by the stimulus stabilization funding shown as Federal Support or Other Revenue. Expenses included a \$5 million transfer to the Unexpended Plant Fund to cover construction costs incurred. Personnel expenses increased, attributable to adjunct faculty growth in support of the enrollment increase as well as increasing costs for benefits across all personnel groups.

The Baccalaureate Fund balance (Fund 12 & 17) increased \$1.6 million primarily due to program and enrollment growth. State funding decreased but largely offset by the stimulus stabilization funding shown as Federal Support or Other Revenue. Personnel expenses increased for both full-time and adjunct faculty in support of the program and enrollment growth.

The Auxiliary Fund balance (Fund 30) increased \$0.6 million as more funds were transferred to other funds to be spent on student recruitment and student services.

The Scholarship/Short-term Loan Fund balance (Funds 40 & 50) decreased \$0.7 million primarily due to the \$0.9 million Short-term Loan Program shifting to the NelNet Payment Plan Program in the Spring term of 2009-2010. The short-term loan funds were transferred back to the Unrestricted Current Fund. The affect of that transfer was partially offset by increased Federal grants revenues and student financial aid fees.

The Unexpended Plant Fund balance (Fund70) increased \$4.3 million driven by the \$5 million transfer in from the Unrestricted Current fund to cover constructions costs previously incurred with no future funding available.

The Debt Service and Investment in Plant Fund balance (Fund 80 & 90) increased \$0.08 million driven by the net effect of capitalized asset additions offset by depreciation expense.

Agenda Item VII-I.2

September 21, 2010

**MEMORANDUM**

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

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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

**SUBJECT:** Financial Reports for FY10-11 July 1 – August 31

Attached for information are the financial reports for FY10-11 July 1 – August 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.

Attachment

dsd0915105

ST. PETERSBURG COLLEGE									
FY2010-2011 FUND 10 AND 12 BUDGET TO ACTUAL REPORTING: July 1 - August 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	
<b>Revenue</b>									
Student Tuition & Out-of-State Fees	\$ 44,157,443	\$ 19,761,719	44.8%	\$ 55,235,961	\$ 23,852,517	43.2%		\$	4,090,798
State Appropriation - CCPF	\$ 47,727,373	\$ 8,041,632	16.8%	\$ 55,674,035	\$ 9,329,378	16.8%		\$	1,287,746
Federal Stabilization Funds	\$ 5,057,571	\$ -	0.0%	\$ 5,160,294	\$ -	0.0%		\$	-
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	\$ -	0.0%	\$ -	\$ -	0.0%		\$	-
Distance Learning Fee	\$ 2,180,968	\$ 1,308,643	60.0%	\$ 3,026,400	\$ 1,180,712	39.0%		\$	(127,930)
Technology Fee	\$ 1,952,264	\$ 982,356	50.3%	\$ 2,475,440	\$ 1,176,860	47.5%		\$	194,504
Other Revenues	\$ 4,351,831	\$ 456,194	10.5%	\$ 3,911,923	\$ 479,846	12.3%		\$	23,652
Other Student Fees	\$ 1,801,634	\$ 389,277	21.6%	\$ 1,821,439	\$ 439,137	24.1%		\$	49,860
Fund Transfers In	\$ 1,029,753	\$ 5,663	0.5%	\$ 2,344,940	\$ 465	0.0%		\$	(5,198)
Revenue Stabilization Reserve	\$ 2,150,500	\$ -	0.0%	\$ 3,150,500	\$ -	0.0%		\$	-
<b>Total Revenues - Fund 10 and 12</b>	<b>\$ 123,115,199</b>	<b>\$ 30,945,483</b>	<b>25.1%</b>	<b>\$ 140,178,363</b>	<b>\$ 36,458,915</b>	<b>26.0%</b>	<b>24%</b>	<b>\$</b>	<b>5,513,432</b>
<b>Operating Costs</b>									
<b>Personnel &amp; Benefits</b>									
Instructional	\$ 33,021,800	\$ 4,817,007	14.6%	\$ 37,533,133	\$ 4,806,123	12.8%		\$	(10,884)
Administrative	\$ 16,001,726	\$ 3,321,222	20.8%	\$ 17,907,721	\$ 3,732,731	20.8%		\$	411,509
Career (Non-Instructional)	\$ 19,736,243	\$ 2,988,516	15.1%	\$ 21,832,241	\$ 3,113,042	14.3%		\$	124,526
OPS and Overtime	\$ 1,656,228	\$ 287,025	17.3%	\$ 1,925,498	\$ 331,071	17.2%		\$	44,046
Student Assistants	\$ 500,000	\$ 48,001	9.6%	\$ 500,000	\$ 52,644	10.5%		\$	4,644
Personnel Benefits	\$ 21,969,320	\$ 3,656,719	16.6%	\$ 23,073,659	\$ 3,823,088	16.6%		\$	166,370
<b>Total Personnel &amp; Benefits</b>	<b>\$ 92,885,317</b>	<b>\$ 15,118,489</b>	<b>16.3%</b>	<b>\$ 102,772,253</b>	<b>\$ 15,858,700</b>	<b>15.4%</b>	<b>17%</b>	<b>\$</b>	<b>740,211</b>
<b>Current Expense</b>									
Travel	\$ 515,721	\$ 38,663	7.5%	\$ 472,606	\$ 36,476	7.7%		\$	(2,187)
Repairs & Maintenance	\$ 960,477	\$ 156,828	16.3%	\$ 948,643	\$ 127,664	13.5%		\$	(29,164)
Rentals/Leases	\$ 209,071	\$ 24,256	11.6%	\$ 397,153	\$ 66,981	16.9%		\$	42,725
Insurance (Non-Health)	\$ 2,028,175	\$ 1,261,366	62.2%	\$ 2,025,147	\$ 1,189,534	58.7%		\$	(71,632)
Utilities	\$ 6,000,000	\$ 1,035,319	17.3%	\$ 6,401,500	\$ 1,098,438	17.2%		\$	63,119
Services and Fees	\$ 3,517,797	\$ 220,982	6.3%	\$ 4,066,634	\$ 425,600	10.5%		\$	204,918
Scholarships/Fee Waivers	\$ 457,730	\$ 152,942	33.4%	\$ 1,110,895	\$ 89,670	8.1%		\$	(63,271)
Materials and Supplies	\$ 5,414,467	\$ 496,889	9.2%	\$ 5,595,954	\$ 559,659	10.0%		\$	62,770
Tech Expense/Licensing	\$ 1,755,000	\$ 268,846	15.3%	\$ 1,556,061	\$ 293,890	15.0%		\$	25,044
Other Current Expense	\$ 5,591,182	\$ (44,571)	-0.8%	\$ 6,767,625	\$ (48,688)	-0.7%		\$	(4,117)
<b>Total Current Expense</b>	<b>\$ 26,489,620</b>	<b>\$ 3,611,519</b>	<b>13.6%</b>	<b>\$ 29,742,218</b>	<b>\$ 3,839,425</b>	<b>12.9%</b>	<b>13%</b>	<b>\$</b>	<b>227,905</b>
<b>Capital Spending</b>									
Computer Refresh Leases	\$ 1,778,959	\$ 165,486	9.3%	\$ 2,126,836	\$ 328,135	15.4%		\$	162,649
Capital Purchases- Non-Recurring	\$ 1,932,522	\$ 72,550	3.8%	\$ 1,024,978	\$ 245,837	24.0%		\$	173,287
Debt Service - Construction Obligations	\$ -	\$ -	-	\$ 4,500,000	\$ -	0.0%		\$	-
<b>Total Capital Spending</b>	<b>\$ 3,711,481</b>	<b>\$ 238,035</b>	<b>6.4%</b>	<b>\$ 7,651,814</b>	<b>\$ 573,972</b>	<b>7.5%</b>	<b>2%</b>	<b>\$</b>	<b>335,936</b>
<b>Total Operating Costs - Fund 10 and 12</b>	<b>\$ 123,086,418</b>	<b>\$ 18,968,044</b>	<b>15.4%</b>	<b>\$ 140,166,285</b>	<b>\$ 20,272,096</b>	<b>14.5%</b>	<b>15%</b>	<b>\$</b>	<b>1,304,052</b>
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ 28,781</b>	<b>\$ 11,977,439</b>		<b>\$ 12,098</b>	<b>\$ 16,186,819</b>			<b>\$</b>	<b>4,209,380</b>



**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

**10-244.** The Board considered Item VII-K, Memorandum of Understanding between St. Petersburg College and the Job Corps Program. Mr. Burke clarified this agreement involves no monetary value. Mrs. Bilirakis moved approval. Mr. Brett seconded the motion. 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-K

September 21, 2010

**MEMORANDUM**

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

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

**SUBJECT:** Proposed Memorandum of Understanding between St. Petersburg College and the Job Corps Program

Recently the City of St. Petersburg resolved some legal matters that cleared the way for the opening of the Job Corps Center in the Midtown Community. These Centers are operated by private companies under the purview of the U.S. Department of Labor.

The Job Corps Centers provide entry-level training in a large number of occupational areas. In addition, the Job Corps Center will provide GED training as a component of their educational offerings.

Most of the students in the Job Corps programs are focused on successful completion of their training and entry into productive employment. For some students, the possibility of going beyond the Job Corps training is in their goals. Toward that end, it is helpful for the College to have an established relationship with the Job Corps Center, focused on assisting students to move into courses and programs at the College. The attached Memorandum of Understanding (MOU) between our two organizations is intended to document that emerging relationship.

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2010**

**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

As St. Petersburg College continues to develop its range of workforce options, we will want to be a reliable partner with others who are working toward similar goals. I believe the MOU will allow us to grow a comfortable partnership with an emergent training institution in our community.

**Approval and Board support of the attached Memorandum of Understanding, pending final legal review, is recommended.**

Attachment

wdl0914102



**MEMORANDUM OF UNDERSTANDING**

Between

**ST. PETERSBURG COLLEGE**

**&**

**CORNERSTONE SOLUTIONS INC. – U.S. DEPARTMENT OF LABOR, JOB CORPS**

St. Petersburg College (SPC), and Cornerstone Solutions Inc. (CSI), a U. S. Department of Labor Job Corps Service Contractor, recognize the need for a cooperative service relationship between their respective organizations. Therefore, by this formal Memorandum of Understanding (MOU), each agrees to enter into such a cooperative service Partnership on or about November 1, 2010.

The mission of St. Petersburg College “is to provide accessible, affordable, high-quality education by keeping the learner’s needs at the center of decision-making and working in partnership with its dynamic, multi-cultural community.” The mission of Cornerstone Solutions Inc. is to deliver solutions, programs, and services that add value and demonstrably beneficial outcomes to customers, constituents, and the community, while maintaining our uncompromising core values in everything we do.” Job Corps is “a **free** education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job. For eligible youth at least 16 years of age, Job Corps provides the all-around skills needed to

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succeed in a career and in life.” These philosophies form the foundation for a sound partnership to facilitate the transition of eligible Job Corps students to St. Petersburg College.

Job Corps students who have successfully earned a high school diploma or GED will have the opportunity to seek matriculation into SPC’s Associate and Bachelor Degree programs; SPC’s credit certificate programs, as well as the GED Preparation and testing program (Adult Education).

Through this partnership, Job Corps graduates meeting St. Petersburg College’s admission requirements will enroll in appropriate higher education courses (as determined by placement scores) consistent with their Career Ladder and Career Pathways, subject to the fee structure at SPC.

#### **St. Petersburg College Agrees to:**

- Provide college awareness information sessions to Job Corps students, including workshops that focus on federal and state financial aid opportunities and scholarships. These sessions will take place on-site at the Pinellas Job Corps Center as well as via educational field trips to SPC for local Job Corps students.
- Provide transition services to Job Corps students, including pre-admissions counseling, placement testing, academic and career advisement, consistent with the student’s specified Career Pathway.
- Provide to Job Corps students the full complement of SPC course offerings, depending on a student’s admissions eligibility and placement, to include continuing education programming, and Adult Education and GED preparation programs.
- Provide a campus liaison/advisor at each of the SPC (9) campuses that is designated to handle admission and enrollment processes of Job Corps students.
- Provide to CSI/Job Corps verification of students’ matriculation at SPC.

#### **Cornerstone Solutions, Inc. on behalf of Job Corps Agrees to:**

- Develop and maintain a solid, cooperative working relationship with representatives of SPC to facilitate the promotion of SPC’s educational offerings, academic and student support services to Job Corps students.
- Provide preliminary eligibility screening of Job Corps students and refer them to SPC accordingly prior to students separation.
- Host SPC personnel on-site at Job Corps Centers to conduct presentations and workshops, relative to the institution’s comprehensive programs of study and services.

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- Establish center liaisons at feeder centers to process the admission and enrollment process of Job Corps Students matriculating to SPC.
- Assist SPC bound Job Corps students with the completion of the SPC Admissions Application, the Free Application for Federal Student Aid (FAFSA), and the gathering of required documentation to supplement both applications.
- Inform and assist Job Corps students with all financial/tuition requirements

#### **MOU Standard Terms and Conditions:**

1. Neither party shall use the other party's name, trademarks or logos without the express written consent of that party.
2. As a political subdivision of the State of Florida, all provisions herein, shall at all times be subject to any and all Florida laws, Florida regulations and the District Board of Trustees Rules which are applicable to St. Petersburg College's operations, commitments and/or activities in furtherance of any terms specified herein.
3. During the term of this MOU, neither party shall discriminate against any person on the basis of race, color, religion, gender, national or ethnic origin, disability or veteran or marital status.
4. Nothing contained in this MOU shall grant, imply, or intend that either party shall have any right or authority to create any obligation or responsibility, express or implied, on behalf of or in the name of the other party, or to bind the other party contractually in any manner whatsoever absent the other party's joinder in writing.
5. Notice shall be effective if delivered by U.S. Certified Mail, Return Receipt Requested, or by recognized overnight courier delivery to the respective Administrators identified by each party.
6. Either party may terminate this MOU without cause at any time upon sixty (60) days advance written notice provided, however, that all work and services rendered up to the effective date of termination shall be fully paid at the time thereof.
7. Any amendment or modification of this MOU must be in writing and signed by an authorized representative of the parties.
8. Each party and the person signing this MOU represents and warrants that they are authorized to sign this MOU on behalf of their respective organization as the act and deed

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of that organization, and that such organization agrees to be bound by the terms and conditions of this MOU.

**OFFICIAL AUTHORIZATION**

**THEREFORE**, By the Signatures affixed below, the Parties hereby execute their mutual Agreement:

**St. Petersburg College**

**Cornerstone Solutions Inc. /  
Job Corps**

BY: \_\_\_\_\_

(Signature of Authorized Officer)

**Dr. William Law Jr., President  
St. Petersburg College**

BY: \_\_\_\_\_

(Signature of Authorized Officer)

**Mr. Ronald Jones, President/CEO, CSI**

**10-245.** Under the President's Report, Dr. Law discussed the following:

Athletics Update – He noted a change in the coaching of SPC's baseball team due to unfortunate circumstances and stated he would be bringing the name of a very good candidate to replace Coach Pano. He informed the Board that staff has uncovered a series of events resulting from poor judgments in the baseball program that will possibly result in sanctions restricted to baseball, though the full extent of the issue is still being confirmed. He agreed to keep the Board posted on any new developments. Chairman Burke commended the president for the manner in which he has handled this issue.

Gibbs High School Initiative – He stated this is a work in progress and that the Commissioner of Education expressed appreciation for this effort and challenged other college presidents to similarly assist with failing schools. Dr. Law commended staff for their hard work in the many ways SPC is assisting Gibbs and its future SPC students.

**10-246.** Dr. Law distributed a Board memo regarding the proposed SPC Institute for Strategic Policy Solutions. He asked for the Board's review over the next month and noted he would put this item back on the October Board agenda for approval after ensuring it is within SPC's vision and scope. He said the College has employed the consulting services of David

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Klement, who serves on the Florida Public Service Commission and also put together a similar institute, and he was very helpful in pulling together this proposal.

Information regarding this item is as follows:

September 20, 2010

**MEMORANDUM**

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

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

**SUBJECT:** Proposed SPC Institute for Strategic Policy Solutions (Working Title)

Attached is the latest draft of the program abstract for the proposed SPC Institute for Strategic Policy Solutions (working title). Recall that we have been working on this initiative (previously generically called the “Government Institute”) for several years. In 2007 the Florida Legislature allocated \$7.5 million to support the creation of the institute, honoring Congressman C. W. Bill Young.

The lynchpin and first activity of the Institute – the baccalaureate program in Public Policy and Administration – launched this fall term, and the oil crisis in the Gulf provided the College (and fledgling institute) an opportunity to engage the public in a serious discussion on responses to the crisis and pathways to a more comprehensive energy policy for Florida.

With the start of the baccalaureate program and forum series, and encouragement from Congressman Young’s office, the College seeks to move forward with the formal designation and program plan for the Institute. This abstract ties the Institute’s mission squarely with the mission of the College, with a clear focus on world-class academic programs, civic engagement and community outreach which have always been the hallmarks of SPC. We are particularly excited about ways the Institute will engage our students, and those in Pinellas K-12 institutions, in understanding and involvement in all levels of government.

We seek the Board’s feedback at this time, and propose to return with a full program plan at the October Board meeting. The legislative support provided will fund the Institute requiring no subsidization from the College’s operating budget.

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Draft 9/15/10

#### The SPC Institute for Strategic Policy Solutions (working title): Vision, Mission and Proposed Program

A multi-faceted policy center committed to: offering high-quality programs and activities that address real-world problems in a systematic, strategic way; providing leadership to address the needs of the communities served by St. Petersburg College, and preparing students for careers in public policy and administration in a global marketplace.

#### **Proposed Mission Statement**

*“The Institute for Strategic Policy Solutions at St. Petersburg College is dedicated to advancing academic excellence, community engagement, economic vitality and public understanding through high-quality, solutions-directed public policy programs. Its purpose is to enrich the educational experience, engage with government at all levels to promote unity and efficiency, facilitate economic activity and involve citizens in their college and government.”*

#### **Recommended Activities and Programs**

Five broad areas of focus from which a variety of policy programs can be built:

- 1. Academic Enrichment:** A primary focus of the institute should be to support existing academic programs to enhance the educational experience, with special emphasis on the Public Policy and Administration baccalaureate program. But there are opportunities in other disciplines as well, including Environmental Studies, Consular Training, Public Safety Administration, Ed Studies, Sustainability, Business Administration and International Business. Some activities for immediate focus:
  - Develop student internships in Pinellas, the Tampa Bay region, Tallahassee and Washington.
  - Develop shadowing opportunities with officials from cities, counties and colleges.
  - Assist the Dean and faculty in facilitating articulation of SPC Public Policy and Administration graduates into Master’s studies in USF Master of Public Administration program.
  - Assist St. Petersburg College in facilitating planned new programs in Diplomatic Protocols with State Department and Non-Government Organizations, Military Language

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Training with Central Command at MacDill AFB, and Foster Care Training with the Department of Children and Families.

- Develop student exchange programs with foreign colleges and organizations in conjunction with the Center for International Programs.
- Provide research opportunities with Congressman Young's archives.
- Offer seminars with guest lectures by public leaders on key policy issues. Require a significant student paper to develop critical thinking as well as professional writing skills.
- Make attendance at institute's public forums part of course credit when relevant (faculty decision), with an option for "global awareness points" in the transcript again in conjunction with the Center for International Programs.
- Work with the Deans, faculty and students in creating curriculum for and staging Model Congress and Model UN.
- Work with the Graham, Frey and USF-St. Petersburg Institutes to promote civic education.

**2. Civic Engagement:** In addition to the State and National Connections noted later in this abstract, a primary focus of the Institute is to work with all 24 local government jurisdictions in Pinellas County to improve communications, efficiency and collaboration. Secondary: Advance the level of professionalism among local elected officials. Third: Increase citizen involvement in their government, from informed voting to attending government meetings to filing for public office. To put these goals into action:

- Become a center for assisting and mediating relationships with all 24 separate government units in Pinellas County, and the Tampa Bay region where appropriate. Approach it from an efficiency basis: how can the governments work together to improve service, cut costs and work across jurisdictional lines for infrastructure, disaster response, emergency services and transportation. Make use of the EpiCenter's Collaborative Labs and staff for staging and facilitation.
- Provide leadership training for local government officials, from basic instruction for newly elected officials to management training for mid-level supervisors to executive training for division directors and CEOs.
- Invite Florida League of Cities to stage Elected Officials Institute workshops on campus in partnership with the institute.
- Stage a "Candidate College" each election season to instruct those considering running for public office in the basics of conducting a campaign.
- Sponsor candidate debates during election season and forums on Constitutional Amendments.
- Offer classes on citizenship for community members.



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- Collaborate with other policy institutes when appropriate, especially Florida Centers and Institutes with similar missions, to stage joint programs such as candidate debates and the “Candidate College.”
3. **Public Discourse:** Become a center for discussion of key policy issues and initiator of discourse on topical issues that are difficult to resolve. Leading recommendations:
- Stage regular public forums on issues of great immediate concern, such as the current three-part series tied in to the Gulf oil spill.
  - Lead the public debate on chronic local and regional issues, such as locating the future new Rays stadium, the future of light rail, water use and conservation or health care concerns. Assemble teams from faculty and outside experts to develop consensus and invite stakeholders to seminars at the EpiCenter Collaborative Labs.
  - Engage students in relevant degree programs such as Business Administration, Public Policy, etc., to conduct surveys on local issues and offer findings to local news media and public officials.
  - Offer classes on citizenship and civic engagement for the public.
4. **Economic Vitality:** Identify a key economic activity that best fits with the College’s programs and focus on becoming a center of excellence for that. The most often cited area is sustainable practices, from renewable energy to green building standards to enabling business development, with Pinellas as primary focus and Tampa Bay region secondary. Action steps:
- Specialize in renewable, sustainable economic activities to become a center for clean energy policy. Work with the A.S. and B.S. faculty to create this synergistic connection between the college and EDCs in Pinellas.
  - Identify business clusters in our immediate community and throughout Pinellas County and Tampa Bay. Bring together elements within those clusters to strategize on expanding ability of the clusters to access Small Business Administration loans. Cluster examples: health-care providers, assisted-living facilities, retail, and real estate/construction. Hold workshop(s) at EpiCenter.
  - Partner with Seminole Economic Development Commission in its strategic plan for economic development called SWOT (Strengths, Weaknesses, Opportunities, and Threats). Open EpiCenter Collaborative Labs for strategic planning sessions facilitated by appropriate Business faculty.
  - Work with organizations like Enterprise Florida and Workforce to support analysis and discussion of local and statewide economic development and budget issues.

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**5. State and National Connection:** With the statewide support for this Institute and the involvement of Congressman Young in the initial visioning, this focal point has the most potential to put the institute – and St. Petersburg College – in the national spotlight. This key part of the Congressman and state leaders’ vision was reinforced by a number of stakeholders interviewed. Among opportunities:

- Draw on the Congressman’s vast experience and network in Washington to facilitate programs and draw speakers from the national arena. Create an annual dinner event featuring national-level speaker on a topical issue. Make this a revenue-generating event.
- Separately, or in conjunction with above, develop an annual “flagship” workshop named for Congressman Young and focused on significant national issues with prominent speakers as headliners, again calling on Mr. Young and staff to help recruit world-class thinkers and leaders to campus. Topic examples: Veteran’s affairs as Iraq/Afghanistan wars wind down; national health care plan; new anti-terrorism tactics; coping with climate change; the national debt crisis. This workshop has the triple effect of enriching students’ academic experience, raising awareness of SPC, and generating economic activity for the Pinellas hospitality industry.
- Partner with Rep. Young (and staff) to arrange internships and/or visits to Congress.
- Hone student research skills working with Congressman Young’s archives.
- Stage a Model Congress curriculum for public high school students similar to the Enterprise Village program that teaches middle school students economic principles by role-playing in model main-street settings. Public Policy program students assist.
- Work with the Vice-President for Academic and Student Affairs, Center for International Studies and the Dean of the Public Policy program to create a Model UN especially to engage Public Policy and Administration students and A.A. and baccalaureate students in their global awareness components.
- Seek alliance with appropriate state and national “think tanks” and associations that share key elements of the Institute’s mission and support proposed activities, e.g., Association of Centers for the Study of Congress ( <http://www.congresscenters.org/> ).

### **Summary**

The policy institute has the potential to be one of St. Petersburg College’s strongest components, a public face of the college that emphasizes scholarship, leadership, community involvement and entrepreneurial expertise. The plan outlined above is conservative but ambitious, and can be structurally phased to start small but able to expand rapidly once well under way.

The plan is intended to be a road map for the institute’s launch and initial programs, as well as a blueprint for long-term sustainability. But it is not cast in stone. As with any map, the user can

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choose a different road if he knows a closer route – or if the route is blocked. New college priorities, changing events in the state, nation or world, or new financial imperatives, may dictate a change of focus. It is important that the institute remain nimble enough to respond to change in a timely and strategic way.

**10-247** The Board confirmed its next meeting date and site as Monday, October 18, 2010, 8:30 a.m., at the EpiCenter.

**10-248.** Having no further business to come before the Board, Chairman Burke adjourned the meeting at 11:28 a.m.

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**William D. Law, Jr.**

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

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**Kenneth P. Burke**

**Chairman, Board of Trustees**  
St. Petersburg College  
FLORIDA