

AGENDA

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
TUESDAY, MAY 17, 2011**

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

REGULAR MEETING: 8:30 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Elizabeth A. Ebersberger, Special Services Specialist, St. Petersburg/Gibbs Campus
 - 2. Kathleen G. Griffin, Associate Provost, Clearwater Campus
 - 3. Eileen Hicks, Instructor, College of Nursing, Health Education Center
 - 4. Israel Nieves, Telecommunications Technician, Information Systems – Telecom, EpiCenter Services
- B. Recognitions/Announcements

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of April 26, 2011

V. MONTHLY REPORTS

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner
- C. Provosts – Brock, Carney, Olliver, Ulmer

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

VII. NEW BUSINESS

A. STUDENT SUCCESS AND ACHIEVEMENT (*information*)*

1. Summer Enrollment Overview
2. Annual 2010-2011 Summary

B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing)

1. Office Supplies and Services Contract – U.S. Communities

C. OTHER EXPENDITURES AND CONTRACTS

1. Amendment to Agreement with SunTrust Bank
2. Baynard, McLeod & Lang, PA – Legal Services as Board Attorney

D. GRANTS/RESTRICTED FUNDS CONTRACTS

1. Application/Acceptance
 - a. Early Learning Coalition of Pinellas County, Inc.—School Readiness Program
 - b. United States Air Force—Dental Hygiene Training

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

E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

1. Review of Schematic Design Documents (Phase I) and Change Order #1 (Proposal Request #1), Project 1707-L-10-2, Construct New Ethics and Social Science Building (Building 35), Clearwater Campus
2. Review of Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP), Project 151-G-11-15, Remodel 1st Floor Downtown Center, Phase I and Phase II
3. Amendment #4 to the Lease Agreement with the City of St. Petersburg Housing Authority for the Center of Achievement, Midtown Center, Site 16

4. Amendment #9 to the Educational Plant Survey dated June 19, 2007 (Spot Survey #9), Site Acquisition, Midtown Center, Site 16
5. Amendment #10 to the Educational Plant Survey dated June 19, 2007, (Spot Survey #10) Construct New Student Support Services and Classroom Building, and Related Site Work, Midtown Center, Site 16

F. AGENCY BILLINGS. **None**

G. PERSONNEL

1. Personnel Report

H. PROPOSED CHANGES TO BOT RULES MANUAL. **None**

I. FINANCIAL REPORT AND UPDATE (*information*)

J. EMPLOYEE COMPENSATION REVIEWS UPDATE*

1. Career/Professional Staff
2. Faculty

K. 2011-2012 OPERATING BUDGET*

L. BOARD EVALUATION OF THE PRESIDENT

VIII. PRESIDENT'S REPORT

- Career Service Employee Council (CSEC)*

IX. FUTURE AGENDA ITEMS

X. NEXT MEETING DATE AND SITE

Tuesday, June 21, 2011, 8:30 a.m., Health Education Center

XI. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting Tuesday, May 17, 2011, 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: May 6, 2011

[Confirmation of Publication](#)

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, April 26, 2011, at the St. Petersburg College Tarpon Springs Campus, Olympia/Michael and Evelyn Bilirakis Building, Rm. 212, 600 Klosterman Rd., Tarpon Springs, Florida. The following Board members were present: Chairman Kenneth P. Burke, Vice Chairman Terrence E. Brett, Evelyn M. Bilirakis, Deveron M. Gibbons and W. Richard Johnston. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney.

11-066. The meeting was convened by the chairman at 8:35 a.m. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
TUESDAY, APRIL 26, 2011

TARPON SPRINGS CAMPUS
OLYMPIA/MICHAEL AND EVELYN BILIRAKIS BUILDING, RM. 212
600 KLOSTERMAN RD.
TARPON SPRINGS, FLORIDA

SPECIAL MEETING: 8:30 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Sammie H. Elser, Instructor/Coordinator, Sign Language Interpretation Program, Clearwater Campus
 - 2. Marilyn A. Ryan, Curriculum Services Coordinator, Academic and Student Affairs, EpiCenter Services
- B. Recognitions/Announcements

III. COMMENTS

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of March 15, 2011

V. MONTHLY REPORTS

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner
- C. Provosts – Nicotera, Vittetoe, White
- D. Faculty Senate – Mahoney

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

VII. NEW BUSINESS

- A. STUDENT SUCCESS AND ACHIEVEMENT
 - 2011-2012 Budget Initiatives*
- B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing)
 - 1. Quarterly Informational Report of Exempt and Non-Exempt Purchases (*information*)
- C. OTHER EXPENDITURES AND CONTRACTS
 - 1. Quarterly Informational Report of Contract Items (*information*)
 - 2. Amendment to Agreement with Higher One, Inc.
- D. GRANTS/RESTRICTED FUNDS CONTRACTS
 - 1. Application/Acceptance
 - a. U.S. Department of Labor, Employment and Training Administration – Career Pathways Innovation Fund Grants Program

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- b. United Way of Tampa Bay – Early Literacy Initiative – Pilot Summer Reading Tutoring
 - 2. Amendment(s). **NONE**
- E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
- 1. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000 (*information*)
 - 2. Remodel/Renovate/Roof, Annex 2, EpiCenter, Project 186-J-07-1
 - 3. Agreement between St. Petersburg College and the National University of Health Sciences (NUHS) for a Lease of Space at the Health Education Center Annex, Building 67, Site 8
 - 4. Certificate of Final Inspection and Release of Final Payment, Project 597-D-10-5, Remodel/Renovate for Classrooms/Labs, Olympia Building, Tarpon Springs Campus
 - 5. Review of Phase III Construction Documents and Final Guaranteed Maximum Price (GMP), Project 186-B-11-4, Science lab Upgrades, UPC Building, Seminole Campus
 - 6. Review of Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP), Project 186-C-11-4, Additional Classrooms/Offices (Modulars), Seminole Campus
 - 7. Review of Construction Documents (Phase III), Change Order #1 (Proposal Request #1) and Final Guaranteed Maximum Price (GMP), Project 1707-B-11-15, Remodel and Buildout of Lab and Classrooms on 3rd and 4th Floors, Downtown Center
 - 8. Lease Agreement with the City of St. Petersburg for Parking at the St. Petersburg/Gibbs Campus
 - 9. Amendment #1 to the Lease Agreement with the Juvenile Welfare Board of Pinellas County
 - 10. Preliminary Planning for the Replacement of the Student Support Functions and Spaces at the St. Petersburg/Gibbs Campus

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11. Amendment #8 to the Educational Plant Survey dated June 19, 2007, (Spot Survey #8) Construct Student Support Services Building, St. Petersburg/Gibbs Campus, Site 3
12. Quarterly Selection of Pre-Qualified Small Contractors, Revision #19
13. Advertise for Professional Architectural Services for Health Education Center, Health Education Center Annex and Midtown Center
14. Advertise for a Construction Manager at Risk for Health Education Center, Health Education Center Annex and Midtown Center

F. AGENCY BILLINGS. NONE

G. PERSONNEL

1. Personnel Report
2. Executive/Administrative/Managerial & Professional Annual Contract Recommendations

H. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing

- Rule 6Hx23-1.15 Agents, Solicitors, Salesmen
- Rule 6Hx23-1.151 Free Speech and Assembly
- Rule 6Hx23-1.16 Fund Drives and Ticket Sales
- Rule 6Hx23-4.32 General Education Requirements for Associate Degree Programs
- Rule 6Hx23-4.461 Student Affairs: Academic Honesty Policies
- Rule 6Hx23-4.53 Health Related Programs: Associate in Science, Certificate, and Applied Technology Diploma – Special Rules
- Rule 6Hx23-5.903 Contract Administration

I. FINANCIAL REPORT AND UPDATE (*information*)

J. CREDIT CURRICULUM

K. LEARNING MANAGEMENT SYSTEM (LMS) RECOMMENDATION

VIII. PRESIDENT'S REPORT

- A. SPC Commitment to Diversity (Mission Language Proposal)
- B. Learn to Earn (Workforce Development Initiative)*

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C. Career Service Employee Council (CSEC) (*information*)

IX. FUTURE AGENDA ITEMS

X. NEXT MEETING DATE AND SITE

Tuesday, May 17, 2011, 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, April 26, 2011, 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: March 25, 2011

[Confirmation of Publication](#)

11-067. On behalf of the Board, Chairman Burke welcomed all to the Bilirakis College of Education Building. Dr. Conferlete Carney, Provost of the Tarpon Springs Campus, further extended the welcome on behalf of the Campus faculty, staff and students and briefly shared highlights of the new building. He expressed appreciation for the team effort in hosting this day's activities.

11-068. Chairman Burke acknowledged the loss of the Kuttler family. Mr. Johnston offered the invocation and remembrances of their son Carl III. The Pledge of Allegiance immediately followed. Mr. Burke reflected on the significance of life events and encouraged all to be more understanding of others and their known or unknown situations.

11-069. Dr. Law recommended adoption of retirement resolutions for Sammie H. Elser, Instructor/Coordinator, Sign Language Interpretation Program, Clearwater Campus; and Marilyn A. Ryan, Curriculum Services Coordinator, Academic & Student Affairs, EpiCenter Services. Ms. Elser and Ms. Ryan were in attendance and, joined by colleagues and family, received their resolutions as presented by Chairman Burke and President Law. Mr. Brett moved to adopt the

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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.

Mr. Burke noted that the College's Sign Language Interpretation Program is partially supported through Perkins funds, most of which are obtained through lobbying at the national level.

11-070. Under Item II-B, Recognitions/Announcements, Dr. Law shared the trophy recently presented to the College at the AACC Annual Convention in recognition of SPC student Spenser Reed being named to the 2011 All-USA Community College Academic Team. He noted that Spenser received an award and medallions as well and said he would like to present the trophy to Spenser's mother. He further stated he plans to have Spenser and the Pinellas County Teacher of the Year, an SPC College of Education graduate, welcome the State Board of Education being hosted at the EpiCenter on May 17. The trophy was shared with the Board.

In addition, Dr. Law noted his completion of the Boston Marathon last week and shared his medallion with the Board.

He further noted that Item VII-D.1a was being pulled from the agenda, as the grant did not get funded.

11-071. Opportunity was given for comments from the Board Chair, Board Members and the President.

Chairman Burke commented further on Spenser's awards and scholarships presented at the AACC event. He said Spenser is an impressive, amazing and modest individual who brought tremendous recognition to SPC through his achievement. He noted *USA Today* featured photos of all the honorees, thereby extending the recognition nationwide. Dr. Martha Campbell, Communications Dean, added how humbling it is to hear how much these students have already accomplished. Mr. Burke additionally noted that SPC Communications instructor Albert Farr coordinated and moderated an excellent and well-attended seminar at the event regarding the emerging African-American college president. The chairman shared the event program with the trustees, noting that SPC was recognized in many ways. (*Mr. Gibbons arrived after this item.*)

11-072. Dr. Law called upon Dr. Anne Cooper, Senior Vice President of Academic & Student Affairs, who introduced Mr. David Klement, the new executive director of the Institute for Strategic Policy Solutions. Mr. Klement briefly shared his thoughts on being part of the SPC family and thanked all for the privilege of being selected.

On behalf of the Board, Mr. Burke welcomed Mr. Klement and noted Mr. Brett, as vice chair, is the Board's current designee to work with the Institute. Mr. Brett commended the white paper analysis of what the Institute should be and said he looks forward to great things. At Mr. Brett's request, Mr. Klement provided some history on the Pulitzer Prize he received

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several years ago. Mr. Gibbons shared favorable comments regarding Mr. Klement's relationship with the Public Service Commission.

11-073. Chairman Burke sought any comments from other Board members. Mrs. Bilirakis thanked all for putting together this special day and the president and staff for making this a great College.

Mr. Brett shared a current issue of *Florida Trend* magazine. He referenced an article featuring Banner Centers, which partner with colleges around the state to push workforce issues, and said SPC may want to consider a Banner Center in Tampa Bay if one doesn't already exist. He noted that Dr. Law currently serves on the state and local Workforce Boards and, at the Board Retreat, trustees discussed workforce issues as part of the College's mission. He further noted the magazine included an ad for Hillsborough Community College that featured its distinguished alumnus. He said SPC has many distinguished alumni he would like to see recognized. He asked the Board clerk to provide copies of these two items to the trustees.

Mr. Johnston commended Mr. Burke's efforts in regard to Helen Leslie's 90th birthday celebration hosted by the SPC Foundation, including arranging for letters of greeting from many political leaders. He commented on Ms. Leslie's long history of service to higher education.

11-074. The minutes of the Regular Meeting of the Board of Trustees of St. Petersburg College for March 15, 2011 were presented by the chairman for approval. Mr. Johnston moved approval of the minutes as submitted. Mr. Brett seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

11-075. Under Monthly Reports, Chairman Burke requested a report of any new business from Board Attorney Lang or Acting General Counsel Suzanne Gardner.

Mr. Lang reported that the Faith United Church of Christ contract has again been modified and, as a result, has run into a time delay after learning that the state of contamination is now in Tampa with the DER, which, as it turns out, no longer retains jurisdiction. He said it therefore, has to go to Tallahassee to be determined. The contract now has an indefinite extension, whereby either party can terminate the contract with 10 days' notice. He said he hopes the matter is resolved quickly.

Mr. Lang also reported that Dr. Tom Furlong, SPC Policy Consultant, was elected last week to the board of the State College Foundation, on which Mr. Lang also serves.

11-076. Chairman Burke called upon designated provosts and the Faculty Senate president to share their monthly reports.

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Dr. Phil Nicotera, Provost of the Health Education Center, featured the Center's community outreach efforts through the Dental Hygiene Program, including clinics, community education and kids' program.

Dr. Stan Vittetoe, Provost of the Clearwater Campus, highlighted achievements of SPC Communications professor Dr. Gregory Byrd and his role as a Fulbright Fellow in Albania. He noted the Clearwater Campus had another Fulbright Scholar in the past, faculty member Dr. Tom Loveland. At the Board's request, Dr. Vittetoe explained the process for acceptance as a Fulbright Scholar.

Dr. Karen Kaufman White, Provost of the St. Petersburg/Gibbs Campus, featured the Campus' Social & Behavioral Science program. She shared faculty highlights, including their achievements and travel abroad. She paid special tribute to Professor Steve Meier, who will be retiring after 35 years at SPC.

Dr. Maureen Mahoney, President of the Faculty Senate, provided an update on the following: (1) Continuing Contract Bill – Thanked all involved in preventing its passage; Mr. Burke additionally thanked Dr. Law for his leadership in uniting the Council of Presidents against this bill; (2) Faculty Compensation Committee – Progress being made toward an equitable salary system, with hopes for a recommendation to the Board in the near future; (3) FGO Constitution – approved and awaiting full faculty vote before bringing to the Board; and (4) Professor Emeritus – Expressed FGO is pleased to bring back this honor; highlighted candidates who were recommended by FGO and confirmed by Dr. Law to be honored at the upcoming Fall Faculty Event in August. (*A list of these honorees with a brief statement on each was distributed to the trustees.*) Mr. Burke commented on the significance of this recognition in that these faculty members are friends of students and dedicated to the educational mission of this College, and many are still helping students. Mr. Gibbons shared favorable comments regarding one of the honorees, Mr. Al Downing. Mr. Burke's recommended a resolution be prepared by the next Board meeting expressing the trustees' congratulations.

Information regarding this item is as follows: (*A copy of the Provost-FGO reports is included as **Attachment A – 11-076.***)

Retired Professor Emeritus Candidates

Mr. Bob Bohan, retired professor of communications (deceased) - taught speech and communication at the St. Petersburg/Gibbs campus of St. Petersburg College for more than 42 years and was the former chairman of the college's television department and assisted with the forensic department.

Mr. Al Downing, retired professor of music (deceased) - Teaching first at Gibbs Junior College, he transferred after integration to the Clearwater campus of St. Petersburg Junior College. He taught piano, organ, music theory, brass, woodwind and instrumental percussion techniques and applied music courses until his retirement in 1983.

Mr. Rhodell Fields, retired political science professor- During his tenure at St. Petersburg Jr. College, he conducted courses in International Relations, American National Government (the American Political System), and State and Local Governments. His on-campus activities included

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Vice President of the Faculty Senate, Chairperson of the Clearwater Faculty Council, Membership on the College-wide Salary Equity Committee.

Mrs. Helen McKinnon, retired professor of Arts and Letters- worked as a professor of Composition and Literature at St. Petersburg Junior College from 1963 to 2002. She was the first instructor to design an individualized approach for teaching English Composition.

Dr. Roland Martens, retired counselor - From 1965-2000 Roland taught in the Department of Social Science at St. Petersburg Junior College. He became a counselor in the counseling center, then Director of Counseling. Throughout his SPC career Roland was active in the former Faculty Forum and later was on the planning committee that developed the present Faculty Governance Organization.

Dr. Heyward Matthews, retired marine biology professor - Came to SPJC as an Instructor of marine biology in 1967. He started the scuba program at the Clearwater Campus in 1970, a program that has certified over 1,350 divers to date.

Mrs. Rita Osbourne, retired music and humanities professor - completed her 25-year career teaching piano and music theory, Western Humanities, and Eastern Humanities During her tenure at St. Petersburg College she led the efforts to create healthier environments in classrooms and practice rooms, which resulted in large-scale reconstruction in recent years.

Mr. Gerald Ramsberger, retired professor of political Science - From 1968 - 98 he taught Political Science courses at SPJC on the Clearwater Campus. From 1998 – 2007, Gerald ran the Press Box at Tropicana Field for the Rays.

Mr. Daryl Schrader, retired professor of mathematics and astronomy - Professor of Mathematics and Astronomy at St. Petersburg College where he has taught since 1977. He holds a variety of high-ranking black belts in several martial art disciplines and has taught Karate courses at St. Petersburg College.

Dr. George Schultz, retired mathematics professor - During his teaching career at SPJC from 1965 to 1997, George was heavily involved with the teaching and improvement of the calculus and post-calculus math courses.

Dr. Mary Walthall, retired professor of Business Technologies- has been teaching business subjects from Shorthand to Microsoft Applications at secondary and college levels for over one-half of a century. She has edited more than 20 computer software textbooks, written several Instructor Guides, and electronic test bank questions.

11-077. Under Item VII-A, Student Success and Achievement, Dr. Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, was joined by Dr. Cooper in presenting 2011-2012 budget initiatives. The presentation included: Key Initiatives; “One College” Budget; Reallocations; Projected Sources of Revenue; Funding Our Strategic Priorities: Student Success, Out-of-Class Support, Student Experience, Mission Focus, Community and K-12 Support, College Operations; and Compensation Challenges and proposed a three percent across-the-board base salary adjustment. Dr. Duncan commended the assistance of the deans in working with Dr. Cooper to put together the guaranteed schedule.

Mr. Johnston was appreciative that numbers are now tied to programs, and the focus is on student success. He commended the team’s efforts.

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Mr. Gibbons commended the competitiveness and vision in moving forward to enhance student success. He praised the team for a great job.

Mr. Brett congratulated the team on the guaranteed schedule, noting its importance for student success. He commended staff for doing a great job of getting ahead of the hiring curve, a goal from the president's 7/24 plan. From a parental standpoint, he briefly addressed the issue of academic advising. He highlighted the importance of continuity, which is directly tied to student success, and the fact that individual success is tied to a student's initial advising experience. He stated that internships are a major attractor for students, and a key part of student success is getting them placed in the workplace while still in school. Regarding advising, Dr. Tonjua Williams, Vice President of Academic & Student Affairs, said staff is working on a step-by-step learning plan for students. As part of a long-term plan, she said the College is also looking at mandatory advising, especially for underprepared students. She reiterated that, in addition to the online student orientation currently provided, the New Student Orientation held on-site begins in June and will introduce students to the first step of an online and on-campus learning plan. Mr. Gibbons commented that the importance of orientation is the mandatory face-to-face experience. Dr. Williams said there would be follow-up communication with students after orientation. Dr. Law stated the College has a very definitive plan for building a culture of support from the first engagement with students. Mr. Johnston recommended the orientation session emphasize adult responsibility and that staff is available if assistance is needed. Mr. Burke asked if the individual learning plan ties in with monitoring student success during the semester vs. at the end of the semester. Dr. Williams responded that all the efforts are connected, and the early alert process is part of a larger plan being rolled out after orientation. Mr. Gibbons encouraged trustee contacts in regard to internship opportunities. *(Mr. Gibbons was not present during part of the following discussions.)*

Dr. Law added he is not sure what the Legislature will authorize in regard to tuition increase, although 8 percent is most often mentioned. He said he has a comfort level with a 5 percent increase, but not with an 8 percent increase. He proposed a phasing-in process, possibly with 3 percent in August and 3 percent in January, noting this would be better for the students and would put more money in next year's budget. He sought the Board's comfort level. In response to Mr. Burke, Dr. Law said the increase with all fees included would put tuition at approximately \$100 per credit hour. Mr. Burke reiterated, as in previous meetings, that the burden of funds is being shifted away from the state and put onto the students, creating an unaffordable open door, and community colleges need to, at some point, say no more. He encouraged a future agenda discussion regarding trustee leadership in taking a position statewide, well in advance of the legislative session, to change the thought process from placing the burden on the students. Mr. Johnston commented on the College's success in assisting students with high textbook costs, which he said are more out of control than tuition. Dr. Law noted that Dr. Furlong developed a long-term tuition plan to present to the Council of Presidents, although little enthusiasm resulted to constrain this.

Mr. Burke asked the Board clerk to provide the trustees with a copy of this budget presentation in their weekly mail packet. In reference to Dr. Cooper's earlier comments about Certificate programs and 53,000 unemployed, he expressed concern about SPC's weakness in Certificate programs compared to other colleges. He asked that consideration be given to

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

expanding the College's Certificate offerings since these are proving to be the feeders for future job growth in this area. Dr. Cooper responded that, on the credit side, the College is looking at how to provide for the awarding of certificates within AA/AS degrees and suggested the graduation application fee for a completion certificate may be a hindrance. She further noted efforts are also being made to ensure students have identified their degree program. Dr. Law said he would be reporting later on the agenda, under the President's Report, about a quick response type of non-credit certificate training called "Learn to Earn" being rolled out next week that will help students focus on getting back to work apart from the credit side. Mr. Burke also commended the two areas touted by Mr. Brett.

Dr. Law stated he would bring further budget information to the Board next month and would be meeting individually with trustees to better clarify what it is they are being asked to adopt. Mr. Brett expressed his support of the proposed phase-in process as noted above. Mr. Johnston and Mr. Gibbons also expressed their support. Dr. Law noted that formal approval will still be requested at a future Board meeting. Mr. Johnston mentioned he requested one-on-one time with Dr. Duncan to discuss the proposed budget and reach a comfort level. (*A copy of the 2011-2012 Budget Presentation is included as **Attachment B – 11-077.***)

11-078. The Board accepted Item VII-B.1, under Bids, Expenditures and Contracts (through Purchasing), and Item VII-C.1, under Other Expenditures and Contracts, as information only. Mr. Brett sought clarification on Item VII-C.1, #10, Brown & Brown of Florida, Inc. It was confirmed by Dr. Duncan that this is a consulting fee to look at alternatives and is not anticipated to be an annual expense. Dr. Law added he brought this firm on due to their expertise and noted they may be kept on some type of retainer. Mr. Gibbons added that his company also used this firm, as they beat out all other bids. Mr. Burke commented on references in the Quarterly Report to the Dream Ball, noting he learned this event was both profitable and successful. He encouraged staff to hold more of these types of events. Dr. Law added that the students did a great job of putting this event together.


Information regarding these items is as follows:

Agenda Item VII-B.1

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

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

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The 2010 Florida Statutes, Chapter 287.017, has adjusted the threshold amounts upward. The College's Board of Trustees Rule 6Hx23-512 refers specifically to Category TWO and Category FIVE. Category TWO has increased from \$25,000 to \$35,000 and Category FIVE has increased from \$250,000 to \$325,000. This report reflects purchases above the new threshold amounts.

The following transactions, exceeding \$35,000 but not exceeding \$325,000, which are exempt from the bidding procedure, pursuant to State Board of Education Rule 6A-14.0734 (2) and Board of Trustees Rule 6Hx23-5.12, occurred since the January 2011 Quarterly Report or were not included in the previous Quarterly Report.

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

An excerpt from the July 27, 2004 Amended St. Petersburg College Board of Trustees Rule 6Hx23-5.12 relating to exemptions from bidding follows the summary of vendors appearing more than once during the quarter. This is provided as additional information.

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

The listing is by Purchase Order Number:

1. **P.O. #76488 – Extensys, Inc.:** This is in the amount of **\$41,487.00** for various tape libraries, data projectors and related technology support. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: "Information Technology." **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on December 20, 2010.
2. **P.O. #76527 – Semantic Space:** This is in the amount of **\$92,736.00** for consultant Bhavik Patel to provide PeopleSoft technical and functional support regarding the development of individualized student learning plans and student system modifications. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services." **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 3, 2011.
3. **P.O. #76555 – Extensys, Inc.:** This is in the amount of **\$36,000.00** to implement a new storage and backup environment at the disaster recovery site in Sanford, Florida and the data center at District Office. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H:

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“Information Technology.” **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 5, 2011.

4. **P.O. #76759 – Oracle America, Inc.:** This is in the amount of **\$58,967.61** for software updates and support for PeopleSoft Enterprise systems for the period 3/19/2011 through 3/18/2012. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information Technology.” **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 13, 2011.
5. **P.O. #76787 – Audio Visual Innovations:** This is in the amount of **\$200,661.26** for audio visual installation and equipment for a specialized room at the Veterinary Technology Building. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices,” per State Contract Pricing #800-000-09-1 and Pinellas County School Bid Pricing, #08-480-053. **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 12, 2011.
6. **P.O. #76806 – Don Reid Ford, Inc.:** This is in the amount of **\$42,690.00** for two (2) 2011 Ford Crown Victoria police interceptor training vehicles. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices,” per State Contract Pricing #071-000-11-1. **Recommended** by J.C. Brock, Jr., Campus Executive Officer, Allstate Center, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 18, 2011.
7. **P.O. #76910 – Premier Agendas, Inc.:** This is in the amount of **\$70,200.00** for thirty thousand (30,000) 2011-2012 editions of the Student Planner and Handbook for Enrollment Management. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Single/Sole Source.” **Recommended** by Tonjua Williams, Vice President, Academic & Student Affairs, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on February 2, 2011.
8. **P.O. #77002 – Xerox Corporation:** This is in the amount of **\$197,080.68** to provide for the lease of the Xerox Digital color press with monthly billing for copies and maintenance for the period 1/03/2011 through 12/31/2011. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices.” **Recommended** by Michael O’Keeffe, Director, Marketing and Public Information, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on February 9, 2011.
9. **P.O. #77263 – Dell Marketing:** This is in the amount of **\$38,095.20** for thirty-six (36) Latitude E5510 Standard Notebooks with Genuine Windows 7 Professional software for

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the Nursing Skills Lab. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: "Information Technology." **Recommended** by Phillip Nicotera, Provost, Health Education Center, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on March 24, 2011.

Change Orders listed in numeric order:

1. **P.O. #71892 – Ernesto Fernandez Santiago:** This change order is in the amount of **\$14,000.00** (new total is \$111,500.00) increase for continued deliverables from 3/20/11-7/20/11. **This is grant-funded (20).** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services." **Recommended** by J.C. Brock, Jr., Campus Executive Officer, Allstate Center, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 12, 2011.
2. **P.O. #72696 – Nancy McKeon:** This change order is in the amount of **\$30,000.00** (new total is \$68,400.00) increase for continued support of the Law Enforcement Executive Session project. **This is grant-funded (20).** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services." **Recommended** by J.C. Brock, Jr., Campus Executive Officer, Allstate Center, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 6, 2011.
3. **P.O. #73259 – Infusion Knowledge, Inc.:** This change order is in the amount of **\$10,000.00** (new total is \$40,000.00) increase for increased classroom enrollments. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services." **Recommended** by Stan Vittetoe, Provost, Clearwater Campus, and Vice President, Workforce and Continuing Education, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 3, 2011.
4. **P.O. #74345 – Allegiance Security Group:** This change order is in the amount of **\$20,000.00** (new total is \$88,231.00) increase for additional services. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services." **Recommended** by Susan Reiter, Vice President, Facilities Planning & Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on February 8, 2011.
5. **P.O. #74962 – EQ Florida, Inc.:** This change order is in the amount of **\$10,000.00** (new total is \$51,600.00) increase for additional hazardous waste removal services. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: "Contract Prices," per Pasco County Contract Pricing #07-125K. **Recommended** by Susan Reiter, Vice President, Facilities Planning & Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on February 15, 2011.

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6. **P.O. #76806 – Don Reid Ford, Inc.:** This is in the amount of **\$930.00** for changes in the original quoted amounts due to standard equipment option changes. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices,” per State Contract Pricing #071-000-11-1. **Recommended** by J.C. Brock, Jr., Campus Executive Officer, Allstate Center, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on February 15, 2011.

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

Extensys, Inc.		
	P.O. #76488	\$41,487.00
	P.O. #76555	<u>\$36,000.00</u>
Total		\$77,487.00

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

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

The following are exceptions to competitive solicitations:

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

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- E. Food.
- F. Services or commodities available only from a single or sole source.
- G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, "professional services" shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.
- H. Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video and data and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
- I. Single Source procurements for purposes of economy or efficiency in standardization of materials or equipment.
- J. Emergency purchases not in excess of the Category Two threshold [\$25,000] as specified in Section 287.017, Florida Statutes as provided for in P6Hx23-5.123.

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

This Quarterly Informational Report was compiled by Paul Spinelli, Director of Procurement and Asset Management.

pas0413112

Agenda Item VII-C.1

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

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SUBJECT: Quarterly Informational Report of Contract Items

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

Section A: The following transactions are related to contracts and/or items in amounts not exceeding \$325,000.

1. Agreement with **1st Class Catering, LLC** to provide food for the African-American History month event to be held on the Seminole Campus on February 10, 2011. The cost to the College for this Agreement will be \$2,887.50. This item was approved by the President on January 13, 2011. Department—Student Life & Leadership, Jim Olliver
2. Agreement with **1st Class Catering, LLC** to provide food for the African-American History month event to be held on the St. Petersburg/Gibbs Campus on February 17, 2011. The cost to the College for this Agreement will be \$4,350. This item was approved by the President on January 28, 2011. Department—Student Life & Leadership, Karen Kaufman White
3. Agreement with **1st Class Catering, LLC** to provide food for the African-American History month event to be held at the Downtown Center on February 7, 2011 and the Midtown Campus on February 23, 2011. The cost to the College for this Agreement, which will cover both events, will be \$735. This item was approved by the President on February 2, 2011. Department—Student Life & Leadership, Yvonne Ulmer
4. Agreement with **1st Class Catering, LLC** to provide food for 300 people for the African-American History Celebration to be held on the Tarpon Springs Campus on February 16, 2011. The cost to the College for this Agreement will be \$2,475. This item was approved by the President on February 2, 2011. Department—Student Life & Leadership, Conferlete Carney
5. Agreement with **1st Class Catering, LLC** to provide food for the African-American History Celebration to be held on the Clearwater Campus on February 2, 2011. The cost to the College for this Agreement will be \$2,598. This item was approved by the President on February 2, 2011. Department—Student Life & Leadership, Stan Vittetoe
6. Agreement with **1st Class Catering, LLC** to provide food for the college wide Spring Ball to be held at Kapok Gardens on March 25, 2011. The cost to the College for this

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Agreement will be \$4,765. This item was approved by Anne Cooper on March 11, 2011. Department—Student Life & Leadership, Karen Kaufman White

7. Agreement(s) with **Dr. Susan E. Abbe** to provide consulting services to the faculty and administration in the Nursing Program to assist them in preparation for continuing accreditation from the National League of Nursing Accrediting Commission. Dr. Abbe will provide various services such as making on-site visits during the preparation process; reviewing standards prepared by faculty and staff and provide feedback; reviewing the Systematic Plan for Program Evaluation and providing feedback; reviewing the final draft of Self-Study Report; being available to answer questions during the preparation of the Self-Study Report; and conducting a “mock faculty meeting” and other meeting(s) with College personnel prior to the accreditation visit. The cost to the College for Dr. Abbe’s services will be \$8,150. The services will commence as soon as possible and continue through February 28, 2012. This item was approved by Anne Cooper on March 7, 2011. Department—Nursing, Phil Nicotera
8. Agreement with **American Media Entertainment, LLC** to provide a public address announcer for home baseball games. The Agreement will commence as soon as possible and will continue through April 18, 2011. The cost to the College for this Agreement will be \$675. This item was approved by Doug Duncan on February 18, 2011. Department—Athletics, Tonjua Williams
9. Agreement with **ATRiM Group, LLC** whereby the College agrees not to disclose ATRiM’s proprietary information. The College’s Center for Public Safety Innovation and ATRiM are considering working together on a project and this non-disclosure Agreement is being required by ATRiM in order to discuss the details regarding the project and business relationship. The Agreement will commence as soon as possible and will continue unless terminated by either party. This item was approved by Anne Cooper on March 14, 2011. There is no cost to the College associated with entering into this Agreement. Department—Center for Public Safety Innovation, James Brock
10. Agreement with **Brown and Brown of Florida, Inc.** to develop Requests for Proposal for: 1) all health and welfare lines of coverage including medical, dental, vision, life, and disability insurance; 2) stop loss insurance; 3) an Rx carve out program; and 4) retiree Medicare supplement policies. Brown and Brown will provide the services commencing as soon as possible and continuing through December 2011. The cost to the College for these services will be \$75,000. This item was approved by Doug Duncan on March 18, 2011. Department—Human Resources, Patty Jones
11. Agreement with **Jessica Cardwell** to provide background music for the Spring Ball to be held at the Kapok Gardens on March 25, 2011. These services will be provided from 7:00

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p.m. to 12:00 a.m. for a cost to the College of \$400. This item was approved by Anne Cooper on March 21, 2011. Department—Student Life & Leadership, Conferlete Carney

12. Agreement with **Chocolat Affairs** to provide chocolate fountains with strawberries, bananas and pretzels for the Spring Ball to be held at the Kapok Gardens on March 25, 2011. The cost to the College for this Agreement will be \$899. This item was approved by Anne Cooper on March 21, 2011. Department—Student Life & Leadership, Conferlete Carney

13. Agreement with **Cisco WebEx Communications, Inc.** to provide capabilities for virtual engagements for the Collaborative Labs. The Agreement will commence as soon as possible and continue for a period of three months. The cost to the College for this period will be up to \$9,285. This cost includes the monthly fees (totaling \$5,535) plus added costs for the capability to accommodate approximately 300 participants at a large Collaborative Lab event being held in February (\$3,750). This item was approved by the President on January 21, 2011. Department—Collaborative Labs, Stan Vittetoe

14. Agreement with **Clarus Corporation** to provide consulting services associated with the brand positioning project including materials review, SPC focus sessions, and high school and community scan surveys and analysis. The Agreement will commence as soon as possible and will continue through project completion. The cost to the College for this Agreement will be \$60,122. This item was approved by Doug Duncan on February 23, 2011. Department—Marketing & Public Information, Mike O’Keeffe

15. Affiliation Agreement with **D1 Sports Training/Therapy Tampa** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program at no cost to the College. The Agreement will commence as soon as possible and will continue for the period of approximately two years. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on March 1, 2011. Department—Physical Therapist Assistant, Phil Nicotera

16. Agreement with **DaySpring Episcopal Conference Center** to provide meals and meeting space for 40 participants as part of a Male Outreach retreat being held on February 18-19, 2011. The cost to the College for this event will be \$2,400. This item was approved by the President on January 13, 2011. Department—Student Activities – Male Outreach, Tonjua Williams

17. Agreement with **Dell Financial Services, LLC** to lease two PowerEdge SQL servers to be used in Administrative Information Systems. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$24,291.16. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$943.35. Based on the

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foregoing, the total cost to the College for this Agreement will not exceed \$25,234.51. This item was approved by the President on January 6, 2011. Department—Administrative Technology, Doug Duncan

18. Agreement with **Dell Financial Services, LLC** to lease two PowerEdge R710 servers to be used for Business Intelligence implementation. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$17,082.36. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$663.39. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$17,745.75. This item was approved by the President on January 6, 2011. Department—Administrative Technology, Doug Duncan
19. Agreement with **Dell Financial Services, LLC** to lease four computers for use at the Allstate Center. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$3,765.12. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$146.42. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$3,911.54. This item was approved by the President on January 21, 2011. Department—Administrative Technology & Academic Technology Fees, Doug Duncan
20. Agreement with **Dell Financial Services, LLC** to lease 2 desktop computers for use in the Communications Department at the Clearwater Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$1,559. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$60.54. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$1,619.54. This item was approved by Doug Duncan on February 9, 2011. Department—Academic Coordinator Communications, Stan Vittetoe
21. Agreement with **Dell Financial Services, LLC** to lease 11 desktop computers for use in the LA Classroom at the Clearwater Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$8,574.56. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$332.99. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$8,907.55. This item was approved by Doug Duncan on February 9, 2011. Department—Academic Coordinator Communications, Stan Vittetoe
22. Agreement with **Dell Financial Services, LLC** to lease 6 servers for use in the Administrative Technology Department. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected

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to be \$31,687.84. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,230.60. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$32,918.44. This item was approved by Doug Duncan on February 9, 2011. Department—Administrative Technology, Jamelle Conner

23. Agreement with **Dell Financial Services, LLC** to lease 5 servers for use in the Administrative Technology Department. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$26,406.52. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,025.50. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$27,432.02. This item was approved by Doug Duncan on February 9, 2011. Department—Administrative Technology, Jamelle Conner
24. Agreement with **Dell Financial Services, LLC** to lease 40 desktop computers for use in the SP/G Bunker. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$41,801.52. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,625.63. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$43,427.15. This item was approved by Doug Duncan on February 9, 2011. Departments—Academic Technology Fees/Distance Fees/General, Jamelle Conner
25. Agreement with **Dell Financial Services, LLC** to lease 31 desktop computers for use at the Tarpon Springs Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$22,091.72. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$857.93. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$22,949.65. This item was approved by Doug Duncan on February 9, 2011. Departments—Academic Technology Fees/Distance Fees/General, Jamelle Conner
26. Agreement with **Dell Financial Services, LLC** to lease 79 desktop computers for use in the TE Building at the St. Petersburg/Gibbs Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$70,923.68. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$2,758.17. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$73,681.85. This item was approved by Doug Duncan on February 16, 2011. Department—College of Computer & Information Technology, Karen Kaufman White

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27. Agreement with **Dell Financial Services, LLC** to lease 12 desktop computers for use in Administrative Technology. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$12,622.88. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$490.90. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$13,113.78. This item was approved by Doug Duncan on February 17, 2011. Department—Administrative Technology, Daya Pendharkar

28. Agreement with **Dell Financial Services, LLC** to lease 27 desktop computers for use in the LA Building at the Clearwater Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$29,243.28. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,137.25. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$30,380.53. This item was approved by Doug Duncan on February 18, 2011. Department—Academic Coordinator, Communications, Stan Vittetoe

29. Agreement with **Dell Financial Services, LLC** to lease 132 desktop computers for use in libraries college wide. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$142,967.08. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$5,559.89. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$148,526.97. This item was approved by the President on March 1, 2011. Department—Technology Fees, Doug Duncan

30. Agreement with **Dell Financial Services, LLC** to lease one server for use by Learning Management/Student Support Systems. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$8,504.20. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$330.26. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$8,834.46. This item was approved by Doug Duncan on March 17, 2011. Department—Learning Management/Student Support Systems, Doug Duncan

31. Agreement with **Dolphin Computer Access, Ltd.** to renew licenses for two software titles that are used by Disability Resources' staff and students. The software licenses being renewed are for Easy Converter and Dolphin Publisher. The cost to the College to renew the licenses, including free updates and upgrades, for a 12-month period will be \$478. This item was approved by Doug Duncan on February 17, 2011. Department—Academic & Student Affairs/Special Needs, Stan Vittetoe

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32. Agreement with **Elsevier B.V.** to provide the College with a license to its Health and Life Sciences Journal Collection for use in the College's libraries. The Agreement subscription will be for the period of one year commencing May 1, 2011 and continuing through April 30, 2012. The cost to the College for this period will be \$2,550.45. This item was approved by Anne Cooper on March 21, 2011. Department—Libraries, Anne Cooper
33. Agreement with **eSkill Corporation** to continue the eSkill Test Center subscription that allows the College to conduct unlimited testing for the period of one year. This testing assessment capability will be used by Corporate Training in providing training services to Hospice. The cost to the College for a one-year period will be \$2,920. This item was approved by the President on January 13, 2011. Department—Corporate Training, Stan Vittetoe
34. Agreement with **Estudio Sampere**, headquartered in Madrid, Spain, to continue to offer Spanish language and culture programs for SPC's students to study at any of Estudio's institutes in Cuenca, Ecuador or Spain. The Agreement will commence as soon as possible and will continue for the period of two years. There is no cost to the College associated with entering into this Agreement. Any fees associated with this study abroad program will be paid by program participants. This item was approved by the President on January 21, 2011. Department—Center for International Programs, Karen Kaufman White
35. Agreement with **Everything But the Mime, Inc.** to provide students with Postcards 2 Home at the Arrive Alive Tour event to be held at the St. Petersburg/Gibbs Campus on February 23, 2011. The cost to the College for this Agreement will be \$1,250. This item was approved by Doug Duncan on February 21, 2011. Department—Student Life & Leadership, Karen Kaufman White
36. Agreement with **Everything But the Mime, Inc.** to provide three hours of Big Chair photos for a student activities event to be held on the Clearwater Campus on February 28, 2011. The cost to the College for this Agreement will be \$1,350. This item was approved by the President on January 6, 2011. Department—Student Life & Leadership, Stan Vittetoe
37. Agreement with **Everything But the Mime, Inc.** to provide entertainment for the Spring Fling event to be held Thursday March 31, 2011 at the Seminole Campus. The cost to the College associated with this Agreement will be \$1,800. This item was approved by Doug Duncan on February 16, 2011. Department—Student Life & Leadership, Jim Olliver
38. Agreement with the **Florida Department of Health, Pinellas County Health Department** to allow Dental Hygiene and Health Services Administration students to do their Capstone Practicum at this facility. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College. This item was

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approved by the President on February 2, 2011. Department—College of Health Sciences, Phil Nicotera

39. Agreement with the **Florida Department of Health, Seminole County Health Department** to allow Dental Hygiene and Health Services Administration students to do their Capstone Practicum at this facility. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College. This item was approved by the President on February 2, 2011. Department—College of Health Sciences, Phil Nicotera
40. Agreement with **Florida Lambda Rail, LLC (FLR)** to continue the College's membership with FLR to provide the College with access to university research networks, Internet2, the SPC Disaster Recovery site and high availability internet connectivity. The Agreement will commence approximately March 1, 2011 and continue for the period of one year. The cost to the College for this period will be \$40,320. This item was approved by the President on January 21, 2011. Department—University Partnership Center, Kay Burniston
41. Agreement with the **Florida Music Educators' Association** to provide exhibit space at the 2012 Florida Music Educators' Association Annual Clinic-Conference to be held in Tampa on January 11-14, 2012. The cost to the College for this Agreement will be \$550. This item was approved by Anne Cooper on March 1, 2011. Department—Enrollment Management, Patrick Rinard
42. Agreement with **Getty Images (US), Inc.** to provide an upgrade to the Thinkstock.com plan which will include a royalty-free source of all high resolution stock photos (approximately 6 million) for use by the Graphics department in promotional items for the College. The photos are used in a variety of printed materials, for online course illustration and on the College website. The cost to the College for the upgrade to this plan is \$914. The upgrade will continue through the period of the current plan agreement which is September 27, 2011. The College currently has a Purchase Order in the amount of \$6,249; the cost for this upgrade will be in addition to that amount. This item was approved by Doug Duncan on February 23, 2011. Department—Marketing & Public Information, Mike O'Keeffe
43. Agreement with **Harland Technology Services** to provide maintenance on the Scantron machine used at the Downtown Center. The Agreement is for the period commencing April 19, 2011 through April 18, 2012 at a cost to the College of \$557. This item was approved by the President on February 2, 2011. Department—SPC Downtown, Yvonne Ulmer
44. Affiliation Agreement with **Health Corporation of America (HCA)** affiliated hospital **Edward White Hospital** to allow students in the Physical Therapist Assistant Program to obtain clinical experience at no cost to the College. The Agreement will commence as soon as possible and will continue for the period of approximately two years. This item

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was approved by Anne Cooper on March 1, 2011. Department—Physical Therapist Assistant, Phil Nicotera

45. Agreement with **Health Corporation of America (HCA)** affiliated hospital **Largo Medical Center, Inc.** to expand enrollment in the Nursing Program to assist in alleviating the nursing shortage in the Tampa Bay area. The parties to the Agreement will provide qualified candidates (current eligible hospital employees and if needed, candidates from SPC's applicant pool) to obtain an Associate in Science degree in Nursing. In addition, Largo Medical Center will coordinate employee work schedules; provide classroom, lab and office space for students and faculty; and provide some faculty and lab facilitation support as part of the initiative. SPC will coordinate admissions; reserve slots for students, if needed; schedule initiative classes, skills labs, and clinicals at Largo Medical Center and HEC on certain days; place students at HCA affiliated hospitals for clinical rotations as available; and provide schedule and contact hour information to the hospital/instructors at the beginning of each semester. The Agreement will commence as soon as possible and is subject to review and renegotiation in August 2012. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on March 1, 2011. Department—Nursing, Phil Nicotera
46. Affiliation Agreement with **Health Corporation of America (HCA)** affiliated hospital **Largo Medical Center, Inc.** to provide clinical experience to students enrolled in Emergency Medical Services program. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Anne Cooper on March 14, 2011. Department—Emergency Medical Services, Phil Nicotera
47. Agreement with **Hernando County School Board** to provide internship experience in Hernando County schools for students in the College of Education. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Doug Duncan on February 17, 2011. Department—Baccalaureate Programs, Kay Burniston
48. Agreement with the **Hilton St. Petersburg** at Carillon Park for the use of its facilities for the Bureau of Justice Assistance Executive Session on Police Leadership to be held July 7-9, 2011. The cost to the College for this Agreement will be \$20,952. This item was approved by Anne Cooper on March 24, 2011. Departments—Regional Community Policing Institute/Center for Public Safety Innovation, James Brock **This item is grant funded.**
49. Agreement with **The Hospice of the Florida Suncoast, Inc. d/b/a Suncoast Hospice** to allow students in the College of Health Science to do their Capstone Practicum at this facility. The Agreement will commence as soon as possible and will be ongoing unless

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terminated by either party. There is no cost to the College. This item was approved by the President on February 2, 2011. Department—College of Health Sciences, Phil Nicotera

50. Affiliation Agreement with **The Hospice of the Florida Suncoast Inc. d/b/a Suncoast Hospice** to provide clinical experience to students enrolled in the Nursing Program at no cost to the College. The Agreement will commence as soon as possible and be ongoing unless terminated by either party. This item was approved by Anne Cooper on March 1, 2011. Department—Nursing, Phil Nicotera
51. Agreement with **Iknowledgenow, Inc.** to continue to provide access to the database of the Journal of the American Hospital Association and other publications and grants. Although the College has an ongoing Agreement in place, the cost to the College for this annual renewal period (March 1, 2011 through March 1, 2012) will be \$485. This item was approved by Doug Duncan on February 16, 2011. Department—Director of Libraries, Kay Burniston
52. Agreement with **InfoGroup, Inc.** and its affiliates to continue to provide access to an internet-based reference service which will allow students to find up-to-date quality business and industry information, including details necessary for complicated business papers and class projects. The Agreement will be for the period of one year at a cost to the College of \$3,150. This item was approved by Anne Cooper on March 10, 2011. Department—Director of Libraries, Anne Cooper
53. Agreement with **Juniper Networks, Inc.** whereby the College agrees not to disclose Juniper's proprietary information. The College desires to evaluate Juniper's new firewall technology and this non-disclosure Agreement is being required by Juniper as part of the College's evaluation of Juniper's products. The Agreement will commence as soon as possible and will continue unless terminated by either party. This item was approved by Doug Duncan on March 11, 2011. There is no cost to the College associated with entering into this Agreement. Department—Information Systems—Networks, Doug Duncan
54. Agreement with **K2Share, LLC** whereby the College agrees not to disclose K2Share's proprietary information. The College's Center for Public Safety Innovation and K2Share, LLC are considering working together on a potential grant project and this non-disclosure Agreement is being required by K2Share in order to discuss the details regarding the project and business relationship. The Agreement will commence as soon as possible and will continue unless terminated by either party. This item was approved by Doug Duncan on March 1, 2011. There is no cost to the College associated with entering into this Agreement. Department—Center for Public Safety Innovation, James Brock
55. Agreement with **Kapok Special Events** for the use of its facility for the college wide *Dream Ball – A Night to Remember* to be held on March 25, 2011. Approximately 400 students are anticipated to attend this event. The cost to the College for this Agreement will be up to \$9,240 with the possibility of an additional refundable \$500 deposit. This

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item was approved by Anne Cooper on March 4, 2011. Department—Student Life & Leadership, Karen Kaufman White

56. Agreement with the **Kiwanis Club of Seminole Florida, Inc.** to provide the use of the College's Seminole Campus parking lot for a fire truck pull event to be held on March 13, 2011. There is no cost to the College. The Agreement was approved by Anne Cooper on March 3, 2011. Department—Provost, Jim Olliver
57. Agreement with **Kuumba Dancers and Drummers** to provide entertainment for the event to be held on the Tarpon Springs Campus on February 16, 2011. The cost to the College for this Agreement will be \$750. This item was approved by the President on January 13, 2011. Department—Student Life & Leadership, Conferlete Carney
58. Agreement with **Lake City Community College (LCCC)** to provide for the articulation of LCCC students to the College's Distance AS Veterinary Technology Program. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College. This item was approved by the President on February 2, 2011. Department—Veterinary Technology, Phil Nicotera
59. Agreement with **Laser Marketing, Inc. d/b/a Find and Convert** to offer Find and Convert online courses through Corporate Training. The Agreement will commence as soon as possible and will continue for the period of one year; thereafter, the Agreement will automatically renew for one-year periods unless terminated by either party. The College will pay Laser Marketing 50% of the revenues received and after expenses, anticipates a net revenue of \$5,000 per year. This item was approved by Anne Cooper on March 17, 2011. Department—Corporate Training, Stan Vittetoe
60. Agreement with the **Library of Congress** to continue to provide the Classification Web access for use in the College's libraries. The renewal period will commence as soon as possible and will continue for the period of one year. The cost to the College will be \$525. This item was approved by Anne Cooper on March 1, 2011. Department—Director of Libraries, Anne Cooper
61. Agreement with **Life Force Cultural Center Arts Academy** to provide dance, music and audience participation for the African American History month celebration to be held at the Allstate Center on February 21, 2011. The cost to the College for this Agreement will be \$500. This item was approved by Doug Duncan on February 9, 2011. Department—Student Life & Leadership—Special Programs, James Brock
62. Agreement with **Lowry Park Zoological Society of Tampa, Inc. d/b/a Lowry Park Zoo** to provide animals to display and lecture content on habits and country of origin for animals at the African American History Month event to be held on the St. Petersburg/Gibbs Campus on February 17, 2011. The cost to the College for this Agreement will be \$395.

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This item was approved by Doug Duncan on February 16, 2011. Department—Student Life & Leadership, Karen Kaufman White

63. Agreement with **Mac Dill Air Force Base, 6th Medical Group** to continue to allow SPC Dental Hygiene students to rotate through MacDill AFB's Dental Squadron. Students will be providing dental hygiene services to patients of the dental clinic and will be supervised by the dentists in the 6th Dental Squadron. The Agreement will commence as soon as possible and continue unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Doug Duncan on February 9, 2011. Department—College of Health Sciences, Dental Hygiene, Phil Nicotera
64. Agreement with **Microsoft Corporation** to provide consulting services to implement the Microsoft System Center Configuration Manager infrastructure as part of the replacement of an existing antivirus product. The Agreement is effective through May 30, 2011; however, the consulting services under the Agreement are anticipated to be provided by February 28, 2011. The cost associated with this Agreement will be approximately \$49,473. This item was approved by Doug Duncan on February 7, 2011. Department—Administrative Information Systems, Daya Pendharkar
65. Agreement(s) with the **National Institute of Health (NIH)** that will allow student(s) in the College of Health Sciences to participate in NIH's Student Career Experience Program (SCEP). NIH requires that a general Student Employment Program Agreement be executed between NIH and SPC in addition to specific SCEP Work Agreements for each student. The Program Agreement is ongoing, and individual student SCEP Agreements are effective until the student graduates from the College. Currently, there is one student in the Health Services Administration Program that is seeking to participate; however, other students may also participate in this Program in the future. Students are paid by NIH; there is no cost to the College. This item was approved by Doug Duncan on February 17, 2011. Department—College of Health Science, Kay Burniston
66. Agreement with **Nova Southeastern University** to provide the use of a room at the Health Education Center on 6/26/11; 7/23/11; and 8/20/11 from 10:00 a.m. to 2:00 p.m. Nova Southeastern will pay the College a total of \$1,725 for the use of this space. This item was approved by Doug Duncan on March 16, 2011. Department—Provost, Phil Nicotera
67. Agreement with **Orange Blossom Catering** to provide food for the Picnic in the Park event to be held at the Downtown Center on April 29, 2011. The cost to the College for this Agreement will be \$1,390. This item was approved by Doug Duncan on February 17, 2011. Department—Student Life & Leadership, Yvonne Ulmer
68. Affiliation Agreement with **Orange Park Medical Center, Inc.** to provide clinical experience to students enrolled in RN Refresher/Remediation/Return to Work Continuing

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Education Health programs. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will continue for the period of three years. This item was approved by Anne Cooper on March 1, 2011. Department—CE Health, Stan Vittetoe

69. Agreement with **Anthony Ottaviani, DO** to provide medical direction for the Respiratory Care Program, which is necessary to meet the requirements for Program accreditation. The Agreement will cover the period commencing July 1, 2011 and continuing through June 30, 2012. The cost to the College will be \$4,400. This item was approved by Anne Cooper on March 3, 2011. Department—Respiratory Care, Phil Nicotera
70. Agreement with the **District School Board of Pasco County** to provide teaching observation/field experience to students in the College of Education program. There is no cost to the College associated with entering into this Agreement. The Agreement will commence August 1, 2011 and continue for the period of four years. This item was approved by the President on January 13, 2011. Department—Baccalaureate Programs, Kay Burniston
71. Affiliation Agreement with the **District School Board of Pasco County** that will allow students enrolled in the Physical Therapist Assistant Program to obtain clinical experience. The Agreement will commence as soon as possible and will continue through June 30, 2013. There is no cost to the College. This item was approved by the President on January 21, 2011. Department—Physical Therapist Assistant, Phil Nicotera
72. Agreement with the **District School Board of Pasco County** to provide for the articulation of students completing Veterinary Assistant programs at Pasco High School and Hudson High School into SPC's AS—Veterinary Technology Program. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College. This item was approved by Doug Duncan on February 9, 2011. Department—Veterinary Technology, Phil Nicotera
73. Agreement with **Physio-Control, Inc.** to renew technical support/maintenance for LifePak equipment/software used in the Emergency Medical Services Program. The Agreement will commence April 1, 2011 and continue for the period of one year. The cost to the College will be \$3,240. This item was approved by Anne Cooper on March 4, 2011. Department—Emergency Medical Services, Phil Nicotera
74. Affiliation Agreement with **Physiotherapy Associates** to provide clinical experience to students enrolled in the Physical Therapist Assistant and RN Refresher/Remediation/Return to Work Continuing Education Health programs. The Agreement will commence as soon as possible and will continue for the period of approximately two years. There is no cost to

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the College. This item was approved by Anne Cooper on March 1, 2011. Departments—Physical Therapist Assistant & CE Health, Phil Nicotera

75. Agreement with **Pinellas County** that will allow the College to provide instructors to teach Hazardous Materials and Technical Rescue classes for the County. The Agreement will be for the period of one year and will commence as soon as possible. Thereafter, the College and County will have four one-year options for renewal. The College will receive approximately \$24,669.12 for the first year of the Agreement; after expenses, the College anticipates a net revenue of approximately \$3,000. Should the Agreement be renewed, additional approval will be sought at that time. This item was approved by the President on January 13, 2011. Department—Fire Academy, James Brock
76. Agreement with **Pinellas County** whereby the County will give the College permission to relocate the County's water line as part of the College's Veterinary Technology Center construction project. The cost to the College for this Agreement will be \$50,000; however, such cost is already included as part of the project scope of work and agreement with W.G. Mills. The Agreement covers the period of March 21, 2011 through June 1, 2011. This item was approved by Doug Duncan on March 24, 2011. Department—Facilities Planning & Institutional Services, Susan Reiter
77. Agreement with **Port-a-Pit Catering, Inc.** to provide food for the African American History Month Celebration to be held on the Seminole Campus on February 10, 2011. The cost to the College for this Agreement will be \$822. This item was approved by the President on February 2, 2011. Department—Student Life & Leadership, Jim Olliver
78. Agreement with **Port-a-Pit Catering, Inc.** to provide food for the African American History Month celebration to be held on the St. Petersburg/Gibbs Campus on February 17, 2011. The cost to the College for this event will be \$1,135. This item was approved by Doug Duncan on February 16, 2011. Department—Student Life & Leadership, Karen Kaufman White
79. Agreement with **Valerie Prosser** to provide exercise instruction for exercise programs offered to College employees. The Agreement will commence as soon as possible and will continue through October 2011. Participants will pay any associated fees directly to the instructor; therefore, there is no cost to the College. This item was approved by Doug Duncan on February 17, 2011. Department—Human Resources, Patty Jones
80. Affiliation Agreement with **Regional Medical Center Bayonet Point** to continue to provide clinical experience to students enrolled in the Medical Laboratory Technology, Health Information Management and Physical Therapist Assistant Programs. The Agreement will commence as soon as possible and will continue for the period of five years. There is no cost to the College associated with entering into this Agreement. This

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item was approved by the President on January 28, 2011. Departments—Medical Laboratory Technology, Physical Therapist Assistant & Health Information Management, Phil Nicotera

81. Affiliation Agreement with **RehabCare Group, Inc.** to provide clinical experience to students enrolled in the Physical Therapist Assistant and RN Refresher/Remediation/Return to Work Continuing Education Health programs. The Agreement will commence as soon as possible and will continue for the period of approximately two years. There is no cost to the College. This item was approved by Anne Cooper on March 1, 2011. Departments—Physical Therapist Assistant & CE Health, Phil Nicotera

82. Agreement with **Rita's** to provide Italian Ice desserts for the Spring Fling event to be held on the Seminole Campus on March 31, 2011. The cost to the College for this Agreement will be \$550. This item was approved by Doug Duncan on February 16, 2011. Department—Student Life & Leadership, Jim Olliver

83. Agreement with **Barbara Shimer** to provide exercise instruction for exercise programs offered to College employees. The Agreement will commence as soon as possible and will continue through October 2011. Participants will pay any associated fees directly to the instructor; therefore, there is no cost to the College. This item was approved by Doug Duncan on February 17, 2011. Department—Human Resources, Patty Jones

84. Agreement with **Significant Event Consulting, Inc.** to provide consulting services, develop curriculum and provide instruction for five healthcare groups including 30 tabletop exercises. Significant Event Consulting will also provide post program analysis. The curriculum and instruction will be for a Hurricanes and Healthcare Conference to be held on March 3, 2011. Approximately 300 attendees are expected at the Conference. The College agrees to pay Significant Event Consulting \$14,200 for its services under this Agreement. The Agreement will commence as soon as possible and will continue through approximately April 1, 2011. The costs associated with this Agreement will be funded through sponsorship funds from the St. Petersburg Metropolitan Medical Response System (SPMMRS). SPMMRS is offering funds to the College in the amount of \$42,718. After all other costs associated with the Conference are paid, the net revenue to the College is anticipated to be approximately \$19,000. This item was approved by the President on February 2, 2011. Department—CE Health, Stan Vittetoe

85. Agreement with **Smarthinking, Inc.** to continue to provide one-to-one online tutoring services to students enrolled in various courses for the period of March 1, 2011 through June 30, 2012. The cost to the College for an addition 2,380 hours of tutoring services will be \$49,980 for this period. The Master agreement with Smarthinking is ongoing; however, individual Statements of Work (SOWs) allow for the increase of tutoring service hours and extension of use timelines. The College has an existing SOW that will continue through June 30, 2011; however, should any tutoring hours remain unused, they will roll forward to

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this new SOW for use through the end of the new SOW period. This item was approved by Anne Cooper on February 25, 2011. Department—Academic & Student Affairs, Anne Cooper

86. Agreement with **Springshare, Inc.** to continue to provide LibGuides, a template-driven content management system for libraries. The system will be used to create attractive multimedia content, share knowledge and information and promote library resources to the community. The system also allows integration of interactive content such as videos, podcasts, RSS feeds and widgets such as chat and feedback from polls/surveys. The Agreement is for the period of one year at a cost to the College of \$3,698. This item was approved by Doug Duncan on February 9, 2011. Department—Director of Libraries, Anne Cooper
87. Agreement with the **St. Petersburg/Clearwater Film Commission** to allow the College to film a documentary entitled “No Such Place as Away” at the Pinellas County Solid Waste Facility. The filming will take place on March 30-April 1, 2011. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on March 29, 2011. Department—Digital Media Program, James Olliver
88. Affiliation Agreement with **Sun Dance Rehabilitation Corporation** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program at no cost to the College. The Agreement will commence as soon as possible and will continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on March 17, 2011. Department—Physical Therapist Assistant, Phil Nicotera
89. Agreement with **A Sunset Entertainment, Inc.** to provide entertainment for the Taste of Soul event being held on February 2, 2011 at the Clearwater Campus. The cost to the College for this Agreement will be \$225. This item was approved by the President on January 21, 2011. Department—Student Activities, Stan Vittetoe
90. Agreement with **A Sunset Entertainment, Inc.** to provide entertainment for the campus dance party to be held on the Seminole Campus on February 11, 2011. The cost to the College for this event will be \$495. This item was approved by Doug Duncan on February 9, 2011. Department—Student Life & Leadership, James Olliver
91. Agreement with **A Sunset Entertainment, Inc.** to provide entertainment for the Spring Ball to be held at the Kapok Gardens on March 25, 2011. The cost to the College for this event will be \$465. This item was approved by Anne Cooper on March 21, 2011. Department—Student Life & Leadership, Conferlete Carney
92. Agreement with **O.C. Tanner Recognition Company** to provide annual awards for purchase as part of SPC’s employee recognition program. The Agreement period is from January 1, 2011 through June 30, 2012. During this 18-month period, the College plans to

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purchase awards for two annual employee awards cycles. The cost to the College during this period will not exceed \$50,000. This item was approved by the President on January 13, 2011. Department—Human Resources, Patty Jones

93. Agreement with **Tarpon Springs Trauma Informed Community Initiative** whereby the College will participate as a community partner/member to advance trauma awareness in the Tarpon Springs community. The initiative is designed to increase trauma awareness through education, prevention, and the provision of trauma resources and assistance. The College, as a partner/member, will designate an individual(s) to serve on a community Steering Committee and on one other action related committee. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Anne Cooper on March 1, 2011. Department—Social & Behavioral Sciences/TS, Conferlete Carney
94. Agreement with **TrainingTECH1** to partner with the College to provide a 40-hour Rope Rescue Level 2 operations course at the College through the Fire Science Program. Training TECH1 will provide the curriculum, instructors and some promotion; the College will provide promotion, registration and classroom facilities. TrainingTECH1 will receive \$385 per student and the College will receive \$75 per student for its services. Based on an estimate of 20 students taking the course during the term of the Agreement, the College anticipates a net revenue of approximately \$1,500. Costs for the course will be offset by student fees. The Agreement will commence as soon as possible and continue up to one year. This item was approved by the President on January 6, 2011. Department—Fire Academy/In-Service, James Brock
95. Agreement with **TrainingTECH1** to partner with the College to provide a 40-hour **Rope Rescue Level 2** operations course at the College through the Fire Science Program. Training TECH1 will provide the curriculum, instructors and some promotion; the College will provide promotion, registration and classroom facilities. TrainingTECH1 will receive \$385 per student and the College will receive \$75 per student for its services. Based on an estimate of 24 students taking the course during the term of the Agreement, the College anticipates a net revenue of approximately \$1,300—\$1,800. Costs for the course will be offset by student fees. The Agreement will commence as soon as possible and continue for up to one year. This item was approved by Anne Cooper on March 11, 2011. Department—Fire Academy/In-Service, James Brock
96. Agreement with **TrainingTECH1** to partner with the College to provide a 24-hour **Confined Space Level 1** operations course at the College through the Fire Science Program. Training TECH1 will provide the curriculum, instructors and some promotion; the College will provide promotion, registration and classroom facilities. TrainingTECH1 will receive \$290 per student and the College will receive \$75 per student for its services. Based on an estimate of 24 students taking the course during the term of the Agreement, the

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College anticipates a net revenue of approximately \$1,600. Costs for the course will be offset by student fees. The Agreement will commence as soon as possible and continue for up to one year. This item was approved by Anne Cooper on March 11, 2011. Department—Fire Academy/In-Service, James Brock

97. Agreement with **TrainingTECH1** to partner with the College to provide a 24-hour **Confined Space Level 2** operations course at the College through the Fire Science Program. Training TECH1 will provide the curriculum, instructors and some promotion; the College will provide promotion, registration and classroom facilities. TrainingTECH1 will receive \$190 per student and the College will receive \$75 per student for its services. Based on an estimate of 24 students taking the course during the term of the Agreement, the College anticipates a net revenue of approximately \$1,400. Costs for the course will be offset by student fees. The Agreement will commence as soon as possible and continue for up to one year. This item was approved by Anne Cooper on March 11, 2011. Department—Fire Academy/In-Service, James Brock
98. Agreement with **TrainingTECH1** to partner with the College to provide a 24-hour **Trench Rescue Level 1** operations course at the College through the Fire Science Program. Training TECH1 will provide the curriculum, instructors and some promotion; the College will provide promotion, registration and classroom facilities. TrainingTECH1 will receive \$400 per student and the College will receive \$75 per student for its services. Based on an estimate of 24 students taking the course during the term of the Agreement, the College anticipates a net revenue of approximately \$1,500. Costs for the course will be offset by student fees. The Agreement will commence as soon as possible and continue for up to one year. This item was approved by Anne Cooper on March 11, 2011. Department—Fire Academy/In-Service, James Brock
99. Agreement with **TrainingTECH1** to partner with the College to provide a 24-hour **Trench Rescue Level 2** operations course at the College through the Fire Science Program. Training TECH1 will provide the curriculum, instructors and some promotion; the College will provide promotion, registration and classroom facilities. TrainingTECH1 will receive \$350 per student and the College will receive \$75 per student for its services. Based on an estimate of 24 students taking the course during the term of the Agreement, the College anticipates a net revenue of approximately \$1,600. Costs for the course will be offset by student fees. The Agreement will commence as soon as possible and continue for up to one year. This item was approved by Anne Cooper on March 11, 2011. Department—Fire Academy/In-Service, James Brock
100. Agreement(s) with **Trebron Company, Inc./Sophos, Ltd.** to continue the use of the Sophos antivirus software for 300 users. The cost to the College for this Agreement(s) will be \$16,100 over three years. The Agreement will commence as soon as possible. This item was approved by Anne Cooper on February 11, 2011. Department—Information Systems, Doug Duncan

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101. Affiliation Agreement with **Trinity Spine Center** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program at no cost to the College. The Agreement will commence as soon as possible and will continue for the period of two years. This item was approved by Anne Cooper on March 1, 2011. Department—Physical Therapist Assistant, Phil Nicotera
102. Agreement with **Unique Venues** to assist the College in marketing the Collaborative Labs as a venue for conferences and meetings through online promotion. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$1,716. This item was approved by the President on January 13, 2011. Department—Collaborative Labs, Stan Vittetoe
103. Agreement with **UNITE International, Inc.** to provide students a simulator experience for texting, distracted driving and drunk driving awareness at the Arrive Alive Tour event to be held on the St. Petersburg/Gibbs Campus on February 23, 2011. The cost to the College for this Agreement will be \$1,800. This item was approved by Doug Duncan on February 21, 2011. Department—Student Life & Leadership, Karen Kaufman White
104. Affiliation Agreement with the **U.S. Department of Veterans' Affairs** whereby Orthotics and Prosthetics students will obtain clinical experience at the James A. Haley Medical Center. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College associated with this Agreement. This item was approved by the President on January 6, 2011. Department—Orthotics & Prosthetics, Phil Nicotera
105. Acknowledgement Agreements with the **U.S. Department of Veterans Affairs (DVA)** whereby the College acknowledges receipt of the DVA's directive regarding the disclosure of Protected Health Information. Since the DVA has several agencies that may require execution of these Agreements, this item is to seek approval to sign Acknowledgement Agreements for various DVA agencies and various health related programs at SPC. There is no cost to the College. Such Acknowledge Agreements will be reviewed by the VA every two years. This item was approved by Doug Duncan on February 9, 2011. Department—Provost, HEC, Phil Nicotera
106. Affiliation Agreement with **U.S. Department of Veterans Affairs, Bath BA Medical Center** to provide clinical experience to students enrolled in the Medical Laboratory Technology Program. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by the President on January 28, 2011. Department—Medical Laboratory Technology, Phil Nicotera

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107. Agreement with the **University of South Florida** to facilitate the admission of SPC's Business Administration students into USF's Master of Business Administration Program. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Doug Duncan on February 16, 2011. Department—College of Business, Kay Burniston
108. Agreement with the **University of South Florida, College of Medicine** to provide the services of David A. Solomon, MD whereby Dr. Solomon will provide physician input and related clinical expertise regarding pulmonary medicine during Sessions I & II, 2011-12. The cost to the College for this Agreement will be \$2,000. This item was approved by Anne Cooper on March 4, 2011. Department—Respiratory Care, Phil Nicotera
109. Agreement with **Jeanne Wolfe** to provide exercise instruction for exercise programs offered to College employees. The Agreement will commence as soon as possible and will continue through October 2011. Participants will pay any associated fees directly to the instructor; therefore, there is no cost to the College. This item was approved by Doug Duncan on February 17, 2011. Department—Human Resources, Patty Jones
110. Agreement with **Wolters Kluwer Health, Inc.** to continue the subscription to *Clin-eguide*, an online clinical decision support tool for health care providers in the clinical setting. This resource tool will be used by allied health program students for research. The one-year renewal period is from April 15, 2011 through April 15, 2012 at a cost to the College of \$5,250. Thereafter, Agreement will continue for one-year periods unless terminated by either party. Should this Agreement continue beyond the current period, additional expenditure approval will be sought at that time. This item was approved by Anne Cooper on March 24, 2012. Department—Director of Libraries, Kay Burniston
111. Agreement with **Xerox Corporation** whereby Xerox will move one of its copiers from the Word Processing Department at the Health Education Center to the Provost Office at the Tarpon Springs Campus. The cost to the College for the copier move will be \$237. This item was approved by the President on January 13, 2011. Department—Provost Office, Conferlete Carney
112. Agreement with **Xerox Corporation** to provide maintenance for the copier to be used at the Tarpon Springs Campus. The agreement will commence as soon as possible and continue for the period of four years. The anticipated cost to the College over that time is approximately \$1,816. This includes the annual maintenance costs and charges for copies. This item was approved by the President on January 28, 2011. Department—Provost Office, TS, Conferlete Carney

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Section B: Confirmation/approval is sought with respect to the following transactions which are related to contracts and/or items which were previously approved, but have been amended, modified and/or extended.

113. Agreement approved December 20, 2010 with **Dell Financial Services, LLC** to lease equipment to provide data backups for collegewide systems. The lease will commence as soon as possible and will continue for a period of 60 months. The not to exceed cost to the College for this lease was in the amount of \$133,152.20; however, this amount did not include shipping charges which were added later. Accordingly, this item is to amend the total cost of this Agreement for an amount not to exceed 133,433.30. This item was approved by the President on February 2, 2011. Department—Business Services, Doug Duncan
114. Agreement approved June 23, 2010 with the **Florida Department of Health, Palm Beach County Health Department** to allow SPC students in healthcare professions to obtain clinical/internship experience at the Agency. **This item is to advise that the Agreement will only apply the Dental Hygiene students rather than as previously approved.** The Agreement automatically renews for one-year periods unless terminated by either party. All other terms and conditions will remain as previously advised. This item was approved by the President on January 6, 2011. Department—Dental Hygiene
115. Agreement approved October 30, 2010 with **Memorial Hospital** to provide clinical experience to students enrolled in the Health Information Management Program at no cost to the College. **This item is to add the CE Nursing Program to this Agreement and establish that the Agreement will be for a period of five years.** There is no cost to the College. All other terms will remain as previously advised. This item was approved by Anne Cooper on February 11, 2011. Department—Provost, HEC, Phil Nicotera
116. Agreement of Cooperation approved October 6, 2010 with **Pontificia Universita Urbaniana**—Vatican City to continue to promote the exchange of experiences and staff in the fields of education, science, culture and other areas in which both parties are involved. There is no cost to the College associated with entering into this Cooperation Agreement. **This item is to correct the period of the Agreement.** The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Anne Cooper on February 11, 2011. Department—Center for International Programs, Karen Kaufman White
117. Agreement approved January 28, 2011 with the **City of St. Petersburg** for the use of the Coliseum for the Hurricane and healthcare Conference to be held on March 3, 2011. Approximately 300 attendees are expected for the Conference. The anticipated cost to the College was \$2,950; however, **added costs for electrical outlet use and additional hours needed for facility use will increase the cost up to an additional \$1,170.** Costs

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associated with this Agreement will be offset by participant fees. This item was approved by Anne Cooper on March 4, 2011. Department—CE Health, Stan Vittetoe

118. Agreement approved January 13, 2011 with the **University of Florida, College of Veterinary Medicine** (UF) for UF to provide instruction for a class on “Large Animal Rescue” at a cost to the College of \$600. The Agreement is for the period of up to one year. The previous approval was for one class; however, **the Agreement is being modified for an additional class being offered March 18-19, 2011.** Although the exact dollars associated with the second course are not known at this time, the College anticipates a cost from \$2,000 to \$3,200. After costs, based on the maximum enrollment of 15 students, the College estimates a possible net revenue of approximately \$1,300. Should any additional courses be offered under this Agreement, additional approval will be sought at that time. This item was approved by Doug Duncan on February 9, 2011. Department—Fire Science, James Brock

Section C: Confirmation/approval is sought with respect to the following transactions which are related to contracts and/or items which were previously approved, but need additional clarification.

NONE

Section D: Confirmation/approval is sought with respect to the following transactions which are related to contracts and/or items which were previously approved, but have been canceled or the Request for Contract withdrawn.

119. Non-Disclosure Agreement approved November 17, 2010 with **D2L Ltd., a subsidiary of Desire2Learn, Inc.** whereby the College would maintain confidentiality of D2L’s business information while looking at D2L’s products. This item is to advise that this Agreement was not entered into; therefore, the Request for Contract is being withdrawn. This item was approved by Anne Cooper on March 7, 2011. Department—eCampus, Web & Instructional Technology, Jim Olliver
120. Agreement approved February 17, 2011 with **George Washington University (GWU)** to provide use of dormitory space for study abroad students in the American Dream Program to be held July 7-16, 2011. Students would pay costs for dorm accommodations. This item is to advise that this Agreement was not entered into; therefore, the Request for Contract is being withdrawn. This item was approved by Anne Cooper on March 7, 2011. Department—International Programs, Karen Kaufman White
121. Agreement approved January 10, 2008 with **Florida Institute of Technology (FIT)** whereby FIT was to offer various degrees through SPC’s University Partnership Center. The Agreement was to establish the responsibilities of FIT and the College for a period of three years. This item is to advise that this Agreement was not entered into; therefore, the

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Request for Contract is being withdrawn. This item was approved by Anne Cooper on March 21, 2011. Department—University Partnership Center, Catherine Kennedy

122. Agreement approved August 12, 2010 with the **Pinellas County Fire Chief's Association** (PCFCA) to partner with the College to provide Blue Card Incident Command instruction to students in the College's Fire Science Program. The anticipated cost to the College was \$8,000; however after costs, the anticipated net revenue was expected to be \$4,000. This item is to advise that the Agreement was not entered into; therefore, the Request for Contract is being withdrawn. This item was approved by Doug Duncan on February 22, 2011. Department—Fire Science, JC Brock
123. Agreement approved September 23, 2010 with **U.S. Department of Veterans Affairs, Malcom Randall VA Medical Center** to provide clinical experience to students enrolled in the Health Information Management Program. This item is to advise that the Agreement was not entered into; therefore, the Request for Contract is being withdrawn. This item was approved by the President on January 21, 2011. Department—Health Information Management, Phil Nicotera

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

Suzanne L. Gardner, Acting General Counsel, recommends approval.

pss0413112

11-079. The Board considered Item VII-C.2 under Other Expenditures and Contracts. Mr. Brett moved approval. Mrs. Bilirakis seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding this item is as follows:


Agenda Item VII-C.2

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

FROM: William D. Law, Jr., President 

SUBJECT: Amendment to Agreement with Higher One, Inc.

Authorization is sought to enter into an Amendment to the current Services Agreement with Higher One, Inc. The amendment will allow the College to: 1) extend the Services Agreement through June 30, 2015; 2) realize a cost savings by changing to an annual subscription pricing structure for the OneDisburse service provided by Higher One, Inc. at a total cost of \$245,000 through the extension period; and 3) establish a coterminous period for the College's Agreement with Higher One, Inc. and its Agreement with Informed Decisions Corp d/b/a CASHNet (now owned by Higher One's wholly-owned subsidiary Higher One Payment, Inc.). **Approval is also sought for an additional expenditure amount of approximately \$76,465 to continue the Informed Decisions Corp d/b/a CASHNet Agreement through June 30, 2015.**

On December 20, 2005, the Board approved entering into an Agreement with Higher One, Inc. to provide automated student refund disbursement services through June 30, 2012. The Agreement initially provided for a fee structure based on student participation and revenue sharing. Given the relatively recent increased number of students and demand for refund services, the average annual cost to the College has been approximately \$75,000. In order to realize a cost savings and to further streamline refund disbursement services, Higher One has agreed to shift to a fixed fee per year. The pro-rated amount agreed to for services provided between January 1, 2011 through June 30, 2011 would be \$25,000; thereafter, the annual fixed fee would be \$55,000 for a total Services Agreement cost of \$245,000. The new fixed pricing structure represents a cost savings to the College of approximately \$20,000 per year and includes:

- New cards
- Replacement cards
- Disbursements (DDA, ACH, Paper Check and default Title IV paper checks)
- Refund reversals
- The Higher One Collects Program, where Higher One will collect active replacement card fees directly from Users, taking the burden of collecting these fees off the College.

The College also agrees to transition to an electronic-only disbursement program (ACH to a third-party bank account or deposit to the DDA) within 60 days of the execution of this Amendment. All students with an existing paper check disbursement preference shall be grandfathered into this disbursement choice subsequent to such transition. The only impact to students will be the elimination of paper check disbursements to those students new to the program. The administration has received positive feedback regarding this change when it was presented to SGA (Student Government Association) Leadership.

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On February 8, 2008, the College entered into an Agreement with Informed Decisions Corp d/b/a CASHNet to migrate the College's cashiering system to the CASHNet.com web-based environment. Costs for that migration and annual maintenance were approved in the amount of approximately \$192,458 through February 14, 2013. Since Higher One now owns CASHNet and will be providing cashiering services through its subsidiary, the term of this Agreement will be extended through June 30, 2015. The added cost of \$76,465 represents an estimate of the pro-rated amount to continue the Agreement for an additional 26 months.

Suzanne L. Gardner, Acting General Counsel; Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Theresa Furnas, Associate Vice President, Financial & Business Services; and Mike Meigs, Director of Student Accounting & Business Systems, recommend approval.

mm0420114

11-080. The Board considered Item VII-D.1b, Application for and Acceptance of Grants/Restricted Funds (if awarded). (*Item VII-D.1a was previously pulled from consideration.*) Mr. Brett moved approval of Item VII-D.1b. Mrs. Bilirakis seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.


Information regarding this item is as follows:

Agenda Item VII-D.1b

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: United Way of Tampa Bay Early Literacy Initiative – Pilot Summer Reading Tutoring

Confirmation is sought to accept a grant award for a proposal that was submitted, subject to Board of Trustees' approval, to the United Way of Tampa Bay to receive \$15,000 to pilot the Ready-Set-Read Summer Reading Tutoring Initiative.

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This project will allow ten (10) St. Petersburg College of Education pre-service teachers to provide a small, 8-week intensive tutoring program in ten (10) non-profit locations with a total of twenty (20) sites, identified by United Way of Tampa Bay, during the summer of 2011 (June – August). Children at risk, especially children of poverty, lose significant ground during the summer months. One way to prevent this summer reading loss is to provide “at risk” readers with small group (two or three children) intensive engaging tutorials. The Pilot Summer Reading Tutoring Initiative will examine the impact that an 8-week small group intensive reading program, led by student teachers, has on reading development of 240 “at-risk” children.

The award funds will be used to pay ten (10) student tutor stipends and travel expenses, and two faculty project coordinators.

Suzanne L. Gardner, Acting General Counsel; Kay Burniston, Vice President, Baccalaureate Programs; and Theron Manly, Interim Dean, College of Education, recommend approval.

Attachment

kb0415116

BOT/CABINET INFORMATION SUMMARY GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting:	April 26, 2011
Funding Agency or Organization:	United Way of Tampa Bay
Name of Competition/Project:	Early Literacy Initiative – Pilot Summer Reading Tutoring
SPC Application or Sub-Contract:	SPC application
Grant/Contract Time Period	Start: 4/01/11 End: 09/30/11
Cabinet Member:	Kay Burniston
Manager:	Dr. Marie Biggs

Focus of Proposal: The Ready-Set-Read Summer Reading Tutoring Initiative will allow ten (10) St. Petersburg College of Education pre-service teachers to provide a small, 8-week intensive tutoring program in ten (10) non-profit locations with a total of twenty (20) sites, identified by United Way of Tampa Bay, during the summer of 2011 (June – August). This pilot

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project will examine the impact that an 8-week small group intensive reading program, led by student teachers, has on reading development of 240 “at-risk” children. The award funds will be used to pay ten (10) student tutor stipends and travel expenses, and two faculty project coordinators.

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

Personnel & Benefits	\$ 4,000
Travel	\$ 1,000
Student tutor stipends	<u>\$10,000</u>
 Total Budget	 \$15,000

Funding:

Total proposal budget
(includes amount requested from funder,
cash and in-kind matches listed below) \$15,000

Total amount from funder: \$15,000

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

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

Recoverable benefits beyond grant focus (above):

Negotiated indirect cost	N/A
(Fixed) administrative fee	N/A
Software/materials	N/A
Equipment	N/A
Services	N/A
Staff Training	N/A
Other	Strategic partnership

College Goals and Institutional Initiatives Addressed:

College Goal:	III. Promote the community’s economic and cultural development with noncredit programs, continuing
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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.

11-081. The Board considered Capital Outlay, Maintenance, Renovation, and Construction Items VII-E.1-E.4. Item VII-E.1 was accepted as information only. Mrs. Bilirakis moved approval of Items VII-E.2-E.4. Mr. Johnston seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Mr. Burke noted he previously questioned the brevity of the lease term in Item VII-E.3, for National University of Health Sciences to lease space at the College's Health Education Center Annex, and learned that the College would move to a longer lease with NUHS once some structure is in place in the new facility.


Information regarding these items is as follows:

Agenda Item VII-E.1

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000

Board of Trustees Rules 6Hx23-6.09 and 6Hx23-6.10 authorize the President to approve construction contracts and change orders to construction contracts for extensions of time and for increases in an amount not to exceed CATEGORY FIVE, Florida Statutes 287.017 (currently \$325,000), with the stipulation that the Board of Trustees will be informed of these approvals on a quarterly basis. This memo is to **inform the Board of Trustees** of the following items approved from January 1, 2011 through March 31, 2011 and those not included in the previous Quarterly Report.

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- 1) **Approval was granted** to accept Change Order #3, Final Accounting, Project 186-Y-08-4, Parking Lot Expansion, Seminole Campus, in the deductive amount of (\$51,424.55) for this project as outlined below. This final accounting change order brings the final Contract Value to \$591,575.45. The details of the final accounting are as follows:

This project consisted of an additional 314 parking spaces at the southwest corner of the Seminole Campus which provided additional parking for the University Partnership and the Technical Learning Building. Additionally, this project provided a combination of landscaping and fencing to the south and west of the parking lot to provide a visual barrier for the surrounding neighbors.

Part A: Project Contingency:

When the Guaranteed Maximum Price is established at the beginning of the project, an Owner's Contingency is established. This is utilized for Owner changes throughout the project. Part A, as listed below will deduct the balance of the Owner's Contingency (including Buyout Contingency) from the final contract amount. The details of Change Order #2 are as follows:

Owner Contingency:	<u>(\$29,780.01)</u>
Total Contingency:	(\$29,780.01)

Part B: Owner Direct Purchases and Sales Tax Savings:

As approved by the Board on September 23, 2003, this project utilized the direct purchase program which resulted in a decrease of (\$21,644.54) from the original GMP for material purchase orders and associated tax savings which have been issued directly to other vendors during the course of the project. The Total Tax Savings represents all taxes not paid due to materials directly purchased by the Owner through this project. Part B, as listed below will deduct the Direct Purchases and Sales Tax Savings from the final contract amount:

Materials-Owner Purchased:	(\$20,372.21)
Total Sales Tax Savings:	<u>(\$1,272.33)</u>
Total Direct Purchase and Sales Tax Savings:	(\$21,644.54)

NET CHANGE ORDER #1 (Parts A & B): **(\$51,424.55)**

Original Guaranteed Maximum Price (GMP):	\$1,106,500.00
Change Order #2 (Extension of Time)	(\$0.00)
Change Order #3 (Final Accounting)	<u>(\$51,424.55)</u>
Final Contract Value:	\$591,575.45

Funding Source:

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Public Education Capital Outlay (PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$591,575.45
Final Contract Value:	\$591,575.45

There was no loss of revenue or interruption to operation of the college as a result of this change order.

- 2) **Approval was granted** to accept Change Order #1, Project 597-D-10-5, Remodel/Renovate for Classrooms/Labs, Olympia Building, Tarpon Springs Campus. The Final Guaranteed Maximum Price (GMP) for this project of \$9,176,884 was approved by the Board on August 17, 2010, and included a \$13,033 allowance for exterior signage. Since the building is being renamed we have an increased signage package including the following:

- Four (4) signs that read “ Michael and Evelyn Bilirakis Building”
- Five (5) blue square signs identifying the letter designations and functions in the building
- Two (2) signs on the East elevation identifying “Tarpon Springs Campus”
- One (1) sign over the East entrance identifying “Bilirakis College of Education”

Additionally, there is a shelled space by the student lounge and lobby space that will be built-out for a student vending area and office suite and conference room. The total value of this Change Order #1, for the additional signage, office suite, conference room and vending area is \$121,765.00.

Authorization was requested and approved for Change Order #1 in the amount of \$121,765.00 and to approve the revised GMP of \$9,298,649.

- 3) **Approval was granted** to accept Change Order #2, Final Accounting, Project 151-F-10-15, Remodel for Classrooms, Labs, and Offices-Phase 4, Downtown.

This project consisted of the interior build-out of two general classrooms and one unassigned space on the third floor of the existing four-story classroom building. Further, this project remodeled a previous tenant space as a new larger Learning Support Commons, which made one more classroom available for use. In addition, all plumbing and electrical infrastructure was installed in the third floor ceiling space above the classrooms for a future chemistry laboratory to be built in an existing classroom on the fourth floor at a later date.

Change Order #2:

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Change Order #2 provides for the deduction of the Project Contingencies as detailed below from the overall project.

Project Contingency:

When the Guaranteed Maximum Price is established at the beginning of the project, an Owner's Contingency is established. This is utilized for Owner changes throughout the project. Change Order #2 as listed below will deduct the balance of the Owner's Contingency from the final contract amount.

Owner Contingency:	(\$43,571.11)
Total Contingency:	(\$43,571.11)
Original Guaranteed Maximum Price (GMP)	\$320,045.00
Change Order #1 (Extension of Time)	(0.00)
Change Order #2 (Final Accounting)	<u>(\$43,571.11)</u>
Final Contract Value:	\$276,473.89

Funding Source:

Local Funding – Rem/Ren Downtown Center	\$276,473.89
Final Contract Value:	\$276,473.89

There was no loss of revenue or interruption to operation of the college as a result of this change order.

- 4) **Approval was granted** for Change Order #1, Final Accounting, Project 186-Y-10-1, Renovation for Surge/Lightning Protection, District Office Building, EpiCenter, in the deductive amount of (\$15,365.19) for this project as detailed. This final accounting change order brings the final Contract Value to \$63,263.81.

This project consisted of installing a complete Class I Copper Lightning Protection System for the EpiCenter District Office Building to assist in reducing future damages and power outages associated with lightning strikes to the building. The lightning protection system is a Franklin Rod type system with connection to the building steel/bar, electrical switchboard, generator, satellite dish/antennae on rooftop and roof mounted equipment. Transient Voltage Surge Suppressors (TVSS) were installed on main switchboards and coaxial lead-in cables from two rooftop antennae. Down leads were also installed on the exterior of the building in PVC conduit painted to match the building exterior.

Change Order #1:

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Change Order #1 provides for the deduction of the Project Contingencies as detailed below from the overall project.

Project Contingency:

When the Guaranteed Maximum Price is established at the beginning of the project, an Owner's Contingency is established. This is utilized for Owner changes throughout the project. Additionally, a buyout contingency is established by the contractor when they finalize their bids. This change will deduct the balance of the Owner's Contingency (including Buyout Contingency) from the final contract amount.

Construction Manager Buyout:	(\$11,620.12)
Owner Contingency:	(3,745.07)
Total Contingency:	(\$15,365.19)
Original Guaranteed Maximum Price (GMP)	\$78,629.00
Change Order#1 (Final Accounting)	(\$15,365.19)
Final Contract Value:	\$63,263.81

Funding Source:

Public Education Capital Outlay (PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$63,263.81
Final Contract Value:	\$63,263.81

There was no loss of revenue or interruption to operation of the college as a result of this change order.

- 5) **Approval was granted** to accept the Certificate of Final Inspection and Release of Final Payment, Project 186-Y-10-1, Renovation for Surge/Protection, District Office Building, EpiCenter.

The engineering firm of Engineering Matrix, Inc. and college personnel has inspected the work on this project and certifies that as of September 15, 2010, this project was substantially complete in accordance with the contract documents, subject to the correction of final punch list items, including building code requirements.

This project consisted of installing a complete Class I Copper Lightning Protection System for the EpiCenter District Office Building to assist in reducing future damages and power outages associated with lightning strikes to the building. The lightning protection system is a Franklin Rod type system with connection to the building steel/bar, electrical switchboard, generator, satellite dish/antennae on rooftop and roof mounted equipment. Transient Voltage Surge Suppressors (TVSS) were installed on main switchboards and coaxial lead-in cables from two rooftop antennae. Down leads were

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also installed on the exterior of the building in PVC conduit painted to match the building exterior.

The State Requirements for Educational Facilities, 2008, and as amended in 2009, Chapter 4, Section 4.2(3), requires that final payment shall not be made until a certificate of occupancy has been issued, the project has been completed, and the Board of Trustees accepts the project.

- 6) **Approval was granted** to accept Change Order #2, Extension of Time, Project 597-D-10-5, Remodel/Renovate for Classrooms/Labs, Olympia Building, Tarpon Springs Campus.

Southwest Florida Water Management District determined that the existing pond and under drains located south of the Olympia Building required repair and modifications to be in compliance with the current regulations (this work was installed prior to our purchase of the property). Peter R. Brown Construction, Inc. and the project team determined that this additional work, and the timing of the work, has impacted the project schedule and the substantial completion date of this project. This time extension was a result of the permitting lead times and the amount of time to accomplish work due to the required permit amendments.

The value of this additional work has been funded by the contractor's buyout contingency and does not change the value of the contract. This change has been determined by the staff to be needed as part of the project and the requested extension of time is valid.

Change Order #2 extends the contract duration from January 11, 2011 to February 11, 2011. There was no loss of revenue, no additional cost and no additional funding necessary as all associated costs are covered in the project contingency. Additionally, there was no interruption to instruction or operation of the College as a result of this change order.

TOTAL CALENDAR DAYS ADDED: 31

This information is provided by Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Susan Reiter, Vice President, Facilities Planning and Institutional Services, pursuant to Board of Trustees Rules 6Hx23-6.09 and 6Hx23-6.10.

mdc0414111


Agenda Item VII-E.2

April 26, 2011

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Remodel/Renovate/Roof, Annex 2, EpiCenter, Project 186-J-07-1

Project 186-J-07-1 Remodel/Renovate/Roof, Annex 2, EpiCenter included remodeling the Annex 2 facility with a new structural system, roof system and interior finishes. When the final accounting for this project was approved, \$327,449.13 of owner's contingency and owner direct purchase tax savings were returned from the contractor.

Since this project was completed, there has been an increase of moisture in the concrete slab beneath the new flooring systems. This is a challenge that can happen in existing facilities, although we have not had a widespread occurrence of this at any of our facilities previously. We have consulted with the projects architect, engineers and contractors as well as two moisture specialists to determine the source of this moisture and the recommended corrective actions.

After extensive destructive investigation and reports from our specialists, it has been determined that the existing concrete slab (which was not replaced as part of the construction project) had an ineffective moisture barrier underneath it (the thickness of the membrane and the material were substandard), had an uncommon chemical admixture added to the top of the concrete (that effects the chemical makeup of the upper portion of the concrete) and that the concrete was placed with a very high level of water creating excessive voids that facilitates moisture movement through capillary action.

Therefore, moisture from groundwater, rain, irrigation, etc. has been migrating through the soil and into the concrete slab. Once in the slab, the moisture collects because of the flooring systems in place in the facility (vinyl backed carpet tiles, vinyl composition tile and porcelain tile) is acting as a moisture barrier.

The project team and the moisture specialists unanimously agreed that the following multipronged approach is required for correcting this deficiency.

The first item recommended is to install a moisture retardant system on top of the concrete slab (without removing the concrete slab it is impossible to place a new vapor barrier underneath the concrete slab). The recommended system requires removing the carpet and adhesive, bead blasting the existing concrete slab (to allow better adhesion), install the multilayer moisture barrier and then install new carpeting.

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The second recommendation is to install a drainage system around the exterior of the building including a sump and pump in order to remove moisture from the soil surrounding the building.

Third, they recommend that we continue to monitor the relative humidity in the slab and maintain a relative humidity in the air within the building less than 50%.

In order to keep the occupants utilizing the facility during this process, we will use a phased plan (only working in smaller sections of the building so it can remain in use while this work is taking place).

If we were aware of the condition of the concrete slab as we were planning this project, we would have replaced the concrete slab as part of the original construction. This would have cost approximately \$300,000. Additionally, with our experiences from this project, we determined to replace the existing concrete slab at the Olympia Building Warehouse as part of the Bilirakis College of Education Building to prevent a similar situation (based on a similar aged building with a concrete slab designed for warehouse use).

In addition to the funding returned at the final accounting, it will cost \$206,414.87 (bringing the total value of this corrective work to \$533,864 to complete this work. This includes all moving, demolition, floor preparation, new floor coverings, exterior drainage system, etc.

Authorization is requested to approve moving forward with this process and issue all necessary purchase orders.

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

mdc0415113

Agenda Item VII-E.3

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

SUBJECT: Agreement between St. Petersburg College and the National University of Health Sciences (NUHS) for a Lease of Space at the Health Education Center Annex, Building 67, Site 8

St. Petersburg College (College), in conjunction with the National University of Health Sciences (NUHS), has agreed, under the following terms and conditions, to enter into a lease for a portion of the first floor of the Health Education Center Annex Building at 6698 68th Avenue North, Pinellas Park, located near the Health Education Center. The summary of the terms and conditions are set forth below:

- The College will lease to the NUHS a portion of the first floor of the Health Education Center Annex consisting of approximately 7,238 square feet of exclusive use space and 753 square feet of joint use space.
- The lease period runs from May 9, 2011 through June 30, 2012.
- The Agreement may be extended for consecutive one (1) year terms upon mutual agreement of the parties in writing before the end of any Term.
- The NUHS shall pay to the College base rent for the Leased Premises in the amount of One and 00/100 Dollars (\$1.00) per year to be paid at the commencement of the Term. The College shall provide utilities, including electrical, heating, ventilation and air conditioning, water, garbage and sewer, custodial services, and maintenance services, including maintenance of HVAC systems, roof, exterior walls and structural systems. NUHS shall pay to the College an operating fee for the Exclusive Use Space and the Joint Use Space. The operating fee for the Exclusive Use space will be \$7.20 a square foot or \$52,113.60 a year (7,238 sq. ft. X \$7.20), and the operating fee for the Joint Use Space shall be \$3.60 a square foot or \$2,710.80 a year (753 sq. ft. X \$3.60). The operating fee for the Exclusive Use Space and the Joint Use Space shall hereinafter be collectively referred to as the "Operating Fee." The Operating Fee will be paid in four quarterly installments throughout the 2011/2012 College fiscal year. Additionally, NUHS will pay a prorated value for the use of the space from May 9, 2011 to June 30, 2011. NUHS shall pay to the College its pro-rata share of any utility rate assessment, storm water fee or other surcharge that may be assessed from time to time to the College for the Health Education Center Annex.
- The College will provide limited security to the Leased Premises in the form of periodic monitoring of the parking lot and the HEC Annex Building by College security personnel during the normal hours of operation of the College.
- The College will not provide phone lines and internet access to the Leased Premises.

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- NUHS shall reimburse the College for any and all costs and expenses associated with the renovation of the space for NUHS use.
- The Leased Premises shall be used and occupied by the NUHS for educational and administrative office purposes, consistent with the NUHS's mission and business purpose and for no other purposes. Unless otherwise agreed to by the College in writing, the HEC Annex Building shall be open from 7:00am to 10:00pm, Monday-Thursday, and 7:00am – 6:00pm on Friday.
- NUHS may use the parking lots owned by the College at the Health Education Center and the HEC Annex Building except for parking spaces designated for specific College personnel.
- The College may provide, at the College's sole discretion, interior signage at the HEC Annex Building indicating the location of the Premises. Any such signage shall comply with all applicable codes, rules, and regulations governing the same.

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

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

Authorization is sought to enter into a Lease Agreement with the NUHS on such terms and conditions as are set forth in this Agreement.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Phil Nicotera, Provost, Heath Education Center; and Catherine Kennedy, Associate Vice President, University Partnership Center, recommend approval.

Attachments

mdc0416112

**LEASE AGREEMENT
BETWEEN
NATIONAL UNIVERSITY OF HEALTH SCIENCES
AND
ST. PETERSBURG COLLEGE**

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011
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THIS LEASE AGREEMENT (“Agreement”) entered into this _____ day of _____, 2011 by and between the Board of Trustees of St. Petersburg College, a Florida public body corporate, whose mailing address is P.O. Box 13489, St. Petersburg, Florida 33733, (hereinafter, the “College”) and the National University of Health Sciences, an Illinois non-profit corporation, whose principal address is 200 E Roosevelt Road, Lombard, IL, 60148 (hereinafter, the “NUHS”).

WITNESSETH:

WHEREAS, NUHS operates a Doctorate in Chiropractic Medicine degree program (“Program”) in Pinellas County, Florida through the College’s University Partnership Center; and

WHEREAS, NUHS utilizes the College facilities to offer the Program, including facilities at the at the College’s Health Education Center campus located at 7200 66th Street North, Pinellas Park, Florida (“HEC Campus”); and

WHEREAS, NUHS is in need of additional space to offer the Program to students; and

WHEREAS, in order to accommodate NUHS’ need for additional space, the College desires to lease to NUHS a portion of the first floor of the Health Education Center Annex Building at 6698 68th Avenue North, Pinellas Park, which is located near the Health Education Center and as is more fully set forth below; and

NOW THEREFORE, in consideration of the premises and one dollar and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, and the promises and covenants contained herein, the parties hereto agree as follows:

1. **RECITALS.** The recitals set forth above are true and correct and are incorporated herein by reference.
2. **LEASED PREMISES.** The College does hereby lease to NUHS, and NUHS does hereby lease from the College that portion of the first floor of the Health Center Annex as shown in Exhibit “A” consisting of approximately 7,238 square feet of space of dedicated use space and 753 square feet of concurrent use space for educational and administrative purposes.
3. **TERM.** The term of this Agreement shall be for a period commencing on May 9, 2011 and continuing through and until June 30, 2012. This Agreement may be extended for consecutive one (1) year terms upon mutual agreement of the parties in writing before the end of any Term. Either party may terminate the Agreement with or

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without cause during a Term upon giving the other party no less than 180 days prior written notice. For purposes of this Agreement “Term” shall mean the initial term or any renewal term.

4. **BASE RENT.** NUHS shall pay to the College base rent for the Leased Premises in the amount of One and 00/100 Dollars (\$1.00) per year to be paid at the commencement of the Term.

5. **OPERATING FEE:** The College shall provide to NUHS for the Leased Premises: (i) utilities, including electrical, heating, ventilation and air conditioning, water, garbage and sewer; (ii) custodial services; and (iii) maintenance services, including maintenance of HVAC systems, roof, exterior walls, and structural systems. In return for such services, NUHS will pay to the College an operating fee for the Exclusive Use Space and the Concurrent Use Space. The operating fee for the Exclusive Use Space will be \$7.20 a square foot or \$52,113.60 a year (7,238 sq. ft. X \$7.20). The operating fee for the Concurrent Use Space shall be \$3.60 a square foot or \$2,710.80 a year (\$753 sq. ft. X \$3.60). The operating fee for the Exclusive Use Space and the Concurrent Use Space shall be collectively referred to as the “Operating Fee”. Additionally, NUHS will pay a prorated value for the use of the space from May 9, 2011 to June 30, 2011. Operating Fee payments shall be due and payable as follows:

May 9, 2011	\$7,960.60	Prorated Rate, 05/09/11 – 06/30/2011
July 1, 2011	\$13,706.10	Regular Quarterly Lease Payment, 07/01/2011 – 09/30/2011
October 1, 2011	\$13,706.10	Regular Quarterly Lease Payment, 10/01/2011 – 12/31/2011
January 1, 2012	\$13,706.10	Regular Quarterly Lease Payment, 01/01/2012 – 03/31/2012
April 1, 2012	#13,706.10	Regular Quarterly Lease Payment, 04/01/12 – 06/30/12
Total	\$62,785.00	

NUHS shall pay to the College its pro-rata share of any utility rate assessment, stormwater fee or other surcharge that may be assessed from time to time to the College for the Health Education Center.

The College will **NOT** provide phone lines and internet access to the leased premises.

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6. SECURITY. The College will provide limited security to the Leased Premises in the form of periodic monitoring of the parking lot and the HEC Annex Building by College security personnel during the hours of use set forth below in Paragraph 8.
7. USE. The Leased Premises shall be used and occupied by the NUHS for educational and administrative office purposes, consistent with the NUHS' mission and business purpose and for no other purposes. All use of the Leased Premises shall be in compliance with all laws. For purposes of this Agreement, "Laws" means all applicable present and future (i) federal, state, and local laws, statutes, ordinances, rules regulations, and codes and the federal and state constitutions; (ii) decrees, orders, applicable equitable remedies and decisions by courts in cases where such decisions are binding precedent in the State of Florida; (iii) decisions of federal courts applying the Laws of the State of Florida; (iv) rules and regulations of the Board of Trustees of St. Petersburg College; and (v) rules, regulations and orders of quasi official entities or bodies (e.g., boards and bureaus), as the same may be amended or supplemented from time to time.
8. HOURS OF USE. Unless otherwise agreed to by the College in writing, the HEC Annex Building shall be open from 7:00am to 10:00pm, Monday-Thursday, and 7:00am – 6:00pm on Friday.
9. PARKING. NUHS may use the parking lots owned by the College at the Health Education Center except for parking spaces designated for specific College personnel.
10. SIGNAGE. The College may provide, at the College's sole discretion, interior signage at the HEC Annex Building indicating the location of the Premises. Any signage shall comply with all applicable codes, rules, and regulations governing the same.
11. ALTERATIONS TO THE PREMISES. NUHS will not, without the College's prior written consent, which consent may be given or withheld in the College's sole discretion, make any material changes or alterations, additions or improvements in or about the Leased Premises. Such consent may be given in writing by the College's Facilities, Planning and Institutional Services, and shall be subject to the College's building and permitting department in compliance with the Florida Building Code (FBC), Florida Fire Prevention Code (FFPC), and the American's with Disability Act (ADA).

NUHS shall reimburse the College for any and all costs associated with the renovation of the space for NUHS use as shown in Exhibit "B".

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12. NO FURTHER ENCUMBRANCES. NUHS shall not have any right to encumber or mortgage the Leased Premises or otherwise place a lien or judgment upon its leasehold interest or the fee, and shall save the College harmless from any liens, claims judgments and demands, of whatsoever nature, made by any third party, including, but not limited to, any subcontractors, materialmen and vendors in connection with any work performed upon the Leased Premises by or on behalf of NUHS.
13. DEFAULT. Default by NUHS. "Default" shall be the occurrence of any one or more of the following events which shall permit the College, subject to the cure periods herein stated, to immediately terminate this Agreement and take possession of the Leased Premises:
- a. NUHS' failure to pay any sums payable to the College which shall be and remain unpaid for more than thirty (30) days after the same are due and payable.
 - b. NUHS' abandonment or vacation of the Leased Premises.
 - c. NUHS' voluntary or involuntary transfer of its leasehold interest hereunder to any other person or other entity, without the prior written approval of the College.
 - d. NUHS' material breach of the performance of any of the other covenants, agreements, stipulations or conditions herein and such breach shall not be cured within a period of thirty (30) days after written notice by the College to NUHS of such breach.
 - e. The filing of any bankruptcy proceedings on behalf of or against the NUHS.
 - f. Use of the Leased Premises by NUHS other than as specified in Paragraph 7 or in non-compliance therewith.
 - g. NUHS' encumbrance of the Leased Premises or the fee, or its allowing the Leased Premises or fee to be encumbered, or any other breach of the provisions in paragraph 11, herein.
14. ASSIGNMENT. NUHS shall not have the right to assign, sublease or otherwise dispose of this Agreement or any part thereof, or of its right, title or interest therein or created thereby, or its power to execute this Agreement or any amendment or modification thereto, to any person, company or corporation, without the prior written consent of the College, which consent may be withheld in the sole discretion of the College.
15. INSURANCE. NUHS shall maintain commercial liability insurance for personal injury and/or bodily injury including death, of not less than \$1,000,000 per person, or \$2,000,000 per occurrence. NUHS shall be required to maintain hazard insurance on its personal property located on or about the Leased Premises. The College shall be named as additional insured on all liability policies and a certificate of insurance shall be provided to the College prior to occupancy by NUHS of the Leased Premises. NUHS shall further, at its expense, obtain and maintain workers' compensation

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insurance and unemployment insurance for NUHS employees working at the Leased Premises. NUHS shall require the insurance carrier notify College at least thirty (30) days in advance of any cancellation or modification of such insurance policy and shall provide to College, upon request, certificates of insurance evidencing the above coverage and renewals thereof.

16. **TAXES.** NUHS shall be responsible for and shall pay before delinquency all municipal, county, state and federal taxes assessed during the Term, against personal property of any kind owned by or placed in, upon or about the Leased Premises by NUHS. NUHS shall pay all applicable fees and taxes, if any, levied on the Leased Premises or NUHS' leasehold interest therein, or the contents thereof including but not limited to sales taxes, property taxes and stormwater fees, and provide notice to the College of the payment of the same.
17. **LATE CHARGE.** If any payment due to the College is not paid within thirty (30) days after its due date, NUHS shall pay a late charge equal to five percent (5%) of the late amount to compensate the College for the additional administrative expense and loss occasioned thereby. In addition, the College may assess a charge at the maximum rate allowable by law for any check from NUHS returned to the College for insufficient funds. The late charge provided herein may be waived by the College upon a showing of good cause by NUHS for such late payment.
18. **FUNDING FOR COLLEGE.** The College represents that it is a political subdivision existing under the laws of the State of Florida and is funded and relies upon the State for its programs and services. Should legislative appropriations be insufficient, to continue the operation of the Health Education Center Campus, including the Leased Premises, the College may terminate the Lease with thirty (30) days notice to NUHS, without further liability to NUHS or any third party.
19. **THIRD PARTY CLAUSE.** This Agreement is for the sole benefit of NUHS and the College and not for any third party. Except as expressly provided in this Agreement, there are no third-party beneficiaries of this Agreement. This Agreement does not create or confer any legal claim or cause of action in favor or any party not a signatory to this Agreement and the obligations and legal duties imposed on any party by this Agreement are owed exclusively to the other party or parties and are not owed to any party not a signatory to this Agreement.
20. **DISCRIMINATION.** Neither the College nor NUHS will discriminate in its employment practices, provision of services to College's students and the general public or otherwise on the basis of race, color, religion, age, sex, marital status or national origin nor will either discriminate against any qualified handicapped individual. The parties agree that sexual harassment constitutes discrimination on the basis of sex.

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21. BIOMEDICAL AND ENVIRONMENTAL/HAZARDOUS WASTE. NUHS shall not use, generate, manufacture, produce, store, release, discharge or dispose of, on, under or about the Leased Premises, or transport to or from the Leased Premises, any Hazardous Substances (as defined herein) or allow any other person or entity to do so. NUHS shall keep and maintain the Leased Premises in compliance with, and shall not cause or permit the Leased Premises to be in violation of, any applicable environmental laws, rules and regulations. NUHS shall indemnify, defend and hold the College harmless, including the College's directors, officers, employees, agents, successors and assigns, from and against any and all loss, damage, cost, expense or liability (including attorney's fees and costs) directly or indirectly arising out of or attributable to the use, generation, manufacture, production, storage, release, threatened release, discharge, disposal, transport or presence of a Hazardous Substance or Biomedical Waste by NUHS on, under, about, to or from the Leased Premises, including without limitation all foreseeable consequential damages and the costs of any necessary repair, cleanup or detoxification of the Leased Premises. The College shall have the right to inspect the Leased Premises and audit NUHS' operations thereon to ascertain NUHS' compliance with the provisions of this Agreement at any reasonable time, and upon request, and the College shall have the right but not the obligation, to enter upon the Leased Premises and perform any obligation of NUHS hereunder of which NUHS is in default, including without limitation any remediation necessary due to environmental impact of NUHS' operations on the Leased Premises, without waiving or reducing NUHS' liability for NUHS' default hereunder. At the College's request, NUHS shall provide periodic certifications to the College of compliance with the provisions hereof. All terms and provisions of this paragraph shall survive expiration or termination of the Agreement for any reason whatsoever. **"Hazardous Substance"** means any substance, whether solid, liquid or gaseous which is listed, defined or regulated as a "hazardous substance," "hazardous waste" or "solid waste," or pesticide, or otherwise classified as hazardous or toxic, in or pursuant to any environmental requirement; or which is or contains asbestos, radon, any polychlorinated biphenyl, urea formaldehyde foam insulation, explosive or radioactive material, or motor fuel or other petroleum hydrocarbons; or which causes or poses a threat to cause a contamination or nuisance on the Leased Premises or any adjacent property or a hazard to the environment or to the health or safety of persons on the Leased Premises.
22. RADON GAS DISCLOSURE: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of Radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding Radon and Radon testing may be obtained from your county public health unit.

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23. **INSPECTION AND ACCESS TO PREMISES.** The College shall have the right to enter the premises at all times (except in the case of an emergency, in which case no prior notice need be given), upon reasonable notice to NUHS, to examine the Leased Premises, to survey the Leased Premises and make such repairs, alterations, improvements, or additions as the College may deem necessary or desirable at the College's expense, except for expenses incurred for such examination, surveying, repairs, alterations improvements or additions due to the actions of the NUHS, its officers, directors, agents, employees, contractors, invitees or licensees.
24. **INDEMNIFICATION.** NUHS covenants and agrees to indemnify, defend and hold harmless the College and its students, faculty, employees, staff and invitees from and against any and all loss, claims, liabilities, fines, injury and/or damages to persons or property (including personal and real property of the College), penalties, suits, attorney's fees, including but not limited to fees incurred for service in trial and appellate courts, and expenses by reason of or arising out of any damage or injury to personal property, real property, or to persons caused by or resulting from the acts and omissions of NUHS in its use or occupancy of the Health Education Center Campus or the Leased Premises.
25. **CONDEMNATION.** In the event of condemnation, the College may, in its sole discretion, terminate this Agreement as of the date the condemning authority takes title or possession, whichever first occurs. Any award or payment made in connection with a condemnation shall be the property of the College, whether such award shall be made in settlement of contemplated condemnation proceedings or as compensation for diminution in value of the leasehold or for the taking of the fee, or as severance or other damages; provided, however, NUHS shall be entitled to any separate award made to NUHS which does not diminish the College's award, such as for loss of or damage to NUHS' trade fixtures and removable personal property and any business damages or moving expenses. In the event that this Agreement is not terminated by reason of such condemnation, the College shall, to the extent of severance damages received by College in connection with such condemnation repair any damage to the Leased Premises caused by such condemnation, except to the extent that NUHS has been reimbursed therefore by the condemning authority.
26. **CASUALTY.** If the Leased Premises is destroyed or substantially damaged by fire or other casualty, the College in its sole discretion may either: (i) rebuild the Leased Premises and rent/operating fee shall be abated until the NUHS is able to reoccupy the Leased Premises; or (ii) terminate this Agreement. If the College elects to terminate this Agreement as set forth herein, the College will repay the NUHS a pro-rata portion of the rent/operating fee paid during the quarter when the Leased Premises was destroyed or substantially damaged based upon the number of days remaining in such quarter.

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27. PUBLIC RECORDS/STUDENT RECORDS. The provisions of Chapter 119, Florida Statutes; Family Educational Rights and Privacy Act (FERPA); and Section 1002.22, Florida Statutes shall apply to this Lease Agreement.
28. NOTICES. All notices given to NUHS hereunder shall be forwarded to NUHS at the following address, until the College is notified otherwise:

National University of Health Sciences
Attn: Vincent De Bono
Vice President for Academic Services
200 East Roosevelt Road
Lombard, IL, 60148-4583

All notices given to the College hereunder shall be forwarded to the College at the following address, until NUHS is notified otherwise:

St. Petersburg College
Attn: Susan Reiter, Vice President, Facilities, Planning &
Institutional Services
P. O. Box 13489
St. Petersburg, FL 33733

29. GOVERNING LAW AND VENUE. This Agreement shall be governed by the laws of the State of Florida. Any changes in the applicable laws, which govern this Agreement, will necessitate a change in Lease terms and conditions, which may be effected thereby, at the time such changes may arise. In the event of any legal or equitable action arising from, growing out of or related to this Agreement, the parties agree that the jurisdiction and venue of such action shall lie exclusively within the courts of record of the State of Florida located in Pinellas County, Florida, and the parties specifically waive any other jurisdiction and venue.
30. LOSS; DAMAGE; INJURY; DEFECTS. NUHS shall store its property in, and shall occupy the Leased Premises at, its own risk. The College shall not be responsible or liable at any time for damage to NUHS' merchandise, equipment, fixtures or other personal property or NUHS' business regardless of the cause, unless such damage is due to the College's negligence or wrongful act. The College shall not be responsible or liable to NUHS for damage to either person or property that may be occasioned by or through the acts or omissions of third parties. Unless due to the College's negligence, wrongful act, or failure to comply with this Lease Agreement, the College shall not be liable for any defect in the Health Education Center, or parking area or any of the equipment, machinery, utilities, appliances or apparatus therein, nor shall it be responsible or liable for any damage to any person or to any property of NUHS or other person caused by the running, backing up, seepage, or overflow of water or

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sewage in any part of the Leased Premises, the failure of any public utility in supplying utilities to the Leased Premises or for any damage caused by or resulting from any defect or negligence in the occupancy, construction, operation, use of any of the Leased Premises, Health Education Center, equipment, machinery, utilities, appliances or apparatus by any other person or by or from the acts of negligence of any occupant of the Leased Premises or the Downtown Center. Notwithstanding the foregoing, nothing provided herein shall act as a waiver of the College's sovereign immunity beyond that provided in Section 768.28, Florida Statutes.

31. QUIET ENJOYMENT. Subject to the terms, covenants and conditions of this Agreement, the College warrants and covenants that NUHS shall peacefully and quietly have, hold and enjoy the Leased Premises during the Term.
32. SEVERABILITY. If any clause or provision herein shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.
33. WAIVER. The failure of either party to enforce any of the provisions of this Lease shall not be considered a waiver of that provision or the right of the party to thereafter enforce the provision.
34. COMPLETE AGREEMENT. This Agreement constitutes the entire understanding of the parties with respect to the subject matter hereof and may not be modified except by an instrument in writing and signed by the parties.
35. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be effective only on delivery and thereafter shall be deemed an original, and all of which shall be taken to be one and the same instrument, for the same effect as if all parties hereto had signed the same signature page. Any signature page of this Agreement may be detached from any counterpart of this Agreement without impairing the legal effect of any signatures thereon and may be attached to another counterpart of this Agreement identical in form hereto but having attached to it one or more additional signature pages.
36. SURRENDER OBLIGATIONS. NUHS shall surrender the Leased Premises to the College at the expiration or sooner termination of this Agreement in good order and condition, broom clean, except for reasonable wear and tear. At its expense, NUHS shall remove from the Leased Premises all of its property and the College shall repair, at NUHS' sole cost and expense, any damage caused by NUHS' removal of its property. Any property of NUHS remaining on the Leased Premises after the expiration or sooner termination of the Agreement, may, at the option of the College, be deemed to have been abandoned, and in that case, those items may be retained by

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the College as the College's property to be disposed of by the College, without accountability to NUHS or any other party, in the manner the College determines, at NUHS' expense.

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

COLLEGE:

Witnesses as to the College:

By: _____
Name: _____
Petersburg
By: _____
Name: _____

Board of Trustees of St. Petersburg College

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

NUHS:

Witnesses as to the NUHS:

By: _____
Name: _____

By: _____
Name: _____

National University of Health Sciences

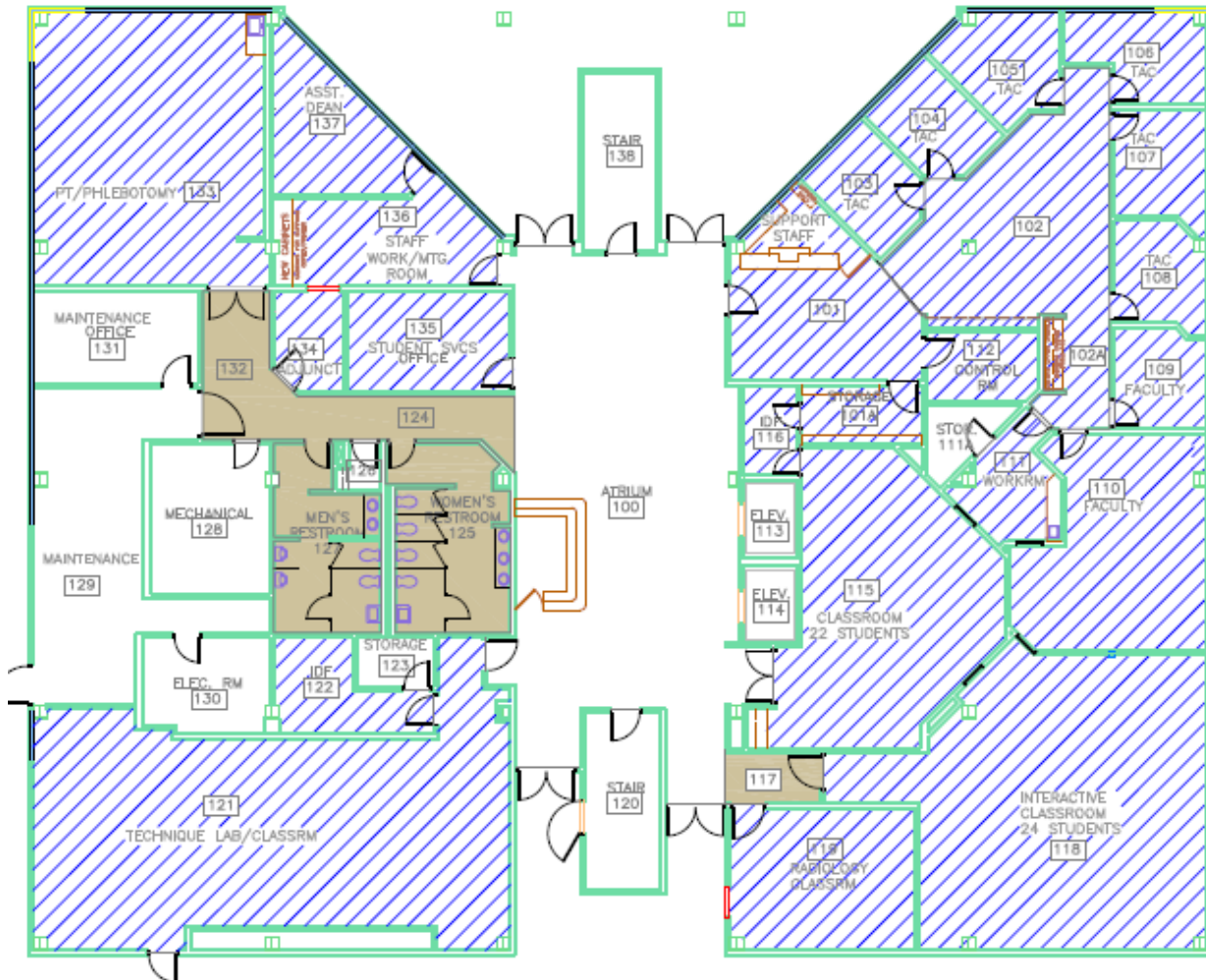
By: _____
Name: _____
Its: _____

**MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011
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EXHIBIT A					
NUHS Dedicated Use Space at HEC ANNEX					
Room No.	Name	Square Feet			
101/102/102A	Waiting/Lounge	892			
101A	Storage	82			
103	TAC	103			
104	TAC	103			
105	TAC	120			
106	TAC	129			
107	TAC	121			
108	TAC	110			
109	Faculty	107			
110	Faculty (multi)	445			
111	Workroom	112			
111A	Storage	53			
112	Control	89			
115	Lecture Classroom	629			
116	IDF	78			
118	Interactive Classroom	968			
119	Digital Radiology Lab	305			
121	Technique Lab	1,267			
122	IDF	87			
133	PT/Phlebotomy	750			
134	Adjunct Faculty	78			
135	Student Services	192			
136	Staff Workroom	227			
137	Asst. Dean	191			
			Cost Per SF per Year		
	Total Dedicated SF	7,238	\$ 7.20	\$52,113.60	\$ 4,342.80
NUHS and SPC Joint Use Space at HEC ANNEX					
Room	Name	Square Feet			
117	Corridor	57			
124/132	Corridor	247			
125	Women's Restroom	245			
127	Men's Restroom	204			
			Cost Per SF per Year		
	Total Joint Use Space	753	\$ 3.60	\$ 2,710.80	\$ 225.90
			Total Annual Lease Rate	\$54,824.40	
			Total Monthly Lease Rate		\$ 4,568.70

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EXHIBIT B



ST PETERSBURG COLLEGE -NUHS@HEC ANNEX FIRST FLOOR

NUHS DEDICATED SPACE

 NUHS and SPC JOINT USE SPACE

Agenda Item VII-E.4

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., Presiden *wdl*

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

SUBJECT: Certificate of Final Inspection and Release of Final Payment, Project 597-D-10-5, Remodel/Renovate for Classrooms/Labs, Olympia Building, Tarpon Springs Campus

The architects from Mason Blau and Associates, Inc., and College personnel have inspected the work on this project and certify that as of February 11, 2011, this project was substantially complete in accordance with the contract documents, subject to the correction of final punch list items, including building code requirements.

Peter R. Brown Construction, Inc., as the Construction Manager at Risk, was responsible for providing the necessary labor and materials for Project 597-D-10-5, Remodel/Renovate for Classrooms/Labs, Olympia Building, Tarpon Springs Campus.

This project consisted of approximately 39,232 SF of two-story space at the center section of the Olympia Building warehouse space (connecting to the existing bookstore and café) and leaves the north side of the Olympia Building as approximately 40,000 SF of warehouse space. This project provided a new structural system and exterior fenestration at the center of the Olympia Building and built out the interior of this space as a consolidated location for the College of Education at the Tarpon Springs Campus. This project included a new main entry to the Olympia Building (College of Education, bookstore and café) from the parking at the east side of the Olympia Building. Additionally, this project has provided a new entry on the west side of the Olympia Building and a more direct connection of this new space to the balance of the Campus.

The State Requirements for Educational Facilities, 2008, and amended in 2009, Chapter 4, Section 4.2(3), requires that final payment shall not be made until a certificate of occupancy has been issued, the project has been completed, and the Board of Trustees accepts the project.

Approval is sought to accept this project in order that the final inspection can be completed and the certificate of occupancy issued, subject to the conditions noted above. Final payment to the contractor is subject to the issuance of the certificate of occupancy.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Susan Reiter, Vice President, Facilities Planning & Institutional Services; Gregory Hayes, Vice President, Peter R. Brown Construction, Inc.; Michael Mason, President, Mason Blau & Associates, Inc.; and Conferlete Carney, Provost, Tarpon Springs Campus, recommend approval.

mdc0416112

11-082. Chairman Burke called upon Ms. Susan Reiter, Vice President of Facilities Planning & Institutional Services, and Mr. Michael Carter, Director of Design & Construction, to present Capital Outlay, Maintenance, Renovation, and Construction Items VII-E.5-E.7 for the

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Board's consideration. All in attendance joined Mr. Burke in recognizing the magnificence of this new College of Education building. Ms. Reiter acknowledged the team effort and recognized several staff for their contributions to the project. In regard to Items VII-E.5 and VII-E.6, Ms. Reiter noted the goal for classes to begin in August in the new modulars and science labs at the Seminole Campus. In response to Mr. Johnston, they explained the technical difference between modulars and portables, noting that modulars are built more substantially and are more space-efficient, with a potential for more permanence should PECO funds not increase. In response to Mr. Burke, Dr. Law provided further explanation on how funding sources for these projects are determined. Mr. Burke stated it would be helpful for trustees to know how much is available in these funds for these types of projects. Dr. Law stated the College is no longer providing loans to PECO funds, as it is better to keep these target projects moving forward by using available cash from under-expenditures vs. borrowing. Mr. Gibbons commented that with no money anticipated from the Legislature going forward, he sees this as the way of the future. Dr. Law said PECO funds are down to only renovation/repair money, and new facilities may not be funded. Mr. Burke reiterated it is the job of the trustees to continue advocating for the community at large. Mr. Gibbons agreed with the need for advocacy, but with realistic expectations. Dr. Law added that, with today's approvals, most SPC sites will have an adequate capacity of funds for the next few years, and the Board should feel good that choices are being made that keep access and availability open.

Mr. Johnston moved approval of Items VII-E.5-E.7. Mr. Brett seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding these items is as follows:

Agenda Item VII-E.5

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Review of Phase III Construction Documents and Final Guaranteed Maximum Price (GMP), Project 186-B-11-4, Science Lab Upgrades, UPC Building, Seminole Campus

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A.D. Morgan Corporation, the Construction Manager at Risk, in conjunction with Fleischman Garcia Architects, and College staff, has completed the Review of Phase III Construction Documents and the final GMP for Project 186-B-11-4, Science Lab Upgrades, UPC Building, Seminole Campus. This design is based on the Educational Specifications that were developed by College staff and the User Advisory Committee.

This project will consist of science lab upgrades at the University Partnership Building rooms 307 and 309. This upgrade allows the labs to more effectively teach Biological Science Lab, Anatomy and Physiology I and II Labs, Field Biology of Florida with Lab, and Biology of Marine Life with Lab. Additionally, this project allows for the addition of Biology I Lab, Biology II Organism and Ecology Lab and an Oceanography Lab, which cannot be taught in the current space. The renovation will include casework with chemical resistant counters, lab tables, teaching bunkers and demonstration tables with chemical resistant tops and sinks. Additionally, the project will be upgrading the heating ventilating and air conditioning system to provide 100% outside air (including separation from the air flow in the rest of the building to avoid migration of odors) and provide an emergency exhaust system.

The contractor has bid out the Phase III Construction Documents and provided a Final GMP of \$546,262 which is the same value that was provided in the Preliminary GMP and approved by the Board on February 22, 2011.

The Final GMP for this project is \$546,262 or \$230 per square foot with a Total Project Budget remaining at \$654,671. The funding sources for this project are Public Education Capital Outlay (PECO) monies. Through the Direct Purchase Program, the contractor plans to purchase approximately \$180,000 of materials, which will provide approximately \$9,000 of tax savings for the project. The anticipated date for substantial completion is August 2011.

The following reflects the anticipated funding sources and values based upon the current total project budget:

Fund 1 Contingency	\$ 600,000
Public Education Capital Outlay (PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$ 54,671
Total Project Budget:	\$ 654,671

These Phase III Construction Documents are presented today for your review and approval. They have been reviewed by James Olliver, Provost, Seminole Campus; John Vaughan, Dean, Natural Science; and the User Advisory Committee.

Authorization is requested for the following:

- **To approve the Phase III Construction Documents;**

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- **To approve the final GMP of \$546,262, and authorized to proceed with the Construction Documents subject to further refinements of the terms, conditions, and bidding and to issue all necessary purchase orders.**

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Rebecca Smith, President, A.D. Morgan Corporation; Jeff Pelszynski, Senior Associate, Fleischman Garcia Architects, Inc; James Olliver, Provost Seminole Campus; and John Vaughan, Dean, Natural Science, recommend approval.


mdc0416112

Agenda Item VII-E.6

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Review of Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP), Project 186-C-11-4, Additional Classrooms/Offices (Modulars), Seminole Campus

ARC3 Architecture, Inc., in conjunction with A.D. Morgan Corporation, the Construction Manager at Risk, and College staff, has completed the Schematic Design Documents (Phase I) for Project 186-C-11-4, Additional Classrooms/Offices, Seminole Campus. This design is based on the Educational Specifications that were developed by College staff and the User Advisory Committee.

This project will consist of the purchase of modular units:

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3	1,056 square foot, 40 Student Station Classrooms
1	1,056 square foot, 30 Student Classroom with storage
1	1,056 square foot, Office Suite for 6 Faculty Offices
1	360 square foot, Restroom/Custodial Facility
1	1,200 sf of walkway deck, stairs and ADA ramp and the extending of the associated electric, fire alarm, data, domestic and sanitary sewer required for the work

The Preliminary Guaranteed Maximum Price (GMP) for this project is \$850,987 or \$150 per square foot of building space with a Total Project Budget of \$1,115,699. As with many of our projects that we bring Preliminary Guaranteed Maximum Prices based on the Schematic Design Documents, we anticipate the Final Guaranteed Maximum Price to be less. The funding sources for this project are Fund 1 Contingency and Public Education Outlay (PECO) funds. Through the direct purchase program, the contractor plans to purchase approximately \$400,000 of materials, which will provide approximately \$20,000 of tax savings for the project. The anticipated date of substantial completion is August 2011. This GMP is subject to mandatory reviews for building codes, safety-to-life and the Americans with Disabilities Act (ADA), and further refinements through the value engineering process.

The following reflects the anticipated funding sources and values based upon the current total project budget:

State Board of Education Bonds from Capital Outlay and Debt Service	\$ 320,299
Public Education Capital Outlay (PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site 186	\$ 297,259
Fund 10	\$ 498,141
Total Project Budget:	\$ 1,115,699

These Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP) are presented today for your review and approval. The Schematic Design Documents (Phase I) have been reviewed by Dr. James Olliver, Provost, Seminole Campus, and the User Advisory Committee.

Authorization is requested for the following:

- **To approve the Schematic Design Documents (Phase I);**
- **To approve the Preliminary GMP of \$850,987 and to proceed with the Construction Documents subject to further refinements of the terms, conditions, and bidding, and to issue all necessary purchase orders;**

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- **To approve the A.D. Morgan Corporation to procure the modulares and any other long lead items and to allow for construction to commence this summer.**

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Steve Vinci, Principal, ARC3 Architecture, Inc.; John Kalaf, Vice President, A.D. Morgan Corporation; and James Olliver, Provost, Seminole Campus, recommend approval.

mdc0416113

Agenda Item VII-E.7

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Review of Construction Documents (Phase III), Change Order #1 (Proposal Request #1) and Final Guaranteed Maximum Price (GMP), Project 1707-B-11-15, Remodel and Buildout of Lab and Classrooms on 3rd and 4th Floors, Downtown Center

Biltmore Construction Company, as the Design/Build Contractor, in conjunction with Canerday, Belfsky & Arroyo, Architects, and College staff, has completed the Construction Documents (Phase III) for Project 1707-B-11-15, Remodel and Buildout of Lab and Classrooms on 3rd and 4th Floors, Downtown Center. This design is based on the Design Criteria Package that was developed by College staff, users and consultants.

This project will consist of modifying an existing 1,500 square foot classroom and storage space on the fourth floor of the main Downtown Center building into a chemistry science laboratory and laboratory preparation space capable of teaching all current chemistry and science classes. A portion of the infrastructure was installed in a previous project, but this project will provide all of the specialty lab furniture with chemical resin countertops, specialty lab equipment (blast proof refrigerator, commercial dishwasher, etc.), four (4) fume hoods, mechanical supply and exhaust systems as well as laboratory specific floor and wall finishes. Additionally, this project builds out 5,140 square feet of the third floor shelled space into two (2) classrooms with a central

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storage room (allowing for a future build out of anatomy and physiology laboratories and preparation space) as well as an extension to the third floor corridor.

Change Order #1 (Proposal Request #1) increases the scope of work to construct two (2) additional classrooms on the third floor. The total scope for this project will now include four (4) classrooms and one chemistry science lab.

The Guaranteed Maximum Price (GMP) for the original scope of work was \$973,385 or \$150 per square foot. The value of Change Order #1 is \$379,094. The final GMP (inclusive of Change Order #1) is \$1,352,479 with a total project budget of \$1,704,799. The funding sources for this project are Fund 1 Contingency and Public Education Capital Outlay (PECO) funds. Through the direct purchase program, the contractor plans to purchase approximately \$250,000 of materials which will provide approximately \$15,500 of tax savings for this project. The anticipated date for substantial completion is August 2011 for the science lab and September 2011 for two of the third floor classrooms. The two additional classrooms from Change Order #1 will be completed December of 2011 for classes Spring of 2012. This GMP is subject to mandatory review for building codes, safety-to-life, the Americans with Disabilities Act (ADA) and further refinements through the value engineering process.

The following reflects the anticipated funding sources and values based upon the current total project budget:

2-Year Student Capital Improvement Fee	\$ 477,847
Fund 1 Contingency	\$ 817,148
Public Education Capital Outlay (PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$ 409,804
Total Project Budget:	\$ 1,704,799

These Construction Documents (Phase III) and Change Order #1 are presented today for your review and approval. The Construction Documents (Phase III) have been reviewed by Yvonne Ulmer, Downtown Center; John Vaughan, Dean, Natural Science; and the User Advisory Committee.

Authorization is requested for the following:

- **To approve the Construction Documents (Phase III);**
- **To approve Change Order #1 of \$379,094 and the Final GMP of \$1,352,479 and to proceed with the Construction Documents subject to further refinements of the terms, conditions, and bidding, value engineering and to issue of all necessary purchase orders;**

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Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Yvonne Ulmer, Campus Executive Officer, Downtown and Midtown Centers; John Vaughan, Dean, Natural Science; Vito Diruggiero, Vice President, Biltmore Construction Company; and Leo Arroyo, Principal/Director of Design, Canerday, Belfsky and Arroyo, Architects, recommend approval.

mdc0416113

11-083. The Board considered Capital Outlay, Maintenance, Renovation, and Construction Items VII-E.8-E.14. Mr. Gibbons moved approval. Mrs. Bilirakis seconded the motion. Ms. Reiter provided information to Mr. Brett on how the Pre-Qualified Small Contractors list (Item VII-E.12) comes about and if there is effort on the College's part to recruit minorities. She noted staff is in the process of working with Mr. Watson Haynes on how to provide more opportunity for minority contractors.

Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding these items is as follows:

Agenda Item VII-E.8

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Lease Agreement with the City of St. Petersburg for Parking at the St. Petersburg/Gibbs Campus

On September 18, 2008, the College signed a Lease Agreement for land owned by the City of St. Petersburg at Eagle Lake, adjacent to the West Community Library at the St. Petersburg/Gibbs Campus. The rental term was for a 3-year period, commencing on October 1, 2008 and ending September 30, 2011. The rent is nominal at \$1.00 per month, plus any applicable taxes, payable in advance on the 1st day of the term. The site is used for additional parking for the Campus.

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The College has an option to renew the lease upon mutual agreement by the City and the College with notice of the intent to renew to be provided within 120 days of the end of the term.

Authorization is requested to renew the Lease Agreement with the City of St. Petersburg for an additional 3-year term, beginning October 1, 2011 and ending September 30, 2014, under the current terms and conditions set forth in the original lease.

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


mdc0414112

Agenda Item VII-E.9

April 26, 2011

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #1 to the Lease Agreement with the Juvenile Welfare Board of Pinellas County

The lease agreement with the Juvenile Welfare Board (JWB) of Pinellas County was approved by the Board of Trustees on December 17, 2007. Since this time, the College has acquired property located at 6698 68th Avenue North, Pinellas Park, FL 33781 (HEC Annex, Building 67, Site 8) from the JWB.

As a part of the purchase agreement, the College will be making payments in quarterly installments (equaling the value of the lease revenue from our lease agreement with the JWB). Amendment #1 to the Lease Agreement with the JWB will change the terms of payment from monthly to quarterly installments to match the purchase agreement. The other terms and conditions of the original agreement will remain the same.

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

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

Authorization is requested to execute Amendment #1, which modifies the terms of payment to quarterly for the JWB Lease Agreement.

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

Attachment

mdc0414112

**FIRSTAMENDMENT
TO LEASE AGREEMENT
THE JUVENILE WELFARE BOARD OF PINELLAS COUNTY
AND
ST. PETERSBURG COLLEGE**

THIS FIRST AMENDMENT is entered into this _____ day of _____, 2011 by and between the Board of Trustees of St. Petersburg College, a Florida public body corporate, whose mailing address is P.O. Box 13489, St. Petersburg, Florida 33733, (hereinafter, the "College") and The Juvenile Welfare Board of Pinellas County, whose mailing address is 4155 58th Street North, Clearwater, Florida 33760 (hereinafter, the "JWB").

WITNESSETH:

WHEREAS, THE College and JWB did enter into that certain Lease Agreement dated December 18, 2007, ("Agreement") whereby the College leased to JWB a portion of the College's property located at 14155 58th Street North, Clearwater, Florida, 33760, commonly known as Annex ("Annex 2"); and

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

WHEREAS, the parties desire to amend Paragraph 5 of the Lease to provide that the operating fee will be paid in quarterly installments; and

WHEREAS, the parties desire that each quarterly installment payment will be due and payable at the end of each quarter for the previous quarter; and

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WHEREAS, the parties desire the installment payment schedule to begin effective for the April 1, 2011 through June 30, 2011 quarter; and

WHEREAS, the parties wish the first installment payment to be due on June 30, 2011 for the period of April 1, 2011 through June 30, 2011, and continue in quarterly installment payments thereafter.

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

1. The recitals are true and correct and are incorporated herein by reference.
2. The parties agree that Paragraph 5 of the Lease is amended to:
 - a. delete all references to a monthly payment; and
 - b. provide that the Operating Fee for such applicable Operating Fee Year shall be paid in quarterly installments and shall be due on the last day of the last month of each quarter.

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

IN WITNESS WHEREOF, the parties have executed this First Amendment as of the dates indicated below.

COLLEGE:

Board of Trustees of St. Petersburg College

Witnesses as to the College:

By: _____

By: _____

William D. Law, Jr.,

Name: _____

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

By: _____

Name: _____

NUHS:

National University of Health Sciences

Witnesses as to the NUHS:

By: _____

By: _____

Name: _____

Name: _____

Its: _____

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By: _____
Name: _____

Agenda Item VII-E.10

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Preliminary Planning for the Replacement of the Student Support Functions and Spaces at the St. Petersburg/Gibbs Campus

To prepare for the eventual replacement of the student support functions and spaces in the Hendry Administration Building and as part of the process for the planning, design and construction of a new Student Support Services Building on the St. Petersburg/Gibbs Campus, the College is considering the possible replacement of the East and West Wings and the Campus Meeting Center. The design of the original building constructed in 1941 does not presently allow the College to appropriately serve the needs of our students, nor will it in the future. Although we have kept the building in serviceable condition over the last 70 years, the building interior, building systems, flooring and structure are becoming compromised and should be considered for replacement. A portion of the main Hendry Administration Building could be used to house the College historical materials.

Therefore, as part of the preliminary steps to investigate and allow future replacement of the student support services spaces, we have requested the architect for the St. Petersburg/Gibbs Campus, Canerday, Belfsky and Arroyo Architecture, Inc., to complete a Building Valuation Analysis of the East and West Wings and the Campus Meeting Center of the Hendry Administration Building. They will use the Castaldi Formula Analysis for Modernization of Educational Facilities as mandated by the Office of Educational Facilities, Florida Department of Education. This analysis will provide valuable information as we look to provide upgrades and future expansion for student growth and services at this Campus. Further, the Castaldi Analysis and Resolution will allow the College to move forward with the planning and place this work on the Capital Improvement Plan.

This is one of several steps in moving the process forward with no commitment made should future decisions be made to provide for alternate plans.

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Approval is sought to execute the attached resolution as a preliminary step in the planning for the replacement of the student support functions and spaces at the St. Petersburg/Gibbs Campus.

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

Attachment
mdc0421113

RESOLUTION of the

BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE
St. Petersburg, Florida

WHEREAS, the property commonly known as the East and West Wings and the Campus Meeting Center of the Hendry Administration Building (Facility 01) at the St. Petersburg/Gibbs Campus (Site 3) of St. Petersburg College, located at 6605 5th Avenue North, St. Petersburg, Florida; and

WHEREAS, said property built in 1941, is in unsatisfactory condition; and

BE IT THEREFORE RESOLVED, pursuant to Section 1013.28, Florida Statutes, the Board of Trustees declares said property is unnecessary for educational or ancillary purposes and authorizes the termination of said property.

Dated this 26th day of April, 2011

Kenneth P. Burke, Chair
Board of Trustees
St. Petersburg College

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

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Agenda Item VII-E.11

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #8 to the Educational Plant Survey dated June 19, 2007, (Spot Survey #8) Construct Student Support Services Building, St. Petersburg/Gibbs Campus, Site 3

This Amendment will provide for the Construction of a new Student Support Services Building St. Petersburg/Gibbs Campus, Site 3.

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.

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

Site 3: Construct Student Support Services Building; St. Petersburg/Gibbs Campus

3.30 Construct Student Support Services Building and service areas; use codes 310, 315, 350, 650, 680, 685, approximately 34,658 Net Square Feet (NSF); 49,560 gross square feet (GSF).

Approval is sought for Amendment #8 (Spot Survey #8) to the Educational Plant Survey dated June 19, 2007.

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

Attachment

mdc0421115

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AMENDMENT #8 (Spot Survey #8)
EDUCATIONAL PLANT SURVEY dated June 19, 2007
St. Petersburg College
April 26, 2011

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:

Site 3: Construct Student Support Services Building; St. Petersburg/Gibbs Campus

- 3.30 Construct Student Support Services Building and service areas; use codes 310, 315, 350, 650, 680, 685, approximately 34,658 Net Square Feet (NSF); 49,560 Gross Square Feet (GSF).

Approved by the Board of Trustees of St. Petersburg College on April 26, 2011.

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

Agenda Item VII-E.12

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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FROM: William D. Law, Jr., President



SUBJECT: Quarterly Selection of Pre-Qualified Small Contractors, Revision #19

Board of Trustees Rule 6Hx23-5.12.X, provides that the Facilities Planning and Institutional Services Department may select and pre-qualify several small contractors and sub-contractors for use on an annual basis to perform small miscellaneous construction, remodeling, renovation, maintenance, and/or safety-to-life projects on a vendor rotation basis. Projects may not exceed CATEGORY TWO, Florida Statute 287.017 (currently \$35,000) in cost. All firms are required to be licensed in their particular field and to supply evidence of adequate insurance.

The College will utilize these firms for one year, with an option for renewal based upon acceptable performance, mutual agreement, proper license and insurance and annual approval by the Board of Trustees.

Authorization is sought from the Board of Trustees to add the firm(s) listed in bold type, to the annual list of Pre-Qualified Small Contractors.

CONTRACTORS – AWNING

Thomas Sign & Awning Company (minority)
West Coast Awnings, Inc.

CONTRACTORS – CARPENTRY

None

CONTRACTORS – CARPET/FLOORING

Adrienne Floorcoverings, Inc.
Flooring Worx
Florida Carpet Service
Office & Flooring Worx
SPECTRA Contract Flooring (Tampa Bay)
Tampa Contract Floors, Inc.

CONTRACTORS – DOORS

Aldoors of Florida, Inc.
Florida Door Control, Inc.
Orange State Door Control, Inc.
Overhead Door of Clearwater
SM Door & Lighting, Inc.

CONTRACTORS - EARTH WORK

Scotty's Land Development
Sonny Glasbrenner, Inc.

CONTRACTORS - ELECTRICAL

APG Electric
Commercial Electrical Contracting, Inc.
Florida Electrical Service
Himes Electric Co, Inc.
M.C. Dean, Inc.
P & L Electric, Inc.
Progressive Electric, Inc.

CONTRACTORS – FIRE SPRINKLERS

IFS-VSC, Inc. (Ind. Fire & Safety)
Piper Fire Protection
Wayne Automatic Fire Sprinklers, Inc.

CONTRACTORS - GENERAL

A. D. Morgan Corporation
Bay Breeze Enterprises, Inc.
Biltmore Construction Co., Inc.
Castco Construction, Inc. (minority)
David Nelson Construction Co.
Garrard Carpentry, Inc.
Gulf Atlantic Building Contractors, Inc.
Harbor Renovations, LLC
Harvard General Contracting, Inc.
Huffman General Contractors
J. Kokolakis Contracting

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J.W. Daniels Construction, Inc.
LEMA Construction & Developers, Inc.
Peter R. Brown Construction
Scherer Construction & Engineering
S.L. Construction & Remodeling (minority)
W. G. Mills, Inc.
Wallace Associates, LLC

CONTRACTORS –

IRRIGATION/LANDSCAPING

Commercial Maintenance Services
Florida Ground Control, Inc.
Gary Templeton & Florida's Finest Landscape
Services, Inc.
Morelli Landscaping, Inc.
Night Owl Irrigation, Inc.
Nik's Landscaping & Maintenance, Inc.
Professional Grounds Management

CONTRACTORS - MECHANICAL

Airite Air Conditioning, Inc.
Air Masters of Tampa Bay, Inc. (minority)
BCH Mechanical
Bentzel Mechanical, Inc.
Comfort Systems USA
Con-Serv Building Services
Derek Embody & Company
Done Right Insulation, Inc. (minority)
KCSI (minority)
Linc Services, LLC
Prime A/C & Refrigeration, Inc.

CONTRACTORS – PAINTING

Bayside Sandblasting & Painting, Inc.
Caravan Contractors, Inc.
Ganster & Company Inc. (minority)
Lowe's Painting
Munyan Painting Service
Painters on Demand (minority)
Service Painting Corporation
Sourini Painting & Decorating, Inc.
Vic's Painting & Reconstruction, Inc

CONTRACTORS - PAVING

All Phase Paving & Sealing, Inc. (minority)
DuraSeal Asphalt Sealing Co.
G.A. Nichols Company

(formerly Florida Highway Maintenance, Inc.)
O'Dell Asphalt and Sealing Co.

CONTRACTORS - PLUMBING

Bentzel Mechanical, Inc.
Besel Plumbing Inc.
C. Lacey Plumbing, Inc.
Cornwall Plumbing, LLC
Dunedin Plumbing, Inc.
High Performance Plumbing

CONTRACTOR – ROOFING

Centimark Corporation
Commercial Roofing Concepts, Inc.
General Works of Tampa, LLC
Professional Roof Technology
THL Enterprises, Inc. (minority)
Tremco Inc.

CONTRACTOR - SAFETY/ALARM

APG Electric
A-Tech Consulting, Inc.
Borrell Fire Systems, Inc.
Commercial Fire & Communications, Inc.
IFS-VSC, Inc. (Ind. Fire & Safety)
Piper Fire Protection
Qualified Systems Contracting
Safe Fire Protection, Inc.
Siemens Industry, Inc.
Simplex Grinnel LP

CONTRACTORS – SIGNAGE

Allen Industries, Inc.
Creative Sign Designs
Signs Now
Thomas Sign & Awning Company (minority)

CONTRACTORS –

TELECOMMUNICATIONS

APG Electric
BCI Integrated Solutions
Com-Tek Communications (minority)
Metro Services Group, Inc.
Wilson Technology Group, Inc. (minority)

CONTRACTORS – TEST & BALANCE

Bay to Bay Balancing, Inc. (minority)
Southern Independent Testing Agency, Inc.

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Test and Balance Corporation (TABC)
The Phoenix Agency, Inc. (minority)

CONTRACTORS – TREE WORK

O’Neils Tree Service
Pinellas Tree Service, Inc.
Yutzy Tree Service

CONTRACTORS – OTHER SPECIALTY

Alternative Building Solutions (minority)
(modular)
AwnClean USA, Inc. (minority) (all types of
cleaning)
Bayside Sandblasting & Painting, Inc.
(sandblasting)

Cam Connections, Inc. (access control service)
Caravan Contractors, Inc. (wall covering/-
window treatment)
DriveTech, Inc. (Variable Speed Drive
Service and Electronics Repair Service)
Hangings Unlimited of St. Petersburg (wall
covering)
Hartman Integration, Inc. (audio/visual)
Hile’s Curtain Specialties, Inc. (vertical blinds)
Infrasource Underground Construction Services
M Space Holdings, LLC (modular partitions)
Media Systems, Inc (audio/visual)
Spectrum Installations, Inc. (furniture installation)
West Coast Fence, Corp. Fence

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


bs0421112

Agenda Item VII-E.13

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Advertise for Professional Architectural Services for Health Education Center, Health Education Center Annex and Midtown Center

The College has the need for architectural services for the sites listed below and is asking for authorization to advertise for these services and to recommend firms to the Board, ranked in preference, for projects following the selection process as provided for in Florida Statute 287.055, under the Consultants’ Competitive Negotiations Act, which establishes procedures, including public announcement for selecting the services of professionals.

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This firm would provide complete architectural, engineering and design services including planning and study activities for the construction of new facilities, renovation and remodeling for classrooms, laboratories, offices, student areas and related support services, including but not limited to: heating, ventilation and air-conditioning (HVAC) and system upgrades/replacements, safety-to-life corrections, Americans with Disabilities Act (ADA) upgrades, roofing, civil, site development, waterproofing, parking and landscaping, and other minor projects as may be assigned, to the following college sites:

1. Health Education Center
2. Health Education Center Annex
3. Midtown Center

Authorization is sought to advertise for Professional Architectural Services under the College's Professional Services Selection Process and to select firms, ranked in priority order for Board approval.

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


mdc0421114

Agenda Item VII-E.14

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Advertise for a Construction Manager at Risk for Health Education Center, Health Education Center Annex and Midtown Center

At its May 18, 2010 meeting, in the Annual Capital Outlay Budget and Operating Budget and Auxiliary Fund Budget Board Memo (Agenda Item IX-L), the Board of Trustees authorized the College to advertise for and to recommend firms to the Board, ranked in preference, for projects

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following the selection process as provided for in Florida Statute 287.055, under the Consultants' Competitive Negotiations Act.

We are now in need to move forward as was recommended and approved at the May 18, 2010, board meeting to advertise for a Construction Manager at Risk to begin work on the Health Education Center, Health Education Center Annex and Midtown properties. We have started preliminary design discussions and have completed the Educational Specifications. Selection of the Construction Manager at Risk is the next step in the process for these projects.

Authorization is sought to advertise for Construction Manager at Risk for the Health Education Center, Health Education Center Annex and Midtown Center properties and related projects and to proceed with permitting and opening of Purchase Orders to move these projects along.

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

mdc0421113

11-084. In follow-up to previous Board discussions, Mr. Burke distributed a Board memo regarding a Resolution on Facilities Priorities. He allowed time for trustees to review the document, which supports a comprehensive facility at Midtown and at the St. Petersburg/Gibbs Campus for student support services and requested the latter be named in honor of former president Carl M. Kuttler, Jr. Mr. Johnston inquired if there was a method to finance these two facilities. Dr. Law responded that there is not, but steps need to be taken to include it on the Capital Improvement Plan (CIP) while seeking alternative methods of funding. Mr. Burke suggested working with the new Foundation Executive Director, Mrs. Frances Neu, and commended her for taking time to individually meet with the trustees. Mr. Johnston made a motion to approve this Resolution. Mrs. Bilirakis seconded the motion. Mr. Brett offered his support, but stated more discussion is needed regarding the actual naming of the St. Petersburg/Gibbs facility. He said although he feels the Board is moving in the right direction, he wants to ensure the former president is given opportunity for input and a comfort level with this action. Mr. Gibbons cautioned that trustees need to proceed with caution in facility namings and not let their actions be dictated, but rather seek honoree acceptance or denial. Mr. Burke noted this document reflects the Board's commitment to accomplish these two items, which he said is not binding but gives the president some direction as he moves forward in facilities planning and reinforces the Board's commitment to recognizing the former president's efforts in some way. Mr. Johnston restated his motion, with the understanding of proceeding with prioritization of the two facilities, as outlined in the Resolution, and further discussion regarding the naming to take place at a later date. Mrs. Bilirakis seconded that motion. Mr. Brett

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011
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reconfirmed his support of proceeding in the spirit noted above, but not moving forward with the naming without further dialog. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding this item is as follows:

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Resolution on Facilities Priorities

In an effort to memorialize the several discussions of the Board relating to key facilities priorities for the immediate future, I have drafted the following resolution. This resolution will provide direction to the efforts of the college staff in our prioritization of PECO and other facilities funding initiatives.

Resolved,

The Board of Trustees of St. Petersburg College wishes to direct the President to proceed with plans to establish two significant capital facilities to serve the citizens and students of Pinellas County:

First, pending additional architectural and engineering evaluation, the College should proceed to plan a comprehensive facility of approximately 45,000 square feet in the Midtown area; this facility should have sufficient classroom, laboratory, and student service support to allow for growth of the Midtown Center for a period of approximately 10 years from the present;

Second, pending additional architectural and engineering evaluation, the College should proceed to plan a comprehensive facility of approximately 45,000 square feet on the St. Petersburg Gibbs Campus to enhance the full range of student support services; this building will replace outdated and inefficient facilities that have served the college for more than 50 years. Further, it is the desire of this Board to name this new facility for Dr. Carl M. Kuttler, Jr, in recognition of his more than 40 years of service to the college, including more than 30 years as its president.

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The president is directed to take all steps necessary to cause both facilities to be listed on the priorities of the college for capital outlay funding. The president is further directed to explore or develop alternate means for funding these two vital projects from sources other than Public Education Capital Outlay (PECO) sources.

A follow up report from the president on this topic shall be given to the Board of Trustees at its meeting of November 2011.

11-085. The Board considered Personnel Items VII-G.1-G.2. Mr. Johnston moved approval. Mr. Gibbons seconded the motion. Dr. Law recommended additional faculty member Marty Montpetit, Natural Science, Clearwater Campus, and noted all faculty hiring is now complete with the exception of one Nursing position remaining. The motion was restated to include the addition. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding these items is as follows:

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4/4/2011	Hunt,Janette N	Accounting DO	Senior Accountant
3/19/2011	Kelley,Amy June	Letters SPG	Instructional Asst III
3/30/2011	Singer,Julia R	Nursing HC	Nursing Skills Facilitator
3/28/2011	Staney,Timothy P	Institutional Advancement DO	Web Content Manager
4/4/2011	Therault,Jill L.	Provost AC	Administrative Specialist III
3/26/2011	Vo,Phong X	Custodial Services SPG	Custodian II
4/4/2011	Whiteside,Amy Lois	Enrollment Management DO	Generalist, MAP

HIRE Temporary/Supplemental

Effect. Date	Name	Department/Location	Title
3/24/2011	Albrecht,Osiris P.	Letters SE	Supplemental Instr - Credit
3/22/2011	Aponte Munoz,Agnes E	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
3/21/2011	Appunn,Frank	BA Programs/UPC	Lump sum -Spec.Proj.
3/5/2011	Attia,Sahar Wadie	Lifelong Learning NC - AC	Instructor- Temporary Non-Cred
3/5/2011	Baker,Susan A	Nursing HC	Non Instr Supplement-Not ECH
3/15/2011	Blackett,Kathleen D	Natural Science SE	Instructor - Temporary Credit
3/22/2011	Brody,Howard A	Associate Provost CL	OPS Career Level 2
3/19/2011	Burnett,Erik Deonta	Associate Provost SP	Federal Work Study Student
3/4/2011	Collins,Cherie	Business Technologies CL	Instructor - Temporary Credit
3/29/2011	Cooper,Lesley A.	Dual Credit - AC	Contributed Service
3/5/2011	Dougherty,Damon Jacksc	Education & Student Svcs DO	Lump sum -Spec.Proj.
3/14/2011	Eich,Jacqueline C	Lifelong Learning NC - AC	Instructor- Temporary Non-Cred
3/2/2011	Gotwald,Joni E	Provost SPG	OPS Career Level 5
3/19/2011	Greenberg,David L	Fine & Applied Arts SPG	Lump sum -Spec.Proj.
4/4/2011	Hoover,Bradley David	Provost SE	Student Assistant
3/24/2011	Klinedinst,James A	Mathematics SE	Supplemental Instr - Credit
4/4/2011	Kwok,Wai Sze	Provost SE	Student Assistant
3/28/2011	Lundh,Loriann M	Dental Hygiene HC	Federal Work Study Student
3/28/2011	McCaman,Sharon P	Fine & Applied Arts SPG	Student Assistant
3/5/2011	McQuaig,Shannon M.	BA Programs/UPC	Lump sum -Spec.Proj.
3/17/2011	Neyer,Ashley Nicole	Associate Provost TS	OPS Career Level 1
3/19/2011	Philippe,Thomas W	BA Programs/UPC	Lump sum -Spec.Proj.
3/28/2011	Pless-Segraves,Vickie C	Provost SE	Student Assistant
3/19/2011	Price,Tim E.	Business Technologies SP	Lump sum -Spec.Proj.
3/19/2011	Roux,Michelle M.	BA Programs/UPC	Lump sum -Spec.Proj.
3/24/2011	Scanlon,Maura A	Natural Science SE	Instructor - Temporary Credit
3/5/2011	Seay,Latasha Baynes	Letters SPG	OPS Career Level 1
3/17/2011	Sherman,Kassandra M	Associate Provost TS	OPS Career Level 1
3/5/2011	Sutton,Marla C.	Nursing HC	Other Professional- Temporary
3/19/2011	Switzer,Theodore S	BA Programs/UPC	Lump sum -Spec.Proj.
3/14/2011	Taylor,Jeffrey P	Mathematics SPG	Instructor - Temporary Credit
3/10/2011	Wann,Keith T	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
3/10/2011	White II,William Kenneth	Dual Credit - AC	Instructor - Temporary Credit
3/17/2011	Woodberry,Veronica E	Associate Provost TS	OPS Career Level 1
3/14/2011	Woodward,Kelly A	Lifelong Learning NC - AC	Instructor- Temporary Non-Cred
3/19/2011	Young,Katherine G.	Fine & Applied Arts SPG	Lump sum -Spec.Proj.
4/4/2011	Zamora,Jorge L	OSSD - SP	Federal Work Study Student

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TRANSFER/PROMOTION Budgeted			
Effect. Date	Name	Department/Location	Title
3/14/2011	Beecham,Ruby L.	Accounting Services	Grants Accountant
2/21/2011	Dufoe,Anh Dang	Enrollment Management DO	MAP Generalist
4/2/2011	Dukes,Victor G	Campus Security TS	Senior Security Officer
3/7/2011	Hendrickson,Ashley L.	Academic Effective & Assessmt	Coord.,Accred.&Bacc. Assess.
4/4/2011	Hunter,Tori E.	Scholarships/Stu Fin Assist DO	Generalist, MAP
3/5/2011	Leopold,Joseph S.	Education & Student Svcs DO	Director of Learning Resources
3/21/2011	Millard,Luanne P	SPC-Downtown	Executive Staff Assistant
3/21/2011	Ortiz-Rosario,Mary Y.	Flex Team	Administrative Generalist
4/4/2011	Smith,Nikia K.	Scholarships/Stu Fin Assist DO	Generalist, MAP
HIRE 2011-2012 Faculty			
Effect. Date	Name	Department/Location	Title
8/1/2011	Butz,Floyd	Bacc Prgms/Health Svcs Admn HC	Instructor- 12 month
8/12/2011	Beck, Sandra	College of Computer & Info. Tech.	Instructor
8/12/2011	Cooper, Thomas	Fine & Applied Arts CL	Instructor
8/12/2011	Copeland,Jacqueline	Mathematics SPG	Instructor
8/12/2011	Davies,Joi	Mathematics SPG	Instructor
8/12/2011	Farmer,Buddy	Mathematics DT/MT	Instructor
8/12/2011	Fleming,William	Social Science SPG	Instructor
8/12/2011	Garrison, Christopher	Nursing, HEC	Instructor
8/12/2011	Karol, Amy	Letters TS	Instructor
8/12/2011	March,Tina	Letters SPG	Instructor
8/12/2011	Mazarakis,Pelagia	Mathematics SE	Instructor
8/12/2011	Newsom, Tara	Social Science DT/MT	Instructor
8/12/2011	Olsen,Sharon	Social Science TS	Instructor
8/12/2011	Rosengarten, Shelbey	Letters SE	Instructor
8/1/2011	Roux,Michelle	Bacc Programs/Biology CL	Instructor- 12 month
8/12/2011	Sinclair,Steven	Fine & Applied Arts SE	Instructor
8/12/2011	Stephanides, Ourania	Mathematics TS	Instructor
8/12/2011	Unger,Matthew	Fine & Applied Arts SE	Instructor
8/12/2011	Zombek,Angela	Social Science CL	Instructor
LEAVE OF ABSENCE			
Effect. Date	Name	Department/Location	Title
3/8 - 5/8/2011	Jones,Dennis L.	President	VP Econ. Devel. &Innov. Projs.

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FOREIGN TRAVEL			
Effect. Date	Name	Department/Location	Title
6/24 - 7/5/11	Hamacher,Alan	Humanities	Adjunct Instructor - Credit
	Rich,Kelly	Humanities	Adjunct Instructor - Credit
	Adan, Matthew	Humanities	Student
	Burda, Casey	Humanities	Student
	D'Azzo,Julia	Humanities	Student
	Driver,Rachel	Humanities	Student
	Fish,Carter	Humanities	Student
	Fries,Susan	Humanities	Student
	Hackett,Emily	Humanities	Student
	Kelly,Hunter	Humanities	Student
	Khatib,Julianna	Humanities	Student
	Micell,Austin	Humanities	Student
	Oswald,Taylor	Humanities	Student
	Paitsel,Taylor	Humanities	Student
	Petitgirard,Rachel	Humanities	Student
	Pytak,Richard	Humanities	Student
Solis,Emily	Humanities	Student	
<p>Travel to Rome, Italy to offer SPC students an educational opportunity to apply the humanities and fine arts culture of Italy to the study of REL 2300, World Religions at Pontificia University.</p>			
4/30-5/7/11	Olliver,James	Provost SE	Provost
	Panuthos,Nicolle	College of Business	Academic Department Chair
	Philippe,Thomas	College of Business	Instructor
<p>Travel to Harrow College, Middlesex, United Kingdom to learn from the United Kingdom and North Carolina partner schools how they implement best practices to support entrepreneurship education. An international passport will be processed to give SPC students a plan in international networking and will provide opportunities for future projects in entrepreneurship education and business.</p>			
3/16-3/23/11	Collier, Terry	Provost AC	Coordinator, Special Projects
<p>Travel to Panama City, Panama to collaborate on academic offerings with University of South Florida Academic Staff, with the intent to establish an international relationship with the Republic of Panama and provide law enforcement educational opportunities in the International City of Knowledge.</p>			
5/7-5/21/2011	Fratus,Earl	Social Sciences	Instructor
	Kesler,Bonnie	Social Sciences	Instructor
	Bushery, Jessica	Social Sciences	Student
	Cabage, Alyssa	Social Sciences	Student

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DeWitt, Amanda	Social Sciences	Student
Dohme, Melissa	Social Sciences	Student
Doty, Justin	Social Sciences	Student
Eckenrode, Stacie	Social Sciences	Student
Janssen, Sarah	Social Sciences	Student
Kink, Bethany	Social Sciences	Student
Machacek, Marielle	Social Sciences	Student
Nieto, Maria	Social Sciences	Student
Rulisaon, Cassandra	Social Sciences	Student
Slezak, Kathryn	Social Sciences	Student
Walker, James	Social Sciences	Student

Travel to Londonderry, Ireland to offer SPC students the educational opportunity to apply the political, international and historical culture of Northern Ireland to the study of SOP 2002; Social Psychology and INR 2002: International Relations.

8/27-6/3/11 Lancraft, Thomas Natural Science Instructor

Travel to Victoria, British Columbia, to attend the Human Anatomy and Physiology Society conference. Will take part in a panel on distance learning and, as an officer of the Society, attendance to the conference is required. This group is the premier academic society governing Anatomy and Physiology instruction.

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


emg0419114

Agenda Item VII-G.2

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Executive/Administrative/Managerial and Professional Annual Contract Recommendations

Approval is sought for the following recommended personnel actions concerning administrative and professional appointments, which shall be enforced via contracts for

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employment that shall have the following provision: “The Board and the Administrator mutually agree that, should the Board, at its sole discretion, determine that it is necessary for the continued financial operation of the College to reduce the salary of employees, this contract may be reduced during the period thereof by an amount not to exceed ten percent (10%) annually of the stated salary on the date of the reduction. There shall be no reduction which exceeds ten percent (10%) in each year of this contract.”

Name	Title	Department	Contract Dates
Andrasik, Stephen J.	Academic Department Chair	Natural Science SPG	8/1/11-7/31/12
Atkinson, Loree B	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist DO	7/1/11-6/30/12
Bailey, Joan D.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Bailey, Phillip A	Coordinator II, Project	Fire Science AC	7/1/11-6/30/12
Barlow, Stephen R.	Systems AnalystLearnMgrSystem	Learning Mgt Network Sys	7/1/11-6/30/12
Barry, Suzanne M.	Associate General Counsel	College Attorney DO	7/1/11-6/30/12
Barto, Daniel P	Dir., Sec., Risk Mgt, Safety Ops	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Bates, Angel M.	Bacc. Program Specialist	BA Programs/UPC	7/1/11-6/30/12
Beck, Rosanne	Coord, Program Development	Criminal Justice AC	7/1/11-6/30/12
Beecham, David E.	Coord., Auxilliary Services	Business Services	7/1/11-6/30/12
Bennett, Michael J.	AVP, Fin. Asst., Schol, Vet Svcs.	Academic & Student Affairs	7/1/11-6/30/12
Berry, Nicholas	Crd. I, Proj., Male Outreach	Academic & Student Affairs	7/1/11-6/30/12
Bliss, William S.	Mgr. Web Program. & Spport	Instructional Computing SE	7/1/11-6/30/12
Bobowski, Sharon A.	Mgr. Enterprise Sys. Devel/Spt	Admin Information Systems	7/1/11-6/30/12
Booth, Patrick D.	Coord. Enrollment Mgt. Svcs.	Academic & Student Affairs	7/1/11-6/30/12
Borzewski, Lisa M.	Academic Department Chair	Mathematics SE	8/1/11-7/31/12
Bowen, Paul M	Academic Dept Coordinator	Letters CL	7/1/11-6/30/12
Bowman, Margaret	Dir., Curriculum & Prog. Mgt.	BA Programs/UPC	7/1/11-6/30/12
Boyle, Deborah Seslar	Chief of Staff	President	7/1/11-6/30/12
Brink, Staci D.	Manager, Marketing	Marketing & Public Info	7/1/11-6/30/12
Brown, Jill C.	Education Specialist - Impact	College of Education	7/1/11-6/30/12
Brown, Trenette	Grants Accountant	Accounting Services	7/1/11-6/30/12
Burch, Vera S.	Nursing Skills Facilitator	Nursing HC	7/1/11-6/30/12
Burt, Gail R.	Program Director II	Nursing HC	7/1/11-6/30/12
Buster, Patricia A.	Coor. Museum Education	Leepa/Rattner Museum - DO	7/1/11-6/30/12
Byrd, Terry G.	Program Director I	Criminal Justice AC	7/1/11-6/30/12
Callahan, Doyle William	Systems Analyst - Acad. System	Learning Mgt Network Sys	7/1/11-6/30/12
Callahan, Marisa C.	Interior Designer	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Carnahan, Michael	Analyst/Programmer	Instructional Computing SE	7/1/11-6/30/12
Carter, Michael D.	Dir., Design & Constr. Svcs	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Cavanagh, Jeffrey D	Coord., Veteran Affairs	Academic & Student Affairs	7/1/11-6/30/12
Chang, Jimmy H.	Academic Department Chair	Mathematics CL	8/1/11-7/31/12
Clinton, Tyrone	Academic Department Chair	Mathematics SPG	8/1/11-7/31/12
Collier, Terry L.	Coord., Special Projects	Provost AC	7/1/11-6/30/12
Conn, Richard A.	Analyst/Programmer/Developer	Admin Info Sys - Development	7/1/11-6/30/12
Coraggio, James T	Dir, Acad. Eff. & Assessment	Academic Effective & Assessmt	7/1/11-6/30/12

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Creamer, David V.	Dir, Network Systems & TV Ops	Learning Mgt Network Sys	7/1/11-6/30/12
Crumbley Sr, Earnest P	Coach	Social Science SPG	7/1/11-6/30/12
Crumbley, Shirley A.	Coord., Women on the Way	Special Programs/Intl Educ DO	7/1/11-6/30/12
Crumley, Paul Michael	Web Programmer/Analyst	Instructional Computing SE	7/1/11-6/30/12
Curtis, Richard J.	Systems Analyst	Learning Mgt Network Sys	7/1/11-6/30/12
Dale, Sean A.	Systems Analyst/LearnMgrSystem	Learning Mgt Network Sys	7/1/11-6/30/12
Dambroski, Nicole K.	Mgr., PS Student Sys. Develop.	Admin Info Sys - HR & Finance	7/1/11-6/30/12
Davidson, Denisha L.	Coach	Natural Science SPG	7/1/11-6/30/12
Davis, Kevin L	Program Director II	Funeral Services HC	7/1/11-6/30/12
Davis, Rodrigo M	Coord, Student Life Leadership	Student Activities CL	7/1/11-6/30/12
Delgado, Margaret	Dir. of Curr. & Student Success	BA Programs/UPC	7/1/11-6/30/12
Dellert, Judy C	Coord., Early College/Dual Enrl	Academic & Student Affairs	7/1/11-6/30/12
Derussy, Vivian C.	Interior Designer	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Deshpande, Avinash A.	Coordinator, Systems Admin.	Admin Information Systems	7/1/11-6/30/12
DiDio, Celeste	Analyst/Programmer/Developer	Admin Info Systems - SE	7/1/11-6/30/12
Dillon, Pamala J.	Grants Writer	Provost AC	7/1/11-6/30/12
Dixon, Vernadean J.	Scholar & Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
D'Leon, Lynne E.	Nursing Skills Facilitator	Nursing HC	7/1/11-6/30/12
Dodson, Pamela S	PS Funct. Area Coord/Trainer	Admin Info Sys - Student	7/1/11-6/30/12
Douglas, Larry B.	Supervisor, Printing Services	District Impressions DO	7/1/11-6/30/12
Dressback, John B.	Dir., Public Safety Academies	Criminal Justice AC	7/1/11-12/20/11
Drew, Maria	Coord, Admissions & Registration	Central Records DO	7/1/11-6/30/12
DuPont, Lauren E	Coordinator I, Project	Criminal Justice AC	7/1/11-6/30/12
Dvoracek, Joseph D.	Director of Student Success	Provost SE	7/1/11-6/30/12
Enlow, Bernard R	Snr. Network/Design & Sec. Eng	Network Systems Support	7/1/11-6/30/12
Escott, Maria	Coord. Int'l. Language Institut	Corporate Training E&SS DO	7/1/11-6/30/12
Evoy, William J.	Snr. Network/Design & Sec. Eng	Network Systems Support	7/1/11-6/30/12
Ewell, Michael A.	Academic Dept Coordinator	BA Programs/UPC	7/1/11-6/30/12
Fell, Susan P.	Director, Admissions & Records	Academic & Student Affairs	7/1/11-6/30/12
Fernandez, Roberto	Academic Department Chair	Business Administration TS	8/1/11-7/31/12
Ferrazano, Jamie P.	Manager, IT Bus. Relationships	BusSVITSystems	7/1/11-6/30/12
Finklea, Evelyn M	Program Director II	Letters SPG	7/1/11-6/30/12
Fleming, John M	Program Director II	Radiography HC	7/1/11-6/30/12
Fox, Djuan E.	Coord., Bacc. Plan & Prog. Dev.	BA Programs/UPC	7/1/11-6/30/12
Francey, Diane E.	Asst Director, Purchasing	Purchasing	7/1/11-6/30/12
Francis, Robert B	Head Coach	Scholarships/Stu Fin Assist DO	7/1/11-6/30/12
Frank, Rebecca A	Program Director I	District Library DO	7/1/11-6/30/12
Fritch, Karen L.	Instructional Technologist	Instructional Computing SE	7/1/11-6/30/12
Gardner, Suzanne L.	Acting General Counsel	President	7/1/11-6/30/12
Garrett, Tracy L	Coord, Program Development	BA Programs/UPC	7/1/11-6/30/12
Gerst, Mary E	Coord, Student Life Leadership	Associate Provost HC	7/1/11-6/30/12
Gill, Davie	Coord, Student Life Leadership	Student Activities SPG	7/1/11-6/30/12
Gillman, Anna G.	Environmental Services Coordin	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Gingerich, Linda G.	Academic Department Chair	BA Programs/UPC	8/1/11-7/31/12
Gleichman, Cynthia L.	Nursing Skills Facilitator	Nursing HC	7/1/11-4/30/12*
Godcharles, Timothy W	Instructional Technologist	Instructional Computing SE	7/1/11-6/30/12
Gonyea, James C.	Director, Career Develop. Svcs	Academic & Student Affairs	7/1/11-6/30/12
Goodbread, Elizabeth B	Program Director II	Provost TS	7/1/11-6/30/12

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Graham,Shane L	Analyst/Programmer	Admin Info Sys - Student	7/1/11-6/30/12
Grano,Barbara S.	Program Director II	Ethics SPG	7/1/11-7/31/11
Grano,Barbara S.	Academic Department Chair	Ethics SPG	8/1/11-7/31/12
Gray,Cheryl L.	Senior Analyst/Programmer	Admin Info Sys - Student	7/1/11-6/30/12
Gray,Kathy W.	Coord, Admissions&Registration	Academic & Student Affairs	7/1/11-6/30/12
Green,Jason E	Coordinator II, Project	Provost CL	7/1/11-6/30/12
Green,Sonja T.	Coordinator, Business Office	Business Sys & Student Account	7/1/11-6/30/12
Grey,William R.	Program Director I	Criminal Justice AC	7/1/11-6/30/12
Grimaudo,Nicholas	Academic Department Chair	Natural Science SE	8/1/11-7/31/12
Grundset,Beverly L.	Academic Department Chair	Natural Science SPG	8/1/11-7/31/12
Guzman II,Luis A.	Sr. Web Analyst/Programmer	Information Systems	7/1/11-6/30/12
Hammond,Lynn R.	Mgr, Graphics Services	Marketing & Public Info	7/1/11-6/30/12
Hearn,Mary E.	Marketing Coordinator	Marketing & Public Info	7/1/11-6/30/12
Henning,Andrea A.	Exec. Dir,Collaborative Lab	Academic & Student Affairs	7/1/11-6/30/12
Hesting,Karen L.	Instructional Technologist	Instructional Computing SE	7/1/11-6/30/12
Hetue,Michael A.	Supv, Computer Operations	IT Network Help Desk	7/1/11-6/30/12
Hill,Darren C	Sr. Web Analyst/Programmer	Instructional Computing SE	7/1/11-6/30/12
Hogans,Linda L.	Dir, Special Programs	College Student Supp Svcs DO	7/1/11-6/30/12
Hopf,Leigh G	Dir.,Bacc. Prog. Support Svc	BA Programs/UPC	7/1/11-6/30/12
Hopkins,Dorothy	Analyst/Programmer	Admin Info Sys - HR & Finance	7/1/11-6/30/12
Ison,Anabella M	College Engineer	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Jakubowski,Richard Y.	Web Programmer/Analyst	Instructional Computing SE	7/1/11-6/30/12
Jakupovic,Danijel	Analyst/Programmer	Admin Info Sys - Development	7/1/11-6/30/12
Jolliff-Johnson,Cynthia	Director, One Stop Center	Academic & Student Affairs	7/1/11-6/30/12
Joseph,Deborah M.	Director Internships	College of Education	7/1/11-6/30/12
Kaas,Kevin	Chief Television Engineer	Network Systems Support	7/1/11-6/30/12
Keller III,Don R	Bacc. Program Specialist	BA Programs/UPC	7/1/11-6/30/12
Kelley,Nancy	Director of Student Success	SPC-Downtown	7/1/11-6/30/12
Kerr,Cheryl	Program Director II	Human Services HC	7/1/11-6/30/12
Kerwin,Denise D.	Program Director I	Nursing CE	7/1/11-6/30/12
Kibler,Theresa	Web Programmer/Analyst	Instructional Computing SE	7/1/11-6/30/12
King,Merrian D.	Electronic Center Coordinator	Scholarships/Stu Fin Assist DO	7/1/11-6/30/12
Kramer,Rebecca J.	Program Director II	Physical Therapist Asst HC	7/1/11-6/30/12
Kruger,Wayne D.	Dir, Scholar & Stu Fin Asst	Scholarships/Stu Fin Assist DO	7/1/11-6/30/12
Krupp,Jason	Coord., Enrollment Mgt. Svcs.	BA Programs/UPC	7/1/11-6/30/12
Kuhn,Damon M.	Manager, MAP	Associate Provost HC	7/1/11-6/30/12
Lawler,Jacqueline R.	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Lennox,Jill	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Leonard,Michele R.	Bacc. Program Specialist	BA Programs/UPC	7/1/11-6/30/12
Leopold,Joseph S.	Acting Dir,Learning Resources	Academic & Student Affairs	7/1/11-6/30/12
Lewis,Randolph	Coordinator II, Project	Criminal Justice AC	7/1/11-6/30/12
Liebert,David T.	Academic Department Chair	Social Science TS	8/1/11-7/31/12
Lockhart,Amy G.	Senior Accountant	Accounting Services	7/1/11-6/30/12
Lulek,Mark R	Academic Department Chair	Fine & Applied Arts TS	8/1/11-7/31/12
Lumia,J. Christopher	School Partnership Liaison	College of Education	7/1/11-6/30/12
Malla,Steven T.	Coordinator, Wellness	Wellness	7/1/11-6/30/12
Manly,Theron W	Acting Dean, Bacc Pgrms	College of Education	7/1/11-6/30/12
Marks,Alice M.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Martinez,Robert A.	Bus. Devel. Officer-Collab.Lab	Academic & Student Affairs	7/1/11-6/30/12
Mayhew,Pamela H	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist SP	7/1/11-6/30/12
McFadden,Stephen R.	Videographer	Instructional Television SE	7/1/11-6/30/12
McLeod,Gregory K.	Associate Provost	Associate Provost HC	7/1/11-6/30/12
Meigs,Michael C.	Dir, Bus Systems & Stu Acctg	Business Services	7/1/11-6/30/12
Miehl,Paul G.	Academic Dept Coordinator	Fine & Applied Arts CL	7/1/11-6/30/12
Mikles,Stephen P.	Program Director II	Respiratory Care HC	7/1/11-6/30/12
Miller,Karen L.	Academic Department Chair	Letters SE	8/1/11-7/31/12
Miller,Lavester P.	Coordinator II, Project	CJI AA/AS DOC AC	7/1/11-6/30/12
Moczynski,Linda M.	Analyst/Programmer	Admin Info Sys - Student	7/1/11-6/30/12
Mohr,Jane E.	Facilities Accounting Mgr.	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Montalvo,Debria E.	Coord.,CE, BA Initiatives	BA Programs/UPC	7/1/11-6/30/12
Moore,Randall	Mgr.,Const. Proj.&Cert.Bldg Ad	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Moutsatsos,Basil A.	Academic Department Chair	Fine & Applied Arts SE	8/1/11-7/31/12
Munce,Nancy	Instructional Technologist	Instructional Computing SE	7/1/11-6/30/12
Mundorff,Sheryl	Bacc. Program Specialist	BA Programs/UPC	7/1/11-6/30/12
Myers,Breanna Marie	Acting Coach	Natural Science CL	7/1/11-6/30/12
Navab,Saied	Coordinator I, Project	Academic & Student Affairs	7/1/11-6/30/12
Nelson,Mika S.	Program Director II	District Library DO	7/1/11-6/30/12
Nenstiel,Gregory A	Acting Dean, Bacc Pgrms	BA Programs/UPC	7/1/11-6/30/12
Norton,Wilma	Asst Dir, Marketing&PublicInfo	Marketing & Public Info	7/1/11-6/30/12
Nosewicz,James E.	Budget Specialist	Budget, Planning & Compliance	7/1/11-6/30/12
Ocasio,Faith C.	Web Programmer/Analyst	Instructional Computing SE	7/1/11-6/30/12
O'Daniels,Kristina M.	Associate Provost	Associate Provost TS	7/1/11-6/30/12
Odutola,Adeniji A.	Director, Ctr. Tchr. Transform	College of Education	7/1/11-6/30/12
O'Keeffe,Michael L.	Dir, Marketing and Public Info	Marketing & Public Info	7/1/11-6/30/12
Panuthos,Nicolle E	Academic Department Chair	Business Technologies SE	8/1/11-7/31/12
Parker,Jeremy Russel	Systems Analyst	Admin Information Systems	7/1/11-6/30/12
Pearce,Frederick E.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist TS	7/1/11-6/30/12
Pedicone,James A.	Coord, Construction Projects	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Peplow,Jeremy S.	Videographer	Marketing & Public Info	7/1/11-6/30/12
Pereira,Kenneth N.	Dir. Learning Mgt. & Stud.&NS	Admin Information Systems	7/1/11-12/20/11
Perez,Jorge Enrique	Program Director I	District Library DO	7/1/11-6/30/12
Perez-Gilbe,Hector R.	Program Director I	District Library DO	7/1/11-6/30/12
Petersen,Dale E	Laboratory Manager	BA Programs/UPC	7/1/11-6/30/12
Peterson,Sheryl S.	Academic Department Chair	Social Science SE	8/1/11-7/31/12
Petrick,Patrick J	Project Technologist	Academic & Student Affairs	7/1/11-6/30/12
Plamondon,Amy D	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Powlett,Maycill M	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Proctor,Deborah M.	Mgr.FunctionalUser Stu.Sys.Sup	Academic & Student Affairs	7/1/11-6/30/12
Quinn,Edel T.	Accountant/Business Manager	Resource Development DO	7/1/11-6/30/12
Rager,Sandra	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Reed,Gwendolyn H.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist SP	7/1/11-6/30/12
Reiter,Susan M	V.P. Facilities Plan&Inst Svcs	BusSVITSystems	7/1/11-6/30/12
Rewald,Charles P.	Coord., Nursing Skills Lab	Nursing HC	7/1/11-6/30/12
Risberg,Chrissy	Academic Department Chair	Business Technologies CL	8/1/11-7/31/12
Robinson,Diane J	Nursing Skills Facilitator	Nursing HC	7/1/11-6/30/12
Rowe,Ayanna Amerigo	Bacc. Program Specialist	BA Programs/UPC	7/1/11-6/30/12

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Ruechel, Jennifer K.	Manager, MAP	Registration SPG	7/1/11-6/30/12
Russell, Nancy L.	Academic Dept Coordinator	Business Technologies SP	7/1/11-6/30/12
Schultz, Linda	Manager, Payroll	Payroll	7/1/11-6/30/12
Seay, Antonio R.	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist SP	7/1/11-6/30/12
Senack, Erin L.	Coord, Student Life Leadership	Student Activities DO	7/1/11-6/30/12
Shapiro, Alan B.	Instructional Technologist	Instructional Computing SE	7/1/11-6/30/12
Shears, Brenda C.	MAP Coordinator	Provost SE	7/1/11-6/30/12
Sintes, Nicholas M.	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist SP	7/1/11-6/30/12
Smith, Joseph L.	Coordinator II, Project	Criminal Justice AC	7/1/11-6/30/12
Smith, Laura A.	Academic Department Chair	Letters TS	8/1/11-7/31/12
Smith, Nancy F.	Academic Department Chair	Fine & Applied Arts SPG	8/1/11-7/31/12
Smith, Todd	Dir, Scholar & Stu Fin Asst	Scholarships/Stu Fin Assist DO	7/1/11-6/30/12
Spinelli, Paul	Dir, Procurement/Asset Mgt.	Business Services	7/1/11-6/30/12
Stallard, Tiffany D	Coordinator, Development	Resource Development DO	7/1/11-6/30/12
Stanisic, Zoran	Mgr., New Systems Development	Admin Information Systems	7/1/11-6/30/12
Stepanovsky, Nerina J.	Program Director II	Emergency Medical Svcs HC	7/1/11-6/30/12
Sterner, Ann M.	Systems Analyst/LearnMgr/System	Learning Mgt Network Sys	7/1/11-6/30/12
Stewart, Matthew D	Coord, Professional. Develop.	Human Resources	7/1/11-6/30/12
Strickland, Mark F.	Director, Enrollment Mgt.	Enrollment Management DO	7/1/11-6/30/12
Stubos, Alexandria M.	Manager, MAP	Associate Provost TS	7/1/11-6/30/12
Stumpe, Kim M.	Academic Department Chair	Natural Science CL	8/1/11-7/31/12
Taylor, Tamara K	Analyst/Programmer	Admin Info Sys - Student	7/1/11-6/30/12
Terry, James C	Dir., Public Safety Academies	Fire Science AC	7/1/11-6/30/12
Thiel, Janice L.	Dir, Quality Enhancement Plan	Academic & Student Affairs	7/1/11-6/30/12
Thomas, Phil C.	Manager, MAP	Counseling & Advisement CL	7/1/11-6/30/12
Thompson, Andy W	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Tonner, Joan E.	Program Director II	Dental Hygiene HC	7/1/11-6/30/12
Tufts, Shannon S.	Mgr., Network Sys. & Sec. Ops	Admin Info Systems - SE	7/1/11-6/30/12
Tymms, Magaly B	Coord., Acad. Prog. Rsrch/Reports	Academic Effective & Assessmt	7/1/11-6/30/12
Ullestad, Dana L.	Coordinator I, Project	Scholarships/Stu Fin Assist DO	7/1/11-6/30/12
Vitale, Alisha	Collegewide Testing Coord.	Academic & Student Affairs	7/1/11-6/30/12
Waechter, Dawn D.	Coord, Student Life Leadership	Student Activities SE	7/1/11-6/30/12
Waechter, James D.	Dir, Facilities Services	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Walter, William T	Systems Analyst	Admin Information Systems	7/1/11-6/30/12
Watrous, Mitchell L	Program Director II	Medical Lab Technology - HC	7/1/11-6/30/12
White, Scott B	Head Volleyball Coach	Athletics - DO	7/1/11-6/30/12
Wilkins, Pamela A	Bacc. Program Specialist	BA Programs/UPC	7/1/11-6/30/12
Wittman, Janice K	Program Director II	Nursing HC	7/1/11-6/30/12
Wolff, Kimberly P.	Program Director II	District Library DO	7/1/11-6/30/12
Wolter, Barbara S	Coordinator I, Project	Marketing & Public Info	7/1/11-6/30/12
Woods, Vonda L.	Director, Accounting Services	Business Services	7/1/11-6/30/12
Wright, Diana	Mgr. Energy & Maint. Svcs.	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Yevstigneyeva, Nadia	Dir. Honors College	Academic & Student Affairs	7/1/11-6/30/12
Younger, Mark L.	Coord, Student Life Leadership	Student Activities TS	7/1/11-12/20/11

*Enrolled in Deferred Retirement Option Program (DROP)—contract will end at DROP termination date

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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

emg0421112

11-086. Mr. Burke distributed to the trustees and Board Attorney an Amendment to the Employment Agreement between SPC and William D. Law, Jr., dated June 1, 2010. He stated this Amendment has no monetary significance, but simply includes a cleanup of deferred compensation language to bring it into compliance with new IRS rules. He sought a motion pending Mr. Lang's review. Mr. Gibbons moved approval. Mr. Johnston seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding this item is as follows:

Amendment to Employment Agreement

between St. Petersburg College and William D. Law Jr. dated June 1, 2010

DELETE

6. Benefits

~~A. The College shall make a contribution(s) to tax deferred annuity or annuities plan as and for additional compensation for The President during the original term of this agreement. Beginning with his first payroll check in June of 2010 the Board shall pay The President an additional sum which sum shall, until further directed by The President, be paid to a tax sheltered annuity plan or plans to be selected at the President's sole discretion, which is established and qualified under the provisions of Sections 457 of the Internal Revenue Code, or such other qualified tax deferred plan or plans accepted by the Internal Revenue Service of the President's choosing. The sum or sums not to exceed in the aggregate \$85,500 annually. In the event the President does not elect to defer the entire sum, such sums not paid into deferred compensation plan or plans shall be paid to the President as additional base compensation in each fiscal year.~~

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

ADD

6. Deferred Compensation

A. The College shall provide The President additional compensation (on a deferred basis) through a Section 457(f) Deferred Compensation Plan. A lump sum employer contribution of \$85,500 shall be credited to The President's account under the Deferred Compensation Plan once during each contract year during the term of this Agreement. The President's rights to such deferred compensation shall be subject to the provisions of the Deferred Compensation Plan and the elections made by The President under such plan.

IN WITNESS WHEREOF, the parties have duly executed this Amendment as of the date.

By _____

Date _____

By _____

Chairman, Board of Trustees

Date _____

11-087. A rulemaking hearing was conducted for the purpose of amending and/or adopting changes to the Board of Trustees Rules and Procedures Manual. Proof of public notice of this meeting is included as a part of these minutes. Internal notice was published in the **Blue and White** and notices were duly posted. The chairman requested comments from the public. The president sought approval of Item VII-H. Dr. Law shared in a big picture that over the foreseeable future, changes to Board policy will be brought for the purpose of separating procedural matters from the rules. He said there are no technical changes being brought forward in this effort, but simply a move from rule language to procedural language. In response to Mr. Burke, he explained the purpose of new Rule 6Hx23-1.151, Free Speech and Assembly, in that it is important for every college to have clearly-defined guidelines as to how it supports free speech on campus and critical to stay in front of the issue. Ms. Gardner noted the new rule was added to codify the principles of free speech on campus so that questions about how the College handles this issue can be adequately addressed. Mr. Burke inquired about revisions to the Academic Honesty Policy, Rule 6Hx23-4.461. He was assured the policy would remain intact as language moves from rule to procedure. He asked that the Board be made aware of any significant procedural matter changes, especially if related to a particular issue. Dr. Law confirmed for Mr. Burke that Rule 6Hx23-5.903, Contract Administration, is authority-related, not personnel-related. Mr. Johnston moved approval of Item VII-H. Mrs. Bilirakis seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding the rules is as follows:

**MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

Invoice/Serial Number

11-02092

GULF COAST
BUSINESS REVIEW

COUNTY OF PINELLAS

Published Weekly
Clearwater, Pinellas County, Florida

S.S.

STATE OF FLORIDA

Before the undersigned authority personally appeared Kelly Martin
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 Public Meeting on April 26, 2011

in the _____ Court, was published in said newspaper in the
issues of March 25, 2011

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.

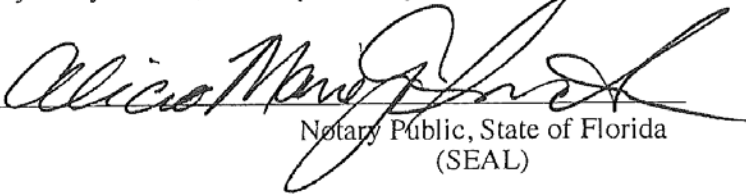
MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

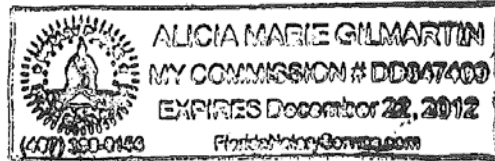
Sworn to and subscribed before me this


Kelly Martin

25th day of March A.D. 2011,

by Kelly Martin, who is personally known to me.


Notary Public, State of Florida
(SEAL)



NOTICE OF SPECIAL MEETING AND CANCELLATION OF REGULAR 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: April 26, 2011; Board meeting commencing at 8:30 a.m. (The meeting, which was previously scheduled to be held April 19, 2011 at 8:30 a.m. at the EpiCenter of St. Petersburg College, Conference Room 1-453, 13805 58th Street North, Largo, Florida, has been canceled.)

PLACE: The meeting will be held at the Tarpon Springs Campus of St. Petersburg College, Olympia/Michael and Evelyn Bilirakis Building, Room 212, 600 Klosterman Road, Tarpon Springs, Florida.

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

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

The proposed rules and/or amendments, together with the purpose and effect and specific legal authority, will be posted no later than Friday, March 25, 2011, 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 were posted on each of the College's official bulletin boards on February 25, 2011. Said Notice(s) also appeared in the Gulf Coast Business Review on February 25, 2011.

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.

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

LAW IMPLEMENTED: 1001.64(5), F.S.

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the Rule will affect agents, solicitors and salesmen as well as the student body. There is no cost to the College associated with this amendment. There is no anticipated adverse effect on state or local government. There are no transactional costs associated with this amendment. There is no anticipated adverse impact on small business.

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

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

RULE TITLE: FREE SPEECH AND ASSEMBLY

RULE NO.: 6HX23-1.151

RULE NOTICE DATE: March 25, 2011

PURPOSE AND EFFECT: The proposed Rule will convey the College's policies regarding free speech, student and public assemblies, and the distribution and posting of literature.

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

SUMMARY: See Purpose and Effect above.

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

LAW IMPLEMENTED: 1001.64 (5), (8), F.S.; U.S. Const. Amend. I

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

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

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

RULE TITLE: FUND DRIVES AND TICKET SALES

RULE NO.: 6HX23-1.16

RULE NOTICE DATE: March 25, 2011

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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 April 26, 2011, at the Tarpon Springs Campus of St. Petersburg College, Olympia/Michael and Evelyn Bilirakis Building, Room 212, 600 Klosterman Road, Tarpon Springs, Florida. See Section 120.54(3)(c), Florida Statutes.

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

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

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

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

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

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

RULE TITLE: AGENTS, SOLICITORS, SALESMEN

RULE NO.: 6Hx23-1.15

RULE NOTICE DATE: March 25, 2011

PURPOSE AND EFFECT: The proposed Rule revisions will require all agents, solicitors, and salesmen to obtain provost/campus executive officer or their designee's approval prior to soliciting, advertising or donating items on campus.

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

SUMMARY: See Purpose and Effect above.

PURPOSE AND EFFECT: The proposed Rule revision will transfer approval authorization for fund drives and ticket sales to the provost, campus executive officer, site administrator or his or her designee.

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

SUMMARY: See Purpose and Effect above.

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

LAW IMPLEMENTED: 1001.64 (5) & (8), F.S.

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

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

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

RULE TITLE: GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE PROGRAMS

RULE NO.: 6Hx23-4.32

RULE NOTICE DATE: March 25, 2011

PURPOSE AND EFFECT: The proposed Rule revision will provide an alternate satisfaction whereby students can meet the global requirement for A.A., A.S., and A.A.S. degrees with a college level foreign language course excluding American Sign Language.

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

SUMMARY: See Purpose and Effect above.

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

LAW IMPLEMENTED: 1004.03, 1007.24, 1007.25, 1004.65, 1004.68, 1009.23, 1009.25, 1009.26, 1001.64(10), 1007.263, F.S.; Rules 6A-14.030, 6A-10.030, F.A.C.

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

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

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

RULE TITLE: STUDENT AFFAIRS: ACADEMIC HONESTY POLICIES

RULE NO.: 6Hx23-4.461

RULE NOTICE DATE: March 25, 2011

PURPOSE AND EFFECT: The proposed Rule revisions will modify the College's policies regarding academic honesty including the process for handling alleged violations. The revisions will also place the ownership of academic honesty matters with academic affairs leadership. Proposed revisions will also change the title of the Rule to: Academic Affairs: Academic Honesty Policies.

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(8)(f), F.S.

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the Rule will affect students and campus administrators. 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.

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PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

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

RULE TITLE: HEALTH RELATED PROGRAMS: ASSOCIATE IN SCIENCE, CERTIFICATE, AND APPLIED TECHNOLOGY DIPLOMA - SPECIAL RULES

RULE NO.: 6Hx23-4.53

RULE NOTICE DATE: March 25, 2011

PURPOSE AND EFFECT: The proposed Rule revisions will streamline and simplify the process of admittance and progression for both students and staff and change the deadline for successfully completing a background screening prior to the start of the first course. The proposed revisions will further move procedural provisions related to admissions, progression, dismissal and re-admittance to a new Procedure.

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: 1009.21, 1001.64 (8), 1004.68, F.S.; SBE Rules 6A-10.044, 6A-14.030, F.A.C.

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the Rule will affect students and prospective students in health related programs. There is no cost to the College associated with this amendment. There is no anticipated adverse effect on state or local government. There are no transactional costs associated with this amendment. There is no anticipated adverse impact on small business.

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

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

RULE TITLE: CONTRACT ADMINISTRATION

RULE NO.: 6Hx23-5.903

RULE NOTICE DATE: March 25, 2011

PURPOSE AND EFFECT: The proposed Rule revisions will update information within the Rule and provide several modifications to the contract administration process which will result in streamlined contract approvals and administration.

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(25), (26) & (44), 1001.65(5), (6), 1008.45, F.S.; SBE Rules 6A-14.0261, 6A-14.0734, F.A.C.

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the Rule will affect the College administration. 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

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Agenda Item VII-H

April 26, 2011

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:

6Hx23-1.15 Agents, Solicitors, Salesmen The proposed Rule revisions will require all agents, solicitors, and salesmen to obtain provost/campus executive officer or their designee's approval prior to soliciting, advertising or donating items on campus. *Submitted by Tonjua Williams.*

6Hx23-1.151 Free Speech and Assembly The proposed Rule will convey the College's policies regarding free speech, student and public assemblies, and the distribution and posting of literature. *Submitted by Suzanne Gardner.*

6Hx23-1.16 Fund Drives and Ticket Sales The proposed Rule revision will transfer approval authorization for fund drives and ticket sales to the provost, campus executive officer, site administrator or his or her designee. *Submitted by Tonjua Williams.*

6Hx23-4.32 General Education Requirements for Associate Degree Programs The proposed Rule revision will provide an alternate satisfaction whereby students can meet the global requirement for A.A., A.S., and A.A.S. degrees with a college level foreign language course excluding American Sign Language. *Submitted by Anne Cooper.*

6Hx23-4.461 Student Affairs: Academic Honesty Policies The proposed Rule revisions will modify the College's policies regarding academic honesty including the process for handling alleged violations. The revisions will also place the ownership of academic honesty matters with academic affairs leadership. Proposed revisions will also change the title of the Rule to: *Academic Affairs: Academic Honesty Policies.* The proposed revisions will further move procedural provisions concerning academic honesty violations to a new Procedure. *Submitted by Tonjua Williams.*

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6Hx23-4.53 Health Related Programs: Associate in Science, Certificate, and Applied Technology Diploma—Special Rules The proposed Rule revisions will streamline and simplify the process of admittance and progression for both students and staff and change the deadline for successfully completing a background screening prior to the start of the first course. The proposed revisions will further move procedural provisions related to admissions, progression, dismissal and re-admittance to a new Procedure. *Submitted by Phil Nicotera*

6Hx23-5.903 Contract Administration The proposed Rule revisions will update information within the Rule and provide several modifications to the contract administration process which will result in streamlined contract approvals and administration. The proposed revisions will further move procedural provisions concerning contract administration to a new Procedure. *Submitted by Suzanne Gardner.*

Suzanne L. Gardner, Acting General Counsel, recommends approval.

Attachment

ps0415113

6Hx23-1.15 AGENTS, SOLICITORS, SALESMEN

- (1) Salesmen or company representatives of educational books, equipment or materials are permitted on campus or center to present their merchandise to College personnel or students.
- (2) Agents, solicitors, salesmen, company representatives or individuals ~~not dealing in educational books, equipment or materials~~ are not permitted to solicit, advertise, or donate items sell to college personnel or students on campus without the prior approval of the campus provost/campus executive officer or his or her designee.

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

Law Implemented: 1001.64(5), F.S.

History: Formerly - 6Hx23-3-3.02; Readopted - 10/25/77; Amended, filed and effective - 9/17/81; 10/20/93. Filed - 10/20/93. Effective - 10/20/93; 4/26/11. Proposed Date To Be Filed – 4/26/11. Proposed Date To Become Effective – Upon Board Approval.

6Hx23-1.151 FREE SPEECH AND ASSEMBLY – New Rule

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St. Petersburg College strongly supports the tenets of free speech, as well as the freedom of assembly and association as guaranteed under the United States Constitution. Events and activities that promote the free and open exchange of diverse ideas are supported, encouraged, and welcomed, and perform a key educational and community awareness function on a college campus.

The First Amendment provides a broad protection for many forms of expression. College campuses have traditionally been seen as limited public forums allowing for free speech however permitting restrictions and regulations related to the time, place and manner of speech. Any limitations or regulations imposed by the College shall be content and viewpoint neutral. Each campus and site of the campus shall implement policies and procedures consistent with this Rule.

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

Law Implemented: 1001.64(5), (8), F.S.; U. S. Const. Amend. I.

History: Proposed Date to Be Adopted—4/26/11. Proposed Date To Become Effective – Upon Board Approval.

6Hx23-1.16 FUND DRIVES AND TICKET SALES

- I. Ticket sales at the College for noncollege activities shall not be permitted except that in unusual circumstances the ~~president~~ provost, campus executive officer, site administrator or his or her designee may permit ticket sales for an educationally related activity whose objectives are consistent with the program of the College.
- II. Students shall not make solicitations to raise funds for any College organization or project related to the College without prior approval from the ~~president~~ provost, campus executive officer, site administrator or his or her designee and ~~the approval of the appropriate governmental bodies.~~

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

Law Implemented: 1001.64 (5) & (8), F.S.

History: Formerly 6Hx23-3-3.03. Readopted 10/25/77. Amended 9/17/81, 2/18/82. Filed and effective 2/18/82; 4/26/11. Proposed Date To

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Be Filed – 4/26/11. Proposed Date To Become Effective – Upon Board Approval.

6Hx23-4.32 I. GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE PROGRAMS

- A. Changes to course numbers and titles are made by the State Department of Education on a regular basis. Such changes to any courses will be effective when approved by the State Department of Education despite any delays in correcting the course numbers and titles. The Board hereby grants the President the authority, without further Board approval, to amend this Rule and other Board of Trustees' rules wherein course titles and numbers are listed, to provide for the correction of course numbers and titles as are approved by the State Department of Education.
- B. To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts, Associate in Science, and Associate in Applied Science degrees.

LIT 2110	World Literature I
LIT 2110H	Honors World Literature I
LIT 2120	World Literature II
LIT 2120H	Honors World Literature II
HUM 2270	Humanities (East-West Synthesis)
HUM 2270H	Honors Humanities (East-West Synthesis)
REL 2300	World Religions
INR 2002	International Relations
INR 2002H	Honors International Relations
WOH 2040	The Twentieth Century
WOH 2040H	Honors The Twentieth Century

This enhanced worldview requirement may be satisfied with the completion of a 3 credit hour college-level foreign language course with a grade of C or better (excluding American Sign Language).

II. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

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The general education requirements for the Associate in Arts degree consist of a minimum of 36 semester hours of credit. The minimum area requirements for the 36 semester hours are as follows:

Word Count A. Area I COMMUNICATIONS (a minimum of 9 semester hours with a grade of "C" or higher). This requirement may be met by completing 1, 2, **and** 3 below:

G. Area VII COMPUTER/INFORMATION LITERACY COMPETENCY (no minimum credit hours required). Computer/information literacy competency may be demonstrated by completing one of the following:

1. Passing a College-approved Basic Computer/Information Skills Competency Test; **or**
2. Successful completion of at least one of the following:
 - a. CGS ~~4060~~ 1070 Basic Computer and Information Literacy
 - b. CGS 1100 Microcomputer Applications (as revised in 2002)
 - c. EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.
 - d. DEH 3730, DEH 3813, DEH 3814 **and** DEH 4607.

New courses approved by the Board of Trustees meeting the computer/information literacy criteria may be permitted to satisfy the computer competency requirement for graduation. The approved curriculum will be presented by amendment to this Rule within six months of approval by the Board of Trustees.

III. ALTERNATIVE PLAN FOR COLLEGE WRITING REQUIREMENTS IN THE ASSOCIATE IN ARTS DEGREE PROGRAM—INTERDISCIPLINARY STUDIES

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[SBE Rule 6A-010.030(2)(a)]

The Board of Trustees of St. Petersburg College has submitted to the State Board of Education and had approved an alternative to the provision of this Rule requiring students to produce written work of at least 24,000 words in 12 semester hours of English coursework. Students who are eligible for honors courses or who have the permission of a dean may enroll in this option to the regular general education program. The alternative requires a grade of "C" or higher in each course, and the minimum area requirements for this 24-27 credit hour option are as follows:

A. Areas I, II and V above:

INTERDISCIPLINARY STUDIES (a minimum of 24 semester hours). This requirement may be met by completing 1, 2, **and** 3 below:

1. IDS 1101H Honors Interdisciplinary Studies – Ancient to Renaissance (9 semester hours)*
2. IDS 1102H Honors Interdisciplinary Studies – Baroque to Modern (9 semester hours)*
3. IDS 2103H Honors Interdisciplinary Studies – The American Experience (6 semester hours)* **OR**
4. IDS ~~2406~~ 1110H ~~America and the World~~ Honors Interdisciplinary Studies: Connections and Discoveries (~~9~~ 6 semester hours)*

*A grade of "C" or higher is required for each of these courses.

Note: Students partially completing the Interdisciplinary Studies will receive advanced standing credit toward the completion of the general education program, Section I above, as follows:

1. IDS 1101H - ENC 1121H, HUM 2210H, **and** SPC 1017H.
2. IDS 1102H - LIT 2120H, HUM 2233H, **and** AMH 2020H.
3. IDS 2103H - POS 2050H **and** AMH 2010H **OR**
4. IDS ~~2406~~ 1110H ~~–ENC 1121H and HUM 2210H~~ POS 2050H, ECO2013H, AND AMH 2010H.

B. Areas III, IV, **and** VII

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No general education alternatives for IDS Studies.

IV. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

The general education requirements for the Associate in Science degree consist of a minimum of 17 transferable semester hours of credit. The minimum area requirements for the 17 transferable semester hours are as follows:

A. Area I COMMUNICATIONS (6-9 semester hours with a grade of "C" or higher). This requirement may be met by completing either 1, 2 and 3 **or** 1 and 3 below:

G. Area VII COMPUTER/INFORMATION LITERACY
COMPETENCY (no minimum credit hours required).
Computer/information literacy competency may be demonstrated by completing one of the following:

1. Passing a College-approved Basic
Computer/Information Skills Competency Test; **or**
2. Successful completion of at least one of the
following:
 - a. CGS ~~4060~~ 1070 Basic Computer and
Information Literacy
 - b. CGS 1100 Microcomputer Applications (as
revised in 2002)
 - c. EME 2040 Introduction to Educational
Technology (as revised in 2002), preferred for
Education majors.
 - d. DEH 3730, DEH 3813, DEH 3814 **and** DEH
4607.

New courses approved by the Board of Trustees meeting the computer/information literacy criteria may be permitted to satisfy the computer competency requirement for graduation. The approved curriculum will be presented by

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amendment to this Rule within six months of approval by the Board of Trustees.

TOTAL (17 semester hours)

Programs may limit the options available under Mathematics, Humanities/Fine Arts, and Social and Behavioral Sciences.

V. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE

The general education requirements for the Associate in Applied Science degree consist of a minimum of 18 semester hours of credit. The minimum area requirements for the 18 semester hours are as follows:

A. Area I COMMUNICATIONS (6-9 semester hours). This requirement may be met by completing either 1, 2 and 3 **or** 1 and 3 below:

G. Area VII COMPUTER/INFORMATION LITERACY COMPETENCY (no minimum credit hours required). Computer/information literacy competency may be demonstrated by completing one of the following:

1. Passing a College-approved Basic Computer/Information Skills Competency Test; **or**
2. Successful completion of at least one of the following:
 - a. CGS ~~4060~~ 1070 Basic Computer and Information Literacy
 - b. CGS 1100 Microcomputer Applications (as revised in 2002)
 - c. EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.
 - d. DEH 3730, DEH 3813, DEH 3814 **and** DEH 4607.

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New courses approved by the Board of Trustees meeting the computer/information literacy criteria may be permitted to satisfy the computer competency requirement for graduation. The approved curriculum will be presented by amendment to this Rule within six months of approval by the Board of Trustees.

TOTAL (18 semester hours)

Programs may limit the options available under Mathematics, Humanities/Fine Arts, and Social and Behavioral Sciences.

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

Law Implemented: 1004.03, 1007.24, 1007.25, 1004.65, 1004.68, 1009.23, 1009.25, 1009.26, 1001.64(10), 1007.263, F.S.; Rules 6A-14.030, 6A-10.030, F.A.C.

History: ...Filed – 8/17/10. Effective – Session I, 2010-11; 4/26/11. Proposed Date To Be Filed – 4/26/11. Proposed Date To Become Effective – Upon Board Approval.

6Hx23-4.461 STUDENT ACADEMIC AFFAIRS: ACADEMIC HONESTY POLICIES

Honor Code—St. Petersburg College expects students to be honest in all of their academic work. By enrolling at the College, students agree to adhere to ~~high~~ the College's standards of academic honesty and integrity ~~and understand that~~. Failure to comply with this pledge may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, students also have an ethical obligation to report violations of the SPC academic honesty policies they may witness.

All students have an ethical obligation to adhere to the Honor Code and are required to abide by the following Academic Honesty Policies:

- I. Each student is required to subscribe to the Policies upon registration each semester by signing the following pledge, which is contained on the Registration and Drop/Add Form:

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I understand that SPC expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the College.

II. Students admitted into certain professional programs of the College may be subject to a code of ethics in accordance with the rules and policies of that program and, therefore, subject to such policies as they may relate to sanctions and discipline for infractions involving unethical behavior and matters of academic honesty.

4.III. The College has developed policies in regard to conduct which
~~The conduct set forth hereinafter constitutes a violation of the Academic Honesty Policies. Those adjudged to have committed such conduct shall be subject to discipline up to expulsion in accordance with the college's established process and procedures. Legitimate collaboration between a student and a tutor shall not be considered a violation of the College's academic honesty policy. However, students who receive assistance from a tutor must ensure that any work submitted in class is the student's own.~~

~~Violations of the Honor Code and Policies include but are not limited to the following:~~

~~A. Cheating — The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:~~

~~1. Copying from another student's test or homework paper.~~

~~2. Allowing another student to copy from a test or homework assignment.~~

~~3. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including those stored in a calculator.~~

~~4. Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.~~

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~~5. Having another individual write or plan a paper, including those bought from research paper services.~~

~~6. Submitting the same paper/project in more than one class.~~

~~B. Plagiarism — The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.~~

~~When a student submits oral or written work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness. Examples include:~~

~~1. Quoting another person's actual words.~~

~~2. Using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words.~~

~~3. Drawing upon facts, statistics, or other illustrative materials — unless the information is common knowledge.~~

~~4. Submitting a paper purchased from a term paper service as one's own work.~~

~~5. Failing to accurately document information or wording obtained on the World Wide Web.~~

~~6. Submitting anyone else's paper as one's own work.~~

~~7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.~~

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- ~~8. Offering, giving, receiving or soliciting of any materials, items or services of value to gain academic advantages for yourself or another.~~
- ~~C. Bribery - The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another. This does not apply to College approved or sponsored tutoring or supplemental instruction.~~
- ~~D. Misrepresentation - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.~~
- ~~E. Conspiracy - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.~~
- ~~F. Fabrication - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships.~~

~~Examples include:~~

- ~~1. Citing information not taken from the source indicated.~~
- ~~2. Listing sources in a Works Cited or reference not used in the academic exercise.~~
- ~~3. Inventing data or source information for research or other academic exercise.~~
- ~~4. Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including on-line sources.~~

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~~5. Taking a test for someone else or permitting someone else to take a test for you.~~

~~G. Collusion – The act of working with another person on an academic undertaking for which a student is individually responsible. Unless working together on an individual assignment has been prior approved, it is not allowed. On group projects, students must stay within the guidelines set by the instructor and this Rule. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these Policies and Rule.~~

~~H. Duplicate Submission – Submission of the same or substantially same paper/project in more than one class unless prior permission has been obtained from the current instructors if the paper/project is being used in two classes in the same term or from the subsequent instructor if being used in a subsequent term.~~

~~I. Academic Misconduct – The intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:~~

~~1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.~~

~~2. Selling or giving away all or part of an unadministered test and/or test answers.~~

~~3. Asking or bribing any other person to obtain a test or any information about a test.~~

~~4. Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.~~

~~5. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the college which relate to grades.~~

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~~6. Continuing to work on an examination or project after the specified time has elapsed.~~

~~J. Improper Computer/Calculator Use~~

~~Examples of improper computer and/or calculator use include but are not limited to:~~

- ~~1. Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.~~
- ~~2. Selling or giving away all or part of the information on a calculator, computer disk or hard drive, which will be used as graded material. *NOTE TO STUDENTS: Never save information on the hard drive of a SPC computer.*~~
- ~~3. Sharing a calculator or computer while leaving answers on display or in memory.~~
- ~~4. Submitting a duplicate computer printout with only the student's name changed. This applies to homework and tests.~~

~~K. Improper Online, TeleWeb and Blended course use include:~~

- ~~1. Having or providing unauthorized outside help when completing online quizzes or assignments.~~
- ~~2. Obtaining access to confidential test materials or questions before quizzes or assignments.~~

~~L. Disruptive Behavior – Each student's behavior in the classroom or Web course is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chatroom or Web page sites.~~

~~The instructor has the authority to ask a disruptive student to leave the classroom, lab, or Web course and to file disciplinary charges if disruptive behavior continues.~~

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~~Cell phones and beepers must not disturb class. Turn off these devices when entering the classroom.~~

~~M. Right to Confidentiality — The Family Educational Rights and Privacy Act of 1974 provides that any information related to an alleged violation of SPC's disciplinary policy or the outcome of a disciplinary hearing be treated as strictly confidential by faculty members. Further information about STUDENTS' RIGHTS AND RESPONSIBILITIES may be found in the official Student Handbook and the college catalog.~~

~~III. Faculty Determination Process.~~

~~A. When a student is alleged to have violated the Academic Honesty Policies, the faculty member involved should meet with the student and attempt to determine if a disciplinary proceeding is warranted. The faculty member can request that the department chair or other appropriate College official attend this meeting as a witness. The faculty member may impose the sanction of requiring an appropriate educational assignment and/or a Reduced or Failing Grade on the test, assignment or for the course if:~~

~~1. The violation is the first offense and the faculty member believes there are no circumstances that require the imposition of a sanction other than a discretionary education assignment and/or a Reduced or Failing Grade, and;~~

~~2. The student and faculty member reach a written agreement as to the sanctions. No further action is required other than the faculty member forwarding a copy of the written agreement to the associate provost.~~

~~B. The student shall not be permitted to drop the class once informed of a suspected academic honesty violation. Any class that is dropped in violation of this restriction shall be reinstated until the charges are resolved.~~

~~C. The student's agreement to a sanction shall constitute a waiver of all other available adjudicatory procedures or appeals.~~

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~~D. The faculty member shall forward a copy of the agreement with the student or the imposed sanction(s) given by the instructor to the associate provost. If the student does not agree that a violation of the Academic Honesty Policy has occurred or that the imposed sanction(s) are appropriate, the student may within 7 days of the imposed sanctions, have the matter reviewed as a grievance by filing a petition pursuant to BOT Rule 6Hx23-4.36(F) alleging arbitrary and capricious actions of the faculty member and stating the reasons or grounds thereof. If the student fails to file a petition within the time set forth above, the sanction(s) shall become final and shall constitute a waiver of all other adjudicatory procedures or appeals.~~

~~IV. The faculty member involved may refer the student to the associate provost rather than take action, if the instructor believes disciplinary action may be warranted, and it appears that:~~

~~A. The violation would not be the first offense; or~~

~~B. In the judgment of the faculty member, a sanction such as Probation, Suspension or Dismissal, or expulsion would be warranted.~~

~~The associate provost shall then review and handle the matter in accordance with BOT Rule 6Hx23-4.35.~~

~~V. A student who is charged with an academic honesty violation by a faculty member and who does not agree to accept the faculty member's sanction or for whom the faculty adjudication process is not appropriate, as stated above, or when the student denies the violation, the student shall meet with the associate provost to be advised of the hearing procedures and the student's rights and possible sanctions.~~

~~VI. The associate provost may assist the faculty member and student in reaching an acceptable agreement.~~

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

Law Implemented: 1001.64(8)(f), F.S.

History: 7/16/96. Adopted - 7/16/96. Effective - Session I, 1996-97;
3/20/01. Filed - 3/20/01. Effective - 3/20/01; 5/16/05. Filed -
5/16/05. Effective - Session I, 2005-06; 11/21/06. Filed -

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11/21/06. Effective – 11/21/06; 4/26/11. Proposed Date To Be Filed – 4/26/11. Proposed Date To Become Effective – Upon Board Approval.

6Hx23-4.53 HEALTH RELATED PROGRAMS: ASSOCIATE IN SCIENCE, CERTIFICATE, AND APPLIED TECHNOLOGY DIPLOMA - SPECIAL RULES

INTENT AND PURPOSE:

This Health Related Program Rule is applicable to all Associate in Science, Certificate, and Applied Technology Diploma Health Related Programs, with the exception of the Human Services programs.

I. Progression Requirements for all Health Related Programs:

- A. Students must be admitted to SPC as a degree, certificate, or applied technology diploma seeking student, in good academic standing, and have at least a cumulative 2.0 GPA (including transfer credit), prior to enrolling in the first health program course. Students must submit the proper Health Programs Application form to be considered for enrollment.
- B. Students must be able to meet the academic, as well as non-academic, technical standards essential to participate in a particular health related program upon admittance and throughout the program. Students must be able to meet the technical standards with or without reasonable accommodations or modifications of the particular health related program.
- ~~C. Preference may be given to Pinellas County residents for admission to health program courses. A resident must be a "resident for tuition purposes" as defined in Florida Statutes (hereinafter referred to as F.S.) 1009.21 and must have been a resident of Pinellas County for at least 12 months immediately prior to the student's application to the program. Slots will be available to non-residents; however, residents of the College's service area for each program may be given preference over non-residents for these slots.~~
- ~~D. For health programs in which the number of eligible applicants exceeds the program availability, it may become necessary to admit students using a selective admission point system based~~

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~~on GPA and total credits earned from a number of program related factors which may include the program's pre-application requirements, general education and support courses and preadmission activities and experience. Students must submit the Selective Admissions Health Program Application to apply to programs which use the selective admission point system. The selective admission point system utilizes published application deadlines. Students who do not submit their application by the published deadline will not be considered for admission. Students who apply to health programs which use the selective admission point system are not guaranteed admission; furthermore students who are not admitted must resubmit a Selective Admissions Health Program Application to be considered for future admission on or before the published application deadline for that term. Ties will be decided by a random drawing.~~

~~The deadline for application for fall enrollment will be March 1. The application for spring enrollment will be July 1, and the application for summer enrollment will be October 1. Determination of admission status will be based on the following timelines:~~

~~For fall admission, students whose applications are complete on March 1 will be considered for the first applicant pool and be notified of their status by April 15. An applicant whose file is incomplete on March 1 will be notified and will have until May 15th to complete their application to be considered for the second applicant pool. Seventy percent of the admissions will be selected from the first pool and those students will be notified of their status by April 15. The remaining thirty percent will be selected from the second applicant pool ending May 15 and notified of their status by June 15.~~

~~For spring admission, students whose applications are complete on July 1 will be considered for the first applicant pool and be notified of their status by August 1. An applicant whose file is incomplete on July 1 will be notified and will have until August 15 to complete their application to be considered for the second applicant pool. Seventy percent of the admissions will be selected from the first pool and those students will be notified of their status by August 1. The remaining thirty percent will be selected from the second applicant pool ending August 15 and be notified of their status by September 15.~~

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~~For summer admission, students whose applications are complete on October 1 will be considered for the first applicant pool and be notified of their status by November 1. An applicant whose file is incomplete on October 1 will be notified and will have until January 15 to complete their application to be considered for the second applicant pool. Seventy percent of the admissions will be selected from the first pool and those students will be notified of their status by November 15; the remaining thirty percent will be selected from the second applicant pool ending January 15 and be notified of their status by February 15. Ties will be decided by a random drawing.~~

~~The selective admission point system currently applies to the Associate in Science in Nursing, Dental Hygiene and Radiography Programs. As determined appropriate by College administration, other health programs in which the number of eligible applicants exceeds the program capacity may also be subject to the selective admission point system set forth above.~~

~~E. For health programs in which admission is not based on a selective admission point system, admission is based on available seating and application requirements. Students who satisfy the application requirements for their selected health program must submit a Health Program Application to be considered for admission. Only eligible applicants are offered admission into the next available program start date based on the time and date their application is submitted to the records office at the Health Education Center. It is the student's responsibility to ensure all application requirements for their selected health program have been completed to ensure eligibility at the time of application. Ineligible applicants must resubmit a new Health Program Application after they have met all application requirements to be eligible for further consideration. When determined appropriate by College administration, application acceptance windows or deadlines may be implemented.~~

~~FC. All students entering a health program at St. Petersburg College are required to successfully complete a background screening within ninety one hundred twenty (120) days prior to starting the first health program course. The student will pay the background screening fee directly to the appropriate vendor. Applicants for health related programs at St. Petersburg College must be free~~

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~~of offenses that would disqualify one for employment in a health related field or to sit for a state licensing exam.~~

~~For progression into the first health program course, students with a felony conviction must first have had their civil rights restored. Once civil rights have been restored, the following criteria will be used to determine eligibility:~~ Prospective students may not have one felony or two misdemeanor charges with a disposition dated within five years from the start of the health program courses with a judgment of guilty, or with a plea of nolo contendere (no contest), or where adjudication was withheld. Further, an applicant may be disqualified for admission based on Florida Statute 456.0635, where such person has been convicted on felony charges relating to medical fraud, neglect or substance abuse, or where terminated for cause from the Florida Medicaid Program or other Medicare program.

Additionally, the following crimes may disqualify applicants from entering into any health education program regardless of date of disposition:

- Murder
- Manslaughter
- Vehicle homicide
- Killing of an unborn child by injury to the mother
- Assault, if the victim of the offense was a minor
- Battery, if the victim of the offense was a minor

- Aggravated assault
- Aggravated battery
- Kidnapping
- False imprisonment
- Sexual battery
- Prohibited acts of persons in familial or custodial authority
- Lewd and lascivious behavior
- Lewdness and indecent exposure
- Arson
- Theft, robbery, and related crimes if the offense is a felony
- Incest
- Abuse or neglect of a disabled adult or elderly person
- Exploitation of disabled adult or elderly person
- Aggravated child abuse
- Negligent treatment of children
- Sexual performance by a child

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Animal cruelty or abuse
Prostitution
Drug related offense if a felony or involved a minor

Entry into a health education program is the prospective student's decision. Acceptance into the health program does not guarantee that the student will be eligible for licensure; it is the student's responsibility to consult with the appropriate licensing agency for specific licensure criteria. Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences which are part of the curriculum. Other options may not exist for the student to fulfill required clinical hours in order to complete the program; as a result, the student would receive a failing grade and may not be eligible to complete the health program or apply for licensure. All of the above factors should be taken into consideration prior to making a decision about pursuing a career as a healthcare provider.

Once admitted into the health program courses and continuing through enrollment in a SPC health program, the student is responsible for notifying the dean/program director of any arrests. Failure to notify the dean/program director within five business days shall be grounds for dismissal from the program. Continuing through enrollment in the health program, the student must not be found guilty, or entered a plea of nolo contendere, or where ~~regardless of whether~~ adjudication is withheld, of an offense that would disqualify the student under the standard(s) as referenced above.

GD. While enrolled in a SPC health related program, the health care professions are committed to providing excellent patient care and services in a safe, productive, and quality-conscious environment. All students entering a health program at St. Petersburg College are required to successfully complete a drug screening within ~~ninety (90)~~ one hundred twenty (120) days prior to starting the first health program course. The student will pay the drug screening fee directly to the appropriate vendor. The drug screening must satisfactorily demonstrate that the student is free from the use of any illegal drug, ~~unprescribed controlled substance.~~ Students who do not successfully pass the drug screening on the first attempt will be allowed to reapply for admission to a health program for a following semester. A student who fails the drug screening a second time will not be permitted to reapply for admission to a health program for the

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period of one year from the date of the most recent application. Students must remain drug-free throughout the tenure in their program at the College.^{***} Failure to do so shall be grounds for dismissal from the program.^{***} A Student who has not maintained continuous enrollment in health program courses for a period of one hundred twenty (120) days or more from the last date of attendance, must successfully complete and pass a new drug and background screening upon readmission and/or before resuming enrollment into health program classes.

All students enrolled in a health related program are required to be drug and/or alcohol free when reporting to school and while at "affiliating agencies" (including parking lots and grounds). For all "affiliating agencies" which require students to be subject to the agency's Drug Testing policies, including but not limited to, when there is reasonable suspicion to believe a student may be impaired, or is using or has used illegal drugs and/or alcohol, the student may be tested in accordance with the "affiliating agency's" policies. Prior to being assigned to an affiliating agency, the student shall sign a consent to allow the affiliating agency to release any drug testing results to the College. If tested by an "affiliating agency" the student shall provide his/her dean/program director with a copy of any test results. Failure to promptly do so shall be grounds for dismissal from the program. A positive drug or alcohol test result shall also be grounds for dismissal from the program.^{****}

~~***The provisions in these sentences shall also apply to students already enrolled in a health related program at the time of the effective date of this Rule.~~

~~****This paragraph also applies to students already enrolled in a health related program at the time of the effective date of this Rule.~~

- ~~II. Liability and clinical accidental insurance shall be obtained through the College and paid for by the student in fees included in certain health program courses.~~
- ~~III. The College reserves the right to suspend or dismiss from a health related program any student who does not satisfactorily complete each designated health program course with a grade of "C" or better, or who does not exhibit the knowledge, behavior, skills, or ethics deemed necessary by the dean/program director for the health,~~

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~~safety, and welfare of patients. When there is reasonable suspicion to believe a student may be impaired, or is using or has used illegal drugs and/or alcohol, St. Petersburg College reserves the right to require the student to retest at the student's expense.~~

~~IV. Students who have been suspended from or who have voluntarily withdrawn from a health-related program may be re-admitted to such program in accordance with the program's approved written re-admission policy, if any. Cases involving extenuating reasons beyond the control of the student may be appealed to the Health Education Center's Associate Provost's Office.~~

~~V. For readmission, a student must successfully demonstrate the appropriate level didactic and clinical skills to the dean/program director prior to returning to the clinical setting after absence of 1 semester or more.~~

~~VI. With the exception of the Funeral Services, Human Services, and the Nursing Programs, students who fail any two courses within the major will be academically dismissed from the program for the next session. Upon failure of a third course within the major, the student is again dismissed and will be unable to return to the program. The Provost's Office may consider an appeal due to extenuating circumstances.~~

~~VII E. The Board of Trustees reserves the right to discontinue or decrease the enrollment size of any program and students who have not commenced coursework in a health-related program shall have no vested right.~~

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

Law Implemented: 1009.21, 1001.64 (8), 1004.68, F.S.; SBE Rules 6A-10.044, 6A-14.030, F.A.C.

History: ...Filed – 11/17/09. Effective - 11/17/09; 4/26/11. Proposed Date To Be Filed – 4/26/11. Proposed Date To Become Effective – Upon Board Approval.

6Hx23-5.903 CONTRACT ADMINISTRATION

I. The President is authorized to sign contracts, agreements, and other documents on behalf of the Board of Trustees, with a dollar

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amount not to exceed that of the Category Five expenditure threshold as specified in Section 287.017, Florida Statutes.

- II. The President may delegate the authority to approve and sign such contracts or agreements.

- III. The Office of the General Counsel shall be responsible for the review and approval as to form and content of written contracts to which the college is a party, and shall develop procedures related to the administration of such contracts and agreements.

- I. ~~The college attorney is responsible for the review and approval as to form and content of all written contracts to which the College is or will be a party, with the exception of the following:~~
 - A. ~~Employment contracts (handled by Human Resources);~~

 - B. ~~Contracts for the rental of College facilities using the form approved by President's Cabinet; (handled by site representatives designated by the President, usually the site administrator); and~~

 - C. ~~Purchase orders which may include additional terms and conditions when approved by the director of Purchasing or the college attorney;~~

 - D. ~~Construction contracts, including guaranteed minimum price contracts, construction manager at risk contracts, architectural/engineering contracts or other such contracts, provided however, that the applicable requirements of Chapter 1013, Chapter 255 and Section 287.055, Florida Statutes, are complied with and the format of such contracts is approved by the college attorney. Additionally, a requisition shall be completed by the Facilities Planning & Institutional Services department to generate a purchase order for encumbrance purposes~~

- II. ~~Whenever College signature of approval is required, there is a need for a contract, whether or not involving the expenditure of funds by the College, the requesting person must forward a Request for Contract, along with any contract provided by the outside party, to the appropriate member of the President's Cabinet who will review the Request and, if approved, forward it~~

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~~to Business Services for review and additional signatures after which it is forwarded to the College Attorney's Office.~~

- ~~III. Grants and restricted funding contracts shall also be processed according to paragraph II. above and are subject to the approval process identified in Rule 6Hx23-5.25 and Procedure P6Hx23-5.25.~~

~~The President or designee is authorized to execute amendments extending the time for performance of grant and restricted fund contracts (this does not pertain to personnel contracts) for up to 18 months. If the time exceeds 18 months, the contract would return to the Board of Trustees for approval.~~

- ~~IV. A contract not exceeding the Category Five expenditure threshold as specified in Section 287.017, Florida Statutes, may be approved and signed by the President, or the President's designee in the President's absence, without prior Board approval. An informational report of all contracts approved under this provision shall be made to the Board quarterly.~~

- ~~V. Alternatively, at the discretion of the President, a Request for Contract, associated with contracts identified in paragraph IV. above may be:~~

- ~~A. Considered by the President's Cabinet prior to final approval;
or~~

- ~~B. Considered by the President in consultation with the Board Chair prior to final approval; or~~

- ~~C. Presented to the Board for approval.~~

- ~~VI. Upon approval the commitment control copy of the Request for Contract will be forwarded to Purchasing to generate a Purchase Order. Upon execution of the contract, the original of the Request for Contract and a copy of the contract will be forwarded to Purchasing.~~

- ~~VII. Contracts that exceed the Category Five expenditure threshold as specified by Section 287.017, Florida Statutes, require Board approval prior to the effective date of the contract and shall be submitted to the Board by the college attorney. Occasionally, time deadlines will require immediate signing and subsequent~~

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~~Board confirmation. Such an exception to this procedure requires the approval of the President. Such contracts must be accompanied by a memorandum to the Board justifying the necessity for the contract and following Board approval shall be submitted to the President for his signature. The memorandum shall be prepared by the department requesting the contract and shall be submitted to the College Attorney's for approval prior to Board packet review by President's Cabinet.~~

~~A. Contracts arising out of the bidding process will be submitted to the Board by the President accompanied by a memorandum prepared by Purchasing when the contract will be in excess of the Category Five expenditure threshold as specified in Section 287.017, Florida Statutes.~~

~~B. Upon approval by the Board the commitment control copy of the Request for Contract will be forwarded to Purchasing to generate a Purchase Order and upon execution of the contract, the original Request for Contract and a copy of the contract will be forwarded to Purchasing.~~

~~VIII. When a written contract is necessary, as identified in paragraph II., the contract must be reviewed and prepared by the college attorney and:~~

~~A. A Request for Contract must be completed by the budget supervisor and forwarded as provided herein.~~

~~B. If the bidding process determines the need for a written contract, the director of Purchasing will process a Request for Contract with the Requisition which triggered the bid process attached in lieu of obtaining additional signatures.~~

~~C. Questions regarding contracts should be forwarded to the appropriate member of the President's Cabinet who may then consult the college attorney for advice.~~

~~IX. The college attorney shall be the custodian of contracts.~~

~~X. No employee is authorized to enter into a contract except in accordance with Board of Trustees' Rules. Employees who fail to follow appropriate procedures may be responsible for any legal liabilities and responsibilities arising from entering into a contract.~~

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- XI. ~~A certain amount of time is required to process a contract. Budget supervisors are responsible for determining their departmental needs for a contract, and for submitting a Request for Contract, in sufficient detail, as far in advance of the time the contract will need to be effective as possible.~~

~~For contracts not exceeding the Category Five expenditure threshold as specified in Section 287.017, Florida Statutes, at least 15 business days must be allowed from the time the approved Request for Contract reaches the College Attorney's Office until the contract is issued.~~

~~For contracts in excess of the Category Five expenditure threshold as specified in Section 287.017, Florida Statutes, which require Board approval, at least 10 business days after Board approval must be allowed before the contract is issued.~~

Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1001.64(25), (26) & (44), 1001.65(5), (6), 1008.45, F.S.; SBE Rules 6A-14.0261, 6A-14.0734, F.A.C.

History: Adopted 3/18/97. Effective - 3/18/97; 12/14/98. Filed - 12/14/98. Effective - 12/14/98; 11/21/00. Filed - 11/21/00. Effective - 1/1/01; 6/20/06. Filed - 6/20/06. Effective - 6/20/06; 4/26/11. Proposed Date To Be Filed - 4/26/11. To Become Effective - Upon Board Approval.

11-088. Under Item VII-I, Financial Report and Update, the president stated the College is in excellent financial shape and reviewed monthly revenue and expense findings. Mr. Johnston sought clarification on the month-to-month budget statistics. Dr. Duncan explained the different reporting methods used in the financial reporting. *(A copy of the slide presentation is included as Attachment C - 11-088.)*

Information regarding this item is as follows:

Agenda Item VII-I

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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

SUBJECT: Financial Reports for FY10-11 March 1- March 31, 2011

Attached for information are the financial reports for FY10-11 March 1- March 31 time period.

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

yvm0414112

ST. PETERSBURG COLLEGE FY2010-2011 FUND 10 AND 12 BUDGET TO ACTUAL REPORTING: July 1 - March 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	% YOY Variance	Variance Explanation
Revenue										
Student Tuition & Out-of-State Fees	\$ 44,157,443	\$ 43,467,293	98.4%	\$ 55,235,961	\$ 51,866,689	93.9%	79%	\$ 8,399,396	19%	Increase due to tuition increase and enrollment growth
State Appropriation - CCPF	\$ 53,300,274	\$ 40,244,487	75.9%	\$ 55,674,039	\$ 41,856,367	75.2%	79%	\$ 1,611,900	4%	
Federal Stabilization Funds	\$ 5,097,571	\$ 5,097,571	100.0%	\$ 5,180,294	\$ 5,180,294	100.0%	79%	\$ 82,723	2%	
State Appropriation - Lottery	\$ 6,777,857	\$ 2,147,785	31.7%	\$ 7,279,093	\$ 2,911,638	40.0%	79%	\$ 783,853	36%	Two lottery payments received. State determines how much received in each payment.
Operating Cost for New Facilities	\$ 315,194	\$ -	0.0%	\$ 78,354	\$ -	0.0%	79%	\$ -	0%	
Distance Learning Fee	\$ 2,180,968	\$ 2,732,977	125.3%	\$ 3,028,400	\$ 2,755,490	91.0%	79%	\$ 22,513	1%	
Technology Fee	\$ 1,952,264	\$ 2,123,759	108.8%	\$ 2,475,440	\$ 2,526,420	102.1%	79%	\$ 402,961	10%	Increase due to tuition increase and enrollment growth
Other Revenues	\$ 4,351,631	\$ 2,817,135	64.7%	\$ 3,911,923	\$ 2,837,386	72.9%	79%	\$ 20,251	1%	
Other Student Fees	\$ 1,801,634	\$ 1,125,033	62.4%	\$ 1,821,439	\$ 1,259,682	69.2%	79%	\$ 134,640	12%	Primarily due to increased application and testing fee revenues
Fund Transfers In	\$ 1,020,753	\$ 7,831	0.8%	\$ 2,344,940	\$ 25,705	1.1%	79%	\$ 17,874	228%	Timing difference of transfer in from other funds
Revenue Stabilization Reserve	\$ 2,150,500	\$ -	0.0%	\$ 3,150,500	\$ -	0.0%	79%	\$ -	0%	
Total Revenues - Fund 10 and 12	\$ 123,116,199	\$ 89,768,571	81.0%	\$ 140,178,983	\$ 111,218,891	78.8%	79%	\$ 11,455,820	11%	
Operating Costs										
Personnel & Benefits										
Instructional	\$ 33,021,800	\$ 24,803,774	75.1%	\$ 37,533,133	\$ 27,094,842	72.2%	74%	\$ 2,291,067	9%	
Administrative	\$ 16,001,726	\$ 13,752,527	85.9%	\$ 17,907,721	\$ 15,052,755	84.1%	74%	\$ 1,300,428	9%	
Career (Non-Instructional)	\$ 19,736,243	\$ 14,511,516	73.9%	\$ 21,832,241	\$ 15,165,586	69.9%	74%	\$ 654,068	9%	
OPS and Overtime	\$ 1,658,228	\$ 1,294,357	78.2%	\$ 1,925,468	\$ 1,519,719	78.9%	74%	\$ 225,362	17%	Increase primarily due to additional hours needed to support enrollment growth and 4.5% pay increase
Student Assistants	\$ 500,000	\$ 239,916	48.0%	\$ 500,000	\$ 297,988	59.6%	74%	\$ 58,070	24%	Timing difference of journal entry that transfers student federal work study expense out of the operating budget
Personnel Benefits	\$ 21,969,320	\$ 15,643,451	71.3%	\$ 23,073,899	\$ 17,142,395	74.3%	74%	\$ 1,478,915	9%	
Total Personnel & Benefits	\$ 92,886,517	\$ 70,296,343	75.6%	\$ 102,772,263	\$ 76,278,262	74.2%	74%	\$ 6,507,906	9%	
Current Expense										
Travel	\$ 515,721	\$ 248,108	48.1%	\$ 472,606	\$ 438,794	92.8%	74%	\$ 190,688	77%	Increase due to additional travel and professional development opportunities
Repairs & Maintenance	\$ 960,477	\$ 918,799	95.7%	\$ 948,643	\$ 738,121	77.8%	74%	\$ (180,678)	-20%	decrease primarily due to lower service contract costs
Rentals/Leases	\$ 299,071	\$ 131,479	44.0%	\$ 397,153	\$ 282,696	71.2%	74%	\$ 131,217	100%	Increase primarily due to new leased equipment for Marketing & Communications
Insurance (Non-Health)	\$ 2,028,175	\$ 1,883,400	93.0%	\$ 2,025,147	\$ 1,772,637	87.5%	74%	\$ (110,782)	-6%	
Utilities	\$ 6,000,000	\$ 4,250,465	70.8%	\$ 6,401,500	\$ 4,187,908	65.4%	74%	\$ (62,567)	-1%	
Services and Fees	\$ 3,517,797	\$ 2,243,614	63.8%	\$ 4,066,634	\$ 2,340,447	57.8%	74%	\$ 105,833	9%	
Scholarships/Fee Waivers	\$ 497,730	\$ 534,717	107.4%	\$ 1,110,895	\$ 543,355	48.9%	74%	\$ 8,638	2%	

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Materials and Supplies	\$ 5,414,467	\$ 2,949,504	54.5%	\$ 5,595,954	\$ 3,538,720	63.2%	\$ 889,218	20%	Increase primarily due to increased educational materials & supplies associated with enrollment growth
Tech Expense/Licensing	\$ 1,755,000	\$ 954,198	54.4%	\$ 1,958,061	\$ 1,493,974	76.4%	\$ 539,776	57%	Increase primarily due to increased maintenance & licensing costs associated with both educational and administrative software
Other Current Expense	\$ 5,591,162	\$ 429,882	7.7%	\$ 6,767,625	\$ 528,384	7.8%	\$ 98,501	23%	Increase due to change in accounting of TRIO Grant (Budget includes Contingency)
Total Current Expense	\$ 29,488,829	\$ 14,544,198	54.9%	\$ 29,742,218	\$ 16,864,038	53.3%	\$ 1,309,870	9%	
Capital Spending									
Computer Refresh Leases	\$ 1,778,959	\$ 1,076,302	60.6%	\$ 2,128,836	\$ 1,397,965	65.7%	\$ 321,283	30%	Increase due to continuing expansion of computer refresh program
Capital Purchases- Non-Recurring	\$ 1,932,522	\$ 341,661	17.7%	\$ 1,024,078	\$ 1,353,145	132.0%	\$ 1,011,484	296%	Increase primarily due to a strategic change that has enabled the purchase of approved capital items earlier in the year than in prior years
Debt Service - Construction Obligations	\$ -	\$ -	-	\$ 4,500,000	\$ -	0.0%	\$ -	0%	
Total Capital Spending	\$ 3,711,481	\$ 1,417,963	38.2%	\$ 7,861,814	\$ 2,760,730	35.9%	\$ 1,332,768	94%	
Total Operating Costs - Fund 10 and 12	\$ 123,988,418	\$ 88,227,472	70.1%	\$ 140,168,286	\$ 94,878,018	67.7%	\$ 8,650,548	10%	
Total Remaining Funds (Surplus/Deficit)	\$ 28,781	\$ 13,536,398		\$ 12,058	\$ 16,341,673		\$ 2,805,274	21%	

11-089. The Board considered Item VII-J, Credit Curriculum, and VII-K, Learning Management System (LMS) Recommendation. Mr. Johnston moved approval. Mrs. Bilirakis seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding these items is as follows:

Agenda Item VII-J

April 26, 2011

MEMORANDUM

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

Approval is sought for the following recommended changes to credit curriculum for the 2010-2011 and 2011-2012 catalog years:

New Courses Effective Term III 2010-2011:

Upper Division

EEX 4XX1	Exceptional Learners in the Secondary Inclusive Classroom (3 credits)
EEX 4XX2	Behavior Management of Secondary Exceptional Learners (3 credits)
EEX 4XX3	Differentiated Instruction and Assessment for Secondary Exceptional Learners (3 credits)
EEX 4XX4	Technology and Transition for Secondary Exceptional Learners (3 credits)

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Course Changes Effective Term I 2011-2012:

Lower Division

Course Number	Title	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
CGS 1874	Introduction to Flash		X	
CGS 2823	Advanced Web Site Development		X	
CGS 2801	JavaScript		X	
COP 2823	Advanced Web Page Creation		X	
ECO 2000	Introduction to Economics	X	X	

Program Additions Effective Term I 2011-2012:

Lower Division

CAD-CT Computer-Aided Design and Drafting Certificate (24 credits)
 ITSC-CT Information Technology (IT) Security Certificate (18 credits)
 MCITPS-CT Microsoft Certified IT Professional: Server Administrator Certificate (18 credits)

Program Changes Effective Term I 2011-2012:

Lower Division

Programs	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
Engineering Technology (ENG-AS)	X	X			
Linux System Administrator Certificate (LINUXSA-CT)	X	X			

Program Deletions Effective Term I 2011-2012:

Lower Division

CADD-CT Computer-Aided Design and Drafting Certificate
 ITSEC-CT Information Technology (IT) Security Certificate
 MCITPSA-CT Microsoft Certified IT Professional: Server Administrator Certificate

FOR YOUR INFORMATION: Program Changes Effective Term I 2011-2012:

Upper Division

Course number changed in program: PRO 3000 to PRO 3000C.
 ORTHO-BAS Orthotics and Prosthetics

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

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Agenda Item VII-K

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President *WDL*
SUBJECT: Learning Management System (LMS) Recommendation

Approval is sought on the recommendation of the Learning Management System (LMS) Evaluation Committee to upgrade to ANGEL 7.4 and continue use of this version through July 2014.

As a result of extensive investigation and discussion of the LMS market trends, various products' user functionality and system administration, the LMS Evaluation Committee members unanimously support this recommendation. Total Cost of Ownership will remain steady at our current contracted rate of \$197,423 through June 2012. A new contract with Blackboard for ANGEL 7.4 will be negotiated in spring 2012 and is expected to reflect the standard 5% to 7% annual licensing increase. Upon finalization of the details associated with the new contract with Blackboard, additional Board approval will be sought at that time.

Timeline for the implementation will include training in the fall of 2011, with a pilot of approximately 100 course sections starting in the spring term 2012. Extended pilot in summer term 2012 will lead to full implementation of ANGEL 7.4 for the fall term in August 2012. Though the upgrade requires no additional fees for the software license, additional servers will be necessary to support the new version as it runs simultaneously with the old version for two (2) terms. The cost of leasing these servers through Dell Financial Services will be approximately \$100,000. Following the pilot, the servers will be used to replace existing servers reaching end of life/lease. Additionally, since the upgrade is unable to occur prior to the end of support for ANGEL 7.3, the College will be required to pay approximately \$10,000 to extend support during the transition period.

Full details of the LMS Evaluation Committee process, including meeting dates, committee roster and technology trends in LMS, are attached.

Anne Cooper, Senior Vice President of Academic & Student Affairs; James Olliver, Provost of Seminole and eCampus; Vicki Westergard, LMS Evaluation Committee Chair and Executive

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Director of eCampus, Web & Instructional Technology; LMS Support team members; and the LMS Evaluation Committee members recommend approval.

Attachment

vlw04014111

LEARNING MANAGEMENT SYSTEM (LMS) RECOMMENDATION JANUARY 2011

Bottom Line

Following six months of study, the LMS Evaluation Committee recommends an upgrade from ANGEL 7.3 to ANGEL 7.4 where we will remain until support for ANGEL 7.4 ends in mid-2014. The committee believes that this reprieve in moving away from ANGEL will allow for positive developments in the LMS offerings, while minimizing the immediate impact to students and faculty.

Evaluation Details

Early committee work helped to establish ground rules, define terminology and options, form a rubric and compose a list of LMS products to be considered. For our September meeting, the list of twenty products was grouped into four categories:

- Commercial
- Hosted/Software as a Service (SaaS)
- Open Source
- Other non-traditional options

Reviewing the full list of products (available in this report's addendum), the committee decided at that meeting to eliminate Hosted/SaaS options due to a variety of concerns. Hosted options can limit our flexibility in maintenance scheduling and student data retention, rapid and accurate customer response and service & customization. Vendor hosting puts an institution's system issues, upgrades, maintenance and customer support in the vendor's hands where priorities and timing are concerned. Customizations must be done by the vendor if authorized at all. Already a complex matter, maintenance scheduling becomes more challenging when the vendor is in control of when and how maintenance and version changes are done. In addition, being hosted would affect our ability to provide separate environments for training, development, testing, noncredit courses and grants, potentially incurring additional licensing fees.

The committee also eliminated the "Other non-traditional items" as choices that were not robust or full-featured enough, or not ready for widespread educational use. Moodle was eliminated due to the limitations of its feature set. These decisions narrowed our list to four: Blackboard

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(Bb), Desire2Learn (D2L), ANGEL 7.4/8.0 or Sakai (with a contracted support company such as the Longsight Group).

The committee agreed that the next step in the process was to arrange demos of each finalist. LMS support also began independent research on system support issues. From September through December, each of the finalist products was explored through demonstrations and roadmap presentations to the committee. (See the full list of committee meetings and topics in the addendum.)

On January 21st, a meeting was held to discuss evaluation status. The key to our recommendation was in the failings of three of the products to serve our needs, and in positive developments with the fourth.

1. **Blackboard does not provide all of the user interface functionality needed to continue a comparable level of service to our current system, ANGEL 7.3.** In addition to concerns regarding the inadequacy of the messaging tool, the ANGEL features that allow integration of our SSI and SPOC tools are not available in Bb 9.1. Blackboard's new NG product, which they claim (with numerous disclaimers) will incorporate select ANGEL functionality and an actual email tool into the Bb core product, is only a concept at this time and could not be evaluated. It is currently scheduled for release in 2014.
2. **Desire2Learn (D2L) is lacking in system administration functionality.** D2L provides user features & functionality comparable to ANGEL but has some significant failures in system administration, the most important of which is an inability to archive courses with student data intact. Only lesson content can be archived, no student work or records are included. Institutions running D2L must constantly add server and storage space since any course that is removed cannot be retained in a usable way. This means that backups are also not managed in such a way that it is possible to restore one course without restoring the entire backup and searching through it for the desired course, a time-consuming process at best.
3. **Sakai 2.6 is relatively rudimentary and does not offer reliable migration of courses or archiving.** Large institutions across the country – including University of Florida and Duke – are choosing Sakai over commercial products in an effort to control their own futures and end their dependence on unpredictable commercial LMS providers. Many are waiting for Sakai 3, a version anticipated for 2013 but already running well behind schedule. Some are investing heavily in developers to bridge the gap, which increases their costs to similar expense levels for a commercial product. As with Desire2Learn, no archiving is available at this time. Our demonstration by Seminole State College also revealed that their migration from ANGEL was largely a manual, cut-and-paste process, a tedious and time-consuming effort which will not scale to our size and scope.

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Our initial concerns about upgrading to ANGEL 7.4 were fueled by significant reported problems with the early release of the product. In addition, product support was to end in 2012. Since this committee was formed, Blackboard has announced extended support for 7.4 to October 2014 in response to delays in the timeline for the release of Blackboard NG. ANGEL 8.0 is to be released in 2012, but there is little new planned for this release except a conversion path from it to Blackboard, and support for it also is set to end in 2014. A similar conversion path as is planned for ANGEL 8.0 is also being provided in 7.4. Numerous system glitches have been resolved in ANGEL 7.4, and other institutions, including Miami Dade College, are running it successfully. New features such as grading rubrics will be a welcome addition to the familiar ANGEL toolset.

In the end, the committee is pleased with its recommendation. An opportunity [for committee chair Vicki Westergard] to consult with Marti Harris of the Gartner Group on January 27 confirmed the wisdom of our choice. Gartner is a nationally respected source for market trends and vendor strategies in various areas of technology, constantly in touch with vendors and constituents. Gartner reports that things are changing rapidly in the LMS arena, and that anyone who has the opportunity to “stay the course and observe what’s going on” will benefit from that approach.

Next Steps

Pending Cabinet and Board approval, our next steps are to establish a timeline for upgrade to ANGEL 7.4 and retirement of 7.3. Final decision on that timeline will be made in consultation with leadership and faculty, but preliminary thinking is that a 7.4 pilot would run in fall term of 2011-12, with additional instructors joining a larger pilot for spring 2011-12 and collegewide adoption for summer term. A new contract would be negotiated for August 2012 through July 2014 with the option to extend for two additional years in one-year increments.

Evaluation will begin anew next year as this evaluation has shown us that a conversion to an entirely new product will require more time than our last conversion, from WebCT to ANGEL. This is in large part due to the fact that ANGEL is no longer simply a venue for online classes. It is used across all instructional modalities, and serves clubs and other cohorts to an extent that WebCT did not. ANGEL has allowed us to incorporate many SPC and 3rd party resources to enhance student and faculty ease of use. The LMS is now an integral tool for instruction.

LMS RECOMMENDATION ADDENDUM

Committee Timeline

Summer 2010	Committee members list suggested and approved by deans and provosts
August 3	First meeting of committee included a review of the proposed timeline for review, selection and recommendation plus development of an evaluation rubric.
September 14	Further review of the evaluation rubric. Group began to review the list of

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possible products for consideration. Discussions were held regarding various terminologies to educate the group about LMS choices. Eliminated Software as a Service (SaaS) and hosted options from consideration. Decided to bring in various vendors to demo, as well as Seminole State College to discuss their implementation of Sakai.

- October 10 Demo of Sakai by Seminole State College, included discussion of their implementation process, selection of their 3rd party support company (The Longsight Group) and general satisfaction and challenges of their adoption.
- October 19 Desire2Learn overview presentation
- October 27 Blackboard Roadmap presentation
- November 29-30 Desire2Learn extensive onsite demos
- December 6 Blackboard demo
- December 14 D2L system administrator concerns phone calls with Iowa and MNSCU (Minnesota) consortiums
- January 21, 2011 LMS Committee meeting to discuss our options. Decision reached to upgrade to 7.4 and renegotiate our ANGEL license (with Blackboard) through 2014.

About the Committee

The LMS Evaluation Committee proved to be a dedicated and concerned group, representing all areas of the college. The group was carefully selected to equally represent lower and upper division, grants, corporate training and our high school population. Additionally, libraries, instructional technology and LMS support were represented. Several representatives of FGO were included on the committee.

This decision follows months of research, demonstrations and conversations with various vendors and system users and administrators. An ANGEL shell was established so that committee members could contribute articles and ideas for products they felt should be considered. Over the months, WITS staff spoke with other institutions throughout the state and beyond about their experiences with alternate learning management systems and vendor support.

Initial meetings of the group allowed the committee to determine priorities and timeline. Committee members, the majority of which were faculty, were educated on differences in offerings and terminology, including the choice of hosting vs. self-hosted, open source vs. commercial products vs. open source, 3rd party support options for open source. Opinions presented by committee members who work with alternative learning management systems at other institutions were carefully considered. Various presentations were held to which all committee members were invited. Members were repeatedly encouraged to share committee progress with colleagues and to share feedback from them.

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LMS Evaluation Committee Members

Name	Area	Site
Rosanne Beck	SEPSI	Allstate
Brian Frank	Public Safety	Allstate
Jamie Ferrazano	Grants	Allstate
Holly Hoopes	Business Tech	Clearwater
Latrice Williams	Mathematics	Clearwater
Richard Mercadante	Communications	Clearwater
Roy Slater	Social Sciences	Clearwater
Alan Shapiro	WITS	Collegewide
Ann Sterner	LMS Support	Collegewide
Karen Hesting	WITS	Collegewide
Ken Pereira	LMS Support	Collegewide
Dan Fumano	Corp Training	EpiCenter
Tom Philippe	CTM	EpiCenter
Eric Carver	Health Informatics	Health Education
Kevin Davis	Funeral Services	Health Education
Rich Flora	Vet Tech 4-year	Health Education
Teri Trede	College of Health Sciences	Health Education
Basil Moutsatsos	Humanities	Seminole
Earl Fratus	Social Sciences	Seminole
Julie Adamich	Business Tech	Seminole
Patricia Smith	Communications	Seminole
John Hesting	Collegiate High School	SP/G CHS
Bruce Brodney	College of Education	St. Pete/Gibbs
Jeff Donovick	Humanities	St. Pete/Gibbs
Karen Estes	Mathematics	St. Pete/Gibbs
Tom Lancraft	Natural Science	St. Pete/Gibbs
Heather Roberson	Social Sciences	Tarpon
Jim Wallis	Natural Science	Tarpon
Jorge Perez	Library	Tarpon
Maureen Mahoney	Ethics	Tarpon

Products considered by the LMS Evaluation Committee:

Hosted/Software as a Service

eCollege - <http://www.ecollege.com/index.learn>
 Edvance360 - <http://www.edvance360.com/>
 Instructure –Canvas - <http://www.instructure.com/>
 Moodle support provider- MoodleRooms – <http://www.moodlerooms.com>
 Moodle support provider – Remote Learner - <http://www.remote-learner.net/>
 Sakai support provider -rSmart - <http://www.rsmart.com/>

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Sakai support provider – Unicon - <http://www.unicon.net/>

Time Cruiser - <http://www.campuscruiser.com/>

WebStudy - <http://www.webstudy.com/wordpress/>

Commercial

Blackboard – <http://www.blackboard.com>

Desire2Learn - <http://www.desire2learn.com/>

Joomla LMS- <http://www.joomlams.com/>

uCompass - http://www.ucompass.com/old_site/2003/flash/?url=&sessionid=1285595768

Collaborative Open-Source

Moodle - <http://moodle.org/>

Sakai - <http://sakaiproject.org/>

Sakai support, hosting optional – Longsight - <http://www.longsight.com/open-source/sakai>

Other non-traditional options

Echo360 - <http://www.echo360.com/> (this is not an LMS but a lecture capture software)

Google Apps for Education - <http://www.google.com/a/help/intl/en/edu/university.html>

LiveText – <https://www.livetext.com/>

Microsoft Sharepoint – eLearningForce - <http://www.elearningforce.com/>


11-090. Under the President’s Report, Dr. Law discussed Item VIII-A, SPC Commitment to Diversity (Mission Language Proposal). He suggested the Board approve the proposed modified language in regard to sexual orientation and gender identity so it can then move forward through the Board rule process. Mr. Johnston moved approval. Mr. Gibbons seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding this item is as follows:

Agenda Item VIII-A

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: St. Petersburg College’s Commitment to Diversity (Mission Language Proposal)

As we have been reviewing our mission statement and planning documents, it was called to my attention that the Commitment to Diversity language is silent on nondiscrimination relating to

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sexual identity or gender orientation. This omission, I believe, does not represent the openness that characterizes St. Petersburg College.

I would like to propose that we modify the language of the Commitment to Diversity portion of our Mission Statement as follows (new language highlighted):

*The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The College will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, **sexual orientation, gender identity**, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the College will not tolerate such conduct.*

Attached are the four Board Rules containing the College's nondiscrimination statement with proposed revisions underlined and highlighted. The Rules include 6Hx23-1.02, Philosophy and Objectives (Purpose) Statement of the College; 6Hx23-1.34, Discrimination Grievance Rule; 6Hx23-2.01, Equal Employment Opportunity/Affirmative Action; and 6Hx23-2.010, Harassment and Relationships Policy. Please note that, for consistency purposes, I added a suggested definition of harassment on the basis of sexual orientation and gender identity as part of the Harassment Rule 6Hx23-2.010.

No changes in policy or practice are implied by this change, only a public statement of openness and inclusion that reflects the values of our College. **The Board's feedback is sought in regard to moving these proposed modifications forward through the formal rulemaking process.**

Attachments

wdl0420111

6Hx23-1.02 PHILOSOPHY AND OBJECTIVES (PURPOSE) OF THE COLLEGE

The mission of St. Petersburg College is to provide accessible, learner-centered education for students pursuing selected baccalaureate degrees, associate degrees, technical certificates, applied technology diplomas and continuing education within our service area and globally, while retaining leadership as a comprehensive, sustainable, multi-campus postsecondary institution and as a creative partner with students, communities, and other educational institutions to deliver rich learning experiences and to promote economic and workforce development.

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In support of our mission, the specific goals of the College are to:

- 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;
- II. Maintain the "open door" by providing opportunities for under-prepared students to achieve college entry-level skills through college preparatory programs and services;
- III. Promote the community's economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives;
- IV. Contribute to the international education of students by providing opportunities that encourage global awareness and perspectives;
- V. Provide challenging educational opportunities for area high school students through dual enrollment, charter school and similar programs;
- VI. Promote student learning and maximize opportunities for student success by enhancing services delivered by student affairs staff;
- VII. Provide a diverse student body with innovative teaching and learning technologies in various instructional modalities;
- VIII. Build/acquire and maintain a high-quality infrastructure, including technology, facilities, and equipment to meet student and community needs;
- IX. Recruit and develop an outstanding, diverse faculty and staff; and
- X. Perform continuous institutional self-evaluation and efficient and effective operations to assure a culture of excellence in student services and academic success.

Note: Numbering and/or alphabetical order does not indicate priority.

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St. Petersburg College is dedicated to the concept of equal opportunity. The College will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the College will not tolerate such conduct.

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

Law Implemented: 1001.64, 1004.73, F.S.

History: Formerly 6Hx23-1-0.00; Readopted 10/25/77; Amended 1/18/79, 9/17/81; Filed and effective 9/17/81; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 12/14/99. Filed - 12/14/99. Effective - 12/14/99; 8/21/01. Filed – 8/21/01. Effective - 8/21/01; 3/20/07. Filed – 3/20/07. Effective – 3/20/07; 10/20/09. Filed – 10/20/09. Effective – 10/20/09.

6Hx23-1.34 DISCRIMINATION GRIEVANCE RULE

- I. St. Petersburg College is dedicated to the concept of equal opportunity and equal access, and will not tolerate discrimination on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or against any qualified individual with disabilities.
- II. The President of the College is therefore authorized to develop procedures for hearing and responding to informal discrimination inquiries and formal complaints of discrimination. These procedures shall involve the establishment of a hearing panel that shall be responsible for hearing formal complaints of discrimination and making recommendations to the President. It is the purpose of this policy to secure, at the earliest possible procedural level, the resolution of alleged charges of discrimination through informal and formal procedures by which charges may be presented free from coercion, interference, restraint, discrimination, or reprisal and by which students, employees, and applicants for admission are afforded adequate opportunity to resolve the charges.
- III. This Rule shall apply to charges of discrimination based on race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or disability and shall relate to admission to the College; admission to programs; terms or

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conditions of employment, wages, and aid, benefit, or service to students.

- IV. It is contrary to College policy to file a discrimination or harassment complaint in bad faith. Any person who abuses this Rule and its Procedure by filing a frivolous complaint may be subject to disciplinary action where such complaint was determined to be pursued in bad faith. This subsection is not intended to discourage bona-fide complaints brought forth in good faith.
- V. It is further contrary to College policy for any individual to engage in conduct that may be deemed retaliatory against any complainant or witness that has made allegations or provided information or testimony in relation to, or during investigation of, a complaint of discrimination or harassment. Any person who believes they have been subjected to retaliation may seek redress pursuant to this Rule and its Procedure.

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

Law Implemented: 1000.05, 1001.64(18), 1012.855, F.S.; SBE Rules 6A-19.001, 6A-19.002, 6A-19.009, F.A.C.

History: Adopted 6/17/82; Amended 9/20/84; Filed 9/20/84; Effective 9/20/84; 4/17/01. Filed – 4/17/01. Effective – 4/17/01; 10/20/09. Filed – 10/20/09. Effective – 10/20/09.

6Hx23-2.01 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

- I. It is the policy of the college to provide equal employment opportunity for all without regard to race, color, religion, sex, age, marital status, sexual orientation, gender identity or national origin. Furthermore, the college shall not discriminate in its employment practices against any qualified handicapped individual with a disability.
 - A. All personnel in supervisory and nonsupervisory capacities are requested to actively assist in the recruitment and employment of qualified minorities and females in order to assure that equal employment opportunities are made to all qualified persons. This shall be required for all initiators of employment opportunities at the college.
 - B. All employment procedures shall be published and made available to sources of recruitment, supervisors and

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employees. It shall be the responsibility of the employee relations department to explain such procedures.

- C. The college shall have a written affirmative action plan which shall be implemented, evaluated, and revised regularly, and a semi-annual report shall be made to the president by the Equal Access/Equal Opportunity officer.
- II. See Rule 6Hx23-2.011 SEXUAL HARASSMENT for the College's policy on discrimination on the basis of sex and the sexual harassment rule.
- III. Reporting Discrimination.
 - A. If an employee has reason to believe that another employee or student has been discriminated against, that employee shall report such discrimination immediately to any one of the following persons so that appropriate action will be taken:
 - College's EA/EO Officer
 - Vice President, Human Resources
 - President
 - Appropriate Provost
- IV. Discrimination grievances shall be processed in accordance with Rule 6Hx23-1.34.

General Authority: 240.319(2), F.S.

Law Implemented: Executive Order of the President of the United States No. 11246; Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act; Equal Employment Opportunity Act of 1972; Revised Orders Nos. 4 and 14 issued by the Office of Federal Contract Compliance; 228.083, 240.313, 240.331(2)(c), 240.319(3)(a), F.S.; Sections 503 and 504, Rehabilitation Act of 1973 (as amended); Age Discrimination Act of 1975.

History: Formerly 6Hx23-3-9.01; Adopted 10/25/77; Amended 9/18/80, 9/17/81, 6/17/82, 9/20/84; Filed 9/20/84; Effective 9/20/84; 9/22/92; Filed - 9/22/92. Effective - 9/22/92; 1/19/93. Filed - 1/19/93. Effective - 1/19/93.

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

6Hx23-2.010 HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITIONS

I. POLICY

Harassment constitutes discrimination on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity or disability and is a violation of this Rule. The College shall not tolerate such conduct. Any employee or student who is found to have violated this Rule shall be disciplined and such discipline shall range from one or more of the following: counseling, attendance at a harassment seminar, written admonishment, suspension or dismissal.

- A. St. Petersburg College maintains a professional work and academic environment wherein all students, staff, faculty and other members of the Collegiate Community are treated with respect and dignity. The goal of the College is to provide an academic and institutional climate that is free of harassment.
- B. Forms of harassment that are encompassed by this procedure include harassment based on race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity or disability.
- C. Harassment is specifically prohibited by state and federal law. Instances of harassment may result in both civil and criminal liability on the part of the individual harasser, as well as the supervisor and the College. The College will not tolerate prohibited harassment of its students and employees on the campus or at off campus events or programs held under the auspices of the College.

II. DEFINITIONS

- A. **Racial harassment** is defined as unwelcome conduct relating to an individual's race or color, which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile or offensive working environment. Harassment on the basis of race or color includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, racial slurs, comments or manner of speaking,

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negative references to racial customs or other intimidating or insulting conduct directed against the individual because of his/her race or color.

- B. **Religious harassment** consists of unwelcome physical or verbal conduct, which is related to an individual's religion or creed when the conduct has the effect of creating an intimidating, hostile or offensive working or academic environment. Harassment on the basis of religion includes derogatory comments regarding surnames, religious traditions, religious clothing, or religious slurs or graffiti.
- C. **Sexual harassment** See Board of Trustees' Rule 6Hx23-2.011
- D. **Age harassment** consists of depriving an individual of terms, conditions, privileges of employment and other opportunities or taking adverse action against an individual because of his/her age.
- E. **National origin harassment** consists of unwelcome physical or verbal conduct, which is related to an individual's national origin when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment. Harassment on the basis of national origin includes negative comments regarding surnames, manner of speaking, custom, language or ethnic slurs.
- F. **Marital status harassment** consists of limiting, segregating or classifying an individual in such a way as to deprive an individual of educational or employment opportunities or otherwise adversely affect an individual because of his/her marital status. This definition does not apply where there is a conflict of interest or where it would be contrary to other law.
- G. **Sexual orientation and gender identity harassment** consists of unwelcome physical or verbal conduct relating to an individual's sexual orientation and/or gender identity when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
- H. **Disability harassment** consists of unwelcome physical or verbal conduct relating to an individual's disability when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

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III. EMPLOYEE RELATIONSHIPS:

- A. In the supervisor-instructor/staff context, the term harassment has a broader impact. The supervisor-instructor/staff relationships are professional in nature; inappropriate behavior as defined above is unprofessional and undermines the essential atmosphere necessary in the workplace. This unprofessional behavior is subject to discipline.
- B. Supervisor-instructor/staff or staff-staff relationships should at all times be professional and any conduct by an employee which unnecessarily or unreasonably creates an intimidating, hostile or offensive working environment in violation of the rights of others is inappropriate, unacceptable and is subject to discipline.

IV. STUDENT RELATIONSHIPS

The student-student relationship, the student-instructor relationship and the student-staff relationship should at all times be respectful of the rights of others. Conduct by a student which creates an intimidating, hostile or offensive environment violates the College's Harassment Rule and may be subject to discipline. For this purpose, staff not only includes College staff, but all employees of clinics and agencies affiliated with a College clinical program or course.

V. INSTRUCTOR/STAFF-STUDENT RELATIONSHIPS:

In this Section, the term "staff" shall include all College employees other than faculty/instructors.

- A. In the instructor/staff-student context, the term harassment also has a broader impact. Since the instructor/staff-student relationship is one of professional and client, inappropriate behavior is unacceptable because it is a form of unprofessional behavior that seriously undermines the atmosphere of trust essential to the academic setting and is subject to discipline.
- B. This Rule applies to relationships where the instructor or staff member is in a position to determine a student's grade or otherwise affect a student's academic progress or environment.

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- C. This Rule is not intended to apply when an instructor is teaching in the classroom when the subject matter taught or discussed is done in a tasteful manner and is germane to the course being taught. Nevertheless, the instructor/staff-student relationship should at all times be professional and any conduct by an instructor or staff member which unnecessarily or unreasonably creates an intimidating, hostile or offensive academic environment in violation of the rights of others is inappropriate and unacceptable and is subject to discipline.

VI. RETALIATION

It is a violation of this Rule to retaliate or to take reprisal against any person who has filed a complaint or who has complained about harassment based on the fact that the employee or student raised an issue about harassment to any other person, entity or human rights agency. It is also a violation of this Rule to retaliate against any person involved in the investigation (including witnesses) of a complaint.

If any reprisals or retaliatory actions occur, they should be reported immediately. Any such reports will be investigated by the college attorney or designee. Reprisals and retaliatory actions will be dealt with through appropriate disciplinary action and steps will be taken to prevent the recurrence of harassment, reprisal, and/or retaliation.

VII. REPORTING, INVESTIGATION AND RESOLUTION:

Students and employees are responsible for promptly reporting harassment. The College has established the following procedure for reporting, investigating and resolving complaints of harassment and retaliation.

A. DUTY TO REPORT:

- 1. Complaints of harassment by students or employees are to be promptly reported to individuals designated by the President and published at the beginning of Session I of each year in the College's annual Supplement to the Faculty, Staff and Student Handbooks or such other publications as the President may determine. The complaint may be reported to any one of the individuals designated, regardless of what site the reporting person is

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011
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associated with. The individual receiving the complaint shall promptly notify the college attorney.

2. Supervisors are to promptly report any conduct that may appear to involve harassment as provided herein.
3. Alternatively, complaints may be reported to the director of Equal Access/Equal Opportunity.

B. INVESTIGATION:

Upon receipt of a complaint, the college attorney will have the responsibility for and will direct each investigation of harassment. In directing the investigation, the college attorney may designate other persons to conduct and aid in the investigation.

Upon completion of the investigation, the results of the investigation will be submitted to the President or designee for determination of what action, if any, is appropriate. The complaining party will be advised of the results of the investigation.

C. RESOLUTION OF A COMPLAINT:

Resolution of a complaint may be accomplished in various ways. The complaint may be resolved by intervention; corrective action being taken by appropriate managers, the President or designee; or by official disciplinary procedures.

D. DISCRIMINATION GRIEVANCE:

The victim of the harassment may also bring a discrimination grievance, which shall be processed in accordance with Rule 6Hx23-1.34.

E. DUTY TO REPORT ANY RECURRENCE:

Complaints of any recurrence of conduct involving harassment or retaliation are to be promptly reported as provided herein.

VIII. FALSE COMPLAINTS:

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Any person who knowingly files a false complaint of harassment or retaliation against another shall be subject to disciplinary action, up to and including dismissal.

IX. DISCIPLINE/PROCEDURE:

Remedial or disciplinary action will depend on the nature of the incident, but such discipline shall range from one or more of the following: counseling, attendance at a harassment seminar, written admonishment, suspension or dismissal.

- A. Career service employees may be subject to disciplinary action as provided for in the Career Service Manual, Board of Trustees' Disciplinary Rule 6Hx23-2.19 relating to career service employees and/or Sections 120.569 and 120.57 of the Florida Statutes.
- B. Administrative staff and faculty members may be subject to disciplinary action as provided Rules 6A-14.0411(4) and/or 6A-14.0411(6), F.A.C.
- C. All instructors who violate this policy with a student presently enrolled in his/her class will be subject to discipline, up to and including dismissal, pursuant to Rules 6A-14.0411(4) and/or 6A-14.0411(6), F.A.C.
- D. Students may be subject to disciplinary action as provided for in Board of Trustees' Rule 6Hx23-4.35.

X. REPORT OF ACTION TAKEN:

The College shall report, to the person making the complaint, the action taken by the College regarding any harassment, reprisal, retaliation or any reoccurrence thereof.

XI. CONFIDENTIALITY/PUBLIC RECORDS:

Subject to certain statutory exemptions, College employee records are generally by law subject to public disclosure upon request of a member of the public under Chapter 119 of the Florida Statutes. Records are provided only upon an appropriate request. Student identifiable records are generally protected by Florida Statutes and the Family Education Rights and Privacy Act.

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XII. PUBLICATION:

The College shall publish and make available to all students and employees its Harassment Rule or pertinent parts thereof and examples of harassment, which are, prohibited conduct.

Specific Authority: 240.319(2) & (3), 240.319(4)(h) & (l), F.S.

Law Implemented: Titled "VII of the Civil Rights Acts of 1964", as amended; the Florida Human Rights Acts of 1977, as amended; Title IX of the Educational Amendments Act of 1972, as clarified by the Civil Rights Restoration Act of 1988; Sections 503 & 504 of the Rehabilitation Act of 1973; Americans With Disabilities Act; Age Discrimination in Employment Act; Age Discrimination Act of 1975; Equal Employment Opportunity Act of 1972; EEOC Regulation 29 C.F.R. Section 1604.11 and 34 C.F.R. Section 106 et seq.; 240.319(4)(h) & (l), 228.2001, F.S.; Rules 6A-14.0262(7)(e) & (8), 6A-14.0247(6), 6A-19.002, F.A.C.

History: Adopted 4/16/02. Effective – 4/16/02.

11-091. Dr. Law noted tremendous progress had been made out of the Board's Jan. 18, 2011 workshop. He called upon Dr. James Connolly, Director of Corporate Training, and Mr. Mike O'Keefe, Director of Marketing & Public Information, who presented information on the Learn to Earn program coming to SPC in May, including its purpose, components and marketing kick-off campaign. Dr. Law stated the single goal of the program is to put people back to work, and this is just the beginning. Mr. Johnston applauded the team for this initiative and suggested communicating these out-of-the-box outreach efforts to the Governor. Mr. Brett stated that at the job fairs, the for-profit institutions are doing the heavy recruiting. He inquired if we are monitoring their efforts. Dr. Connolly responded that they have visited the job fair booths to see their methods. He said this initiative has been a collaborative effort of many staff and confirmed the courses are offered at a minimum cost to students. Dr. Law said the College is focusing on the direct instructional costs so the unemployed can get trained. Mr. Burke recommended incorporating advertisement of the low cost into the marketing materials. *(A copy of the slide show and flyer are included as Attachment D - **11-091.**)*

11-092. Additionally, under the President's Report, Dr. Law presented information on the newly formed Career Service Employee Council (CSEC), Item VIII-C. He commended the work of Dr. James Olliver, Provost of Seminole/eCampus, and Ms. Patty Jones, Vice President of Human Resources & Public Affairs in implementing this initiative. Ms. Jones noted the College currently has approximately 600 career employees. Dr. Law stated he wants to hear from them

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE


and plans to meet with the site representatives individually. Mr. Burke commented on the significance of recognizing career employees and thanked Dr. Law on behalf of the Board for these efforts.

Information regarding this item is as follows:

Agenda Item VIII-C

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: SPC Career Service Employee Council (*information*)

As you may remember from the 7/24 plan, one of our goals was to create a Career Service Employee Council (CSEC) representing all Career Service employees.

As a result of the excellent work of the organizing team and leadership of Dr. Jim Olliver and Ms. Patty Jones, the CSEC has completed its draft of the bylaws; election planning is underway; and a proposed timeframe for the election is set to take place by the end of May.

Purpose (excerpt from proposed bylaws)

The purpose of the CSEC shall be to act in an advisory capacity to the President, to support issues of importance to Career Service employees and to make recommendations and perform other services as outlined in these bylaws and as requested by the College President.

Structure

The CSEC Steering Committee will include 24 representatives from 8 sites (St. Petersburg/Gibbs, Clearwater, Tarpon Springs, Seminole, Health Education Center, Allstate, SPC Downtown/Midtown/Palladium, and EpiCenter/District Office). The Executive Board will include 5 officers elected from among the CSEC Steering Committee.

Dr. Jim Olliver, Provost of Seminole/eCampus, reviewed the proposed CSEC with President's Cabinet as well as Provosts/Deans Council on April 18. **It is being presented to the Board today for informational purposes only** and will next be communicated to employees via various modalities and then launched.

MINUTES OF THE SPECIAL MEETING OF APRIL 26, 2011
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11-093. Under Future Agenda Items, Mr. Johnston asked Dr. Connolly to schedule a follow-up discussion on the success of the Learn to Earn outreach program. He said he felt this was an opportunity that could help Corporate Training reach out in the community and, thereby potentially serve to supplement the shortfall from the state. Mr. Burke agreed with Mr. Johnston's earlier comments for the need to educate the Governor on what SPC is doing with the workforce since that is his main platform. He recommended a meeting be set up with the Board and the Governor for this purpose and agreed to speak in this regard to the Governor's representative, Mr. Roger Roscoe, at today's Bilirakis building dedication event. Dr. Law said he would move this discussion up on the agenda.

11-094. The Board confirmed its next meeting date and site as Tuesday, May 17, 2011, 8:30 a.m., at the EpiCenter.

11-095. Having no further business to come before the Board, Chairman Burke adjourned the meeting at 11 a.m.

William D. Law, Jr.

Secretary, Board of Trustees
St. Petersburg College
FLORIDA

Kenneth P. Burke

Chairman, Board of Trustees
St. Petersburg College
FLORIDA



**Provost Reports
Board of Trustees Meeting
May 2011**

St Petersburg College's Panama Initiative

A coordinated partnership with USF to establish a Public Safety Workforce Training/Education Presence in Panama

- Due to its geographic location and current focus on international economic development, Panama has become a destination of choice for training/education
- Ciudad del Saber (City of Knowledge) is a multi-faceted organization that seeks to establish relationships between the academic and entrepreneurial sectors, attempting to attract and organize training and research programs with excellence and academic innovation, promoting such bonds between organizations, and identifying opportunities for development
- A significant need in the region for Public Safety Training
- USF has an established presence at the City of Knowledge with their health programs
- Richard Wainio (Panamanian), Executive Director, Port of Tampa, is heavily involved in economic development initiatives
- Scheduled a series of meetings in late 2010 and established very positive relationships with USF and Richard Wainio
- Results:
 - Exploratory trip to Panama in March 2011 resulting in meetings with:
 - City of Knowledge/USF staff
 - US Embassy, Regional Security Office
 - Director National Narcotics Affairs, Republic of Panama
 - Director National Police, Republic of Panama
 - Meeting with USF leadership on April 4, 2011 agreeing to partner
 - Second trip to Panama April 2011
 - Meeting with Director of National Police
 - Attended Economic Development Reception
 - Met with US Ambassador, Honorable Phyllis M. Powers with Congressman Young's endorsement
- Next Steps:
 - Execute formal agreement with USF
 - Deliver first training prior to July 1st
 - Seek access to Department of State Funding

Disabilities Resources at Tarpon Springs

Formerly Office of Services for Students with Disabilities (OSSD)

Mission: Academic success of students with disabilities and leadership in compliance with the Americans with Disabilities Act & related statutes

Services:

Accommodations: *Extra test time, note takers, quiet room, tutors, interpreter, etc.*

Facilities: *specialized furniture, ramps, accessible restrooms, door openers, etc.*

Others: *assistive technology, handicapped parking, Etc.*

Staffing:

Full-time: *1 Counselor/Learning Specialist*

Part-time: *3 Tutors , 25 Volunteers*



Number of Students Served By DR		
Year	College-wide	Tarpon Springs
2007-08	791	148
2008-09	934	181
2009-10	1017	187
2010-11	1136	193

Digital Arts/Media

- ◆ 96, 110, 145, 183, 206, 257
- ◆ Media Production, Video Production, Video Game Foundations, Graphic Design, Interactive Web
- ◆ The SEmmys





Celebrating the
Grand Opening
of the
SPC Downtown
Career/Veteran's
Center



Pinellas County
Job Corps Center
Success Lasts a Lifetime!

Experience SPC Day
May 5, 2011

Recruitment and Retention Efforts at SPC Downtown and Midtown

SPC Downtown
GED Program



Pearls at Bay Point
Retreat at SPC Midtown

“Annual & Summer Term Enrollment Overview”

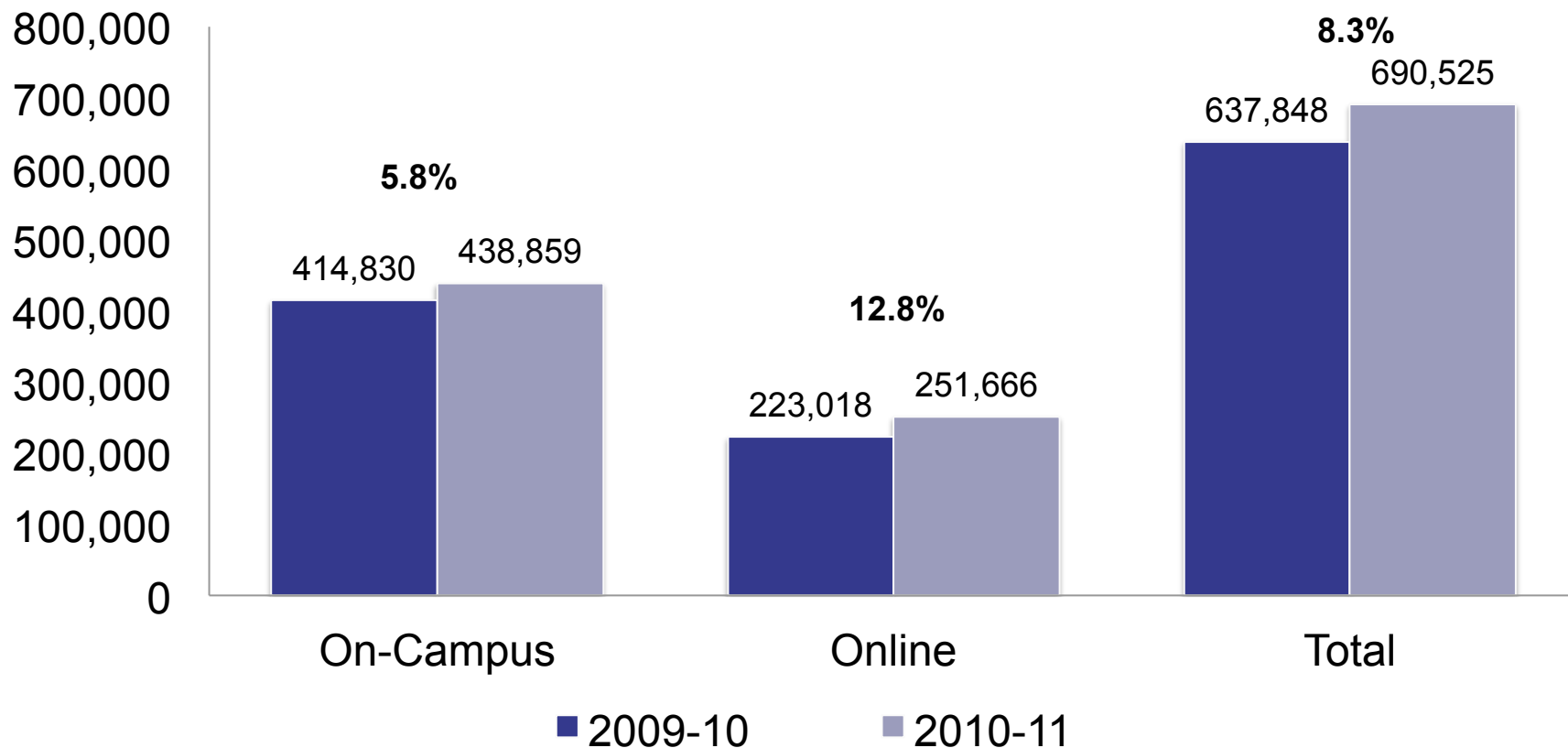
*Enrollment for Credit Students
Annual & Summer 2011*

May 2011



Annual Enrollment (SSH)

St. Petersburg College



Note: SSH = Student Semester Hours. Blended courses are considered as on-campus.

May 17, 2011

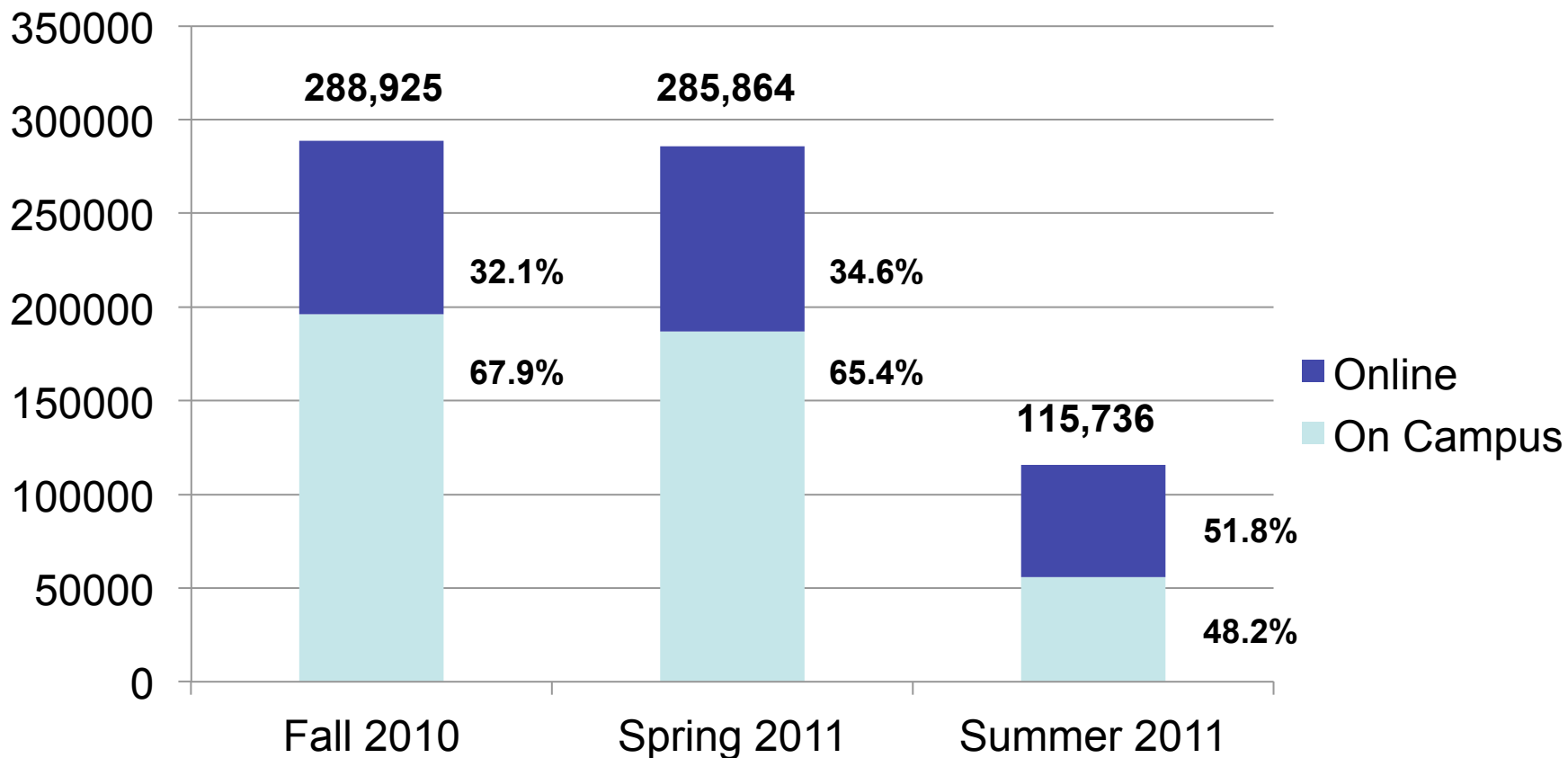
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 5/10/2011



Annual SSH: On-Campus vs. Online by Term

St. Petersburg College



May 17, 2011

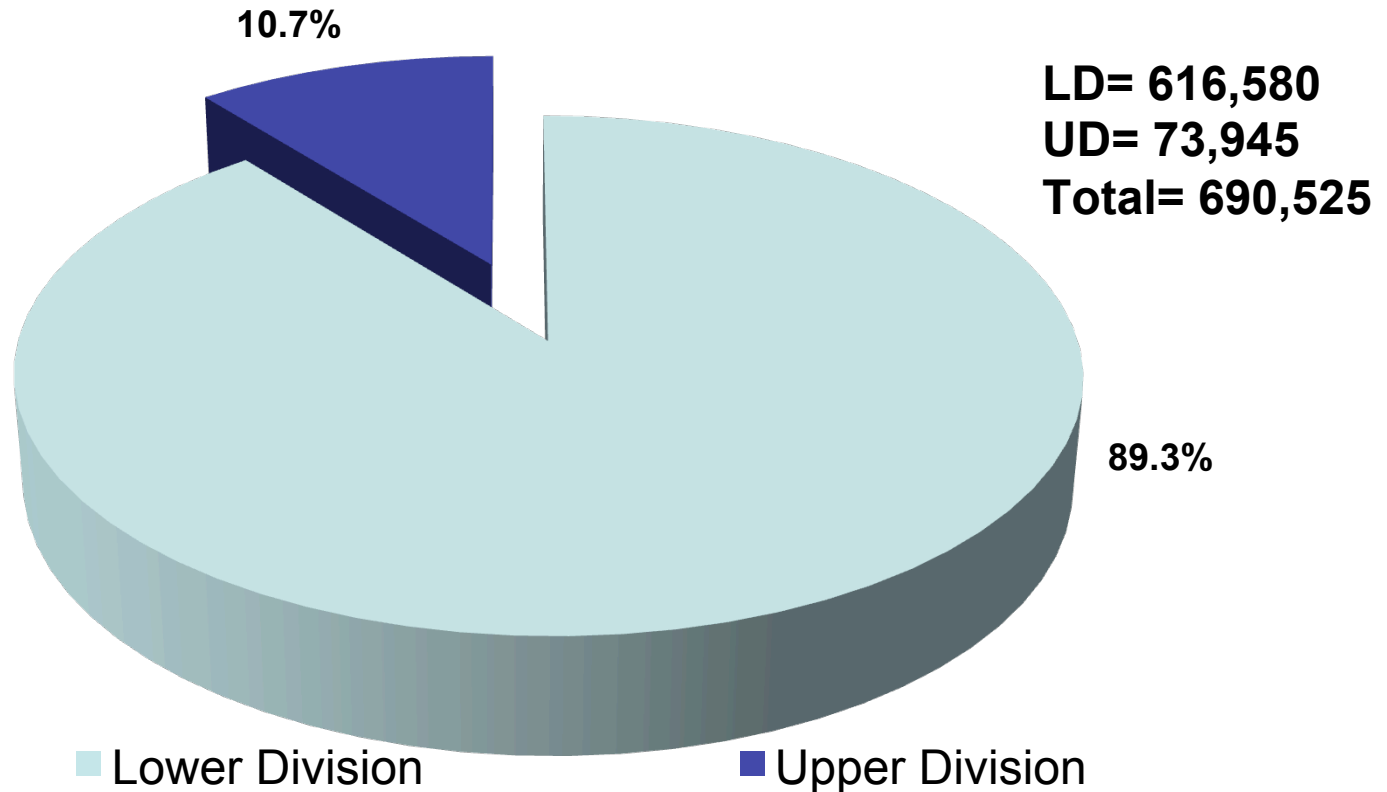
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 5/10/2011



2010-11 SSH: Lower Division vs. Upper Division

St. Petersburg College



Note: SSH = Student Semester Hours

May 17, 2011

SPC Board of Trustees Meeting

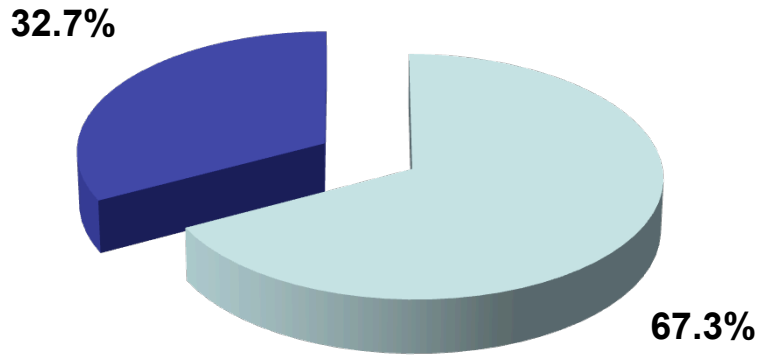
Source: PeopleSoft Student Data System. Data Extracted 5/10/2011



2010-11 SSH: On Campus vs. Online by Lower & Upper Division

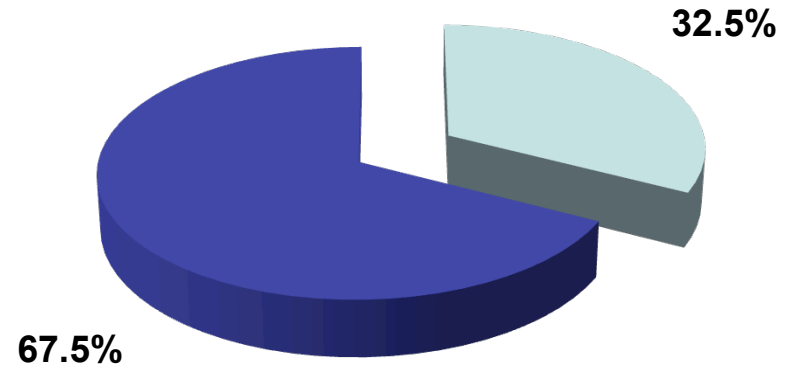
St. Petersburg College

Lower Division



■ On Campus ■ Online

Upper Division

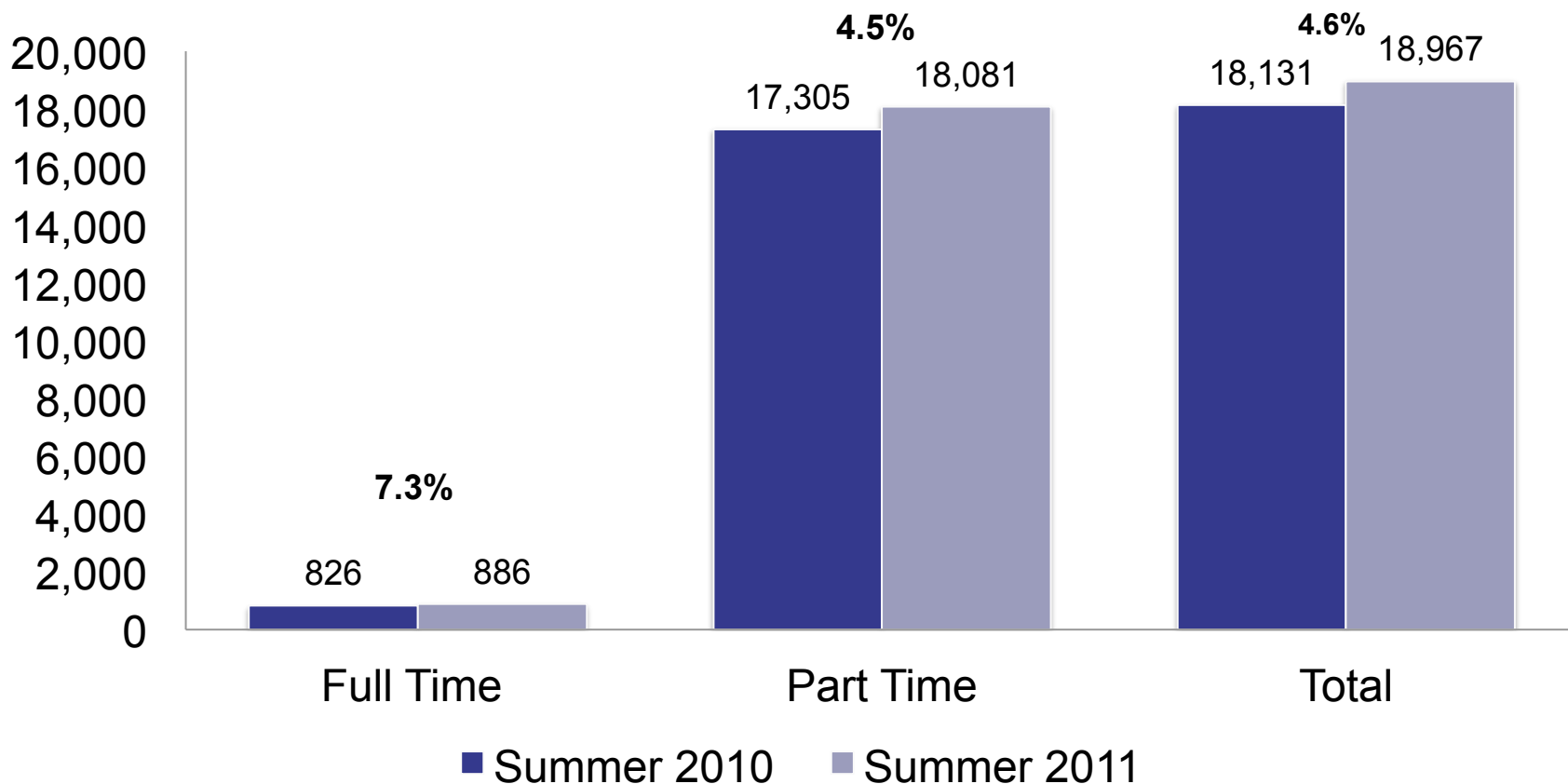


■ On Campus ■ Online



Summer Term Headcount Enrollment

St. Petersburg College



Note: Full Time is a course load of 12 or more credit hours.

May17,2011

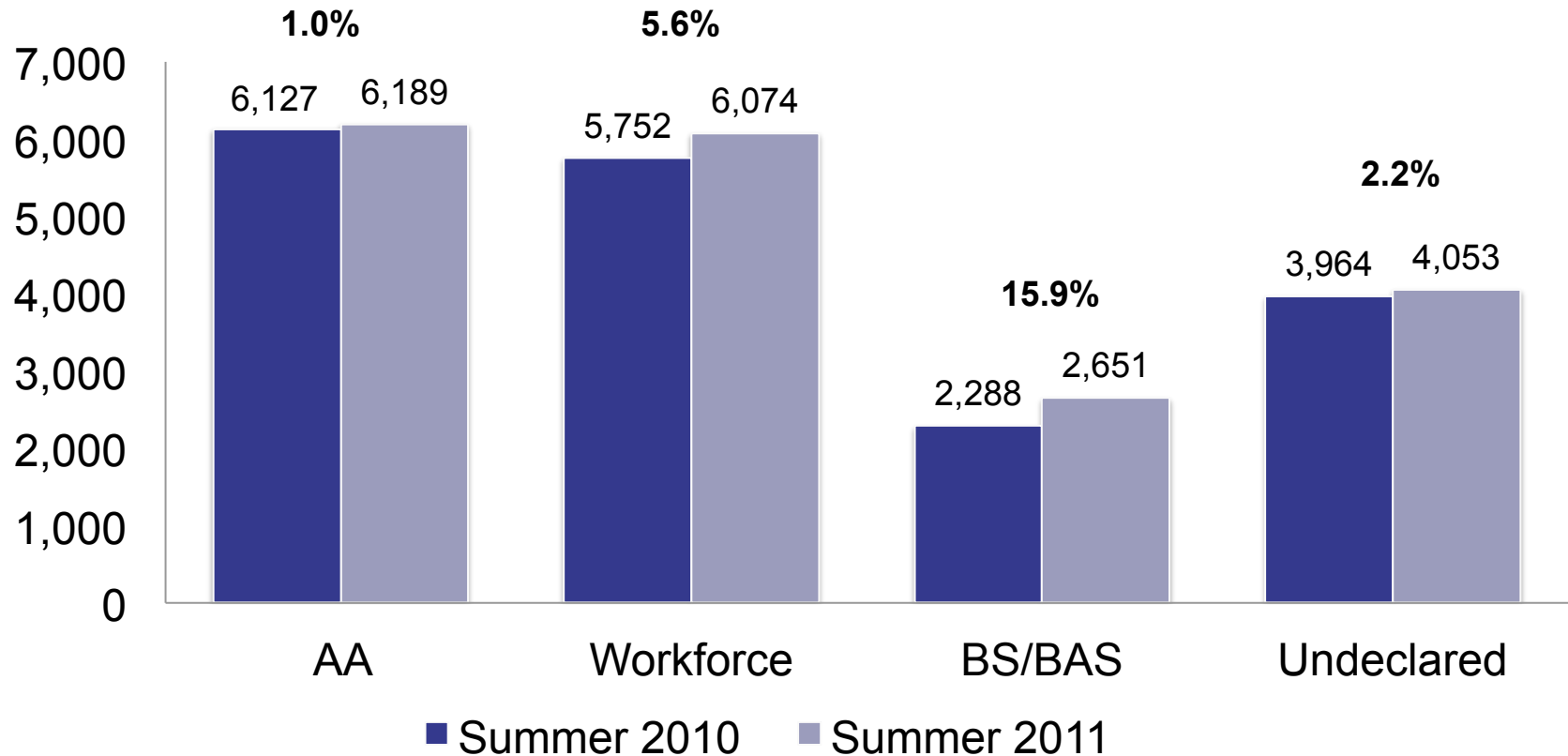
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 5/10/2011



Summer Term Headcount by Degree Objective

St. Petersburg College



Note: Workforce includes AS, AAS, ATD, and certificates. Undeclared includes non-degree seeking students.

May 17, 2011

SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 5/10/2011



Undeclared (Non-Degree Seekers)

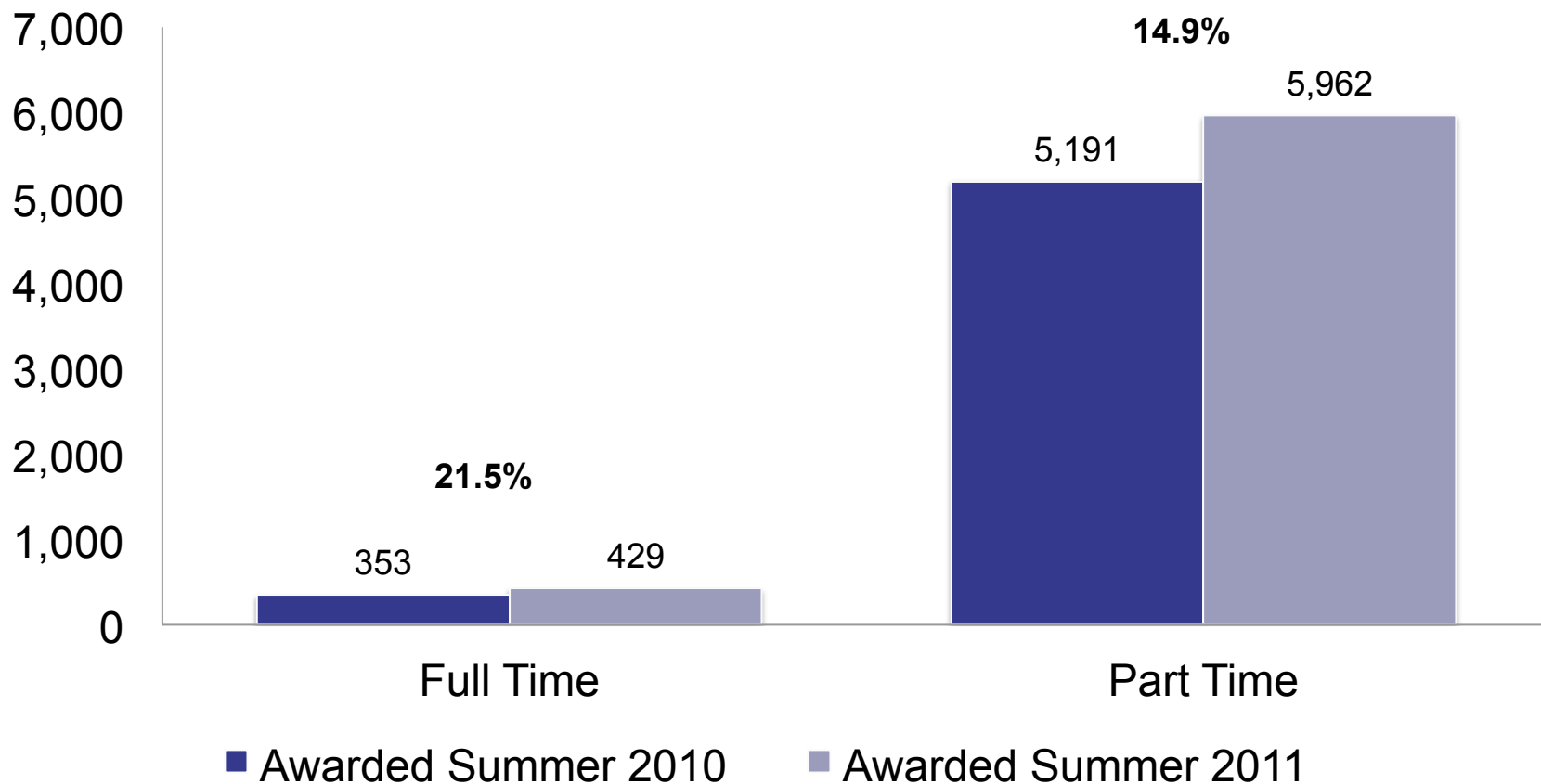
St. Petersburg College

Undecided Student Intent	# of Students Enrolled
1. Non-Degree Seeking	1292
2. Transient	1027
3. Pending (will be degree/certificate seeking)	529
4. Dual Enrolled	326
5. Baccalaureate Pending	223
6. Undecided	204
7. Job Improvement (not Corporate Training)	175
8. Collegiate HS	59
9. English as a Second Language	40
10. All Others	178



Summer Term Headcount Financial Aid Awarded

St. Petersburg College



May 17, 2011

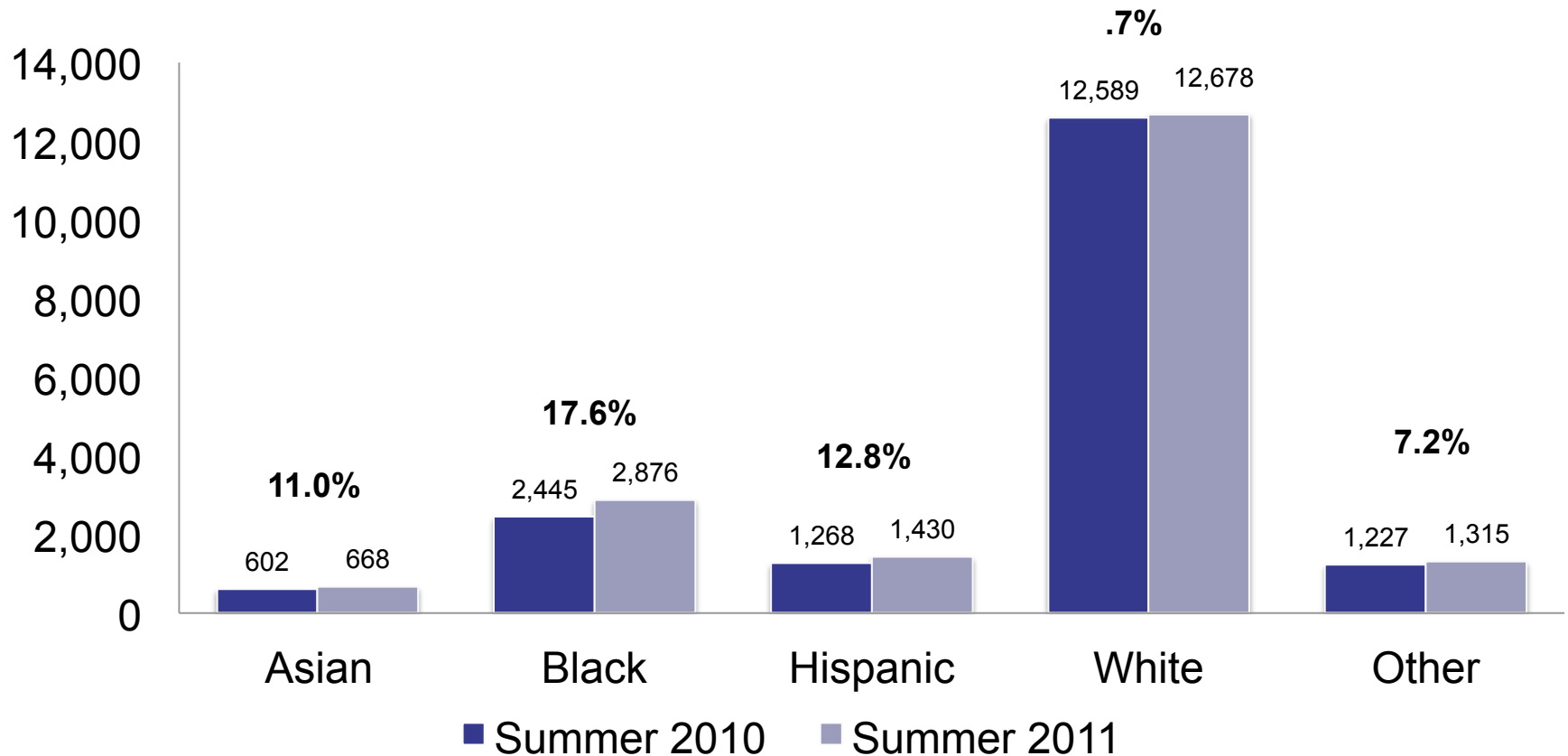
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 5/10/2011



Summer Term Headcount by Race/Ethnicity

St. Petersburg College



Note: Other includes American Indian, Pacific Islander, and multiple selections.

May 17, 2011

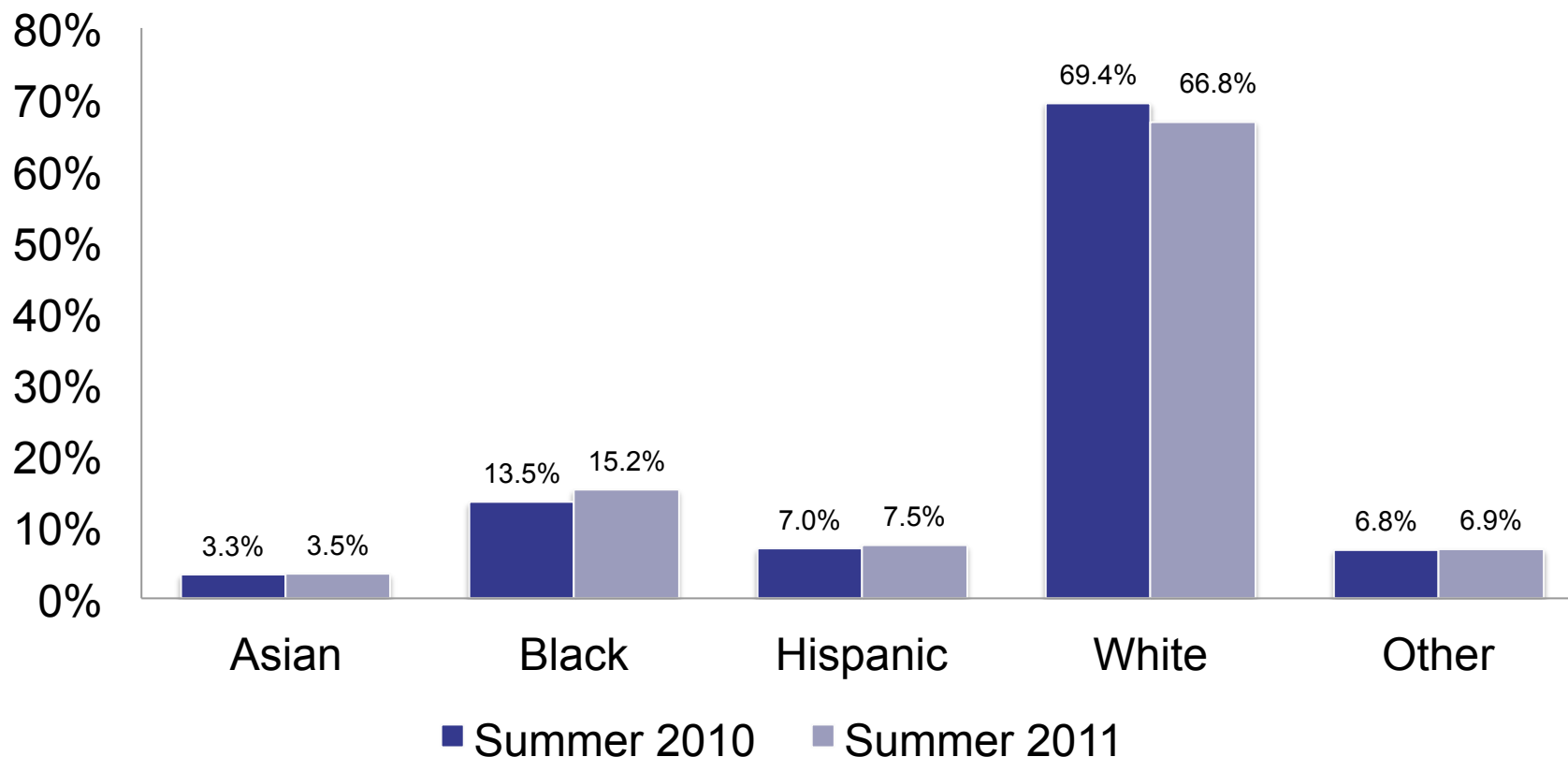
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 5/10/2011



Summer Term Headcount by Race/Ethnicity Percent of Total

St. Petersburg College



Note: Other includes American Indian, Pacific Islander, and multiple selections.

May 17, 2011

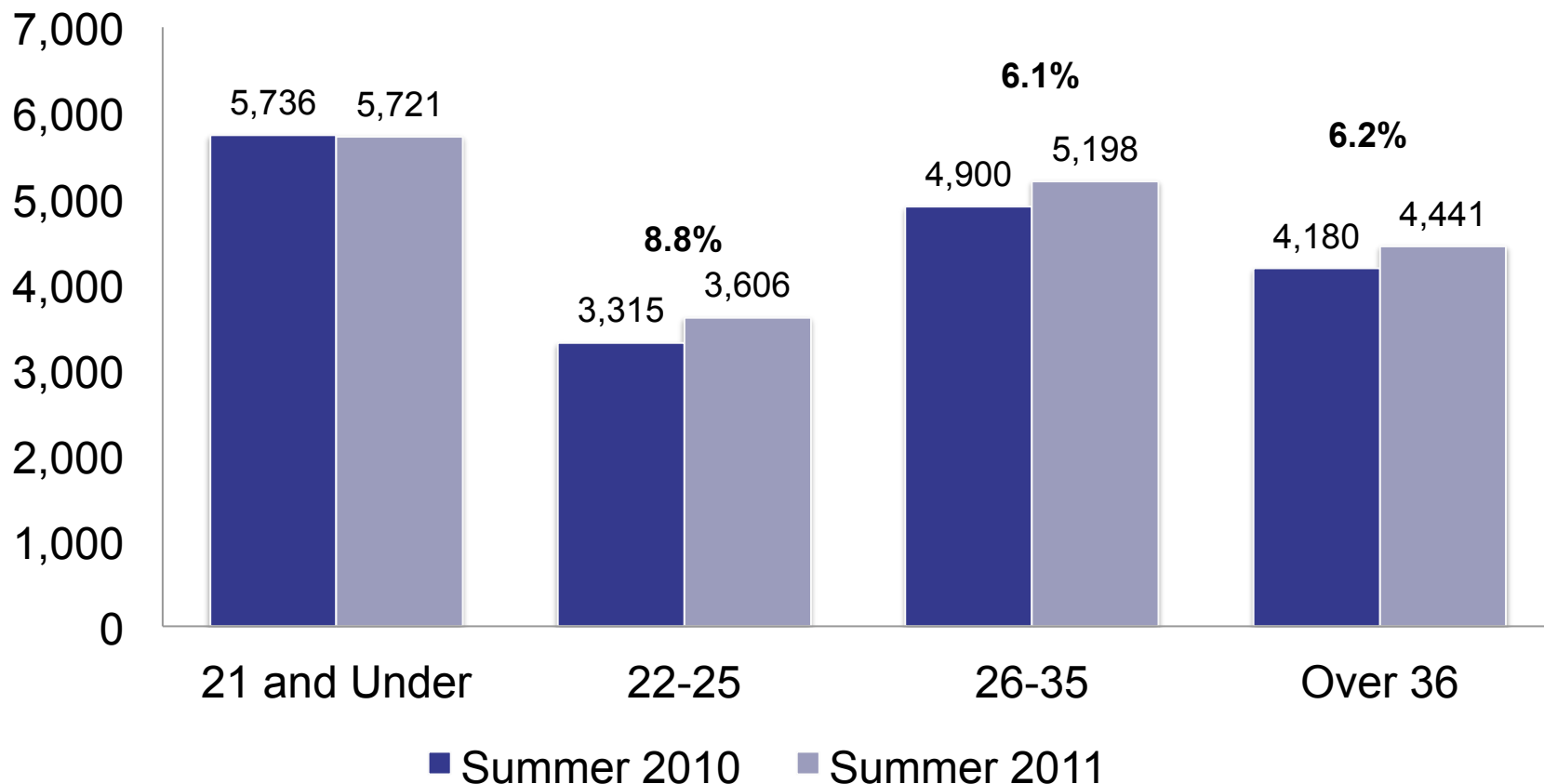
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 5/10/2011



Summer Term Headcount by Student Age

St. Petersburg College



May 17, 2011

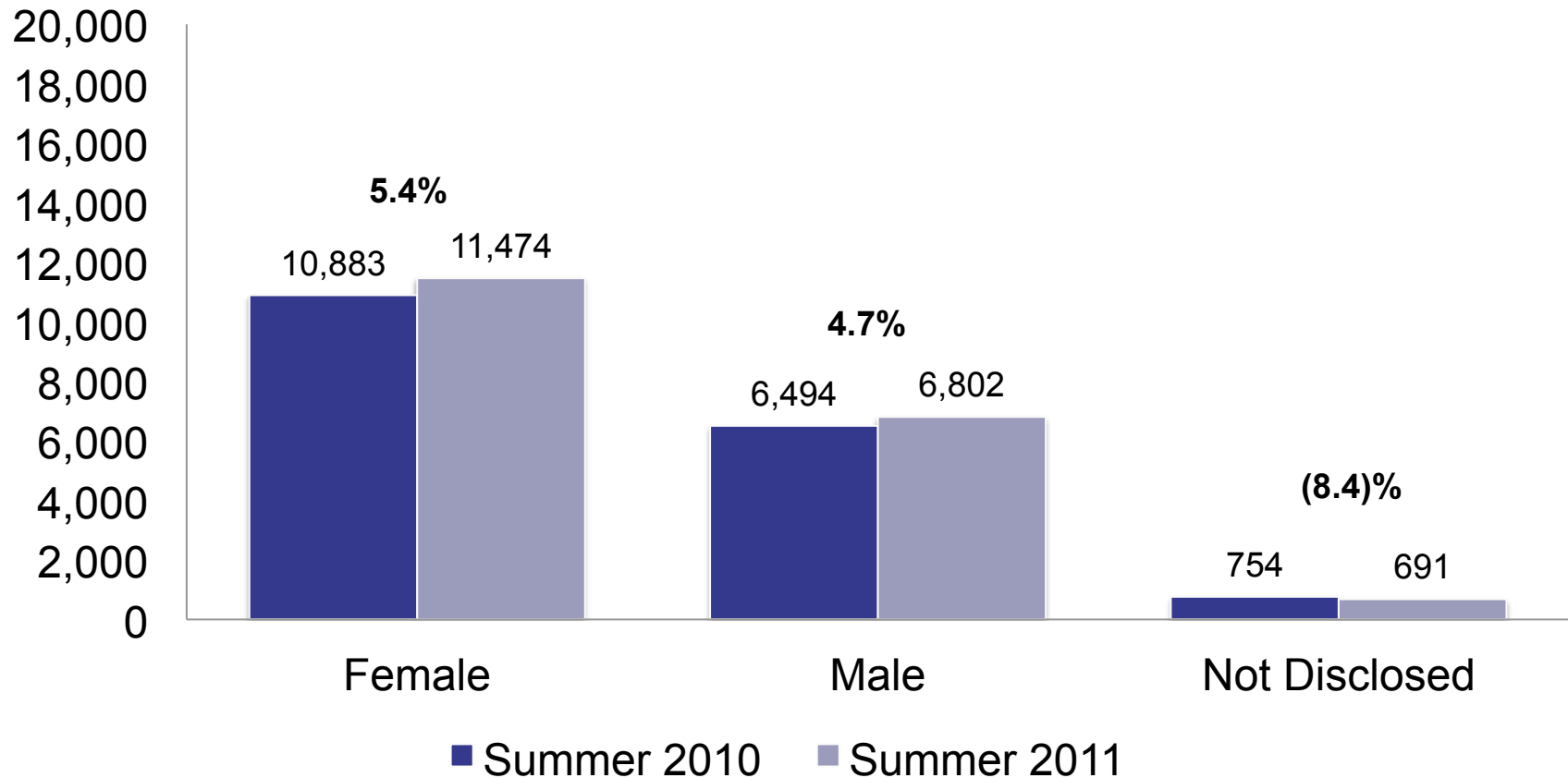
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 5/10/2011



Summer Term Headcount by Student Gender

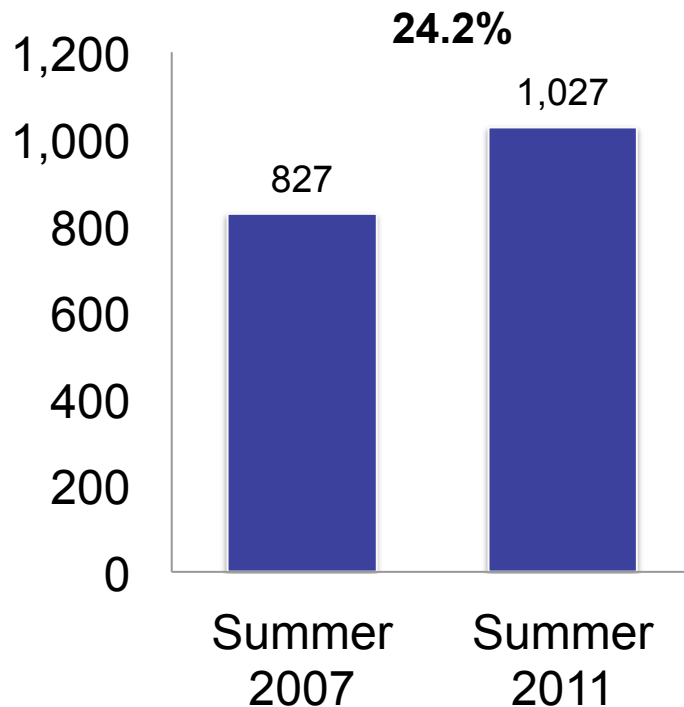
St. Petersburg College



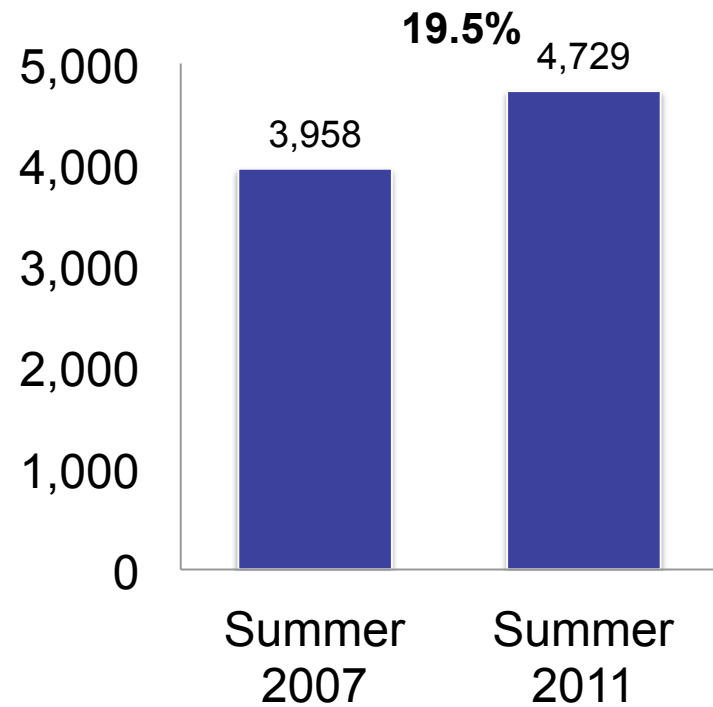


Summer Term Transient Student Enrollment

St. Petersburg College



Headcount



SSH

Note: SSH = Student Semester Hours.



Summer Term Transient Student Enrollment Top Ten Courses

St. Petersburg College

	Course	# of Students Enrolled	SSH
1.	ACG 2021 (Financial Accounting)	178	534
2.	ACG 2071 (Managerial Accounting)	70	210
3.	MAC 2311 (Calculus w/Analytic Geometry I)	38	190
4.	STA 2023 (Elementary Statistics)	64	192
5.	ENC 1102 (Composition II)	43	129
6.	MAC 1105 (College Algebra)	42	126
7.	MCB 2010 (Microbiology)	40	120
8.	ECO 2013 (Principles of Macroeconomics)	39	117
9.	BSC 2085 (Human Anatomy & Physiology I)	36	108
10.	MAC 2312 (Calculus w/Analytic Geometry II)	21	105

Note: SSH is Student Semester Hours.

May 17, 2011

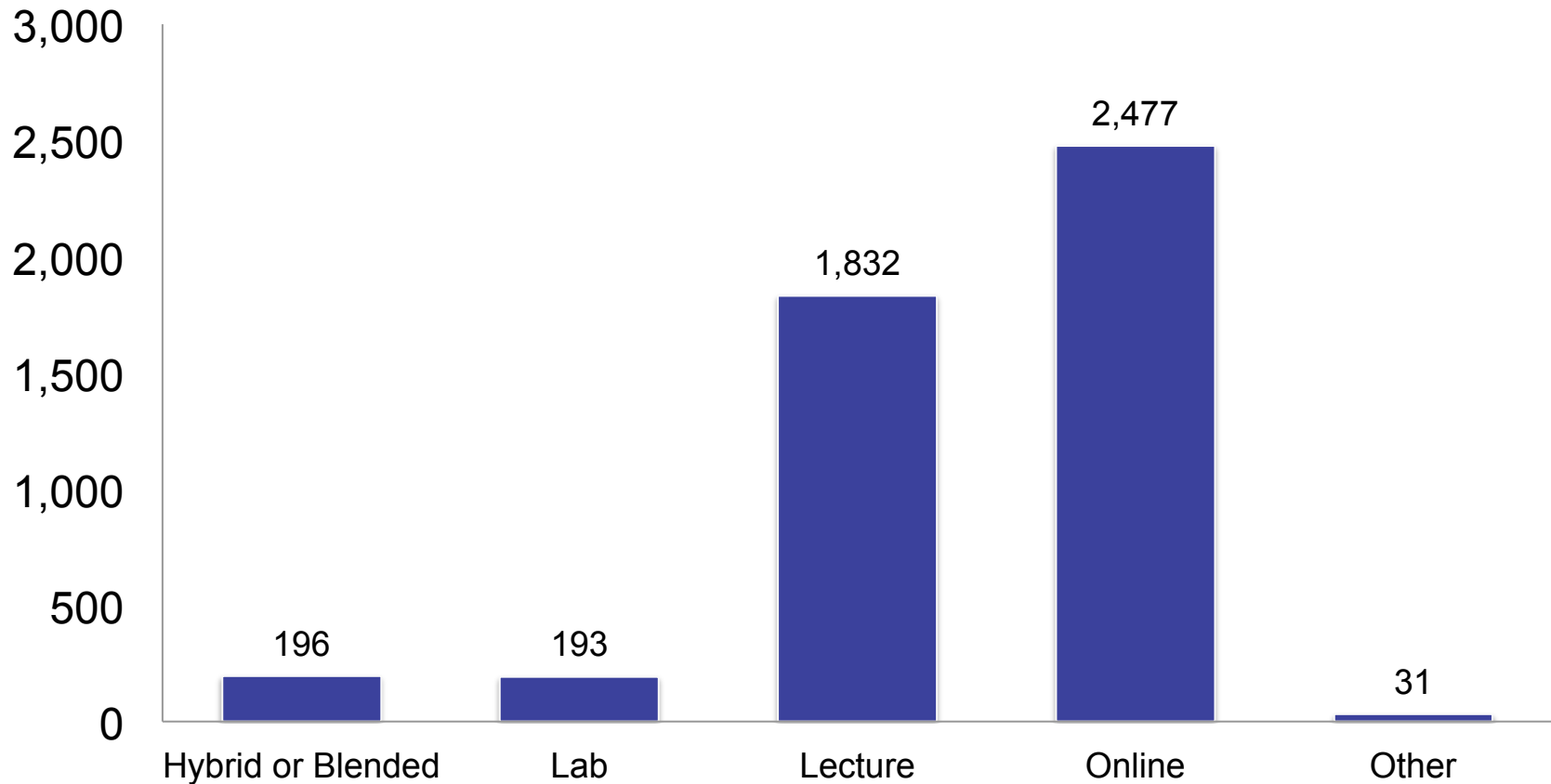
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 5/10/2011



Transient Student SSH by Instruction Mode

St. Petersburg College



Note: SSH= Student Semester Hour

May 17, 2011

SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 5/10/2011



Where our Transient Students Came From (College)

St. Petersburg College

Community College/State College	# of Students Enrolled
1. Hillsborough Community College	48
2. Pasco-Hernando Community College	40
3. Santa Fe College	12
4. Tallahassee Community College	12
5. State College of Florida @ Manatee	10
6. Valencia Community College	9
7. Broward College	8
8. Florida State College @ Jacksonville	6
9. Palm Beach State College	6
10. Miami Dade College	5



Where our Transient Students Came From (College)

St. Petersburg College

University	# of Students Enrolled
1. University of Florida	226
2. Florida State University	108
3. University of South Florida	102
4. University of Central Florida	86
5. Florida Gulf Coast University	38
6. University of Tampa	19
7. Eckerd College	13
8. Florida Atlantic University	12
9. University of North Florida	10
10. Saint Leo University	8



Where our Transient Students Came From (High Schools)

St. Petersburg College

	High School	# of Students
1.	Palm Harbor University High School	57
2.	East Lake High School	49
3.	Home School - Pinellas County	48
4.	Home School - Florida	43
5.	Seminole High School	36
6.	St. Petersburg Catholic High School	35
7.	St. Petersburg High School	32
8.	Countryside High School	29
9.	Clearwater Central Catholic High School	23
10.	Clearwater High School	21
11.	Northeast High School	17
12.	Osceola High School	16
13.	Tarpon Springs High School	16
14.	Boca Ciega High School	15
15.	Gibbs High School	15


“Annual & Summer Term Enrollment Overview”

*Enrollment for Credit Students
Annual & Summer 2011*

May 2011

May 17, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law., President 
SUBJECT: Office Supplies and Services Contract – U.S. Communities

Authorization is requested to utilize the Independent Stationers Contract for Office Supplies and Services. The Contract was solicited by RFP-IS-10255020 (Request for Proposal) from the County of Los Angeles, U.S. Communities Government Purchasing Cooperative Alliance. The contract for Office Supplies and Services # MA-IS-1140050 went into effect on November 1, 2010 with an initial agreement for three (3) years with options to renew for two (2) additional one (1) year periods. This new contract offers better pricing than we are currently receiving through the E & I (Educational and Institutional Cooperative) contract from Office Max. We will also be serviced through a local vendor (Office Product Solutions of Tampa) who has offered us excellent service for an extended period. **In addition, authorization is requested for the authority to purchase as needed from the office supplies permitted by this contract.**

State Board of Education Rule 6A-14.0734 (2) (c) and Board of Trustees' Rule 6Hx23-5.12 VIII-D allows purchases "...at the unit or contract prices established through competitive solicitations by any unit of government established by law or buying cooperatives."


The College purchased \$309,124 in office supplies from Office Max through the E & I contract for the year ending June 30, 2009. For the current fiscal year (2010-2011), we project a total expenditure of approximately \$310,000, and we anticipate the new year (2011-2012) to be approximately \$335,000.

William D. Law, Jr., President; Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Theresa Furnas, Associate Vice President, Financial & Business Services; and Paul Spinelli, Director of Procurement and Asset Management, recommend approval.

ps0504111

May 17, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Amendment to Agreement with SunTrust Bank

Authorization is sought to enter into an Amendment to the current Banking and Merchant Services Agreements with SunTrust Bank that would extend such Agreements for six months through December 31, 2011. The amendment will allow the College to: 1) extend the Services Agreements permitting new requests for proposals to be created and distributed throughout the community that would seek the most technological, fiscal, and service-pointed banking and merchant services; 2) continue the same pricing structure and rates under the current agreements based on the last renewal in July 2009 with approximate costs of \$12,000 for banking services and \$174,000 for merchant services for this six-month period; and 3) establish a new starting period for future services which would not coincide with the College's fiscal year.

It is very difficult to begin new banking and merchant services at the beginning of the College's fiscal year, in that, staff are working diligently to get the prior year closed and the required year end reporting and financial statements completed and submitted to the Florida College System Budget Office by August 15, at the same time maintaining all of the new fiscal year's procurement and vendor payment processing. This amendment will provide for continuity of banking/merchant services to the College during which competitive solicitation for such services will occur.


Suzanne L. Gardner, Acting General Counsel; Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Theresa Furnas, Associate Vice President, Financial & Business Services; and Vonda Woods, Director of Accounting Services, recommend approval.

tkf0504113

May 17, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Baynard, McLeod and Lang, PA—Legal Services as Board Attorney

Authorization is sought to extend the agreement with Baynard, McLeod and Lang, PA to provide the legal services of Joseph H. Lang, Esquire, to continue to serve as the Board attorney, for the period commencing July 1, 2011 and continuing through June 30, 2012. Under the terms of the Agreement, Mr. Lang will receive a retainer of \$400 per month and an hourly rate of \$250 for services rendered. The Agreement will also provide that Mr. Lang may elect to use other firms, at agreed upon rates, for specialty issues not handled by Mr. Lang's firm. Although the total amount of this Agreement cannot be determined at this time, expenditure approval, for Mr. Lang's firm and other firms used to provide services contemplated herein, is requested for up to the approved budgeted amount for Fiscal Year 2011-12.

Suzanne L. Gardner, Acting General Counsel, recommends approval.

slg0513112

May 17, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Early Learning Coalition of Pinellas County, Inc.—School Readiness Program

Confirmation is sought for a grant proposal to be submitted to the Early Learning Coalition of Pinellas County, Inc., whereby the College will deliver School Readiness services through its College for Kids Program. The funding period for this grant is anticipated to commence June 13, 2011 and continue through September 20, 2011. The College anticipates reimbursement for its services in an amount of up to \$15,000. **Approval is sought to accept funding and enter into any necessary contractual agreements, if awarded.**

The Early Learning Coalition of Pinellas County, Inc. (Coalition) is a not-for-profit planning and funding agency focused on early care and education of children. The goal of the Coalition is to prepare all children to enter kindergarten ready to succeed. The Coalition also supports school-age children in continuing academic achievement. The Coalition reimburses child care providers who provide quality early education and care services in Pinellas County for children of families who meet Coalition eligibility and enrollment requirements.

The College for Kids Program will offer its services to children of families referred by the Coalition. The services will include summer educational and character development instruction to eligible participants. It is anticipated that the reimbursement to the College from the Coalition will be used as follows: Instructional Management (\$7,500) and Adjunct Instruction (\$7,500). See attached Information Summary for additional information.

Suzanne Gardner, Acting General Counsel; Stan Vittetoe, Provost, Clearwater Campus and Vice President for Workforce and Continuing Education; and James Connolly, Director of Corporate Training, recommend approval.

Attachment

co0502112

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

Date of BOT Meeting: May 17, 2011

Funding Agency or Organization: Early Learning Coalition of Pinellas County, Inc.

Name of Competition/Project: School Readiness Program

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 6/13/11 **End:** 9/20/11

Cabinet Member: Stan Vittetoe

Manager: James Connolly

Focus of Proposal: St. Petersburg College's College for Kids Program will provide quality early education and care services in Pinellas County for children of families who meet the eligibility and enrollment requirements of the Early Learning Coalition of Pinellas County, Inc. (Coalition). The College for Kids Program will provide summer education and character development instruction to community children who are on childcare assistance and are referred to SPC by the Coalition. The College will maintain records of attendance and submit necessary information to the Coalition for reimbursement.

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.)

Instructional Management	\$ 7,500
Adjunct Instruction	<u>\$ 7,500</u>
Total Budget	\$15,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$15,000

Total amount from funder: \$15,000

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

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

Recoverable benefits beyond grant focus (above):

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


College Goals and Institutional Initiatives Addressed:

College Goal:	III. Promote the community’s economic and cultural development with Non-Credit programs, continuing education, lifelong learning and targeted partnerships and leadership initiatives.
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Institutional Initiative(s):	1. Expand outreach to new students and business clientele for the use of Non-Credit Continuing Education Programs...with the goal of making them financially self-sustaining.
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May 17, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: United States Air Force—Dental Hygiene Training

Approval is sought to enter into an Agreement with the United States Air Force, whereby the College's Dental Hygiene Program agrees to develop, implement and host a 24-hour course on local anesthesia. The United States Air Force will provide funding in the amount of \$3,000 to cover all expenses associated with offering the course. Such expenses will include books, supplies, supervision and instruction. See attached Information Summary for additional information. The course, which was also approved and presented in 2005, 2007, and 2009, will be offered at the Health Education Center from May 17-27, 2011. The course will benefit active duty Air Force dental hygienists who will be trained in the delivery of local anesthesia.

Suzanne Gardner, Acting General Counsel; Phil Nicotera, Provost, Health Education Center; and Tami Grzesikowski, Dean, College of Health Sciences, recommend approval.

Attachment

tg0504113

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

Date of BOT Meeting: May 17, 2011

Funding Agency or Organization: United States Air Force

Name of Competition/Project: Educational Service Agreement for Dental Hygiene

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 5/17/11 **End:** 5/27/11

Cabinet Member: Phil Nicotera

Manager: Tami Grzesikowski

Focus of Proposal: The students enrolled in the Dental Hygiene Program who are active duty in the Air Force need training in delivery of local anesthesia. The Air Force wants its dental hygienists to be able to perform anesthesia as permitted in many states in the Country. The contract is for the purpose of funding the course for the military students.

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.)

General Program Costs	\$ 700
Tuition/Fee Costs	<u>\$ 2,300</u>
Total Budget	\$ 3,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$3,000

Total amount from funder: \$3,000

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

Required match or cost sharing: No X Yes
 Voluntary match or cost sharing: No X Yes

Source of match/cost sharing: N/A

Recoverable benefits beyond grant focus (above):

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

College Goals and Institutional Initiatives Addressed:


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

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

May 17, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Review of Schematic Design Documents (Phase I) and Change Order #1 (Proposal Request #1), Project 1707-L-10-2, Construct New Ethics and Social Science Building (Building 35), Clearwater Campus

The Schematic Design Documents and Preliminary Guaranteed Maximum Price (GMP) were reviewed and approved by the Board on November 16, 2010. These original Schematic Design Documents (Phase I) included keeping the classroom in the Teaching Auditorium and surrounding this space with a new building. Upon further engineering analysis, it was determined that a more expensive foundation system would be required to surround the building due to differential pressures in the soils. Therefore, on February 22, 2011, the Board approved requesting the authority to demolish the building utilizing the Castaldi Analysis. On March 28, 2011, the College received approval from the Florida Department of Education to demolish the Teaching Auditorium.

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

Change Order #1 (Proposal Request #1) increases the Preliminary Guaranteed Maximum Price (GMP) to include all of the spaces in the original schematic design, as well as providing for additional green building technologies (including solar power requested by the Engineering Students, and higher efficiency mechanical/electrical equipment), the replacement of the Teaching Auditorium with a 100 Student Station Classroom, additional faculty and adjunct faculty offices and food service equipment.

Based upon the revised scope of work, this approximately 60,145 square foot, three-story classroom building will include the following spaces:

1	100 Student Station Classroom (replacing Teaching Auditorium)
2	60 Student Station Classrooms
13	40 Student Station Classrooms

4	36 Student Station Classrooms
4	30 Student Station Classrooms
2	24 Student Station Classrooms
2	Faculty/Adjunct/Staff Office Suites
1	Student Lounge and Gathering Spaces (Approximately 6,500 Square Feet)
1	Food Service Space

The Preliminary Guaranteed Maximum Price (GMP) for the original scope of work was \$10,565,643. The value of Change Order #1 is \$1,030,230. The final GMP (inclusive of Change Order #1) is \$11,595,873 or \$193 per square foot with a total project budget of \$15,974,566. The funding sources for this project are Student Capital Improvement Fund (SCIF) Bond, proceeds from the sale of the Clearwater Gymnasium, Capital Outlay and Debt Services (CO&DS), CO&DS Bonds and Public Education Capital Outlay (PECO) funds. The anticipated date of Substantial Completion is August 2012. This GMP is subject to mandatory review for building codes, safety-to-life, the Americans with Disabilities Act (ADA) and further refinements through the value engineering process.

The following reflects the anticipated funding sources and values based upon the current total project budget:

Public Education Capital Outlay (PECO) Funds	\$ 4,251,812
Student Capital Improvement Fee (SCIF) Bond Funds	\$ 8,300,444
Proceeds From Sale of Clearwater Gymnasium (Partial)	\$ 409,530
Student Capital Improvement Fee (SCIF) Funds	\$ 1,138,622
Capital Outlay and Debt Services (CO&DS) Funds	\$ 524,158
Capital Outlay and Debt Services (CO&DS) Bond	\$ 1,350,000
Total Project Budget:	\$ 15,974,566

These Schematic Design Documents (Phase I) and Change Order #1 (Proposal Request #1) are presented today for your review and approval. The Schematic Design Documents (Phase I) have been reviewed by Dr. Stan Vittetoe, Provost, Clearwater Campus, Dr. Joseph Smiley, Dean, Social and Behavioral Sciences and Susan Demers, Dean, College of Policy and Legal Studies.

Authorization is requested for the following:

- **To approve the Schematic Design Documents (Phase I);**
- **To approve Change Order #1 (Proposal Request #1) for \$1,030,230, resulting in a final GMP of \$11,595,873 and to proceed with the Construction Documents subject to further refinements of the terms, conditions, and bidding, and to issue all necessary purchase orders;**
- **To proceed with an early bid package for site work, underground utilities, concrete, masonry and structural steel scopes of work and to commence construction this summer.**

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

mdc0509114

Agenda Item VII-E.1

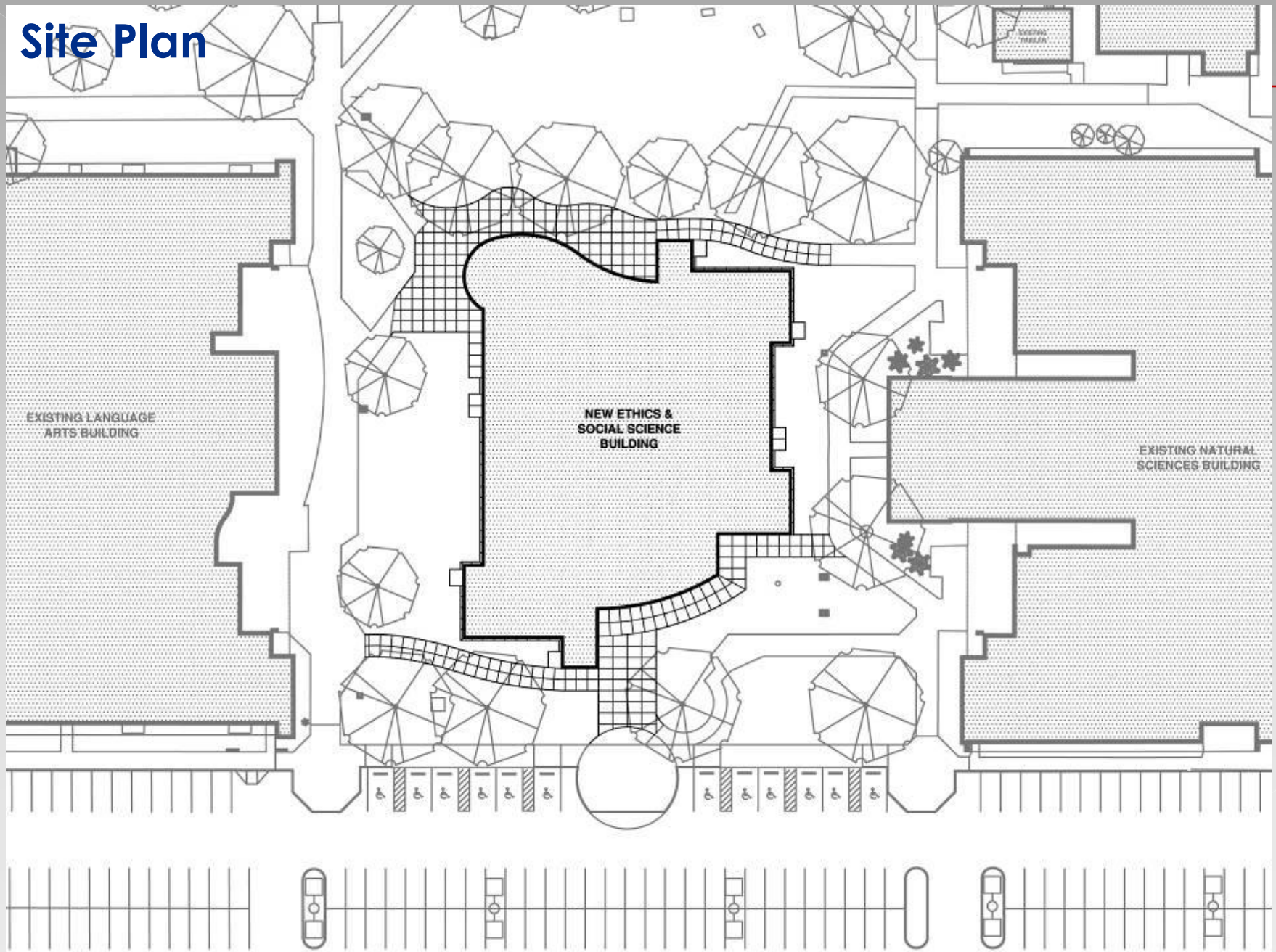
Review of Schematic Design Documents (Phase I) and Change Order #1 (Proposal Request #1), Project 1707-L-10-2, Construct New Ethics and Social Science Building (Building 35), Clearwater Campus

New Building Details

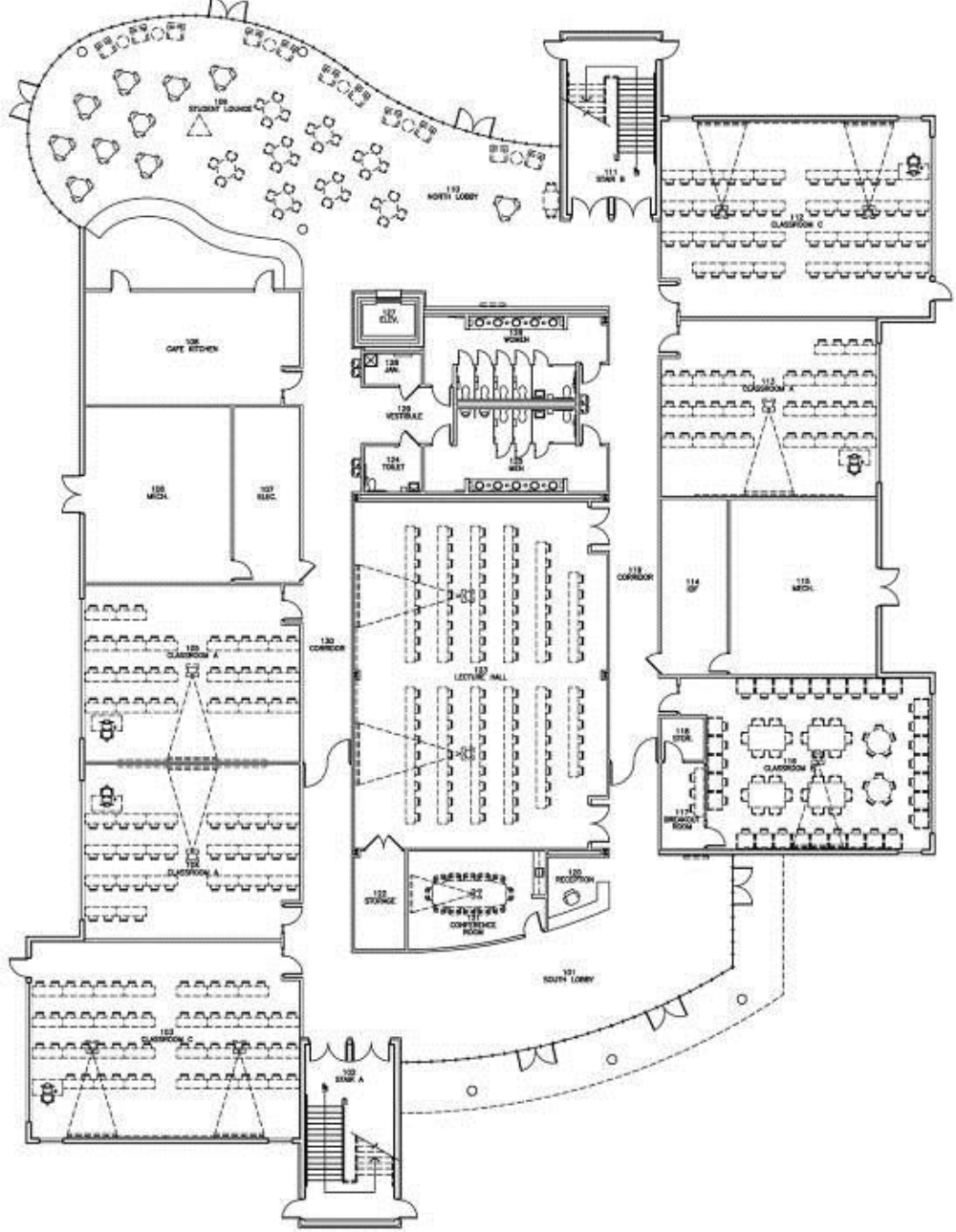
26 Classrooms, approximately 60,145 SF
Three-Story Building

Qty	Description
1	100 Student Station Classroom (replacing the Teaching Auditorium)
2	60 Student Station Classrooms
13	40 Student Station Classrooms
4	36 Student Station Classrooms
4	30 Student Station Classrooms
2	24 Student Station Classrooms
2	Faculty/Adjunct/Staff Office Suites
1	Student Lounge and Gathering Space (approximately 6,500 square feet)
1	Food Service Area

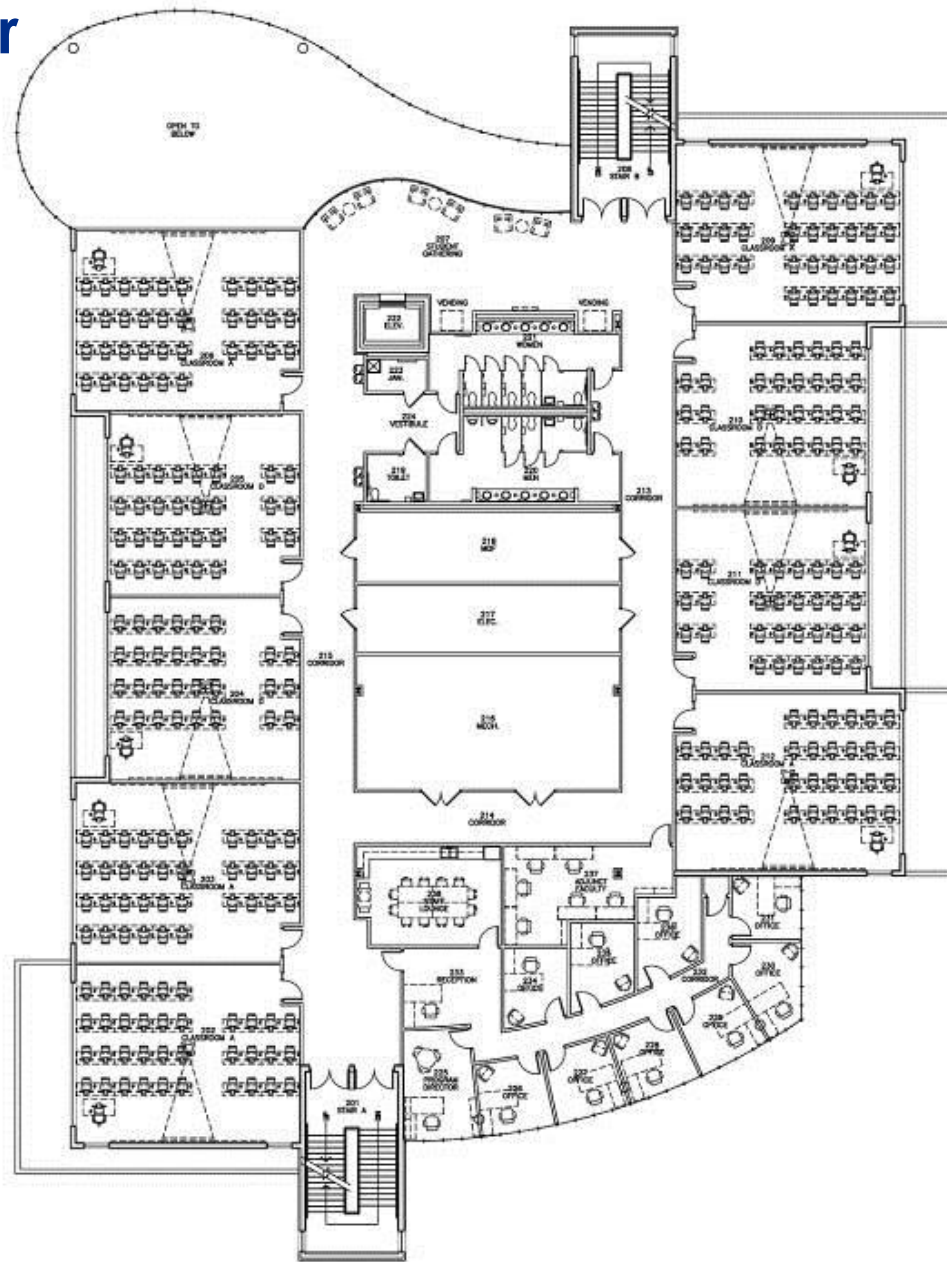
Site Plan



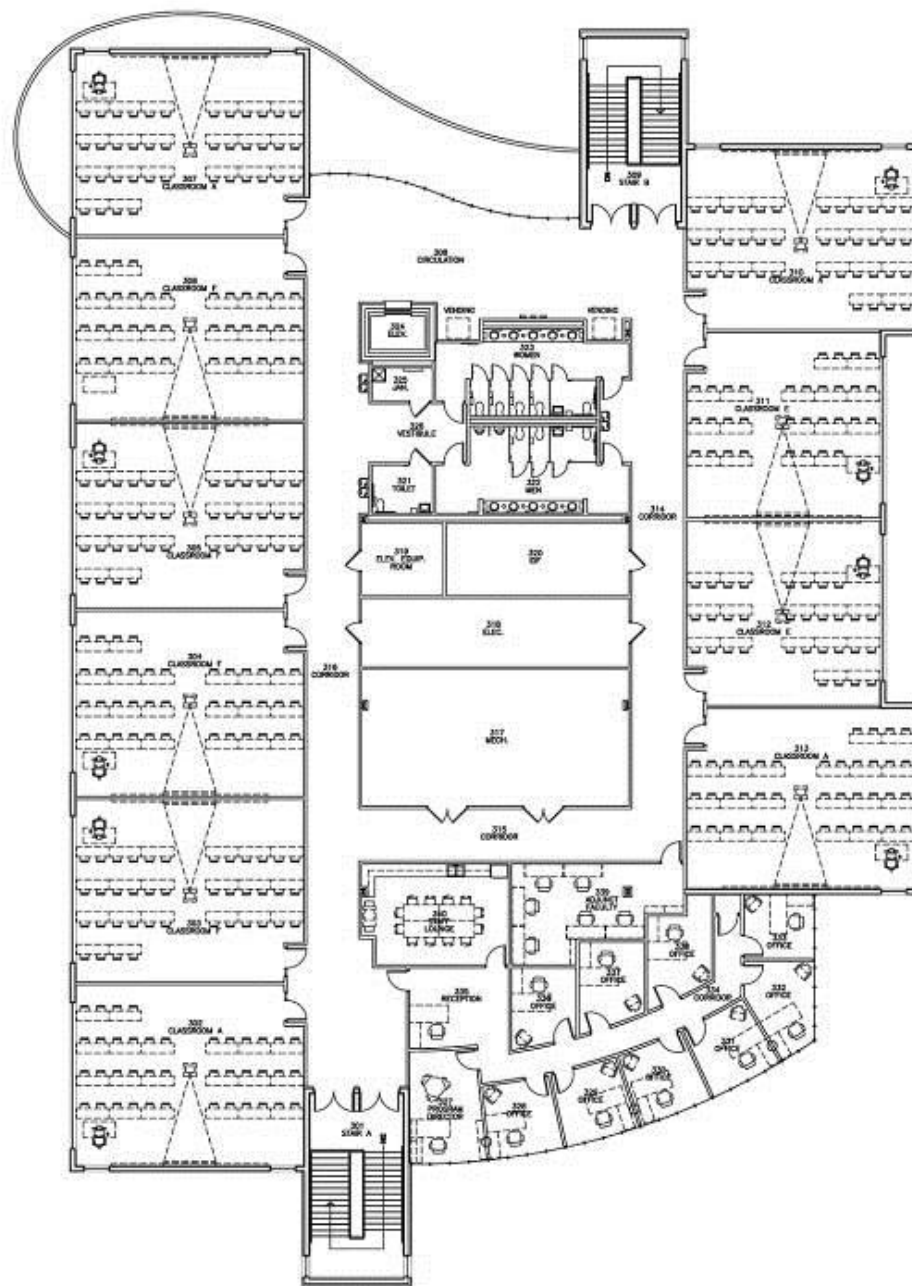
First Floor



Second Floor



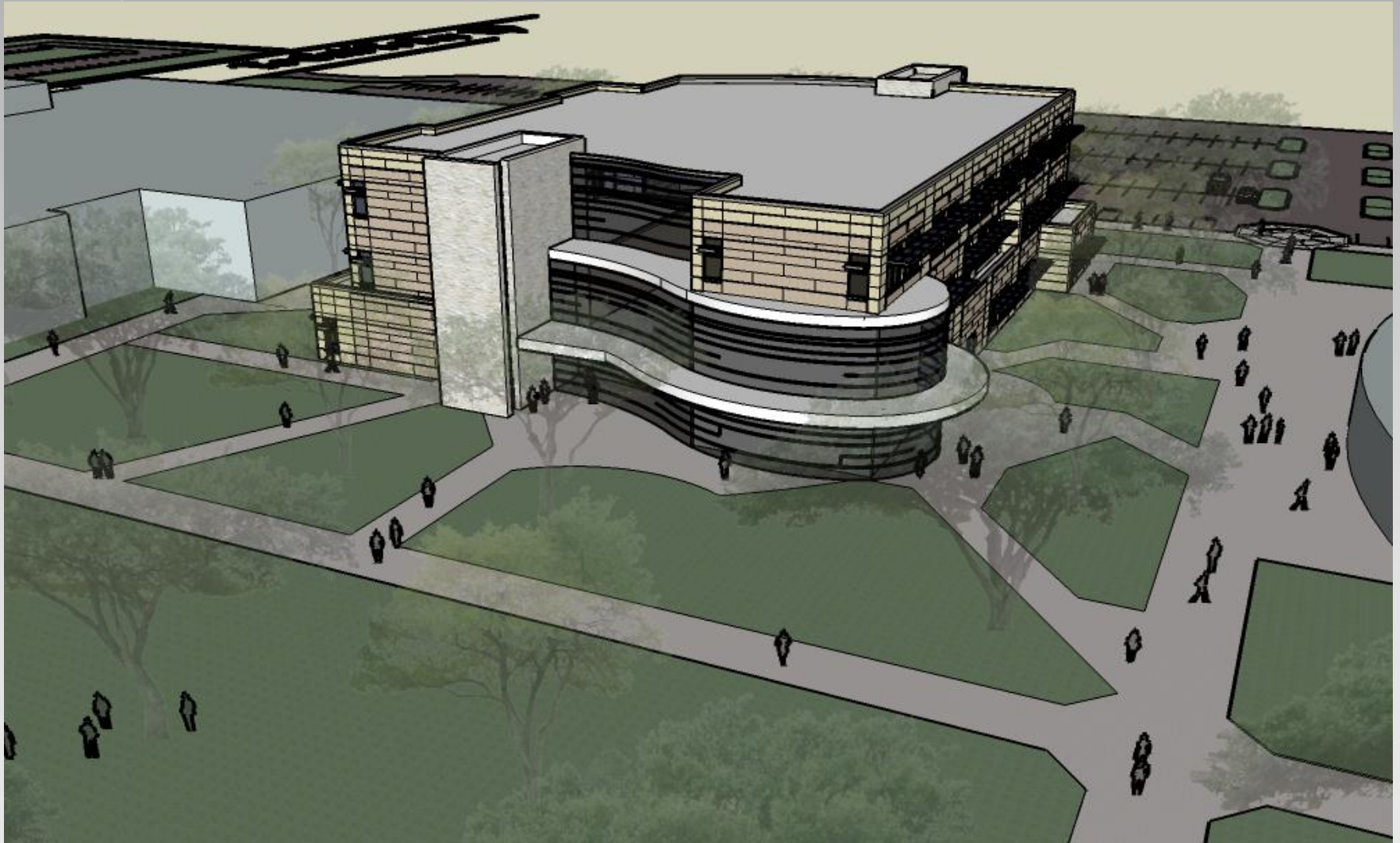
Third Floor

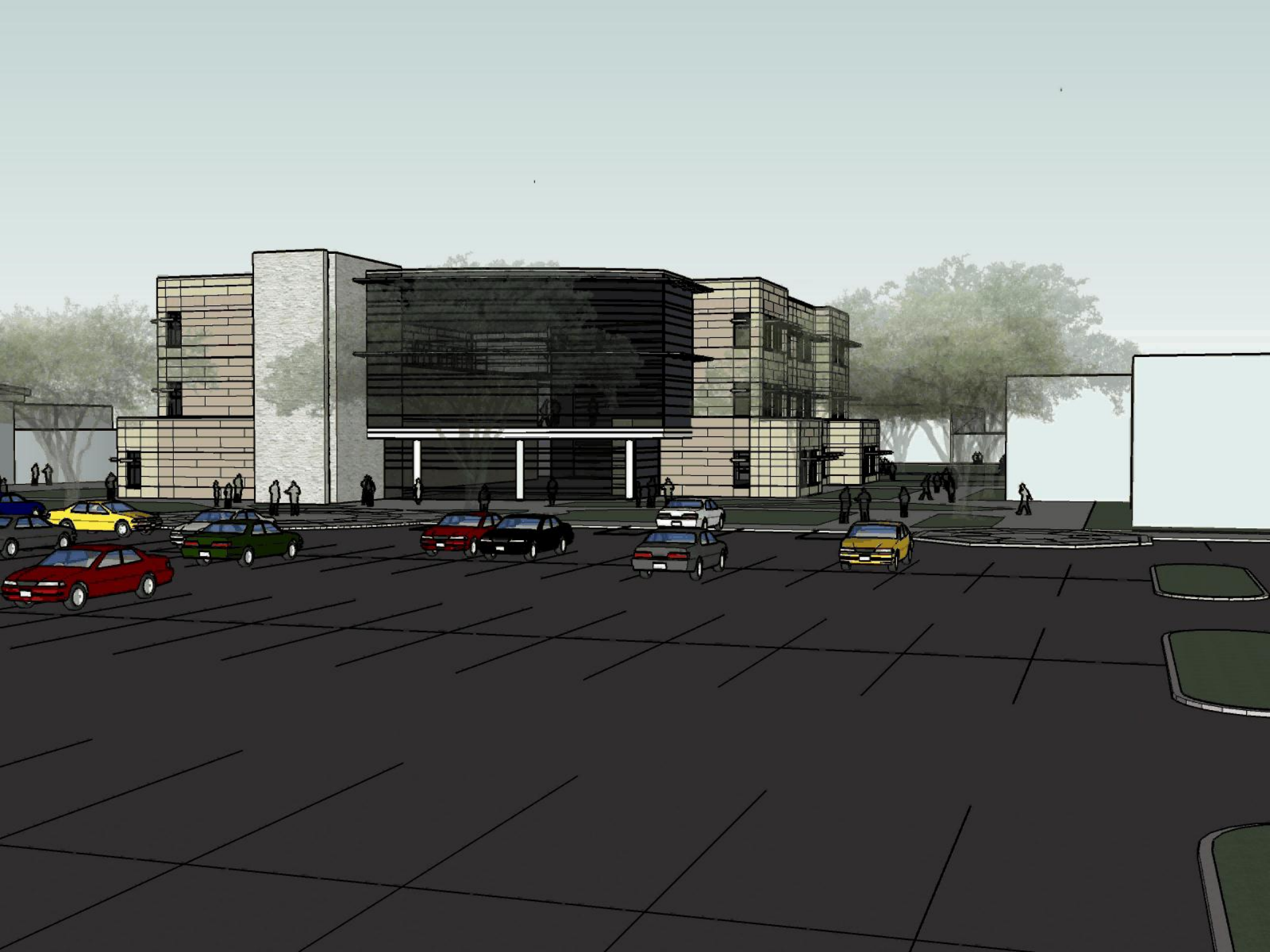


South View



North View From the Quad








Questions?

May 17, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Review of Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP), Project 151-G-11-15, Remodel 1st Floor Downtown Center, Phase I and Phase II

Biltmore Construction Company, as the Design/Build Contractor, in conjunction with Canerday, Belfsky & Arroyo, Architects and College staff, has completed the Schematic Design Documents (Phase I) for Project #151-G-11-15, Remodel Space, 1st Floor Downtown Center. This design is based on the Design Criteria Package that was developed by College staff, users and consultants. These documents represent the first step in the development of construction documents.

The **First Phase** of this project will consist of remodeling a portion of space previously occupied by the Florida International Museum on the ground floor of the main Downtown Center building. This will provide a larger and enhanced student intake and support area to accommodate growth at the Downtown Center. This space will include a larger admissions/registrar counter, a student self-serve and computer testing area and new office suite. The new office suite shall accommodate the Associate Provost, Academic and Financial Aid Advisors, Veterans Representative, Disabilities Resource Specialist, and student services support staff. This first phase is scheduled to begin construction at the end of this summer and be completed by December 2011.

The **Second Phase** of this project includes remodeling of the existing Registration and Admissions area on the ground floor to create a new student lounge and study area and a “Who-is-Next” kiosk in the main lobby. Additionally, this construction will provide a clear and visible path to the ground floor northwest stair that had been hidden from access and view by the existing Registration and Admissions area. Further, this larger area and staircase will assist in alleviating congestion in the main lobby.

The Preliminary Guaranteed Maximum Price (GMP) for this project is \$911,899 or \$118 per square foot of building space with a Total Project Budget of \$1,308,385. The funding sources for this project are Fund 1 Contingency and Public Education Outlay (PECO) funds. This GMP is subject to mandatory reviews for building codes, safety-to-life and the Americans with Disabilities Act (ADA), and further refinements through the value engineering process. The first

phase of this project is scheduled to be substantially complete by December 2011, and the second phase is scheduled to be substantially complete by April 2012.

The following reflects the anticipated funding sources and values based upon the current total project budget.

Public Education Capital Outlay (PECO) Funds	\$	20,000
Fund 10	\$	1,288,385
Total Project Budget:	\$	1,308,385

These Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price are presented today for your review and approval. The Schematic Design Documents have been reviewed by Yvonne Ulmer, Campus Executive Officer, Downtown Center and the User Advisory Committee.

Authorization is requested for the following:

- **To approve the Schematic Design Documents (Phase I);**
- **To approve the Preliminary GMP of \$911,899 and to proceed with the Construction Documents subject to further refinements of the terms, conditions, and bidding, and to issue all necessary purchase orders;**
- **To approve Biltmore Construction to procure any long lead items and to allow for construction to commence this summer.**

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Yvonne Ulmer, Campus Executive Officer, Downtown Center; Vito Diruggiero, Vice President, Biltmore Construction; and Leo Arroyo, Principal, Canerday, Belfsky and Arroyo Architecture, Inc. recommend approval.

mdc0509113

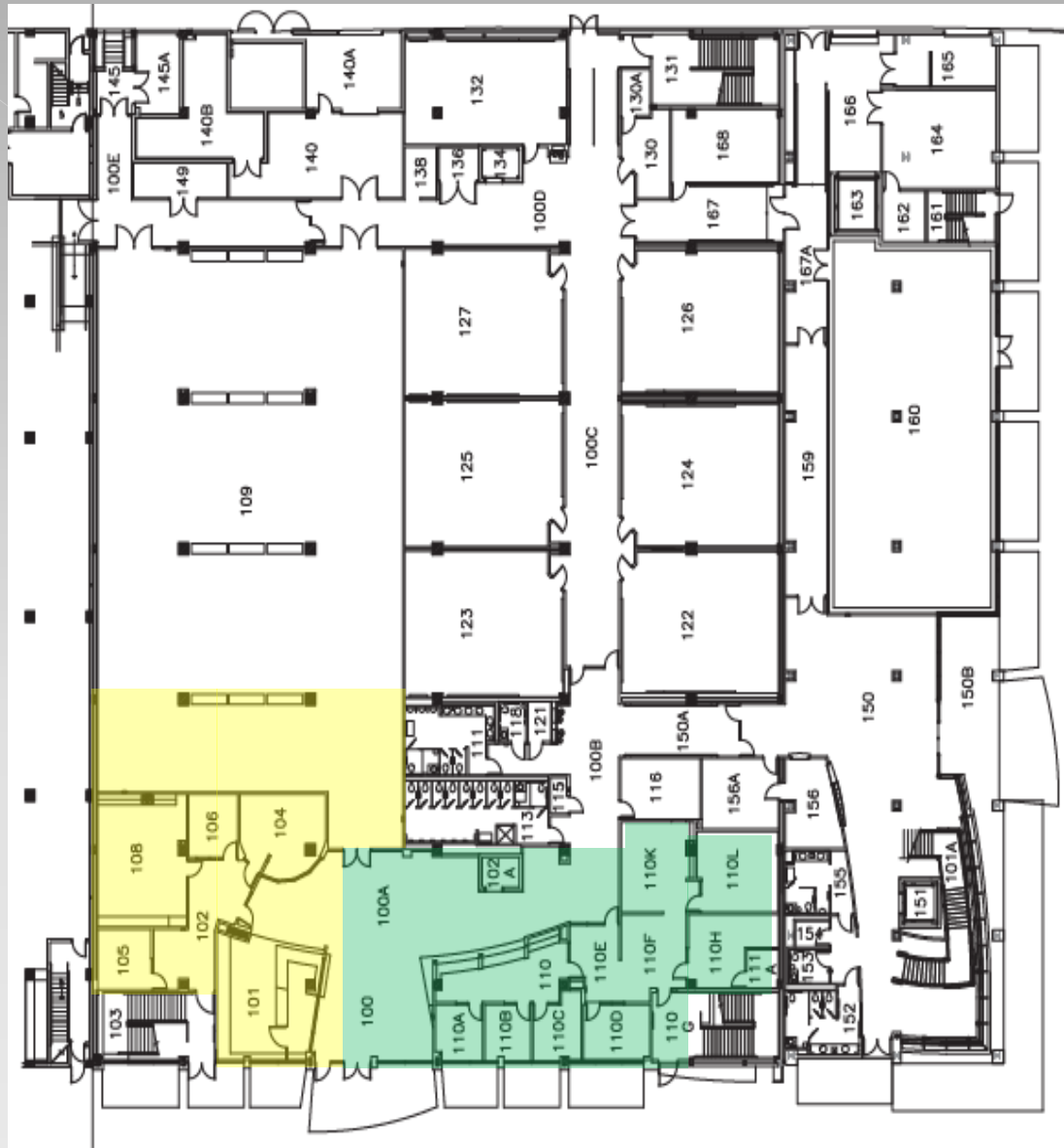
VII-E.2

Review of Schematic Design Documents
(Phase I) and Preliminary Guaranteed
Maximum Price (GMP), Project 151-G-11-15,
Remodel 1st Floor Downtown Center,
Phase I and Phase II

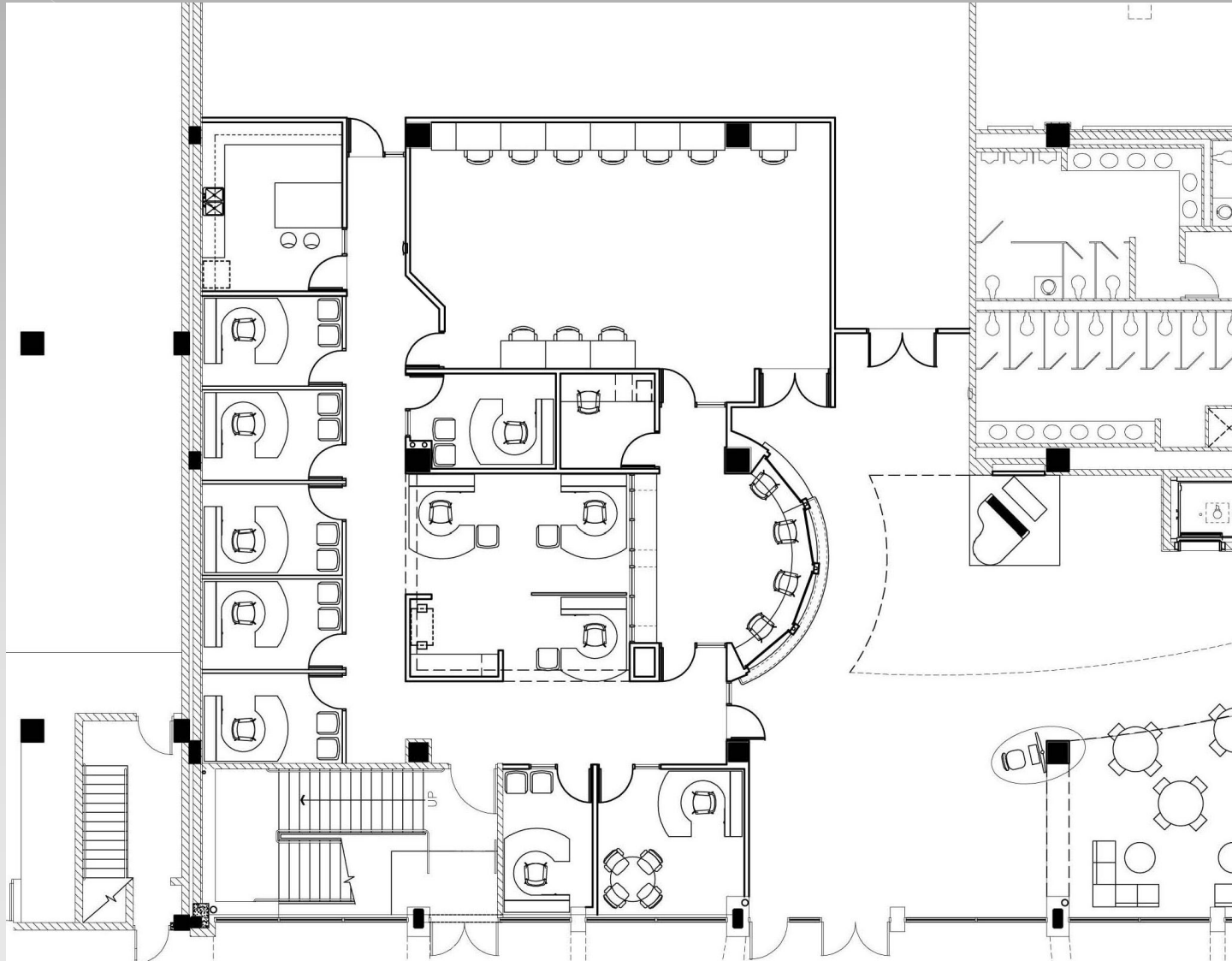
The Downtown Center



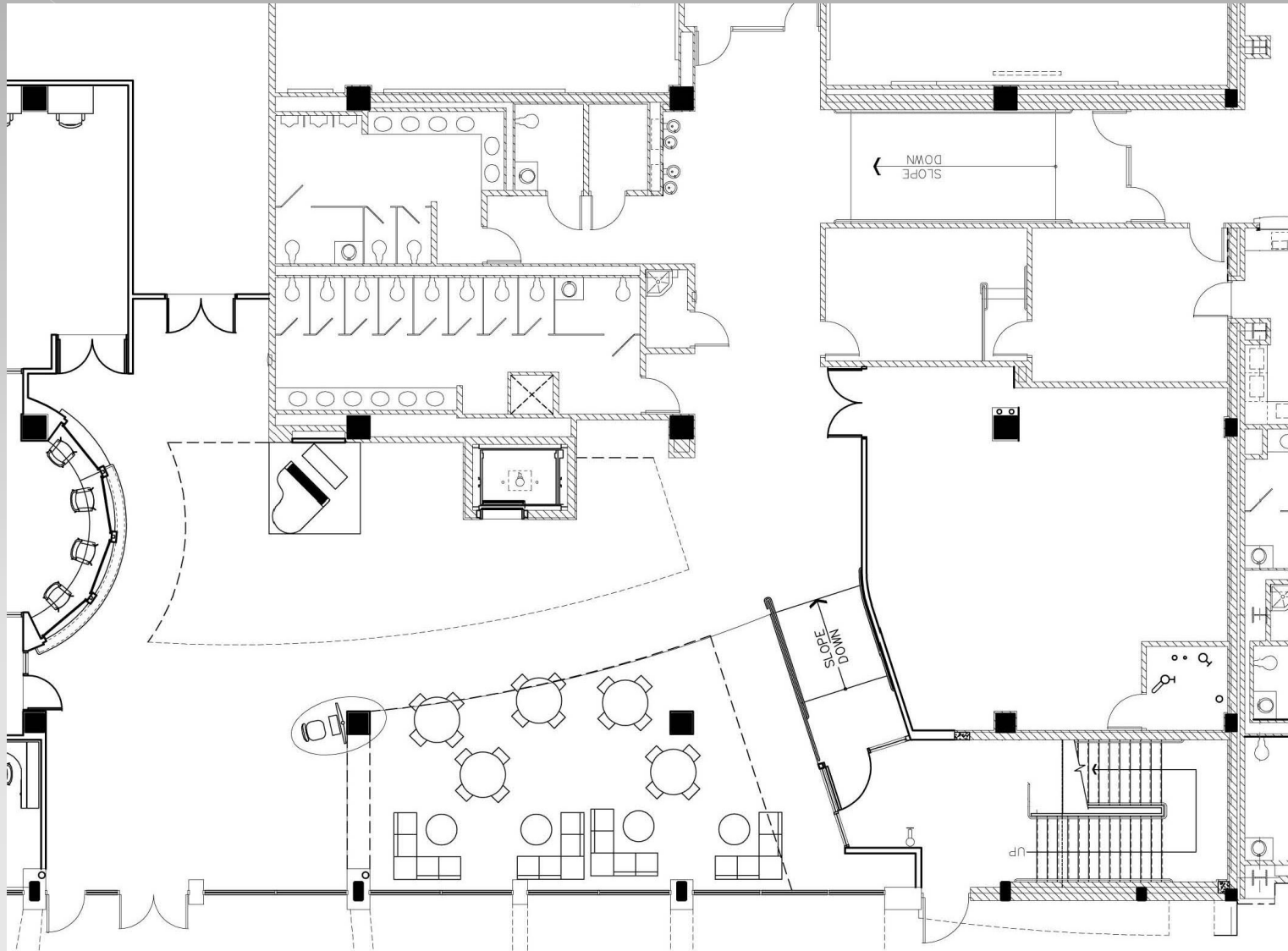
Current 1st Floor Layout



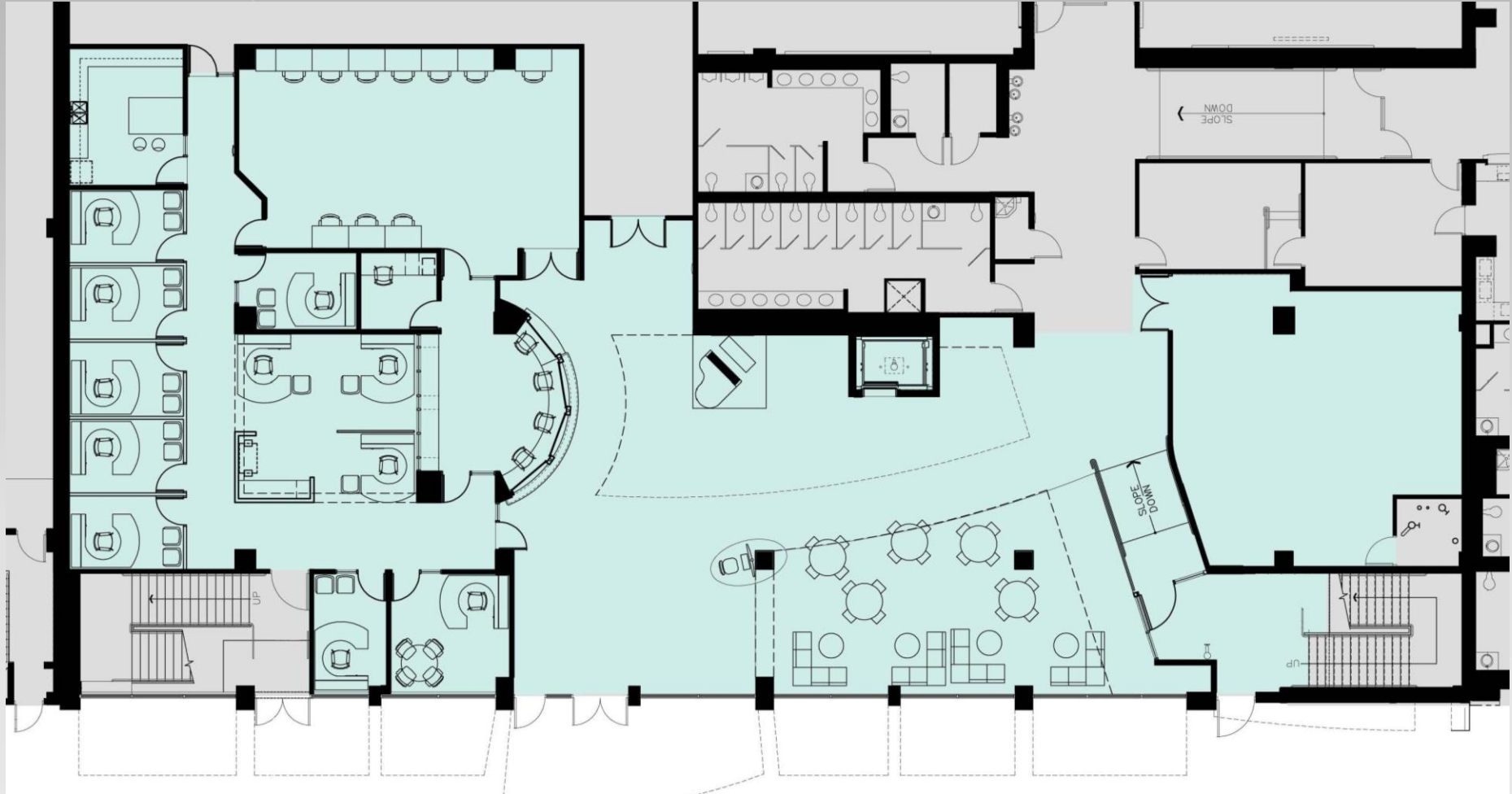
Phase I - Student Services and Intake



Phase II – Student Waiting/ Lounge Area



Final Project (including Phase I and II)






Questions?

May 17, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #4 to the Lease Agreement with the City of St. Petersburg Housing Authority for the Center of Achievement, Midtown Center, Site 16

On August 19, 2008, the Board approved continuing the Lease Agreement between St. Petersburg College and the City of St. Petersburg Housing Authority on a month-to-month basis. Currently, this approximately 10,262 square foot building is housing the College's Midtown Center. Except for modifications listed below, all other terms and conditions of the original lease agreement will remain unchanged.

Amendment #4 to the Lease Agreement provides for the following:

- The term will be for two years commencing on July 1, 2011 and continuing through June 30, 2013, with the option of consecutive one year renewals.
- The College and the Housing Authority may terminate the lease without penalty, with a 120-day written advance notice by either party following the expiration of both the initial two-year term and the first one-year renewal term of this Lease Amendment.
- The College shall pay to the Housing Authority \$5.75 per gross square foot of leased space for an annual amount of \$59,006.50 ($\$5.75 \times 10,262$) in monthly installments in the amount of \$4,917.21.
- Since St. Petersburg College is the sole tenant, there will be no Common Area Maintenance fees (CAM). St. Petersburg College will cover janitorial, security and landscaping and retention pond maintenance expenses. The Housing Authority will pay for all Capital Maintenance.
- The College will assume the expense of landscape and retention pond maintenance.

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

Prior to entering into or executing any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed

agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

Approval is sought to approve Amendment #4 to the Lease Agreement with the City of St. Petersburg Housing Authority for the Center of Achievement.

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

Attachment

mdc0510114



**AMENDMENT #4
CENTER FOR ACHIEVEMENT
LEASE AGREEMENT
St. Petersburg College**

This AMENDMENT #4 is made this _____ day of _____, 2011 by and between the Housing Authority of the City of St. Petersburg, a public body corporate and politic organized under the laws of the State of Florida, with its principal place of business located at 11479 Ulmerton Road, Largo, Florida 33778, hereinafter referred to as the “Landlord” and the Board of Trustees of St. Petersburg College, Florida, P.O. Box 13489, St. Petersburg, Florida 33733, hereinafter referred to as the “Tenant”.

WITNESSETH

WHEREAS, Landlord and Tenant did enter into a lease for Tenant’s use of a portion of the office building known as the Center for Achievement, Midtown, located at 1048 22nd Street South, St. Petersburg, Florida (the “Building”) on September 1, 2003 (the “Lease”) for a term of five (5) years at a rate of \$7.00 per square foot and Tenant paying a pro-rata share of Common Area Maintenance Expenses (“CAM Expenses”); and

WHEREAS, the Lease was amended by Addendum #1 dated February 10, 2004 which provided for an additional 1,425 square feet of lease space at \$7.00 per square foot; and

WHEREAS, the Lease was amended by Amendment #2 effective April 1, 2006 which provided (1) the entire Building, or 9,033 gross square feet, was included in the leased premises, at an annual rent of \$5.05 per gross square foot, or \$45,616.65 annually, payable in equal monthly installments of \$3,801.39; (2) Tenant assumed the obligation for the operation of building, (3) Landlord released Tenant from obligation to pay CAM Expenses; and (4) extended the lease until March 31, 2011; and

WHEREAS, the Lease was amended by Amendment #3 dated June 2, 2009 which extended the Lease on a month-to-month basis commencing on October 1, 2008 at a monthly rate of \$3,801.39 per month; and

WHEREAS, Landlord and Tenant desire to extend the Lease for a 2 year term beginning July 1, 2011 through June 30, 2013 with the option to renew for consecutive one year terms; and

WHEREAS, the Landlord and Tenant desire to provide both parties with the right to terminate the Lease after three years, more specifically, Landlord or Tenant may terminate the Lease with proper written notice after the expiration of both the initial 2 year term AND the first one (1) year renewal term, provided however, the terminating party must provide the other party 120 days written notice of its intention to terminate the Lease; and

WHEREAS, Landlord and Tenant desire to revise the square footage of the leased premises to 10,262 total square footage as determined by the Tenant's Appraiser; and

WHEREAS, Landlord and Tenant have agreed to an annual rent of \$5.75 per gross square foot, or \$59,006 annually, payable in monthly installments of \$4917.21; and

WHEREAS, Landlord and Tenant have agreed that Tenant will continue to assume the operational costs of the buildings and Landlord will continue to assume the responsibility for all capital maintenance; and

WHEREAS, Landlord and Tenant have agreed Tenant will assume the cost of the landscaping services for the site;

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, and intending to be legally bound hereby, Landlord and Tenant agree as follows:

1. TERM. The Term of the Lease, including Addendum #1, Amendment #2, and Amendment #3, shall be a period of Two (2) years commencing July 1, 2011 and continuing through June 30, 2013.
2. RENEWAL. The Lease Agreement may be extended for additional one (1) consecutive year terms at the expiration of the Term upon mutual agreement of the parties in writing before the end of the Term.
3. NOTICE OF TERMINATION. The Lease may be terminated by either party upon the giving of written notice after three years have expired; more specifically, the Tenant and Landlord reserves the right to terminate the Lease following the expiration of both the initial 2 year term AND the first one (1) year renewal term of this Lease, provided however, the terminating party must provide the other party 120 days written notice of its intention to terminate the Lease.
4. RENT. Tenant agrees to pay the annual rent of \$5.75 per square foot of the Building ("Rent"). The annual rent is \$59,006.50 based upon 10,262 square feet and is payable in equal monthly installments of \$4917.21 under the same terms and conditions as described in Paragraph 3, Rent, of the Lease Agreement.
5. CAPITAL MAINTENANCE. Tenant shall continue to assume the obligations for the operation of the Building, except that Landlord shall continue to provide property insurance coverage, and provide for major capital maintenance.
6. CAPITAL AREA MAINTENANCE. Tenant assumes the responsibility for the landscaping services and retention pond maintenance of the site and Landlord continues to assume all other capital area maintenance.
7. Unless expressly revised by the terms of this Amendment #4 all other terms and conditions of the Lease shall remain in full force and effect.

IN WITNESS WHEREOF, Landlord and Tenant have executed this **Amendment #4** as of the date and year written herein above.

TENANT:

Board of Trustees of St. Petersburg College

Witnesses as to the Tenant:

Date: _____

By: _____

Name: _____

LANDLORD:

The Housing Authority of the City of St. Petersburg, Florida

Witnesses as to the Landlord:

Date: _____

By: _____

Darrell Irions
Chief Executive Officer

May 17, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #9 to the Educational Plant Survey dated June 19, 2007 (Spot Survey #9), Site Acquisition, Midtown Center, Site 16

In order to accommodate current needs and long-term growth at the Midtown Center and to provide adequate academic and student support spaces, the College has a need to acquire property for a permanent facility. This Amendment will provide for the acquisition of property in St. Petersburg in the Midtown Corridor, Site 16.

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.

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

Site 16: Site Acquisition, Midtown Center

16.01 Acquire property located at the southeast corner of 22nd Street South and 13th Avenue South, St. Petersburg, Florida, consisting of approximately 3.7 acres, in accordance with Section 1013.14, Florida Statutes, and Section 1.4 State Requirements for Educational Facilities, 2008, and as amended in 2009.

Approval is sought for Amendment #9 (Spot Survey #9) to the Educational Plant Survey dated June 19, 2007.

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

Attachment

mdc0509113

EDUCATIONAL PLANT SURVEY dated June 19, 2007
St. Petersburg College
May 17, 2011

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:

Site 16: Site Acquisition, Midtown Center

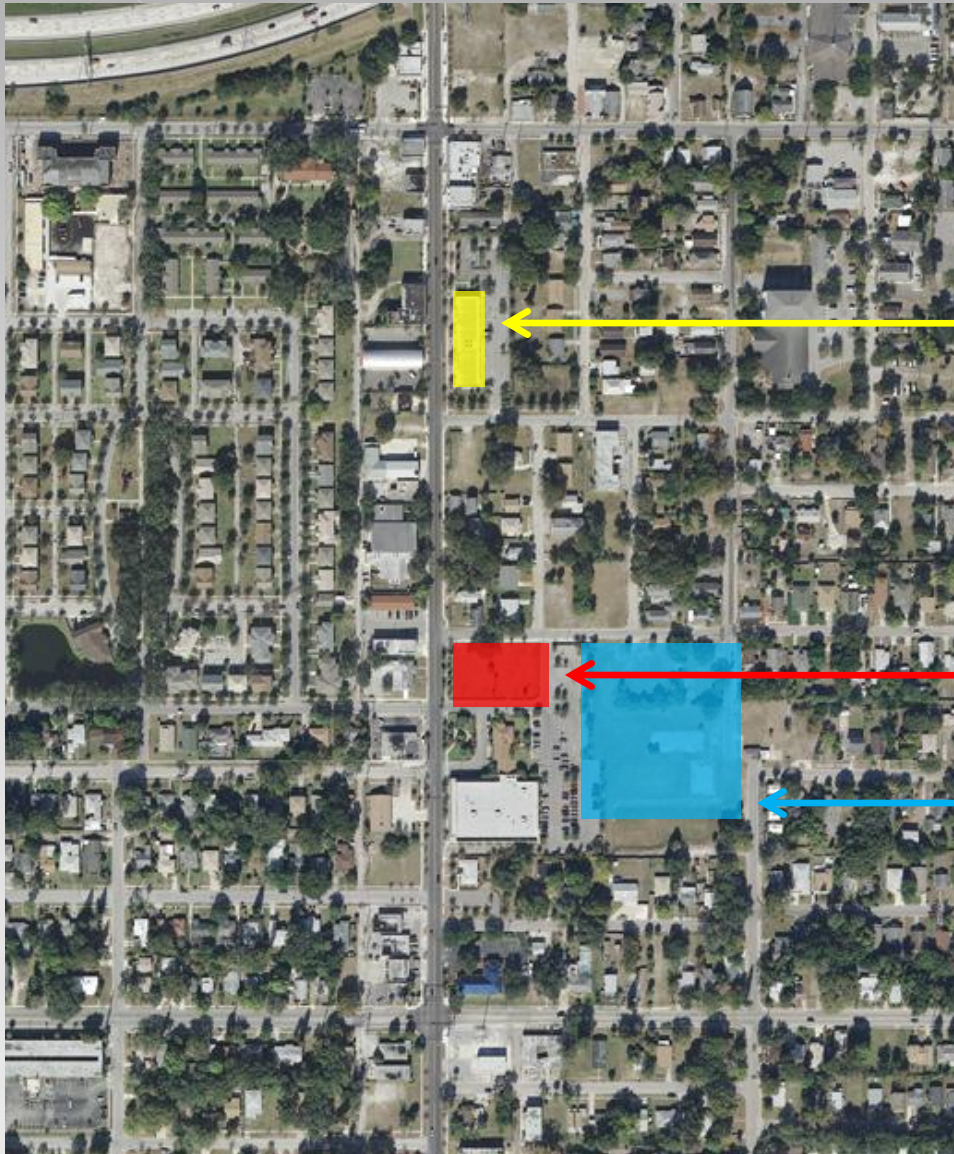
- 16.1 Acquire property located at the southeast corner of 22nd Street South and 13th Avenue South, St. Petersburg, Florida, consisting of approximately 3.7 acres, in accordance with Section 1013.14, Florida Statutes, and Section 1.4 State Requirements for Educational Facilities, 2008, and as amended in 2009.

Approved by the Board of Trustees of St. Petersburg College on May 17, 2011.

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

Midtown Expansion Option

Midtown Center



Existing Midtown Center
10,000 sf, Leased Facility

Proposed Permanent
Facility – 3 story, 45,000
sf, 728 Student Stations
on approx. 3.7 acre site

Proposed Parking Area,
287 parking spaces




Questions?

May 17, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #10 to the Educational Plant Survey dated June 19, 2007, (Spot Survey #10) Construct New Student Support Services and Classroom Building, and Related Site Work, Midtown Center, Site 16

In order to accommodate current needs and long-term growth at the Midtown Center, the College desires a permanent facility. This Amendment will modify our Educational Plant Survey to allow us to Construct a Student Support Services and Classroom Building, Midtown Center, Site 16, approximately 45,000 gross square feet.

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.

This Amendment adds the following items to the Educational Plant Survey:

Site 16: Construct New Student Support Services and Classroom Building, Midtown Center, total of approximately 45,000 gross square feet

- 16.02 Develop undeveloped portion of existing site to make it usable;
- 16.03 Construct roadways and parking;
- 16.04 Construct lighting;
- 16.05 Construct chilled water system for entire site, including controls;
- 16.06 Construct electrical distribution for entire;
- 16.07 Construct storm sewer system for entire site;
- 16.08 Construct sanitary sewer system for entire site;
- 16.09 Construct security and emergency systems for entire site;
- 16.10 Construct sidewalks on entire site;
- 16.11 Construct irrigation system for entire site;
- 16.12 Construct landscaping on entire site;
- 16.13 Construct site identification and signage for entire site;
- 16.14 Construct classroom facilities and service areas; use codes 110, 115, 120, 125;
- 16.15 Construct laboratory suites and service areas; use codes 210, 215, 220, 225, 250, 255;
- 16.16 Construct office facilities and service areas; use codes 300, 310, 315, 350, 355;

- 16.17 Construct student service facilities and service areas; use codes 630, 635, 650, 660, 665, 680, 685; and
- 16.18 Construct custodial and sanitation facilities and service areas; use codes 10, 20, and 30.

Approval is sought for Amendment #10 (Spot Survey #10) to the Educational Plant Survey dated June 19, 2007.

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

Attachment

mdc0509113

AMENDMENT #10 (Spot Survey #10)
EDUCATIONAL PLANT SURVEY dated June 19, 2007
St. Petersburg College
May 17, 2011

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The following new recommendation is made.

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

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- 16.03 Construct roadways and parking;
- 16.04 Construct lighting;
- 16.05 Construct chilled water system for entire site, including controls;
- 16.06 Construct electrical distribution for entire;
- 16.07 Construct storm sewer system for entire site;
- 16.08 Construct sanitary sewer system for entire site;
- 16.09 Construct security and emergency systems for entire site;
- 16.10 Construct sidewalks on entire site;
- 16.11 Construct irrigation system for entire site;
- 16.12 Construct landscaping on entire site;
- 16.13 Construct site identification and signage for entire site;
- 16.14 Construct classroom facilities and service areas; use codes 110, 115, 120, 125;
- 16.15 Construct laboratory suites and service areas; use codes 210, 215, 220, 225, 250, 255;
- 16.16 Construct office facilities and service areas; use codes 300, 310, 315, 350, 355;
- 16.17 Construct student service facilities and service areas; use codes 630, 635, 650, 660, 665, 680, 685; and
- 16.18 Construct custodial and sanitation facilities and service areas; use codes 10, 20, and 30.

Approved by the Board of Trustees of St. Petersburg College on May 17, 2011.

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

May 17, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., Presiden *wdl*

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted			
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Effect. Date	Name	Department/Location	Title
4/4/2011	Benard,Jane E.	Academic Effective & Assessmt	Follow-up & Reports Specialist
4/16/2011	Clark,Donathon S	Landscape Services AC	Landscaper
4/4/2011	Hansen,Tiffany M	Enrollment Management DO	Generalist, MAP
4/23/2011	Klement,David E	Institute of Strategic Policy Solutions	Exec. Dir.,Inst. Strat.Pol.Sol
4/16/2011	Pizanias,John M	Landscape Services SPG	Landscaper
4/16/2011	Sciarrabba,Anthony A.	Facilities Plan & Inst Svcs	Mail & Receiving Technician
4/18/2011	Young,Margaret A	Marketing & Public Information	Staff Assistant

HIRE Temporary/Supplemental			
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Effect. Date	Name	Department/Location	Title
4/27/2011	Carlson,Patricia E	SPC-Downtown	OPS Career Level 4
4/18/2011	Coman,Rose M.	Interpreter Training CL	OPS Career Level 5
4/21/2011	David,Amanda M	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
4/25/2011	Dougherty,Rachael M	District Library DO	OPS Career Level 4
4/16/2011	Doulgeris,James John	Students Activities TS	OPS Career Level 5
4/25/2011	Duffy,Julie E	Landscape Services HEC	OPS Career Level 1
4/16/2011	Fryer,Jamie L	Enrollment Management DO	OPS Career Level 7
4/28/2011	Last,Hillary Carmen	Interpreter Training CL	General Service/Maint. (unskil
4/16/2011	Mattocks,Rachael Sue	Natural Science SPG	Student Assistant
4/21/2011	Mcgrath,Kara M	Provost SE	OPS Career Level 6
4/11/2011	Moore,Sandra L	Student Activities HC	OPS Career Level 4
4/16/2011	Navarro,Rafael	Allstate Center Provost	Instructor- Temporary Non-Cred
4/20/2011	Omoto,Susan J	Leepa/Rattner Museum - DO	OPS Career Level 5
4/18/2011	Palmer,Jennifer G	Counseling & Advisement SPG	Counselor- Temporary

5/2/2011	Perez Wilkins,Laarni E	Associate Provost SP	OPS Career Level 2
4/16/2011	Sengamphone,Naly	Enrollment Management DO	OPS Career Level 7
4/18/2011	Talley,Saunya R	Counseling & Advisement SPG	Counselor- Temporary
4/16/2011	Urbano,Elizabeth	Associate Provost CL	Student Assistant
4/13/2011	Van Gaalen,Joseph F	Natural Science SE	Instructor - Temporary Credit
4/11/2011	Warner,Joan E	Health Information Mgmt HC	Lump sum -Spec.Proj.
4/20/2011	White,Kristen L	Veterinary Technology HC	Instructor - Temporary Credit

TRANSFER/PROMOTION Budgeted

Effect. Date	Name	Department/Location	Title
3/21/2011	Paschall,Janine P.	BA Programs/UPC	Acting Coord.,Academic Curr. Suppt
4/4/2011	Cyr,Kathryn M.	Accounting Services	Fiscal and Business Analyst

FOREIGN TRAVEL

Effect. Date	Name	Department/Location	Title
5/3-5/6/11	Brock, James	Provost AC	Campus Executive Officer
	Collier, Terry	Provost AC	Coordinator, Special Projects

Travel to Panama City, Panama to continue collaboration on academic offerings with University of South Florida Academic Staff, with the intent to establish an international relationship with the Republic of Panama and provide law enforcement educational opportunities in the International City of Knowledge.


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

emg0504112

May 17, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Financial Reports for FY10-11 April 1- April 30, 2011

Attached for information are the financial reports for FY10-11 April 1- April 30 time period.

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

yvm0509111

ST. PETERSBURG COLLEGE
FY2010-2011 FUND 10 AND 12 BUDGET TO ACTUAL REPORTING: July 1 - April 30

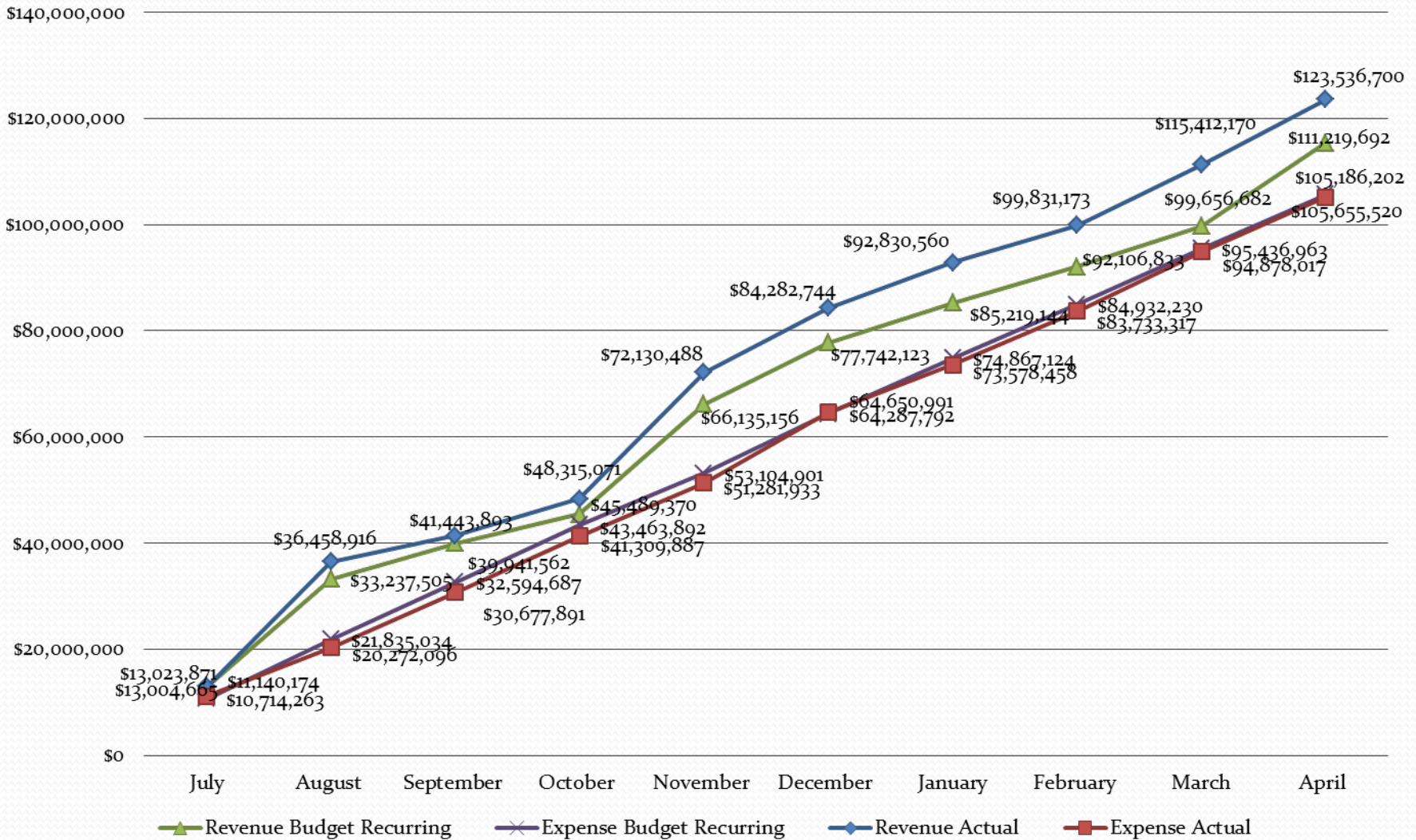
Revenue	FY09-10 Budget	FY09-10 YTD Actual	% To Budget	FY10-11 Budget	FY10-11 YTD Actual	% of YTD Budgeted Revenue	Year to Date %	\$ YOY Variance	% YOY Variance	Variance Explanation
Revenue										
Student Tuition & Out-of-State Fees	\$ 44,157,443	\$ 48,809,818	110.5%	\$ 55,235,961	\$ 57,007,572	103.2%		\$ 8,197,754	17%	increase due to tuition increase and enrollment growth
State Appropriation - CCPF	\$ 53,300,274	\$ 45,630,315	85.6%	\$ 55,674,039	\$ 46,488,391	83.5%		\$ 858,076	2%	
Federal Stabilization Funds	\$ 5,097,571	\$ 5,097,571	100.0%	\$ 5,180,294	\$ 5,180,294	100.0%		\$ 82,723	2%	
State Appropriation - Lottery	\$ 6,777,857	\$ 3,565,391	52.6%	\$ 7,279,093	\$ 4,367,457	60.0%		\$ 802,066	22%	Three lottery payments received. State determines how much received in each payment.
Operating Cost for New Facilities	\$ 315,104	\$ -	0.0%	\$ 78,354	\$ -	0.0%		\$ -	0%	
Distance Learning Fee	\$ 2,180,968	\$ 3,139,935	144.0%	\$ 3,026,400	\$ 3,115,782	103.0%		\$ (24,152)	-1%	
Technology Fee	\$ 1,952,264	\$ 2,383,421	122.1%	\$ 2,475,440	\$ 2,773,120	112.0%		\$ 389,699	16%	increase due to tuition increase and enrollment growth
Other Revenues	\$ 4,351,831	\$ 3,196,695	73.5%	\$ 3,911,923	\$ 3,127,610	80.0%		\$ (69,086)	-2%	
Other Student Fees	\$ 1,801,634	\$ 1,282,263	71.2%	\$ 1,821,439	\$ 1,444,579	79.3%		\$ 162,316	13%	Primarily due to increased application and testing fee revenues
Fund Transfers In	\$ 1,029,753	\$ 773,010	75.1%	\$ 2,344,940	\$ 31,895	1.4%		\$ (741,115)	-96%	timing difference of transfer in from other funds
Revenue Stabilization Reserve	\$ 2,150,500	\$ -	0.0%	\$ 3,150,500	\$ -	0.0%		\$ -	0%	
Total Revenues - Fund 10 and 12	\$ 123,115,199	\$ 113,878,418	92.5%	\$ 140,178,383	\$ 123,536,700	88.1%	86%	\$ 9,658,282	8%	
Operating Costs										
Personnel & Benefits										
Instructional	\$ 33,021,800	\$ 27,762,936	84.1%	\$ 37,533,133	\$ 30,507,753	81.3%		\$ 2,744,817	10%	
Administrative	\$ 16,001,726	\$ 15,095,006	94.3%	\$ 17,907,721	\$ 16,533,960	92.3%		\$ 1,438,954	10%	
Career (Non-Instructional)	\$ 19,736,243	\$ 16,005,210	81.1%	\$ 21,832,241	\$ 16,797,483	76.9%		\$ 792,274	5%	
OPS and Overtime	\$ 1,656,228	\$ 1,467,583	88.6%	\$ 1,925,498	\$ 1,681,734	87.3%		\$ 214,151	15%	increase primarily due to additional hours needed to support enrollment growth and 4.5% pay increase
Student Assistants	\$ 500,000	\$ 272,156	54.4%	\$ 500,000	\$ 333,939	66.8%		\$ 61,783	23%	Timing difference of journal entry that transfers student federal work study expense out of the operating budget
Personnel Benefits	\$ 21,969,320	\$ 17,421,358	79.3%	\$ 23,073,659	\$ 19,048,370	82.6%		\$ 1,627,012	9%	
Total Personnel & Benefits	\$ 92,885,317	\$ 78,024,249	84.0%	\$ 102,772,253	\$ 84,903,240	82.6%	82%	\$ 6,878,991	9%	
Current Expense										
Travel	\$ 515,721	\$ 281,503	54.6%	\$ 472,606	\$ 517,726	109.5%		\$ 236,223	84%	increase due to additional travel and professional development opportunities
Repairs & Maintenance	\$ 960,477	\$ 990,553	103.1%	\$ 948,643	\$ 811,631	85.6%		\$ (178,922)	-18%	decrease primarily due to lower service contract costs
Rentals/Leases	\$ 209,071	\$ 161,744	77.4%	\$ 397,153	\$ 294,657	74.2%		\$ 132,913	82%	increase primarily due to new leased equipment for Marketing & Communications
Insurance (Non-Health)	\$ 2,028,175	\$ 1,902,637	93.8%	\$ 2,025,147	\$ 1,778,565	87.8%		\$ (124,072)	-7%	
Utilities	\$ 6,000,000	\$ 4,686,245	78.1%	\$ 6,401,500	\$ 4,569,032	71.4%		\$ (117,213)	-3%	
Services and Fees	\$ 3,517,797	\$ 2,503,289	71.2%	\$ 4,066,634	\$ 2,719,954	66.9%		\$ 216,664	9%	
Scholarships/Fee Waivers	\$ 497,730	\$ 702,999	141.2%	\$ 1,110,895	\$ 549,276	49.4%		\$ (153,723)	-22%	decrease is due to a timing difference in the processing of journal entries
Materials and Supplies	\$ 5,414,467	\$ 3,319,231	61.3%	\$ 5,595,954	\$ 4,427,627	79.1%		\$ 1,108,396	33%	increase primarily due to increased educational materials & supplies associated with enrollment growth
Tech Expense/Licensing	\$ 1,755,000	\$ 1,024,553	58.4%	\$ 1,956,061	\$ 1,061,652	54.3%		\$ 37,099	4%	
Other Current Expense	\$ 5,591,182	\$ 729,273	13.0%	\$ 6,767,625	\$ 572,885	8.5%		\$ (156,388)	-21%	decrease due to a transfer to the unexpended plant fund last year for the resurfacing of the driving pad at Allstate that did not occur this year
Total Current Expense	\$ 26,489,620	\$ 16,302,028	61.5%	\$ 29,742,218	\$ 17,303,004	58.2%	59%	\$ 1,000,977	6%	
Capital Spending										
Computer Refresh Leases	\$ 1,778,959	\$ 1,101,149	61.9%	\$ 2,126,836	\$ 1,447,384	68.1%		\$ 346,235	31%	increase due to continuing expansion of computer refresh program
Capital Purchases- Non-Recurring	\$ 1,932,522	\$ 402,746	20.8%	\$ 1,024,978	\$ 1,532,574	149.5%		\$ 1,129,828	281%	increase primarily due to a strategic change that has enabled the more proactive purchase of capital items needed to support enrollment, as well as unanticipated property acquisition
Debt Service - Construction Obligations	\$ -	\$ -	0.0%	\$ 4,500,000	\$ -	0.0%		\$ -	0%	
Total Capital Spending	\$ 3,711,481	\$ 1,503,896	40.5%	\$ 7,651,814	\$ 2,979,958	38.9%	15%	\$ 1,476,063	98%	
Total Operating Costs - Fund 10 and 12	\$ 123,086,418	\$ 95,830,173	77.9%	\$ 140,166,285	\$ 105,186,203	75.0%	74%	\$ 9,356,030	10%	
Total Remaining Funds (Surplus/Deficit)	\$ 28,781	\$ 18,048,245		\$ 12,098	\$ 18,350,497			\$ 302,252	2%	



Board of Trustees Financial Report

May 2011

FY10-11 Monthly Revenue and Expense Recurring Version To Date



St. Petersburg College

Year-To-Date Statement of Revenue and Expenses

Fund 10 and 12

FY10-11 March and April

	FY10-11 Prior Month Actual (at time of BOT Mtg)	FY10-11 Current Month Actual	Variance	% Variance
Revenues				
State Government	\$44,768,025	\$50,855,846	\$6,087,821	13.60%
Stimulus Funds	\$5,180,294	\$5,180,294	\$0	0.00%
Student Fees	\$58,408,280	\$64,341,053	\$5,932,773	10.16%
Other Revenue	\$2,837,388	\$3,127,612	\$290,224	10.23%
Fund Transfers In	\$25,705	\$31,895	\$6,190	24.08%
Total Revenues	\$111,219,692	\$123,536,700	\$12,317,008	11.07%
Expenses				
Personnel and Benefits	\$76,273,251	\$84,903,240	\$8,629,989	11.31%
Current Expenses	\$17,251,621	\$18,750,387	\$1,498,766	8.69%
Capital	\$1,353,145	\$1,532,575	\$179,430	13.26%
Total Expenses	\$94,878,017	\$105,186,202	\$10,308,185	10.86%
Total Revenues Over Expenses	\$16,341,675	\$18,350,498	\$2,008,823	12.29%

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

College Operating Budget

Approval is sought for the College's Operating Budget for Fiscal Year 2011-2012.

Fund 1 Operating Budget - The College's Operating Budget is based on the 2011-2012 General Appropriations Act (House Bill 5001). It includes, for lower division, an anticipated 3% tuition increase for student fees in the Fall and an additional 3% tuition increase in the Spring. For Upper Division, it includes an anticipated 8% tuition rate increase for in-state students. Out of State student fees will include an 8% tuition rate increase. Other student fees tied to tuition for out of state fees include a 3% increase in the Fall and an additional 3% increase in the Spring.

Pursuant to state rule 6A-14.0716, the College must prepare and submit a budget for the current unrestricted fund to the Chancellor as designee of the Commissioner of Education by June 30, 2011. In accordance with Florida statutes (1011.30), this operating budget must be approved by the College's Board of Trustees prior to the submission to the Department of Education (DOE).

The FY2011-2012 Department of Education Operating Budget Form Submission will be included in the June 2011 Board Meeting Agenda for information purposes.

Any future revisions to this operating budget must be presented to and approved by the Board.

FY2011-2012 Student Activities Budget - The FY2011-2012 Collegewide Student Activities Budget is \$5.2M. This budget is reviewed and approved by the President. After the new fiscal year, student budget presentations will be included in BOT meetings.

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

jje051111

ST. PETERSBURG COLLEGE 2011-12 BUDGET: INVESTING IN SUCCESS



St. Petersburg College
SPC

SPC BOARD OF TRUSTEES
MAY 17, 2011

The 2011-12 budget represents the work of the entire college, based on the president's 7/24 Strategic Plan; the priorities established during the Board of Trustees strategic session on Jan. 18; and the college leadership's initiative recommendations presented at the budget development session on Feb. 22.

All items in this budget evolved from that broad input. A real time record of the Board session is available at www.spcollege.edu/central/news/boardoftrustees.htm.

The following priorities emerged throughout the budget process:

- Out-of-Class Support
 - The College Experience
 - Mission Focus
 - Community and K-12 Support
 - Technology Enhancements
 - Facilities, Maintenance and Repair
 - Employee Development and Support

Details of every proposal from the college leadership's Budget Development workshop, including those that weren't funded this year, remain available at oncollegesupport.spcollege.edu. Go to the College Administration section and look for the Budget Development area. Complete video coverage of that session is available at www.spcollege.edu/budgetworkshop.

Highlights of each priority are detailed below.

Priority 1: Out-of-Class Support: \$775,287

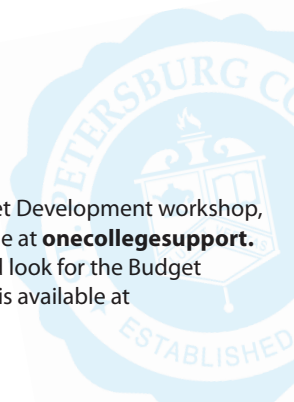
The following represent efforts to improve student service, tutoring, library programs and lab assistance to help students finish what they start.

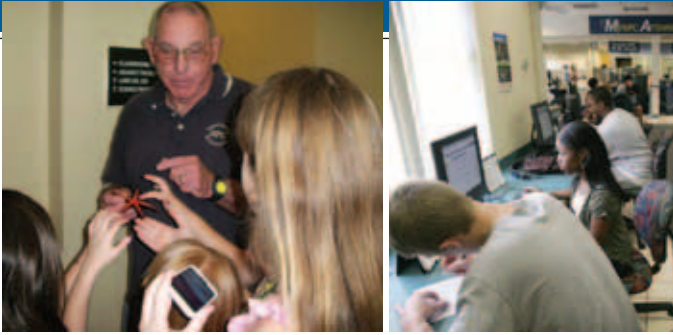
- Instructional Assistants for tutoring in Learning Support Commons at St Petersburg/Gibbs, Tarpon Springs, Downtown/Midtown, Seminole (\$339,811)
- Associate provost for Downtown and Midtown (\$114,463)
 - Coordinate student/academic programs
- Lab and technical support, ranging from part-time student assistants to full-time positions (\$170,631)
 - Science lab technician/tutor (TS)
 - Microbiology/Anatomy & Physiology lab assistant (SPG)
 - Natural Sciences lab support (DT, MT, SE)
 - Photographic Technology lab assistant (CL)
 - Digital Arts lab assistant (CL)
 - Visual Arts lab assistant (CL)
 - Technical support specialist for the Music Industry/Recording Arts (MIRA) program (SPG)
- Support for the new bachelor's degree in Biology (\$46,930)
 - Add an instructional assistant and student workers to support the program (CL)
- Staff assistants to support academic programs (\$76,148)
 - One staff assistant to support campus academic chairs (SE)
 - Academic staff assistant for the College of Policy and Legal Studies (CL)
- Staff assistant for bachelor's degree programs, convert temporary to full-time (collegewide) (\$16,230)
- Academic services in the library (\$11,074)
 - Convert one temporary Library technician position to budgeted (TS)

Priority 2: The College Experience: \$2.3-million

These efforts represent improvements that enhance student life, including admissions, financial aid, registration, student activities, internships and the arts.

- Mandatory face-to-face orientation collegewide (\$16,000)
 - Provide an in-depth (3-4 hour) orientation for 1,500-2,000 new students who test into two or more areas of college preparatory coursework
- Online student enrollment and registration system enhancement (\$400,000)
- Additional Student Services support personnel (\$516,955)
 - Student Services Center (MAP) generalist and specialist (SE)
 - Student Services Center (MAP) generalist (HEC)
 - Part-time assistant for student self-service computer area (SPG)
 - Financial Aid counselor (DT)
 - Disability Resources counselor (DT)
 - Two Central Records personnel, to assist with student and admissions records (collegewide)
 - Part-time Placement Testing assistant (SPG)
 - Recruitment/placement for workforce associate degree programs (collegewide)
 - College workforce internship program position (collegewide)
 - Baccalaureate Specialist for the College of Computer and Information Technology (Epi)
- SPC Model United Nations (\$27,037)
- Online student newspaper (\$20,000)
- Theater program at Clearwater Campus (\$32,100)
 - Start-up costs to reestablish theater program
- Student Government Association discretionary use of Activity and Service fee revenue (\$1.3-million)





Priority 3: Mission Focus: \$2.79-million

These efforts represent commitments that strengthen or address needs in core college functions.

- New faculty positions (\$870,192)
 - 17 faculty – including 13 new positions – have been hired for the 2011-12 year

Lower division

Developmental Reading/Writing (SPG)
 Developmental Reading/Writing (TS)
 Humanities/Fine Arts (SE)
 Math (SE)
 Developmental Math (SPG)
 Developmental Math (TS)
 Biology (CL)
 Psychology (TS)
 Theater (CL)
 Economics (SPG)
 History (CL)
 Communications (SE)
 Database/Technology (SPG)

Upper division

Health Services Administration (HEC)
 Biology (CL)
 Marketing (Epi)
 Computer Science (DT and MT)

- Adjunct faculty to meet additional enrollment growth and achieve guaranteed class schedule (\$1,574,523)
- Faculty Governance Organization (\$58,931)
- Student Services Employee Learning Plan
 - Establish career development plan/opportunities for staff working with students on the “front lines” in student service centers, etc.
- Executive-level position for Workforce Education (reallocated position)
- Grant development staff enhancement (\$125,693)
 - Director of Grants
 - Two grant writers
- Additional personnel for support organizations, in part through reallocation (\$129,183)
 - Database Administrator and Program Manager for the SPC Foundation
 - Office Supervisor for Continuing Education Health
 - Sustainability Coordinator
- Student Achievement Committee structure, through Institutional Effectiveness and Research Initiatives (\$30,000)
- Institute for Strategic Policy Solutions

Priority 4: Community and K-12 Support: \$210,234

The college seeks to renew and invigorate its partnership commitments with the Pinellas County School District, including expanding access to dual enrollment and developmental/mentoring programs for those who might not see postsecondary education in their futures.

- Strengthened K-12 outreach (reallocated position)
 - Coordinator will work to strengthen SPC’s partnership with Pinellas County Schools and expand Dual Enrollment efforts, beginning in South Pinellas high schools
- High school College Placement Test outreach (\$6,696)
 - Expand testing to nine high schools, where placement tests are administered to assess the college readiness of juniors
- Summer of Success and College Reach Out Program enhancements (\$188,538)
 - Both programs target low-income, academically under prepared and/or first-generation high school students for success at SPC
- Cecil B. Keene Summer Enrichment Program at Midtown (\$15,000)
 - Opportunity for under-prepared students to improve academic achievement in Math and Reading and their ability to enter college and be successful

Priority 5: Technology Enhancements: \$984,021

Students and employees work most effectively when they have appropriate, up-to-date technologies at their disposal.

- Campus Academic Technology Refresh (\$620,229)
 - Replacement and upgrades of classroom and academic technologies, including labs and learning commons areas
- Ongoing upgrades to college technology infrastructure (\$163,792)
- PeopleSoft student data system refresh (\$100,000)
- Learning Management system refresh (\$100,000)
 - Upgrades to the platform that supports online education





Rendering of the Ethics and Social Science building on Clearwater Campus

Priority 6: Facilities, Maintenance and Repair: \$2.68-million

Students and employees prosper in an environment that is well-designed and well-maintained.

- Capital Equipment for overall campus operations (\$1,377,914)
 - Replenishment of campus furniture and equipment
- Capital outlay funding for 2011-12 (\$1,301,772, restricted funds)
 - General remodeling, renovations, infrastructure, and site improvements for collegewide projects (in progress)
- Facilities projects (ongoing with carry-forward funding)
 - **Allstate Center**
 - Planning for the replacement of the chiller plant
 - **Bay Pines**
 - Preliminary planning for Marine Science Program classrooms/labs
 - **Clearwater Campus**
 - Enhancement of the Student Services Center (MAP), to be completed for Fall Registration 2011
 - Planning and construction of the Ethics and Social Science building (a 60,145 square-foot, three-story building containing 26 classrooms/labs)
 - Minor enhancements to the Fine Arts Auditorium, summer 2011 completion
 - Acquisition of the church property adjacent to the campus, scheduled for summer 2011
 - Minor remodeling and renovation of the southernmost church building, status pending final purchase date
 - **Downtown Center**
 - Completion of four classrooms on the third floor, phased during Fall 2011
 - Build-out of chemistry laboratory on the fourth floor for Fall 2011 classes
 - Construction of a new student intake area on the ground floor, scheduled for Spring 2012 completion
 - Planning for a new food service and bookstore area on the ground floor
 - Planning for completion of unfinished space on the third floor.
 - **Health Education Center**
 - Renovation of the new HEC Annex (former Juvenile Welfare Board building) and remodeling portions of the ground floor
 - Planning for future build-out of the HEC Annex
 - Demolition of the old Veterinary Technology building and installation of additional parking, scheduled for late 2011 or early 2012 completion
 - **Midtown**
 - Continued investigation of site acquisition and planning for a permanent facility
 - **Veterinary Technology Center**
 - Open new Veterinary Technology Center in Fall 2011



- **St. Petersburg/Gibbs**
 - Enhancement of Student Services Center (MAP) to be completed for Fall Registration 2011
 - West parking lot construction, scheduled to be completed for Fall 2011 classes
 - Planning for new Student Support Services building
- **Seminole Campus**
 - Installation of modular buildings for four classrooms and one office suite, scheduled for Fall 2011 classes
 - Planning for a Library addition
- **Tarpon Springs Campus**
 - Relocation of classroom and office functions into the former College of Education building
 - Removal of portables
 - Planning for two additional science labs
- **EpiCenter and District Office**
 - Demolition of the vacant building adjacent to EpiTech and installation of new parking, scheduled for Spring 2012 completion

Priority 7: Employee Support and Development: \$6.2-million

These items represent efforts to maintain a well-trained and appropriately compensated professional staff.

- Across-the-board pay increase (\$3-million)
 - 3 percent of salary or \$1,200, whichever is greater
- College health insurance fund augmentation (\$1.2-million)
- Staff and Professional Development improvements
- Faculty salary schedule adjustments (in progress) (\$924,107)
- Career Service and Administrative & Professional adjustments (\$800,000)
 - Pending results of Classification/Compensation study
- Center of Excellence for Teaching and Learning (CETL) (\$67,444)
 - Funding for conferences/workshops/symposiums
 - Travel grants
- Career Service Employee Council (\$10,000)
 - A new organization representing Career Service employees, created to support issues of importance to career employees and act in an advisory capacity to the President
- Employee and dependent tuition fee waivers, continued support (\$227,732)

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct.

**BOARD OF TRUSTEES
 ST. PETERSBURG COLLEGE**

**Fiscal Year 2011-2012
 Lower and Upper Division Student Fees**

Approval is sought to modify the Lower and Upper Division Student Fees in accordance with the 2011-2012 General Appropriations Act (House Bill 5001), which establishes the standard tuition for community colleges, effective Fall 2011.

The Student Fees per Credit Hour would be modified as follows:

Lower Division Credit Programs

	2010-2011 Fees	2011-2012 Fall Fees	% Change	2011-2012 Spring Fees	% Change
Florida Residents					
Tuition Fee	\$73.00	\$75.19	3%	\$77.45	3%
Student Activity & Service Fee	7.30	7.30	0%	7.30	0%
Financial Aid Fee	3.65	3.76	3%	3.87	3%
Technology Fee	3.65	3.76	3%	3.87	3%
Capital Improvement Fee	6.48	6.89	6%	7.10	3%
Total Registration Fees	\$94.08	\$96.90	3%	\$99.59	3%
Non-Residents					
Tuition Fee	\$73.00	\$75.19	3%	\$77.45	3%
Out-of-State Fee	219.16	225.74	3%	232.51	3%
Student Activity & Services Fee	7.30	7.30	0%	7.30	0%
Financial Aid Fee	14.61	15.05	3%	15.50	3%
Technology Fee	14.61	15.05	3%	15.50	3%
Capital Improvement Fee	12.96	13.96	8%	14.96	7%
Total Registration Fees	\$341.64	\$352.29	3%	\$363.22	3%

Lower Division Post-Secondary Adult Vocational Non-Credit Programs

	2010-2011 Fees	2011-2012 Fall Fees	% Change	2011-2012 Spring Fees	% Change
Florida Residents					
Tuition Fee	\$61.88	\$63.74	3%	\$65.65	3%
Technology Fee	3.09	3.18	3%	3.28	3%
Capital Improvement Fee	3.09	3.18	3%	3.28	3%
Total Registration Fees	\$68.06	\$70.10	3%	\$72.21	3%
Non-Residents					
Tuition Fee	\$61.88	\$63.74	3%	\$65.65	3%
Out-of-State Fee	185.65	191.22	3%	196.96	3%
Technology Fee	12.38	12.75	3%	13.13	3%
Capital Improvement Fee	12.38	12.75	3%	13.13	3%
Total Registration Fees	\$272.29	\$280.46	3%	\$288.87	3%

Upper Division Credit Programs

	2010-2011 Fees	2011-2012 Fall Fees	% Change	2011-2012 Spring Fees	% Change
Florida Residents					
Tuition Fee	\$80.94	\$87.42	8%	\$87.42	0%
Student Activity & Services Fee	10.14	8.74	-14%	8.74	0%
Financial Aid Fee	4.05	4.37	8%	4.37	0%
Technology Fee	4.05	4.37	8%	4.37	0%
Capital Improvement Fee	2.55	3.55	39%	4.55	28%
Total Registration Fees	\$101.73	\$108.45	7%	\$109.45	1%
Non-Residents					
Tuition Fee	\$80.94	\$87.42	8%	\$87.42	0%
Out-of-State Fee	263.83	271.75	3%	279.89	3%
Student Activity & Services Fee	10.14	8.74	-14%	8.74	0%
Financial Aid Fee	17.24	17.75	3%	18.28	3%
Technology Fee	17.24	17.75	3%	18.28	3%
Capital Improvement Fee	2.55	3.55	39%	4.55	28%
Total Registration Fees	\$391.94	\$406.96	4%	\$417.16	2%

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

ST. PETERSBURG COLLEGE
FY2011-2012 FUND 1x BUDGET

Revenue	FY10-11 Budget	FY11-12 Budget	
Funds			Difference
Student Tuition & Out-of-State Fees	\$55,235,961	\$61,777,468	\$6,541,507
State Appropriation - CCPF	\$55,674,039	\$54,013,658	(\$1,660,381)
Federal Stabilization Funds	\$5,180,294	\$0	(\$5,180,294)
State Appropriation - Lottery	\$7,279,093	\$8,056,423	\$777,330
Operating Cost for New Facilities	\$78,354	\$391,365	\$313,011
Distance Learning Fee	\$3,026,400	\$3,147,188	\$120,788
Technology Fee	\$2,475,440	\$3,059,794	\$584,354
Lab Fee Revenues ¹	\$1,971,075	\$2,620,549	\$649,474
Other Revenues	\$3,911,923	\$3,900,474	(\$11,449)
Other Student Fees	\$1,821,439	\$1,716,792	(\$104,647)
Fund Transfers In	\$2,274,940	\$2,465,057	\$190,117
Indirect Cost Transfers	\$70,000	\$0	(\$70,000)
Total Funds	\$138,998,958	\$141,148,767	\$2,149,809
Other Sources of Funds			
Revenue Stabilization Reserve	\$3,150,500	\$2,150,500	
One-Time Non-Recurring Funds	\$0	\$1,569,328	
Total Other Sources of Funds	\$3,150,500	\$3,719,828	\$569,328
Total Fund Sources	\$142,149,458	\$144,868,595	\$2,719,137
Operating Expenses			
Personnel & Benefits			
Instructional/Faculty-Full Time	\$23,037,970	\$25,742,703	\$2,704,733
Admin/Prof	\$17,002,832	\$19,434,926	\$2,432,095
Career	\$20,463,555	\$22,746,946	\$2,283,391
Total Budgeted Personnel Salaries	\$60,504,357	\$67,924,576	\$7,420,219
	Cost to Increase	\$3,364,930	\$567,081
Adjunct	\$9,664,646	\$11,239,169	\$1,574,523
Supplemental	\$2,827,640	\$3,042,640	\$215,000
Other Instructional OPS	\$293,353	\$333,353	\$40,000
Non-Instructional OPS and Overtime	\$1,980,244	\$2,580,261	\$600,017
New Position Requests	\$2,159,787	\$0	(\$2,159,787)
Employee Benefits - Retirement	\$6,142,703	\$3,382,780	(\$2,759,922)
Employee Benefits - FICA/Medicare	\$4,620,933	\$5,169,411	\$548,478
Employee Benefits - Health/Dental/Wellness	\$9,895,279	\$11,087,940	\$1,192,661
Employee Benefits - Other	\$324,158	\$324,158	(\$0)
Benefit Contingency	\$955,303	\$955,303	\$0
Student Assistants	\$500,000	\$500,000	\$0
Compensated Absences	\$190,940	\$209,718	\$18,778
Indirect Cost Transfers	\$70,000	\$0	(\$70,000)
Total Personnel & Benefits	\$103,494,273	\$110,681,320	\$7,187,047
	72.85%	76.40%	
Current Expense			
Travel	\$526,367	\$578,631	\$52,264
Freight/Postage/Communication	\$667,907	\$643,318	(\$24,589)
Printing/Copying	\$309,457	\$142,307	(\$167,150)
Repairs & Maintenance	\$1,071,939	\$1,200,032	\$128,093
Rentals/Leases	\$422,541	\$430,012	\$7,471
Insurance	\$2,025,368	\$2,025,368	\$0
Utilities	\$6,443,555	\$6,255,055	(\$188,500)
Services and Fees	\$4,116,065	\$4,430,637	\$314,571
Supplies	\$5,500,556	\$5,828,847	\$328,291
Scholarships/Fee Waivers	\$1,110,895	\$1,110,895	\$0
Transfers Out	\$500,000	\$500,000	\$0
Bad Debt/Unemployment Comp/Misc	\$817,625	\$1,170,257	\$352,632
Tech Expense/Licensing	\$1,956,061	\$2,126,939	\$170,878
Indirect Cost Transfers	\$0	\$0	\$0
Current Expense	\$25,468,336	\$26,442,298	\$973,963
Strategic Contingency ²	\$990,000	\$860,104	(\$129,896)
Contingency	\$4,460,000	\$1,797,351	(\$2,662,649)
Total Current Expense	\$30,918,336	\$29,099,754	-\$1,818,582
	21.76%	20.09%	
Capital Spending			
Computer/Technology Refresh Leases	\$2,126,836	\$2,839,737	\$712,901
One-Time Capital Purchases	\$1,024,978	\$2,247,784	\$1,222,806
Debt Service - Construction Obligations	\$4,500,000	\$0	(\$4,500,000)
Total Capital Spending	\$7,651,814	\$5,087,521	(\$2,564,293)
	5.39%	3.51%	
Total Operating Costs	\$142,064,423	\$144,868,595	\$2,804,171
Total Remaining Funds	\$85,035	\$0	

¹ The FY10-11 Budget did not originally have lab fees incorporated at time of BOT approval last year. They are now incorporated/included.

² Strategic Initiative costs are included within specific budget categories totaling \$2M

**St. Petersburg College
Board Evaluation of the President
2010-2011**

For each of the following questions, indicate your level of satisfaction with the President's performance in the following areas by providing a score between one and five. Additionally, please provide any additional feedback or comments as appropriate. If insufficient information or not applicable, the board member may indicate by placing N/A or by not placing a score and explaining in the comments.

Factor Category	BOT Ratings						Comments
	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Avg.	
LEADERSHIP:							
1. Understands and supports comprehensive community college mission.	5	5	5	5	5	5	Excellent Dr. Law is committed to the college mission.
2. Has ethical, fair, honest leadership style.	5	5	5	5	5	5	
3. Is an effective communicator.	5	5	5	5	5	5	Excellent Dr. Law has established an effective listening technique by the establishment of his listening posts. More importantly, he responds effectively to what he hears.
4. Has an effective management style, inspiring others and engendering confidence.	5	5	5	5	5	5	From my perspective as a Board Member. There seems to be a renewed sense of confidence in the leadership of the college by the many stakeholders involved in the college.
5. Recruits and utilizes effective employees.	4	X	5	5	5	4.75	It is too early to evaluate this item; 2 new hires just started. Dr. Law has taken the "completion agenda" and has interwoven it into the academic and student service aspects of the college.

Factor Category	BOT Ratings						Comments
	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Avg.	
6. Displays resourcefulness in identifying, analyzing, and solving problems.	5	5	5	5	5	5	Excellent
<u>DIVERSITY INITIATIVES</u>							
1. Provides appropriate institutional leadership on board priority of increasing diversity in employment among administrators, faculty and staff.	5	X	5	5	5	5	It is too early to evaluate this item; 2 new hires just started.
2. Plans and implements initiatives to increase penetration into diverse communities and student enrollment of the diverse communities in Pinellas County.	5	5	5	5	5	5	Partnership with Pinellas County Schools (Gibbs) is excellent. Off to a very quick start, don't know how he has done it all. Dr. Law should be applauded for his Gibbs High School initiative. This demonstrates his leadership.
3. Reaches out to the diverse populations of Pinellas County by meeting with leaders and participating in activities and events in the community.	5	5	5	5	5	5	Dr. Law is committed to all populations that make up Pinellas County. Continued emphasis needs to be placed on the growing Hispanic population.
4. Follows through on the college's priority for minority businesses to participate in opportunities to partner and do business with the college.	5	X	5	X	5	5	Seemed unsure as to the procedures used to recruit and hire minority contractors per BOT meeting on 4-26-11. It is too early for me to answer this question.
<u>PLANNING AND BUDGETING:</u>							
1. Supports and provides leadership on the college's educational master plan.	5	5	5	5	5	5	
2. Sets appropriate priorities and focus for the college within the overall master plan.	5	5	5	5	5	5	Excellent

Factor Category	BOT Ratings						Comments
	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Avg.	
3. Provides leadership in the area of improving student success.	5	5	5	5	5	5	<p>Excellent focus on this.</p> <p>Done an excellent job in this area.</p> <p>This is an area Dr. Law deserves praise. He has refocused the college on student success and outcomes. This is an ongoing improvement process that is headed in the right direction. Continued improvement will need to be monitored. The tracking of each semester cohort is a step in the right direction.</p>
4. Provides leadership in increasing student access and penetration into the community.	5	5	5	5	5	5	
5. Leads the college's efforts to identify sources of funding.	5	5	5	5	5	5	<p>Too early. New emphasis on grant writing may produce results.</p> <p>This is an area that needs a lot of work. The College needs to develop a source of additional funding.</p> <p>As state support continues to dwindle, Dr. Law's emphasis on alternative funding will need to be a priority.</p>
6. Provides understanding and appropriate allocation of resources to priorities of college.	5	5	5	5	5	5	
7. Understands and supports fundraising from private and foundation supporters to strengthen college.	5	5	5	5	5	5	<p>Appears to recognize this as evidenced by new Executive Director (ED).</p> <p>Fundraising and private foundation support will increase in importance as state funding decreases. Dr. Law has recognized this by bringing on a first class development director.</p>

Factor Category	BOT Ratings						Comments
	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Avg.	
8. Is responsive to solving financial and management issues identified by audits or resulting from funding fluctuations.	5	5	5	5	5	5	Excellent
BOARD RELATIONS:							
1. Provides adequate information and makes sound recommendations to the Board.	5	5	5	5	5	5	Dr. Law's recommendations to the board are well thought out and are derived at through the appropriate process.
2. Carries out the actions and priorities of the Board	5	5	5	5	5	5	
3. Maintains a proper balance between bringing policy matters to the board for discussion and action and acting on managerial and administrative matters.	5	5	5	X	5	5	
4. Maintains a positive and open relationship with board members.	5	5	5	5	5	5	Dr. Law communicates well with the board.
5. Seeks opportunities to communicate the vision and goals of the college in the Pinellas County community.	5	5	5	5	5	5	Very effective. In his first year, Dr. Law's priority was correctly placed with the direct stakeholders in the college. Dr. Law will need to broaden his presence with the business, political and civic leadership of the entire county.
EXTERNAL RELATIONS:							
1. Provides effective, positive representation of the college in the community.	5	5	5	5	5	5	Excellent Dr. Law makes an extremely positive impression when meeting with community groups. I have witnessed his leadership first hand in his presentations before Tiger Bay and Leadership St. Pete.

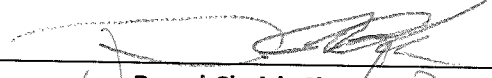
Factor Category	BOT Ratings						Comments
	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Avg.	
2. Develops positive relationships with government, business, and industry leaders and organizations.	5	5	5	5	5	5	Excellent Dr. Law has the respect of political leaders in which he has come in contact. Soon to be past his first year as president, he will need to build upon this foundation with business, civic, and government leaders.
3. Maintains appropriate relationships with state and federal organizations and government offices.	5	5	5	5	5	5	This is an area where the use of the past president might be useful. Dr. Law is recognized nationally as a community college leader. This was apparent when he was asked to be the closing speaker at the White House Regional Educational Summit held in Houston, Texas.
4. Represents and presents the college's image of success with appropriate regional and national education organizations.	5	5	5	5	5	5	Excellent
5. Skilled in meeting the social obligations of the presidency.	5	5	5	5	5	5	
6. Seeks opportunities to communicate the vision and goals of the college in the Pinellas community.	5	5	5	5	5	5	Visibility in the community will be a continuing goal of Dr. Law. Pinellas is a challenging community since it consists of many different cities and has no central population center. Each aspect of the county requires Dr. Law's attention.

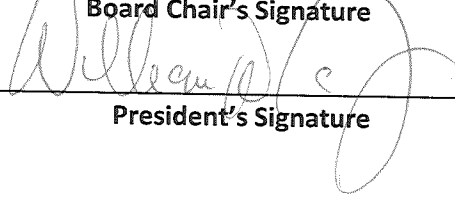
Factor Category	BOT Ratings						Comments
	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Avg.	
ADDITIONAL ITEMS:							
<i>Florida statutes require that the Board certify that it evaluates the president on implementation of two reports that must be submitted to the state: (1) The college's Equity Plan required in FS 1008.45, and (2) statewide accountability plan required by FS 1008.45.</i>							
1. The president provides leadership to assure that the college addresses equity issues required by the state and in bringing forth a report to the board with goals and performance in this area	5	5	5	5	5	5	
2. The president provides leadership in using the accountability report developed by the state to evaluate the performance and success of the college.	5	X	5	5	5	5	

Additional comments and feedback for the president:

Though it has not been a long relationship between the college and Dr. Law, I think we have made huge strides in growth, diversity, and focusing on the student. He is truly the right leader for the right time.

It is a little hard to evaluate the President after only a few months on the job. Dr. Law has done a very good job in a few months' time. He has accomplished far more than the Board thought was possible. The College has grown so much in the last few years it needed someone like Dr. Law to bring it all together.



 Board Chair's Signature


 President's Signature

5/17/11

 Date
 5/17/11

 Date

Statement of Mr. Ken Burke, Chair, St. Petersburg College Board of Trustees on the Evaluation of President Bill Law.

Among the most important responsibilities of a Board of Trustees of a college is the evaluation of the president each year. Dr. Bill Law joined St. Petersburg College in June of 2010; with this Board meeting he completes his first year as our president.

Each member of the Board has had an opportunity (1) to review the self-evaluation of Dr. Law, (2) evaluate Dr. Law on a variety of leadership characteristics, and (3) meet individually with Dr. Law to provide direct feedback to him on his leadership performance.

I am pleased to report that members of the Board have given Dr. Law a very strong, positive evaluation for his first year at the college. Each member has observed that Dr. Law has brought a new energy and vision to an already high performing organization. He has been proactive in refocusing the college on the success of our students, on protecting the instructional quality of the college, and on renewing community relationships that are the hallmark of St. Petersburg College.

Our recognition of Dr. Law's leadership contains an urging that he continue to find ways to support college activity through resources other than tuition and state support. Our expectation is that our underlying academic strengths can provide a means for private, foundation, and grant support to help the college to meet the needs of our community. Dr. Law has already taken important steps in hiring and in his organizational structure to meet this challenge.

As Chairman of the Board of Trustees, I wish to express my appreciation for the work done by Dr. Law in this critical transitional year. Our college looks forward to continued success under his leadership.

ST. PETERSBURG COLLEGE

CAREER SERVICE EMPLOYEE COUNCIL BY-LAWS

MISSION STATEMENT

The St. Petersburg College Career Service Employee Council, representing all career service employees, supports the College's mission, with emphasis on the role of career service employees in providing the highest quality learning experience for SPC students. The Council promotes communication, trust and integrity within a diverse community of staff. It provides a forum to present interests, concerns and useful ideas originating within the staff to College administration. In so doing, the Council will participate, assist and advise in decisions that affect the staff's relationship with the College community.

ARTICLE I. NAME

The name of this organization shall be the Career Service Employee Council of St. Petersburg College, hereinafter referred to as the "CSEC."

ARTICLE II. AFFIRMATIVE ACTION STATEMENT

St. Petersburg College is an Equal Access/Equal Opportunity institution.

ARTICLE III. STATEMENT OF ETHICS

SECTION 1.

The CSEC shall promote and maintain the highest standards among its membership. Each member shall honor, respect and support the purpose of the CSEC where all opinions will be valued.

SECTION 2.

The CSEC shall not be represented as advocating or endorsing any issue unless approved by the CSEC's Executive Board.

SECTION 3.

No member shall actively solicit business from any other member at CSEC meetings or through the use of information provided to her/him as a member of the CSEC without the approval from the CSEC's Executive Board. A member shall not represent him or herself as a member of the CSEC for the purposed of setting up events, securing door prizes for special events, etc., until such activity has been approved by the Executive Board and is reflected in the official minutes of the Steering Committee.

ARTICLE IV. PURPOSE AND OBJECTIVES

SECTION 1. PURPOSE

The purpose of the CSEC shall be to act in an advisory capacity to the President, to support issues of importance to career service employees and to make recommendations and perform other services as outlined in these By-Laws and as requested by the College President. The CSEC shall operate under and in accordance with the By-Laws developed by the CSEC and approved by the President.

The role of the CSEC does not include involvement with the employee grievance process. Any and all employee grievances shall be addressed through the standard College process of operations as outlined in the SPC BOT Procedure, P6Hx23-2.2021 - Procedure: Personnel Grievances.

SECTION 2. OBJECTIVES

- a. To improve college-wide communication among career service employees and to promote a cooperative spirit among all College personnel.
- b. To keep career service employees advised of issues, policies and activities affecting them.
- c. To provide career service employees with a direct connection to the President, the Board of Trustees and key administrative staff.
- d. To assist career service employees to understand College and State rules and regulations and to encourage resourcefulness.
- e. To promote interest, opportunity and acceptance of career service employees to serve on college-wide committees which deal, directly or indirectly, with policies and/or the welfare of career service employees.
- f. To foster improvements in the working environment, policies and procedures by encouraging a spirit of unity and cooperation among career service employees.
- g. To advocate for positive improvements and change for career service employees.
- h. To recommend and support meaningful professional development.
- i. To promote recognition of best practices and exemplary contributions by career service employees.
- j. To assist College staff in promoting a safe-and secure working environment.

ARTICLE V. CAREER SERVICE EMPLOYEE COUNCIL: STRUCTURE, MEMBERSHIP AND DUTIES

The CSEC structure is designed to reflect the multi-site structure of St. Petersburg College, with representatives from SPC's eight (8) sites serving on the CSEC Steering Committee. There are three levels of organization within the structure: the full Council (consisting of all career service employees), the Steering Committee (consisting of 24 representatives) and the Executive Board (consisting of 5 offices chosen from the ranks of and by the CSEC Steering Committee).

SECTION 1. MEMBERSHIP OF THE FULL COUNCIL

Members of the CSEC shall include all budgeted full- and part-time career service employees of St. Petersburg College. Other Personnel Services (OPS) employees shall not be members of the CSEC.

SECTION 2. DUTIES OF THE FULL COUNCIL

The CSEC is responsible for providing information and feedback on the matters that impact career service employees and members are encouraged to participate in events, activities and discussion addressing the purpose and objectives of the CSEC.

SECTION 3. MEMBERSHIP ON THE CSEC STEERING COMMITTEE AND EXECUTIVE BOARD AND ELECTION OF STEERING COMMITTEE REPRESENTATIVES

a. Steering Committee Membership

- 1) The Steering Committee will be comprised of three (3) representatives, one from each occupational group from each of the eight (8) sites (St. Petersburg/Gibbs, Clearwater, Tarpon Springs, Seminole, Health Education Center, Allstate, SPC Downtown/Midtown/Palladium, and EpiCenter/District Office). The occupational groups would be made up of career service employees from the following categories: Administrative Support, Facilities and Student Support staff.
- 2) The first year the Committee is in place, 12 members will be elected for a two-year term and 12 members will be elected for a one-year term. Each year thereafter, the Steering Committee members will be elected by the Council and serve a two-year term, with $\frac{1}{2}$ of the Steering Committee's membership ending each year.
- 3) To be eligible to serve on the Steering Committee, a career service employee must have at least one (1) year of continuous service, have successfully completed new-hire/transfer-probationary status at the College, and not be under any other form of probation or remediation.
- 4) Election of the Steering Committee representatives will be conducted in the Spring of each year, no later than April 30th. Representatives will be elected on each of the eight (8) sites by the Council members on that site.

b. Executive Board Membership

- 1) The Executive Board will be elected from the members of the CSEC Steering Committee. The Executive Board will be comprised of the Chair, Vice Chair, Recording/Corresponding Secretary/Parliamentarian, Treasurer and Chair Emeritus.
- 2) Members of the Executive Board are elected annually (except the chair emeritus who serves two years by definition), but may be elected for multiple years. In the event the chair emeritus is unavailable to serve for the extra year(s), the immediate past chair emeritus will serve in that capacity until the next election.

SECTION 4. DUTIES OF REPRESENTATIVES SERVING ON THE CSEC STEERING COMMITTEE

In addition to their responsibilities as members of the full Council, Steering Committee representatives are expected to:

- a. Organize, attend, and participate in Council meetings.
- b. Initiate action on issues within assigned areas of responsibility.
- c. Become knowledgeable on issues brought before the Steering Committee and those affecting their respective groups.
- d. Communicate information from the CSEC Steering Committee meetings to campus CSEC members and, conversely, from the campus CSEC members to the CSEC Steering Committee.
- e. Express opinions on written proposals submitted by the College administration.
- f. Provide communication to career service employees at their respective sites and foster discussion.

SECTION 5. DUTIES OF THE CSEC EXECUTIVE BOARD: THE OFFICERS OF THE CAREER SERVICE EMPLOYEE COUNCIL

Members of the Executive Board have additional responsibilities.

- a. General Guidelines
 - 1) While representatives from throughout the College shall be elected to serve on the 24-person Steering Committee, the officers of the CSEC shall be elected by and from among the Steering Committee and shall comprise the CSEC Executive Board.
 - 2) The officers comprising the CSEC Executive Board shall be the Chair, Chair Emeritus (after the first year of establishment of the CSEC), Vice Chair, Recording/Corresponding Secretary/Parliamentarian and Treasurer.

- b. Duties of the Chairperson shall include, but not be limited to:
 - 1) Call and chair meetings of the CSEC Steering Committee as well as the Executive Board, and, in conjunction with the officers of the CSEC, set the agenda.
 - 2) Attend and represent career service employees at President's Cabinet and meetings of the Board of Trustees.

- c. Duties of Vice-Chairperson
 - 1) To assume the duties of the chairperson in case of absence of the chairperson.

- d. Duties of Recording/Corresponding Secretary/Parliamentarian
 - 1) To provide records of the proceedings of the CSEC.
 - 2) To inform career services personnel in writing of actions taken by the CSEC to publish the place, time and agenda of special meetings.
 - 3) To take minutes of all regular and special meetings. These minutes shall be prepared for review by the Steering Committee and distributed to all career service personnel through e-mail, posting on the Committee's portal site.
 - 4) To carry out other duties as assigned by the chairperson.
 - 5) As Parliamentarian he/she is to advise the chairperson on matters concerning parliamentary procedures.

- e. Duties of the Treasurer
 - 1) Provide monthly reports to the CSEC for all income, expenditures and encumbrances.
 - 2) Coordinating funds for all CSEC approved activities with the individual or committee responsible for the planning of those activities.

- f. Chair Emeritus
 - 1) The Chair Emeritus shall serve as a member of the CSEC Steering Committee and shall have a vote only in the event of a tie.
 - 2) The Chair Emeritus shall be required to attend all CSEC meetings.

The election of members of the Executive Board shall be completed each Spring, no later than May 31st following the election of the CSEC Steering Committee representatives.

SECTION 6. MEETINGS OF THE FULL COUNCIL, CAREER SERVICE EMPLOYEE COUNCIL
STEERING COMMITTEE & EXECUTIVE BOARD

- a. CSEC Full Council
 - 1) The full Council will meet at least once annually early in the fall term.

- b. CSEC Steering Committee
 - 1) The 24 representatives of the CSEC Steering Committee, which is comprised of three (3) reps from each site, will meet on a consistent day every other month, in opposite months from meetings of the Executive Board. As much as possible, meetings shall rotate among SPC's campuses. Virtual meetings facilitated by Technology also may be scheduled. A quorum for CSEC Steering Committee meetings shall be equal to a simple majority of the total membership of the CSEC Steering Committee. The CSEC Steering Committee shall conduct no official business without a quorum.
 - 2) CSEC site representatives, the three (3) elected members from each of the eight (8) sites, will meet as needed on the sites to communicate, solicit feedback and review CSEC Steering Committee and CSEC Executive Board meeting actions.
 - 3) Cancellation of any meetings shall be with the approval of a simple majority of the membership of the Committee. If a member cannot attend or fails to respond, that shall count as a vote to cancel the meeting.

- c. Executive Board
 - 1) The CSEC Executive Committee shall meet monthly, on odd months, just with the five (5) members and even months with the members of the CSEC Steering Committee.
 - 2) The Chair (or Vice Chair) of the CSEC Executive Board of the CSEC will attend all meetings of the SPC Board of Trustees and President's Cabinet on a monthly basis.
 - 3) All members of the CSEC Executive Board must be present to conduct official business.

ARTICLE VI. SUBCOMMITTEES

The CSEC Steering Committee may establish standing and special subcommittees necessary for its work.

Each subcommittee chairperson shall submit a written report to the CSEC Executive Board Chair by May 1st of each year.

The CSEC shall be comprised of the following standing subcommittees:

Bylaws Subcommittee

- a. The By-Laws shall be reviewed for amendments and revision by the By-Laws Standing Subcommittee. Any amendments and/or revisions shall be submitted in writing to the

CSEC Steering Committee. The suggested amendments shall be advertised for seven (7) business days so that all career service employees shall have the opportunity to review them and make comments. If there are no objections to the proposed By-Laws changes from career service employees, the amendments may be approved by a simple majority vote of the CSEC Steering Committee members at their next meeting following the advertisement.

- b. The CSEC Steering Committee shall review and update the By-Laws as necessary, but not less frequently than every five (5) years. Recommendations for changes shall be made in writing and considered by the Steering Committee.
- c. The Subcommittee chair shall be responsible for making sure subcommittee meeting minutes are taken and submitted to the CSEC Steering Committee through the Recording Secretary.

Professional Development Subcommittee:

- a. The Professional Development Subcommittee shall investigate, recommend, and help plan, through the Office of Professional Development of the College, supplementary training, workshops, seminars, etc., that would benefit career service employees for self-improvement and/or career advancement.
- b. The Professional Development Subcommittee shall review and evaluate the College's stated philosophy, goals, and objectives as they relate to educational needs, in-house promotional employment opportunities, etc. Any recommended changes shall be presented to the CSEC Steering Committee.
- c. The budget for each activity planned by the Professional Development Subcommittee shall be reviewed by the Treasurer and approved by a simple majority vote of the CSEC Steering Committee members.
- d. The Professional Development Subcommittee chair shall be responsible for making sure subcommittee meeting minutes are taken and submitted to the Steering Committee through the Recording Secretary.

Communications Subcommittee:

- a. The Communications Subcommittee shall ensure the timely communication of CSEC matters through online and print publications made available to the St. Petersburg College community.
- b. The budget for each activity planned by the Communications Subcommittee shall be reviewed by the Treasurer and approved by a simple majority vote of the CSEC Steering Committee members.
- c. The Communications Subcommittee chair shall be responsible for making sure subcommittee meeting minutes are taken and submitted to the CSEC Steering Committee through the Recording Secretary.

Program Subcommittee:

- a. The Program Subcommittee shall assist the CSEC Steering Committee in designing and planning the annual meeting and other events for all career service employees conducted under the auspices of the CSEC. The Program Subcommittee shall also help in the planning and execution of SPC's All-College Day.
- b. The Program Subcommittee shall be responsible for the work related to event activity, e.g. recommending guest speakers for the meeting; finalization and printing of programs; selection of entertainment and decorations; appointing set-up and clean-up committees; and planning the purchase and preparation of food for luncheons, refreshments, etc.
- c. The budget for each activity planned by the Program Subcommittee shall be reviewed by the Treasurer and approved by a majority vote of the CSEC Steering Committee members.
- d. The Program Subcommittee chair shall be responsible for making sure subcommittee meeting minutes are taken and submitted to the CSEC Steering Committee through the Recording Secretary.

Nominations and Elections Subcommittee:

- a. At least ____ () members shall be named by the Chair to serve as the Nominations Committee.
- b. The Nominations and Elections Subcommittee shall solicit nominations for, and self-nominations from, CSEC members to serve on the Steering Committee. The Nominations and Elections Subcommittee will oversee the annual election of the CSEC Steering Committee members, as well as any elections required to fill un-scheduled vacancies.
- c. The Nominations and Elections Subcommittee shall be responsible for recruitment of employees to serve on College-wide committees.
- d. The Nominations and Elections Subcommittee chair shall be responsible for making sure subcommittee meeting minutes are taken and submitted to the CSEC Steering Committee through the Recording Secretary.

ARTICLE VII. REMOVAL/RESIGNATION/VACANCY OF REPRESENTATIVE OR OFFICERS

- a. Resignation of a representative or officer for any reason shall be submitted in writing to the CSEC Executive Board.
- b. Any officer may be removed from office upon affirmative vote of two-thirds of the CSEC Steering Committee at a duly constituted CSEC Steering Committee meeting.
- c. In case of a vacancy in the office of Chair, the Vice Chair will assume the responsibility of the Chair until the next election.

- d. Replacement of the Recording/Corresponding Secretary/Parliamentarian or Treasurer will be instituted through an affirmative vote of two-thirds of the CSEC at a duly constituted CSEC meeting.

ARTICLE VIII. LOCATION OF RECORDS

The Recording Secretary will maintain and update the files for the CSEC. Committee and subcommittee minutes, reports and notes will be maintained and accessible to all Career Service employees on the CSEC's portal site.

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