

# MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, May 17, 2011 at the St. Petersburg College EpiCenter, 13805 – 58<sup>th</sup> Street N., Largo, Florida. The following Board members were present: Chairman Kenneth P. Burke, Vice Chairman Terrence E. Brett, Evelyn M. Bilirakis, Deveron M. Gibbons and W. Richard Johnston. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

Invoice/Serial Number  
11-03099

GULF COAST  
BUSINESS REVIEW

Published Weekly  
Clearwater, Pinellas County, Florida  
COUNTY OF PINELLAS

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 Tuesday, May 17, 2011 at 8:30 am

in the \_\_\_\_\_ Court, was published in said newspaper in the  
issues of May 6, 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.

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

The Board of Trustees of St. Petersburg College will hold a public meeting to which  
all persons are invited, commencing at 8:30 a.m. on Tuesday, May 17, 2011 at the  
EpiCenter (Rm. 1-463), 13805 58th Street North, Largo, Florida. The meeting will  
be held for the purpose of considering routine business of the College; however,  
there are no rules being presented for adoption or amendment at this meeting. In  
addition, the Board of Trustees will participate in a joint luncheon with members  
of the State Board of Education at same location.

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

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

Pursuant to the provisions of the Americans with Disabilities Act, any person re-  
quiring special accommodations to participate in this meeting is asked to advise  
the agency five business days before the meeting by contacting the Board Clerk at  
727-341-3260. If you are planning to attend the meeting and are hearing impaired,  
please contact the agency five business days before the meeting by calling 727-791-  
2422 (V/TTY) or 727-374-1907 (VP)

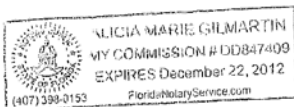
May 6, 2011

11-03099

Sworn to and subscribed before me this Kelly Martin  
Kelly Martin  
6th day of May A.D. 2011.

by Kelly Martin, who is personally known to me.

[Signature]  
Notary Public, State of Florida  
(SEAL)



**MINUTES OF THE REGULAR MEETING OF MAY 17, 2011**  
**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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**11-096.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

**AGENDA**

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

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

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

**I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

**II. 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

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**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

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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**

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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](#)

**11-097.** The meeting was convened by Chairman Burke at 8:55 a.m. following the Board's welcome to the visiting State Board of Education in the Collaborative Labs. The chairman welcomed all and shared SPC's recognition at the State Board of Education meeting, which included brief speeches by two former students who attributed their success to SPC: Spenser Reed, 2011 SPC graduate recently named to *USA Today's* 2011 All-USA Community College Academic Team; and Tracy Staley, 2011 Pinellas County Teacher of the Year, and a graduate of SPC's College of Education. Mr. Johnston expressed pride in the College's faculty for producing such students. At the request of Chairman Burke, Mr. Reed shared his earlier remarks.

**11-098.** Mr. Brett offered the invocation, which was immediately followed by the Pledge of Allegiance.

**11-099.** Dr. Law recommended adoption of retirement resolutions for Elizabeth A. Ebersberger, Special Services Specialist, St. Petersburg/Gibbs Campus; Kathleen G. Griffin, Associate Provost, Clearwater Campus; Eileen Hicks, Instructor, College of Nursing, Health Education Center; and Israel Nieves, Telecommunications Technician, Information Systems – Telecom, EpiCenter Services. Dr. Griffin and Mr. Nieves were in attendance and, joined by colleagues, received their resolutions as presented by Chairman Burke and President Law. Mr. Johnston moved to adopt the resolutions. 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.

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**11-100.** Opportunity was given for comments from the Board Chair, Board Members and the President.

Chairman Burke shared highlights of the St. Petersburg Collegiate High School (SPCHS) Graduation on May 6, which he attended on behalf of the Board. He commended Principal Starla Metz and her staff for a wonderful ceremony that graduated 78 students. He further commented on the SPC Graduation at Tropicana Field, noting that for the first time, the Apollo Award recipient was an SPCHS student. He commended graduation coordinator Kim Corry and those involved in the details of this commencement, the largest ever for SPC.

Mr. Gibbons thanked Dr. Law and his staff, specifically Ms. Amelia Carey, Project Coordinator; Ms. Deborah Boyle, Chief of Staff; and Dr. Tonjua Williams, Vice President of Academic & Student Affairs, for their involvement in hosting a recent dinner for Pinellas County ministers. He commented on the favorable response from the attendees and their appreciation to SPC for reaching out in this manner. Mr. Burke thanked Mr. Gibbons for the community contacts. In addition, Mr. Gibbons concurred with Mr. Burke's earlier comments on an excellent commencement and shared excitement in regard to the SPCHS Apollo Award winner. Mr. Gibbons briefly reported on Midtown, noting that the College is a long way down the road in terms of getting the site resolved and working with the City. He commended the efforts of the City officials in supporting SPC's presence in the Midtown area. Mr. Burke thanked Mr. Gibbons for being a catalyst in this effort.

Mr. Brett echoed Mr. Burke's comments on graduation, noting the incredible planning and flawless event. He thanked all those involved.

Mrs. Bilirakis expressed appreciation for the building dedication at the Tarpon Springs Campus last month. Mr. Burke commented it was a magnificent and well-deserved tribute to the Bilirakis family. He particularly commended Facilities staff on the building's visible signage.

Mr. Burke thanked Dr. Law for the new lettering on the EpiCenter exterior in honor of Sen. Don Sullivan. He asked that the president send a digital photo of this recognition to Sen. Sullivan.

Mr. Gibbons additionally commented on graduation, noting that it was good to see how resourceful the staff was in working together to resolve issues as they arose.

**11-101.** The minutes of the Special Meeting of the Board of Trustees of St. Petersburg College for April 26, 2011 were presented by the chairman for approval. Mr. Brett moved approval of the minutes as submitted. 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.

**11-102.** 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 closing for the purchase of the Faith United Church of Christ property, adjacent to the Clearwater Campus, is scheduled for tomorrow morning (May

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18). He noted there are still possible environmental problems at the site, but due to the church needing to close in May and move forward in their new home, SPC has agreed to work in partnership to close on the property and place any remaining funds after closing expenses in an escrow account until a report on the environmental issue was complete and the final estimate of cleanup costs was provided. He said, at that point, the amount left in escrow would be 110 percent of the anticipated cost in order to ensure there would be enough to pay any costs remaining when all the work was complete. He noted any balance left after all expenses are paid would be distributed to the church. Mr. Burke thanked Mr. Lang and the Facilities team for their assistance in this matter.

Ms. Gardner stated she had no report.

**11-103.** Chairman Burke called upon designated provosts to share their monthly reports.

Mr. J.C. Brock, Campus Executive Officer, Allstate Center, featured SPC's Panama Initiative, a coordinated partnership with USF to establish a Public Safety Workforce Training/Education presence in Panama.

Dr. Conferlete Carney, Provost, Tarpon Springs Campus, featured the Campus' Disabilities Resources, formerly the Office of Services for Students with Disabilities (OSSD), highlighting its mission, services and staffing. Mr. Burke commended Dr. Carney's hosting of the April Board meeting. He recalled a disabled student who spoke at this year's Women on the Way luncheon and inquired as to how such students know to make the contact, or how do we let students know how to report their disability. Dr. Carney responded that this is covered in new student orientation and additionally with the high school learning support counterparts. He noted the difference between responsibilities at the high school level vs. that at the college level. Dr. Williams noted that, at the college level, any disclosure of disability would be optional for the student. Mr. Burke asked that a mechanism be implemented for self-identification of these students so they can get the necessary assistance.

Dr. James Olliver, Provost, Seminole/eCampus, featured the Campus' Digital Arts/Media Program, including its steady enrollment growth and its various tracks and activities. He recognized Professor Delynda Keefe, who was in attendance. Mr. Burke commended Dr. Olliver on the creativity of his presentations.

Ms. Yvonne Ulmer, Provost of the Downtown/Midtown Centers, featured recruitment and retention efforts at the sites. She highlighted Downtown's Career/Veteran's Center and GED Program, noting 44 percent of those receiving a diploma have enrolled at SPC; and Midtown's Pinellas Job Corps *Experience SPC Day* and Retreat for 4<sup>th</sup>/5<sup>th</sup> grade girls from the Bay Point Elementary Pearls, an outreach to better the lives of those in our community. Mr. Gibbons and Mr. Burke asked for a report on the College's GED Program at next month's Board meeting, including information on demographics, funding, and follow-up tracking of student success.

Dr. Law commented that the centerpiece of the Career/Veteran's Center opening day event was the celebration of the grand piano gifted by Bill and Hazel Hough. He said it was a wonderful event and an honor to have the Hough connection.

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Mr. Burke recognized Dr. Maureen Mahoney, Faculty Senate President, who noted she had no report this month. He thanked the faculty for their active participation in graduation and the faculty leadership for sharing the platform.

*(Information regarding these reports is included as Attachment A – 11-103.)*

**11-104.** Mr. Burke expressed appreciation to Dr. Law and the staff involved for making the Board packets so understandable for the trustees and for always improving on those efforts.

**11-105.** Mr. Gibbons moved approval of Items VII-A.1-A.2, VII-B.1, VII-C.1-C.2 and VII-D.1a-D.1b. Mr. Johnston seconded the motion. Under Item VII-A, Student Success and Achievement, the president called upon Dr. Patrick Rinard, Associate Vice President of Enrollment Management, who presented an Annual and Summer Term Enrollment Overview. *(An updated report was distributed to the trustees.)* Dr. Law and Dr. Rinard concurred with trustees that the College needs to stay cognizant of the current growth trend in online enrollment when doing campus planning and developing new programs. In response to Mr. Johnston, Dr. Rinard cited examples of the typical workforce student. He further explained the statewide facts.org website that assists students in their educational planning, such as full-time university students who want to register for summer courses at SPC. Dr. Law said the key is to affirm for the student that their SPC credits are transferable. Trustees recommended that more university students be made aware of the benefits of taking SPC summer courses. Mr. Burke requested a future workshop on the growing Hispanic population in Pinellas County and how SPC is reaching out. Mr. Gibbons asked that SPC focus on assisting ethnicity across the board. Mr. Burke added that male retention is still a silent issue nationally that deserves more attention and research and said there is a need to propel this topic, at least statewide. Dr. Law commented that SPC has focused its energy in the areas of health and education, both of which are typically female-dominated, and said the priority is career counseling for males. Mr. Burke asked that trustees be provided with male/female graduation percentages from Pinellas County Schools. Mr. Gibbons said he would like to see non-traditional outreach to the workforce to find young men who can achieve degrees. Mr. Burke suggested maybe doing a male-only outreach orientation.

Mr. Burke commended Dr. Rinard on the excellent enrollment report and congratulated him on the graduation of his son from SPC. He further congratulated Ms. Patty Jones, Vice President of Human Resources & Public Affairs, for her son's SPCHS/SPC graduation and continuation on to Julliard. He noted there is a lot of talent at SPC among faculty, administrators and their children.

At Mr. Brett's request, Dr. Law agreed to bring back in June a report on the Learn to Earn program.

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

*(A copy of the slide presentation is included as Attachment B – 11-105.)*



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Information regarding these items is as follows:

Agenda Item VII-B.1

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

Agenda Item VII-C.1


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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


Agenda Item VII-C.2

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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

Agenda Item VII-D.1a

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

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**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**

<b>Date of BOT Meeting:</b>	May 17, 2011
<b>Funding Agency or Organization:</b>	Early Learning Coalition of Pinellas County, Inc.
<b>Name of Competition/Project:</b>	School Readiness Program
<b>SPC Application or Sub-Contract:</b>	SPC Application
<b>Grant/Contract Time Period:</b>	<b>Start:</b> 6/13/11 <b>End:</b> 9/20/11
<b>Cabinet Member:</b>	Stan Vittetoe

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**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
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Total amount from funder:	\$15,000
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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

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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.

Agenda Item VII-D.1b

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.

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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**

<b>Date of BOT Meeting:</b>	May 17, 2011
<b>Funding Agency or Organization:</b>	United States Air Force
<b>Name of Competition/Project:</b>	Educational Service Agreement for Dental Hygiene
<b>SPC Application or Sub-Contract:</b>	SPC Application
<b>Grant/Contract Time Period:</b>	<b>Start:</b> 5/17/11 <b>End:</b> 5/27/11
<b>Cabinet Member:</b>	Phil Nicotera
<b>Manager:</b>	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
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Total amount from funder:	\$3,000
Amount/value of match:	Cash: N/A In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes

Source of match/cost sharing: N/A

**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.

**11-106.** The Board considered Capital Outlay, Maintenance, Renovation, and Construction Items VII-E.1-E.5 and Personnel Item VII-G.1. Ms. Susan Reiter, Vice President of Facilities Planning & Institutional Services, and Mr. Michael Carter, Director of Design & Construction, presented and explained details on the Schematic Design plans for the New Ethics and Social



## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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Science Building on the Clearwater Campus under Item VII-E.1. Mr. Carter noted the existing Teaching Auditorium should be demolished by the end of the month. Ms. Reiter stated that Facilities staff is working very closely with Campus Provost Stan Vittetoe and his staff, as well as the architectural design students, in designing the new building and surrounding areas. Mr. Carter noted the maximizing of efficiencies in the 3-story construction of this building. In response to Mr. Johnston, Ms. Reiter explained the Student Capital Improvement Fee (SCIF) bond funds and their planned use for this building and the Seminole Campus library. Ms. Theresa Furnas, Associate Vice President of Financial & Business Services, explained the difference between revenue bonds and State Board of Education (SBE) bonds, noting that future student revenues are being pledged for this project. The Board commended the excellent work and collaboration of the Facilities team and Campus staff in producing these plans for maximized use.

Ms. Reiter and Mr. Carter next presented and explained VII-E.2, Schematic Design Documents (Phase I) for the remodeling of the Downtown Center first floor for Phase I (Student Services and Intake) and Phase II (Student Waiting/Lounge Area). Dr. Law confirmed for Mr. Gibbons that after this project and all remaining shelled space is built out on the 3<sup>rd</sup> floor for classrooms, the Downtown site will have sufficient capacity to accommodate needs for 3-5 years. Ms. Reiter and Mr. Carter reminded the Board there is still the former Florida International Museum (FIM) space on the 1<sup>st</sup> floor in the original building and space on the 4<sup>th</sup> and 5<sup>th</sup> floors in the newer building, leaving only parking issues remaining. Ms. Reiter stated the College has been working with the City to increase parking options, although it is a complicated process. Dr. Law commended Ms. Reiter and her Facilities team and Provost Yvonne Ulmer and her team at the Downtown Center for doing a great job of serving students and developing this site.

In regard to Midtown, Items VII-E.3-E.5, Dr. Law said staff has continued to nail down a plan moving forward, in conjunction with the Board's guidance. He highlighted two key elements for consideration today: (1) lease agreement for the current facility that would be locked down for 2-3 years, with a 120-day escape clause after the third year, which allows for coverage while a more permanent plan is secured; and (2) location of a nearby property in working with the City to secure a long-term scenario. He said the goal is to start lining up the State pieces to have as much latitude as possible, but noted these plans are not final and there are no resources in hand. He noted this effort is simply due diligence to lock up the land and get it on the College's inventory. Mr. Gibbons stated this effort sends a clear signal to the community that we are working toward permanence and not going anywhere. Mr. Burke commended the Midtown effort as a tangible, tremendous investment on SPC's part for a presence in downtown at a time of great need, even though it involved commitment and risk. Since State funding can no longer be relied upon, he challenged the Board to strengthen support by touching base with influential friends in the community, including the ministers. He suggested Mr. Brett and Dr. Law visit the Chamber of Commerce to explain SPC's Midtown efforts and encourage the City of St. Pete to assist in property acquisition. Mr. Gibbons clarified that certain properties have requirements that SPC cannot meet. He recommended trustees be provided with a fast fact sheet to provide as reference to the groups. Ms. Reiter said the City is already assisting in acquiring this particular property. Dr. Law stated efforts are moving forward with all parties and the confidence level is

## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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clearly rising. Mr. Johnston suggested that bringing in outside influence could be counterproductive if the City and College staff are already productively working together. Chairman Burke asked the Board to commit to moving forward under the president's lead when the timing is right. He sought comments from Mr. Brett and Mr. Lang as past Chamber chairs.

Mr. Brett said, at the appropriate time, the Board could meet with all the players and felt certain everyone would be 100 percent behind this, as he believes it is a very vital piece in solving the City's current racial problems. He asked that Dr. Law keep the trustees informed on timing so they can be ready. Dr. Law also recommended using an architectural rendering as well as the fact sheet so folks can rally behind a plan.

Mr. Lang concurred with the importance of this effort and said the timing is right with Dr. Law positioned to coordinate. He said the need is as great as the interest.

Mr. Johnston moved approval of Items VII-E.1-E.5 and Item VII-G.1. 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. Mr. Burke paid tribute to Mr. Gibbons for pushing the Midtown effort in this direction and in helping identify a site.

*Mr. Lang exited the meeting following this item.*


Information regarding these items is as follows: *(A copy of the slide presentations are included as **Attachment C - 11-106.**)*

Agenda Item VII-E.1

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,

## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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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:

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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
<b>Total Project Budget:</b>	<b>\$ 15,974,566</b>

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.2

May 17, 2011

**MEMORANDUM**

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



## MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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**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, 1<sup>st</sup> 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
<b>Total Project Budget:</b>	<b>\$</b>	<b>1,308,385</b>

**MINUTES OF THE REGULAR MEETING OF MAY 17, 2011**  
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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

Agenda Item VII-E.3

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.

## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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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 x 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

**MINUTES OF THE REGULAR MEETING OF MAY 17, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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**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 22<sup>nd</sup> 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



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**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.

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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

Agenda Item VII-E.4

May 17, 2011

**MEMORANDUM**

**MINUTES OF THE REGULAR MEETING OF MAY 17, 2011**  
**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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

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

**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 22<sup>nd</sup> Street South and 13<sup>th</sup> 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

**AMENDMENT #9 (Spot Survey #9)**  
EDUCATIONAL PLANT SURVEY dated June 19, 2007  
St. Petersburg College  
May 17, 2011

**MINUTES OF THE REGULAR MEETING OF MAY 17, 2011**  
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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 22<sup>nd</sup> Street South and 13<sup>th</sup> 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.

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

Agenda Item VII-E.5

May 17, 2011

**MEMORANDUM**

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

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

## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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**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.**

# MINUTES OF THE REGULAR MEETING OF MAY 17, 2011

## BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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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

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 items:

#### **Site 16: Construct New Student Support Services and Classroom Building, Midtown Center, total of 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

**MINUTES OF THE REGULAR MEETING OF MAY 17, 2011  
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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.

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

## MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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,Laami 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	Wamer,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
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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

**11-107.** The president called upon Dr. Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, to present the current Financial Report (Item VII-I) and the 2011-2012 Operating Budget (Item VII-K). Board memos related to the proposed Operating Budget and Lower and Upper Division Student Fees were distributed to



## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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the Board at the start of the meeting. Dr. Law distributed an “Investing in Success” brochure that will be used in communicating with the entire College about the budget. This document, based on the president’s 7/24 Strategic Plan, priorities established during the Board’s strategic session on Jan. 18, and the College leadership’s initiative recommendations presented at the budget development session on Feb. 22, reflected proposed allocations to enhance the following priorities: Out-of-Class Support (\$775,287); The College Experience (\$2.3-million); Mission Focus (\$2.79-million); Community and K-12 support (\$210,234); Technology Enhancements (\$984,021); Facilities, Maintenance and Repair (\$2.68-million); and Employee Support and Development (\$6.2-million), which includes a 3 percent across-the-board pay increase. Dr. Duncan and Ms. Jamelle Conner, Associate Vice President, Institutional Research, Planning, Budget & Compliance, met previously with each trustee individually to review the budget. Mr. Johnston commended Dr. Duncan and the faculty and staff for their 24/7 availability any time questions arise. He expressed his full support of the proposed budget and stated his potential conflict of interest in voting due to its inclusion of a faculty pay increase for a family member. General Counsel Suzanne Gardner ruled Mr. Johnston did not have a direct conflict of interest in that his vote appears to have a minimal connection to the faculty budget. Mr. Burke thanked Mr. Johnston for his thorough year-round review of the budget. He commended Dr. Law and his staff for the individual budget briefings, particularly Ms. Conner for her expertise and thorough knowledge of the budget. Mr. Gibbons additionally commended Dr. Law and his staff for the budget presentation. Mr. Johnston moved approval of Item VII-K. 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. *(A copy of the slide presentation and brochure is included as **Attachment D – 11-107.**)*


Information regarding this item is as follows:

Agenda Item VII-I

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.

# MINUTES OF THE REGULAR MEETING OF MAY 17, 2011

## BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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

Attachment

yym0509111

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
<b>Revenue</b>										
Student Tuition & Out-of-State Fees	\$ 44,157,443	\$ 46,809,819	106.2%	\$ 55,235,961	\$ 57,007,572	103.2%		\$ 1,771,611	3%	Increase due to tuition increase and enrollment growth
State Appropriation - CCOP	\$ 53,300,274	\$ 45,830,315	86.0%	\$ 55,574,039	\$ 46,488,391	83.7%		\$ (8,085,648)	-14%	
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	\$ 3,965,391	58.5%	\$ 7,279,093	\$ 4,367,457	60.0%		\$ (2,911,636)	-40%	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%	\$ 3,028,400	\$ 3,115,782	103.0%		\$ (86,618)	-3%	
Technology Fee	\$ 1,952,264	\$ 2,363,421	121.1%	\$ 2,475,440	\$ 2,773,120	112.0%		\$ 297,680	12%	Increase due to tuition increase and enrollment growth
Other Revenues	\$ 4,351,831	\$ 3,196,695	73.5%	\$ 3,911,923	\$ 3,127,810	80.0%		\$ (784,113)	-20%	Primarily due to increased application and testing fee revenues
Other Student Fees	\$ 1,801,634	\$ 1,282,263	71.2%	\$ 1,821,439	\$ 1,444,579	79.3%		\$ (376,860)	-21%	
Fund Transfers In	\$ 1,029,753	\$ 773,010	75.1%	\$ 2,344,940	\$ 31,895	1.4%		\$ (2,313,045)	-98%	Timing difference of transfer in from other funds
Revenue Stabilization Reserve	\$ 2,150,500	\$ -	0.0%	\$ 3,150,500	\$ -	0.0%		\$ -	0%	
<b>Total Revenues - Fund 10 and 12</b>	<b>\$ 123,116,189</b>	<b>\$ 113,878,418</b>	<b>92.5%</b>	<b>\$ 140,179,853</b>	<b>\$ 123,659,700</b>	<b>88.1%</b>	<b>89%</b>	<b>\$ (16,520,153)</b>	<b>-12%</b>	
<b>Operating Costs</b>										
<b>Personnel &amp; Benefits</b>										
Instructional	\$ 33,021,800	\$ 27,754,938	84.1%	\$ 37,533,133	\$ 30,807,753	82.1%		\$ (6,725,380)	-18%	
Administrative	\$ 16,001,728	\$ 15,095,006	94.3%	\$ 17,907,721	\$ 16,535,990	92.3%		\$ (1,371,731)	-8%	
Career (Non-Instructional)	\$ 19,756,243	\$ 16,005,410	81.1%	\$ 21,632,241	\$ 19,107,453	88.3%		\$ (2,524,788)	-12%	
OPS and Overtime	\$ 1,656,228	\$ 1,467,583	88.6%	\$ 1,925,498	\$ 1,681,734	87.3%		\$ (243,764)	-13%	Increase primarily due to additional hours needed to support enrollment growth and 4.5% pay increase
Student Assistants	\$ 500,000	\$ 272,159	54.4%	\$ 500,000	\$ 333,939	66.8%		\$ (166,061)	-33%	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%		\$ (4,025,289)	-17%	
<b>Total Personnel &amp; Benefits</b>	<b>\$ 82,866,517</b>	<b>\$ 78,024,248</b>	<b>94.0%</b>	<b>\$ 102,772,263</b>	<b>\$ 84,805,240</b>	<b>82.6%</b>	<b>82%</b>	<b>\$ (17,967,023)</b>	<b>-17%</b>	
<b>Current Expense</b>										
Travel	\$ 515,721	\$ 281,503	54.6%	\$ 472,606	\$ 517,726	109.5%		\$ 45,120	10%	Increase due to additional travel and professional development opportunities
Repairs & Maintenance	\$ 960,477	\$ 990,553	103.1%	\$ 948,643	\$ 811,631	85.6%		\$ (137,012)	-15%	Decrease primarily due to lower service contract costs
Rentals/Leases	\$ 200,071	\$ 161,744	77.4%	\$ 397,153	\$ 294,457	74.2%		\$ (102,696)	-26%	Increase primarily due to new leasing equipment for Marketing & Communications
Insurance (Non-Health)	\$ 2,028,175	\$ 1,902,637	93.8%	\$ 2,028,147	\$ 1,778,595	87.7%		\$ (249,552)	-12%	
Utilities	\$ 6,000,000	\$ 4,886,245	81.4%	\$ 6,401,500	\$ 4,969,032	77.4%		\$ (1,432,468)	-22%	
Services and Fees	\$ 3,517,797	\$ 2,503,289	71.2%	\$ 4,066,634	\$ 2,719,954	66.9%		\$ (1,346,680)	-33%	Decrease is due to a timing difference in the processing of journal entries
Scholarships/Fee Waivers	\$ 487,730	\$ 702,999	144.2%	\$ 1,110,895	\$ 549,276	49.4%		\$ (561,619)	-50%	
Materials and Supplies	\$ 5,414,467	\$ 3,319,231	61.3%	\$ 5,595,954	\$ 4,427,827	79.1%		\$ (1,168,127)	-21%	Increase primarily due to increased educational materials & supplies associated with enrollment growth
Tech Expense/Licensing	\$ 1,755,000	\$ 1,024,553	58.4%	\$ 1,958,061	\$ 1,061,652	54.2%		\$ (896,409)	-46%	
Other Current Expense	\$ 5,591,162	\$ 729,273	13.0%	\$ 6,767,625	\$ 572,665	8.5%		\$ (6,194,960)	-91%	Decrease due to a transfer to the unexpended plant fund last year for the resurfacing of the driving pad at Altstate that did not occur this year
<b>Total Current Expense</b>	<b>\$ 26,468,620</b>	<b>\$ 18,302,928</b>	<b>69.1%</b>	<b>\$ 29,742,218</b>	<b>\$ 17,503,904</b>	<b>59.2%</b>	<b>59%</b>	<b>\$ (12,238,314)</b>	<b>-41%</b>	
<b>Capital Spending</b>										
Computer Refresh Leases	\$ 1,778,959	\$ 1,101,149	61.9%	\$ 2,126,836	\$ 1,447,384	68.1%		\$ (679,452)	-32%	Increase due to continuing expansion of computer refresh program
Capital Purchases- Non-Recurring	\$ 1,932,522	\$ 402,746	20.9%	\$ 1,034,978	\$ 1,532,574	148.5%		\$ 497,596	48%	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%	\$ 4,593,000	\$ -	0.0%		\$ -	0%	
<b>Total Capital Spending</b>	<b>\$ 3,711,481</b>	<b>\$ 1,503,895</b>	<b>40.5%</b>	<b>\$ 7,661,814</b>	<b>\$ 2,979,958</b>	<b>38.9%</b>	<b>15%</b>	<b>\$ (4,681,856)</b>	<b>-61%</b>	
<b>Total Operating Costs - Fund 10 and 12</b>	<b>\$ 123,086,418</b>	<b>\$ 95,830,173</b>	<b>77.8%</b>	<b>\$ 140,186,286</b>	<b>\$ 105,188,203</b>	<b>75.0%</b>	<b>74%</b>	<b>\$ (34,998,083)</b>	<b>-25%</b>	
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ 28,781</b>	<b>\$ 18,048,245</b>		<b>\$ 12,093</b>	<b>\$ 18,360,497</b>			<b>\$ 6,267,254</b>	<b>52%</b>	

Board Material Relating to  
Agenda Item K  
Meeting: May 17, 2011

**BOARD OF TRUSTEES  
ST. PETERSBURG COLLEGE**

**College Operating Budget**

# MINUTES OF THE REGULAR MEETING OF MAY 17, 2011

## BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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### 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

jjc051111

<b>ST. PETERSBURG COLLEGE</b>			
<b>FY2011-2012 FUND 1x BUDGET</b>			
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 <sup>1</sup>	\$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)
<b>Total Funds</b>	<b>\$138,998,958</b>	<b>\$141,148,767</b>	<b>\$2,149,809</b>

# MINUTES OF THE REGULAR MEETING OF MAY 17, 2011

## BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

<b>Other Sources of Funds</b>					
Revenue Stabilization Reserve	\$3,150,500		\$2,150,500		
One-Time Non-Recurring Funds	\$0		\$1,569,328		
<b>Total Other Sources of Funds</b>	<b>\$3,150,500</b>		<b>\$3,719,828</b>	<b>\$569,328</b>	
<b>Total Fund Sources</b>	<b>\$142,149,458</b>		<b>\$144,868,595</b>	<b>\$2,719,137</b>	
<b>Operating Expenses</b>					
<b>Personnel &amp; Benefits</b>					
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	
<b>Total Budgeted Personnel Salaries</b>	<b>\$60,504,357</b>		<b>\$67,924,576</b>	<b>\$7,420,219</b>	
<b>Cost to Increase</b>	<b>\$3,364,930</b>		<b>\$3,932,011</b>	<b>\$567,081</b>	
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)	
<b>Total Personnel &amp; Benefits</b>	<b>\$103,494,273</b>	<b>72.85%</b>	<b>\$110,681,320</b>	<b>\$7,187,047</b>	<b>76.40%</b>
<b>Current Expense</b>					
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	
<b>Current Expense</b>	<b>\$25,468,336</b>		<b>\$26,442,298</b>	<b>\$973,963</b>	
Strategic Contingency <sup>2</sup>	\$990,000		\$860,104	(\$129,896)	
Contingency	\$4,460,000		\$1,797,351	(\$2,662,649)	
<b>Total Current Expense</b>	<b>\$30,918,336</b>	<b>21.76%</b>	<b>\$29,099,754</b>	<b>-\$1,818,582</b>	<b>20.09%</b>
<b>Capital Spending</b>					
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)	
<b>Total Capital Spending</b>	<b>\$7,651,814</b>	<b>5.39%</b>	<b>\$5,087,521</b>	<b>(\$2,564,293)</b>	<b>3.51%</b>
<b>Total Operating Costs</b>	<b>\$142,064,423</b>		<b>\$144,868,595</b>	<b>\$2,804,171</b>	
<b>Total Remaining Funds</b>	<b>\$85,035</b>		<b>\$0</b>		

<sup>1</sup> The FY10-11 Budget did not originally have lab fees incorporated at time of BOT approval last year. They are now incorporated/included.

<sup>2</sup> Strategic Initiative costs are included within specific budget categories totaling \$2M

Board Material Relating to  
Agenda Item K  
Meeting: May 17, 2011

**MINUTES OF THE REGULAR MEETING OF MAY 17, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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**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**

	<b>2010-2011 Fees</b>	<b>2011-2012 Fall Fees</b>	<b>% Change</b>	<b>2011-2012 Spring Fees</b>	<b>% Change</b>
<b>Florida Residents</b>					
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%
<b>Total Registration Fees</b>	<b>\$94.08</b>	<b>\$96.90</b>	<b>3%</b>	<b>\$99.59</b>	<b>3%</b>
<b>Non-Residents</b>					
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%
<b>Total Registration Fees</b>	<b>\$341.64</b>	<b>\$352.29</b>	<b>3%</b>	<b>\$363.22</b>	<b>3%</b>

**Lower Division Post-Secondary Adult Vocational Non-Credit Programs**

	<b>2010-2011</b>	<b>2011-2012</b>	<b>%</b>	<b>2011-2012</b>	<b>%</b>
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**MINUTES OF THE REGULAR MEETING OF MAY 17, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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	<b>Fees</b>	<b>Fall Fees</b>	<b>Change</b>	<b>Spring Fees</b>	<b>Change</b>
<b>Florida Residents</b>					
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%
<b>Total Registration Fees</b>	<b>\$68.06</b>	<b>\$70.10</b>	<b>3%</b>	<b>\$72.21</b>	<b>3%</b>
<b>Non-Residents</b>					
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%
<b>Total Registration Fees</b>	<b>\$272.29</b>	<b>\$280.46</b>	<b>3%</b>	<b>\$288.87</b>	<b>3%</b>

**Upper Division Credit Programs**

	<b>2010-2011 Fees</b>	<b>2011-2012 Fall Fees</b>	<b>% Change</b>	<b>2011-2012 Spring Fees</b>	<b>% Change</b>
<b>Florida Residents</b>					
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%
<b>Total Registration Fees</b>	<b>\$101.73</b>	<b>\$108.45</b>	<b>7%</b>	<b>\$109.45</b>	<b>1%</b>
<b>Non-Residents</b>					
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	2.55	3.55	39%	4.55	28%

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Fee					
<b>Total Registration Fees</b>	<b>\$391.94</b>	<b>\$406.96</b>	<b>4%</b>	<b>\$417.16</b>	<b>2%</b>

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

jjc051111

**11-108.** Dr. Law presented Item VII-J, Employee Compensation Reviews Update. He stated he would be bringing a proposal to the Board next month to allow accomplishment of key goals to adequately recognize the value of faculty as the core of the College. He acknowledged the widespread support to catch up over a three-year period. Mr. Johnston recommended a non-taxable faculty development fund so faculty do not have to spend personal funds for skill enhancement. Dr. Law confirmed that the budget just passed by the Board has a significant commitment to that effort and said he would bring this aspect along with the plan to the Board next month. Mr. Burke applauded Dr. Law on those funds and that the plan is faculty-driven. He thanked Dr. Mahoney and the FGO Senate for bringing items of concern to the table during the presidential selection process and for working closely with administrators.

**11-109.** Under the President’s Report, Dr. Law said he would be moving forward with a Career Service initiative, similar to that of the faculty. He distributed a draft of the newly formed Career Service Employee Council (CSEC) By-Laws to trustees for information purposes only. He stated that consultants have been identified to assist in a market survey and internal equity survey, with hopes by mid-Fall of evaluating every non-faculty job and aligning compensation equitably across job classifications, campuses and sites, while being mindful of the competitive Tampa Bay market. He noted Career Service compensation should be resolved in the next few months, and budgeted funds will be available to make any necessary adjustments resulting from the study.

Information regarding this item is as follows:

**ST. PETERSBURG COLLEGE**

**CAREER SERVICE EMPLOYEE COUNCIL BY-LAWS**

**MISSION STATEMENT**

## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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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.



# MINUTES OF THE REGULAR MEETING OF MAY 17, 2011

## BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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### 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.

# **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011**

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- 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 ½ of the Steering Committee's membership ending each year.

## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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- 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 30<sup>th</sup>. 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.

## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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### 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.

## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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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 31<sup>st</sup> 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.

## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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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 1<sup>st</sup> 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 ByLaws 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.

## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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### **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, inhouse 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

## **MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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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.



## MINUTES OF THE REGULAR MEETING OF MAY 17, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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- 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.

**11-110.** The Board addressed Item VII-L, Evaluation of the President. Chairman Burke read a prepared statement reflecting strong trustee support. He commended Dr. Law for making the Board look good through his excellence in leadership and noted the Board's expectations were exceeded in every area. He said that, overwhelmingly, the trustees' comments were tremendously positive. He sought any further Board comments.

Mrs. Bilirakis agreed with the Chairman's remarks and said Dr. Law is doing a great job, and she is proud to have him as president.

Mr. Brett thanked the Chairman for the evaluation summary. He recalled that, after the presidential selection, a former classmate wrote a *St. Petersburg Times* editorial on SPC's benefit from Dr. Law's leadership. Mr. Brett noted he followed that with a letter to the editor about the best candidate being selected, which he echoes today. He added that Dr. Eric Smith, Florida Education Commissioner, commented just last night that Dr. Law was one of the best.

Mr. Johnston commented he feels the College is very fortunate, as evidenced also in faculty and staff. He said he is personally very comfortable Dr. Law is the leader and that he is very responsive to the Board and has done well in bringing together an institution that was spread over many areas.

Mr. Gibbons noted that Dr. Law was evaluated by the Board on very key tasks to be accomplished daily, which he does very well and always takes a proactive approach. He said he finds teachable moments, even with the Board. He commended the president for keeping good talent at the College and getting SPC back to its core mission. He added that Dr. Law is a gentleman and is doing an excellent job.

Mr. Burke stated the President's Evaluation is a matter of public record, and he thanked the trustees for their comments. On behalf of the Board, he sought a tangible means of expressing appreciation to Dr. Law, in lieu of the president refusing any financial increase, and proposed extending the president's contract another year as he will soon be entering the second year of a 3-year contract. Dr. Law accepted, noting he fully intends to remain at SPC for 8 to 10 years. 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.

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## BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Mr. Johnston inquired as to whether or not the 3 percent salary increase given to staff affects the president. Chairman Burke said it does not and the president refused to accept an increase.

Information regarding this item is as follows:

**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.	
<b>LEADERSHIP:</b>							
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
<b>DIVERSITY INITIATIVES</b>							
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.



# MINUTES OF THE REGULAR MEETING OF MAY 17, 2011

## BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

<b>BOARD RELATIONS:</b>							
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.
<b>EXTERNAL RELATIONS:</b>							
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 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.	
<b>ADDITIONAL ITEMS:</b>							
<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>							

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## BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE


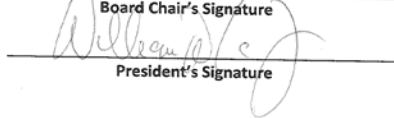
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1. The president provides leadership to assure that the college addresses equity issues required by the state and in bringing forth a report to the board with goals and performance in this area	5	5	5	5	5	5	
2. The president provides leadership in using 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.

**MINUTES OF THE REGULAR MEETING OF MAY 17, 2011**  
**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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**11-111.** The Board shared closing comments. Mr. Gibbons commended Mr. Ed Woodruff, SPC's Government Relations Director, Sen. Dennis Jones, and other staff who worked diligently to help SPC have a successful year in Tallahassee. The Board expressed appreciation to Mr. Roger Roscoe from the Governor's office for attending this meeting and the Bilirakis building dedication in April. He further commented on his certainty that the SPC Foundation is heading in the right direction following the individual trustee meetings held with new executive director Frances Neu.

Mr. Burke commended Sen. Jones for having the nicest and most hospitable office in Tallahassee. He expressed appreciation for SPC's affiliation and noted Sen. Jones' praises are constantly sung by Dr. Law in regard to his significant contribution to SPC.

**11-112.** Having no further business to come before the Board, Chairman Burke adjourned the meeting at 11:35 a.m.

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**William D. Law, Jr.**

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

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**Kenneth P. Burke**

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