

# **MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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The Board of Trustees of St. Petersburg College met on Tuesday, June 21, 2011 at the St. Petersburg College Caruth Health Education Center (Teaching Auditorium), 7200 – 66<sup>th</sup> Street N., Pinellas Park, 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. (*Mr. Gibbons arrived at 9:30 a.m.*)

**11-113.** At the start of the meeting, Dr. Law distributed to the trustees a revised Presiding Agenda, which reflected a change in the order of two items on the published agenda.

## **PRESIDING AGENDA**

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
TUESDAY, JUNE 21, 2011**

**CARUTH HEALTH EDUCATION CENTER  
TEACHING AUDITORIUM  
7200 – 66<sup>TH</sup> STREET N.  
PINELLAS PARK, FLORIDA**

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

### **I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

### **II. PRELIMINARY MATTERS**

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Diane E. Francey, Assistant Purchasing Director, EpiCenter Services
  - 2. Donald J. Hendricks, Electrician, EpiCenter Services
  - 3. Karen K. Kroeker, Academic Staff Assistant, Natural Science, Tarpon Springs Campus
  - 4. Marsha M. Lange, Student Services Assistant, Business Office, St. Petersburg/Gibbs Campus
  - 5. J. Stephen Meier, Instructor, Social & Behavioral Science, St. Petersburg/Gibbs Campus

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6. Patricia O'Hare, Administrative Specialist, College of Computer & Information Technology, St. Petersburg/Gibbs Campus
7. Sang Vo, Senior Instructional Specialist/Math Adjunct Instructor, Learning Support Commons, Clearwater Campus

B. Recognitions/Announcements

**III. COMMENTS**

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

**IV. REVIEW AND APPROVAL OF MINUTES**

Board of Trustees' Meeting of May 17, 2011

**V. MONTHLY REPORTS**

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

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

**VII. NEW BUSINESS**

- A. STUDENT SUCCESS AND ACHIEVEMENT (*information*)\*
  1. Legislative Matters Impacting Students
    - a. Gainful Employment
    - b. Bright Futures
- B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing)
  1. Estimated Utility Expenditures for Fiscal Year 2011-2012
  2. Removal of Certain Assets from Property Inventory
- C. OTHER EXPENDITURES AND CONTRACTS

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1. Follett Higher Education Group—Renewal of Agreement for Bookstore Management Services
2. TW Telecom, Inc.—Internet and Network Services  
Scrivener’s Error – Corrected Version Distributed
3. WorkNet Pinellas, Inc.—Training Agent Agreement Extension

**D. GRANTS/RESTRICTED FUNDS CONTRACTS**

1. Application/Acceptance
  - a. Florida Department of Education—College Reach Out Program
  - b. U.S. Department of Defense, Technical Support Working Group – Operations and Mission Assurance Training Program
  - c. U.S. Department of Justice, Bureau of Justice Assistance – Law Enforcement Executive Sessions
  - d. U.S. Department of Justice, Bureau of Justice Assistance – Law Enforcement Suicide Prevention Training
  - e. U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention – Community-Based Violence Prevention Demonstration Program
  - f. U.S. Department of Justice, Office of Community Oriented Policing Services – Community Policing Development: COPS, Communities and Trust Project
  - g. U.S. Department of Justice, Office of Community Oriented Policing Services – Community Policing Development: COPS, Halt Human Trafficking Project
  - h. U.S. Department of Justice, Office of Community Oriented Policing Services— Community Policing Development: COPS and Homeland Security, Planning for the Whole Community Project
  - i. Workforce Florida, Inc., Florida Department of Commerce – Quick Response Training Program

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2. Amendment(s). **NONE**
- E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
1. Disposition of Surplus or Obsolete Property (Survey #537)
  2. 2010/11 Sanitation, Casualty and Safety Inspection Report
  3. Draft Capital Improvement Program (CIP) for FY 2012-13 through 2016-17
  4. Amendment #12 to the Educational Plant Survey dated June 19, 2007 (Spot Survey #12), Remodel/Renovate Health Education Center Annex (Building 67), at the Health Education Center, Site 8
  9. Fiscal Year 2011-2012 Capital Outlay Budget (out of numerical order)
  5. Bond Resolution for Capital Outlay and Debt Service (CO&DS) Bonds
  6. Amendment #2 to the Lease Agreement between St. Petersburg College and Pinellas County Medical Association for a Lease of Office Space at the District Office
  7. Amendment #2 to the Lease Agreement between St. Petersburg College and Pinellas County Osteopathic Medical Society for a Lease of Office Space at the District Office
  8. Review of Phase III Construction Documents and Final Guaranteed Maximum Price (GMP), Project 186-C-11-4, Additional Classrooms/Offices (Modulars), Seminole Campus
  - ~~9. Fiscal Year 2011-2012 Capital Outlay Budget (moved between E.4 and E.5)~~
- F. AGENCY BILLINGS
- G. PERSONNEL
1. Personnel Report
  2. Annual Contract Recommendations
  3. Adoption of the 2011-2012 Salary Schedule

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4. Faculty Compensation Committee Report
  
- H. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing
  - Rule 6Hx23-1.02 Philosophy and Objective (Purpose) of the College
  - Rule 6Hx23-1.34 Discrimination Grievance Rule
  - Rule 6Hx23-2.01 Equal Employment Opportunity/Affirmative Action
  - Rule 6Hx23-2.010 Harassment and Relationships Policy and Definitions
  - Rule 6Hx23-6.14 Naming of College Facilities
  
- I. FINANCIAL REPORT AND UPDATE (*information*)
  
- J. UNCOLLECTIBLE ACCOUNTS
  
- K. DIRECT-SUPPORT ORGANIZATION (DSO) COLLABORATION BETWEEN SPC FOUNDATION, INC. AND THE LEEPA-RATTNER MUSEUM OF ART, INC. (LRMA) – GULF COAST MUSEUM COLLECTION
  
- L. CREDIT CURRICULUM
  
- M. 2010-2011 EQUITY REPORT

### **VIII. PRESIDENT’S REPORT**

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

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

Annual Organizational Meeting – Tuesday, July 19, 2011, EpiCenter

### **XI. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting Tuesday, June 21, 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) 341-3241.

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**\*No packet enclosure**

Date Advertised: May 20, 2011

[Confirmation of Publication](#)

**11-114.** The meeting was convened by the chairman at 8:33 a.m. Chairman Burke called upon Dr. Phil Nicotera, Provost of the Health Education Center, who welcomed all in attendance. The chair thanked him and his team for their hospitality.

**11-115.** The invocation was given by Mr. Johnston and was immediately followed by the Pledge of Allegiance.

**11-116.** Under Item II-A, Presentation of Retirement Resolutions and Motion for Adoption, Dr. Law recommended adoption of retirement resolutions for Diane E. Francey, Assistant Purchasing Director, EpiCenter Services; Donald J. Hendricks, Electrician, EpiCenter Services; Karen K. Kroeker, Academic Staff Assistant, Natural Science, Tarpon Springs Campus; Marsha M. Lange, Student Services Assistant, Business Office, St. Petersburg/Gibbs Campus; J. Stephen Meier, Instructor, Social & Behavioral Science, St. Petersburg/Gibbs Campus; Patricia O'Hare, Administrative Specialist, College of Computer & Information Technology, St. Petersburg/Gibbs Campus; and Sang Vo, Senior Instructional Specialist/Math Adjunct Instructor, Learning Support Commons, Clearwater Campus. Ms. Lange and Mr. Meier were in attendance and, joined by colleagues, received their resolutions as presented by Chairman Burke and President Law.

Mr. Brett moved to adopt the resolutions. Mr. Johnston seconded the motion. Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

**11-117.** Under Item II-B, Recognitions/Announcements, Dr. Law commented that, upon his return to St. Petersburg College after being away for several years, he was stunned by the aesthetic quality of the Health Education Center and recognized and commended Ms. Shelly Allen, site Groundskeeper, for her outstanding work. Board members extended their thanks as well.

**11-118.** Opportunity was given for comments from the Board Chair, Board Members and the President.

Chairman Burke commented on recent events attended by trustees. (1) Mr. Earl Fratus invited Board members and several administrators to a student presentation at which they recounted their experiences on a recent trip to Derry, Ireland. Chairman Burke noted it was

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wonderful to hear from the students and be reminded of the importance of our international program. Mr. Burke thanked Mr. Fratus for the invitation. (2) Mr. Burke, Mr. Gibbons and several College administrators attended the NAACP Annual Freedom Fund Banquet at The Coliseum. Attendees were honored to have State Senator Arthenia Joyner seated at the College table as a guest of Mr. Gibbons. It was a very positive event, at which the College was recognized, as well as Dr. Law, who co-hosted the event. Mr. Burke thanked Dr. Law for the opportunity to attend, stating the importance of the College's recognition at this event.

Additionally, Dr. Law commented on attendance at the Pinellas County Urban League Equal Opportunity Day Gala Dinner, for which the College was a sponsor. Mr. Gibbons, College administrators and our SGA representative, Sarah Pemberton, participated. There was opportunity to speak with Lt. Governor Jennifer Carroll and share the vision of the Association of Florida Colleges. Dr. Law reported that he met with the Executive Committee of the Urban League a few months ago and that the College will be working closely with the Urban League on community initiatives. Mr. Burke shared that the President/CEO of AACC, Dr. Walter Bumphus, is working to improve relations between AACC and the Urban League and Mr. Burke has shared with him our local efforts.

Mr. Burke reported that at the May meeting of the Board there was a motion and approval for extending the President's contract by one year. Further, Mr. Burke explained that rather than make amendments to the existing contract, an Amended Contract was created for ease of future reference. Mr. Burke thanked Mr. Lang and Ms. Gardner for their assistance with the facilitation of the contract and requested that a copy be sent to all trustees via their weekly mail packet.

Mr. Burke noted that the July meeting will be the Annual Organization Meeting, at which the Trustees will elect a new chair and vice-chair. He further noted that even though there are four pending trustee reappointments, it is important to move forward with the election. Mr. Burke expressed his hope that Mr. Brett would be amenable to serving as the new Board chair. Further, he reminded the Board that, per discussion held with Dr. Law during his hiring interview, the President will play no role in the election process.

Mr. Johnston raised the question as to whether the Board is required by law to elect a vice-chair at this time. Mr. Burke called on Mr. Lang, who noted that a Board rule stipulates we will elect a vice-chair and details the duties of a vice-chair. Mr. Burke stated that, having served on several national boards, he has observed that rotation of officers creates a stronger, more positive board. Mr. Burke gave credit to Mr. Johnston for suggesting changes to the election process some 10 years ago that allowed SPC Board officers to rotate.

Ms. Bilirakis expressed appreciation for the recent event at Tarpon Springs to honor Dr. Law's one-year anniversary at the College. She commended the staff who worked to assemble the voluminous Board packet, recognizing the amount of work that went into the project. She also thanked Dr. Law and Mr. Burke for their leadership during the past year.

Mr. Brett commended Mr. Burke for arranging the anniversary dinner for Dr. Law; Mr. Burke thanked Deborah Boyle for her assistance in planning the event.

Mr. Johnston also expressed his appreciation for Dr. Law's surprise dinner and the chance to interact with College family. He then reported on an SPC class he attended, Religion and Politics, taught by Dr. Chuck Jones. Mayor Bill Foster was the guest lecturer and

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shared how he reconciled religion and politics in his position. Mr. Johnston stated he was impressed with the questions asked by the students and encouraged Board members and Cabinet to take advantage of the opportunity to attend some classes and keep in touch with our student body.

**11-119.** The minutes of the Regular Meeting of the Board of Trustees of St. Petersburg College for May 17, 2011 were presented by the chairman for approval. Mr. Brett moved approval of the minutes as submitted. Mr. Johnston seconded the motion. Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

**11-120.** Under Monthly Reports, Chairman Burke requested a report of any new business from Board Attorney Lang or Acting General Counsel Suzanne Gardner.

Mr. Lang shared that the College received word it should receive a “no further action necessary” letter in regard to the acquired church property adjacent to the Clearwater Campus.

Ms. Gardner demonstrated recent enhancements to the Board of Trustees web site; Mr. Burke expressed appreciation for the updated site.

**11-121.** Chairman Burke called upon designated provosts and the Faculty Senate President to share their monthly reports.

Mr. J.C. Brock, Campus Executive Officer, Allstate Center, featured the site’s summer events, including multiple-day camps and single-day activities. New this year will be a tracking system to follow up with students interested in Allstate’s programs and invitations to these students to visit the Allstate Center.

Dr. Phil Nicotera featured “What’s New in Healthcare Education.” He noted that the biggest trend in healthcare is infusion of technology, or Healthcare Informatics. SPC was the first college in Florida to offer a certificate and degree in this government-mandated field. Ms. Bilirakis noted there is resistance from doctors in switching to electronic healthcare records.

Dr. Karen White, Provost, St. Petersburg/Gibbs Campus (SPG), featured highlights of the College of Computer & Information Technology as it appears at SPG, including student enrollment in each of the certificate and degree programs and our state-of-the-art computer labs. She shared related anecdotal student and faculty highlights and acknowledged the leadership of Sharon Setterlind, Dean, College of Computer and Information Technology; and Nancy Russell, Academic Department Coordinator, College of Computer and Information Technology.

Mr. Burke welcomed and recognized faculty members in attendance and then called on Dr. Maureen Mahoney, Faculty Senate President. Dr. Mahoney reported on recent FGO accomplishments, including virtual office hours, professor emeritus status, expanded after-hour access to campuses, peer observation, a Sharepoint site for sharing ideas and information, the Faculty Compensation Plan, and a general increase in faculty involvement. Dr. Mahoney



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attributed the success of these initiatives to the support of the Board and Dr. Law's leadership. Mr. Johnston commended Dr. Law for his leadership in giving the faculty a stronger voice.

*(Information regarding these reports is included as Attachment A – 11-121.)*

**11-122.** Mr. Burke recognized Mr. David Klement, Executive Director of the St. Petersburg College Institute for Strategic Policy Solutions. Mr. Klement announced the July 1 formal dedication luncheon for the Institute, at which Congressman C.W. Bill Young will be the keynote speaker. Mr. Klement encouraged Board and Cabinet members to attend the event. Mr. Burke thanked Mr. Klement for his leadership and expressed his appreciation for the front-page coverage of the Institute in *The Seminole Beacon*.

**11-123.** Under New Business, the President presented information under Item VII-A, Student Success and Achievement.

Dr. Law commented on two areas of new legislation that are strongly impacting SPC and its students – Bright Futures and Gainful Employment. He then introduced Mr. Michael Bennett, Associate Vice-President, Financial Assistance Services, who presented an executive overview of new requirements for these programs.

Mr. Bennett outlined the new requirements students will be required to meet to receive a Bright Futures Scholarship, addressed rumors regarding program changes, and noted the steps SPC has taken to notify and assist parents and students with the changes. Dr. Law added that higher requirements such as ACT/SAT scores will make the program more effective. Of note is that the changes will be effective for Summer Term.

Mr. Burke called for questions from the Board:

Mr. Burke inquired regarding the College's liability for repayment to the state of funds for students not meeting program requirements. Mr. Wayne Kruger, Director, Financial Assistance Operations, responded that the College is responsible for collecting these funds from students and assumes the liability for repaying the state.

Ms. Bilirakis asked for clarification of the FAFSA requirement. Mr. Bennett confirmed that Bright Futures now requires applicants to submit a FAFSA application.

Mr. Johnston inquired regarding the probability of Bright Futures becoming a need-based program. Mr. Bennett responded that there is a strong probability that this rumor is a possibility.

Mr. Brett asked for confirmation that 80 percent of the College's Bright Futures students would qualify for Bright Futures if the program becomes need-based. This information was affirmed by Mr. Bennett.

Mr. Johnston related a conversation with a student who was affected by Bright Futures changes and asked what the College is doing to counsel students regarding applying for student loans and the responsibilities for repaying the loans. Mr. Bennett indicated the College has literature and videos and will soon offer a suite of services such as financial aid literature, loan counseling, and services for students who are delinquent on their loans. Dr. Law added that

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the College is taking this issue seriously. The college's registration site has been updated to clarify financial aid information for students and parents.

Mr. Burke noted that Pinellas County Legislative Delegation meetings will begin in September and that time to meet with delegates regarding Bright Futures is very short. He inquired as to whether the Association of Florida College Presidents is developing position papers that include trustees' concerns. Dr. Law replied that currently the final bills are being signed by the governor and Bright Futures is a continuing discussion. He indicated he will obtain updated information and bring a report to the Board at the July meeting. Mr. Burke suggested that a one-page paper with bulleted talking points would be very helpful to trustees as they meet with legislators. Mr. Johnston suggested trustees schedule one-on-one meetings with delegates to discuss Bright Futures issues. Mr. Burke called on State Senator Dennis Jones, who recommended that SPC Board members give a presentation at the meeting. Mr. Burke requested that Ms. Kim Corry, Board Clerk, send details of the meeting to trustees via their weekly mail packet.

Mr. Bennett gave an overview of legislative changes to the Gainful Employment Rule that included a definition, new disclosure requirements for web sites, indicators by which Gainful Employment will be measured, penalties and enforcement, and new programs. Mr. Burke commented that though a great deal of work will be required for compliance, the College should applaud these changes, as they will greatly benefit public institutions. He added that these changes are targeted at for-profit institutions that have been overpromising and not delivering to students. Dr. Law concurred, noting the College must be true to its students.

*(Mr. Gibbons arrived during this presentation)*

*(A copy of this slide presentation is included as Attachment B – 11-123.)*

**11-124.** The Board considered Items VII-B.1-B.2 under Bids, Expenditures and Contracts (through Purchasing). Mrs. Bilirakis moved approval. Mr. Brett seconded the motion.

Under Item VII-B.1, Mr. Johnston expressed concern regarding Progress Energy's rising costs. Mr. Burke called on Ms. Susan Reiter, Director, Facilities, to respond. She shared the challenges the College faces in containing energy costs. As new and remodeled buildings are brought online, the requirements for meeting new standards can result in higher energy costs. She added that older facilities and portables are responsible for higher consumption of energy. Ms. Reiter noted that the College has two LEED Gold buildings and will have another soon. As part of this program, the College has put in place high-level energy management control systems and SPC, in fact, trains other colleges in energy conservation. Ms. Reiter indicated she has shared with Dr. Law the College's overall energy conservation plan and initiatives and would be happy to discuss these with the Board at a future date. Ms. Reiter further noted that Progress Energy had indicated the College would experience some energy cost reduction this past spring; however, this was not the case. In the coming year we hope to see no more than a 9 percent increase in costs.

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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
Information regarding these items is as follows:

Agenda Item VII-B.1

June 21, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Estimated Utility Expenditures for Fiscal Year 2011-2012

**The Board is requested to authorize the payment of actual invoices to the respective entity for utility services for the period July 1, 2011 through June 30, 2012, without further Board approval and to include as appropriate any future properties or equipment that may come online for utility expenditures.**

**Additional Information:**

Items 1-15 in Column 1 reflect actual expenditures through April 30, 2011. Column 2 is the projection for the entire '10-'11 year using the first 10 months' expenditures to project the year's total. Column 3 represents the estimated amount for the '11-'12 year based upon the research by each area.

Utility	(1) Actual YTD Expenditure 7/1/10-4/30/11	(2) Estimated Expenditure 7/1/10-6/30/11	(3) Estimated Expenditure 7/1/11-6/30/12	(4) Difference	(5) Increase
1. Progress Energy Florida, Inc. - electricity	\$ 3,958,968	\$ 4,833,968	\$ 5,272,971	\$ 439,003	9%
2. TECO/Peoples Gas Systems - natural gas	\$ 182,094	\$ 242,792	\$ 249,256	\$ 6,464	3%
3. Pinellas County - water, sewer, garbage	\$ 95,252	\$ 127,003	\$ 130,384	\$ 3,381	3%
4. City of St. Petersburg - water, sewer, garbage	\$ 113,925	\$ 151,900	\$ 155,944	\$ 4,044	3%
5. City of Clearwater - utilities	\$ 135,329	\$ 180,439	\$ 185,242	\$ 4,803	3%
6. City of Pinellas Park - water & garbage	\$ 68,481	\$ 91,308	\$ 93,739	\$ 2,431	3%
7. City of Tarpon Springs - water	\$ 4,570	\$ 6,093	\$ 6,256	\$ 163	3%
8. City of Largo	\$ 15,429	\$ 20,572	\$ 21,120	\$ 548	3%
9. Waste Management of Pinellas County - garbage	\$ 14,096	\$ 18,795	\$ 19,295	\$ 500	3%
10. Waste Services	\$ 3,351	\$ 4,468	\$ 4,587	\$ 119	3%
11. Petroleum Fuel - Collegewide	\$ 59,396	\$ 72,262	\$ 77,000	\$ 4,738	7%
12. Verizon – telephones*	\$ 74,365	\$ 89,238	\$ 85,238	\$ (4,000)	-4%
13. Fla. Dept. Management Service - telephones	\$ 15,613	\$ 18,735	\$ 18,735	\$ 0	0%
14. Time Warner Communications*	\$ 375,682	\$ 450,818	\$ 479,258	\$ 28,440	6%
15. <u>Bright House Networks</u>	<u>\$ 1,625</u>	<u>\$ 1,950</u>	<u>\$ 1,950</u>	<u>\$ 0</u>	<u>0%</u>
	\$ 5,118,176	\$ 6,310,341	\$ 6,800,975	\$ 490,634	7.7%

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Fiscal 2012 reflects a three percent increase in cost for all affected utilities, except electricity, petroleum and telecom, based on the anticipated air conditioned square footage changes of the following buildings:

- TS-College of Education (6 months) - 43,464 gsf
- SEM- Veterinary Technology (12 months) - 32,768 gsf
- CL- Church (12 months) - 3,000gsf
- HEC Annex -1<sup>st</sup> Floor (12 months) - 12,500 gsf
- HEC Annex -Top Floors (12 months) - 16,125 gsf (unoccupied conditioned space)
- Demolition of CL Teaching Auditorium (12 months) - 6,111 gsf
- Demolition of HEC Veterinary Technology building (6 months) - 20,873 gsf

The nine percent increase in electrical cost is reflective of additional consumption cost associated with gross square footage changes as well as a Progress Energy-projected utility cost increase of up to 12 percent for the next fiscal year. Progress Energy and Duke Power went through a merger in early January and, while the merger has been seamless to its customers, the utility company is currently awaiting approval on rate increases. Progress Energy comprises 86 percent of the utility cost expenses, excluding telecom and petroleum for Fleet Services.

The estimates of city and county utilities do not reflect storm water payments, as the College is exempt from these fees.

\*The increase of 6 percent for Time Warner Communications' estimated expenditure is due to the addition of the new Veterinary Technology facility.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Susan M. Reiter, Vice President, Facilities Planning & Institutional Services; and Jim Waechter, Director, Facilities Services, recommend approval of Items 1-11. Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, recommends approval of Items 12-15.

ps0617113

Agenda Item VII-B.2

June 21, 2011

### **MEMORANDUM**

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

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

**SUBJECT:** Removal of Certain Assets from Property Inventory

**Approval is sought to write off 45 capital assets not located for three consecutive years.** The following items valued individually at \$1,000 or more have a current Net Book value of \$0 and were acquired between 1983 and 2007. Though diligently searched for during the College's annual physical inventory process, these items have not been located for three years.

Per guidelines established by the State of Florida's Chief Financial Officer, the Auditor General's Office and Florida Statutes, with proper approval, these assets can be removed from the property records.

BOT	Description	Make	Model	Serial ID	Acq Date	Acq Amt	Last Inventory
01237	Storage Cabinet	Neumade	MM-216-C		2/1/1983	1,048.84	3/21/07
01715	Animal Anesthesia Machine	Ohmeda	VML-0010	520	8/1/1987	4,183.00	3/30/07
04332	Computer Terminal	Sun Micro	3/5MO-4	634C2228	9/1/1986	11,302.50	
05819	Radar Unit	Kustom Elect	0054 Hawk:Hh10101	HH10101	2/1/1989	2,395.00	5/3/07
08341	Player/Editor	Sony	PVW-2600		8/1/1993	10,480.00	4/4/07
09202	Power Mac	Apple	B2135LL/A	FC44815LIUV	2/1/1995	2,570.60	3/20/07
10831	Computer: 166	Dell	166MHz,32MB,2.1GB	7ZFG3	1/29/1997	2,490.00	3/30/07
12007	Computer	US Computer	Mid Tower 230W		9/19/1997	3,278.00	3/14/07
12291	Camcorder	Sony	DCR-VX1000	010082088C	11/5/1997	3,547.00	5/14/07
12846	Laptop	Dell	Latitude Cpi266XT	Z20GY	6/24/1998	3,177.00	3/14/07
13046	Computer	Dell	333Mhz,64MB,6.4GB	FMO5H	8/14/1998	1,449.00	3/30/07
1464	INPUT ERROR - DUPL DBT# 11464		09004	316P496	6/18/1997	0.00	
14826	Cell Starter	Fore Syst	ASX200	98101266	9/15/1998	18,620.17	3/30/07

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BOT	Description	Make	Model	Serial ID	Acq Date	Acq Amt	Last Inventory
15061	Docking Station	Dell		4FFAOE94	5/25/1999	1,179.00	3/30/07
15260	UPS		SU2200RMXLNET	WS9931014428	11/10/1999	1,488.83	3/19/07
16072	Laptop	Dell	Inspiron 7500	VY40V	12/8/1999	3,484.00	4/4/07
16859	Computer	Dell	500,128MB,10GB,17"	GE5L2	2/24/2000	1,342.00	3/30/07
17000	Computer	Dell	500MHz,128MB,10GB,16"	GULH9	3/13/2000	1,352.00	3/30/07
18268	Laptop	Dell	CPx650GT,128MB,6GB		11/29/2000	2,965.59	4/27/07
18513	Laptop	Dell	C600,750MHz,256MB,20GB		11/20/2000	4,041.00	3/15/07
18514	Laptop	Dell	C600,750MHz,256MB,20GB	1RSG211	11/20/2000	4,041.00	3/15/07
18844	Computer: GX110	Dell	733Mhz/133 GX110	2XRR901	1/16/2001	1,168.00	3/15/07
19652	Laptop	Dell	C600,750MHz,128MB,10GB	7N87P01	6/29/2001	2,337.00	4/2/07
19663	Digital Handycam:	Sony	DCR-TRV30	334571	7/20/2001	1,558.00	4/11/07
20907	Computer: 330	Dell	1.50GHz, 1GB, 36GB, 15"	D3DNZ01	11/6/2001	3,799.00	6/11/07
23232	Laptop	Dell	C840,1.60GHz,256MB,20GB	BXDTP11	7/31/2002	2,464.00	3/21/07
23973	Computer: GX260	Dell	2.40GHz,512MB,40GB,17"	2WH0221	11/14/2002	1,454.44	3/21/07
24387	Camera	Sony	EVI-D30	128548	11/22/2002	1,544.73	6/27/07
25214	Computer: GX260T	Dell	2.00GHz,512MB,40GB,18"	150MQ21	4/30/2003	1,239.00	3/21/07
25222	Computer: GX260T	Dell	2.00GHz,512MB,40GB,18"	H90MQ21	4/30/2003	1,239.00	3/21/07
25234	Computer: GX260T	Dell	2.00GHz,512MB,40GB,18"	C40MQ21	4/30/2003	1,239.00	3/21/07
25743	Computer: GX260T	Dell	2.40GHz,512MB,40GB,18"	GDBWQ21	4/30/2003	1,234.00	3/20/07

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26118	Wireless Access Point	Cisco	1200	29529127	7/1/2003	0.00	3/29/07
26635	Laptop	Dell	D600, 1.40GHz, 512MB, 40GB	549G231	7/15/2003	1,947.00	5/10/07
26640	Laptop	Dell	D600, 1.40GHz, 512MB, 40GB	C59G231	7/15/2003	1,947.00	5/30/07
27013	Laptop	Dell	D600,1.40GHz,512MB, 60GB,18"FP	1BG6R31	11/17/2003	2,381.00	3/21/07
27480	Laptop	Dell	D800,1.70GHz,512MB, 40GB	3JQN741	2/9/2004	2,397.52	3/15/07
27546	Computer: GX270T	Dell	2.40GHz, 512MB,80GB,18"F	G9B4R31	11/14/2003	1,289.00	5/22/07
30060	Laptop	Fujitsu	T4010D,1.60GHz,512MB,40GB	R5510205	6/1/2005	1,825.00	4/11/07
30820	Laptop	Dell	D610,2.00GHz,1.0GB, 60GB	2QM1M71	6/7/2005	1,931.80	3/19/07
<b>BOT</b>	<b>Description</b>	<b>Make</b>	<b>Model</b>	<b>Serial ID</b>	<b>Acq Date</b>	<b>Acq Amt</b>	<b>Last Inventory</b>
31403	Computer: 670	Dell	3.20GHz,4GB,500GB, 19FP	1SJ7K81	9/28/2005	3,186.00	
31579	Laptop	Dell	D810,1.73GHz,512MB<40GB	184Z481	8/18/2005	1,594.79	
32431	Cast Cutter	Stryker	840	0534309033	3/24/2006	1,070.71	
34391	Computer: GX620	Dell	3.4 GHz, 1.0GB, 80GB, 17FP	GYKZY91	5/12/2006	1,143.64	
C0225	Computer: GX270	Dell	3.00GHz,1.00GB,80GB,17"FP	DQ74W41	5/31/2007	104.47	

**TOTAL      \$124,528.63**

Doug Duncan, Vice President, Administrative/Business Services & Information Technology; Theresa Furnas, Associate Vice President, Financial & Business Services; Jamelle Conner, Associate Vice President, Institutional Research, Planning, Budget & Compliance; and Paul Spinelli, Director of Procurement & Asset Management, recommend approval.

krr0608112

## **MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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**11-125.** The Board considered Items VII-C.1-C.3 under Other Expenditures and Contracts. Mr. Brett moved approval of Items VII-C.1-C.3, with correction to Item VII-C.2 as noted. Ms. Bilirakis seconded the motion.

Under Item VII-C.1, Follett Higher Education Group – Renewal of Agreement for Bookstore Management Services, Mr. Johnston proposed an alternate motion extending the Follett contract for six months rather than one year. Mr. Burke called on Dr. Law for a report and recommendation. Dr. Law cautioned that this must be a very deliberate and well-thought-out process, as there are only a few companies large enough to consider our account. Dr. Law stated the College should not allow a disgruntled employee to influence this decision. Further, this change should not be made mid-year but should be carefully researched and a decision reached by this time next year. Dr. Law stated he would bring a recommendation to the Board in January 2012. Mr. Johnston withdrew his alternate motion but requested this be addressed as quickly as possible. Mr. Burke commended Mr. Johnston for his vigilance on this topic and requested that staff continue to work with Mr. Johnston in his capacity as Board representative for matters relating to the Follett contract.

Under Item VII-C.2, TW Telecom, Inc. - Internet and Network Services, a revised version of Item VII-C.2, TW Telecom, Inc., was distributed previously to correct the \$377,100 “per month” reference to “per year.”

Under Item VII-C.3, WorkNet Pinellas, Inc—Training Agent Agreement Extension, Mr. Burke expressed appreciation for the relationship between the College and WorkNet and asked the President to comment further, and also asked that Dr. Law comment on Item VII-D.1i, Workforce Florida, Inc., Florida Department of Commerce – Quick Response Training Program, as the two items are related.

Dr. Law explained that WorkNet Pinellas is an umbrella organization through which federal funds flow to local boards and the community. Several of SPC’s grants for work with local employers resulted from the College’s identifying employer needs and submitting funding requests through WorkNet. Requests are considered by the WorkNet Board of Directors and, if approved, funding is disbursed. Dr. Law noted that private providers surpass SPC in obtaining grants, as the College heretofore has not have sufficient products to submit. The new certificates the College is offering will make us more competitive. Dr. Law further commented on the large grant the College has received for the first time with Tech Data, through WorkNet. Mr. Burke asked for clarification of the process and recognized Mr. Jim Connolly, Director, Corporate Training, who spoke regarding the Quick Response Grant. The award is approximately \$960,000 and funds flow through Tech Data after training is provided. The College submits paperwork detailing what it can offer an employer, who then makes a decision as to a provider.

Mr. Gibbons shared his belief that community colleges should be the vehicle for training in communities and should receive a much larger share of workforce funding. He stated SPC is well-qualified to provide the training and the College should be more proactive in obtaining funding. He further suggested that local workforce boards are able to send people back to work faster – hiring locally rather than from the outside – than the U.S. Department of Labor. Dr. Law expressed appreciation to Mr. Connolly and Dr. Stan Vittetoe for their efforts in this area.



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


Information regarding these items is as follows:

Agenda Item VII-C.1

June 21, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Follett Higher Education Group—Renewal of Agreement for Bookstore Management Services

**Authorization is sought to renew the agreement with Follett Higher Education Group (Follett) for an additional year commencing July 1, 2011 and continuing through June 30, 2012.**

The Board previously awarded Follett Higher Education Group the Agreement for its Proposal #09-03-04. The existing contract with Follett includes one (1) two-year and one (1) one-year renewal option based upon satisfactory service, consideration and mutual agreement between the parties. Follett has responded positively to the College's request for a one-year renewal. This renewal period gives the College an opportunity to explore various options in the textbook and e-text publishing and distribution marketplace and to request proposals from vendors that may result in more affordable textbooks. It is anticipated that the College will proceed with the competitive solicitation process during this academic year and will bring competitive proposals for consideration and recommendation to the Textbook Affordability Taskforce and the Board next spring.

Based upon the continuing commitment of Follett to the College, it is recommended that the College enter into a one-year agreement with Follett rather than the last two-year option to seek alternatives in the rapidly changing e-text market environment.

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 Paul Spinelli, Director of Procurement and Asset Management, recommend approval.

db0616114

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Agenda Item VII-C.2  
**REVISED**

June 21, 2011

**MEMORANDUM**

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

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

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

**Authorization is sought to enter into a three-year Agreement with TW Telecom, Inc. to provide internet and Wide Area Network/Voice services to the College through June 30, 2014.** The total cost for the services covered by this Agreement, which includes some but not all internet services, will be approximately \$350,232 per year or \$1,050,696 for the entire three-year period, plus \$4,000 per year depending on unforeseen taxes and fees if they apply. This represents a small savings in costs that St. Petersburg College paid for the previous contract that ends June 30, 2011. The new Agreement will provide significant necessary bandwidth increases for the Midtown Center, Clearwater Campus, St. Petersburg/Gibbs Campus, Seminole Campus and collegewide internet access. Additionally, the Agreement provides for data and voice services for the new Vet Tech site. TW Telecom has waived all installation charges.

TW Telecom was chosen to continue to provide the above services to St. Petersburg College due to its superior network design that provides SPC with two private fiber optic rings and redundant fiber entrances to key SPC sites. In addition, TW Telecom provided the best overall price. A competitive quote was obtained from Bright House Networks in the amount of \$377,100 per year plus \$11,000 in installation for a total of \$1,142,300 over three years.

**Background:**

The current provider of internet and Wide Area Network services for the College is TW Telecom Corporation. TW Telecom has been the primary provider of SPC internet and wide area network services since November 2007.

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

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

dc0620114


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Agenda Item VII-C.3

June 21, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** WorkNet Pinellas, Inc.—Training Agent Agreement Extension

**Approval is sought to extend the Agreement with WorkNet Pinellas, Inc. whereby WorkNet will continue to provide funding for certain training of eligible individuals under Title I of the Workforce Investment Act and other special project training funds to St. Petersburg College as the Training Agent for payment of tuition, fees, materials and supplies, etc.**

Under the terms of the current Agreement, the College provides training to those eligible individuals sent to SPC by WorkNet staff working in the One Stop Centers for WorkNet Pinellas in Pinellas County. The Board previously approved this Agreement to continue through June 30, 2011 with an anticipated revenue for training services during fiscal year 2010-11 of approximately \$250,000. To date, approximately \$186,000 in revenue has been received for this period.

The extension Agreement will commence as of July 1, 2011 and is anticipated to continue through September 30, 2011, based on renewal conditions and/or unless cancelled by either party. The approximate revenue during the extension period is anticipated to be \$62,500.

Suzanne L. Gardner, Acting General Counsel; Stan Vittetoe, Vice President, Workforce & Continuing Education; and Gary Graham, Outreach Coordinator, Academic & Student Affairs, recommend approval.

gg0606112

**11-126.** The Board considered Items VII-D.1a-D.1i, Applications for and Acceptance of Grants/Restricted Funds (if awarded). Mr. Gibbons moved approval. Mr. Johnston seconded the motion.

Mr. Burke requested that Mr. J.C. Brock comment on Item VII-D.1e, a grant proposal for a “Community-Based Violence Prevention Demonstration Program,” which is a

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partnership with the city of St. Petersburg. Mr. Brock shared that this summer program is a great opportunity for the College to partner with St. Petersburg and the Juvenile Welfare Board in a program similar to the College's ICORP program. Mr. Brock stated he is hopeful there will be funding for the next three years. The city will be the lead and will operate the program through its recreational department. The College will be the facilitator for creating training and partnership opportunities, bringing in the Pinellas County School Board through its Criminal Justice magnet school. Students in the summer program will be tracked and those who show interest will be engaged throughout the school year. Mr. Burke asked how students will become involved in this program and the ages of students participating. Mr. Brock responded that the hope is that this will be a privilege for sixth through eighth graders. Those who perform well during the year at their respective schools and recreational programs will be offered an opportunity to participate in the summer program. Mr. Burke expressed his appreciation and noted this is a very tangible way for the College to get involved and give back to the community.


Information regarding these items is as follows:

Agenda Item VII-D.1a

June 21, 2011

**MEMORANDUM**

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

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

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

**Confirmation is sought to accept a grant award that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education to receive approximately \$595,173 to conduct the College Reach Out Program from September 1, 2011 through August 31, 2012. Permission is also sought to enter into any necessary agreement(s) and to accept funding, if awarded.** The goal of the College Reach Out Program (CROP) is to provide academic support services and enrichment programs to middle and high school students who have the potential to complete college but may not have the skills and/or knowledge necessary to do so without additional support.

The Tampa Bay Consortium, now in its 19th year, consists of the University of South Florida; Hillsborough Community College; State College of Florida, Manatee-Sarasota; and St. Petersburg College. St. Petersburg College serves as the fiscal and tracking agent for the Consortium and oversees the entire funding awarded the Consortium. The Consortium has applied for \$595,173 for 2011-12. St. Petersburg College's portion of the request is \$150,548.

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The Consortium will use the funds to provide support and academic services to low income, educationally disadvantaged students in grades 6-12. CROP's goal is to increase the number of such students, particularly minorities, who will qualify for and complete postsecondary education.

The College is required to match 50 percent of the total amount awarded to SPC (i.e., 50 percent of \$150,548 or \$75,274). The cash match requirement is satisfied with the combination of \$64,222 in institutional cash match and \$11,052 in other salary related cash contributions. Additionally, the College will also provide in-kind contributions in the amount of \$44,805. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Karen Kaufman White, Provost; and Linda L. Hogans, Director, Special Programs, recommend approval.

Attachment

lh0603112

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

<b>Date of BOT Meeting:</b>	<b>June 21, 2011</b>
<b>Funding Agency or Organization:</b>	Florida Department of Education
<b>Name of Competition/Project:</b>	College Reach Out Program
<b>SPC Application or Sub-Contract:</b>	SPC Application
<b>Grant/Contract Time Period</b>	<b>Start: 9/1/11 End: 8/31/12</b>
<b>Cabinet Member:</b>	Karen Kaufman White
<b>Manager:</b>	Linda L. Hogans

#### **Focus of Proposal:**

The College Reach Out Program is a consortium of Hillsborough Community College; State College of Florida, Manatee-Sarasota; University of South Florida and St. Petersburg College serving as fiscal agent, that provides academic support services and enrichment programs to middle and high school students who have the potential to complete college, but may not have the skills and/or knowledge necessary to do so without additional support.

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**Budget for Proposal:**

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

Personnel w/benefits	\$ 102,461
Travel	\$ 15,480
Supplies/Materials	\$ 8,000
Contractual	\$ 10,200
Sub-Awards to Other	
Consortium Members	\$ 444,625
Other	<u>\$ 14,407</u>
Total Budget	\$ 595,173

**Funding:**

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

\$715,252

Total amount from funder:

\$595,173; (SPC's portion-\$150,548)

Amount/value of match:

Cash: \$64,222

Other Salary Contributions: \$11,052

In-kind: \$44,805

Required match or cost sharing:

No            Yes X

Voluntary match or cost sharing:

No            Yes X

Source of match/cost sharing:

Staff and Program Development funds, other college programs, and SPC Development Foundation scholarships for cash; percent of time for personnel and usage of SPC facilities for in-kind.

Negotiated indirect cost:

SPC will not recover indirect costs (part of required in-kind contribution.)

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

**College Goals and Institutional Initiatives Addressed:**

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- College Goal: II. Maintain the “open door” by providing opportunities for under-prepared students to achieve college entry-level skills through college preparatory programs and services.
- Institutional Initiative(s): 3. Increase the percentage of recent minority high school graduates attending college.
- SPC 7/24 Initiative Addressed:**  
Focus: 2. Increased Public Accountability
- Observable Project: Community Partnerships

Agenda Item VII-D.1b

June 21, 2011

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Defense, Technical Support Working Group – Operations and Mission Assurance Training Program

**Confirmation is sought for a proposal that was submitted by K2Share to the U.S. Department of Defense, Technical Support Working Group, whereby St. Petersburg College’s Center for Public Safety Innovation will provide specific services in support of training development. Permission is also sought to accept funding for this proposal and enter into any agreements as necessary, if awarded.**

K2Share will provide military personnel with simulation training on the use of the “Raven,” an Unmanned Aerial System, used primarily to conduct surveillance in areas of rough and dangerous terrain. K2Share, a military contractor, will be the lead applicant and will subcontract with SPC to create the video elements and graphics of the Training Support Package that will be developed and then sent overseas to train military personnel in theater around the world.

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The period of performance will commence approximately October 1, 2011 and end September 30, 2012. Anticipated revenue to the College will be a total of \$279,134. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; James C. Brock, Campus Executive Officer; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el06071103

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

<b>Date of BOT Meeting:</b>	June 21, 2011
<b>Funding Agency or Organization:</b>	U.S. Department of Defense, Technical Support Working Group
<b>Name of Competition/Project:</b>	Operations and Mission Assurance Training
<b>SPC Application or Sub-Contract:</b>	Sub-Contract
<b>Grant/Contract Time Period:</b>	<b>Start:</b> 10/01/11 <b>End:</b> 9/30/12
<b>Cabinet Member:</b>	James C. Brock
<b>Manager:</b>	Eileen LaHaie

#### **Focus of Proposal:**

St. Petersburg College's Center for Public Safety Innovation (CPSI) will design and develop specific products to support the development of a comprehensive training program providing military personnel with simulation training on the use of the "Raven," an Unmanned Aerial System, used primarily to conduct surveillance in areas of rough and dangerous terrain. K2Share, a military contractor, will be the lead applicant and will subcontract with SPC to create the video elements and graphics of the Training Support Package that will be developed and then sent overseas to train military personnel in theater around the world.

#### **Budget for Proposal:**

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

Personnel & Benefits	\$ 162,981
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Travel	\$ 27,396
Consultants	\$ 5,800
Supplies	\$ 9,311
Other	\$ 60,354
Fixed Administrative Fee	<u>\$ 13,292</u>
Total Budget	\$ 279,134

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$279,134
Total amount from funder:	\$279,134

Amount/value of match:	Cash: N/A	In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes	
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes	
Source of match/cost sharing:	N/A	
Negotiated indirect cost:	N/A	
(Fixed) administrative fee:	5% of contract (\$13,292)	
Software/materials:	N/A	
Equipment:	N/A	
Services:	N/A	
Staff Training:	N/A	
FTE:	N/A	
Other:	N/A	

**College Goals and Institutional Initiatives Addressed:**

College Goal:	III. Promote the community's economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives.
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Institutional Initiative(s):	3. Continue to promote SPC as a cultural center of the community through development of new partnerships and initiatives.
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**SPC 7/24 Initiative Addressed:**

Focus:	4. Managing with Scarce Resources
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Observable Project:

Increase Non-state Resources

Agenda Item VII-D.1c

June 21, 2011

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Justice, Bureau of Justice Assistance – Law Enforcement Executive Sessions

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College's Regional Community Policing Institute (RCPI) to the U.S. Department of Justice, Bureau of Justice Assistance for the continuation of the Law Enforcement Executive Session project. Permission is also sought to accept funding for this proposal and enter into any agreements as necessary, if awarded.**

Funds from this grant shall be used to coordinate and conduct two separate executive session meetings, produce papers on leadership topics, and conduct debates centered on issues pertaining to police leadership. The overall objectives are to deliver a national Executive Session project aimed at framing and testing an agenda for enhancing police leadership in America. This project is intended to identify the skill sets necessary for the next generation of law enforcement leaders to be successful in this changing world.

The period of performance will commence approximately October 1, 2011 and end September 30, 2013. Anticipated revenue to the College will be a total of \$425,000. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; James C. Brock, Campus Executive Officer; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el0607113

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

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**Date of BOT Meeting:** June 21, 2011

**Funding Agency or Organization:** U.S. Department of Justice, Bureau of Justice Assistance

**Name of Competition/Project:** Law Enforcement Executive Sessions

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

**Grant/Contract Time Period:** **Start:** 10/01/11 **End:** 9/30/13

**Cabinet Member:** James C. Brock

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College’s Regional Community Policing Institute (RCPI) will continue the Law Enforcement Executive Sessions project. Funds from this grant shall be used to coordinate and conduct two separate executive session meetings, produce papers on leadership topics, and conduct debates centered on issues pertaining to police leadership. The overall objectives are to deliver a national Executive Session project aimed at framing and testing an agenda for enhancing police leadership in America. This project is intended to identify the skill sets necessary for the next generation of law enforcement leaders to be successful in this changing world.

**Budget for Proposal:**

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

Personnel & Benefits	\$ 92,108
Travel	\$ 47,150
Consultants	\$ 279,444
Supplies	\$ 4,256
Other	\$ 2,042
Indirect Cost Recovery	<u>\$ 0</u>
Total Budget	\$ 425,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$425,000
Total amount from funder:	\$425,000

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

**College Goals and Institutional Initiatives Addressed:**

College Goal:	III. Promote the community’s economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives.
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Institutional Initiative(s):	3. Continue to promote SPC as a cultural center of the community through development of new partnerships and initiatives.
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**SPC 7/24 Initiative Addressed:**

Focus:	4. Managing with Scarce Resources
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Observable Project:	Increase Non-state Resources
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Agenda Item VII-D.1d


June 21, 2011

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**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Justice, Bureau of Justice Assistance – Law Enforcement  
Suicide Prevention Training

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College's Regional Community Policing Institute (RCPI) to the U.S. Department of Justice, Bureau of Justice Assistance for the continuation of the Law Enforcement Suicide Prevention Training project. Permission is also sought to accept funding for this proposal and enter into any agreements as necessary, if awarded.**

Funds from this grant shall be used to coordinate and conduct a regional conference, eight training-of-trainer sessions, and provide subject matter experts to participate in a Speakers Bureau, all on the subject matter of law enforcement suicide prevention. Additional materials related to officer wellness and occupational health will also be developed and incorporated into the project. The overall objectives are to increase suicide awareness among law enforcement agencies and to train officers to implement prevention strategies.

The period of performance will commence approximately October 1, 2011 and end September 30, 2013. Anticipated revenue to the College will be a total of \$300,000. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; James C. Brock, Campus Executive Officer; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el0607113

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

**Date of BOT Meeting:** June 21, 2011

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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**Funding Agency or Organization:** U.S. Department of Justice, Bureau of Justice Assistance

**Name of Competition/Project:** Law Enforcement Suicide Prevention Training

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

**Grant/Contract Time Period:** **Start:** 10/01/11 **End:** 9/30/13

**Cabinet Member:** James C. Brock

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College’s Regional Community Policing Institute (RCPI) will continue the Law Enforcement Suicide Prevention Training project. Funds from this grant shall be used to coordinate and conduct a regional conference, eight training-of-trainer sessions, and provide subject matter experts to participate in a Speakers Bureau, all on the subject matter of law enforcement suicide prevention. Additional materials related to officer wellness and occupational health will also be developed and incorporated into the project. The overall objectives are to increase suicide awareness among law enforcement agencies and to train officers to implement prevention strategies.

**Budget for Proposal:**

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

Personnel & Benefits	\$ 136,367
Travel	\$ 4,959
Consultants	\$ 118,174
Supplies	\$ 40,500
Other	\$ 0
Indirect Cost Recovery	\$ 0
Total Budget	\$ 300,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$300,000
Total amount from funder:	\$300,000
Amount/value of match:	Cash: N/A

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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	In-kind:	N/A
Required match or cost sharing:	No	X Yes
Voluntary match or cost sharing:	No	X Yes
Source of match/cost sharing:	N/A	
Negotiated indirect cost:	N/A	
(Fixed) administrative fee:	N/A	
Software/materials:	N/A	
Equipment:	N/A	
Services:	N/A	
Staff Training:	N/A	
FTE:	N/A	
Other:	N/A	

**College Goals and Institutional Initiatives Addressed:**

College Goal:	III. Promote the community’s economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives.
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Institutional Initiative(s):	3. Continue to promote SPC as a cultural center of the community through development of new partnerships and initiatives.
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**SPC 7/24 Initiative Addressed:**

Focus:	4. Managing with Scarce Resources
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Observable Project:	Increase Non-state Resources
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Agenda Item VII-D.1e

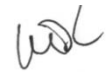
June 21, 2011

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Justice, Office of Juvenile Justice and Delinquency  
Prevention – Community-Based Violence Prevention Demonstration Program

**Confirmation is sought for a proposal that was submitted by the City of St. Petersburg to the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention whereby St. Petersburg College will be part of a collaborative partnership locally that will support the implementation of a Community-Based Violence Prevention Demonstration Program. Permission is also sought to accept funding for this proposal and enter into any agreements as necessary, if awarded.**

The City of St. Petersburg proposes to develop and implement a services integration model focused on high-risk youth designed to change attitudes and behaviors that lead to violence. This program will concurrently expose approximately 5,000 residents who live in four focus neighborhoods to make better life choices. These changes will in turn strengthen families and lead to a decrease in the conditions that support violence. As part of this proposal, SPC will provide a College representative to serve on the Program Advisory Council and will provide SPC's Public Safety Camp for youth who live within the four targeted St. Petersburg neighborhoods as identified in the grant. St. Petersburg College will also develop and/or modify curriculum and deliver training as identified by the community assessment.

The period of performance will commence approximately October 1, 2011 and end September 30, 2014. Anticipated revenue to the College will be a total of \$195,000. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; James C. Brock, Campus Executive Officer; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el0606112

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

**Date of BOT Meeting:** June 21, 2011



**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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**Funding Agency or Organization:** U.S. Department of Justice—Office of Juvenile Justice and Delinquency Prevention

**Name of Competition/Project:** Community-Based Violence Prevention Demonstration Program

**SPC Application or Sub-Contract:** Sub-Contract  
**Grant/Contract Time Period:** **Start:** 10/01/11 **End:** 9/30/14

**Cabinet Member:** James C. Brock

**Manager:** Eileen LaHaie

**Focus of Proposal:**

The City of St. Petersburg proposed to develop and implement a services integration model focused on high-risk youth designed to change attitudes and behaviors that lead to violence. This program will concurrently expose approximately 5,000 residents who live in four focus neighborhoods to make better life choices. These changes will in turn strengthen families and lead to a decrease in the conditions that support violence. As part of this proposal, SPC will provide a Public Safety Camp that targets at risk youth and introduces them to a variety of public safety jobs.

**Budget for Proposal:**

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

Personnel	\$ 75,000
Benefits	\$ 27,000
Travel	\$ 9,000
Adjunct Instructors	\$ 60,000
Materials/Supplies	\$ 13,500
Other	<u>\$ 10,500</u>
Total Budget	\$ 195,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$195,000
Total amount from funder:	\$195,000

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

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

**College Goals and Institutional Initiatives Addressed:**

College Goal:	III.	Promote the community's economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives.
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Institutional Initiative(s):	3.	Continue to promote SPC as a cultural center of the community through development of new partnerships and initiatives.
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**SPC 7/24 Initiative Addressed:**

Focus:	2.	Increased Public Accountability
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Observable Project:	Community Partnerships
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Agenda Item VII-D.1f


June 21, 2011

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Justice, Office of Community Oriented Policing Services –  
Community Policing Development: COPS, Communities and Trust Project

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College's Regional Community Policing Institute (RCPI) to the U.S. Department of Justice, Office of Community Oriented Policing Services to develop and implement the COPS, Communities and Trust Project.** Through this project, RCPI will identify successful strategies and best practices to create a proactive approach to deal with building trust between community stakeholders and law enforcement. **Permission is also sought to accept funding for this proposal and enter into any agreements as necessary, if awarded.**

Funds from this grant shall be used to develop, coordinate, and provide logistical support for a national symposium and a series of focus group meetings, and to produce publishable reports on meeting outcomes. In addition, a series of Podcasts will be developed to enhance the dissemination of information discussed at the various meetings. The COPS, Communities and Trust Project will identify best practices to increase the level of trust and partnering with the community and law enforcement to create a plan that can be used to transform organizations.

The period of performance will commence approximately October 1, 2011 and end September 30, 2013. Anticipated revenue to the College will be a total of \$497,748. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; James C. Brock, Campus Executive Officer; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el0606112

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

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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**Date of BOT Meeting:** June 21, 2011

**Funding Agency or Organization:** U.S. Department of Justice, Office of Community Oriented Policing Services

**Name of Competition/Project:** Community Policing Development: Ethics and Integrity

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

**Grant/Contract Time Period:** **Start:** 10/01/11 **End:** 9/30/13

**Cabinet Member:** James C. Brock

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College's Regional Community Policing Institute (RCPI) will design and implement the COPS, Communities and Trust Project. Through this project, the RCPI will identify successful strategies and best practices to create a proactive approach to build trust between community stakeholders and law enforcement. Funds from this grant shall be used to develop, coordinate, and provide logistical support for a national symposium and a series of focus group meetings, and to produce publishable reports on meeting outcomes. In addition, a series of podcasts will be developed to enhance the dissemination of information discussed at the various meetings. The COPS, Communities and Trust Project will identify best practices to increase the level of trust and partnering with the community and law enforcement to create a plan that can be used to transform organizations.

**Budget for Proposal:**

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

Personnel & Benefits	\$ 199,203
Travel	\$ 117,913
Consultants	\$ 101,613
Supplies	\$ 5,343
Other	\$ 0
Indirect Cost Recovery	<u>\$ 73,676</u>
Total Budget	\$ 497,748

**Funding:**

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

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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matches listed below)	\$497,748
Total amount from funder:	\$497,748
Amount/value of match:	Cash: N/A
	In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	50.3% of salaries (\$73,676)
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

**College Goals and Institutional Initiatives Addressed:**

College Goal:	III. Promote the community's economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives.
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Institutional Initiative(s):	3. Continue to promote SPC as a cultural center of the community through development of new partnerships and initiatives.
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**SPC 7/24 Initiative Addressed:**

Focus:	4. Managing with Scarce Resources
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Observable Project:	Increase Non-state Resources
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Agenda Item VII-D.1g


June 21, 2011

**MEMORANDUM**

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

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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

**SUBJECT:** U.S. Department of Justice, Office of Community Oriented Policing Services –  
Community Policing Development: COPS, Halt Human Trafficking Project

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College's Regional Community Policing Institute (RCPI) to the U.S. Department of Justice, Office of Community Oriented Policing Services to develop and implement the COPS Halt Human Trafficking Campaign. Permission is also sought to accept funding for this proposal and enter into any agreements as necessary, if awarded.**

Funds from this grant shall be used to develop a comprehensive awareness and training campaign including an interactive website, social media, traditional and online courses, a national broadcast, videos and web vignettes, and other outreach materials in order to advance community policing, problem solving, and community engagement within the arena of human trafficking.

The period of performance will commence approximately October 1, 2011 and end September 30, 2013. Anticipated revenue to the College will be a total of \$496,295. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; James C. Brock, Campus Executive Officer; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el0606112

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

<b>Date of BOT Meeting:</b>	June 21, 2011
<b>Funding Agency or Organization:</b>	U.S. Department of Justice, Office of Community Oriented Policing Services
<b>Name of Competition/Project:</b>	Community Policing Development: Open Category
<b>SPC Application or Sub-Contract:</b>	SPC Application
<b>Grant/Contract Time Period:</b>	<b>Start:</b> 10/01/11 <b>End:</b> 9/30/13

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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**Cabinet Member:** James C. Brock

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College’s Regional Community Policing Institute (RCPI) will design, produce and deliver the COPS Halt Human Trafficking Campaign. Through this project, the RCPI will advance community policing, problem solving, and community engagement by increasing awareness of human trafficking issues. Funds from this grant shall be used to develop a comprehensive awareness and training campaign including an interactive website, social media, traditional and online courses, a national broadcast, videos and web vignettes, and other outreach materials in order to advance community policing, problem solving, and community engagement within the arena of human trafficking.

**Budget for Proposal:**

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

Personnel & Benefits	\$ 217,899
Travel	\$ 15,156
Consultants	\$ 155,949
Supplies	\$ 22,700
Other	\$ 4,000
Indirect Cost Recovery	<u>\$ 80,591</u>
Total Budget	\$ 496,295

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$496,295
Total amount from funder:	\$496,295
Amount/value of match:	Cash: N/A
	In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	50.3% of salaries (\$80,591)
Software/material:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A

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FTE: N/A  
Other: N/A

**College Goals and Institutional Initiatives Addressed:**

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

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

**SPC 7/24 Initiative Addressed:**

Focus: 4. Managing with Scarce Resources


Observable Project: Increase Non-state Revenues

Agenda Item VII-D.1h

June 21, 2011

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Justice, Office of Community Oriented Policing Services—Community Policing Development: COPS and Homeland Security, Planning for the Whole Community Project

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College's Center for Public Safety Innovation (CPSI) to the U.S. Department of Justice, Office of Community Oriented Policing Services to develop and implement COPS and Homeland Security: Planning for the Whole Community project. Permission is also sought to accept funding for this proposal and enter into any agreements as necessary, if awarded.**



## **MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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Funds from this grant shall be used to develop, produce and deliver a series of video webcasts showcasing leading law enforcement and community members who represent the successful practices of community policing in the field and their effects on homeland security. COPS and Homeland Security: Planning for the Whole Community will advance community policing, problem solving, and community engagement within the arena of homeland security and the access and functional needs communities.

The period of performance will commence approximately October 1, 2011 and end September 30, 2013. Anticipated revenue to the College will be a total of \$499,984. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; James C. Brock, Campus Executive Officer; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el0606112

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

<b>Date of BOT Meeting:</b>	June 21, 2011
<b>Funding Agency or Organization:</b>	U.S. Department of Justice, Office of Community Oriented Policing Services
<b>Name of Competition/Project:</b>	Community Policing Development: Homeland Security, Planning for the Whole Community
<b>SPC Application or Sub-Contract:</b>	SPC Application
<b>Grant/Contract Time Period:</b>	<b>Start:</b> 10/01/11 <b>End:</b> 9/30/13
<b>Cabinet Member:</b>	James C. Brock
<b>Manager:</b>	Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College's Center for Public Safety Innovation (CPSI) will design, produce and deliver COPS and Homeland Security: Planning for the Whole Community training. Through this project, CPSI will advance community policing, problem solving, and community

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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engagement within the arena of homeland security and the access and functional needs communities. Funds from this grant shall be used to develop, produce and deliver a series of video webcasts showcasing leading law enforcement and community members who represent the successful practices of community policing in the field and their effects on homeland security.

**Budget for Proposal:**

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

Personnel & Benefits	\$ 275,641
Travel	\$ 52,584
Consultants	\$ 57,252
Supplies	\$ 3,000
Other	\$ 9,560
Indirect Cost Recovery	<u>\$ 101,947</u>
Total Budget	\$ 499,984

**Funding:**

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

\$499,984

Total amount from funder:

\$499,984

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No  Yes

Voluntary match or cost sharing:

No  Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

50.3% of salaries (\$101,947)

Software/material:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

**College Goals and Institutional Initiatives Addressed:**

College Goal:

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

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- |                                       |   |
|---------------------------------------|---|
| Institutional Initiative(s):          | 3. Continue to promote SPC as a cultural center of the community through development of new partnerships and initiatives. |
| <b>SPC 7/24 Initiative Addressed:</b> |   |
| Focus:                                | 4. Managing with Scarce Resources   |
| Observable Project:                   | Increase Non-state Revenues   |

Agenda Item VII-D.1i

June 21, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Workforce Florida, Inc., Florida Department of Commerce – Quick Response Training Program

**Confirmation is sought for a proposal submitted by St. Petersburg College's Corporate Training Services, subject to Board of Trustees' approval, to Workforce Florida Inc., to facilitate Tech Data providing Quick Response Training to their employees. Approval is sought to accept funding and enter into any necessary contractual agreement(s), if awarded.** The grant funding period is expected to commence as soon as possible and will continue for twenty-four months.

Funds from this project will cover training, course development, instructional materials, and supplies related to the delivery of industry specific change management training for Tech Data employees. Tech Data will train approximately 1,660 of its staff members in its Clearwater headquarters and Miami distribution operations to increase productivity and efficiency

## **MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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throughout the company. SPC's Corporate Training Services will serve as the fiscal agent for Tech Data in the implementation of the Quick Response Training Program. SPC Corporate Training Services will assist Tech Data with its monthly reporting to Workforce Florida, Inc. and provide invoicing services. SPC will receive 5 percent of the grant amount awarded to cover these costs. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

The total amount requested is \$1,708,487 and includes \$1,627,130 to provide training and \$81,357 to cover the College's costs of administration.

Suzanne L. Gardner, Acting General Counsel; Stan Vittetoe, Provost, Clearwater Campus, & Vice President for Workforce & Continuing Education; and James Connolly, Corporate Training Director, recommend approval.

Attachment

jc0607113

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

<b>Date of BOT Meeting:</b>	June 21, 2011
<b>Funding Agency or Organization:</b>	Workforce Florida, Inc. – Florida Department of Commerce
<b>Name of Competition/Project:</b>	Quick Response Training Program
<b>SPC Application or Sub-Contract:</b>	SPC Application
<b>Grant/Contract Time Period:</b>	<b>Start:</b> 2011 <b>End:</b> 2013
<b>Cabinet Member:</b>	Stan Vittetoe
<b>Manager:</b>	James Connolly

#### **Focus of Proposal:**

St. Petersburg College's Corporate Training Office will serve as the fiscal agent for Tech Data in the implementation of the Quick Response Training Program. Tech Data will train approximately 1,660 of its staff members in its Clearwater headquarters and Miami distribution operations to increase productivity and efficiency throughout the company. SPC Corporate Training will assist Tech Data with its monthly reporting to Workforce Florida, Inc. and provide invoicing services. SPC will receive 5 percent of the grant amount awarded to cover these costs.

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

**Budget for Proposal:**

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

Subcontract to Tech Data	\$1,627,130
Indirect Cost Recovery	<u>\$ 81,357</u>
Total Budget	\$1,708,487

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$1,708,487
Total amount from funder:	\$1,708,487
Amount/value of match:	Cash: N/A
	In-kind: \$8K in salary and benefit costs of Corporate Training staff for project coordination and monthly report review.

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:	Salaries and Benefits
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	\$81,357 (5% of total award)
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

**College Goals and Institutional Initiatives Addressed:**

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

Institutional Initiative(s): 1. Expand outreach to new students and business clientele for the use of Non-

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Credit Continuing Education Programs, including the Collaborative Labs, with the goal of making them financially self-sustaining.

**SPC 7/24 Initiative Addressed:**

Focus:

5. One College

Observable Project:

One Budget: AA/BS – Workforce – eCampus – Community Mission

**11-127.** The Board considered Capital Outlay, Maintenance, Capital Improvement Plan, Renovation, and Construction Items VII-E.1-E.7, and the reordered VII-E.9. Mr. Gibbons moved approval of these items. Mr. Brett seconded the motion.

Ms. Susan Reiter, Vice President of Facilities Planning & Institutional Services, gave the Proposed CIP Presentation as an overview of priority projects planned for each campus. Dr. Law noted the plan should reflect the Board’s guidance and leadership as to where the money will be spent for the immediate future.

Dr. Law noted there is new ownership of properties across from the Bay Pines site and a range of new interests. He stated it is a great opportunity for some hands-on training in the area of Marine Science. Mr. Burke noted this could be a multiple-use site. The city has asked the developer for a hotel, and there will most likely be professional, retail and residential space as well. Ms. Reiter stated there is a meeting scheduled with the Seminole City Manager which will provide an opportunity to advance this discussion to the next level.

Dr. Law noted the library on the Clearwater Campus is potentially the biggest facilities challenge the College faces and has been moved up on the priority list. Mr. Burke noted the placement of the library on the campus is inadequate. Ms. Reiter shared that there are some future possibilities for the library as the College has acquired the church property across from the campus and has had some discussion with the city regarding a joint-use library. Mr. Burke encouraged further discussion and Dr. Law indicated the topic would be revisited by the College and city officials.

Ms. Reiter clarified for Mr. Burke that there will be some type of retail space on the ground floor at the Downtown Center, as the building is in a redevelopment district, per the city. Mr. Johnston asked whether the College, as an academic institution, could ask for an exemption. Ms. Reiter stated it is the College’s desire to have food service and a bookstore in the building and does not see a problem with the requirement.

Mr. Burke expressed concern regarding the high cost of renovations to the old JWB building near the Health Education Center. Mr. Michael Carter, Director, Design & Construction Planning, explained that the funds requested indicate the worst-case scenario – having to totally renovate the building. Actual costs are expected to be much lower than those quoted.

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Mr. Gibbons inquired as to whether chiller plants could be shared by some of our sites. Ms. Reiter explained that the distance between most of our buildings prohibits sharing. However, the JWB and EpiCenter Services buildings do share a chiller.

Mr. Johnston inquired as to whether the Midtown property will be given to the College, and Ms. Reiter confirmed that the city was currently putting mechanisms in place to transition the land to the College for a nominal annual fee. Mr. Johnston further inquired as to whether Ms. Reiter visualizes any direct tie to the Johnnie Ruth Clarke Building. Ms. Reiter stated she and Mr. Carter had met with Pat Mabe, president and CEO of the Johnnie Ruth Clarke Health Center, to discuss the project, as it will impact their parking, retention pond, etc. Further, SPC has joint facilities they may be able to use and has asked their Director of Facilities to sit on the committee to select an architect for the project. Ms. Reiter also confirmed for Mr. Johnston that the funding amount in the CIP would be adequate for this project. Mr. Gibbons shared that he recently spoke with the Speaker of the House and Lieutenant Governor regarding some of SPC's projects, and they expressed excitement for helping the College obtain legislative funding. Dr. Law urged listing these projects and lobbying aggressively for funds.

Mr. Gibbons inquired of State Senator Dennis Jones about the possibility of obtaining mitigation grants from DCA funds for construction of buildings that could double as hurricane shelters. Senator Jones indicated it is still a possibility but would need to be discussed with the new governor and his staff. He noted State Sen. Mike Fasano was relatively successful with obtaining such funds for Pasco County.

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

Information regarding these items is as follows (*a copy of the slide presentation is included as Attachment D – 11-127*)

Agenda Item VII-E.1

June 21, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Disposition of Surplus or Obsolete Property (Survey #537)

The items of tangible personal property that follow have been declared as surplus or obsolete and are of no further economical use to the College. Regarding the retirement of desktop computers, the College's Technology Oversight Group (TOG) recommends that any desktop computer comparable to or older than the Dell GX270 model be moved to surplus. Any laptop computer

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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comparable to or older than the Dell D800 model, or any C series (or comparable), should be moved to surplus. These older computers do not efficiently support the Windows 2007 operating systems and application suites.

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

<b>Tag Number</b>	<b>Description</b>	<b>Acquisition Date</b>	<b>Sum</b>	<b>Sum Amount</b>
06220	Library Shelving:90" Db	4/1/1991	obsolete	\$15,457.29
07735	Stairmaster Exercise System	3/1/1993	obsolete	\$2,355.00
08660	Test Scoring Machine:Sca	5/1/1994	obsolete	\$5,175.00
09077	Sound Reinforcement System	12/16/1997	obsolete	\$75,616.00
09999	LaserJet Printer: Hewlett	1/1/1996	poor	\$3,574.43
10509	Projector: Epson	7/1/1996	poor	\$6,125.00
11324	Computer:Dell 166	5/15/1997	obsolete	\$1,894.99
12495	Treadmill:Landice LTD	5/19/1998	obsolete	\$2,745.00
12496	Treadmill:Landice LTD	5/19/1998	obsolete	\$2,745.00
12614	Printer: Lexmark 1650N	1/21/1998	poor	\$1,281.63
12926	Computer:Dell P6266	7/28/1998	obsolete	\$1,508.00
13320	Computer:Dell P6333 GX1/M+	8/17/1998	obsolete	\$1,449.00
13465	Computer:Dell P6333 GX1/M+	8/17/1998	obsolete	\$1,449.00
13562	Cashiering Equipment	4/15/1999	poor	\$1,376.94
13721	Printer: Lexmark 1625N	8/28/1998	obsolete	\$1,194.27
13860	Ice Maker:IOM	10/22/1998	obsolete	\$1,251.50
14297	Computer:Dell P6350	1/14/1999	obsolete	\$1,463.00
14369	Computer:Dell P6350	1/27/1999	obsolete	\$1,233.95
14734	Printer: Lexmark 1855N	4/12/1999	obsolete	\$1,322.71
15075	Cashiering Equipment	3/8/1999	obsolete	\$4,736.95
15634	Projector:Proxima	8/20/1999	obsolete	\$2,799.00
15766	Laptop Computer:Dell Latitude	9/27/1999	obsolete	\$3,551.00
16575	Computer:Dell PIII 450K	12/14/1999	obsolete	\$1,502.99
16635	Router: Cisco	12/7/1999	obsolete	\$1,991.27
17971	Computer: Dell 340	11/19/2001	obsolete	\$1,905.95
17972	Computer: Dell 340	11/19/2001	obsolete	\$1,905.95
18100	Printer: Lexmark T612N	8/22/2000	poor	\$1,223.02
18721	Printer: Lexmark T614N	1/26/2001	poor	\$1,575.15



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19576	Printer: Lexmark T620N	12/6/2002	poor	\$1,398.95
19735	Computer:Dell	6/29/2001	obsolete	\$1,698.00
20854	Computer: Dell GX240	11/13/2001	obsolete	\$1,313.95
20898	Computer: Dell 340	11/7/2001	obsolete	\$2,950.95
20901	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20902	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20903	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20904	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20905	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20906	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20908	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20910	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20911	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20912	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20913	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20914	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20915	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20916	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
20917	Computer:Dell P4	11/6/2001	obsolete	\$4,826.18
20918	Computer:Dell P4	11/6/2001	obsolete	\$4,826.18
20920	Computer:Dell P4	11/6/2001	obsolete	\$4,792.00
20958	Computer: Dell GX240	11/13/2001	obsolete	\$1,313.95
21021	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
21022	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
21023	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
21024	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
21025	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
21027	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
21028	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
21029	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
21030	Computer:Dell 330	11/6/2001	obsolete	\$4,077.00
21136	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21298	Computer:Dell 340	11/19/2001	obsolete	\$2,690.95
22163	Computer:Dell 530	4/23/2002	obsolete	\$3,963.00
22546	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
23017	Projector: Epson	7/22/2002	poor	\$5,208.00
23298	Printer: Lexmark T620N	8/22/2002	poor	\$1,322.00

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23342	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23358	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23984	Laptop Computer: Dell	12/9/2002	obsolete	\$1,974.40
24004	Computer: Dell GX260T	1/27/2003	obsolete	\$1,424.41
24524	Laptop Computer: Dell M50	3/4/2003	obsolete	\$3,798.00
24651	Projector: Epson	4/16/2003	poor	\$5,806.00
24652	Projector: Epson	4/16/2003	poor	\$5,806.00
24661	Computer:Dell M50	4/26/2003	obsolete	\$5,763.58
24662	Computer:Dell 533	4/26/2003	obsolete	\$4,921.00
24672	Computer:Dell 533	4/26/2003	obsolete	\$4,921.00
24675	Computer: Dell GX260T	5/6/2003	obsolete	\$1,896.20
24706	Computer:Dell GX260T	6/11/2003	obsolete	\$1,193.00
25038	Printer:HP	4/22/2003	poor	\$1,251.00
25040	Printer:HP	4/22/2003	poor	\$1,251.00
25059	Printer: Lexmark C720n	5/20/2003	poor	\$1,255.29
25122	Computer:Dell GX260T	5/30/2003	obsolete	\$1,269.00
25123	Computer:Dell GX260T	5/30/2003	obsolete	\$1,269.00
25356	Computer: Dell GX260T	4/30/2003	obsolete	\$1,173.00
25363	Computer: Dell GX260T	4/28/2003	obsolete	\$1,501.00
25379	Printer: Lexmark T6201N	5/2/2003	poor	\$1,283.01
25505	Laptop Computer: Dell	5/2/2003	obsolete	\$1,787.00
25596	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25608	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25619	Computer: Dell	4/30/2003	obsolete	\$1,234.00
25781	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25835	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
26157	Image Card Printer	6/20/2003	obsolete	\$5,344.23
26790	Computer:Dell GX260T	7/29/2003	obsolete	\$1,180.00
26791	Computer:Dell GX260T	7/29/2003	obsolete	\$1,180.00
26792	Computer:Dell GX260T	7/29/2003	obsolete	\$1,180.00
26850	Computer:Dell GX270t	9/5/2003	obsolete	\$1,175.35
27183	Computer:Dell GX270T	10/23/2003	obsolete	\$1,358.00
27488	Computer:Dell 650	3/3/2004	obsolete	\$3,150.56
27492	Computer:Dell GX270	3/10/2004	obsolete	\$1,162.02
27493	Computer:Dell GX270	3/10/2004	obsolete	\$1,162.02
27643	Computer:Dell GX270	3/30/2004	obsolete	\$1,325.35
27644	Computer:Dell GX270	3/30/2004	obsolete	\$1,135.92

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27645	Computer:Dell GX270	3/30/2004	obsolete	\$1,135.92
27646	Computer:Dell GX270	3/30/2004	obsolete	\$1,135.92
28020	Computer:Dell GX270	5/19/2004	obsolete	\$1,273.47
28021	Computer:Dell GX270	5/19/2004	obsolete	\$1,273.47
28022	Computer:Dell GX270	5/19/2004	obsolete	\$1,273.47
28023	Computer:Dell GX270	5/19/2004	obsolete	\$1,273.47
29798	Computer:Dell GX280	3/28/2005	obsolete	\$1,065.16
30093	FW Cable Crossover	5/6/2005	obsolete	\$2,474.25
31702	Laptop Computer:Dell Latitude	11/15/2005	obsolete	\$1,901.07
32387	Bench top Ultrasonic Scaler	10/5/2005	poor	\$1,185.00
34882	Elliptical Stair Step:Precor	9/12/2006	obsolete	\$2,600.00
36619	Sign: Floor Stand	6/22/2007	damaged	\$1,409.40
			<b>TOTAL</b>	<b>\$378,672.04</b>

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

Miscellaneous Chairs, Tables and Furniture  
 Miscellaneous Computer & Telephone Parts  
 Miscellaneous Custodial Equipment  
 Miscellaneous Scientific, Medical, Exercise, Classroom and Kitchen Equipment

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


djh0616113

June 21, 2011

Agenda Item VII-E.2

**MEMORANDUM**

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

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

## MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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**SUBJECT:** 2010/11 Sanitation, Casualty and Safety Inspection Report

Florida Statutes, Chapter 1013, Educational Facilities requires that all educational facilities be inspected at least once during each fiscal year to determine compliance with the fire safety, casualty safety, and sanitation standards prescribed in the *State Requirements for Educational Facilities* and *Florida Fire Prevention Code*. The purpose of this annual inspection of existing facilities is to provide for the reasonable safety, comfort, and health of occupants in educational, auxiliary, and ancillary facilities.

Loss prevention specialists from the Florida Community Colleges Risk Management Consortium (FCCRMC) conduct an annual inspection of the College. All deficiencies found during the inspection are reported to the College on the attached inspection report forms.

The column titled "Prior Times Cited" indicates whether the deficiency was cited this year or during a previous inspection. In order to provide a plan for correction of the deficiencies, target dates are established for correction of the deficiencies. These are noted on the inspection report under the column "Deficiency Corrected By." Items that have been corrected following the inspection are listed as "Date Deficiency Corrected" followed by the date when the deficiency was corrected. The column titled "Master Code Violation Number" indicates the violation code number listed on the "Violation Master Code" in Schedule A to Rule Chapter 69A-58 of the *Florida Fire Prevention Code*.

Florida Statute Chapter 1013 and the *Florida Fire Prevention Code* require the report to be approved by the Board of Trustees. A copy of the report must also be submitted to the Division of State Fire Marshal to use in completion of an annual report to the Governor, Commissioner of Education and the House and Senate Education Committees. **Therefore, approval is sought by the Board of Trustees for the attached 2010/11 Sanitation, Casualty, and Safety Inspection Report.**

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

Attachment  
ag0608112

Agenda Item VII-E.3


June 21, 2011

### MEMORANDUM

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

## MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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**FROM:** William D. Law, Jr., President   
**SUBJECT:** Draft Capital Improvement Program (CIP) for FY 2012-2013 through 2016-2017

The Capital Improvement Program (CIP) is the process through which the College receives construction allocations from the Public Education Capital Outlay (PECO) Fund. Each community college and university is required to annually submit a five-year plan for its capital outlay needs. The first three-year period of the plan is the source from which the State Board of Education prepares its funding request list that it then submits to the Legislature.

Projects must be recommended on a Board-approved and a State-validated Educational Plant Survey or Spot Survey to be included on the annual CIP and obtain PECO funding. This Survey is the list from which the College selects its priorities for the annual CIP. Our current Survey will expire at the end of Fiscal Year 2011-2012. A new Survey will be prepared over the next Fiscal Year.

The deadline to submit the CIP to the Division of Community Colleges is August 1, 2011. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the 2012-13 Fixed Capital Outlay Legislative Budget Request.

The CIP is divided into three categories:

- **Renovation** – the general upgrade of an existing facility with no change in use (e.g. new lighting, carpeting, roof, heating, ventilating and air conditioning, and compliance with the Americans with Disabilities Act) and site improvements
- **Remodeling** – the changing of an existing facility by rearrangement of space, use (e.g. offices to classrooms) or exiting
- **New Construction** – Design and Construction of new facilities including site acquisition

This year we have listed our top five priorities based upon keeping existing/new projects moving forward with maximum flexibility:

1. General Renovation/Remodeling of Roofs, HVAC, ADA, Utilities, Site Improvements – Collegewide
2. Construct Marine Science Labs/Classrooms and Site Improvements, Utilities at Bay Pines
3. Construct Library Building, Site Improvements, Clearwater Campus
4. Construct Student Support Services and Classroom Building, St. Petersburg/Gibbs Campus

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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5. Construct Student Support Services and Classroom Building, Midtown Center

In addition, we have listed on the CIP all remaining projects on our current Survey.

As we move forward over the next year with our collegewide master planning and planning for our next five-year Facilities Survey, we will be better able to identify the next phase of projects and priorities for next year's CIP.

In addition, we have included projects and funding amounts listed on the Facilities Enhancement Challenge Grant (FECG) requests over the last several years. The Office of Educational Facilities has requested that the projects be put back on the CIP list as part of this year's submittal.

**The draft Capital Improvement Program is provided today for your review and approval to then proceed with the development of the final Capital Improvement Program as discussed today and which will be brought back to the Board at its July meeting.**

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

Attachment

bs0617113

Agenda Item VII-E.4

June 21, 2011

**MEMORANDUM**

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

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



**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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**SUBJECT:** Amendment #12 to the Educational Plant Survey dated June 19, 2007 (Spot Survey #12), Remodel/Renovate Health Education Center Annex (Building 67), at the Health Education Center, Site 8

The College purchased the Health Education Center Annex on March 16, 2011. In order to remodel and renovate this facility, we must amend our Educational Plant Survey. This Amendment will provide for the Remodeling/Renovation of this building at the Health Education Center Annex (Building 67), at the Health Education Center, Site 8.

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 8: Remodel/Renovate, utilities upgrades, classrooms, student support and services, related spaces plus site improvements, Health Education Center Annex (Building 67), at the Health Education Center, Site 8**

8.23 Remodel/Renovate, utilities upgrades, classrooms, student support and services, related spaces plus site improvements for a total of 50,138 gross square feet.

**Approval is sought for Amendment #12 (Spot Survey #12) to the Educational Plant Survey dated June 19, 2007.**

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; and Phil Nicotera, Provost of the Health Education Center, recommend approval.

Attachment

mdc0616113

**AMENDMENT #12 (Spot Survey #12)**  
EDUCATIONAL PLANT SURVEY dated June 19, 2007  
St. Petersburg College  
June 21, 2011

Pursuant to Section 1013.31, Florida Statutes, administrative staff of St. Petersburg College has prepared an amendment to the current Educational Plant Survey for St. Petersburg College, dated

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011**  
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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 8: Remodel/Renovate, utilities upgrades, classrooms, student support and services, related spaces plus site improvements, Health Education Center Annex (Building 67), at the Health Education Center, Site 8**

8.23 Remodel/Renovate, utilities upgrades, classrooms, student support and services, related spaces plus site improvements, Health Education Center Annex (Building 67), Site 8, for a total of 50,138 gross square feet.

Approved by the Board of Trustees of St. Petersburg College on June 21, 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.9

June 21, 2011

**MEMORANDUM**

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





**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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**FROM:** William D. Law, Jr., President

**SUBJECT:** Fiscal Year 2011-2012 Capital Outlay Budget

In compliance with Florida Statute 1013.61 Annual Capital Outlay Budget, the Capital Outlay Budget for Fiscal Year 2011-2012 is presented for review and approval. Details of the proposed budget are included in the attachment. Highlights of specific capital outlay funding sources are as follows:

**Capital Outlay Funding**

Capital Improvement Program (CIP) requests for 2011-2012, Public Education Capital Outlay (PECO) funding for Maintenance, Repair, Renovation and Remodeling based on the Sum of the Digits Allocation (SODA) formula resulted in the total **PECO funding of \$3,201,334** approved by the Legislature and to be included in the July 1, 2011 State Budget. Included in the approved construction projects will be upgrades for compliance with safety-to-life and Americans with Disabilities Act (ADA) requirements, as well as heating, ventilating and air conditioning (HVAC) and other equipment-related purchases. PECO funding includes a budgeted amount for furniture and equipment within each PECO project.

**Capital Improvement Program:**

- Collegewide-General Renovate/Remodel, Roofs, HVAC, ADA, Utilities,  
Site Improvements \$1,301,772
- Subtotal CIP Requests \$1,301,772**

**Sum of the Digits Allocation:**

- General Maintenance, Repair, Renovation and Remodeling (90% of SODA) \$427,106
  - Safety-to-Life Corrections (10% of SODA) \$47,456
- Subtotal SODA \$474,562**

**CO&DS Bond:**

- Collegewide correction of safety deficiencies
- Collegewide modifications for persons with disabilities
- Collegewide replacement of roofs
- Collegewide provision of sanitation and custodial facilities
- Collegewide replacement of furnishings and equipment

**Subtotal of CO&DS Bond Request \$1,425,000**

**Additional Sources of Revenue:**

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**Student Capital Improvement Fees** estimated at **\$5.1 million** (both lower and upper division). The Capital Outlay budget includes debt service expense of \$2.6 million from Student Capital Improvement Fees.

**Capital Outlay and Debt Service (CO&DS) Funds** estimated at \$250,000, which includes a carryover balance of \$100,000 for 2010-2011 and \$150,000 for 2011-2012.

**Authorization is requested to advertise for any architectural, engineering, construction manager at risk and/or design-build services necessary to complete any and all construction projects using the above funding including all necessary purchase orders for services leading to a Guaranteed Maximum Price. Authorization is also requested to utilize the College's Direct Purchase Program for any and all construction projects using the above funding.**

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

Attachment


jjc0615113

Agenda Item VII-E.5

June 21, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Bond Resolution for Capital Outlay and Debt Service (CO&DS) Bonds

The State of Florida, Department of Education has provided an opportunity to participate in the issuance of Community College Capital Outlay and Debt Service (CO&DS) Bonds to be issued Summer of 2011 in an amount not to exceed \$1,425,000. The issuance will be made and administered by the Division of Bond Finance of the State Board of Administration of Florida. A portion of the College's License Tag Fees appropriation is withheld by the State for the payment of the bond's interest and principle.

## **MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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The recommendation is that we use the proceeds from the bonds for the following projects listed as priority items on the Project Priority List (PPL) as outlined and approved by the Board in Board Memo IX-D.6 dated April 21, 2010.

- 1) Collegewide correction of safety deficiencies.
- 2) Collegewide modifications for persons with disabilities
- 3) Collegewide replacement of roofs
- 4) Collegewide provision of sanitation and custodial facilities, and
- 5) Collegewide replacement of furnishings and equipment.

The total value of projects within these project categories exceeds the \$1,425,000 bond proceeds.

**Authorization is requested to participate in the issuance of State of Florida, Department of Education, Community College Capital Outlay and Debt Service (CO&DS) Bonds to be issued Summer of 2011 in an amount not to exceed \$1,425,000 and to submit the attached Capital Outlay and Debt Service (CO&DS) Bond Resolution and utilize the bond proceeds as outlined above.**

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

Attachment

bs0616114

A RESOLUTION OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE COMMUNITY COLLEGE DISTRICT, FLORIDA, REQUESTING THE ISSUANCE BY THE STATE BOARD OF EDUCATION OF FLORIDA OF \$1,425,000.00 CAPITAL OUTLAY BONDS FOR AND ON BEHALF OF SUCH BOARD FOR THE PURPOSE HEREINAFTER STATED.

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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WHEREAS, pursuant to Article XII, Section 9, Subsection (d) of the Florida Constitution of 1968, approved at the general election of November 1968, as amended at the general elections of November 1972 and November 1992 (herein collectively referred to as "School Capital Outlay Amendment"), the State Board of Education of Florida is authorized to issue bonds payable solely as to both principal and interest from the funds provided for in said School Capital Outlay Amendment for the purpose of financing capital outlay projects for school purposes in the manner provided therein upon the application of the School Board of any School District and of the Board of Trustees of any Community College District in the State of Florida; and

WHEREAS, this Board of Trustees of St. Petersburg College Community College District, Florida, deems it necessary and essential that \$1,425,000.00 of such bonds be issued by said State Board of Education in order to finance capital outlay projects for the St. Petersburg College Community College District, Florida (hereinafter called "District"), as hereinafter set forth; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE COMMUNITY COLLEGE DISTRICT, FLORIDA (hereinafter called "Board"):

SECTION 1. It is hereby found, declared, and determined by this Board as follows, that:

(a) A survey has heretofore been made and is now in effect, under regulations prescribed by the State Board of Education, of the capital outlay school needs of said District and said survey has been approved as required by said State Board of Education, and is now on file in the office of the Secretary of this Board and in the office of the State Board of Education in Tallahassee, Florida. Said survey is by reference made a part of this resolution as fully and to the same extent as if incorporated verbatim herein.

(b) It is essential and necessary in order to maintain the community colleges in said District for the State Board of Education to issue \$1,425,000.00 Capital Outlay Bonds for and on behalf of the Board in order to finance the cost of acquiring, building, constructing, altering, remodeling, improving, enlarging, furnishing, equipping, maintaining, renovating, or repairing of

the following capital outlay projects for school purposes in said District, described and listed as follows in order of priority of need as approved by the State Board of Education:

PPL Project Number	Name of School Center, or Description of Location	Description of Project and List of Facilities Included
100-J-09-0	Collegewide	<b>Safety-to-Life Corrections,</b> S.R.01. Correct life-safety deficiencies; pursuant to Chapter 5, State Requirements for Educational Facilities (SREF).
100-J-09-0	Collegewide	<b>ADA Corrections,</b> S.R.02. Modify existing satisfactory facilities to comply with requirements for accessibility by persons with disabilities, pursuant to Sections 553.501-553.513, Florida Statutes.
100-J-09-0	Collegewide	<b>Roof Replacements,</b> S.R.04. Replace roofs and membranes of existing satisfactory buildings, pursuant to Section 423.12, Florida Building Code.
100-J-09-0	Collegewide	<b>Upgrades &amp; New Sanitation and Custodial Facilities,</b> S.R.05. Provide sanitation facilities, pursuant to Section 423.16, Florida Building Code. S.R.06. Provide custodial facilities, pursuant to Section 423.20, Florida Building Code.

<b>100-J-09-0</b>	<b>Collegewide</b>	<b>Equipment for Satisfactory Facilities, S.R.03. Replace or purchase additional equipment for existing satisfactory facilities, pursuant to Section 2.1(4)(e)1.b., State Requirements for Educational Facilities (SREF).</b>
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(c) The capital outlay projects described above shall have priority for financing in the order state above, the same being the order of priority of needs of said capital outlay projects as shown in said survey heretofore referred to, and there being no other capital outlay projects for said District, as shown on said survey, having a higher order of priority of needs.

(d) It is anticipated that all of the proceeds of the Capital Outlay Bonds issued on behalf of the District by the State Board of Education pursuant to Section 2 hereof will be spend by the District within three years from the issuance date of such bonds to pay the costs of the capital outlay projects described above or such other projects as herein authorized.

SECTION 2. This Board does hereby request the State Board of Education to issue Capital Outlay Bonds for and on behalf of the Board pursuant to the School Capital Outlay Amendment, for the purpose of financing the cost of the capital outlay projects described in Section 1(b) hereof. The Capital Outlay Bonds shall have such date or dates of issue and date or dates of maturity; shall have such provisions for redemption prior to maturity, with or without premium; such place or places of payments; and such other details as the State Board of Education shall in its discretion determine, and the Capital Outlay Bonds shall be sold by the State Board of Education in the manner provided by said School Capital Outlay Amendment and the proceeds thereof shall be applied to the financing of the capital outlay projects described in Section 1(b) hereof in the manner required by and as provided in the rules and regulations of the State Board of Education now existing or hereafter adopted.

SECTION 3. This Board does hereby agree and consent that it will fully comply with and abide by all rules, regulations, and orders of said State Board of Education now in existence or hereafter at any time made relative to the financing of the capital outlay projects; the application of the proceeds of the Capital Outlay Bonds; and the acquiring, building, constructing, altering, remodeling, improving, enlarging, furnishing, equipping, maintaining, renovating, or repairing of said capital outlay projects; and all other matters relating thereto.

SECTION 4. In the event any balance of the proceeds of the Capital Outlay Bonds shall remain after the completion of the capital outlay projects described in Section 1(b), and after the payment, or reservation of sufficient funds for the payment, of all costs thereof, then such unexpended balance of such proceeds shall, in the discretion of the State Board of Education, be deposited in the Reserve Account in the Sinking Fund for the payment of principal and interest on said Capital Outlay Bonds, or for the cost of other capital outlay projects described in said survey and for no other purpose.

SECTION 5. In the event that the priority of needs of capital outlay projects of the District as shown on said survey shall be hereafter changed upon the request of this Board and with approval as required by the State Board of Education, then the proceeds of such Capital Outlay Bonds may be used for the capital outlay projects having the highest priority of needs instead of the capital outlay projects described in Section 1(b) hereof, in the manner provided in the School Capital Outlay Amendment and under such rules and regulations now existing or hereafter made by the State Board of Education.

SECTION 6. In the event the interest rates prevailing in the market place at the time the Capital Outlay Bonds are authorized for sale by the State Board of Education would not permit compliance with the parity test set forth in this application bond resolution and the coverage requirements set forth in Article XII, Section 9, Subsection (d) of the Constitution of the State of Florida, the Board hereby requests and authorizes the State Board of Education to issue a lesser principal amount of Capital Outlay Bonds on behalf of the Board, which would comply with

such test and requirement at the prevailing interest rates anticipated by the Board of Education at the time the Bonds are authorized for sale by the State Board of Education, notwithstanding the authority to issue Bonds in the principal amount set forth hereinabove.

SECTION 7. The Secretary of this Board is hereby directed to forthwith file a certified copy of this Resolution with said State Board of Education and the proper officials of his Board are hereby authorized and directed to furnish any and all data, information, records, or other documents or papers as shall be required or requested by the State Board of Education in connection with this Resolution and the financing of the capital outlay projects described in this Resolution.

SECTION 8. This Resolution shall become effective immediately upon its adoption.

*STATE OF FLORIDA*

*COUNTY OF*     *PINELLAS*    

I, the undersigned Secretary of the Board of Trustees of St. Petersburg College Community College, do hereby certify that the foregoing constitutes a true and correct copy of a resolution duly adopted and entered in the minutes of said Board at meeting held on the 21<sup>st</sup> day of June, 2011.

IN WITNESS WHEREOF, I have hereunto set my signature and official seal this 21<sup>st</sup> day of June, 2011.

(SEAL)

Signed

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



**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**


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Agenda Item VII-E.6

June 21, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Amendment #2 to the Lease Agreement between St. Petersburg College and Pinellas County Medical Association for a Lease of Office Space at the District Office

On April 21, 2010, the Board approved a lease agreement between St. Petersburg College and the Pinellas County Medical Association. Amendment #1 was approved on March 15, 2011 and extended this lease agreement for an additional five (5) year term.

Amendment #2 to the lease will change the invoice dates to align with the College's fiscal year. The other terms and conditions will remain the same.

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

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

**Authorization is requested to execute Amendment #2, which aligns the quarterly invoice dates to match the College's fiscal year.**

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

Attachment

mdc0608112

**SECOND AMENDMENT TO LEASE AGREEMENT  
BETWEEN**

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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**ST. PETERSBURG COLLEGE  
AND  
PINELLAS COUNTY MEDICAL ASSOCIATION**

**THIS SECOND AMENDMENT** is entered by and between the Board of Trustees of St. Petersburg College, a Florida public body corporate, whose mailing address is P.O. Box 13489, St. Petersburg, Florida 33733, (hereinafter, the “College”) and Pinellas County Medical Association, a non-profit Florida corporation, whose mailing address is 4900 Creek Side Drive, Suite G, Largo, Florida 33760 (“**PCMA**”).

WITNESSETH:

**WHEREAS**, the College and PCMA did enter into that certain Lease Agreement dated April 23, 2010 whereby the College leased to PCMA a portion of the premises located at the St. Petersburg College District Office, located at 6021 142<sup>nd</sup> Ave., Clearwater, Florida, 33760 (“District Office”); and that First Amendment executed by the College on April 13, 2011, (hereinafter, the “Agreement”); and

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

**WHEREAS**, the Parties wish to revise the payment schedule to provide for quarterly installments that coincide with the College’s fiscal year;

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

1. The recitals are true and correct and are incorporated herein by reference.
  - a. **BASE RENT.** The Base Rent for the period commencing July 1, 2011 and ending on June 30, 2012 shall be due and payable in installments based upon the following schedule:

Quarter	Due Date	Amount
July 1 - Sept. 30, 2011	September 30, 2011	* \$2,209.54
Oct. 1 - Dec. 31, 2011	December 31, 2011	\$2,209.53
Jan. 1 - Mar. 31, 2012	March 31, 2012	\$2,209.53
April 1- June 30, 2012	June 30, 2012	\$2,209.53

\*Prior to the signing of this Second Amendment, PCMA tendered a rental payment in the amount of \$2,209.54 which included the July 1 – July 30, 2011 payment. Therefore, the rent amount due and payable on September 30, 2011 for the period of July 1 – September 30, 2011 is \$1,473.03.

- b. **BASE RENT ADJUSTMENT:** Commencing on July 1, 2012 and continuing on each July 1st anniversary (each July 1<sup>st</sup> hereafter referred to as a “Rental Adjustment

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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Date”) of the Extension Term thereafter, the annual Base Rent for the next twelve (12) month period shall be adjusted by an amount equal to the percentage change in the Consumer Price Index (“CPI”) for the month that is two (2) months prior to the month in which the Rental Adjustment Date falls (the “Index Month”) compared to the CPI for the Index Month of the preceding year. For example, if the Rental Adjustment Date is July 1, the Index Month would be May. “CPI” means that table in the Consumer Price Index published by the United States Department of Labor, Bureau of Labor Statistics, now known as the “Consumer Price Index” for all Urban Consumers (Index 1982-84 = 100), U.S City Average, on an unadjusted basis. If such Consumer Price Index referred to above shall be discontinued, then any successor Consumer Price Index of the United States Bureau of Labor Statistics, or successor agency thereto, shall be used, and if there is no successor Consumer Price Index, then College and PCMA shall agree on a reasonable substitute. In no event shall the Base Rent for any succeeding lease year be less than the Base Rent for the prior year. Any increase in Base Rent shall be capped at six percent (6%) over the Base Rent at the prior Rental Adjustment Date and shall in no event be less than three percent (3%) over the Base Rent at the prior Rental Adjustment Date. The adjusted Base Rent payments for the periods commencing July 1 and ending June 30 of each year of the Extended Term, together with applicable sales tax, shall be paid in equal payments on September 30th, December 31st, March 31<sup>st</sup>, and June 30th in the same quarterly manner as the first year of the Extended Term.

c. The rental payment for the last month of the Lease Term, that is April 1, 2016 through April 30, 2016, shall be due and payable on April 30, 2016.

2. **RATIFICATION**: The parties hereby reaffirm their rights and obligations under the Lease as modified by this Amendment. All other terms and conditions of the Agreement shall remain in full force and effect except as specifically modified herein. If any of the provisions of Amendment conflict with any terms of the Agreement, the terms and provisions of this Amendment shall govern and control. Landlord and Tenant each represent and warrant to the other (i) that the execution and delivery of this Amendment has been fully authorized by all necessary corporate action, (ii) that the person signing this Amendment has the requisite authority to do so and the authority and power to bind the company on whose behalf they have signed, and (iii) that to the best of their knowledge and belief, this Amendment is valid, binding and legally enforceable in accordance with its terms. Each party hereby warrants and represents that, to the best of its knowledge, as of the date hereof, the parties have complied with all of the terms and conditions of the Lease.

3. **INVALIDITY OF PROVISIONS**: The unenforceability, for any reason, of any term, condition, covenant or provision of this Amendment shall neither limit nor impair the operation, enforceability or validity of any other terms, conditions, provisions or covenants of the Amendment.

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

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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Witnesses as to the College:

By: \_\_\_\_\_  
Name: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_

Board of Trustees of St. Petersburg College

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witnesses as to Pinellas County  
Association:

By: \_\_\_\_\_  
Name: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_

Pinellas County Medical Association

Medical

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Agenda Item VII-E.7

June 21, 2011

**MEMORANDUM**

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

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



**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

---

**SUBJECT:** Amendment #2 to the Lease Agreement between St. Petersburg College and Pinellas County Osteopathic Medical Society for a Lease of Office Space at the District Office

On January 20, 2010, the Board approved a lease agreement between St. Petersburg College and the Pinellas County Osteopathic Medical Society. Amendment #1 was approved on February 22, 2011 and extended this lease agreement for an additional five (5) year term.

Amendment #2 will change the invoice dates to align with the College's fiscal year. The other terms and conditions will remain the same.

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

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

**Authorization is requested to execute Amendment #2, which aligns the quarterly invoice dates to match the College's fiscal year.**

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

Attachment

mdc0608112

**SECOND AMENDMENT TO LEASE AGREEMENT  
BETWEEN  
ST. PETERSBURG COLLEGE  
AND  
PINELLAS COUNTY OSTEOPATHIC MEDICAL SOCIETY, INCORPORATED**

**THIS SECOND AMENDMENT** is entered by and between the Board of Trustees of St. Petersburg College, a Florida public body corporate, whose mailing address is P.O. Box 13489, St. Petersburg, Florida 33733, (hereinafter, the "College") and Pinellas County Osteopathic Medical Society, Incorporated, a non-profit Florida corporation, whose mailing address is P.O. Box 2025, Largo, Florida 33779 ("PCOMS").

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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WITNESSETH:

**WHEREAS**, the College and PCOMS did enter into that certain Lease Agreement dated January 20, 2010 whereby the College leased to PCOMS a portion of the premises located at the St. Petersburg College District Office, located at 6021 142<sup>nd</sup> Ave., Clearwater, Florida, 33760 (“District Office”), and that First Amendment executed by the College on February 24, 2011, (hereinafter, the “Agreement”); and

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

**WHEREAS**, the Parties wish to revise the payment schedule to provide for quarterly installments that coincide with the College’s fiscal year;

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

4. The recitals are true and correct and are incorporated herein by reference.

a. **BASE RENT.** The Base Rent for the period commencing July 1, 2011 and ending on June 30, 2012 shall be due and payable in installments based upon the following schedule:

Quarter	Due Date	Amount
July 1 - Sept. 30, 2011	September 30, 2011	* \$1,753.31
Oct. 1 - Dec. 31, 2011	December 31, 2011	\$1,753.30
Jan. 1 - Mar. 31, 2012	March 31, 2012	\$1,753.30
April 1- June 30, 2012	June 30, 2012	\$1,753.30

\*Prior to the signing of this Second Amendment, PCOMS tendered a rental payment in the amount of \$1,753.31, which included the July 1 – July 30, 2011 payment. Therefore, the rent amount due and payable on September 30, 2011 for the period of July 1 – September 30, 2011 is \$1,168.87.

b. **BASE RENT ADJUSTMENT:** Commencing on July 1, 2012 and continuing on each July 1st anniversary (each July 1<sup>st</sup> hereafter referred to as a “Rental Adjustment Date”) of the Extension Term thereafter, the annual Base Rent for the next twelve (12) month period shall be adjusted by an amount equal to the percentage change in the Consumer Price Index (“CPI”) for the month that is two (2) months prior to the month in which the Rental Adjustment Date falls (the “Index Month”) compared to the CPI for the Index Month of the preceding year. For example, if the Rental Adjustment Date is July 1, the Index Month would be May. “CPI” means that table in the Consumer Price Index published by the United States Department of Labor, Bureau of Labor Statistics, now known as the “Consumer Price Index” for all Urban Consumers (Index 1982-84 = 100), U.S City Average, on an unadjusted basis. If such Consumer Price Index referred to above shall be discontinued, then any successor Consumer Price Index of the United States Bureau of Labor Statistics, or successor agency

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011**  
**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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thereto, shall be used, and if there is no successor Consumer Price Index, then College and PCOMS shall agree on a reasonable substitute. In no event shall the Base Rent for any succeeding lease year be less than the Base Rent for the prior year. Any increase in Base Rent shall be capped at six percent (6%) over the Base Rent at the prior Rental Adjustment Date and shall in no event be less than three percent (3%) over the Base Rent at the prior Rental Adjustment Date. The adjusted Base Rent payments for the periods commencing July 1 and ending June 30 of each year of the Extended Term, together with applicable sales tax, shall be paid in equal payments on September 30th, December 31st, March 31<sup>st</sup>, and June 30th in the same quarterly manner as the first year of the Extended Term.

c. The rental payment for the last month of the Lease Term, that is January 1, 2016 through January 31, 2016, shall be due and payable on January 31, 2016.

d. Both the College and PCOMS agree that if the May CPI has not been determined when the July - September rental payment is due, PCOMS will pay the previous quarter rent until the May CPI has been determined, and then PCOMS shall pay any difference to College upon demand and thereafter pay the newly determined rent.

5. **RATIFICATION**: The parties hereby reaffirm their rights and obligations under the Lease as modified by this Amendment. All other terms and conditions of the Agreement shall remain in full force and effect except as specifically modified herein. If any of the provisions of Amendment conflict with any terms of the Agreement, the terms and provisions of this Amendment shall govern and control. Landlord and Tenant each represent and warrant to the other (i) that the execution and delivery of this Amendment has been fully authorized by all necessary corporate action, (ii) that the person signing this Amendment has the requisite authority to do so and the authority and power to bind the company on whose behalf they have signed, and (iii) that to the best of their knowledge and belief, this Amendment is valid, binding and legally enforceable in accordance with its terms. Each party hereby warrants and represents that, to the best of its knowledge, as of the date hereof, the parties have complied with all of the terms and conditions of the Lease.

6. **INVALIDITY OF PROVISIONS**: The unenforceability, for any reason, of any term, condition, covenant or provision of this Amendment shall neither limit nor impair the operation, enforceability or validity of any other terms, conditions, provisions or covenants of the Amendment.

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

Witnesses as to the College:

By: \_\_\_\_\_  
Name: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_

Board of Trustees of St. Petersburg College

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_





**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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

**SUBJECT:** Review of Phase III Construction Documents and Final Guaranteed Maximum Price (GMP), Project 186-C-11-4, Additional Classrooms/Offices (Modulars), Seminole Campus

A.D. Morgan Corporation, the Construction Manager at Risk, in conjunction with ARC3 Architecture, Inc., and College staff, has completed the Review of Phase III Construction Documents and the final GMP for Project 186-C-11-4, Additional Classrooms/Offices, Seminole Campus.

This project consists of the following scope of work:

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

The Final Guaranteed Maximum Price (GMP) for this project remains at \$850,987 or \$150 per square foot of building space with a Total Project Budget of \$1,115,699. Through the direct purchase program, the contractor plans to purchase approximately \$400,000 of materials, which will provide approximately \$20,000 of tax savings for the project. The anticipated date of substantial completion is August 2011. This GMP is subject to mandatory reviews for building codes, safety-to-life and the Americans with Disabilities Act (ADA), and further refinements through the value engineering process.

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

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

## MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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These 100% Construction Documents (Phase III) and Final Guaranteed Maximum Price (GMP) are presented today for your review and approval. The 100% Construction Documents (Phase III) have been reviewed by Dr. James Olliver, Provost, Seminole Campus, and the User Advisory Committee.

### Authorization is requested for the following:

- **To approve the 100% Construction Documents (Phase III);**
- **To approve the Final GMP of \$850,987 and to proceed with the Construction Documents subject to further refinements of the terms, conditions, and bidding, and to issue all necessary purchase orders.**

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

mdc0607112

**11-129.** The Board considered Item VII-F, Agency Billings, and Personnel Items VII-G.1-G.4. Mr. Gibbons moved approval. Mr. Brett seconded the motion.

In regard to Personnel Items VII-G.1-G.4, Mr. Johnston stated he confirmed previously with Ms. Gardner that he has no conflict of interest that would prevent him from voting on these matters.

Under Items VII-G.3-G.4, Mr. Burke commended Dr. Law for his hard work and tremendous accomplishment in developing the 2011-2012 Salary Schedule and Faculty Compensation Plan. Mr. Burke sought additional information from the President.

Dr. Law began his report by recognizing Dr. Maureen Mahoney, Co-Chair of the Faculty Compensation Committee; the FGO; and other committee members who worked diligently to develop a plan that would be equitable for all faculty. Dr. Law then distributed data from the *Fact Book* indicating SPC faculty pay is at or slightly below average. Dr. Law stated the College should not be average but in the top echelon. Dr. Law detailed the process used by the committee to develop the new compensation plan. It included the evaluation of all faculty salaries, years of experience and degrees earned. The previous method of calculating salaries for new faculty was abolished, as it allowed new faculty to begin at higher salaries than those who had been at the College for years. Other components of the plan include a new matrix to allow proposed upward movement on the pay scale, an improved base salary to avoid excessive ECH and a 3 percent increase each year over the next three years.

Mr. Burke sought feedback from Dr. Mahoney, who shared that this process has been an amazing collaborative work resulting in a great plan that is fair, equitable and financially feasible. Faculty members are pleased and the plan will benefit future faculty members as well. Mr. Burke sought any additional feedback from committee members. Mr. George Greenlee

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011**  
**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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commented that the level of transparency in this process was far beyond anything he has experienced in the past and thanked Dr. Law for his support. Mr. Burke then affirmed that Dr. Law's job is to give policy recommendations and the duty of the Board is policy. If the matrix facilitates the policy, then Mr. Burke is fully supportive of the plan.

Mr. Johnston asked what our pay ranking would be at the end of the three-year transition period. Dr. Law explained that as existing faculty advance to higher salaries, the average would increase. However, when current faculty members retire and new faculty members are hired at lower wages, the College's average would be lower. Dr. Law stated a new matrix will be created to demonstrate how existing faculty are advancing and that this should be our focus.

Mr. Brett commended Dr. Law and faculty leadership and feels the final product is good. Under Key Concept #1, "The President would pledge his best energies to increase faculty compensation by 3 percent each year for the next three years," Mr. Brett feels this is an admirable goal. He asked for clarification on Board approval of the 2-4 percent catch-up and the fact that the Board does not yet know what this cost will be. Dr. Law stated the information would be provided via their weekly mail packets and reiterated that the funding is in the budget that the Board approved for the 2011-12 year. Mr. Burke stressed that if the funding is not received from the state due to dire circumstances, the Board could rescind approval of certain items. Mr. Lang concurred with this statement. Ms. Bilirakis commended Dr. Law and faculty for a job well done.


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

Information regarding these items is as follows:

Agenda Item VII-F

June 21, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Agency Billings

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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

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

VSAC – Vermont Student Assistance Grant  
Dr. Kenneth Keen Memorial Scholarship  
Columbia University  
Seminole United Methodist Church  
US Army Women's Foundation  
National Council of Jewish Women – Sarasota Manatee  
Pinellas Park High School  
Twedt's Bowling Center  
Prairie Band Potawatomi Nation  
Cornell University  
Deborah Blackwell Revocable Trust  
Archdiocese of the Syrian Orthodox Church  
James R. Hoffa Memorial Scholarship Foundation  
Estero Animal Hospital  
Fund for Veterans Education  
Global Automotive Aftermarket Symposium  
Manhattan Avenue United Methodist Church

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

mm0601111

Agenda Item VII-G.1

June 21, 2011

**MEMORANDUM**

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 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:** Personnel Report

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

<b>HIRE Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
4/30/2011	Bates,Matthias Stinett	Accounting Services	Financial Specialist
5/3/2011	Bayatpoor,Amanda	Academic & Student Affairs	Veterans Services Generalist
5/6/2011	Bernal,Ernesto Enrique	Academic & Student Affairs	Veterans Services Generalist
5/16/2011	Brown,Laura B	Provost SPG	Staff Assistant
5/28/2011	Gilchrist,Tannica O'Dowd,Cecelia	Scholarships/Stu Fin Assist CL	Student Service Assistant
5/14/2011	Messina	Corporate Training E&SS DO	Coordinator, Lifelong Lrn/CFK
5/6/2011	Peerenboom,Jill Perfeito,Michael	College of Education	Coord.,Assessment-BA Prog.
5/28/2011	Anthony	Desktop Software Support	Technology Resource Specialist
4/30/2011	Sanchez,Angelica J	Academic Effective & Assessmt	Administrative Specialist I
5/28/2011	Sibbio,Ralph A	Emergency Medical Services HC	EMS Program Support Coord.
5/14/2011	Teter,Dolores M	Associate Provost TS	Career Information Specialist

<b>HIRE 2011-2012 Faculty</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
8/12/2011	Gaskill, Teresa	Natural Science CL	Instructor

<b>HIRE Temporary/Supplemental</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
5/14/2011	Adriance,Pamela R	Mathematics TS	Student Assistant

## MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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5/20/2011	Appunn, Frank	Academic & Student Affairs	Lump sum -Spec.Proj.
5/16/2011	Ash, William M	Natural Science CL	Instructor - Temporary Credit
5/7/2011	Barzen, William A.	Business Technologies CL	Non Instr Supplement-Not ECH
5/17/2011	Beck, Sandra K	Business Technologies CL	Instructor - Temporary Credit
6/3/2011	Blue, Keisha L	Special Programs/Intl Educ DO	Other Professional- Temporary
5/16/2011	Boehme-Terrana, Linae	BA Programs/UPC	Adjunct Bach Prog.
5/16/2011	Brauer, Kristen L	BA Programs/UPC	Adjunct Bach Prog.
5/14/2011	Brauer, Kristen L	Veterinary Technology HC	Other Professional- Temporary
5/13/2011	Breier, Michael David	Student Financial Assistance	General Service/Maint. (unskil
5/9/2011	Bross, Lawrence F.	Business Technologies CL	Instructor - Temporary Credit
5/16/2011	Bueller, Daniel J	Mathematics SPG	Instructor - Temporary Credit
5/16/2011	Burke, Somer Goad	BA Programs/UPC	Adjunct Bach Prog.
5/6/2011	Burton, Caroline E	Enrollment Management DO	General Service/Maint. (unskil
5/16/2011	Cain, Christopher Lin	Letters CL	OPS Career Level 5
5/14/2011	Calipari, Gabriel C	Scholarships/Stu Fin Assist CL	Federal Work Study Student
5/14/2011	Campbell, Daniel A.	Fine & Applied Arts SE	Lump sum -Spec.Proj.
5/16/2011	Carney, Janet M.	Letters CL	Instructor - Temporary Credit
6/1/2011	Cervantes, Catherine S Chmielewski, Thomas	Scholarships/Stu Fin Assist CL	Federal Work Study Student
5/6/2011	J.	BA Programs/UPC	Lump sum -Spec.Proj.
6/2/2011	Clark, Cody L	Counseling & Advisement CL	OPS Career Level 6
5/13/2011	Collins, Yvette Marie	Scholarships/Stu Fin Assist CL	Federal Work Study Student
5/16/2011	Dabucol, Kent J	Scholarships/Stu Fin Assist CL	Federal Work Study Student
5/9/2011	Dejesus, Ryan C	Natural Science SPG	Student Assistant
5/11/2011	DeNooyer, Ericjan D	Distance Learning TV SE	Supplemental Instr - Credit
5/9/2011	Dicicca, Philip T	Corporate Training E&SS DO	OPS Career Level 2
5/16/2011	Dimitrijevic, Milivoje B	Respiratory Care HC	Instructor - Temporary Credit
5/16/2011	Eggers, Amy S	Academic Effective & Assessmt	Other Professional- Temporary
5/16/2011	Faehner, Michael J	Fine & Applied Arts SPG	Instructor - Temporary Credit
5/16/2011	Gallagher, Kimberly	Natural Science CL	Instructor - Temporary Credit
5/16/2011	Garren, Sandra Jo	Natural Science SE	Instructor - Temporary Credit
5/16/2011	Garren, Sandra Jo	Natural Science SE	Lump sum -Spec.Proj.
5/9/2011	Gaudreau, Michael		
5/9/2011	Neal	Fine & Applied Arts SPG	Federal Work Study Student
5/9/2011	Godcharles, Timothy W	Business Technologies CL	Supplemental Instr - Credit
5/14/2011	Gonzalez, Alicia Sade	Job Center - SP	Federal Work Study Student
5/16/2011	Greenberg, David L	Fine & Applied Arts SPG	Instr- Temporary % Load
5/14/2011	Grissett, Christopher N	Natural Science SPG	Federal Work Study Student
5/14/2011	Haggert, Cassandra C	Provost CL	Federal Work Study Student

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5/11/2011	Hatchett Jr,Paul A	Distance Learning TV SE	Instructor - Temporary Credit
5/23/2011	Herbert,Julie A	Student Support Services - SP	Instructor- Temporary Non-Cred
5/6/2011	Hicks,Richard Allen	Enrollment Management DO	General Service/Maint. (unskil
5/15/2011	Horn,Ihasha	Letters SPG	Instructor - Temporary Credit
5/16/2011	Huegel,Craig N	Natural Science CL	Instructor - Temporary Credit
5/9/2011	Isaacs,Tyler	Provost TS	Federal Work Study Student
5/16/2011	Italia,Mark P	Natural Science CL	Instructor - Temporary Credit
5/28/2011	Johnson,Amanda	Counseling & Advisement CL	OPS Career Level 7
5/16/2011	Karol,Amy L	Letters SPG	Instructor - Temporary Credit
5/28/2011	Keith,Karen R	Leepa/Rattner Museum - DO	Federal Work Study Student
5/16/2011	Kennedy,Daiva	Mathematics SPG	Supplemental Instr - Credit
5/14/2011	Keyes,Anne M.	Academic & Student Affairs	Lump sum -Spec.Proj.
5/11/2011	Kugeares,Sophia M.	Distance Learning TV SE	Instructor - Temporary Credit
5/23/2011	Lanham,Valerie	Student Support Services - SP	Instructor- Temporary Non-Cred
5/9/2011	Lightfoot,Randolph	Social Science TS	Lump sum -Spec.Proj.
5/9/2011	Lundh,Loriann M	Student Activities HC	OPS Career Level 4
5/16/2011	Maddex,Brett D.	Speech - Letters CL	Instructor - Temporary Credit
5/16/2011	Malloy,Ryan Allen	Letters CL	OPS Career Level 5
5/14/2011	Matlick,Mary L	OSSD VEA Grant - CL	Student Assistant
5/16/2011	McCorkle,Lindsay M McCormack,Cristina	Radiography HC	Instr- Temporary % Load
5/17/2011	D.	Leepa/Rattner Museum - DO	Other Professional- Temporary
5/26/2011	Michael,George C	Mathematics TS	Instructor - Temporary Credit
5/23/2011	Michael,George C	SSS TRIO Grant - DO	Instructor- Temporary Non-Cred
6/1/2011	Miller,Stephen L	New Initiative Program - HC	OPS Career Level 1
5/14/2011	Modesto,Donald J	Academic & Student Affairs	Lump sum -Spec.Proj.
5/16/2011	Montalvo,Debria E.	Business Technologies SP	Supplemental Instr - Credit
5/9/2011	Mycko,Jon Francis	Fine & Applied Arts CL	Federal Work Study Student
5/16/2011	Nappi,Anthony J.	Letters CL	Supplemental Instr - Credit
5/14/2011	Nelson,Nydia N	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/3/2011	Nguyen,Phat Tan	Business Technologies SE	Instructor - Temporary Credit
5/16/2011	Oshea,Ryan P Patrick,Valencia	Veterinary Technology HC	Instructor - Temporary Credit
5/9/2011	Gabrielle	District Library DO	Student Assistant
5/16/2011	Perez-Gilbe,Hector R.	Library Science SE	Supplemental Instr - Credit
5/16/2011	Phillips,Debi L	Letters CL	Instructor - Temporary Credit
5/16/2011	Pino,Scott Alan	Respiratory Care HC	Instructor - Temporary Credit
5/16/2011	Repici,Michael D	Speech - Letters TS	Supplemental Instr - Credit
5/16/2011	Reynolds,Joseph M	Fine & Applied Arts SPG	Instructor - Temporary Credit

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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5/9/2011	Rousseau,Shanna Noelle	Natural Science SPG	Federal Work Study Student
5/16/2011	Roux,Michelle M.	BA Programs/UPC	Other Professional- Temporary
5/16/2011	Schultz,Marilyn D.	Provost CL	Instructor - Temporary Credit
5/16/2011	Senderoff,Lynn Ellen	Natural Science SPG	Instructor - Temporary Credit
5/23/2011	Shavers,Adam L	Business Services	OPS Career Level 3
5/4/2011	Shears,Cathleen M	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/16/2011	Sibbio,Ralph A	Emergency Medical Services HC	Instructor - Temporary Credit
5/16/2011	Sibbio,Ralph A	Emergency Medical Services HC	Instructor- Temporary Non-Cred
5/23/2011	Skutnik,Eugene F	Landscape Services TS	OPS Career Level 1
5/9/2011	Smith,Janie Lee	Enrollment Management DO	Federal Work Study Student
5/26/2011	Smith,Nancy F.	Fine & Applied Arts SPG	Other Professional- Temporary
5/16/2011	Sorenson,Marie	Fine & Applied Arts SPG	Instructor - Temporary Credit
5/16/2011	Spongale,Kenneth F	Natural Science CL	Instructor - Temporary Credit
5/28/2011	Stanford,Marwan J.	Counseling & Advisement CL	OPS Career Level 6
5/23/2011	Stromas,Amy Lynn	Business Technologies CL	OPS Career Level 5
5/16/2011	Taylor,Debra C.	Natural Science TS	OPS Career Level 3
5/14/2011	Tingley,Anna L	Mathematics TS	Student Assistant
5/25/2011	Tomlinson,Jessica M	Associate Provost SP	OPS Career Level 6
5/17/2011	Tonner,Joan E.	Provost HC	Lump sum -Spec.Proj.
5/11/2011	Unger,Matthew	Fine & Applied Arts SE	Supplemental Instr - Credit
5/11/2011	Van Gaalen,Joseph F	Distance Learning TV SE	Instructor - Temporary Credit
5/16/2011	Wangenstein,Ted L Ware,Cameshia	Natural Science CL	Instructor - Temporary Credit
5/16/2011	Kuanza	Ethics CL	Instructor - Temporary Credit
5/27/2011	Webster,Patricia A	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/16/2011	Weideman,Carol Anne	BA Programs/UPC	Supplemental Bach Prog.
5/9/2011	Wilburn,David	Provost TS	Federal Work Study Student
5/16/2011	Wilson,Tenetia A	Provost SE	Student Assistant
5/11/2011	Wonsick,Beth M	Distance Learning TV SE	Instructor - Temporary Credit
5/16/2011	Wysocka,Jowita Luiza	BA Programs/UPC	Adjunct Bach Prog.

<b>TRANSFER/PROMOTION Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>

5/30/2011	Bowen,Paul M	Associate Provost CL	Associate Provost
5/30/2011	Brown,Trenette	NTPI/WMD Grant - AC	Mgr.Proj.Adm.Svcs.,CP
5/14/2011	Demers,Susan S.	BA Programs/UPC	Dean, Pub. Policy&Legal Studies
7/1/2011	Grano, Barbara	Ethics	Academic Department Chair



**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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5/14/2011	Jones,James	Campus Security CL	Senior Security Officer
5/16/2011	Nenstiel, Gregory A	BA Programs/UPC	Dean, Baccalaureate Programs
5/14/2011	Shoffner, John C	Facilities Plan & Inst Svcs	Plant Supervisor

<b>FOREIGN TRAVEL</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>

7/2-7/24/11	Levin, Roxana	Foreign Language	Instructor
7/1-7/18/11	Trujillo, Faride	Foreign Language	Chaperone

Travel to Salamanca, Spain for instruction in the study abroad program. There are 23 students who will be joining the instructors on this trip.

7/30-8/10/11	Wolter, Timothy	Humanities	Instructor
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Travel to Rome, Italy as part of the study abroad program. The seven students traveling with Mr. Wolter will have an educational opportunity in applying the humanities and fine arts culture of Italy to the study of Western Humanities.

8/1-8/14/11	Fernandez, Roberto	Business Administration	Instructor
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Travel to Alajuela, Costa Rica as part of study abroad program. The eight students traveling with Mr. Fernandez will gain first-hand experience on how to do business in Latin American countries through the Intercultural Relations in Business course.

7/11-7/29/11	Cooper, Anne	Academic & Student Affairs	Sr. VP, Academic & Student Affairs
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Travel to Jerusalem, Israel as visiting faculty for "A Chronology of the People and Land of the Bible" at Hebrew University, Jerusalem, Israel.

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.


emg0617114

Agenda Item VII-G.2

June 21, 2011

**MEMORANDUM**

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

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

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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**SUBJECT:** Annual Contract Recommendations

**Approval is sought for the following recommended personnel actions concerning contractual appointments for 2011-2012.**

Recommend appointment to an annual contract (2011-2012) contingent upon the successful completion of satisfactory service in the current year. These individuals are serving in Executive, Administrative, Managerial, and Professional positions.

<b>Contract Dates</b>	<b>Name</b>	<b>Department</b>	<b>Title</b>
7/1/11-6/30/12	Beecham,Ruby L.	Accounting Services	Grants Accountant
7/1/11-6/30/12	Bowen, Paul M	Associate Provost	Associate Provost
7/1/11-6/30/12	Call,Ian H.	Program Director I	Provost SPG
7/1/11-6/30/12	Cooke,Victoria E.	Leepa/Rattner Museum - DO	Dir, Museum of Fine Arts
7/1/11-6/30/12	Cyr,Kathryn M.	Accounting Services	Fiscal and Business Analyst
7/1/11-6/30/12	Davide,Kristy Sue	BusSVITSystems	Coord., End User Prod. Dev.
7/1/11-6/30/12	Demers,Susan S.	BA Programs/UPC	Dean, Pub. Policy&Legal Studies
8/1/11-7/31/12	Hamilton,Ronald Shane	Business Technologies CL	Academic Department Chair
7/1/11-6/30/12	Haynes II,Watson L	Coordinator II, Project	Academic & Student Affairs
7/1/11-6/30/12	Hendrickson,Ashley L.	Academic Effective & Assessmt	Coord.,Accred.&Bacc. Assess.
7/1/11-6/30/12	Hunt,Janette N	Accounting DO	Senior Accountant
7/1/11-6/30/12	Klement,David E	President	Exec. Dir.,Inst. Strat.Pol.Sol
7/1/11-6/30/12	Nenstiel,Gregory A	BA Programs/UPC	Dean, Baccalaureate Programs
7/1/11-6/30/12	Neu,Frances Zacharias	President	VP, Inst. Adv & Exec. Dir Foun
7/1/11-6/30/12	O'Dowd, Cecelia	Corporate Training	Coord.,Lifelong Learning/CFK
7/1/11-6/30/12	Paschall,Janine P.	BA Programs/UPC	Actng Coord.,Acadmc Curr. Spprt
7/1/11-6/30/12	Peerenboom,Jill	College of Education	Coord.,Assessment-BA Prog.
7/1/11-6/30/12	Piper,Angela M	Instructional Computing SE	Course Delivery Manager
7/1/11-6/30/12	Singer,Julia R	Nursing HC	Nursing Skills Facilitator
7/1/11-6/30/12	Snare II,Clayton L	Dual Credit - AC	Coord.,Early College/Dual Enrl
7/1/11-6/30/12	Staney,Timothy P	Institutional Advancement DO	Web Content Manager
7/1/11-6/30/12	Whitelaw,Robert L.	Art Education Center DO	Museum Curator
7/1/11-6/30/12	Wright,Lacrecia M.	College Reach Out Program DO	Coordinator II, Project

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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Recommend appointment to an annual instructional contract (2011-2012), contingent upon the successful completion of satisfactory service in the current contract year. This individual is serving in a 12-month position.

<b>Contract Dates</b>	<b>Name</b>	<b>Department</b>	<b>Title</b>
7/1/11-6/30/12	Bawell,Jennifer D.	District Library DO	Librarian

Recommend appointment to an annual instructional contract (2011-2012), contingent upon the successful completion of satisfactory service in the current year based on 36 ECH.

<b>Contract Dates</b>	<b>Name</b>	<b>Department</b>	<b>Title</b>
8/18/11-7/20/12	Albrecht,Osiris P.	Foreign Language SE	Instructor
8/18/11-7/20/12	Ballo,William T	Emergency Medical Services HC	Instructor
8/18/11-7/20/12	Pabst,Joyce A	Nursing HC	Instructor
8/18/11-7/20/12	Smisek,Maria G.	Nursing HC	Instructor
8/18/11-7/20/12	Vanauken,Todd R	Radiography HC	Instructor

Recommend appointment contingent upon the successful completion of satisfactory service in the current contract year. These individuals are serving in Executive, Administrative, Managerial, and Professional restricted funds positions. If such restricted funding is not forthcoming or is discontinued, the position shall terminate at the end of the pay period in which the notice of non-funding or discontinued funding is received by St. Petersburg College.

<b>Contract Dates</b>	<b>Name</b>	<b>Title</b>	<b>Department</b>
7/1/11-6/30/12	Adler-Leidersdorff,Cory	Coord.,Palladium Comm. Relatns	Facilities Plan & Inst Svcs
7/1/11-6/30/12	Bellomo,Mary O.	Curriculum Development Special	NTPI/WMD Grant - AC
7/1/11-6/30/12	Brumbaugh,Doug	Videographer	NTPI/WMD Grant - AC
7/1/11-6/30/12	Brush,Amy A	Coordinator II, Project	Tech Prep - DO
7/1/11-6/30/12	Carbart,George E.	Coord, Student Support Svcs	SSS TRIO Grant - DO
7/1/11-6/30/12	Connell,Margaret A.	Director, Disability Resources	Special Needs - DO
7/1/11-6/30/12	Davis,Glenn E.	Coord., EMS/CME Program	EMS/CME - HC
7/1/11-6/30/12	Dougherty,Damon	Production Manager, Palladium	Facilities Plan & Inst Svcs

## MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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7/1/11- 8/31/11	Fusari,Krista D.	Coordinator I, Project	Health Information Mgmt HC
7/1/11-6/30/12	Graham,Gary W.	Coordinator I, Project	Education & Student Svcs DO
7/1/11-6/30/12	Hall Jr,Charles	Coordinator, Distance Learning	NTPI/WMD Grant - AC
7/1/11-6/30/12	Heisler,Laura	Coordinator II, Project	Florida Natl. Guard Grant - AC
7/1/11-6/30/12	Janusz,Dawn M.	Coordinator I, Project	Provost HC
7/1/11-6/30/12	Jeffries,Jane L.	Project Technologist	NTPI/WMD Grant - AC
7/1/11-6/30/12	Jenkins,Bradley E	Program Director II	Engineering Technology CL
7/1/11-6/30/12	Kirchgraber,Todd A.	Program Director I	Florida Natl. Guard Grant - AC
7/1/11-6/30/12	Kolenda,James J.	Producer, NTPI	NTPI/WMD Grant - AC
7/1/11-6/30/12	LaHaie,Eileen M.	Director, MCTFT/RCPI	Criminal Justice AC
7/1/11-6/30/12	Littlewood,Christopher	Coordinator II, Project	NTPI/WMD Grant - AC
7/1/11-6/30/12	Long,Douglas D.	Producer, NTPI	NTPI/WMD Grant - AC
7/1/11-6/30/12	McKanna,Thomas F.	Mgr.,Bus. Systems&Accounting	Florida Natl. Guard Grant - AC
7/1/11-6/30/12	Meegan,Patrick T.	Videographer	NTPI/WMD Grant - AC
7/1/11-6/30/12	Miller,Michael P.	Coordinator II, Project	Florida Natl. Guard Grant - AC
7/1/11-6/30/12	Neiberger,Anne N.	Coordinator II, Project	Provost HC
7/1/11-6/30/12	Oathout,Kathleen C	Director, Operations-Palladium	Facilities Plan & Inst Svcs
7/1/11-6/30/12	Orama,Juanita	Coordinator I, Project	Provost HC
7/1/11-6/30/12	Sherman,Tiffani L.	Producer, NTPI	Florida Natl. Guard Grant - AC
7/1/11-6/30/12	Stevens,Paul J	Project Technologist	NTPI/WMD Grant - AC
7/1/11-6/30/12	Swift,Christopher	Technology Project Manager	SE Public Safety Institute AC
7/1/11-6/30/12	Veloff,Steven J	Project Technologist	NTPI/WMD Grant - AC
7/1/11-6/30/12	Walker,Gail E.	Coordinator II, Project	Florida Natl. Guard Grant - AC
7/1/11- 8/31/11	Walter,David A	Curriculum Designer	Health Information Mgmt HC
7/1/11-6/30/12	Wilborn,Paul L.	Exec. Director, Palladium	Facilities Plan & Inst Svcs
7/1/11-6/30/12	Williams,Yvonne G	Curriculum Designer	NTPI/WMD Grant - AC
7/1/11-6/30/12	Winters,Nina G	Staff Accountant	Facilities Plan & Inst Svcs
7/1/11-6/30/12	Writt,Jeremy L.	Coordinator I, Project	Florida Natl. Guard Grant - AC

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Anne M. Cooper, Senior Vice President, Academic & Student Affairs; and Patty Curtin Jones, Vice President, Human Resources & Public Affairs; recommend approval.  
emg0615112


**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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Agenda Item VII-G.3

June 21, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Adoption of the 2011-2012 Salary Schedule

**Approval is sought to establish the following 2011-2012 Salary Plan and Schedule, effective July 1, 2011, to include the following:**

1. The Classification & Salary Schedule, including ranges and placement of positions, as published on the College's official Web site.
2. The General Compensation Information, updated to align with rule changes and other actions approved by the Board of Trustees.
3. The 3% across-the-board increase as approved at the May 2011 Board of Trustees meeting, to be implemented according to the payroll calendar and contract years and to include the following groups and pay rates:

-All budgeted employees working at the time of the implementation, including Career Service, Faculty and Administrative & Professional;

-All non-budgeted employees, including adjunct instructors, OPS employees, student assistants, students hired under Federal Work Study, and students hired under America Reads/Counts; and

-Other categories under the Adjunct, Supplemental, Temporary and Substitute Personnel section of the Classification & Salary Schedule, excluding the project-deliverable pay rates, which will remain at the current rate.

4. The 3% faculty pay increase will be incorporated into the existing faculty salary compensation matrix. Based on further Board approval, compensation of individual returning faculty will be adjusted, as appropriate, according to a three-year plan to make faculty salaries more competitive in Florida and nationally.

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

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**


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Agenda Item VII-G.4

June 21, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Faculty Compensation

**The Board is requested to approve the work of the Faculty Compensation Committee for a three-year plan to enhance faculty salaries at St. Petersburg College.**

Discussion

Over the past year, FGO Chairperson Maureen Mahoney and I have co-chaired a special Faculty Compensation Review Committee toward the end of determining what steps would be appropriate to strengthen the salary and compensation plan for St. Petersburg College faculty.

The Faculty Compensation Committee met six times from November 5<sup>th</sup> to April 29<sup>th</sup>. Meetings were wide-ranging, solutions-oriented and professionally candid at all times. Early meetings focused time and attention on key information regarding current salary structure, salary history, placement on initial hire, previous review and structural contract similarities and differences (30/36/42 ECH), and anticipated outcomes of the Committee process.

The complete report of the Compensation Committee is attached for your review and background.

In the end, the Committee recommended a plan that would allow for all of the following:

1. The establishment of a defined matrix point salary system that would provide reasonable assurance to faculty of how their salaries could progress over the course of a career at SPC;
2. The defined matrix point salary system would also provide a means for faculty to move toward the top of a salary schedule over a career at the College;

## **MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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3. The establishment of improved base salary levels that would allow for faculty to avoid teaching excessive ECH loads for the purpose of earning compensation outside the base salary; (return to established BOT rules)
4. Some means of recognition that salaries for faculty at SPC had not kept pace with other institutions over the recent past.

Additional work on the following key items will need to occur at some future date:

1. The desire to provide a common supplemental pay rate for both lower level and upper level coursework taught beyond the base contract by fulltime faculty;
2. The development of a means to recognize meritorious faculty service within the salary structure;
3. The feasibility of eliminating or modifying the 12-month, 42-ECH contract of the faculty in the baccalaureate programs.

To achieve the four goals listed in the recommended plan, above, the College would provide modest additional compensation to faculty over the next three years beyond other annual raises that the Board might approve. The additional compensation is based on longevity with the College and would range from 2-4% each year.

These supplemental adjustments are intended to recognize that the SPC faculty salaries have not kept pace with other institutions over the recent past. As we continue to hire faculty to meet our enrollment growth and as we desire to attract the very best faculty from across the country, it is vitally important that we have the most competitive salary and compensation plan that we can structure.

We are also most fortunate that the College's financial situation remains sound despite the larger economic issues faced in our state. By making this plan a priority at this time, we can accelerate our faculty salaries toward the highest echelon, recognizing the excellence that we have established while assuring our competitiveness moving forward.

In developing a college budget, I believe strongly that you dedicate your resources to support your values. In taking this step to strengthen the compensation of the St. Petersburg College faculty, we will be demonstrating our commitment to academic excellence and support of a very meritorious faculty.

I recommend your support of the plan.

Thank you.

# MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011

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Attachment

wdl0617111

### Faculty Compensation Committee Overview

The Faculty Compensation Committee met six times from November 5<sup>th</sup> to April 29<sup>th</sup>. Meetings were wide-ranging, solutions-oriented and professionally candid at all times. Early meetings focused time and attention on key information regarding current salary structure, salary history, placement on initial hire, previous review and structural contract similarities and differences (30/36/42 ECH), and anticipated outcomes of the committee process.

Eventually, the following items emerged as the key areas of focus in the committee's work:

5. The establishment of a defined matrix point salary system that would provide reasonable assurance to faculty of how their salaries could progress over the course of a career at SPC;
6. The defined matrix point salary system would also provide a means for faculty to move toward the top of a salary schedule over a career at the college;
7. The establishment of improved base salary levels that would allow for faculty to avoid teaching excessive ECH loads for the purpose of earning compensation outside the base salary; (return to established BOT rules)
8. Some means of recognition that salaries for faculty at SPC had not kept pace with other institutions over the recent past;
9. The desire to provide a common supplemental pay rate for both lower level and upper level coursework taught beyond the base contract by fulltime faculty;
10. The development of a means to recognize meritorious faculty service within the salary structure;
11. The feasibility of eliminating or modifying the 12-month, 42 ECH contract of the faculty in the baccalaureate programs.

The committee recognized that other issues of importance would need to be reviewed at a subsequent time, but that addressing the range of the items listed above would not permit time at present to expand further. The most prominent topic in this area is that of class size.



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### **Structure**

A Sharepoint website was established for the use of the committee and remains available for all interested parties to access committee documents, workpapers, meeting notes, etc. (The site is located at [https://onecollegesupport.spcollege.edu/committees\\_groups/fcc/SitePages/Home.aspx](https://onecollegesupport.spcollege.edu/committees_groups/fcc/SitePages/Home.aspx) and may be accessed by anyone with SPC email log on privileges.) Among the documents that may be most helpful to understanding the committee's final proposal is the existing salary 'matrix' that supports the placement of faculty in the salary structure. All faculty members' salaries are found at some defined point on the matrix; placement of new faculty is likewise accomplished through the structure of the matrix.

This 90-point matrix was developed in 1998 following an extensive, case-by-case review of the salaries of all fulltime faculty. The individual review provided an evaluation tool that allowed for documentation of a number of factors (degree, prior experience before joining the college, experience at the college, military service, etc.). Every individual's assessment was then used to place the individual at a point on the matrix.

Since 1998, the matrix has been used as a locator for placement of new faculty hired at the college. (A similar evaluation of prior experience is presently used for current hires, although the weights are changed from the 'one-time' form used for existing faculty in 1998.)

Although there is no consistent pattern of how faculty compensation has been increased since 1998, it is clear that the 90-point matrix was not intended to be used as a 'step' system. Rather, the matrix would be inflated by the amount of the compensation adjustment. An individual would remain on the same matrix point before and after the adjustment; the matrix point would simply be worth the new amount. (A copy of the current matrix is available at Appendix A or on the Sharepoint site.)

### **Committee discussions**

To provide a means for considering new options, the committee investigated compensation systems at a number of Florida colleges. In the end, the compensation system at Valencia Community College garnered a great deal of interest for its comprehensiveness, its forward-looking approach, its careful structure, and the manner in which it was phased in for the faculty. In depth review of the contract was undertaken and the VCC experience guided the SPC committee to its final proposal. Key factors in the VCC plan included:

- The creation of a very competitive 30 step system for faculty salaries;
- The expectation that a faculty member would move to a higher step each year, while the schedule itself could be improved to provide some recognition of inflation, hiring competition, etc.;
- A reevaluation of faculty hiring placement (similar to that done by SPC in 1998);
- A five-year phase in of movement onto the new, 'richer' schedule;

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- A means for additional compensation increases based on meritorious or superior performance.

The committee similarly invested a good deal of attention in the St. Petersburg College issue of excess ECH teaching beyond the base contract. While recognizing that the extraordinary excess loads reflected the means of earning additional compensation despite the stagnation of base contract salary, there was strong support for finding a means to improve base salaries and subsequently revert to previously established limits on excess teaching loads (as described in [BOT Rule 6Hx23-2.23](#)). A comprehensive review of the current supplemental and overload experience was undertaken (see [Powerpoint Presentation by Nick Manias on the Sharepoint site](#)) and a proposal was developed for phasing out “overload ECH” over a three year period. This process was proposed to take place concurrently with other salary adjustments so overload ECH could be eliminated while not having a negative impact on faculty members’ gross income.

Attention was also given to the current status of 12-month (“42 ECH”) faculty in the baccalaureate programs. The deans responsible for the baccalaureate programs were engaged in the evaluation, primarily to assist in understanding any unique characteristics of the faculty members’ responsibilities that pertain to these programs.

It became clear that the 12-month positions represented 1) program needs of these ‘workforce’ baccalaureates often in very small (one or two faculty) programs, or 2) programmatic needs that related to the nature of field experience (College of Education, for instance). As was characteristic of so many other discussions, alternative strategies could be conceived, but the strategies often implied reduced responsibilities and reduced compensation. No such models were explored beyond cursory assessment. Additional review and assessment of this topic will need to occur in the follow up committee work. Further distillation of the non-teaching responsibilities of 12-month faculty positions is needed to determine what, if any, strategies exist for contractual change.

A strong sentiment did emerge from the discussions that the college would be well served by eliminating the two level structure of supplemental and adjunct pay. The internal competitive dynamics for supplemental teaching opportunities were perceived as unprofessional at best, destructive at worst.

### **The final proposal**

After developing and evaluating a number of iterations of ‘step-type’ models, it appeared that the matrix currently in place could provide the most useful tool

- to improve faculty salaries,
- to transition to a step-type model, and
- to recognize the need for addressing slippage in salaries since the structural alignment accomplished in 1998.

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Additionally, by committing some additional salary resources, the structure would also allow the college to reduce and eventually eliminate the overload ECH while putting those funds into an individual's base salary.

### **Key concepts to the Committee Proposal:**

1. The President would pledge his best energies to increase faculty compensation by 3% each year for the next three years (2011-12, 2012-13, 2013-14);
2. The 3% increase would be split between moving an individual to a higher position in the matrix and by inflating the matrix; (for reference, each higher position on the matrix is approximately .5% higher than the inferior point; a 3% increase would entail inflating all points by 1.5% and then moving an individual up three points, hence an increase of 1.5%)
3. Faculty salaries would also be increased by further movement up the matrix reflective of years of SPC experience; specifically all current faculty would get credit for 2 additional matrix points for each year of experience at the college (a maximum of 24 additional matrix points – 12 years times 2 points/year)
4. The additional matrix points would be phased in over the next three years.

An example of how the proposal would work follows below.

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Example: A faculty member who joined the college in 2007, presently on point 19 in the Masters +30 column

- a. Annual salary adjustment three matrix points in 2011-12,
- b. three additional matrix points in 2012-13, and three additional matrix points in 2013-14;
- c. Calculated special adjustment 8 additional matrix points (4 years experience 2007-8, 2008-9, 2009-10, 2010-11);  
3 matrix points in 2011-12,  
3 matrix points in 2012-13, and  
3 matrix points awarded in 2013-14

Three Year Service Adjustment Calculation							
Academic Year Hired	Years Credit	Total Special Adjustment (Matrix Points) Over 3 Yrs.	Total Annual Adjustment (Matrix Points) Over 3 Years	Total Adjustment (Matrix Points) Over 3 Years	Year 1 2011-2012	Year 2 2012-2013	Year 3 2013-2014
Prior to 1999-2000	12	24	9	33	11	11	11
1999-2000	12	24	9	33	11	11	11
2000-2001	11	22	9	31	11	10	10
2001-2002	10	20	9	29	10	10	9
2002-2003	9	18	9	27	9	9	9
2003-2004	8	16	9	25	9	8	8
2004-2005	7	14	9	23	8	8	7
2005-2006	6	12	9	21	7	7	7
2006-2007	5	10	9	19	7	6	6
<b>2007-2008</b>	<b>4</b>	<b>8</b>	<b>9</b>	<b>17</b>	<b>6</b>	<b>6</b>	<b>5</b>
2008-2009	3	6	9	15	5	5	5
2009-2010	2	4	9	13	5	4	4
2010-2011	1	2	9	11	4	4	3

2011-12: move 6 steps (from a and b, above), from point 19 to point 25

- d. 2012-13: move 6 steps, from point 25 to point 31
- e. 2013-14: move 5 steps from point 31 to point 36
- f. Schedule is inflated by 1.5% each year for the next three years.

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Consequently, (snapshot of salient portion of matrix)

<b>Matrix Points</b>	<b>Current 2010-11 Masters +30</b>	<b>2011-12 Masters +30</b>	<b>2012-13 Masters +30</b>	<b>2013-14 Masters +30</b>
16	\$55,007	\$55,832	\$56,670	\$57,520
17	\$55,290	\$56,119	\$56,961	\$57,816
18	\$55,572	\$56,406	\$57,252	\$58,110
19	\$55,855	\$56,693	\$57,543	\$58,406
20	\$56,137	\$56,979	\$57,834	\$58,701
21	\$56,421	\$57,267	\$58,126	\$58,998
22	\$56,704	\$57,555	\$58,418	\$59,294
23	\$56,986	\$57,841	\$58,708	\$59,589
24	\$57,269	\$58,128	\$59,000	\$59,885
25	\$57,552	\$58,415	\$59,292	\$60,181
26	\$57,862	\$58,730	\$59,611	\$60,505
27	\$58,144	\$59,016	\$59,901	\$60,800
28	\$58,400	\$59,276	\$60,165	\$61,068
29	\$58,683	\$59,563	\$60,457	\$61,364
30	\$58,966	\$59,850	\$60,748	\$61,659
31	\$59,249	\$60,138	\$61,040	\$61,955
32	\$59,519	\$60,412	\$61,318	\$62,238
33	\$59,801	\$60,698	\$61,608	\$62,533
34	\$60,098	\$60,999	\$61,914	\$62,843
35	\$60,380	\$61,286	\$62,205	\$63,138
36	\$60,663	\$61,573	\$62,497	\$63,434
37	\$60,946	\$61,860	\$62,788	\$63,730
38	\$61,229	\$62,147	\$63,080	\$64,026
39	\$61,511	\$62,434	\$63,370	\$64,321

- The plan would be implemented at the start of a faculty member’s contract year (August 1st for 12-month positions, August 12th for 36 and 30 ECH positions);
- Pay for Supplemental and Overload ECH will rise by 3% each year for the next three years.
- The ECH restrictions will be phased in beginning in the 2011-12 academic year. Specifically, the overload ECH will be eliminated during the following terms.
  - 2011-12 - Spring 2012;
  - 2012-13 – Fall 2012
  - 2013-14 – Summer 2014

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- Fall 2012 will be restricted in the 2012-13 year and Summer 2012 will complete the plan in Summer 2013.

Two scenarios demonstrating the reduced load impact on the same faculty member from above.

"Worst Case Scenario"

Year	Base salary	Max Annual Supp/Overload ECH	ECH rate (increment is 3%/year)	Max Supp/Overload ECH earnings	Total Earnings
2010-11	55,855	29	738	21,402	77,257
2011-12	58,415	26	760	19,764	78,179
2012-13	61,040	23	783	18,008	79,048
2013-14	63,434	20	806	16,129	79,563

"Average Case Scenario"

Year	Base salary	Mean Supp/Overload ECH	ECH rate (increment is 3%/year)	ECH earnings	Total Earnings
2010-11	55,855	10.75	738	7,934	63,789
2011-12	58,415	10.75	760	8,172	66,587
2012-13	61,040	10.75	783	8,417	69,457
2013-14	63,434	10.75	806	8,669	72,103

Considerations included in the Committee proposal:

- After the three year transition period, a subsequent committee can evaluate how best to move to a more long-term matrix point or step system;
- During the transition, additional points at the top of the matrix will be added in order to assure that no faculty member is 'topped out' during the transition;
- Work will commence next Fall to craft a plan for recognition of meritorious performance as a means for faculty to enhance their base salary;

The Proposal does not address:

- Moving to a uniform rate schedule for both lower and upper level courses;

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- Matters relating to class size
- Matters relating to workload issues

### **Moving Forward**

The following appear to be the next steps in moving the proposal to implementation:

- Communicate document to all faculty for review and discussion
- Organize information sharing/Q&A sessions on sites
- Confirm each individual's location on the salary matrix
- Confirm each individual's full-time hire date for this calculation
- Confirm each individual's three year proposed compensation plan
- Present plan to BOT for their support (ASAP)

### **After the beginning of the Fall Semester**

- Establish a follow up committee;
- To evaluate implementation;
- To identify plan to create meritorious recognition opportunities;
- Determine feasibility (financial) of moving toward unified supplemental rate for all instruction;
- To review further the 12-month faculty contract responsibilities.

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Appendix A

Point/Step	30 ECH				36 ECH				12 Month			
	BA	MA	MA+30	Doctorate	BA	MA	MA+30	Doctorate	BA	MA	MA+30	Doctorate
1	\$35,417	\$39,029	\$42,930	\$47,225	\$41,743	\$45,916	\$50,508	\$55,557	\$47,167	\$51,884	\$57,074	\$62,474
2	\$35,595	\$39,224	\$43,145	\$47,461	\$41,952	\$46,146	\$50,761	\$55,835	\$47,403	\$52,143	\$57,359	\$62,786
3	\$35,774	\$39,746	\$43,723	\$48,094	\$42,089	\$46,760	\$51,435	\$56,584	\$47,555	\$52,841	\$58,124	\$63,937
4	\$35,954	\$39,946	\$43,943	\$48,336	\$42,300	\$46,995	\$51,693	\$56,868	\$47,794	\$53,106	\$58,416	\$64,259
5	\$36,135	\$40,147	\$44,164	\$48,579	\$42,513	\$47,231	\$51,953	\$57,154	\$48,034	\$53,373	\$58,709	\$64,582
6	\$36,316	\$40,348	\$44,386	\$48,823	\$42,727	\$47,469	\$52,214	\$57,441	\$48,276	\$53,642	\$59,004	\$64,906
7	\$36,499	\$40,551	\$44,609	\$49,068	\$42,941	\$47,707	\$52,476	\$57,730	\$48,518	\$53,911	\$59,301	\$65,232
8	\$36,682	\$40,755	\$44,833	\$49,315	\$43,157	\$47,947	\$52,740	\$58,020	\$48,762	\$54,182	\$59,599	\$65,560
9	\$36,878	\$40,973	\$45,073	\$49,579	\$43,387	\$48,204	\$53,024	\$58,331	\$49,023	\$54,472	\$59,919	\$65,911
10	\$37,075	\$41,192	\$45,313	\$49,843	\$43,618	\$48,461	\$53,308	\$58,642	\$49,284	\$54,762	\$60,239	\$66,263
11	\$37,270	\$41,410	\$45,554	\$50,109	\$43,848	\$48,717	\$53,591	\$58,953	\$49,546	\$55,052	\$60,559	\$66,615
12	\$37,466	\$41,629	\$45,794	\$50,373	\$44,079	\$48,974	\$53,874	\$59,264	\$49,807	\$55,342	\$60,879	\$66,967
13	\$37,663	\$41,847	\$46,034	\$50,638	\$44,309	\$49,231	\$54,157	\$59,574	\$50,068	\$55,632	\$61,198	\$67,319
14	\$37,858	\$42,064	\$46,275	\$50,902	\$44,540	\$49,488	\$54,440	\$59,886	\$50,329	\$55,922	\$61,518	\$67,670
15	\$38,055	\$42,283	\$46,515	\$51,166	\$44,770	\$49,745	\$54,724	\$60,196	\$50,591	\$56,212	\$61,838	\$68,022
16	\$38,251	\$42,501	\$46,755	\$51,432	\$45,001	\$50,001	\$55,007	\$60,508	\$50,851	\$56,501	\$62,158	\$68,373
17	\$38,448	\$42,720	\$46,997	\$51,696	\$45,233	\$50,258	\$55,290	\$60,819	\$51,113	\$56,792	\$62,477	\$68,725
18	\$38,644	\$42,938	\$47,236	\$51,959	\$45,464	\$50,515	\$55,572	\$61,129	\$51,373	\$57,082	\$62,796	\$69,076
19	\$38,841	\$43,156	\$47,476	\$52,224	\$45,695	\$50,772	\$55,855	\$61,440	\$51,636	\$57,373	\$63,116	\$69,428
20	\$39,037	\$43,375	\$47,717	\$52,488	\$45,927	\$51,029	\$56,137	\$61,751	\$51,897	\$57,663	\$63,436	\$69,779
21	\$39,235	\$43,593	\$47,957	\$52,754	\$46,158	\$51,287	\$56,421	\$62,063	\$52,158	\$57,954	\$63,755	\$70,131
22	\$39,431	\$43,812	\$48,197	\$53,018	\$46,389	\$51,544	\$56,704	\$62,374	\$52,419	\$58,244	\$64,075	\$70,482
23	\$39,627	\$44,030	\$48,438	\$53,282	\$46,621	\$51,801	\$56,986	\$62,685	\$52,682	\$58,535	\$64,394	\$70,834
24	\$39,824	\$44,249	\$48,679	\$53,547	\$46,852	\$52,058	\$57,269	\$62,996	\$52,943	\$58,825	\$64,714	\$71,185
25	\$40,020	\$44,468	\$48,920	\$53,811	\$47,084	\$52,315	\$57,552	\$63,307	\$53,204	\$59,116	\$65,033	\$71,538
26	\$40,236	\$44,706	\$49,182	\$54,101	\$47,336	\$52,596	\$57,862	\$63,648	\$53,490	\$59,433	\$65,384	\$71,922
27	\$40,433	\$44,926	\$49,422	\$54,365	\$47,567	\$52,853	\$58,144	\$63,959	\$53,752	\$59,724	\$65,703	\$72,273
28	\$40,611	\$45,123	\$49,641	\$54,604	\$47,777	\$53,086	\$58,400	\$64,240	\$53,988	\$59,987	\$65,992	\$72,592
29	\$40,807	\$45,342	\$49,881	\$54,869	\$48,008	\$53,343	\$58,683	\$64,552	\$54,250	\$60,278	\$66,312	\$72,943
30	\$41,004	\$45,560	\$50,121	\$55,133	\$48,240	\$53,600	\$58,966	\$64,862	\$54,511	\$60,568	\$66,631	\$73,295
31	\$41,201	\$45,778	\$50,362	\$55,398	\$48,471	\$53,857	\$59,249	\$65,174	\$54,773	\$60,859	\$66,951	\$73,646
32	\$41,388	\$45,987	\$50,591	\$55,650	\$48,692	\$54,103	\$59,519	\$65,470	\$55,022	\$61,136	\$67,256	\$73,982
33	\$41,585	\$46,206	\$50,831	\$55,915	\$48,924	\$54,360	\$59,801	\$65,782	\$55,284	\$61,426	\$67,576	\$74,333
34	\$41,791	\$46,435	\$51,083	\$56,191	\$49,166	\$54,628	\$60,098	\$66,108	\$55,557	\$61,730	\$67,910	\$74,701
35	\$41,988	\$46,653	\$51,323	\$56,456	\$49,397	\$54,885	\$60,380	\$66,418	\$55,819	\$62,021	\$68,230	\$75,053
36	\$42,185	\$46,871	\$51,563	\$56,721	\$49,628	\$55,143	\$60,663	\$66,730	\$56,080	\$62,311	\$68,549	\$75,404
37	\$42,381	\$47,090	\$51,804	\$56,985	\$49,860	\$55,400	\$60,946	\$67,041	\$56,342	\$62,602	\$68,869	\$75,756
38	\$42,577	\$47,308	\$52,044	\$57,248	\$50,091	\$55,657	\$61,229	\$67,351	\$56,602	\$62,892	\$69,188	\$76,106
39	\$42,774	\$47,527	\$52,284	\$57,513	\$50,322	\$55,914	\$61,511	\$67,663	\$56,865	\$63,183	\$69,508	\$76,458
40	\$42,970	\$47,745	\$52,525	\$57,778	\$50,554	\$56,171	\$61,794	\$67,974	\$57,126	\$63,473	\$69,828	\$76,811
41	\$43,168	\$47,963	\$52,765	\$58,042	\$50,785	\$56,428	\$62,077	\$68,284	\$57,387	\$63,764	\$70,147	\$77,162
42	\$43,364	\$48,183	\$53,006	\$58,307	\$51,017	\$56,685	\$62,360	\$68,596	\$57,648	\$64,054	\$70,466	\$77,514
43	\$43,561	\$48,401	\$53,247	\$58,571	\$51,248	\$56,942	\$62,643	\$68,907	\$57,911	\$64,345	\$70,786	\$77,865
44	\$43,757	\$48,620	\$53,487	\$58,836	\$51,480	\$57,199	\$62,926	\$69,219	\$58,172	\$64,635	\$71,106	\$78,217
45	\$43,955	\$48,838	\$53,728	\$59,100	\$51,711	\$57,457	\$63,209	\$69,530	\$58,433	\$64,926	\$71,426	\$78,568



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Point/Step	30 ECH				36 ECH				12 Month			
	BA	MA	MA+30	Doctorate	BA	MA	MA+30	Doctorate	BA	MA	MA+30	Doctorate
46	\$44,151	\$49,056	\$53,968	\$59,364	\$51,943	\$57,714	\$63,492	\$69,840	\$58,695	\$65,216	\$71,746	\$78,920
47	\$44,348	\$49,275	\$54,208	\$59,629	\$52,174	\$57,971	\$63,774	\$70,152	\$58,957	\$65,507	\$72,065	\$79,272
48	\$44,544	\$49,493	\$54,449	\$59,893	\$52,405	\$58,227	\$64,056	\$70,462	\$59,217	\$65,797	\$72,384	\$79,623
49	\$44,741	\$49,712	\$54,689	\$60,158	\$52,637	\$58,484	\$64,340	\$70,774	\$59,479	\$66,088	\$72,704	\$79,974
50	\$44,937	\$49,930	\$54,929	\$60,422	\$52,868	\$58,742	\$64,623	\$71,085	\$59,741	\$66,378	\$73,024	\$80,326
51	\$45,135	\$50,150	\$55,170	\$60,686	\$53,099	\$58,999	\$64,905	\$71,395	\$60,002	\$66,669	\$73,343	\$80,677
52	\$45,331	\$50,368	\$55,410	\$60,951	\$53,331	\$59,256	\$65,188	\$71,707	\$60,263	\$66,959	\$73,663	\$81,029
53	\$45,528	\$50,586	\$55,650	\$61,215	\$53,561	\$59,513	\$65,471	\$72,018	\$60,525	\$67,250	\$73,983	\$81,380
54	\$45,724	\$50,805	\$55,891	\$61,480	\$53,793	\$59,771	\$65,755	\$72,330	\$60,787	\$67,540	\$74,302	\$81,733
55	\$45,921	\$51,023	\$56,131	\$61,745	\$54,024	\$60,028	\$66,037	\$72,641	\$61,048	\$67,831	\$74,621	\$82,084
56	\$46,118	\$51,242	\$56,371	\$62,009	\$54,256	\$60,285	\$66,320	\$72,951	\$61,310	\$68,121	\$74,941	\$82,436
57	\$46,314	\$51,461	\$56,613	\$62,274	\$54,487	\$60,542	\$66,603	\$73,263	\$61,571	\$68,412	\$75,261	\$82,787
58	\$46,511	\$51,678	\$56,852	\$62,537	\$54,718	\$60,798	\$66,885	\$73,573	\$61,832	\$68,702	\$75,580	\$83,138
59	\$46,707	\$51,897	\$57,093	\$62,801	\$54,950	\$61,055	\$67,167	\$73,885	\$62,094	\$68,993	\$75,899	\$83,489
60	\$46,904	\$52,116	\$57,333	\$63,067	\$55,181	\$61,312	\$67,451	\$74,196	\$62,355	\$69,284	\$76,219	\$83,841
61	\$47,101	\$52,335	\$57,573	\$63,331	\$55,413	\$61,570	\$67,734	\$74,507	\$62,616	\$69,574	\$76,539	\$84,193
62	\$47,298	\$52,553	\$57,814	\$63,596	\$55,644	\$61,827	\$68,017	\$74,818	\$62,878	\$69,865	\$76,859	\$84,545
63	\$47,494	\$52,771	\$58,055	\$63,860	\$55,876	\$62,084	\$68,299	\$75,129	\$63,140	\$70,155	\$77,178	\$84,896
64	\$47,691	\$52,990	\$58,295	\$64,124	\$56,107	\$62,342	\$68,582	\$75,441	\$63,401	\$70,446	\$77,498	\$85,248
65	\$47,888	\$53,208	\$58,536	\$64,389	\$56,338	\$62,599	\$68,866	\$75,752	\$63,662	\$70,736	\$77,818	\$85,599
66	\$48,084	\$53,427	\$58,775	\$64,653	\$56,569	\$62,855	\$69,148	\$76,062	\$63,924	\$71,026	\$78,137	\$85,950
67	\$48,281	\$53,645	\$59,015	\$64,917	\$56,801	\$63,112	\$69,430	\$76,373	\$64,185	\$71,317	\$78,457	\$86,301
68	\$48,478	\$53,863	\$59,257	\$65,182	\$57,032	\$63,369	\$69,713	\$76,684	\$64,446	\$71,608	\$78,776	\$86,653
69	\$48,674	\$54,083	\$59,497	\$65,446	\$57,264	\$63,627	\$69,996	\$76,996	\$64,708	\$71,898	\$79,096	\$87,006
70	\$48,870	\$54,301	\$59,737	\$65,711	\$57,495	\$63,884	\$70,279	\$77,307	\$64,970	\$72,189	\$79,416	\$87,357
71	\$49,068	\$54,520	\$59,978	\$65,975	\$57,727	\$64,141	\$70,562	\$77,618	\$65,231	\$72,479	\$79,735	\$87,709
72	\$49,264	\$54,738	\$60,218	\$66,239	\$57,958	\$64,398	\$70,845	\$77,929	\$65,492	\$72,770	\$80,054	\$88,060
73	\$49,461	\$54,957	\$60,458	\$66,505	\$58,190	\$64,655	\$71,128	\$78,240	\$65,755	\$73,060	\$80,374	\$88,411
74	\$49,657	\$55,175	\$60,699	\$66,769	\$58,421	\$64,912	\$71,410	\$78,552	\$66,016	\$73,351	\$80,694	\$88,763
75	\$49,855	\$55,394	\$60,939	\$67,034	\$58,653	\$65,169	\$71,693	\$78,863	\$66,277	\$73,641	\$81,014	\$89,114
76	\$50,050	\$55,612	\$61,180	\$67,297	\$58,884	\$65,425	\$71,975	\$79,173	\$66,538	\$73,931	\$81,332	\$89,466
77	\$50,248	\$55,830	\$61,420	\$67,561	\$59,115	\$65,682	\$72,259	\$79,484	\$66,800	\$74,222	\$81,652	\$89,817
78	\$50,444	\$56,049	\$61,660	\$67,826	\$59,346	\$65,941	\$72,542	\$79,795	\$67,061	\$74,513	\$81,972	\$90,169
79	\$50,641	\$56,268	\$61,901	\$68,091	\$59,578	\$66,198	\$72,824	\$80,107	\$67,323	\$74,803	\$82,292	\$90,521
80	\$50,837	\$56,486	\$62,141	\$68,356	\$59,808	\$66,455	\$73,107	\$80,418	\$67,584	\$75,094	\$82,611	\$90,872
81	\$51,035	\$56,705	\$62,381	\$68,620	\$60,040	\$66,712	\$73,390	\$80,729	\$67,846	\$75,384	\$82,931	\$91,224
82	\$51,231	\$56,923	\$62,622	\$68,884	\$60,271	\$66,969	\$73,673	\$81,040	\$68,107	\$75,675	\$83,250	\$91,575
83	\$51,428	\$57,142	\$62,862	\$69,149	\$60,503	\$67,226	\$73,956	\$81,351	\$68,368	\$75,965	\$83,570	\$91,927
84	\$51,624	\$57,360	\$63,102	\$69,413	\$60,734	\$67,483	\$74,238	\$81,662	\$68,629	\$76,255	\$83,889	\$92,278
85	\$51,821	\$57,578	\$63,343	\$69,676	\$60,965	\$67,739	\$74,521	\$81,973	\$68,891	\$76,545	\$84,208	\$92,629
86	\$52,017	\$57,797	\$63,583	\$69,941	\$61,196	\$67,996	\$74,803	\$82,283	\$69,152	\$76,836	\$84,528	\$92,981
87	\$52,213	\$58,015	\$63,823	\$70,205	\$61,428	\$68,253	\$75,086	\$82,595	\$69,413	\$77,126	\$84,847	\$93,332
88	\$52,410	\$58,234	\$64,064	\$70,470	\$61,659	\$68,510	\$75,369	\$82,905	\$69,674	\$77,417	\$85,166	\$93,683
89	\$52,606	\$58,452	\$64,304	\$70,734	\$61,890	\$68,767	\$75,652	\$83,216	\$69,936	\$77,707	\$85,486	\$94,034
90	\$52,803	\$58,670	\$64,543	\$70,998	\$62,121	\$69,024	\$75,934	\$83,527	\$70,197	\$77,997	\$85,805	\$94,385
91	\$53,000	\$58,889	\$64,784	\$71,263	\$62,353	\$69,280	\$76,217	\$83,838	\$70,459	\$78,287	\$86,125	\$94,738
92	\$53,197	\$59,107	\$65,024	\$71,527	\$62,584	\$69,537	\$76,499	\$84,149	\$70,720	\$78,578	\$86,444	\$95,089
93	\$53,393	\$59,326	\$65,264	\$71,792	\$62,815	\$69,795	\$76,781	\$84,460	\$70,982	\$78,868	\$86,763	\$95,440
94	\$53,590	\$59,544	\$65,505	\$72,055	\$63,047	\$70,052	\$77,065	\$84,770	\$71,243	\$79,159	\$87,083	\$95,791
95	\$53,786	\$59,687	\$65,652	\$72,221	\$63,278	\$70,219	\$77,242	\$84,964	\$71,504	\$79,347	\$87,282	\$96,010
96	\$53,983	\$59,830	\$65,803	\$72,582	\$63,509	\$70,388	\$77,420	\$85,159	\$71,765	\$79,537	\$87,483	\$96,231
97	\$54,179	\$59,974	\$65,954	\$72,945	\$63,835	\$70,556	\$77,598	\$85,355	\$72,027	\$79,728	\$87,684	\$96,452
98	\$54,258	\$60,118	\$66,106	\$73,310	\$64,154	\$70,726	\$77,776	\$85,552	\$72,132	\$79,920	\$87,886	\$96,674

# MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Fact Book Table 18  
Florida College System  
Average Converted Salary of Full-Time Instructional Personnel by College and Degree  
Fall Term 2009-10

	Doctorate		Advanced Masters		Masters		Bachelors		Associate		Less Than Associate		Other		Unknown / Not Applicable		Total Num
	Avg		Avg		Avg		Avg		Avg		Avg		Avg		Avg		
	Num	Salary	Num	Salary	Num	Salary	Num	Salary	Num	Salary	Num	Salary	Num	Salary	Num	Salary	
Brevard	46	\$55,369	3	\$63,290	146	\$52,026	14	\$49,626	6	\$46,443	0	0	4	\$50,306	0	0	219
Broward	103	\$61,910	0	0	234	\$54,598	14	\$55,756	12	\$50,611	4	\$47,379	0	0	0	0	367
Central Florida	27	\$59,418	2	\$64,668	75	\$57,160	5	\$35,851	1	\$68,346	5	\$47,224	0	0	1	\$15,994	116
Chipola	13	\$46,621	6	\$48,410	19	\$43,067	2	\$35,392	3	\$38,144	0	0	0	0	0	0	43
Daytona	77	\$61,270	1	\$53,032	150	\$57,625	20	\$53,605	12	\$56,668	0	0	5	\$56,692	0	0	274
Edison	43	\$57,250	8	\$62,518	70	\$49,840	1	\$44,185	0	0	0	0	0	0	2	\$44,892	124
Fla SC At Jax	84	\$50,634	40	\$54,672	206	\$44,932	20	\$44,164	7	\$41,504	0	0	0	\$42,131	0	0	384
Florida Keys	5	\$51,632	2	\$55,227	9	\$55,293	3	\$40,940	2	\$47,920	0	0	1	\$51,907	0	0	22
Gulf Coast	16	\$53,148	11	\$50,021	00	\$48,361	7	\$40,911	4	\$48,655	0	0	0	0	10	\$47,242	114
Hillsborough	71	\$56,924	47	\$51,927	154	\$48,722	6	\$56,316	4	\$44,967	0	0	0	0	0	0	292
Indian River	56	\$70,912	4	\$71,965	96	\$63,563	13	\$52,133	9	\$52,641	1	\$56,855	0	0	0	0	179
Lake City	12	\$50,253	6	\$54,488	21	\$43,462	11	\$39,747	6	\$32,293	2	\$33,948	0	0	5	\$38,847	63
Lake Sumter	14	\$47,890	4	\$48,477	51	\$42,211	3	\$40,344	0	0	0	0	0	0	2	\$39,250	74
Manatee	31	\$57,880	5	\$67,268	91	\$49,068	3	\$48,629	0	0	0	0	0	0	0	0	130
Miami Dade	182	\$65,584	0	0	445	\$57,861	25	\$58,951	9	\$54,470	0	0	2	\$61,269	0	0	663
North Florida	4	\$48,509	2	\$50,151	12	\$40,871	8	\$41,091	0	0	1	\$30,083	0	0	0	0	27
Northwest FLA	40	\$57,461	17	\$54,192	34	\$53,567	4	\$46,576	0	0	0	0	0	0	0	0	95
Palm Beach	62	\$57,967	6	\$71,835	168	\$54,544	13	\$49,051	1	\$46,721	0	0	0	0	0	0	250
Pasco-Hernando	27	\$61,048	28	\$54,857	42	\$44,194	7	\$36,344	4	\$44,212	0	0	1	\$44,938	0	0	109
Pensacola	40	\$56,591	20	\$40,041	96	\$46,322	23	\$38,730	5	\$44,605	0	0	0	0	3	\$54,004	196
Polk	20	\$50,598	7	\$48,423	73	\$45,814	11	\$40,063	4	\$46,106	0	0	1	\$49,701	0	0	125
St. Johns River	16	\$56,193	10	\$40,464	74	\$44,541	7	\$44,133	0	0	0	0	0	0	2	\$40,165	109
St. Petersburg	114	\$61,634	88	\$56,503	93	\$51,800	14	\$47,856	0	0	0	0	0	0	0	0	309
Santa Fe	59	\$49,194	0	\$40,305	133	\$44,696	16	\$41,084	6	\$40,715	4	\$47,907	1	\$62,539	5	\$41,166	234
Seminole	32	\$58,092	32	\$59,047	104	\$52,159	11	\$48,005	8	\$48,705	1	\$48,284	1	\$44,304	0	0	189
South Florida	13	\$50,542	3	\$50,573	23	\$46,517	12	\$43,761	7	\$43,676	3	\$41,794	0	0	2	\$43,350	63
Tallahassee	53	\$65,031	2	\$61,753	119	\$58,815	10	\$53,048	0	0	0	0	0	0	0	0	194
Valencia	87	\$58,831	75	\$55,116	176	\$50,450	6	\$47,582	7	\$42,893	2	\$55,127	0	0	0	0	353
System Total	1,356	\$59,166	455	\$55,029	2,963	\$52,012	298	\$47,036	119	\$47,226	23	\$45,926	25	\$49,594	38	\$43,999	5,297

**11-130.** A rulemaking hearing was conducted for the purpose of amending and/or adopting changes to the Board of Trustees Rules and Procedures Manual. Proof of public notice of this meeting is included as a part of these minutes. Internal notice was published in the **Blue and White** and notices were duly posted. The chairman requested comments from the public. The President sought approval of Item VII-H. Mr. Johnston moved approval. Ms. Bilirakis seconded the motion. Mr. Burke thanked the President and attorneys for their work on the important facilities-naming policy. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding the rules is as follows:

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

Invoice/Serial Number

11-03479

GULF COAST  
**BUSINESS REVIEW**

COUNTY OF PINELLAS      Published Weekly  
Clearwater, Pinellas County, Florida

S.S.

STATE OF FLORIDA

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

being a Notice of Special Meeting  
in the matter of Public Meeting on June 21, 2011 at 8:30 am

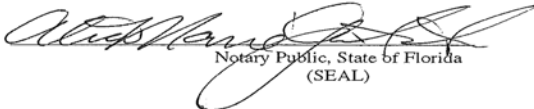
in the \_\_\_\_\_ Court, was published in said newspaper in the  
issues of May 20, 2011

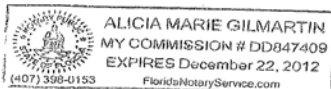
Affiant further says that the said Gulf Coast Business Review is a newspaper  
published at Clearwater, Pinellas County, Florida, and that said newspaper has  
heretofore been continuously published and has been entered as periodicals matter  
at the Post Office in Clearwater in said Pinellas County, 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.

Sworn to and subscribed before me this

20th day of May A.D. 2011,

by Kelly Martin, who is personally known to me.

  
Notary Public, State of Florida  
(SEAL)



# MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

NOTICE OF SPECIAL MEETING AND CANCELLATION OF REGULAR MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE AND NOTICE OF ADOPTION, AMENDMENT OR REPEAL OF RULES AND HEARING The Board of Trustees of St. Petersburg College announces a public meeting to which all persons are invited.

DATE AND TIME: June 21, 2011; Board meeting commencing at 8:30 a.m. (The meeting, which was previously scheduled to be held on the same date at the Epicenter of St. Petersburg College, Conference Room 1-453, 13805 58th Street North, Largo, Florida, has been canceled.)

PLACE: The meeting will be held at the Caruth Health Education Center of St. Petersburg College, in the Teaching Auditorium, 7200 66th Street North, Pinellas Park, Florida.

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

A copy of the agenda may be obtained within seven (7) days of the meeting on the Board of Trustees website at [HYPERLINK: "http://www.spcollege.edu"](http://www.spcollege.edu) or by calling the Board Clerk at (727) 341-3280.

The proposed rules and/or amendments, together with the purpose and effect and specific legal authority, will be posted no later than Friday, May 20, 2011, on the official bulletin boards as follows: at the St. Petersburg/Gibbs and Clearwater Campuses in the Lagoon Building entrance to the libraries; at the Tarpon Springs Campus in the Lagoon Building across from Room LY 104; at the Epicenter—Services Building, Room 1108; in Work Room 147 at the Epicenter—District Office; on the south wall across from the waiting area under the stairs, at the Health Education Center; outside Room UP 156 at the Seminole Campus; outside the Florida Room at the Allstate Center; in the lobby across from the admissions and registration desk of the SPC Downtown Center; on the wall adjacent to Room 105 at SPC Midtown and advertised in a newspaper of general circulation and in the Blue and White Faculty and Staff Announcements.

The Notice(s) of Rule Development on the foregoing rule(s) appeared in the Blue & White Faculty & Staff Announcements and were posted on each of the Colleges' official bulletin boards on April 1, 2011. Said Notice(s) also appeared in the Gulf Coast Business Review on April 1, 2011.

Please note that the proposed changes to the rules attached do not reflect changes (if any) which are pending or have recently been approved by the Board of Trustees. Any person wishing to be heard on the proposed rule(s) and/or amendments will be provided an opportunity to do so by appearing before the Board at said meeting.

If requested within 21 days after the date of publication of this notice, a hearing on the proposed rule(s) or amendments thereto will be held at 8:30 a.m. or soon thereafter on June 21, 2011, at the Caruth Health Education Center of St. Petersburg College, Teaching Auditorium, 7200 66th Street North, Pinellas Park, Florida. See Section 120.54(3)(c), Florida Statutes.

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

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

If any person wishes to appeal a decision made with respect to any matter considered by the Board, he or she will need a record of the proceedings. It is the obligation of each person to ensure that a verbatim record of the proceedings is made. See Section 288.0105, Florida Statutes.

Pursuant to the provisions of the Americans with Disabilities Act, any person requesting special accommodations to participate in this workshop/hearing/meeting is asked to advise the agency five business days before the workshop/hearing/meeting by contacting the Board Clerk at 727-341-3280. If you are planning to attend the workshop/hearing/meeting and are hearing impaired, please contact the agency five business days before the workshop/hearing/meeting by calling 727-791-2422 (V/TDD) or 727-791-1507 (VT).



## MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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

Changes to the first four Board Rules include the College's updated nondiscrimination statement, which the Board considered and approved previously at its April 26, 2011 meeting.

- **6Hx23-1.02 Philosophy and Objectives (Purpose) of the College** The proposed Rule revisions will broaden the College's equal access and equal opportunity policy by including sexual orientation and gender identity as a basis for enforcing the College's nondiscrimination policies. *Submitted by Suzanne Gardner.*
- **6Hx23-1.34 Discrimination Grievance Rule** The proposed Rule revisions will broaden the College's equal access and equal opportunity policy by including sexual orientation and gender identity as a basis for enforcing the College's nondiscrimination policies. *Submitted by Suzanne Gardner.*
- **6Hx23-2.01 Equal Employment Opportunity/Affirmative Action** The proposed Rule revisions will broaden the College's equal access and equal opportunity policy by including sexual orientation and gender identity as a basis for enforcing the College's nondiscrimination policies. *Submitted by Patty Jones.*
- **6Hx23-2.010 Harassment and Relationships Policy and Definitions** The proposed Rule revisions will broaden the College's equal access and equal opportunity policy by including sexual orientation and gender identity as a basis for enforcing the College's nondiscrimination policies. *Submitted by Patty Jones.*

**6Hx23-6.14 Naming of College Facilities** The proposed new Rule will establish guidelines and criteria for the naming of College facilities collegewide. *Submitted by Susan Reiter.*

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

Attachment  
ps0616114

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

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

## **MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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students, communities, and other educational institutions to deliver rich learning experiences and to promote economic and workforce development.

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

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

## MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011 BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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

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

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

Law Implemented: 1001.64, 1012.855(2), F.S.

History: ...10/20/09. Filed – 10/20/09. Effective – 10/20/09; 6/21/11.  
Proposed Date To Be Filed – 6/21/11. To Become Effective –  
Upon Board Approval.

### 6Hx23-1.34 DISCRIMINATION GRIEVANCE RULE

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



**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011**  
**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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to the College; admission to programs; terms or conditions of employment, wages, and aid, benefit, or service to students.

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

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

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

History: .... 10/20/09. Filed – 10/20/09. Effective – 10/20/09; 6/21/11. Proposed Date To Be Filed – 6/21/11. To Become Effective – Upon Board Approval.

**6Hx23-2.01 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

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

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

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

General Specific Authority: 1001.64(2) and (4), F.S.  
Law Implemented: Executive Order of the President of the United States No. 11246; Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act; Equal Employment Opportunity Act of 1972; Revised Orders Nos. 4 and 14 issued by the Office of Federal Contract Compliance; 1012.855(2), F.S.; Sections 503 and 504, Rehabilitation Act of 1973 (as amended); Age Discrimination Act of 1975.

History: ...Filed - 1/19/93. Effective - 1/19/93; 6/21/11. Proposed Date To Be Filed – 6/21/11. To Become Effective – Upon Board Approval.

**6Hx23-2.010 HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITIONS**

**I. POLICY**

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

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

### II. DEFINITIONS

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

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

III. EMPLOYEE RELATIONSHIPS:

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

IV. STUDENT RELATIONSHIPS

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

V. INSTRUCTOR/STAFF-STUDENT RELATIONSHIPS:

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

- A. In the instructor/staff-student context, the term harassment also has a broader impact. Since the instructor/staff-student relationship is one of professional and client, inappropriate behavior is unacceptable because it is a form of unprofessional behavior that seriously undermines the atmosphere of trust essential to the academic setting and is subject to discipline.
- B. This Rule applies to relationships where the instructor or staff member is in a position to determine a student's grade or otherwise affect a student's academic progress or environment.
- C. This Rule is not intended to apply when an instructor is teaching in the classroom when the subject matter taught or discussed is done in a tasteful manner and is germane to the course being taught. Nevertheless, the instructor/staff-student relationship should at all times be professional and any conduct by an

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instructor or staff member which unnecessarily or unreasonably creates an intimidating, hostile or offensive academic environment in violation of the rights of others is inappropriate and unacceptable and is subject to discipline.

**VI. RETALIATION**

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

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

**VII. REPORTING, INVESTIGATION AND RESOLUTION:**

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

**A. DUTY TO REPORT:**

1. Complaints of harassment by students or employees are to be promptly reported to individuals designated by the President and published at the beginning of Session I of each year in the College's annual Supplement to the Faculty, Staff and Student Handbooks or such other publications as the President may determine. The complaint may be reported to any one of the individuals designated, regardless of what site the reporting person is associated with. The individual receiving the complaint shall promptly notify the college attorney.
2. Supervisors are to promptly report any conduct that may appear to involve harassment as provided herein.

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3. Alternatively, complaints may be reported to the director of Equal Access/Equal Opportunity.

**B. INVESTIGATION:**

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

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

**C. RESOLUTION OF A COMPLAINT:**

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

**D. DISCRIMINATION GRIEVANCE:**

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

**E. DUTY TO REPORT ANY RECURRENCE:**

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

**VIII. FALSE COMPLAINTS:**

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

**IX. DISCIPLINE/PROCEDURE:**

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

- A. Career service employees may be subject to disciplinary action as provided for in the Career Service Manual, Board of Trustees' Disciplinary Rule 6Hx23-2.19 relating to career service employees and/or Sections 120.569 and 120.57 of the Florida Statutes.
- B. Administrative staff and faculty members may be subject to disciplinary action as provided Rules 6A-14.0411(4) and/or 6A-14.0411(6), F.A.C.
- C. All instructors who violate this policy with a student presently enrolled in his/her class will be subject to discipline, up to and including dismissal, pursuant to Rules 6A-14.0411(4) and/or 6A-14.0411(6), F.A.C.
- D. Students may be subject to disciplinary action as provided for in Board of Trustees' Rule 6Hx23-4.35.

X. REPORT OF ACTION TAKEN:

The College shall report, to the person making the complaint, the action taken by the College regarding any harassment, reprisal, retaliation or any reoccurrence thereof.

XI. CONFIDENTIALITY/PUBLIC RECORDS:

Subject to certain statutory exemptions, College employee records are generally by law subject to public disclosure upon request of a member of the public under Chapter 119 of the Florida Statutes. Records are provided only upon an appropriate request. Student identifiable records are generally protected by Florida Statutes and the Family Education Rights and Privacy Act.

XII. PUBLICATION:

The College shall publish and make available to all students and employees its Harassment Rule or pertinent parts thereof and examples of harassment, which are, prohibited conduct.



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

Law Implemented: 1001.64, 1012.855(2), F.S.; Civil Rights Acts of 1964 as amended; the Florida Human Rights Acts of 1977 as amended; Title IX of the Educational Amendments Act of 1972, as clarified by the Civil Rights Restoration Act of 1988; Sections 503 & 504 of the Rehabilitation Act of 1973; Americans With Disabilities Act; Age Discrimination in Employment Act; Age Discrimination Act of 1975; Equal Employment Opportunity Act of 1972.

History: Adopted 4/16/02. Effective – 4/16/02; 6/21/11. Proposed Date To Be Filed – 6/21/11. To Become Effective – Upon Board Approval.

### 6Hx23-6.14 NAMING OF COLLEGE FACILITIES – New Rule

#### I. INTENT AND PURPOSE

A. The primary intent of this naming policy is to allow St. Petersburg College to honor and recognize significant contribution(s) to the College by an individual(s), both in extraordinary service to the College and/or philanthropic giving.

B. When considering naming recommendations, it shall be the priority of the Board to advance the most essential elements of the College's mission by matching naming honors to recognize extraordinary service and contributions to the College and to consider substantial gifts, endowments or irrevocable pledges of substantial giving. In the case of philanthropic giving, the gifts and endowments being bestowed upon the College shall benefit and support the facility being named.

#### II. NAMING POLICIES

A. Naming opportunities may be extended to both physical facilities of the College such as buildings, wings, rooms, auditoriums, etc., and intangible assets such as campus centers, institutes, departments, programs, etc., in both cases to be referred to within this Rule as College facilities.

B. The following policies shall be established regarding naming opportunities and recommendations made to the President and the Board of Trustees:

1. College facilities may be named for the purpose of either honoring individuals or groups for their extraordinary service

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to the College or in recognition of a significant gift, endowment, scholarship or program support donation to the St. Petersburg College Foundation. The amount of the gift or endowment shall be commensurate with the significance placed on the naming and its prominence in the facility.

2. The Board may establish whether the naming of facility shall apply for the expected life of the facility or otherwise. In the event that the facility is demolished and rebuilt or is substantially renovated the Board may, at its discretion, discontinue the original name, transfer the name to a new facility, or rename the building.

3. Notwithstanding any naming agreement that may be in effect, the Board reserves the right to revoke the naming of a facility at its own discretion where it deems that such name, in the judgment of the Board, may subject the College

to public disrepute and as a result not continue to be in the best interest of the College to maintain.

4. The President shall appoint a standing committee of the College for the purpose of bringing forth naming recommendations as may be appropriate during any given period and as opportunities arise. The committee's composition shall be determined by the President and shall normally include representatives from the impacted campus or site, including, but not limited to, faculty, staff, and student representatives. The Vice Chair of the Board of Trustees shall also serve on the committee.

5. The Committee shall submit its recommendations to the President in writing for further consideration. The President shall submit his or her recommendation to the Board for its consideration and final approval.

6. The Board shall approve the naming of any College facility as outlined herein, with the exception of the rooms, galleries, collections and exhibits of the Leepa-Rattner Museum of Art.

7. Upon approval of the Board the designated name shall be publicly disseminated and commemorated in signage in a

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manner consistent with the intent to honor those for which  
the facility or program is named.

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

Law Implemented: 1001.64(5)F.S.

History: 6/21/11. Proposed Date to Be Adopted 6/21/11. To Become  
Effective – Upon Board Approval.

**11-131.** Under Item VII-I, Financial Report and Update, the president called upon Dr. Doug Duncan, Senior Vice-President of Administrative/Business Services & Information Technology, who presented the current budget status. Dr. Duncan explained that the drop in surplus was due to repayment of construction debt and the increase in costs for fall projects. Further, the College experienced a drop in revenue. This trend is expected to continue into next month, but the College should end the year with a small increase in surplus.

Information regarding this item is as follows: *(A copy of the slide presentation is included as **Attachment F – 11-131.**)*

Agenda Item VII-I

June 21, 2011

**MEMORANDUM**

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

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

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

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

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

Attachments

yvm0609111

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ST. PETERSBURG COLLEGE FY2010-2011 FUND 10 AND 12 BUDGET TO ACTUAL REPORTING: July 1 - May 31										
Revenue	FY09-10 Budget	FY09-10 YTD Actual	% To Budget	FY10-11 Budget	FY10-11 YTD Actual	% of YTD Budgeted Revenue	Year to Date %	\$ YOY Variance	% YOY Variance	Variance Explanation
<b>Revenue</b>										
Student Tuition & Out-of-State Fees	\$ 44,157,443	\$ 49,170,429	111.4%	\$ 55,235,961	\$ 56,890,459	103.0%		\$ 7,720,029	16%	Increase due to tuition increase and enrollment growth
State Appropriation - CCPF	\$ 53,300,274	\$ 49,622,845	93.1%	\$ 55,674,039	\$ 51,120,392	91.8%		\$ 1,487,547	3%	
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	\$ 5,171,624	76.3%	\$ 7,279,093	\$ 5,823,276	80.0%		\$ 651,652	13%	Four 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	\$ 3,187,160	\$ 3,187,160	100.0%	\$ 3,026,400	\$ 3,127,065	103.3%		\$ (60,995)	-2%	
Technology Fee	\$ 1,852,264	\$ 2,394,027	127.7%	\$ 2,475,440	\$ 2,759,309	111.5%		\$ 364,433	15%	Increase due to tuition increase and enrollment growth
Other Revenues	\$ 4,351,831	\$ 3,536,637	81.3%	\$ 3,911,923	\$ 3,267,495	86.1%		\$ (169,142)	-5%	
Other Student Fees	\$ 1,801,634	\$ 1,458,893	81.0%	\$ 1,821,439	\$ 1,638,000	89.9%		\$ 179,107	12%	Primarily due to increased application and testing fee revenues
Fund Transfers In	\$ 1,029,753	\$ 775,708	75.3%	\$ 2,344,940	\$ 2,238,861	95.5%		\$ 1,463,153	189%	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>\$ 123,115,199</b>	<b>\$ 120,415,794</b>	<b>97.8%</b>	<b>\$ 140,178,383</b>	<b>\$ 132,145,202</b>	<b>94.3%</b>	<b>91%</b>	<b>\$ 11,729,408</b>	<b>10%</b>	
<b>Operating Costs</b>										
<b>Personnel &amp; Benefits</b>										
Instructional	\$ 33,021,800	\$ 30,730,615	93.1%	\$ 37,333,133	\$ 33,935,780	90.4%		\$ 3,205,164	10%	Increase primarily due to hiring of faculty because of enrollment growth
Administrative	\$ 16,001,726	\$ 16,551,370	103.4%	\$ 17,907,721	\$ 18,052,461	100.8%		\$ 1,501,092	9%	
Career (Non-Instructional)	\$ 19,736,243	\$ 17,496,630	88.7%	\$ 21,832,241	\$ 18,421,339	84.4%		\$ 922,709	5%	
OPS and Overtime	\$ 1,656,228	\$ 1,629,038	98.3%	\$ 1,925,498	\$ 1,853,844	96.3%		\$ 225,606	14%	Increase primarily due to additional hours needed to support enrollment growth and 4.5% pay increase
Student Assistants	\$ 500,000	\$ 297,674	59.6%	\$ 500,000	\$ 311,343	62.3%		\$ 13,469	5%	
Personnel Benefits	\$ 21,969,320	\$ 19,142,057	87.1%	\$ 23,073,859	\$ 21,061,618	91.3%		\$ 1,919,561	10%	Increase due to benefits for additional staff and impact of 4.5% raise
<b>Total Personnel &amp; Benefits</b>	<b>\$ 92,885,317</b>	<b>\$ 85,846,583</b>	<b>92.4%</b>	<b>\$ 102,772,253</b>	<b>\$ 93,636,186</b>	<b>91.1%</b>	<b>90%</b>	<b>\$ 7,747,601</b>	<b>9%</b>	
<b>Current Expense</b>										
Travel	\$ 515,721	\$ 342,140	66.3%	\$ 472,606	\$ 604,626	127.9%		\$ 262,486	77%	Increase due to additional travel and professional development opportunities
Repairs & Maintenance	\$ 960,477	\$ 1,062,416	110.6%	\$ 948,643	\$ 877,015	92.4%		\$ (185,401)	-17%	decrease primarily due to lower service contract costs
Rentals/Leases	\$ 209,071	\$ 179,771	86.0%	\$ 397,153	\$ 342,887	86.3%		\$ 163,117	91%	Increase primarily due to new leased equipment for Marketing & Communications
Insurance (Non-Health)	\$ 2,028,175	\$ 1,908,763	94.1%	\$ 2,025,147	\$ 1,780,624	87.9%		\$ (128,139)	-7%	
Utilities	\$ 6,000,000	\$ 5,126,431	85.4%	\$ 6,401,500	\$ 5,087,429	79.5%		\$ (39,003)	-1%	
Services and Fees	\$ 3,517,797	\$ 2,793,563	79.4%	\$ 4,066,634	\$ 3,163,039	77.8%		\$ 369,476	13%	
Scholarships/Fee Waivers	\$ 497,730	\$ 750,361	150.8%	\$ 1,110,895	\$ 692,492	62.3%		\$ (57,869)	-8%	decrease is due to a timing difference in the processing of journal entries
Materials and Supplies	\$ 5,414,467	\$ 3,644,163	67.3%	\$ 5,595,954	\$ 4,751,914	84.9%		\$ 1,107,762	30%	Increase primarily due to increased educational materials & supplies associated with enrollment growth
Tech Expense/Licensing	\$ 1,735,000	\$ 1,179,372	67.2%	\$ 1,956,061	\$ 1,206,247	61.8%		\$ 26,875	2%	
Other Current Expense	\$ 5,591,182	\$ 738,361	13.2%	\$ 6,767,625	\$ 567,041	8.4%		\$ (171,320)	-23%	decrease due to a transfer to the unexpended plant fund last year for the refurbishing of the driving pad at Altstate that did not occur this year
<b>Total Current Expense</b>	<b>\$ 26,489,620</b>	<b>\$ 17,725,341</b>	<b>66.9%</b>	<b>\$ 29,742,218</b>	<b>\$ 19,075,314</b>	<b>64.1%</b>	<b>65%</b>	<b>\$ 1,349,973</b>	<b>8%</b>	
<b>Capital Spending</b>										
Computer Refresh Leases	\$ 1,778,959	\$ 1,145,544	64.4%	\$ 2,126,836	\$ 1,511,488	71.1%		\$ 365,944	32%	Increase due to continuing expansion of computer refresh program
Capital Purchases-Non-Recurring	\$ 1,932,522	\$ 430,730	22.3%	\$ 1,024,978	\$ 2,083,221	203.2%		\$ 1,652,491	384%	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	\$ -	\$ -	-	\$ 4,500,000	\$ 4,500,000	100.0%		\$ 4,500,000	100%	Increase due to debt service construction obligation budgeted this year that did not occur at this point last year
<b>Total Capital Spending</b>	<b>\$ 3,711,481</b>	<b>\$ 1,576,274</b>	<b>42.5%</b>	<b>\$ 7,651,814</b>	<b>\$ 8,094,709</b>	<b>105.8%</b>	<b>16%</b>	<b>\$ 6,518,435</b>	<b>414%</b>	
<b>Total Operating Costs - Fund 10 and 12</b>	<b>\$ 123,086,418</b>	<b>\$ 105,150,200</b>	<b>85.4%</b>	<b>\$ 140,166,285</b>	<b>\$ 120,806,208</b>	<b>86.2%</b>	<b>81%</b>	<b>\$ 15,656,009</b>	<b>15%</b>	
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ 28,781</b>	<b>\$ 15,265,595</b>		<b>\$ 12,098</b>	<b>\$ 11,338,994</b>			<b>\$ (3,926,601)</b>	<b>-26%</b>	

**11-132.** The Board considered Item VII-J, Uncollectible Accounts. Dr. Law presented a slide showing "Student Debt Life Cycle for Past Due Accounts." Dr. Law stated the figure is disappointing but not unexpected. He indicated the College has an aggressive system in place for pursuing debt and also has used an outside source for collections. Mr. Burke again expressed concern regarding our liability for repayment of Bright Futures funds and student loans. Dr. Law assured Mr. Burke that the Bright Futures students will repay the funds owed; otherwise they would be unable to re-enroll or receive transcripts. Mr. Burke offered his assistance, based on experience with collection firms, when the College looks at future vendors. Mr. Gibbons moved approval. Mr. Johnston seconded the motion. Mr. Gibbons voted aye; Mr. Johnston voted aye; Mr. Burke voted aye; Mr. Brett voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding this item is as follows:

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Agenda Item VII-J

June 21, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Uncollectible Accounts

**In accordance with the State Board of Education Regulation 6A-14.078, authorization is requested to write off uncollectible accounts totaling \$890,319.54, including collection costs of \$166,894.21.** These uncollectible accounts, as shown on Attachment 1, have been delinquent for more than two years and represent (.92%) of total student tuition and fee revenues. Last year's write-off (Attachment 2) represented (1.4%).

For the 2008/2009 fiscal year-end period, the write-off total decreased by 9 percent over prior year while student revenues increased 14.3 percent due to an increase in both tuition and enrollment.

Accounts receivable in 2009/2010 is trending higher, which will likely result in a 20-25 percent increase in next year's write-off due to economic conditions and a significant increase in financial aid disbursed. Payments received from previously written-off accounts have totaled over \$92,000 through May 31.

The College, working with its collection agency, has exhausted all efforts to collect, including placing all accounts with the collection agency. A "HOLD" has been placed on all student receivables, which prevents them from obtaining transcripts or registering for classes.

The totals by account, not individual student, are listed on the attached page. Also attached are write-offs for the previous year.

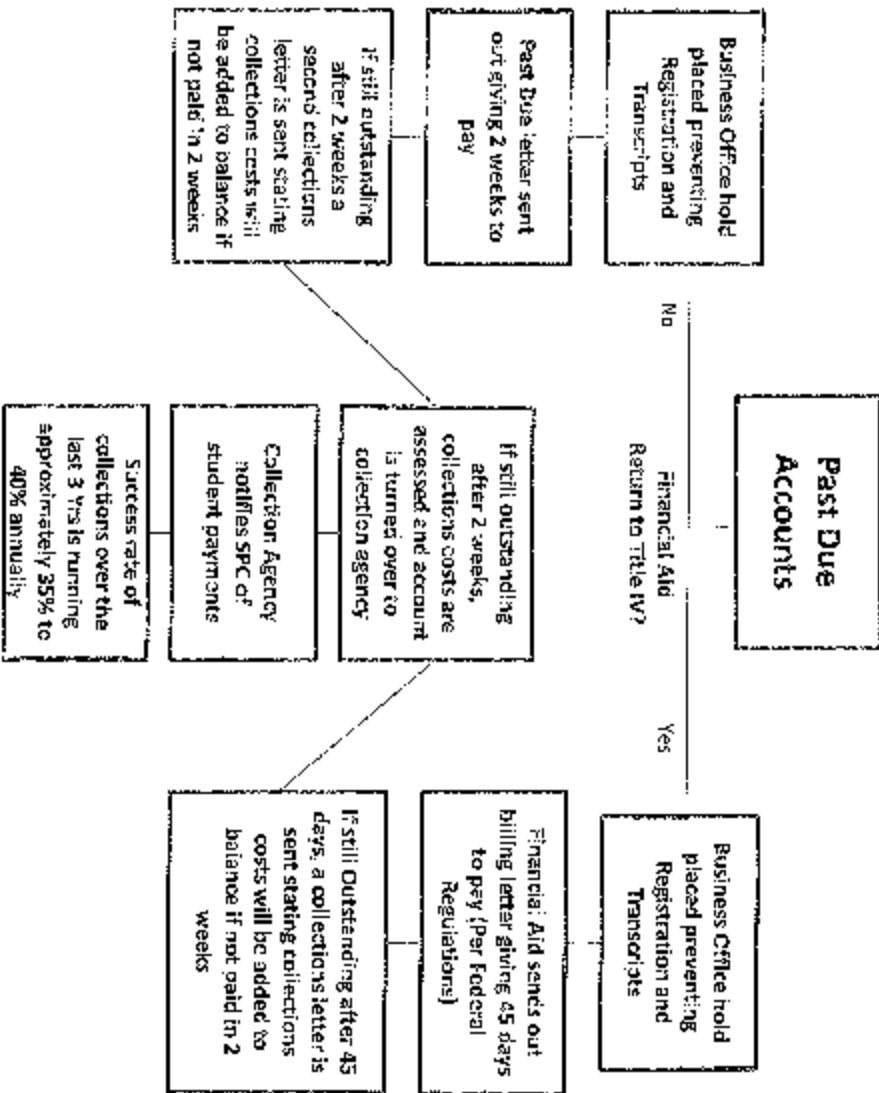
Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Theresa Furnas, Associate Vice President, Financial & Business Services; and Mike Meigs, Director of Student Accounting and Business Systems, recommend approval.

Attachments

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**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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**STUDENT DEBT  
LIFE CYCLE**



**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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Attachment 1

**St. Petersburg College  
Proposed Write-Off  
2008/2009 Student Accounts**

	<u>Write-Off Up To</u>	<u>Allowance</u>	<u>Net Expense To SPC</u>
(1) Returned Checks	\$13,995.66	\$13,995.66	\$0.00
(2) Returned Checks - Charge	\$1,100.00	\$1,100.00	\$0.00
(3) Collections - Financial Aid	\$471,870.24	\$471,870.24	\$0.00
(4) Collections - Veterans	\$4,452.80	\$4,452.80	\$0.00
(5) Collections Accounts Receivable	\$178,125.05	\$178,125.05	\$0.00
(6) Short Term Loans	\$53,881.58	\$53,881.58	\$0.00
<b>Total Principal Write-Off</b>	<b>\$723,425.33</b>	<b>\$723,425.33</b>	<b>\$0.00</b>
(7) Collection Costs Unrecovered	\$166,894.21	\$166,894.21	\$0.00
<b>Grand Total</b>	<b>\$890,319.54</b>	<b>\$890,319.54</b>	<b>\$0.00</b>

- (1) Checks returned due to insufficient funds or closed bank account.
- (2) Charge for returned checks (Total: 44 checks).
- (3) Reductions in Financial Aid due to students dropping/withdrawing from classes resulting in student not meeting eligibility and subsequently owing money.
- (4) Veterans get a 60-day deferment. If a vet withdraws from classes, the student owes SPC the cost of tuition and fees.
- (5) Student tuition delinquencies resulting from:
  - (a) Did not qualify for Financial Aid
  - (b) Owed less than \$50.00 so did not get dropped from classes.
- (6) Payment plans are a 60-day deferral of tuition and fees.
- (7) In April 1999, SPC started charging back students for collection costs charged by our collection agency. The uncollected portion of these charges totals \$166,894.21.

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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Attachment 2

**St. Petersburg College  
Proposed Write-Off  
2007/2008 Student Accounts**

	<u>Write-Off Up To</u>	<u>Allowance</u>	<u>Net Expense To SPC</u>
(1) Returned Checks	\$10,454.82	\$10,454.82	\$0.00
(2) Returned Checks - Charge	\$850.00	\$850.00	\$0.00
(3) Collections - Financial Aid	\$587,612.28	\$587,612.28	\$0.00
(4) Collections - Veterans	\$1,554.49	\$1,554.49	\$0.00
(5) Collections Accounts Receivable	\$169,696.85	\$169,696.85	\$0.00
(6) Short Term Loans	\$19,731.34	\$19,731.34	\$0.00
<b>Total Principal Write-Off</b>	<b>\$789,899.78</b>	<b>\$789,899.78</b>	<b>\$0.00</b>
(7) Collection Costs Unrecovered	\$191,786.58	\$191,786.58	\$0.00
<b>Grand Total</b>	<b>\$981,686.36</b>	<b>\$981,686.36</b>	<b>\$0.00</b>



- (1) Checks returned due to insufficient funds or closed bank account.
- (2) Charge for returned checks (Total: 34 checks).
- (3) Reductions in Financial Aid due to students dropping/withdrawing from classes resulting in student not meeting eligibility and subsequently owing money. Tighter Government regulations regarding Return to Title IV have increased Financial Aid repayment by 26.7% over last year.
- (4) Veterans get a 60-day deferment. If a vet withdraws from classes, the student owes SPC the cost of tuition and fees.
- (5) Student tuition delinquencies resulting from:
  - (a) Did not qualify for Financial Aid
  - (b) Owed less than \$50.00 so did not get dropped from classes.
- (6) Payment plans are a 60-day deferral of tuition and fees.
- (7) In April 1999, SPC started charging back students for collection costs charged by our collection agency. The uncollected portion of these charges totals \$191,786.58.



**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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**11-133.** The Board considered Item VII-K, Direct Support Organization Collaboration; Item VII-L, Credit Curriculum; and Item VII-M, 2010-2011 Equity Report. Mr. Gibbons moved approval. Mr. Johnston seconded the motion.

Under Item VII-M, Dr. Law prefaced the discussion by stating that the Equity Report provided does not measure our heart. The College is making discernable progress in every area except one and will continue focusing efforts on enrolling and graduating African-American males as well as all males. Mr. Johnston stated he would like to see the Board encourage a change in the requirement to submit this report to relieve the College of the daunting task of compiling statistics that mean nothing at the state level. He further recommended the Board take a position and send a letter to the governor. Mr. Gibbons recommended waiting until the governor's Board appointments have been made.

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


Information regarding these items is as follows: *(A copy of the Equity Report is included as Attachment F – 11-133.)*

Agenda Item VII-K

June 21, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Direct-Support Organization (DSO) Collaboration between SPC Foundation, Inc. and the Leepa-Rattner Museum of Art, Inc. (LRMA) – Gulf Coast Museum Collection

In accordance with Florida Statutes 1004.70, the Board of Trustees must approve all transactions or agreements between one direct support organization and other direct support organizations.

**Approval is sought for a transaction whereby the SPC Foundation, Inc. will transfer ownership of the majority of the works of art (with the exception of outdoor sculptures and installation pieces) from the Gulf Coast Museum of Art Collection to the Leepa-Rattner Museum of Art, Inc. for the purpose of accessioning said works into the holdings of the Museum.** If approved, LRMA will assume costs for insuring the collection as well as costs related to care of the collection.

**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011**  
**BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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Previously, in its October 18, 2010 meeting, Agenda Item VII-K, the Board of Trustees approved the transfer of day-to-day management and collection stewardship of the Gulf Coast Collection to LRMA, while ownership remained with the SPC Foundation. The transfer of the Gulf Coast Museum Collection ownership directly to Leepa-Rattner is an important step in the museum's quest for accreditation by the American Association of Museums (AAM). While the original gift of works by Abraham Rattner, Allen Leepa and Esther Gentle are owned by the SPC Foundation, it is important for the gifts that followed and continue in the future to be owned by LRMA in accordance with the AAM guideline that a "museum" owns collections while an "art center" merely displays works owned by other entities.

Conferlete Carney, Provost, Tarpon Springs Campus; Frances Neu, Executive Director of the SPC Foundation, Inc.; and Victoria Cooke, Director, Leepa-Rattner Museum of Art, Inc., recommend approval


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Agenda Item VII-L

June 21, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Credit Curriculum

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

**New Courses Effective Term I 2011-2012:**

**Lower Division**

CJE 1660	File System Forensic Analysis (3 credits)
CJE 1661	Computer Hardware for Forensic Investigators (3 credits)
CJE 1665	Investigating Network Intrusions (3 credits)
CJE 1666	Operating Systems for Forensic Investigators (3 credits)

**Upper Division**

FIN 4414	Corporate Finance (3 credits)
FIN 4702	Entrepreneurial Finance (3 credits)

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MAN 4583	Project Management (3 credits)
MAN 4XX1	Complex and Advanced Projects (3 credits)
MAN 4XX2	Authority, Influence and Projects (3 credits)
MAN 4XX3	Project Management Specialization (1 credit)
MAR 3XXX	Marketing Promotions (3 credits)
MAR 4XXX	Services Marketing (3 credits)

**Course Changes Effective Term I 2011-2012:**

**Lower Division**

Course Number	New Course Number	Title	New Title	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
ENT 1012		Entrepreneurship Management			X	X
ENT 2010		Planning the Entrepreneurial Venture			X	X
ENT 2120		Entrepreneurial Marketing and Sales		X	X	X
MKA 2021	MAR 2410	Sales	Personal Selling			X
MKA 2940	MAR 2940	Marketing Internship				X

**Upper Division**

Course Number	New Course Number	Title	New Title	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
MAN 3949		Cooperative Work Experience in College of Technology and Management	Cooperative Work Experience			X
MAN 4741		Change and Innovation Management	Innovation, Change, and Agile Projects	X	X	X
MAR 3802		Marketing for Managers	Marketing Management			X
MAR 4424		International Sales and Marketing	International Marketing		X	X

**Course Deletions Effective Term I 2011-2012:**

**Upper Division**

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ATE 4320                      Entrepreneurial Business Management  
ATE 4644                      Veterinary Ultrasonography

**Course Reactivations Effective Term I 2011-2012:**

**Lower Division**

CJE 1678                      Introduction to Network Security for Computer-Related Crime  
Investigations (3 credits)

**Program Additions Effective Term I 2011-2012:**

**Lower Division**

DIGFORN-AS                 Digital Forensics and Computer Investigations (63 credits)

**Upper Division**

PRJMGT-CT                 Project Management Certificate (18 credits)

**Program Changes Effective Term I 2011-2012:**

**Lower Division**

Programs	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
Accounting Applications (ACTAP-CT)	X	X			
Business Administration Certificate (BUSADM-CT)	X				X
Business Administration AS (BUS-AS)					X
Marketing Certificate (MKT-CT)					X
Respiratory Care AS (RESC-AS)	X				X

**Upper Division**

Programs	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
Banking BAS (Bank-BAS)	X	X			X
Business Administration BS (BUS-BS)	X	X			X
International Business BAS (INTBUS-BAS)	X	X			X
Management and Organizational Leadership BAS (MGTORG-BAS)	X				X
Sustainability Management (SUSMGT-BAS)					X

Anne Cooper, Senior Vice President for Academic and Student Affairs, recommends approval.  
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**MINUTES OF THE SPECIAL MEETING OF JUNE 21, 2011  
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Agenda Item VII-M

June 21, 2011

**MEMORANDUM**

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

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

**SUBJECT:** 2010-2011 Equity Report

**Approval is sought to submit the 2010-2011 Equity Report to the Florida Department of Education, Division of Florida Colleges.**

Annually, colleges and universities in Florida are required to submit a report to the Florida Department of Education documenting progress and performance on activities to assure equal opportunity for all citizens to college programs and employment. I am most pleased to provide this year's report, which is attached to the executive summary.

The report outlines the continuous progress being made by the College in all areas of interest. I am particularly pleased by our overall progress in the student area, yet I remain concerned about our inability to change the success and completion rates of African-American male students. It is clear we will need to review, refine and expand existing commitments and support programs. This item will get my full attention in the coming year.

The state reporting requirements are exhaustive; I have taken the liberty of extracting key data in both the employment and enrollment areas.

**Enrollment**

*Student Retention by Race and Gender (Fall 2008-09 Cohort to Fall 2009-10 Cohort Comparison):*

*Full-time Females*

- The full-time FTIC Black female Fall-to-Fall retention rate increased from 63 percent to 80 percent.
- The full-time FTIC Asian female Fall-to-Fall retention rate decreased from 84 percent to 80 percent.
- The full-time FTIC Hispanic female Fall-to-Fall retention rate decreased from 88 percent to 76 percent.

*Full-time Males*

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- The full-time FTIC Black male Fall-to-Fall retention rate increased from 59 percent to 69 percent.
- The full-time FTIC Asian males Fall-to-Fall retention rate increased from 71 percent to 79 percent.
- The full-time FTIC Hispanic male Fall-to-Fall retention rate increased from 61 percent to 64 percent.

### *Part-time Females*

- The part-time FTIC Black female Fall-to-Fall retention rate increased from 54 percent to 61 percent.
- The part-time FTIC Asian female Fall-to-Fall retention rate increased from 58 percent to 64 percent.
- The part-time FTIC Hispanic female Fall-to-Fall retention rate increased from 58 percent to 69 percent.

### *Part-time Males*

- The part-time FTIC Black male Fall-to-Fall retention rate increased from 35 percent to 50 percent.
- The part-time FTIC Asian males Fall-to-Fall retention rate increased from 33 percent to 63 percent.
- The part-time FTIC Hispanic male Fall-to-Fall retention rate decreased from 55 percent to 39 percent.

### *Student Success Rates in Gatekeeper Mathematic Courses by Race:*

- MAT 0024: After an initial drop, the Black-White disparity gap increased in the last year while the Hispanic-White gap decreased. In 2009-10 the White cohort had the highest success rate of the three groups with 58.6%, while Black students had the lowest rate 44.7%. In all the cohorts, the success rate was higher in 2009-10 than in 2007-08.
- MAT 1033: The Black-White disparity gap decreased steadily over the past three years, while the Hispanic-White gap fluctuated with a decrease in 2008-09 (3.0) and an increase in 2009-10 (-2.5). Although the gap increased, it is still below what was reported in 2007-08 (-3.8). In 2009-10 the White cohort had the highest success rate of the three groups with 53.3%. The Black cohort had the lowest success rate with 41.7% very similar to 2008-09, but more than a 10% increase over 2007-08.
- MAC 1105: White and Hispanic students were consistently more successful over the past three years with Hispanic students having the highest success rate in 2009-10 of 63.5%. Black students improved over the past 3 years by over 7% though their success rate was not quite as good in 2009-10 (43.8%) compared to 2008-09 (45.8%). The Hispanic/White gap is positive at 2.2.
- MGF 1106: Both the Black and the White cohorts had consistently higher success rates over the past three years. Hispanic cohorts after a dip in 2008-09 increased in 2009-10 with an overall success rate of 81.1%. The Hispanic-White gap is positive 2.0 in 2009-10 reversing a previous negative trend.

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### Employment

#### *Executive/Administrative/Managerial (EAM) Staff (2009-10 to 2010-11 Comparison):*

- The percent of Black Female EAM Staff increased from 2.4 percent to 4.6 percent.
- The percent of Black Males EAM Staff increased from 8.0 percent to 8.3 percent.
- The percent of Hispanic Female EAM Staff increased from 0.8 percent to 1.9 percent.
- The percent of Hispanic Male EAM Staff increased from 2.4 percent to 2.8 percent.

#### *College Full-time Instructional Staff (2009-10 to 2010-11 Comparison):*

- The percent of Black Female Instructional Staff increased from 4.2 percent to 4.9 percent.
- The percent of Black Male Instructional Staff increased from 3.9 percent to 4.0 percent
- The percent of Hispanic Female Instructional Staff increased from 2.9 percent to 3.7 percent.
- The percent of Hispanic Male Instructional Staff increased from 0.6 percent to 0.9 percent.

#### *Full-time Continuing Contract Instructional Staff (2009-10 to 2010-11 Comparison):*

- The percent of Black Female Continuing Contract Instructional Staff decreased from 4.1 percent to 3.6 percent.
- The percentage of Black Male Continuing Contract Instructional Staff increased from 4.1 percent to 4.5 percent.
- The percent of Hispanic Female Continuing Contract Instructional Staff increased from 3.2 percent to 3.6 percent.
- The percent of Continuing Contract Hispanic Male Instructional Staff increased from 0.9 percent to 1.3 percent.

I am happy to have your questions, comments and guidance in the most critical area.

Thank you.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Anne M. Cooper, Senior Vice President, Academic & Student Affairs; Psalms Mack, Associate Provost, St. Petersburg/Gibbs Campus; and Pamela S. Smith, Director, Equal Access and Equal Opportunity; recommend approval.

Attachment

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**11-134.** Under the President's Report, Dr. Law discussed the following:

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Dr. Law introduced Ms. Sarah Pemberton, the new Student Government representative on the President's Cabinet, and shared that she has attended several recent college functions, including the Council of Presidents meeting, the anniversary celebration for the President, Higher Education Coordinating Council and the Pinellas County Urban League Gala.

Dr. Law reported on the recent campus visit by the Higher Education Coordinating Council. He praised staff for an excellent presentation that gave an overview of our partnerships, baccalaureate program and other initiatives. Dr. Law noted that the impressive presentation spoke to the superb oversight of SPC's local Board.

Dr. Law further reported he has been invited to New York City to work with Achieving the Dream. In response to Mr. Burke's request for information on Achieving the Dream, Dr. Law explained it is a national non-profit organization dedicated to helping more community college students succeed, particularly students of color and low income. Mr. Burke asked if SPC has a desire to become an Achieving the Dream College. Dr. Law said he would look into what is involved and bring a report to the Board.

The president stated he is most excited about the Fall Faculty Welcome Back event scheduled for Aug. 18. The event will include for the first time recognition and celebration of SPC's professors emeriti. He encouraged trustees to attend. Mr. Burke asked Ms. Corry to send information to the trustees. Dr. Law informed the Board that the College is already orientating new faculty. Mr. Burke commended early printing of business cards, e-mail accounts, etc. for new faculty.

**11-135.** Under Future Agenda Items, Mr. Burke noted Mr. Johnston's concern regarding private funds. He recommended that at least on a quarterly or semi-annual basis, that trustees hear a report from the Foundation. The Board concurred. He suggested this be included on the agenda along with campus reports.

**11-136.** Having no further business to come before the Board, Chairman Burke adjourned the meeting at 11:15 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