

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
TUESDAY, February 21, 2012

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

REGULAR MEETING: 8:30 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Ruth Hufford (*attending*)

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of January 17, 2012

V. MONTHLY REPORTS

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner
- ~~C. Conferlete Carney, Provost, Tarpon Springs; Jim Olliver, Provost, Seminole~~
- ~~D. Linda Ruble, Career Service Council~~

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

- A. Request for Proposal for Banking Services (*Action*)
Deferred from January 17, 2012

VII. NEW BUSINESS

- A. STUDENT SUCCESS AND ACHIEVEMENT (*Information*)
 - 1. Adjunct Instruction presentation
- B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing) - **None**
- C. OTHER EXPENDITURES AND CONTRACTS - **None**
- D. GRANTS/RESTRICTED FUNDS CONTRACTS
 - 1. Application/Acceptance
 - a. VII-D.1a US Department of Health Human Services- BayCare Health Care Innovation Challenge (*Action*)
 - b. VII-D.1b US Department of Health Human Services – Pinellas County Health Care Innovation Challenge (*Action*)
 - c. VII-D1.c Florida Department Of Education PHCC Adult Education Family Literacy (*Action*)
- E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
 - 1. Review of Construction Documents (Phase III) and Guaranteed Maximum Price (GMP), Project 186-Z-11-15, Remodel First Floor for Food Service, Bookstore and Student Support, Downtown Center (*Action*)
 - a. Review of Construction Documents presentation
 - 2. Change Order #2, Extension of Time, Project 1707-L-10-2, Construct New Ethics and Social Science Building, Clearwater Campus (*Action*)
 - a. Change order presentation
 - 3. Disposition of Surplus or Obsolete Property (Survey # 540) (*Action*)
 - 4. Annual Membership Assessment in Florida College System Risk Management Consortium (*Action*)
- F. AGENCY BILLINGS – **None**
- G. ADMINISTRATIVE

1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Amendment to 2011-2012 Salary Schedule (*Action*)
 - c. Branding Update (*Information*)
 - d. Faculty Continuing Contract Recommendations (*Action*)
 - e. Faculty Annual Contract Recommendations (*Action*)

2. Finance
 - a. Student Fees Report (*Action*)
 - b. FY11-12 July 1- January 31 Fund 1 Financial Report (*Action*)
 - c. FY 12-13 Budget Update presentation (*Information*)
 - d. Alternative Financing Options for Midtown and Clearwater Library Projects presentation (*Action*)
 - e. State Budget Update (*Information*)*

- H. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing - **None**

- I. CURRICULUM
 1. Credit Curriculum (*Action*)
 2. Non-Credit curriculum (*Action*)

- J. PROPOSED INSTRUCTIONAL CALENDAR FOR 2012-2013
 1. Instructional Calendar (*Action*)

- K. INSTITUTE FOR STRATEGIC POLICY SOLUTIONS (*Action*)
 1. Institute for Strategic Policy Solutions presentation (*Information*)
 2. Direct Support Organization Certification (*Action*)

- L. SAINT PETERSBURG COLLEGIATE HIGH SCHOOL –

1. Enrollment Increase (*Action*)

VIII. PRESIDENT'S REPORT

1. Legislative Report*
2. Bookstore Management Services Request for Proposal Update (*Information*)

IX. FUTURE AGENDA ITEMS

X. NEXT MEETING DATE AND SITE

March 20, 2012, Epi Center

XI. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting February 21, 2012, 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.

***No packet enclosure**


Date Advertised: January 20, 2012

Confirmation of Publication

[Notice of meeting](#)

February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Request for Proposal for Banking Services.

Authorization is sought to enter into an agreement with Fifth Third Bank to provide Banking and Merchant Services to the College.

The College issued a Request for Proposal (RFP) for Banking and Merchant Services on October 19, 2011 that incorporated all of its banking requirements. The objective was to secure the most efficient and effective banking services while maintaining sufficient liquidity and protection of all funds entrusted to the College. The RFP was advertised in the newspaper, posted on the College's website and sent to ten (10) qualified public depository institutions within the College's district. A pre-proposal meeting was held on October 31, 2011 to gather any questions that the proposers had and those questions were answered in an addendum that was sent to the institutions.

The process steps included the evaluation of all proposals by the evaluation committee consisting of Theresa Furnas, Associate VP, Finance and Business Services, Daya Pendarkar, Associate VP Administrative Information Systems, Jamelle Conner, Associate VP Planning and Budget, Ron Boyce, Human Resources Program Coordinator and Doug Duncan, Senior VP, Administrative/Business Services and Information Technology.

The evaluation committee met on December 8, 2011 and reviewed, scored and ranked the proposals as per the attached evaluation summary (several proposers did not meet the minimum required service criteria). This evaluation resulted in a short list of two proposers who were then invited to provide more detailed presentations and further clarify proposal details. On January 5, 2012 both parties made presentations and answered questions by the evaluation committee.

Following these presentations the committee met for a final review and assessment of the proposals. This resulted in the final rankings as per the attached short list evaluation summary.

While both banks are highly qualified and able to provide the basic banking and merchant services, Fifth Third Bank was determined to offer other innovative services and lower fees that would add value to the existing banking service needs of the College.

Based on the evaluation and ranking of the proposals received, the committee recommends that the College award a five year banking services agreement, with three (3) one year extensions, to Fifth Third Bank. The new contract would be effective March 1, 2012.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Theresa Furnas, Associate Vice President, Financial & Business Services; Daya Pendarkar, Associate VP Administrative Information Systems, Jamelle Conner, Associate VP Planning and Budget, Ron Boyce, Human Resources Program Coordinator recommend approval.

St. Petersburg College
 Banking Services Proposals #SPC 03-11-12
 Evaluation Summary
 December 2011

Evaluation Criteria	Maximum Points	Bank of America	BB&T	Fifth Third	JP Morgan Chase	PNC Bank	Regions Bank	Suntrust Bank	Synovus Bank	TD Bank	Wells Fargo
Proposed Fees and Compensation	22	0	0	20	0	13	0	18	0	0	0
Lowest cost for Credit Card Services	25	0	0	21	0	12	0	24	0	0	0
Cash Management System	20	0	0	19	0	17	0	19	0	0	0
Accessibility and Convenience to College	8	0	0	8	0	4	0	8	0	0	0
Investment Options with the Highest Interest Rate	10	0	0	9	0	7	0	8	0	0	0
Quality of Scope of conversion/implementation plan	10	0	0	9	0	2	0	10	0	0	0
Innovation/Additional Services	5	0	0	4	0	4	0	5	0	0	0
TOTAL POINTS AWARDED	100	0	0	90	0	59	0	92	0	0	0

* 0 scores indicate minimum criteria not met or failed to submit proposal

St. Petersburg College
 Banking Services Proposals #SPC 03-11-12
 Short List Evaluation Summary
 January 2012

Evaluation Criteria	Maximum Points	Fifth Third	Suntrust Bank
Proposed Fees and Compensation	22	21	16
Lowest cost for Credit Card Services	25	21	23
Cash Management System	20	19	19
Accessibility and Convenience to College	8	8	8
Investment Options with the Highest Interest Rate	10	9	8
Quality of Scope of conversion/implementation plan	10	9	10
Innovation/Additional Services	5	5	1
TOTAL POINTS AWARDED	100	93	84

% to Total 100 points

93%

84%

A Review of
Adjunct Instruction

*SPC Board of Trustees
Meeting*

February 2012



Hiring Process

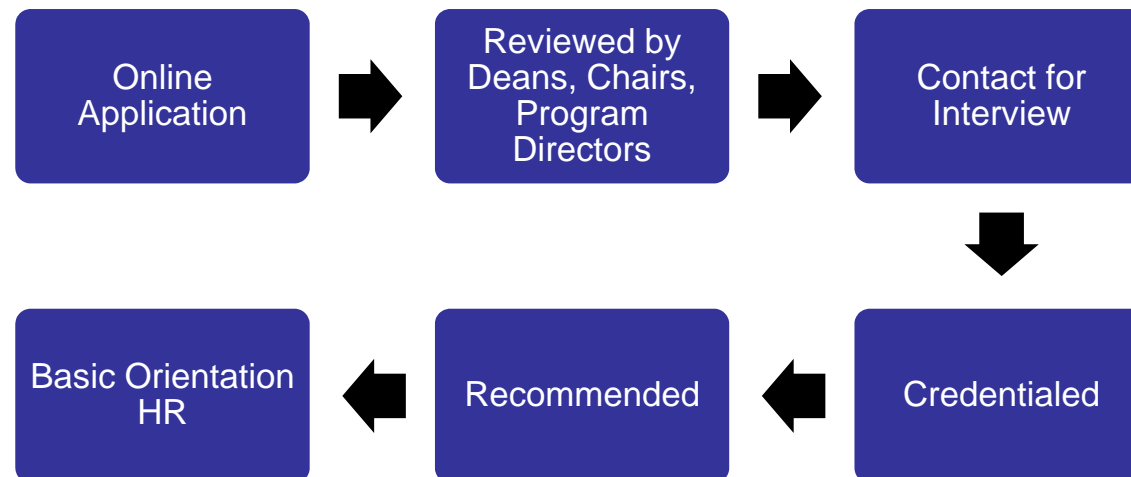
St. Petersburg College

Advertise

- St. Petersburg College Website
- Monster.com
- Craigslist
- The Tampa Bay Times

Recruitment

- Job Fairs
- Webinars
- USF Ph.D. Graduate Students





Mentoring and Support

St. Petersburg College

Meetings and Workshops

- Fall Provost Annual Campus Adjunct Welcome
- Spring Dean Annual Discipline Adjunct Meeting
- Additional Workshops Provided by Departments

Mentoring

- Day to Day
- Additional and Specialized
- Point of Need

Ongoing Communication

- Email
- Meetings
- Campus Events
- Membership in College-wide Committees



Center of Excellence for Teaching and Learning Adjunct Support

St. Petersburg College

- Partnership with Academic Chairs, Coordinators, Program Directors, Instructional Design Technologists

 - Conduct 3 to 4 Sessions/Semester
 - New Adjunct Hire Orientation
 - The Adjunct Experience
 - All Adjunct Day
 - Out of Classroom Support
 - Active Learning – Student Engagement
-



Adjunct Evaluation

St. Petersburg College

Performance criteria for <u>ALL</u> Adjunct Instructors	Instructor's self evaluation	Supervisor's evaluation
1. Teaching performance - Instructor treats students with respect, shows enthusiasm, encourages questions, and demonstrates flexibility in dealing with diverse learning styles. For on-line courses, instructor is prepared for the entire term when classes begin.		
2. Coverage of course content - Instructor covers information in the approved course outline, gives fair tests that apply to course content, effectively presents material to students, communicates high expectations for student performance by giving relevant and challenging assignments, sets clear course deadlines and adheres to those deadlines, etc.		
3. Classroom enrichment - Instructor participates in and requires students to participate in focused and meaningful discussions; assigns challenging projects and tasks that require active learning and critical thinking.		
4. Support of student - Instructor provides help to students outside of class through office hours or e-mail; responds to email, discussion postings and phone messages within established time standards*; and encourages students to seek assistance when needed. (*On-line faculty - see eCampus Instructional Performance Targets)		
5. Associated administrative duties and behavior - Instructor understands and follows college and department policies and procedures, gives adequate notification when substitutes are needed, attends mandatory college or department meetings, treats colleagues and college staff with respect, turns in required documentation and grades on time, etc.		



All Courses by Section Taught

St. Petersburg College

	Fall 2010-11	Spring 2010-11	Summer 2010-11	Fall 2011-12
Course Sections Taught by Adjuncts	1,798	1,927	894	2,122
Percent of Course Sections Taught by Adjuncts	45.6%	46.6%	44.7%	47.1%
Student Semester Hours (SSH) of Courses Taught by Adjuncts	129,571	130,496	47,009	136,868
Percentage of SSH Taught by Adjuncts	45.6%	46.5%	43.3%	46.7%



Courses Taught By Adjunct Faculty

St. Petersburg College

Term	Adjunct Faculty	Number of Classes Taught				
		1	2	3	4	5 or More
Fall 2010-11	729	32.8%	25.5%	18.5%	13.7%	9.5%
Spring 2010-11	773	30.7%	26.9%	20.1%	13.1%	9.3%
Summer 2010-11	478	44.8%	32.2%	16.3%	5.0%	1.7%
Fall 2011-12	844	30.2%	26.4%	19.9%	13.6%	9.8%



Top 10 Highest SSH Disciplines with the Adjunct Instructor SSH

St. Petersburg College

Discipline	% Adjunct SSH	Total SSH
Math	35.1%	32,224
Social Science	53.1%	29,019
Fine Arts	58.0%	26,436
Letters	41.1%	23,123
Biological Science	51.5%	17,545
College Preparatory Math	70.8%	16,606
Physical Science	39.2%	12,350
Ethics	35.6%	11,843
Computer and Information Technology	42.2%	11,608
Speech	36.8%	9633



Adjunct Salary

Maximum Load - Fall & Spring 12 ECH, Summer 9 ECH

St. Petersburg College

Lower Division Grade/Salary Per Equated Credit Hour

GRADE	SALARY PER EQUATED CREDIT HOUR
Associate's	\$ 582
Bachelor's	\$ 639
Master's	\$ 713
Master's + 30/Bachelor's +62	\$ 760
Doctorate	\$ 808


Upper Division Adjunct Rate Per Equated Credit Hour

GRADE	SALARY PER EQUATED CREDIT HOUR
Bachelor's	\$ 790
Master's	\$ 872
Master's +30/Bachelor's +62	\$ 933
Doctorate	\$ 997

February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Health & Human Services, Center for Medicare & Medicaid Services Innovation Center—BayCare Health System, Health Care Innovation Challenge Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Health & Human Services, Center for Medicare & Medicaid Services Innovation Center, by BayCare Health System in partnership with St. Petersburg College for the Health Care Innovation Challenge Grant. The College anticipates entering into a subcontract(s) to provide curriculum development and training services for this project. Permission is also sought to accept funding for this proposal and enter into any agreements as necessary, if awarded.

The program will develop and refine cost-effective, replicable protocols and pathways for successfully motivating individuals in the community with selected chronic conditions, diabetes in particular, to take responsibility for managing their health and assuming an integrated partnership role with their healthcare team. As part of the workforce development and training strategy, BayCare is proposing to establish a new job occupation called a Patient Care Coach (PCC) as part of the team model approach to patient-centered healthcare. SPC's role will be to work with subject matter experts to develop the curriculum and train 27 individuals hired by BayCare to become PCCs. The work of the PCCs is projected to impact over 5,200 patients. The subcontract(s) will fall under the College's CE Health program allowing participants to earn a customized professional certificate.

SPC will serve as a partner with BayCare Health System, BayCare Physician Partners, WorkNet Pinellas, Tampa Bay Workforce Alliance, Health and Human Services Coordinating Council for Pinellas County and Community Health Centers of Pinellas, Inc.

The estimated period of performance will be from April 1, 2012 through March 31, 2015. The total project budget is \$17,148,719 over three years. Of this amount, the College anticipates receiving approximately \$682,594 for its services over this same three-year period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Stan Vittetoe, Provost, Clearwater Campus; and Denise Kerwin, Director, CE Health, recommend approval.

Attachment
js0202122

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

Date of BOT Meeting: February 21, 2012

Funding Agency or Organization: Department of Health & Human Services,
Center for Medicare & Medicaid Services
Innovation Center —BayCare Health
System

Name of Competition/Project: Health Care Innovation Challenge Grant

SPC Application or Sub-Contract: Subcontract

Grant/Contract Time Period: **Start:** 4/1/12 **End:** 3/31/15

Cabinet Member: Stan Vittetoe

Manager: Denise Kerwin

Focus of Proposal:

The Health Care Innovation Challenge program targets the training and deployment of Patient Care Coaches (PCCs) into medical homes across the Tampa Bay region as integral members of the patient-based care team. This is a recently developed health care job position that combines the traditional responsibilities of health navigators with formalized behavioral health training to help motivate chronically ill patients into adherence by providing either a “soft” or “hard” touch intervention strategy.

SPC’s role will be to work with subject matter experts to develop the curriculum and train 27 individuals to become PCCs. The subcontract(s) will fall under the College’s CE Health program allowing participants to earn a customized professional certificate. The PCCs will be hired professionals by BayCare. The work of the PCCs is projected to impact over 5,200 chronically ill patients. Specifically, the College will use funds to cover curriculum development and instructor pay, tuition, books, supplies and all associated fees for students, in addition to covering the personnel, fringe, travel, equipment and supplies associated with managing the grant.

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 & Fringe	\$ 177,400
Fringe	\$ 62,090
Contractual – SME Curriculum & Instruction	\$ 255,000
Other – Tuition, Books & Fees	\$ 94,500
Supplies	\$ 13,050

Travel	\$ 1,500
Equipment	\$ 17,000
Admin (10%)	<u>\$ 62,054</u>
Total Budget	\$ 682,594

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$682,594

Total amount from funder: \$682,594

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: 10% of total subcontract (\$62,054)

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: I. Expand student access to baccalaureate programs, bachelor's degrees, graduate degrees, and careers; as well as prepare lower division students for successful transfer into baccalaureate programs through the associate in arts and articulated associate in science degree programs.

Institutional Initiative(s): 1. Develop and implement new academic programs/program tracks in high-demand areas in response to workplace and student demands.

SPC 7/24 Initiative Addressed:

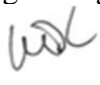
Focus: 5. One College

Observable Project: Workforce and Community Mission

February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Health & Human Services, Center for Medicare & Medicaid Services Innovation Center—Pinellas County Board of County Commissioners, Health & Human Services Department, Health Care Innovation Challenge Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Health & Human Services, Center for Medicare & Medicaid Services Innovation Center, by the Pinellas County Board of County Commissioners, Health & Human Services Department, in partnership with St. Petersburg College for the Health Care Innovation Challenge Grant. The College anticipates entering into a subcontract(s) to provide curriculum development and training services for this project. Permission is also sought to accept funding for this proposal and enter into any agreements as necessary, if awarded.

Led by the Pinellas County Health and Human Services Department, the Pinellas County Family Centered Health Collaborative and its 27-member partnership are proposing to expand upon its existing integrated system by providing: (1) community-centered care; (2) early intervention; (3) family engagement in health; (4) improved technological capacity; and (5) a diversified health care workforce. A diversified health care workforce will include the deployment of community health workers (CHW) in multiple settings including health homes, providers, hospitals and outposts in the community. CHWs will receive basic training in primary and behavioral health to serve as care coordinators and liaisons between the health and social services system and community to facilitate access to services.

SPC's role will be to develop the chronic disease curriculum to train the CHWs. The workforce and training strategy will target three groups: (1) non-degreed health care workers; (2) nurses; and (3) degree seeking students. This strategy has three components: (1) a free-standing non-degreed continuing education certificate in chronic disease prevention; (2) continuing education courses in chronic disease prevention for licensed nurses; and (3) a diploma based program that offers the opportunity to identify a career path for higher education.

The estimated period of performance will be from April 1, 2012 through March 31, 2015. The total project budget is \$28,264,965 over three years. Of this amount, the College anticipates receiving approximately \$1,054,771 for its services over this same three-year period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Stan Vittetoe, Provost, Clearwater Campus; and Denise Kerwin, Director, CE Health, recommend approval.

Attachment
js0202122

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

Date of BOT Meeting: February 21, 2012

Funding Agency or Organization: Department of Health & Human Services,
Center for Medicare & Medicaid Services
Innovation Center —Pinellas County Board
of County Commissioners, Health & Human
Services Department

Name of Competition/Project: Health Care Innovation Challenge Grant

SPC Application or Sub-Contract: Subcontract

Grant/Contract Time Period: **Start:** 4/1/12 **End:** 3/31/15

Cabinet Member: Stan Vittetoe

Manager: Denise Kerwin

Focus of Proposal:

Led by Pinellas County Health and Human Services Department as the fiscal agent, the Pinellas County Family Centered Health Collaborative is proposing to expand upon its existing integrated system by providing: (1) community-centered care; (2) early intervention; (3) family engagement in health; (4) improved technological capacity; and (5) a diversified health care workforce. A diversified health care workforce will include the deployment of community health workers (CHW) in multiple settings including health homes, providers, hospitals and outposts in the community. CHWs will receive basic training in primary and behavioral health to serve as care coordinators and liaisons between the health and social services system and community to facilitate access to services. SPC's role will be to develop the chronic disease curriculum to train the CHWs. The workforce and training strategy will target three groups: (1) non-degreed health care workers; (2) nurses; and (3) degree seeking students. This strategy has three components: (1) a free-standing non-degreed continuing education certificate in chronic disease prevention; (2) continuing education courses in chronic disease prevention for licensed nurses; and (3) a diploma based program that offers the opportunity to identify a career path for higher education.

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 & Fringe	\$ 309,300
Fringe	\$ 108,255
Contractual – SME Curriculum & Instruction	\$ 135,900
Other – Tuition, Books & Fees	\$ 390,750
Supplies	\$ 9,000

Travel	\$ 1,500
Equipment	\$ 3,500
Admin (10%)	\$ 96,566
Total Budget	\$1,054,771

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$1,054,771

Total amount from funder: \$1,054,771

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:	10% of total subcontract (\$96,566)
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: I. Expand student access to baccalaureate programs, bachelor's degrees, graduate degrees, and careers; as well as prepare lower division students for successful transfer into baccalaureate programs through the associate in arts and articulated associate in science degree programs.

Institutional Initiative(s): 1. Develop and implement new academic programs/program tracks in high-demand areas in response to workplace and student demands.

SPC 7/24 Initiative Addressed:

Focus: 5. One College

Observable Project: Workforce and Community Mission

February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Florida Department of Education – Pasco Hernando Community College
Adult Education and Family Literacy—Career Pathways

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to Pasco-Hernando Community College (PHCC) whereby St. Petersburg College's Center for Public Safety Innovation will assist in the development of internet-based learning materials in support of the Florida Department of Education's Adult Education and Family Literacy—Career Pathways project awarded to PHCC earlier this year. Permission is also sought to accept funding for this proposal and enter into any agreements as necessary, if awarded.

Specific deliverables include assisting with the development of an informational website, 12 videos to be infused within each of the five Adult education model courses being developed by PHCC and a stand-alone shell for content developed in the model courses. The period of performance will commence approximately February 1, 2012 and end June 30, 2012. Anticipated revenue to the College will be approximately \$79,844. 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

e102081202

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

Date of BOT Meeting: February 21, 2012

Funding Agency or Organization: Florida Department of Education via Pasco-Hernando Community College

Name of Competition/Project: Adult Education and Family Literacy – Career Pathways

SPC Application or Sub-Contract: Subcontract

Grant/Contract Time Period: **Start:** 2/1/12 **End:** 6/30/12

Cabinet Member: James C. Brock

Manager: Eileen LaHaie

Focus of Proposal:

St. Petersburg College’s Center for Public Safety Innovation was requested by Pasco-Hernando Community College (PHCC) to submit a cost estimate for a statement of work to develop internet-based learning materials in support of the Florida Department of Education’s Adult Education and Family Literacy—Career Pathways project awarded to PHCC earlier this year. Specific deliverables include assisting with the development of an informational website, 12 videos to be infused within each of the five Adult education model courses being developed by PHCC and a stand-alone shell for content developed in the model courses.

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	\$61,569
Consultants	\$12,500
Supplies	\$ 250
Administrative Fee (5%)	\$ 3,802
Printing and Shipping	<u>\$ 1,723</u>
 Total Budget	 \$79,844

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$79,844
Total amount from funder:	\$79,844

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:	\$3,802 (or 5% of \$76,042 [Personnel, Benefits and Consultants])	
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:	5. One College
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Observable Project:	One Budget: AA/AS - BS – Workforce – E Campus – Community Mission
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February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Review of Construction Documents (Phase III) and Guaranteed Maximum Price (GMP), Project 186-Z-11-15, Remodel First Floor for Food Service, Bookstore and Student Support, Downtown Center

Authorization is requested to approve the following:

- **To approve the 100% Construction Documents (Phase III);**
- **To approve the Final GMP of \$547,571 and to proceed with the Construction subject to further refinements of the terms, conditions, and bidding, and to issue all necessary purchase orders.**

Biltmore Construction Company, as the Design/Build Contractor, in conjunction with Canerday, Belfsky & Arroyo, Architects and College staff, have completed the Construction Documents (Phase III) for Project #186-Z-11-15, Remodel First Floor for Food Service, Bookstore and Student Support, Downtown Center. This design is based on the Design Criteria Package that was developed by College staff, users and consultants.

This *Type II Miscellaneous Construction Manager at Risk Services, Collegewide (up to \$1 Million)* project will consist of remodeling a portion of space on the ground floor of the main Downtown Center building. This will provide a much needed Food Service area, Bookstore and Student Support area to accommodate growth at the Downtown Center. This project is scheduled to be substantially complete July 13, 2012 for Fall 2012 classes.

The final Guaranteed Maximum Price (GMP) for this project remains at \$547,571 or \$155 per square foot of building space with a Total Project Budget of \$697,029. 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.

Anticipated Direct Purchase:	\$75,000
Anticipated Tax Savings:	\$5,000
Total Anticipated Direct Purchase and Tax Savings:	\$80,000

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

Public Education Capital Outlay (PECO) Funds	\$364,686
Student Capital Improvement Fee (SCIF) Funds	\$332,343
Total Project Budget:	\$697,029

These Construction Documents (Phase III) and Guaranteed Maximum Price are presented today for your review and approval. The Construction Documents have been reviewed by Dr. Kevin Gordon, Provost, Downtown Center and the User Advisory Committee and Food Service Vendor.

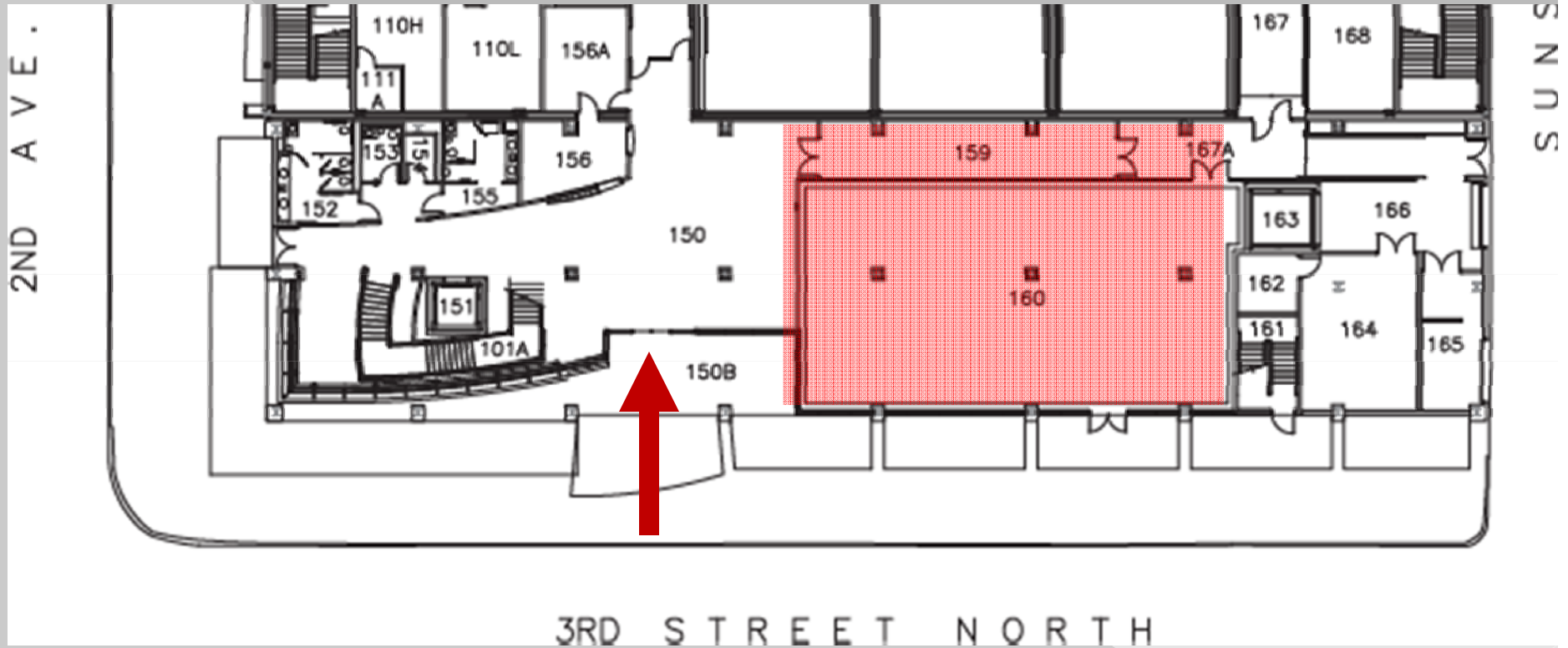
Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Dr. Kevin Gordon, Provost, Downtown Center; Vito Diruggiero, Vice President, Biltmore Construction; and Leo Arroyo, Principal, Canerday, Belfsky and Arroyo Architecture, Inc. recommend approval.

jp0202121

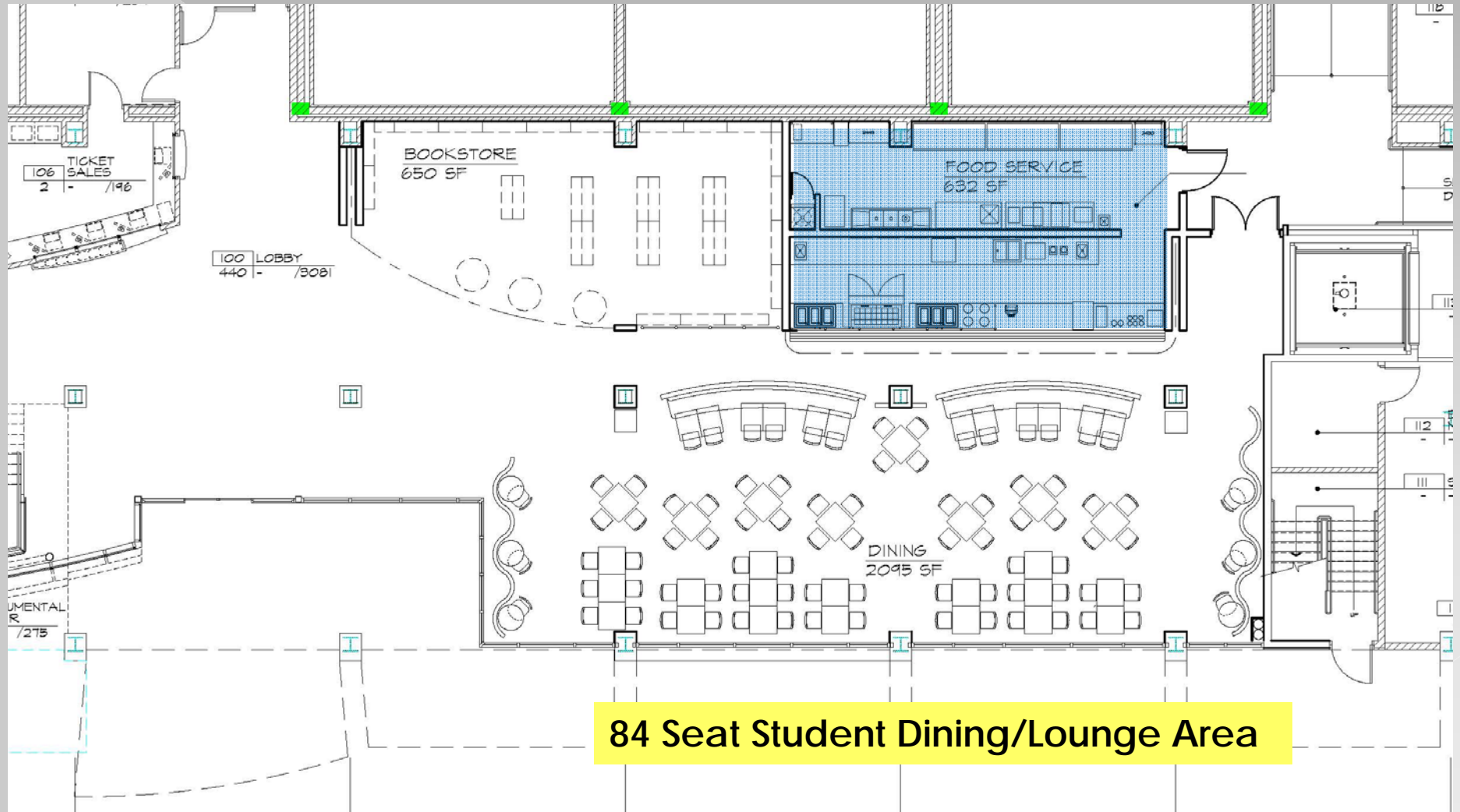
Review of Construction Documents (Phase III) Guaranteed Maximum Price (GMP), Project 186-Z-11-15, Remodel First Floor for Food Services, Bookstore and Student Support, Downtown Center

Agenda Item VII-E.1a

Third Street Entrance, 1st Floor DTC




1st Floor Student Food Service / Bookstore



February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Change Order #2, Extension of Time, Project 1707-L-10-2, Construct New Ethics and Social Science Building, Clearwater Campus

Authorization is requested to approve Change Order #2, Extension of Time, for Construction Manager, A.D. Morgan Corporation, Project 1707-L-10-2, Construct New Ethics and Social Science Building, Clearwater Campus

This *Type I Large Construction Project (up to \$35 Million)* required multiple revisions to the design of the building due to various factors that have negatively impacted the design and construction of the project. Details of the project design milestones and scope revisions are as follows:

- In July 2010, the original preliminary design located the new building to the North of the existing Teaching Auditorium. After further review, this design was eliminated because it encroached into the quad and would increase the number of large trees that would be lost to the North of the Teaching Auditorium. The design team was asked to explore options that would save as many trees as possible.
- November 16, 2010 – Board of Trustees approved Phase I (Schematic Design) drawings. These plans showed the new construction completely encompassing the existing TA Building.
- December 2010 through January 2011 – During the design of the structural system, it was determined auger cast piles would be required for the current building plan. The soils analysis determined that a more expensive auger pile would be required, due to the differential pressures in the soils and the large loads of the new structure next to the existing shallow spread footings. This would have added approximately \$500,000 of expense to the project.
- February 22, 2011 – Board of Trustees approved the Resolution to Terminate the Teaching Auditorium Building and to proceed with the Castaldi Analysis (approved March 26, 2011 by the State of Florida). At this time the project was essentially put on hold by the college. The contractor was directed to stop work, and the architect was directed to redesign the project that is under construction today.
- May 17, 2011 – Board of Trustees approved the revised Phase I (Schematic Design) plans and authorized the team to proceed with early bid packages that included demolition of the Teaching Auditorium Building, Underground Utilities, Foundations and Structural Steel.

- November 15, 2011 – Board of Trustees approved 100% Construction Documents (Phase III) and Guaranteed Maximum Price (GMP) of \$11,595,873.00.

Once the Phase I Plans were approved in May 2011, the entire project team agreed to work towards the original substantial completion date of July 31, 2012. This would be accomplished by releasing the demolition, foundations and structural steel contracts before the entire set of construction drawings were 100% complete. This was in an attempt to meet the original completion date.

The drawings and specifications for the bid packages mentioned above were completed on August 31, 2011. The packages were advertised and bids received, subcontracts negotiated and signed, and shop drawings were started. The building pad was prepared and excavation for footings began October 17, 2011. Exterior masonry walls were installed to the second floor elevation and structural steel was delivered to the site January 16, 2012. At this point, it became apparent to the team that the project could not be completed within the original established completion date and that an extension of time would be necessary.

Therefore, the recommendation from A.D. Morgan Corporation and Harvard Jolly Architects, Inc., is to extend the date of substantial completion by seventy-seven (77) days from July 30, 2012 to October 15, 2012. This extension will not accommodate the Fall 2012 Session classes as originally intended; however, it will accommodate the Spring 2013 Session classes that start in January 2013.

The Architect and the Contractor have not requested additional compensation to accommodate this change order or for a delay in the project which was made at the request of the college. Therefore, there is no change in the project budget. This change has been determined by the staff to be needed as part of the project and the requested extension of time is valid.

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

Public Education Capital Outlay (PECO) Funds-Remodel/ Renovate Social Science Building, Natural Science with Addition and Business Technology (includes \$2,711,111 from 2010/2011 Appropriation)	\$ 3,838,117
Student Capital Improvement Fee (SCIF) Bond Funds	\$ 9,660,120
Public Education Capital Outlay (PECO) Funds -General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$ 100,320
Proceeds From Sale of Clearwater Gymnasium (Partial)	\$ 428,895
Student Capital Improvement Fee (SCIF) Funds	\$ 91,767
Capital Outlay and Debt Services (CO&DS) Funds	\$ 505,365
Capital Outlay and Debt Services (CO&DS) Bond	\$ 1,349,983
Total Project Budget:	\$ 15,974,567

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Stan Vittetoe, Provost, Clearwater Campus; Rebecca Smith, A.D. Morgan Corporation; and Ward J. Frizolowski, Harvard Jolly Inc., recommend approval.

jp0207121

Ethics & Social Science Building

SPC Clearwater Campus



Design Evolution

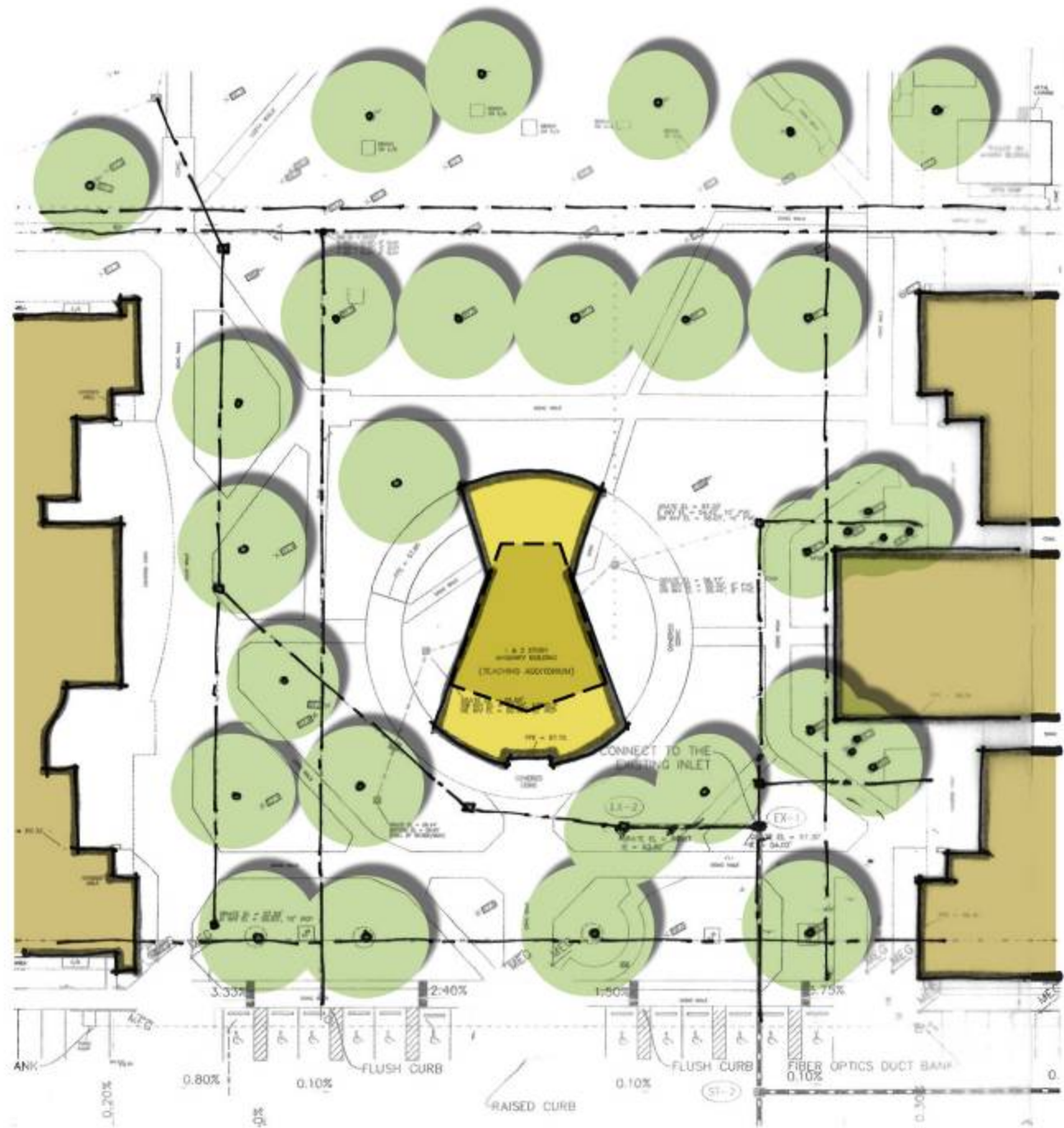


HARVARD • JOLLY

ARCHITECTURE

DESIGNING POSSIBILITIES
SINCE 1938

**EXISTING PROJECT SITE
WITH TEACHING
AUDITORIUM**

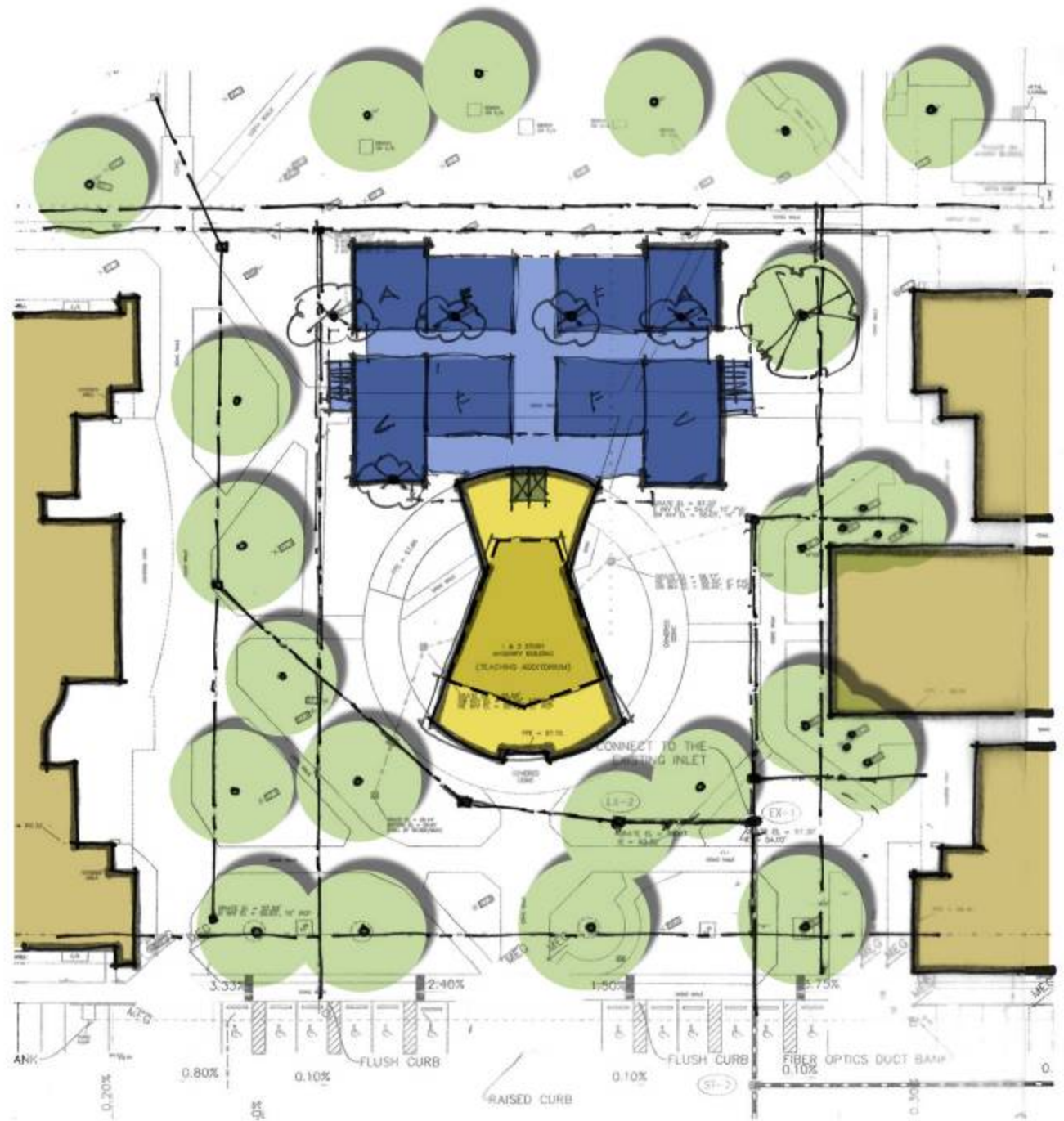


HARVARD • JOLLY

ARCHITECTURE

DESIGNING POSSIBILITIES
SINCE 1938

SCHEME 1 PLAN



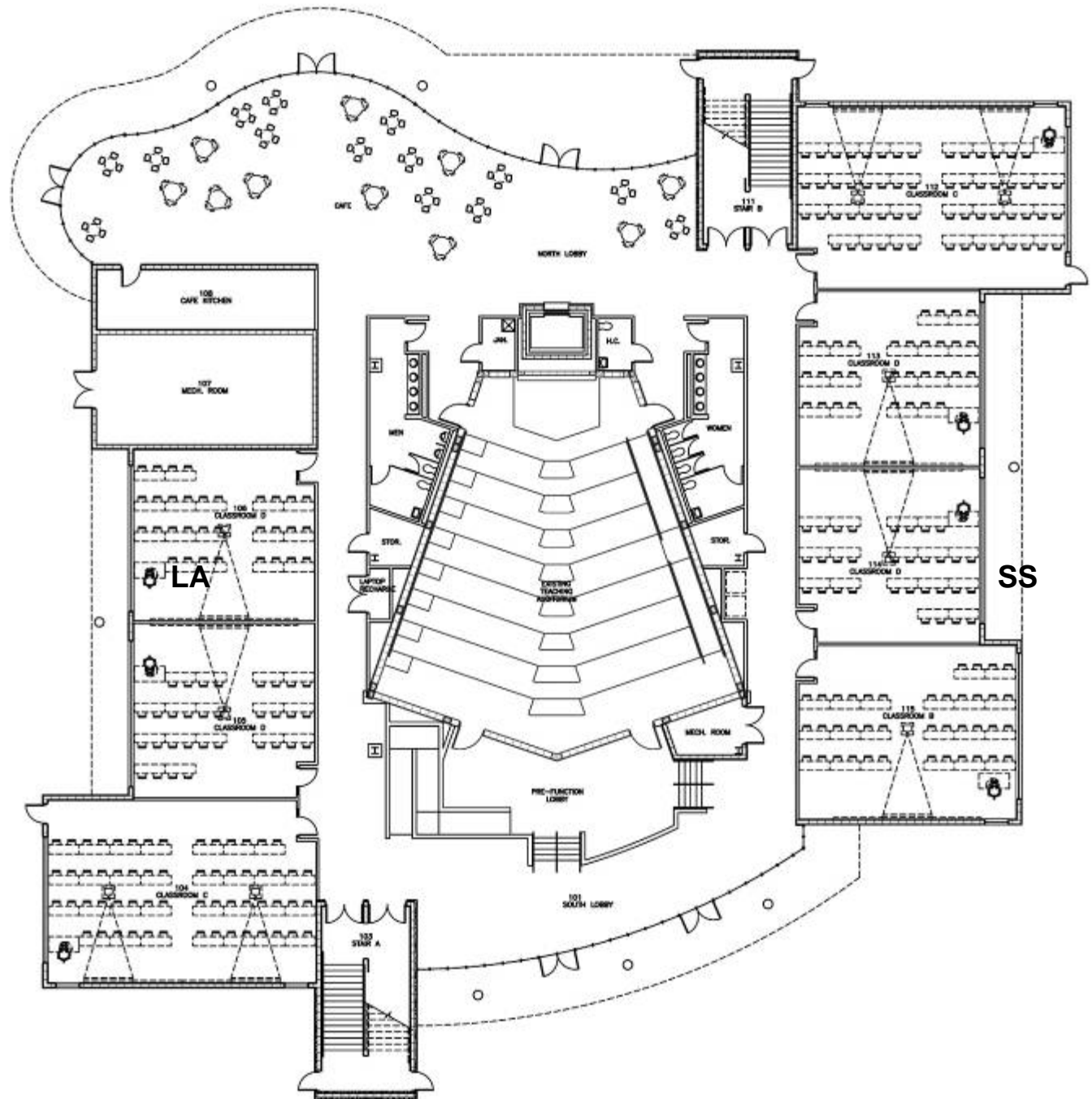
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ARCHITECTURE

DESIGNING POSSIBILITIES
SINCE 1938

SCHEME 2 PLAN

**EXISTING TEACHING
AUDITORIUM REMAINS**



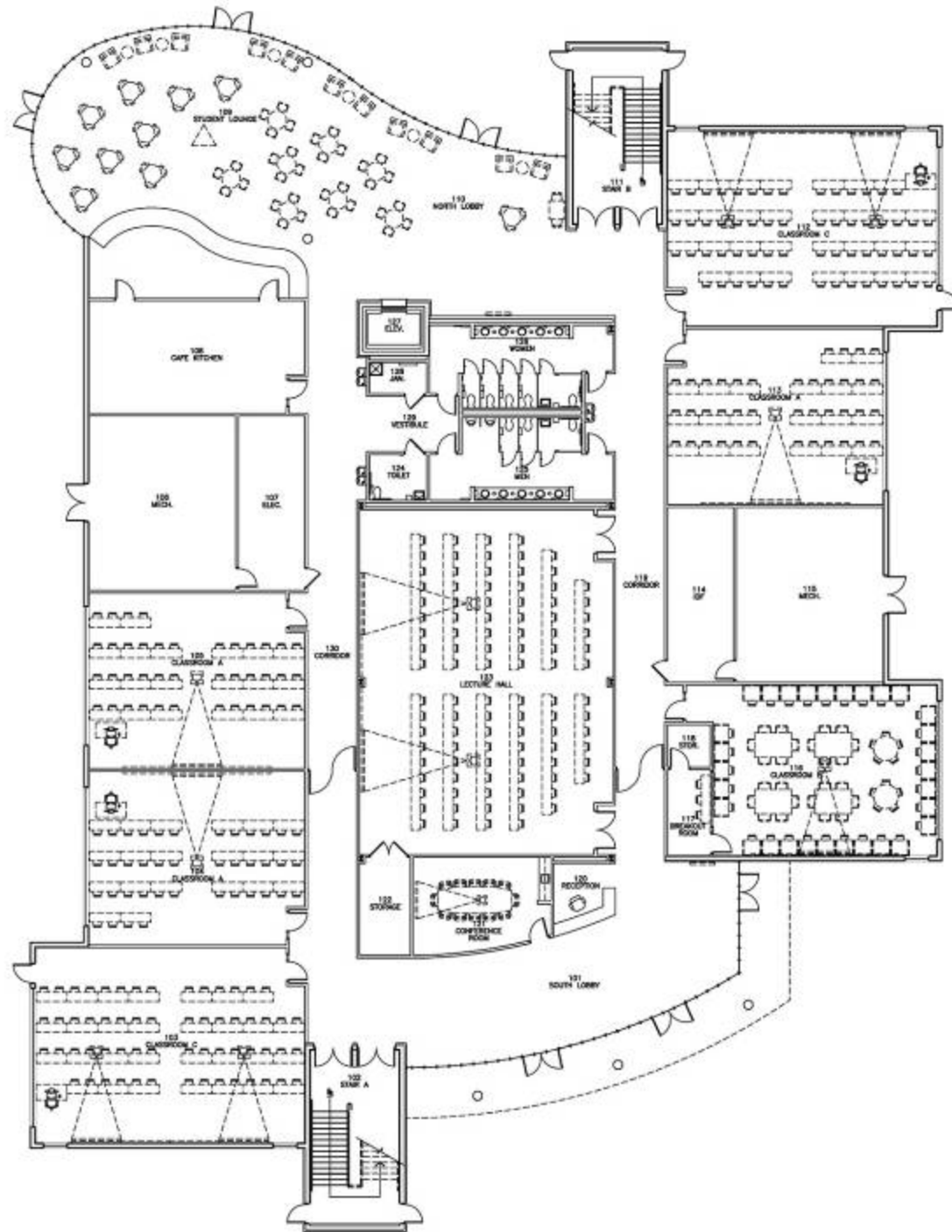
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DESIGNING POSSIBILITIES
SINCE 1938

**SCHEME 3
FINAL/EXISTING PLAN**

**OLD TEACHING
AUDITORIUM REMOVED –
TOTAL NEW BUILDING**



February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Disposition of Surplus or Obsolete Property (Survey # 540)

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

Tag Number	Description	Acquisition Date	Condition	Acquisition Cost
01349	He Meter:Collins	11/1/1978	obsolete	\$1,226.00
01899	Modular Cages:6 Units:Sh	1/1/1981	obsolete	\$1,223.31
02868	Routing Switcher:Videote	10/1/1986	poor	\$1,729.43
02941	Routing Switcher:Videote	10/1/1986	poor	\$1,729.44
02949	Quad Monitor:Sony	8/1/1983	poor	\$1,109.25
08343	Equipment Rack:Winstead	8/1/1993	obsolete	\$3,935.45
08432	Sigma 500 Series Unit	9/1/1993	poor	\$1,111.04
08462	Pay Phone Tdd:Ultratec	9/1/1993	obsolete	\$1,525.00
10424	Powermac 7200 Computer	9/17/1996	obsolete	\$2,908.00
11285	Video Camera: VistaCam	6/28/1997	obsolete	\$5,350.00
11299	Printer: Vistacam	6/28/1997	poor	\$2,649.00
12566	Printer:Lexmark S1650	1/21/1998	poor	\$1,281.63
13676	Printer:Lexmark 1625SN	8/25/1998	poor	\$1,194.27
14347	Camcorder:Sony	1/22/1999	obsolete	\$1,773.23
14549	Digital Video Walkman	6/28/2000	obsolete	\$1,047.00
14967	Peter Puggger Pug Mill	6/30/1999	obsolete	\$3,786.00
14993	Projector:Lightware	5/20/1999	poor	\$1,935.15

15671	Camcorder:Panasonic	11/10/1999	obsolete	\$1,013.00
16323	9" Monitor:Panasonic	12/1/1999	poor	\$2,732.85
16325	9" Monitor:Panasonic	12/1/1999	poor	\$2,732.85
17942	B/W Quad Monitor	6/30/2000	obsolete	\$3,202.13
18270	Laptop Computer:Dell Latitude	6/12/2001	obsolete	\$3,972.44
18533	24 Port 10/100 Switch:Cisco	2/26/2001	obsolete	\$1,118.61
18540	Copier:Canon	12/5/2000	poor	\$1,298.00
19123	Scan Converter:Extron	2/8/2000	obsolete	\$4,941.61
19205	Laptop Computer:Dell Latitude	4/23/2001	obsolete	\$4,194.54
19296	Printer:Lexmark T614	6/29/2001	poor	\$1,378.57
19375	MediaForm CDDupl	5/16/2001	obsolete	\$6,828.34
19532	CCTV 14" B & W: Alladin	11/14/2001	obsolete	\$1,845.00
19577	Projector:Epson	12/6/2002	poor	\$4,915.00
19772	Server:Dell 2500	2/12/2002	obsolete	\$3,714.00
20561	Computer:Dell GX240	4/24/2002	obsolete	\$1,564.68
20564	Computer:Dell GX240	4/24/2002	obsolete	\$1,564.68
20637	Digital Copier:Savin	10/24/2001	obsolete	\$4,676.00
20708	Projector:Epson	2/28/2002	obsolete	\$7,675.00
20816	Laptop Computer:Dell Latitude	11/1/2001	obsolete	\$2,078.50
20843	Computer: Dell GX240	11/13/2001	obsolete	\$1,313.95
20993	Computer: Dell GX240	11/13/2001	obsolete	\$1,302.95
21115	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21138	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21185	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21229	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21233	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21234	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21235	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21236	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21240	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21243	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21245	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21249	Computer:Dell GX240	12/11/2001	obsolete	\$1,131.00
21256	Computer:Dell GX240	12/11/2001	obsolete	\$1,131.00
21260	Computer:Dell GX240	12/11/2001	obsolete	\$1,131.00
21264	Computer:Dell GX240	12/11/2001	obsolete	\$1,131.00
21392	Computer: Dell GX240	12/19/2001	obsolete	\$1,018.00
21393	Computer: Dell GX240	12/19/2001	obsolete	\$1,018.00
22057	Computer: Dell GX240	5/22/2002	obsolete	\$2,286.68

22266	Printer: Lexmark T620n	5/17/2002	poor	\$1,322.00
22351	Printer:Lexmark T620n	9/16/2002	poor	\$1,670.00
22401	Computer: Dell GX240	6/21/2002	obsolete	\$1,285.38
22451	Computer: Dell GX260T	6/11/2002	obsolete	\$1,060.00
22549	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22553	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22554	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22560	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22562	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22573	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22574	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22588	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22591	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22596	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22600	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22603	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22607	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22616	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22619	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22620	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22635	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22636	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22644	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22645	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22646	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22647	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22654	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22655	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22656	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22680	Computer: Dell GX260T	6/25/2002	obsolete	\$1,281.95
22681	Computer: Dell GX260T	6/25/2002	obsolete	\$1,281.95
22730	Computer: Dell GX260T	6/25/2002	obsolete	\$1,255.00
22731	Computer: Dell GX260T	6/25/2002	obsolete	\$1,255.00
22756	Laptop Computer: Dell Latitude	6/26/2002	obsolete	\$2,040.00
22802	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22808	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22812	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22815	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22820	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00

22821	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22823	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
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22897	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22902	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
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22917	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22919	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22920	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22922	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22923	Computer: Dell GX260T	6/11/2002	obsolete	\$1,060.00
23084	Laptop Computer: Dell Latitude	7/25/2002	obsolete	\$1,886.00
23106	Computer: Dell GX240	7/18/2002	obsolete	\$1,720.09
23125	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23134	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23143	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23145	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23152	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23155	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23156	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23161	Six Unit Book Shelving	9/21/2001	obsolete	\$3,236.13
23162	Six Unit Book Shelving	9/21/2001	obsolete	\$3,236.13
23234	Laptop Computer: Dell Latitude	8/6/2002	obsolete	\$3,376.30
23243	Computer: Dell GX260T	8/7/2002	obsolete	\$1,294.02
23294	Computer: Dell GX260T	8/16/2002	obsolete	\$2,165.05
23308	Computer: Dell GX260T	9/12/2002	obsolete	\$1,655.41
23314	Laptop : Dell Latitude C840	9/18/2002	obsolete	\$2,311.00
23320	Laptop Computer: Dell Latitude	9/23/2002	obsolete	\$2,763.15
23323	Laptop Computer: Dell Latitude	9/23/2002	obsolete	\$2,763.15
23328	Laptop Computer: Dell Latitude	10/23/2002	obsolete	\$3,231.00
23483	Computer: Dell GX260T	8/12/2002	obsolete	\$1,187.21
23525	Laptop Computer: Dell Latitude	10/9/2002	obsolete	\$1,906.00
23535	Printer: Lexmark T522N	12/6/2002	poor	\$1,123.13
23607	Projector:Epson	5/22/2003	obsolete	\$4,928.82
23617	CashNet Station	5/19/2003	obsolete	\$5,705.25
23965	Computer: Dell GX260	11/14/2002	obsolete	\$1,454.44

23969	Computer: Dell GX260	11/14/2002	obsolete	\$1,454.44
23970	Computer: Dell GX260	11/14/2002	obsolete	\$1,454.44
23983	Computer: Dell GX260T	12/9/2002	obsolete	\$1,608.95
23991	Projector: Dell 3200MP	12/18/2002	obsolete	\$2,136.00
24301	Server:Dell 2650	5/22/2003	obsolete	\$4,749.00
24493	Laptop Computer: Dell M50	2/13/2003	obsolete	\$4,207.95
24525	Laptop Computer: Dell M50	3/4/2003	obsolete	\$3,798.00
24527	Computer: Dell GX260T	1/15/2003	obsolete	\$1,578.41
24533	Computer: Dell GX260T	1/15/2003	obsolete	\$1,578.41
24537	Computer: Dell GX260T	1/15/2003	obsolete	\$1,578.41
24539	Computer: Dell GX260T	1/15/2003	obsolete	\$1,578.41
24541	Computer: Dell GX260T	1/15/2003	obsolete	\$1,578.41
24554	Laptop Computer: Dell Latitude	1/30/2003	obsolete	\$2,814.00
24584	Projector: Epson EMP730C	3/10/2003	obsolete	\$2,926.00
24634	Laptop Computer: Dell M50	3/4/2003	obsolete	\$3,798.00
24641	Computer:Dell 650	3/7/2003	obsolete	\$8,204.55
24743	Power Vault:Dell	4/29/2003	obsolete	\$5,343.00
24774	Multimedia Lecture: Nova	3/20/2003	poor	\$1,393.05
24782	Computer: Dell GX260T	4/14/2003	obsolete	\$1,036.00
24783	Computer: Dell GX260T	4/14/2003	obsolete	\$1,036.00
24858	Laptop Computer: Dell Latitude	4/15/2003	obsolete	\$1,493.00
24859	Laptop Computer: Dell Latitude	4/15/2003	obsolete	\$1,493.00
24865	Printer: Lexmark T522N	4/23/2003	poor	\$1,131.25
24891	Laptop D800 :Dell Latitude	5/15/2003	obsolete	\$2,778.30
24910	Computer: Dell GX260T	4/21/2003	obsolete	\$1,269.00
24926	Computer: Dell GX260T	4/21/2003	obsolete	\$1,296.00
24939	Computer: Dell GX260T	4/29/2003	obsolete	\$1,296.00
24940	Computer: Dell GX260T	4/21/2003	obsolete	\$1,296.00
24966	Computer: Dell GX260T	4/22/2003	obsolete	\$1,171.00
24968	Computer: Dell GX260T	4/22/2003	obsolete	\$1,171.00
25000	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25057	Projector:Powerlite 73C	5/28/2003	obsolete	\$1,835.75
25074	Laptop Computer: Dell Latitude	5/21/2003	obsolete	\$2,625.00
25076	Laptop Computer: Dell Latitude	5/21/2003	obsolete	\$2,625.00
25093	Laptop Computer: Dell Latitude	4/30/2003	obsolete	\$3,100.20
25101	Computer:Dell GX260T	4/21/2003	obsolete	\$1,299.00
25104	Computer:Dell GX260T	4/29/2003	obsolete	\$1,299.00
25105	Computer:Dell GX260T	4/21/2003	obsolete	\$1,299.00
25115	Computer:Dell GX260T	5/30/2003	obsolete	\$1,269.00

25117	Computer:Dell GX260T	5/30/2003	obsolete	\$1,269.00
25118	Computer:Dell GX260T	5/30/2003	obsolete	\$1,269.00
25130	Computer:Dell GX260T	5/30/2003	obsolete	\$1,269.00
25216	Computer: Dell GX260T	4/30/2003	obsolete	\$1,239.00
25217	Computer: Dell GX260T	4/30/2003	obsolete	\$1,239.00
25223	Computer: Dell GX260T	4/30/2003	obsolete	\$1,239.00
25229	Computer: Dell GX260T	4/30/2003	obsolete	\$1,239.00
25232	Computer: Dell GX260T	4/30/2003	obsolete	\$1,239.00
25235	Computer: Dell GX260T	4/30/2003	obsolete	\$1,239.00
25276	Computer:Dell GX260S	6/30/2003	obsolete	\$1,400.00
25321	Computer:Dell GX260T	4/30/2003	obsolete	\$1,272.00
25328	Computer:Dell GX260S	6/20/2003	obsolete	\$1,361.00
25330	Computer:Dell GX260S	6/20/2003	obsolete	\$1,361.00
25331	Computer:Dell GX260S	6/26/2003	obsolete	\$1,400.00
25353	Computer: Dell GX260T	4/30/2003	obsolete	\$1,308.00
25357	Computer: Dell GX260T	4/30/2003	obsolete	\$1,511.00
25358	Computer: Dell GX260T	4/30/2003	obsolete	\$1,511.00
25359	Computer: Dell GX260T	4/30/2003	obsolete	\$1,511.00
25360	Computer: Dell GX260T	4/30/2003	obsolete	\$1,511.00
25362	Computer: Dell GX260T	4/28/2003	obsolete	\$1,501.00
25382	Laptop Computer: Dell Latitude	5/2/2003	obsolete	\$2,061.00
25391	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25395	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25400	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25406	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25407	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25410	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25413	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25418	Computer:Dell GX260T	6/13/2003	obsolete	\$1,244.00
25423	Computer:Dell GX260T	6/13/2003	obsolete	\$1,244.00
25426	Computer:Dell GX260T	6/13/2003	obsolete	\$1,244.00
25432	Computer:Dell GX260T	6/13/2003	obsolete	\$1,244.00
25445	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25446	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25447	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25449	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25521	Computer:Dell GX260S	6/25/2003	obsolete	\$1,371.00
25528	Computer:Dell GX260S	6/25/2003	obsolete	\$1,371.00
25533	ImageCard Printer:DataCard	6/20/2003	obsolete	\$7,964.00

25543	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25592	Computer: Dell GX260T	4/30/2003	obsolete	\$1,272.00
25597	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25603	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25605	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25612	Computer: Dell	4/30/2003	obsolete	\$1,234.00
25618	Computer: Dell	4/30/2003	obsolete	\$1,234.00
25642	Computer: Dell GX260T	4/30/2003	obsolete	\$1,272.00
25643	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25660	Computer: Dell GX260T	4/30/2003	obsolete	\$1,272.00
25663	Computer: Dell GX260T	4/30/2003	obsolete	\$1,272.00
25670	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25674	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25677	Computer: Dell GX260T	4/30/2003	obsolete	\$1,272.00
25679	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25692	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25696	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25699	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25700	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25702	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25703	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25710	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25719	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25727	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25730	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25749	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25754	Computer: Dell GX260T	4/30/2003	obsolete	\$1,313.00
25763	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25764	Computer: Dell GX260T	4/30/2003	obsolete	\$1,313.00
25771	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25774	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25775	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25776	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25777	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25780	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25794	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25808	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25827	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25832	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00

25836	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25880	Laptop Computer: Dell Latitude	5/12/2003	obsolete	\$2,648.00
25881	Laptop Computer: Dell Latitude	5/12/2003	obsolete	\$2,648.00
25900	Computer: Dell Precision 650	5/5/2003	obsolete	\$5,146.00
25906	Computer: Dell Precision 650	5/14/2003	obsolete	\$5,146.00
25908	Computer: Dell Precision 650	5/14/2003	obsolete	\$5,146.00
25909	Computer: Dell Precision 650	5/14/2003	obsolete	\$5,146.00
25912	Computer:Dell 533	5/14/2003	obsolete	\$5,146.00
25914	Computer: Dell GX260T	5/16/2003	obsolete	\$1,239.00
25916	Computer: Dell GX260T	5/16/2003	obsolete	\$1,239.00
25917	Computer: Dell GX260T	5/16/2003	obsolete	\$1,239.00
25944	UPS:APC Smart	6/30/2003	obsolete	\$1,546.00
26024	Computer:Dell P4	6/4/2003	obsolete	\$2,004.00
26036	Plasma Monitor:42"	8/13/2003	poor	\$2,842.11
26039	Laptop Computer:Dell Latitude	8/29/2003	obsolete	\$3,489.30
26060	Computer:Dell GX270T	10/20/2003	obsolete	\$1,316.92
26399	Computer:Dell GX260S	6/25/2003	obsolete	\$1,369.00
26407	Computer:Dell GX260S	6/25/2003	obsolete	\$1,369.00
26408	Computer:Dell GX260S	6/25/2003	obsolete	\$1,369.00
26409	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26410	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26412	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26413	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26415	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26416	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26418	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26419	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26420	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26421	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26423	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26424	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26425	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26428	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26429	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26431	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26432	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26433	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26434	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26435	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00

26436	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26437	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26438	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26439	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26440	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26441	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26442	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26443	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26444	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26479	Computer:Dell GX260T	6/30/2003	obsolete	\$1,193.00
26482	Computer:Dell GX260T	6/30/2003	obsolete	\$1,193.00
26483	Computer:Dell GX260T	6/30/2003	obsolete	\$1,193.00
26484	Computer:Dell GX260T	6/30/2003	obsolete	\$1,193.00
26673	Computer:Dell GX260T	8/18/2003	obsolete	\$1,563.01
26784	Computer:Dell GX260T	7/29/2003	obsolete	\$1,029.00
26803	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26808	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26812	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26817	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26987	Computer:Dell GX270T	10/13/2003	obsolete	\$1,313.00
26990	Computer:Dell GX270T	10/13/2003	obsolete	\$1,313.00
26995	Computer:Dell GX270T	10/13/2003	obsolete	\$1,313.00
26997	Computer:Dell GX270T	10/13/2003	obsolete	\$1,313.00
27001	Computer:Dell GX270T	11/14/2003	obsolete	\$1,289.00
27012	Laptop Computer:Dell Latitude	11/17/2003	obsolete	\$2,381.00
27014	Laptop Computer:Dell Latitude	11/17/2003	obsolete	\$2,381.00
27071	Projector:Epson	1/30/2004	obsolete	\$6,095.85
27072	Projector:Epson	1/30/2004	obsolete	\$6,095.84
27104	Projector:Epson 7800P	4/5/2004	obsolete	\$5,536.33
27105	Projector:Epson 7800P	4/5/2004	obsolete	\$5,536.33
27179	Computer:Dell GX270T	10/23/2003	obsolete	\$1,358.00
27180	Computer:Dell GX270T	10/23/2003	obsolete	\$1,358.00
27186	Computer:Dell GX270T	11/4/2003	obsolete	\$1,451.14
27378	Computer:Dell GX270T	11/14/2003	obsolete	\$1,495.00
27388	Computer:Dell GX270T	11/14/2003	obsolete	\$1,495.00
27392	Computer:Dell GX270T	11/14/2003	obsolete	\$1,495.00
27396	Computer:Dell GX270T	11/14/2003	obsolete	\$1,495.00
27397	Computer:Dell GX270T	11/14/2003	obsolete	\$1,495.00
27449	Computer:Dell GX270T	12/2/2003	obsolete	\$1,504.00

27458	Computer:Dell GX270T	12/17/2003	obsolete	\$1,297.14
27466	Computer:Dell GX270T	1/2/2004	obsolete	\$1,289.44
27467	Computer:Dell GX270T	1/2/2004	obsolete	\$1,685.99
27475	Computer:Dell GX270T	1/28/2004	obsolete	\$1,180.33
27484	Computer:Dell GX270	2/26/2004	obsolete	\$1,428.52
27494	Computer:Dell GX270	3/10/2004	obsolete	\$1,162.02
27495	Computer:Dell GX270	3/10/2004	obsolete	\$1,411.75
27496	Computer:Dell GX270	3/10/2004	obsolete	\$1,411.75
27502	Computer:Dell GX270	3/24/2004	obsolete	\$1,493.65
27507	Computer:Dell GX270T	12/23/2003	obsolete	\$1,639.27
27511	Computer:Dell GX270T	12/23/2003	obsolete	\$1,639.27
27513	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27522	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27523	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27524	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27525	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27527	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27528	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27529	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27530	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27532	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27534	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27536	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27538	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27539	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27542	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27547	Computer:Dell GX270T	11/14/2003	obsolete	\$1,289.00
27549	Computer:Dell GX270T	11/14/2003	obsolete	\$1,289.00
27550	Computer:Dell GX270T	11/14/2003	obsolete	\$1,289.00
27555	Computer:Dell GX270T	1/8/2004	obsolete	\$1,205.51
27560	Computer:Dell GX270T	1/8/2004	obsolete	\$1,205.51
27594	Projector:Epson	11/20/2003	obsolete	\$7,583.50
27595	Projector:Epson	11/20/2003	obsolete	\$7,583.50
27596	Projector:Epson	11/20/2003	obsolete	\$7,583.50
27597	Nova Station	1/29/2004	poor	\$1,312.92
27642	Computer:Dell GX270	3/30/2004	obsolete	\$1,325.35
27649	Computer:Dell GX270	3/31/2004	obsolete	\$1,346.37
27653	Computer:Dell GX270	4/1/2004	obsolete	\$1,481.84
27654	Computer:Dell GX270	4/1/2004	obsolete	\$1,481.84

27656	Computer:Dell GX270	4/1/2004	obsolete	\$1,481.84
27657	Computer:Dell GX270	4/1/2004	obsolete	\$1,481.84
27658	Computer:Dell GX270	4/1/2004	obsolete	\$1,481.84
27659	Computer:Dell GX270	4/1/2004	obsolete	\$1,481.84
27662	Computer:Dell GX270	4/1/2004	obsolete	\$1,839.50
27670	Laptop Computer:Dell Latitude	4/5/2004	obsolete	\$2,503.36
27678	Computer:Dell GX270	4/8/2004	obsolete	\$1,786.47
27695	Laptop Computer:Dell Latitude	4/21/2004	obsolete	\$4,575.48
27701	Laptop Computer:Dell Latitude	4/27/2004	obsolete	\$2,437.29
27737	Computer:Dell GX270	5/12/2004	obsolete	\$1,421.25
27738	Computer:Dell GX270	5/12/2004	obsolete	\$1,421.25
27739	Computer:Dell GX270	5/12/2004	obsolete	\$1,421.25
27740	Computer:Dell GX270	5/12/2004	obsolete	\$1,421.25
27741	Computer:Dell GX270	5/12/2004	obsolete	\$1,421.25
27774	Computer:Dell GX270	4/2/2004	obsolete	\$2,048.42
27797	Computer:Dell GX270	4/7/2004	obsolete	\$1,416.18
27818	Laptop Computer:Dell Latitude	4/13/2004	obsolete	\$1,922.90
27821	Laptop Computer:Dell Latitude	4/13/2004	obsolete	\$1,922.90
27827	Laptop Computer:Dell Latitude	4/13/2004	obsolete	\$1,922.90
27828	Laptop Computer:Dell Latitude	4/13/2004	obsolete	\$1,922.90
27835	Laptop Computer:Dell Latitude	4/13/2004	obsolete	\$1,922.90
27922	Laptop:Dell Latitude D800	3/1/2004	obsolete	\$3,008.82
27999	Computer:Dell GX270	5/12/2004	obsolete	\$1,421.25
28000	Computer:Dell GX270	5/12/2004	obsolete	\$1,421.25
28001	Computer:Dell GX270	5/12/2004	obsolete	\$1,421.25
28002	Switch:Extreme Summit 48	5/13/2004	obsolete	\$2,364.81
28007	Computer:Dell GX270	5/11/2004	obsolete	\$1,373.57
28018	Computer:Dell GX270	5/18/2004	obsolete	\$1,409.01
28084	Computer:Dell GX270	8/25/2004	obsolete	\$1,410.84
28087	Computer:Dell GX270	8/30/2004	obsolete	\$1,364.64
28089	Computer:Dell GX270	9/9/2004	obsolete	\$1,770.89
28090	Computer:Dell GX270	9/9/2004	obsolete	\$1,770.89
28092	Computer:Dell GX270	9/9/2004	obsolete	\$1,770.89
28136	PowerVault:Dell 745N	9/14/2004	obsolete	\$5,172.74
28273	Fiber Optic Transmitter:BNI	9/23/2004	obsolete	\$4,980.00
28274	Fiber Optic Receiver:BNI	9/23/2004	obsolete	\$1,020.00
28495	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28559	Computer:Dell GX270	8/20/2004	obsolete	\$1,313.00
28561	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00

28562	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28563	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28564	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28565	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28566	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28568	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28569	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28570	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28571	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28572	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28574	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28575	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28576	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28577	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28578	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28579	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28580	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28581	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28583	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28584	Laptop Computer:Dell Latitude	8/25/2004	obsolete	\$1,802.00
28586	Laptop Computer:Dell Latitude	8/25/2004	obsolete	\$1,802.00
28587	Laptop Computer:Dell Latitude	8/25/2004	obsolete	\$1,802.00
28588	Laptop Computer:Dell Latitude	8/25/2004	obsolete	\$1,802.00
28589	Laptop Computer:Dell Latitude	8/25/2004	obsolete	\$1,802.00
28591	Laptop Computer:Dell Latitude	8/25/2004	obsolete	\$2,787.00
28593	Laptop Computer:Dell Latitude	9/9/2004	obsolete	\$2,705.07
28597	Laptop Computer:Dell Latitude	9/9/2004	obsolete	\$2,705.07
28598	Laptop Computer:Dell Latitude	9/9/2004	obsolete	\$2,705.07
28605	Laptop Computer:Dell Latitude	9/24/2004	obsolete	\$2,514.72
28608	Laptop D800:Dell Latitude	9/21/2004	obsolete	\$2,584.06
28641	Computer:Dell GX280	10/28/2004	obsolete	\$1,270.39
28642	Computer:Dell GX280	10/28/2004	obsolete	\$1,270.39
28643	Computer:Dell GX280	10/28/2004	obsolete	\$1,270.39
28646	Computer:Dell GX280	10/28/2004	obsolete	\$1,270.39
28647	Computer:Dell GX280	10/28/2004	obsolete	\$1,270.39
28649	Printer:Canon Image Prograf	11/2/2004	poor	\$1,731.25
28667	Laptop Computer:Dell Latitude	11/10/2004	obsolete	\$2,701.10
28669	Laptop Computer:Dell Latitude	11/10/2004	obsolete	\$2,701.10
28681	Laptop Computer:Dell Latitude	11/16/2004	obsolete	\$2,775.20

28686	Computer:Dell GX280	11/17/2004	obsolete	\$1,232.66
28692	Laptop Computer:Dell Latitude	11/22/2004	obsolete	\$2,768.86
28766	Laptop Computer:Dell Latitude	3/24/2005	obsolete	\$1,420.04
28814	Projector:Epson EMP830p	8/25/2005	obsolete	\$3,994.15
28815	Projector:Epson EMP830p	8/25/2005	obsolete	\$3,994.15
28816	Projector:Epson EMP830p	8/25/2005	obsolete	\$3,994.15
28817	Projector:Epson EMP830p	8/25/2005	obsolete	\$3,994.15
28819	Projector:Epson EMP830p	8/25/2005	obsolete	\$3,994.15
28850	Tape Back Up:Dell	10/8/2004	obsolete	\$2,010.00
28951	Laptop Computer:Dell Latitude	3/8/2005	obsolete	\$2,445.46
29028	Computer:Dell GX280	12/3/2004	obsolete	\$1,224.96
29030	Computer:Dell GX280	12/3/2004	obsolete	\$1,224.96
29031	Computer:Dell GX280	12/3/2004	obsolete	\$1,224.96
29045	Computer:Dell GX280	12/15/2004	obsolete	\$1,169.30
29047	Computer:Dell GX280	12/15/2004	obsolete	\$1,169.30
29050	Laptop Computer:Dell Latitude	12/17/2004	obsolete	\$1,737.86
29205	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29217	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29219	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29223	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29224	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29226	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29229	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29230	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29232	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29243	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29244	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29246	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29247	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29248	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29249	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29252	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29253	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29255	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29261	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29419	Laptop Computer:Dell Latitude	3/8/2005	obsolete	\$2,621.79
29427	Computer:Dell GX280	3/9/2005	obsolete	\$1,092.52
29433	Laptop Computer:Dell Latitude	3/16/2005	obsolete	\$1,878.74
29453	Computer:Dell GX280	4/1/2005	obsolete	\$1,036.31

29458	Laptop Computer:Dell Latitude	4/5/2005	obsolete	\$1,913.77
29470	Laptop Computer:Dell Latitude	4/14/2005	obsolete	\$2,502.82
29480	Laptop Computer:Dell Latitude	4/20/2005	obsolete	\$1,898.37
29481	Laptop Computer:Dell Latitude	4/20/2005	obsolete	\$1,898.37
29494	Computer:Dell GX280	4/25/2005	obsolete	\$1,114.00
29509	Computer:Dell GX280	5/3/2005	obsolete	\$1,158.74
29616	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29617	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29618	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29619	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29620	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29621	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29622	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29623	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29624	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29625	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29626	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29627	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29629	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29630	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29631	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29632	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29633	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29634	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29635	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29636	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29637	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29638	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29639	Computer:Dell GX280	3/4/2005	obsolete	\$1,453.12
29657	Computer:Dell GX280	3/8/2005	obsolete	\$1,453.12
29672	Computer:Dell GX280	3/23/2005	obsolete	\$1,214.92
29681	Computer:Dell GX280	3/23/2005	obsolete	\$1,214.92
29682	Computer:Dell GX280	3/23/2005	obsolete	\$1,214.92
29684	Computer:Dell GX280	3/23/2005	obsolete	\$1,214.92
29685	Computer:Dell GX280	3/23/2005	obsolete	\$1,214.92
29686	Computer:Dell GX280	3/23/2005	obsolete	\$1,214.92
29702	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
29703	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
29707	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65

29783	Computer:Dell GX280	3/28/2005	obsolete	\$1,065.16
29809	Computer:Dell GX280	3/28/2005	obsolete	\$1,065.16
29944	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29948	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29949	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29950	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29960	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29962	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29964	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29968	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
30015	APC Smart UPS	5/17/2005	poor	\$1,164.94
30028	Laptop Computer:Dell Latitude	5/25/2005	obsolete	\$2,106.17
30029	Laptop Computer:Dell Latitude	5/25/2005	obsolete	\$2,106.17
30049	Laptop Computer:Dell Latitude	6/1/2005	obsolete	\$1,462.94
30071	Computer:Dell GX280	6/2/2005	obsolete	\$1,315.82
30072	Computer:Dell GX280	6/2/2005	obsolete	\$1,315.82
30073	Computer:Dell GX280	6/2/2005	obsolete	\$1,315.82
30074	Computer:Dell GX280	6/2/2005	obsolete	\$1,315.82
30274	Projector:Eiki	6/23/2006	poor	\$6,352.84
30276	Projector:Eiki	6/23/2006	poor	\$6,352.84
30507	Projector:Eiki	6/16/2006	poor	\$7,920.79
30590	Computer:Dell GX280	6/9/2005	obsolete	\$1,200.32
30628	Projector:Eiki	6/16/2006	poor	\$9,781.06
30629	Projector:Eiki	6/16/2006	poor	\$9,781.06
30834	Computer:Dell GX280	6/15/2005	obsolete	\$1,178.92
30835	Computer:Dell GX280	6/15/2005	obsolete	\$1,178.92
30836	Computer:Dell GX280	6/15/2005	obsolete	\$1,178.92
30837	Computer:Dell GX280	6/15/2005	obsolete	\$1,178.92
30838	Computer:Dell GX280	6/15/2005	obsolete	\$1,178.92
30840	Computer:Dell GX280	6/15/2005	obsolete	\$1,178.92
30841	Computer:Dell GX280	6/15/2005	obsolete	\$1,178.92
30842	Computer:Dell GX280	6/15/2005	obsolete	\$1,158.74
30859	Mailing System Base:Hasler	6/21/2005	obsolete	\$10,192.00
30860	Scale:Hasler	6/21/2005	obsolete	\$6,150.00
30867	Conveyor:Hasler	6/21/2005	obsolete	\$1,467.00
30868	Tape Dispenser:Hasler	6/21/2005	obsolete	\$1,141.00
30869	Mailing System Base:Hasler	6/21/2005	obsolete	\$4,652.00
30870	Conveyor:Hasler	6/21/2005	obsolete	\$1,467.00
30922	Laptop Computer:Dell Latitude	8/9/2005	obsolete	\$2,070.47

30926	Printer:HP	8/10/2005	poor	\$1,342.80
31073	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31074	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31075	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31078	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31079	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31080	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31081	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31082	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31083	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31084	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31086	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31087	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31088	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31089	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31090	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31097	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31098	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31103	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31104	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31105	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31106	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31112	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31115	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31123	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31124	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31125	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31127	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31128	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31134	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31136	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31138	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31247	Scale:Hasler	6/21/2005	obsolete	\$2,047.00
31248	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31251	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31253	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31255	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31256	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31257	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00

31258	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31259	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31261	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31263	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31264	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31267	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31270	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31273	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31274	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31283	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31285	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31286	Computer:Dell GX280	7/18/2005	obsolete	\$1,059.00
31287	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31289	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31296	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31297	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31298	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31299	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31308	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31321	Computer:Dell GX280	7/18/2005	obsolete	\$1,059.00
31333	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31362	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31364	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31368	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31369	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31371	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31373	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31376	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31381	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31383	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31385	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31387	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31389	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31390	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31391	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31392	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31393	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31394	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31395	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00

31397	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31399	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31400	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31401	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31402	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31454	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31455	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31456	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31457	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31460	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31461	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31463	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31466	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31467	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31468	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31471	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31472	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31474	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31475	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31476	Laptop Computer:Dell Latitude	8/12/2005	obsolete	\$1,566.00
31478	Laptop Computer:Dell Latitude	8/8/2005	obsolete	\$1,566.00
31480	Laptop Computer:Dell Latitude	8/8/2005	obsolete	\$1,566.00
31481	Laptop Computer:Dell Latitude	8/8/2005	obsolete	\$1,566.00
31482	Laptop Computer:Dell Latitude	8/12/2005	obsolete	\$1,566.00
31483	Laptop Computer:Dell Latitude	8/8/2005	obsolete	\$1,566.00
31484	Laptop Computer:Dell Latitude	8/12/2005	obsolete	\$1,566.00
31485	Laptop Computer:Dell Latitude	8/8/2005	obsolete	\$1,566.00
31488	Laptop Computer:Dell Latitude	8/8/2005	obsolete	\$1,566.00
31489	Laptop Computer:Dell Latitude	8/12/2005	obsolete	\$1,566.00
31491	Laptop Computer:Dell Latitude	8/12/2005	obsolete	\$1,566.00
31493	Laptop Computer:Dell Latitude	8/8/2005	obsolete	\$1,566.00
31494	Laptop Computer:Dell Latitude	8/8/2005	obsolete	\$1,566.00
31495	Laptop Computer:Dell Latitude	8/8/2005	obsolete	\$1,566.00
31496	Laptop Computer:Dell Latitude	8/12/2005	obsolete	\$1,566.00
31497	Laptop Computer:Dell Latitude	8/12/2005	obsolete	\$1,566.00
31499	Laptop Computer:Dell Latitude	8/12/2005	obsolete	\$1,566.00
31500	Laptop Computer:Dell Latitude	8/12/2005	obsolete	\$1,566.00
31501	Laptop Computer:Dell Latitude	8/8/2005	obsolete	\$1,566.00
31505	Fiber Optic Receiver:BNI	11/8/2005	poor	\$1,028.93

31560	Laptop Computer:Dell Latitude	8/11/2005	obsolete	\$1,566.00
31563	Laptop Computer:Dell Latitude	8/11/2005	obsolete	\$1,566.00
31565	Laptop Computer:Dell Latitude	8/19/2005	obsolete	\$1,824.07
31574	Laptop Computer:Dell Latitude	8/16/2005	obsolete	\$2,165.91
31592	Computer:Dell GX280	8/24/2005	obsolete	\$1,090.21
31615	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
31619	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
31621	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
31623	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
31624	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
31634	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
31637	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
31641	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
31643	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
31665	Laptop Computer:Dell Latitude	10/11/2005	obsolete	\$3,254.98
32129	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32147	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32181	Computer:Dell 670	8/18/2005	obsolete	\$3,186.00
32182	Computer:Dell 670	8/18/2005	obsolete	\$3,186.00
32183	Computer:Dell 670	8/18/2005	obsolete	\$3,186.00
32186	Computer:Dell 670	9/7/2005	obsolete	\$3,186.00
32187	Computer:Dell 670	9/7/2005	obsolete	\$3,186.00
32189	Computer:Dell 670	9/7/2005	obsolete	\$3,186.00
32190	Computer:Dell 670	9/7/2005	obsolete	\$3,186.00
32191	Computer:Dell 670	9/7/2005	obsolete	\$3,186.00
32194	Computer:Dell 670	9/7/2005	obsolete	\$3,186.00
32195	Computer:Dell 670	9/7/2005	obsolete	\$3,186.00
32196	Computer:Dell 670	9/7/2005	obsolete	\$3,186.00
32198	Computer:Dell 670	9/8/2005	obsolete	\$3,186.00
32201	Computer:Dell 670	9/8/2005	obsolete	\$3,186.00
32209	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32210	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32211	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32212	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32213	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32219	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32220	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32221	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32243	Laptop Computer:Dell Latitude	8/23/2005	obsolete	\$1,968.50

32265	Computer:Dell GX620	8/25/2005	obsolete	\$1,003.00
32350	Printer:Dell W5300n	8/23/2005	poor	\$1,018.00
32560	Computer:Dell GX620	9/1/2005	obsolete	\$1,465.00
32561	Computer:Dell GX620	9/1/2005	obsolete	\$1,465.00
32563	Computer:Dell GX620	9/1/2005	obsolete	\$1,465.00
32571	Computer:Dell GX620	9/1/2005	obsolete	\$1,465.00
32582	Computer:Dell GX620	9/1/2005	obsolete	\$1,465.00
33569	Laptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,626.50
33571	Laptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,626.50
33574	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33585	Latptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,367.96
33587	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33590	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33592	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33593	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33594	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33595	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33596	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33597	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33598	Latptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,367.96
33599	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33600	Latptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,367.96
33601	Latptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,367.96
33603	Latptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,367.96
33604	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33606	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
34028	Projector:Eiki	6/29/2006	poor	\$7,067.09
34311	Projector - Eiki	11/30/2005	poor	\$5,467.53
34312	Projector - Eiki	11/30/2005	poor	\$5,467.53
34875	Ice Machine:Manitowoc	6/29/2006	poor	\$3,845.60
35101	Laptop Computer:Dell	10/24/2006	obsolete	\$2,047.05
35603	Laptop Computer:Dell Latitude	11/27/2006	obsolete	\$1,493.28
35695	Printer - Laser	2/13/2007	poor	\$1,110.59
35697	Dell Printer	2/26/2007	poor	\$1,284.27
35896	Dell Opti Plex	3/14/2007	obsolete	\$1,278.44
36048	PRI ISDN Gateway	5/29/2007	obsolete	\$18,513.00
36551	Printer: Laser	6/1/2007	poor	\$1,421.98
			TOTAL:	\$1,448,809.27

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.

Djh0203122

February 10, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President *WDL*
SUBJECT: Annual Membership Assessment in Florida College System Risk Management Consortium

Authorization is requested to pay the St. Petersburg College (SPC) 2012-2013 membership assessment in the Florida College System Risk Management Consortium (FCSRMC) for the policy period of March 1, 2012 through February 28, 2013 in the amount of 1,541,720.

This amount is \$994 more or an increase of <1% above the previous policy period.

The **2012-2013** assessment is based on the following changes for this policy year:

- A decrease in the experience assessment for workers' compensation claims,
- An increase in full-time equivalent enrollment (FTEs),
- An increase in property values based on an increase in the rate used for calculating FTEs

Because the FCSRMC is on a March 1st to February 28th Fiscal Year, it is necessary to obtain approval from the Board in order to have authority to pay the first installment of \$513,907 by March 1, 2012 (for the March 1, 2012 through June 30, 2012 policy period). Additionally, we will pay the second installment of \$1,027,813 by July 1, 2012 (for the July 1, 2012 through February 28, 2013 policy period).

Shown below are the FCSRMC calculations to reach the assessment for the policy period of March 1, 2012-February 28, 2013:

2012-2013 Annual Assessment for SPC:	\$ 1,419,045
(Based upon 22,330 FTE as indicated on the 2010-2011 data on the invoice from FCSRMC)	
Workers' Compensation Assessment (Experience)	\$ (23206)
Property Value Assessment	\$ 145,881
Less Prior Year Assessment Refund	\$ <u>0</u>
Adjusted Annual Assessment	\$ 1,541,720
First Installment by (March 1, 2012)	
Second Installment (by July 1, 2013)	\$ 1,027,813

The assessment approved by the FCSRMC Board **last year** for the **previous policy period** was \$1,540,726 based upon the College's FTE of 20,679, an increase in the experience assessment for workers' compensation claims, an increase in full-time equivalent enrollment (FTEs), a decrease in property values based on a decrease in the rate used for calculating FTEs, and changing from a large deductible workers' compensation plan to a self-insured plan, which resulted in lowering the collateral that the Consortium has to pay to the workers' compensation carrier. That assessment was \$994 less or <1% below this year's assessment. This year's assessment is \$1,541,720.

The membership assessment covers administrative defense (reimburses defense cost regarding employment), general and automobile liability, property (all perils except theft), property (theft), workers' compensation claim experience, faithful performance money and securities, errors and omissions, fiscal agent bond, fine arts, and cyber risk.

The College will also renew 2012 insurance policies for parking garage liability, parking lot liability, boiler and machinery liability, facilities use, student professional malpractice liability and student accident insurance (students enrolled in the allied health programs), storage tank liability, Workers' Compensation (Statutory) for Puerto Rico, Intercollegiate Athletic Coverage and the Collegiate High school package. These individual policies renew separately on their respective anniversary dates.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan M. Reiter, Vice President, Facilities Planning and Institutional Services; and Kara Schrader-Smith, Risk Management Specialist, recommend approval.

kss0210112

February 21, 2012

MEMORANDUM

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:

HIRE Budgeted			
Effect. Date	Name	Department/Location	Title
1/30/2012	Austin,Elizabeth J	Director of Grants DO	Grant Writer
1/3/2012	Beekman,Maribeth C	BA Programs/UPC	Administrative Specialist II
1/23/2012	Brown,Sharrod A.	Custodial Services SPG	Custodian I
1/21/2012	Donaldson,Allissia Lynn	Letters SPG	Academic Staff Assistant
1/6/2012	Lindsey,Jeffrey T.	Emergency Medical Services HC	Instructor
1/30/2012	Shultz,Kathleen G	Director of Grants DO	Grant Writer

HIRE Temporary/Supplemental			
Effect. Date	Name	Department/Location	Title
1/30/2012	Ackerland,Clay R	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
1/9/2012	Allibhai,Safina	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
1/4/2012	Ardestani,Arash K	Mathematics TS	Instructor - Temporary Credit
1/9/2012	Attia,Sahar Wadie	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
1/9/2012	Audette,Corrine R	Nursing HC	Adjunct Bach Prog.
1/9/2012	Barimo,John	Natural Science SE	Instructor - Temporary Credit
2/6/2012	Bedford,Holly E	Veterinary Technology HC	Instructor - Temporary Credit
1/9/2012	Bergholcs,Shelley C	Dental Hygiene HC	Instructor - Temporary Credit
1/9/2012	Berryman,Kim M	BA Programs/UPC	Adjunct Bach Prog.
1/12/2012	Bonneville,Katie A	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
1/9/2012	Breitenbach,Zachary P	Ethics CL	Instructor - Temporary Credit
1/9/2012	Brioc,Victoria	BA Programs/UPC	Adjunct Bach Prog.
1/9/2012	Broadbent,Heather A	Natural Science SPG	Instructor - Temporary Credit
1/9/2012	Bueller,Daniel J	Mathematics SPG	Instr- Temporary % Load
1/9/2012	Butler,Yvonne J.	Letters SPG	Instructor - Temporary Credit
1/9/2012	Carpenter,D'Wan J	Natural Science SE	Instructor - Temporary Credit

1/6/2012	Carver, Eric H	Social Science SE	Supplemental Instr - Credit
1/9/2012	Certa, Brooke A	Veterinary Technology HC	Instructor - Temporary Credit
1/9/2012	Collazos, Alexandra	Natural Science SPG	Instructor - Temporary Credit
1/9/2012	Coppes, Chad Ryan	Business Administration SP	Instructor - Temporary Credit
1/9/2012	Cross, Debra L	Social Science TS	Instructor - Temporary Credit
1/9/2012	Cross, William C.	BA Programs/UPC	Adjunct Bach Prog.
1/9/2012	Crumbley, Lisa J	Nursing HC	Contributed Service
1/9/2012	Cruz, Merari	Veterinary Technology HC	Instructor - Temporary Credit
2/6/2012	Dandaraw, Christine M	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
1/9/2012	Dickinson, Danielle M	Dental Hygiene HC	Instr- Temporary % Load
1/9/2012	Dimarco, Charles J	Business Technologies SE	Instructor - Temporary Credit
1/18/2012	Ellison, Frederick S	New Initiative Program - HC	Other Professional- Temporary
1/9/2012	England, Olga	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
1/9/2012	Gagliardotto, Desiree	Associate Provost CL	Instructor - Temporary Credit
1/9/2012	Gascon, Eleanor G	Mathematics CL	Instructor - Temporary Credit
1/9/2012	Geissenberger, Adam	Criminal Justice AC	Instructor- Temporary Non-Cred
1/17/2012	Godwin, Joelle D.	Human Resources	Instructor- Temporary Non-Cred
1/9/2012	Grano, Barbara S.	BA Programs/UPC	Supplemental Bach Prog.
1/9/2012	Hacker Esq., Jennifer R	Business Technologies CL	Instructor - Temporary Credit
1/9/2012	Hadsell, Lester C	Social Science SE	Instructor - Temporary Credit
1/9/2012	Hanrahan, Patricia L	BA Programs/UPC	Supplemental Bach Prog.
1/9/2012	Henning, Edwin E	Associate Provost SP	OPS Career Level 6
1/9/2012	Hern, Glenda Joyce	Veterinary Technology HC	Supplemental Instr - Credit
1/9/2012	Hetzel, Daniel A	Fine & Applied Arts SPG	Instructor - Temporary Credit
1/9/2012	Hicks, David R.	Social Science TS	Instructor - Temporary Credit
1/9/2012	Jacobs, LaRita B.	Campus Security CL	Instructor - Temporary Credit
1/9/2012	Jerman, Brianna L	Letters SE	Instructor - Temporary Credit
1/9/2012	Jernigan, Jennifer M	Business Technologies TS	Instructor - Temporary Credit
1/9/2012	Keller III, Don R	Social Science CL	Supplemental Instr - Credit
1/9/2012	Kilgore, Debra V.	Social Science CL	Instructor - Temporary Credit
1/3/2012	Koulianos, Eleanor J	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
1/9/2012	Krueger, Amy	Dental Hygiene HC	Instr- Temporary % Load
1/9/2012	Kuhn, Damon M.	Social Science CL	Supplemental Instr - Credit
1/23/2012	Land, Tyler D	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
1/9/2012	Leighton, Lisa Ann	Fine & Applied Arts CL	Supplemental Instr - Credit
1/9/2012	Leo, Stephen M	Associate Provost CL	Instructor - Temporary Credit
1/9/2012	Livingston, Taryn L	Fine & Applied Arts SPG	Instructor - Temporary Credit
1/9/2012	Lorenti-Wann, Emilia	Associate Provost CL	Instructor - Temporary Credit
1/9/2012	Macksam, Scott A	Social Science SE	Instructor - Temporary Credit
1/9/2012	Manning, Christina M	Business Technologies CL	Instructor - Temporary Credit
1/9/2012	Mcbride, James E	RCPI/COPS Grant - AC	Instructor- Temporary Non-Cred
1/9/2012	McCall, Mark C	Distance Learning TV SE	Instructor - Temporary Credit
1/9/2012	McEvers, Richard A.	Social Science TS	Supplemental Instr - Credit
1/4/2012	McGough, Nicole G	Dual Credit - AC	Instructor - Temporary Credit
1/9/2012	Michael, Melanie	Nursing HC	Adjunct Bach Prog.
1/9/2012	Miller, Ashley N	Associate Provost SP	OPS Career Level 2

1/6/2012	Miller,Darryl L.	Business Technologies SP	Instructor - Temporary Credit
1/9/2012	Mitchell,Janae S	Foreign Language CL	Instructor - Temporary Credit
1/9/2012	Moody,Dana L	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
1/9/2012	Moore,Jill C	BA Programs/UPC	Adjunct Bach Prog.
1/9/2012	Nallamshetty,Kanaka D.	Natural Science SPG	Instructor - Temporary Credit
1/9/2012	Nusbickel,Bill J	Engineering Technology CL	Instructor - Temporary Credit
1/9/2012	Oddo,Louis	Social Science SE	Instructor - Temporary Credit
1/9/2012	O'Donnell,Robert	Social Science SPG	Instructor - Temporary Credit
12/23/2011	Ortiz,Carlos Antonio	Business Technologies TS	Instructor - Temporary Credit
1/9/2012	Otten,Christopher J	Fine & Applied Arts CL	Instructor - Temporary Credit
1/9/2012	Pavlov,Stephanie T	Natural Science SPG	Instructor - Temporary Credit
1/6/2012	Pearson,Kimberly M	Business Technologies SP	Instructor - Temporary Credit
1/9/2012	Pickrum,Rhonda L	Dental Hygiene HC	Instructor - Temporary Credit
1/9/2012	Popovich,Gregory L	Natural Science SPG	Instructor - Temporary Credit
1/9/2012	Poshi,Majeta	Business Administration SP	Instructor - Temporary Credit
1/9/2012	Rager,Sandra	Social Science CL	Supplemental Instr - Credit
1/9/2012	Restom Gaskill,Teresa G	Natural Science SPG	Supplemental Instr - Credit
1/9/2012	Ribalta,Danielle L	Veterinary Technology HC	Instructor - Temporary Credit
1/9/2012	Roberts,Suzanne L	College of Education	Adjunct Bach Prog.
1/9/2012	Roe,Bobby W.	BA Programs/UPC	Adjunct Bach Prog.
1/9/2012	Salmon,Diane C	Corporate Training E&SS DO	OPS Career Level 2
1/9/2012	Sas,Guy	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
1/6/2012	Scholz,Timothy J	Business Technologies SP	Instructor - Temporary Credit
1/9/2012	Segree,Juliette A	Nursing HC	Adjunct Bach Prog.
1/9/2012	Sheehan-Broadrick,Tamara	Ethics TS	Instr- Temporary % Load
1/9/2012	Shuman,Christine Anne	Veterinary Technology HC	Instructor - Temporary Credit
1/9/2012	Shumate,Thomas E	Fine & Applied Arts TS	Instructor - Temporary Credit
1/9/2012	Smith,Adam N	BA Programs/UPC	Adjunct Bach Prog.
1/9/2012	Smith,Erica C	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
2/6/2012	Spiller,Christina	Letters SE	Instructor - Temporary Credit
1/9/2012	Spindler,Christy A	Letters CL	Instructor - Temporary Credit
1/9/2012	Stammel,Elizabeth S	District Library DO	OPS Career Level 5
1/12/2012	Staney,Timothy P	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
1/9/2012	Stevenson,Karla A.	Letters CL	Adjunct Bach Prog.
1/3/2012	Swalec,Jenna	Natural Science SE	OPS Career Level 1
1/6/2012	Sweet,Angela T	Social Science SE	Instructor - Temporary Credit
1/9/2012	Torres-Spelliscy,Glynn	BA Programs/UPC	Adjunct Bach Prog.
1/9/2012	Totushek,Holly A	Distance Learning TV SE	Instructor - Temporary Credit
1/9/2012	Tricomi,Lisa P	Fine & Applied Arts CL	Instructor - Temporary Credit
1/9/2012	Ulmer,Teri L	Nursing HC	Instr- Temporary % Load
1/9/2012	Vasquez,Dorothy J	BA Programs/UPC	Adjunct Bach Prog.
1/9/2012	Venouziou,Moises	Mathematics SPG	Instructor - Temporary Credit
1/6/2012	Webster,Patricia A	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
1/9/2012	Weideman,Carol Anne	Health Services Mgmt HC	Supplemental Bach Prog.
1/9/2012	White,Keith D	Letters SPG	Instructor - Temporary Credit
1/23/2012	Wonsick,Beth M	Dual Credit - AC	Contributed Service
1/12/2012	Woodard,Dederick D	Corporate Training E&SS DO	Instructor- Temporary Non-Cred

TRANSFER/PROMOTION Budgeted

Effect. Date	Name	Department/Location	Title
1/9/2012	Barnes,Jonathan A	Fine & Applied Arts CL	Academic Department Coordinator
1/2/2012	Beckman,Ryan Robert	Athletics - DO	Interim Baseball Coach
12/26/2011	Dorsey,Sheila D	Letters CL	Academic Staff Assistant
12/26/2011	Duncan,Joanne N.	Facilities Services DO	Shipping & Receiving Assistant
1/9/2012	Faiola,Anna M	Education & Student Svcs DO	Int'l. Programs Specialist
1/1/2012	Henningsen, Stephanie	Student Activities CL	Acting Coord., Stu. Life & Leadership
1/23/2012	Van Nostrand,Thomas M.	IT Network Help Desk	Supervisor, Technology Call Center

FOREIGN TRAVEL

Effect. Date	Name	Department/Location	Title
3/16 - 03/29/2012	Liebert, David T	Social Science TS	Academic Department Chair

Travel to the University of Ulster, Londonderry, Ireland for a two-week exchange of one SPC faculty member and one faculty member from the University of Ulster (Northern Ireland). The visiting faculty member will teach the other's face-to-face course load and participate in faculty-related college/university events.

1/29 - 02/02/2012 Navarro, Rafael Florida Natl. Guard Grant AC Instructor- Temporary Non-Credit


Travel to Panama City, Panama to provide for nationally recognized training programs, to keep SPC in compliance with the grant funder, and to fulfill the requirements of the grant project.

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.

ssw0206121

February 21, 2012

MEMORANDUM

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

Approval is sought to amend the 2011-12 SPC Salary Plan and Schedule

The classification of Counselor and Librarian positions shall change from Faculty to Administrative & Professional status, in accordance with college-wide student-focused restructuring goals. Recent changes in academic support areas indicate that we will need increased attention on the completion agenda and student success models that require the student interaction skills that Counselors and Librarians possess. Consequently, we believe that a non-faculty but professional designation will allow the College to optimize counselors' and librarians' expertise so that students will receive the most responsive service. Effective immediately, this change shall impact personnel hired into vacant Counselor and Librarian positions. For those currently with annual contract, the change will take effect July 1, 2012. Counselors and Librarians with continuing contracts shall be grandfathered-in and able to keep their continuing-contract status.

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.

ssw021312

Branding SPC: *A fresh approach and a new campaign*

Office of Marketing & Public Information

Presented to the SPC Board of Trustees – Feb. 21, 2012

The starting point: *One college*

Internally, the concept is transformative.

Externally, the approach is expected.



What's needed? A cohesive view of ourselves that matches how others see us and reflects what we deliver.

In short, a new brand.

The brand is how people perceive us and what distinguishes us from our competition.

The SPC brand: A fresh approach

The starting point: Data collection



In 2011 and 2012, CLARUS held focus groups and surveyed thousands of students, alumni, staff, community and business members.

Key CLARUS observations

Specific perceptions, which resonate across all groups surveyed, distinguish us from our competition:

- An SPC credential is the foundation for ongoing achievement and success
- An SPC education is within reach
- SPC faculty are expert and caring
- Student success is SPC's top priority
- SPC has the ideal mix of relevant programs
- SPC's partnerships benefit student and the community

These perceptions are our brand.

In advertising, the brand is translated via a tagline.



The SPC brand: A fresh approach

Taglines were developed and tested . . .

One clearly resonated:

Within Reach

Those two words are very flexible . . .

- Your goal within reach
- An education within reach
- A new career within reach
- Opportunities within reach
- Financial aid within reach
- Locations within reach
- Your dreams within reach

“Within Reach” launch video to employees

Billboard



Radio

"Within Reach" 30-second radio ad



Online advertising

St. Petersburg College



A career in science – within reach. Convenient. Affordable. Small class sizes. Caring faculty. Classes available online.

St. Petersburg College



A career in technology – within reach. Convenient. Affordable. Small class sizes. Caring faculty. Classes available online.

St. Petersburg College



A music career – within reach. Convenient. Affordable. Small class sizes. Caring faculty. Classes available online.

← Facebook

- Each ad runs separately
- Impressions pop up based on user content and on how we target

ReachLocal →

- Keyword search
- Banners
- City search

Your better tomorrow is waiting.

Computer & Information Technology



Within Reach

St. Petersburg College

SPC

spcollege.edu

FAFSA NIGHTS 2012



The clock is ticking!

Get cash for college – *FAST!*

Receive one-on-one help filling out your Free Application for Federal Student Aid (FAFSA) online from 6:30 to 8:30 p.m.:

- Feb. 28 – Gibbs High School
- March 13 – Clearwater High School
- March 20 – Northeast High School

The FAFSA is the starting point for all financial aid – including Bright Futures. Open to all Pinellas County high school seniors and their parents.

Call 727-302-6802 or go online for information on what you need to complete the FAFSA.

Within Reach

St. Petersburg College

SPC

St. Petersburg College is an Equal Access/Equal Opportunity Institution. 12-1099-2

Visit spcollege.edu/fafsanights

*tb-two** sponsor

Reaching the App Store



An SPC internship helped Rick Williamson reach a dream: Rick helped create an educational game app now available for the iPhone and landed a full-time job at the web design firm where he interned.

Visit spcollege.edu

Within Reach

St. Petersburg College

SPC

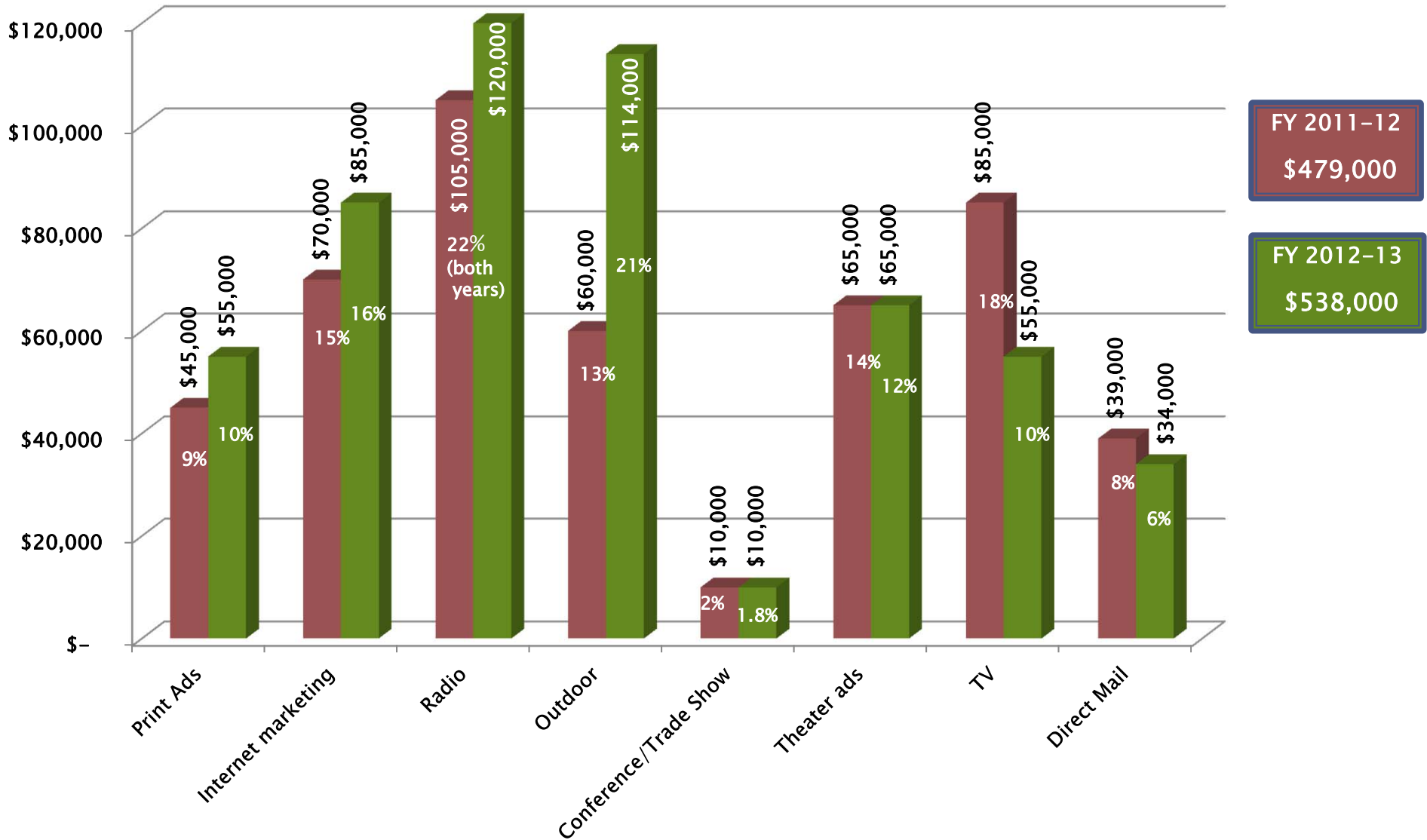
St. Petersburg College is an Equal Access/Equal Opportunity Institution. 12-1102-2

Advertising snapshot

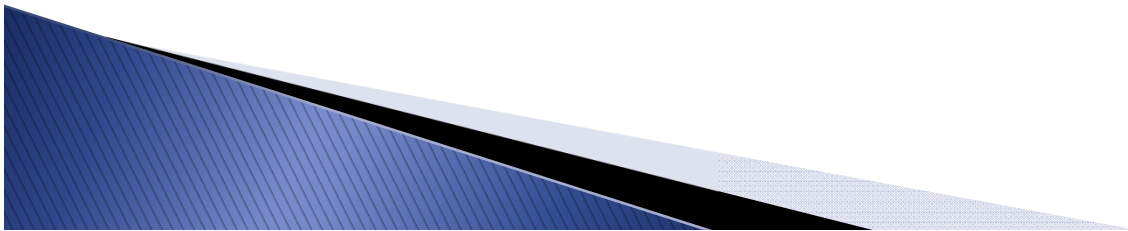
	Summer 2011 (promoting Term I)		Summer 2012 (promoting Term I)	
Radio	WFLZ- FM pop (93.3) WLCC-AM Spanish WSUN-FM Alter (97.1) WLLD-FM Rhythmic (98.7)	Target ages: 18-45	WMTX mix (100.7) WSJT Jazz (94.1) WSUN Alter. (97.1) WSPOI (101.5)	Target ages: 25-45
TV	A&E ABC Family BET Bravo E! ESPN FX MTV Oxygen SPIKE TBS TNT TruTV BayNews9 Comedy Channel Syfy	Target ages: 18-45	BET USA TNT ESPN A&E FOX News Lifetime Bay News 9	Target ages: 25-45
Print	St. Petersburg Times Weekly Challenger tbt tb-two*	Target ages: 18-54 HS students	Tampa Bay Times Weekly Challenger tbt tb-two*	Target ages: 18-54 HS students
Online	Reach Local (pay-per click)	Target ages: 16-20 20-25 25-45	Reach Local (pay-per click) Linked In Facebook	Target ages: 16-20 20-25 25-45
Billboard	UPC & baccalaureate	General	One College	General
Theater	Park Place 16 Woodlands Square	Target ages: 18-44	Park Place 16 Woodlands Square	Target ages: 18-44
Direct mail	Postcards	HS students Current students Applicants	Postcards	HS students Current students Applicants

Advertising budget

2011-12 and *proposed* 2012-13



Questions?



February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President *wdl*
SUBJECT: Faculty Continuing Contract Recommendations

Approval is sought for the following personnel actions concerning faculty members to receive continuing contract (2012-2013), contingent upon the successful completion of satisfactory service in the current contract year and official documentation of successful completion of required graduate coursework.

Effective Date	Name	Title	Department
8/1/2012	Biggs, Marie C.	Instructor-12 month	College of Education
8/16/2012	Borum, Phillip J.	Instructor	Emergency Medical Services HC
8/1/2012	Campbell, Sandra J.	Instructor-12 month	BA Programs/UPC
8/16/2012	Carver, Eric H.	Instructor	Health Information Mgmt HC
8/16/2012	Fernandes, Jennifer S.	Instructor	Natural Science TS
8/6/2012	Gerodimos, Sherry A.	Instructor	Provost-SPG
8/16/2012	Goldsmith, Larry	Instructor	Provost SE
8/16/2012	Hemme, William A.	Instructor	Mathematics SPG
8/1/2012	Huehn-Brown, Wende J	Instructor-12 month	BA Programs/UPC
8/16/2012	Hurley, Leigh A.	Instructor	Natural Science CL
8/16/2012	Lara, Monica R.	Instructor	Natural Science CL
8/1/2012	Lee, Jean M.	Instructor-12 month	BA Programs/UPC
8/16/2012	Lutocka, Christine B	Instructor	Nursing HC
8/16/2012	McClintock, Bruce H.	Instructor	Mathematics SE
8/16/2012	Morris, Anne M.	Instructor	Nursing-HC
8/16/2012	Patterson, Kristina K.	Instructor	Nursing HC
8/1/2012	Powers, Christy Ann	Instructor-12 month	BA Programs/UPC
8/16/2012	Repici, Michael D.	Instructor	Letters CL
8/1/2012	Rib, Wendy June	Instructor-12 month	BA Programs/UPC

8/16/2012	Schwalb, Jacob M.	Instructor	Nursing HC
8/16/2012	Scott, Aissa Y.	Instructor	Nursing HC
8/16/2012	Sims, Matthew I.	Instructor	Fine & Applied Arts TS
8/6/2012	Walch, Daniel J.	Instructor	Mathematics SPG
8/1/2012	Watkins, Nancy A.	Instructor-12 month	College of Education
8/16/2012	Wolter, Timothy C.	Instructor	Fine & Applied Arts SPG


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.

ssw020312

February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Faculty Annual Contract Recommendations

Approval is sought for the following recommended personnel actions concerning faculty appointments, which shall be enforced via contracts for employment.

Recommend appointment to an annual contract (2012-2013), contingent upon the successful completion of satisfactory service in the current contract year. These individuals are serving in a 12-month position.

Effective Date	Name	Title	Department
8/1/2012	Afienko, Kenneth J	Instructor-12 month	BA Programs/UPC
8/1/2012	Appunn, Frank	Instructor-12 month	BA Programs/UPC
8/1/2012	Brown, Geoffrey K.	Instructor-in-Charge	Fire Science AC
8/1/2012	Butz, Floyd	Instructor-12 month	BA Programs/UPC
8/1/2012	Chmielewski, Thomas J.	Instructor-12 month	BA Programs/UPC
8/1/2012	De Chachula, Desiree V	Instructor-12 month	College of Education
8/1/2012	DeGraw, Irving H.	Instructor-12 month	BA Programs/UPC
8/1/2012	Eldridge, Deborah C	Instructor-12 month	BA Programs/UPC
8/1/2012	Fullard, Jeani Z	Instructor-12 month	College of Education
8/1/2012	Grinnell, Lynn Dean	Instructor-12 month	BA Programs/UPC
8/1/2012	Harper, Mary E.	Instructor-12 month	College of Education
8/1/2012	Heinze, Nathan D.	Instructor-12 month	BA Programs/UPC
8/1/2012	Hughes, Michael E.	Instructor-12 month	Criminal Justice AC
8/1/2012	Kelly, Andrea J	Instructor-12 month	College of Education
8/1/2012	Kronschnabl, Jeffery P.	Instructor-in-Charge	BA Programs/UPC
8/1/2012	McNicol, Ann R	Instructor-12 month	College of Education
8/1/2012	Mossgrove, Terri Lynn	Instructor-12 month	College of Education
8/1/2012	Murphy, Beth E	Instructor-12 month	BA Programs/UPC
8/1/2012	Osovitz, Michelle M.	Instructor-12 month	BA Programs/UPC
8/1/2012	Philippe, Thomas W	Instructor-12 month	BA Programs/UPC
8/1/2012	Poulin, Michael T.	Instructor-12 month	College of Education
8/1/2012	Rasor, Carol E.	Instructor-12 month	BA Programs/UPC
8/1/2012	Sauers, Amy C.	Instructor-12 month	BA Programs/UPC
8/1/2012	Shellhorn, Wendy L	Instructor-12 month	BA Programs/UPC
8/1/2012	Trede, Teri A	Instructor-12 month	BA Programs/UPC

8/1/2012	Trudell, Thomas	Instructor-12 month	BA Programs/UPC
8/1/2012	Watts, Dorraine D.	Instructor-12 month	BA Programs/UPC
8/1/2012	Wilber, Robin S.	Instructor-12 month	BA Programs/UPC

Recommend appointment to an annual contract (2012-2013), contingent upon the successful completion of satisfactory service in the current year based on 30 ECH (Equated Credit Hour).

Effective Date	Name	Title	Department
8/16/2012	Ward, Dennis M	Instructor	Mathematics-SE

Recommend appointment to an annual contract (2012-2013), contingent upon the successful completion of satisfactory service in the current year based on 36 ECH.

Effective Date	Name	Title	Department
8/16/2012	Albrecht, Osiris P.	Instructor	Foreign Language SE
8/16/2012	Archbold, Lisa	Instructor	Nursing HC
8/16/2012	Ballo, William T	Instructor	Emergency Medical Services
8/16/2012	Beck, Sandra K	Instructor	Business Technologies SP
8/16/2012	Clem, Angela S	Instructor	Nursing HC
8/16/2012	Cooper, Thomas S	Instructor	Fine & Applied Arts CL
8/16/2012	Copeland, Jacqueline	Instructor	Mathematics SPG
8/16/2012	Daum, Michael	Instructor	Letters TS
8/16/2012	Davies, Joi B	Instructor	Mathematics SPG
8/16/2012	East, Carleah G	Instructor	Social Science SPG
8/16/2012	Farmer, Buddy Brisco	Instructor	Mathematics SPG
8/16/2012	Fleming, William J	Instructor	Social Science SPG
8/16/2012	Garrison, Christopher	Instructor	Nursing HC
8/16/2012	Gautam, Vibhor	Instructor	Mathematics SPG
8/16/2012	Gonzalez, Alison A.	Instructor	Mathematics SPG
8/16/2012	Greer, Sheree L.	Instructor	Letters SE
8/16/2012	Hamilton, Ronald, S	Instructor	Business Technologies SP
8/16/2012	Hughes, Stacey R	Instructor	Letters SPG
8/16/2012	Karol, Amy L	Instructor	Letters TS
8/16/2012	Kennedy, Daiva	Instructor	Mathematics SPG
8/16/2012	King, Laurie A	Instructor	Ethics SE
8/16/2012	Klinedinst, James A	Instructor	Mathematics SE
8/16/2012	Lightfoot, Randolph	Instructor	Social Science TS
8/16/2012	March, Tina L	Instructor	Letters SPG
8/16/2012	Mazarakis, Pelagia J	Instructor	Mathematics SE
8/16/2012	McQuaig, Shannon M.	Instructor	Natural Science CL
8/16/2012	Monroe, David M	Instructor	Ethics TS
8/16/2012	Newsom, Tara	Instructor	Social Science SPG
8/16/2012	Olsen, Sharon A.	Instructor	Social Science TS
8/16/2012	Ralph, Paula E.	Instructor	Mathematics SE

8/16/2012	Restom Gaskill, Teresa	Instructor	Natural Science CL
8/16/2012	Rosengarten, Shelbey C	Instructor	Letters SE
8/16/2012	Sinclair, Steven G.	Instructor	Fine & Applied Arts SE
8/16/2012	Smisek, Maria G.	Instructor	Nursing HC
8/16/2012	Stark, Brandy B	Instructor	Fine & Applied Arts SPG
8/16/2012	Stephanides, Ourania Z.	Instructor	Mathematics TS
8/16/2012	Stickrath, Kelli L	Instructor	Natural Science SE
8/16/2012	Suttle, Catherine M	Instructor	Nursing HC
8/16/2012	Tersteegen, Kirsten S.	Instructor	Letters SE
8/16/2012	Thomas, Tracy G	Instructor	Letters TS
8/16/2012	Unger, Matthew	Instructor	Fine & Applied Arts SE
8/16/2012	Vanauken, Todd R	Instructor	Radiography HC
8/16/2012	VanBourgondien, Martin	Instructor	Emergency Medical Services
8/16/2012	Williams, John R.	Instructor	Natural Science CL
8/16/2012	Zombek, Angela M	Instructor	Social Science CL

Recommend appointment to an annual contract (2012-2013), contingent upon the successful completion of satisfactory service in the current contract year

Effective Date	Name	Title	Department
8/1/2012	Andrasik, Stephen J.	Academic Dep. Chair	Natural Science SPG
8/1/2012	Fernandez, Roberto	Academic Dep. Chair	Business Technologies TS
8/1/2012	Norman, Anja	Academic Dep. Chair	Social Science CL
8/1/2012	Oakley, Shirley	Academic Dep. Chair	Letters CL
8/1/2012	Panuthos, Nicolle.	Academic Dep. Chair	Business Technologies SE
8/1/2012	Stumpe, Kim M.	Academic Dep. Chair	Natural Science CL

Recommend appointment to an annual contract (2012-2013), contingent upon the successful completion of satisfactory service in the current contract year. This individual is in the Collegiate High School.

Effective Date	Name	Title	Department
8/6/2012	Hoogewerf, Sally A.	Instructor	Provost-SP

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.

ssw0203121

February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President *WDL*
SUBJECT: Student Fees Report

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

Florida Statute 1001.64(10) states that each Board of Trustees shall establish fees. In addition to standard tuition and fees, this authorization extends to user fees, as specified in Florida Statute 1009.23(12(a)). User fees can only be charged to the persons receiving the service and shall not exceed the cost of the services provided. Laboratory fees are considered a user fee. They are intended to cover costs associated with a lab course, such as consumables, additional support personnel to offer class, specialized equipment and software, etc.

Additions:

Type	Description	Amount	Reason	Effective
Course/Lab Fee	BSC 3312C Marine Biology with Lab	\$35.00	New Course	Summer 11/12
Course/Lab Fee	ZOO 3303C Vertebrate Zoology with Lab	\$35.00	New Course	Summer 11/12
Course/Lab Fee	ZOO 3733 Human Anatomy with Lab	\$35.00	New Course	Summer 11/12
Course/Lab Fee	ZOO 4513C Animal Behavior with Lab	\$35.00	New Course	Summer 11/12
Course/Lab Fee	ZOO 3203C Invertebrate Zoology with Lab	\$35.00	New Course	Summer 11/12
Course/Lab Fee	BSC 4910 Undergraduate Research	\$35.00	New Course	Summer 11/12
Course/Lab Fee	ZOO 3713C Functional Vertebrate Anatomy with Lab	\$35.00	New Course	Summer 11/12
Course/Lab Fee	BOT 3015C Biology of Plants with Lab	\$67.00	New Course	Summer 11/12
Course/Lab Fee	MCB 3020C General Microbiology with Lab	\$67.00	New Course	Summer 11/12
Course/Lab Fee	PCB 3023C Cell Biology with Lab	\$67.00	New Course	Summer 11/12
Course/Lab Fee	PLA 1104 Legal Research & Writing	\$40.00	Cost of Westlaw	Summer 11/12
Course/Lab Fee	HSC 4910 Health Services Administration Capstone	\$23.00	New Course	Summer 11/12

Deletions:

Type	Description	Amount	Effective
Lab Fee	CGS 1000 Introduction to Computers and Programming	\$40.00	Summer 11/12
Course/Lab Fee	CET 1486 Introduction to LANS	\$75.00	Summer 11/12
Course/Lab Fee	CET 2627 Building Cisco Multilayer Switched Network	\$400.00	Summer 11/12
Course/Lab Fee	CET 2628 CISCO Internetworking Troubleshooting Support	\$400.00	Summer 11/12
Course/Lab Fee	CET 2665 Secure PIX Firewalls	\$400.00	Summer 11/12
Course/Lab Fee	COP 1829 Web Graphics I	\$23.20	Summer 11/12
Course/Lab Fee	DIG 2141 Encoding and Streaming Media	\$90.00	Summer 11/12
Course/Lab Fee	DIG 2285 Advanced Multimedia/Digital Media Using Director	\$90.00	Summer 11/12
Course/Lab Fee	DIG 2410 Basic Scripting for Video	\$60.00	Summer 11/12
Course/Lab Fee	ETI 1688C Network Cabling Fundamentals	\$75.00	Summer 11/12
Course/Lab Fee	ETI 3413 Manufacturing Systems & Processes	\$71.28	Summer 11/12
Course/Lab Fee	ETI 4621 Lean Essentials	\$71.28	Summer 11/12
Course/Lab Fee	GRA 2103C Introduction to Computer Graphics	\$35.00	Summer 11/12
Course/Lab Fee	GRA 2151C Computer Illustration	\$90.00	Summer 11/12
Course/Lab Fee	GRA 2746C Illustration	\$35.00	Summer 11/12
Course/Lab Fee	HIM 2032 Medical Transcription II	\$24.00	Summer 11/12
Course/Lab Fee	HIM 2033C Medical Transcription III	\$24.00	Summer 11/12
Course/Lab Fee	HIM 2034C Medical Transcription IV	\$24.00	Summer 11/12


Fee Changes:

Type	Description	Currently	New Amount	Explanation of Fee Change	Effective
NONE					

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

February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: FY11-12 July 1- January 31 Fund 1 Financial Report

Attached for information is the Fund 1 financial report for FY11-12 July 1- January 31 time period.

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

Attachments

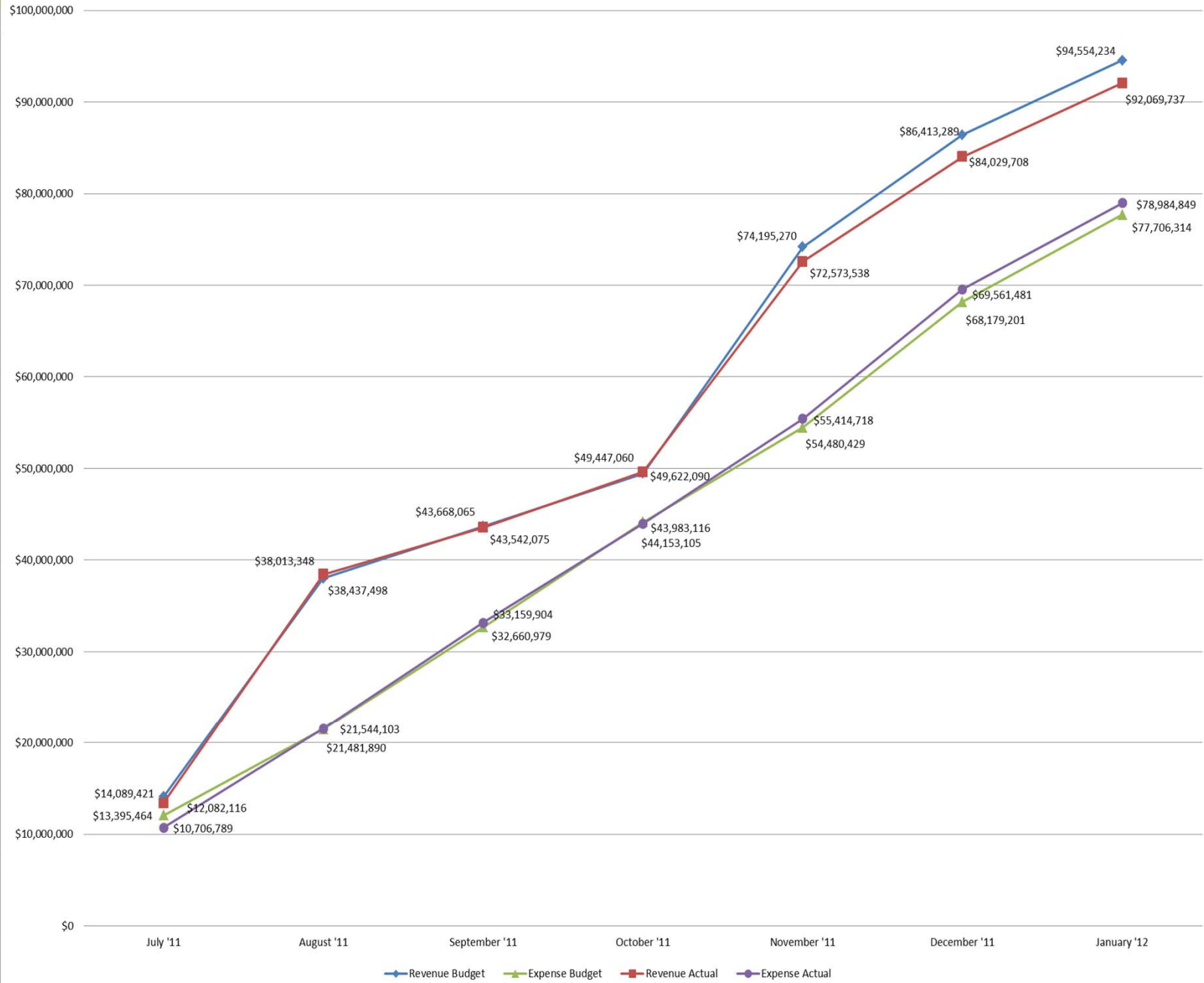
Jjc020712



Board of Trustees Financial Report

February 2012

St. Petersburg College Operating Budget Year-To-Date Revenue and Expense Budget to Actual



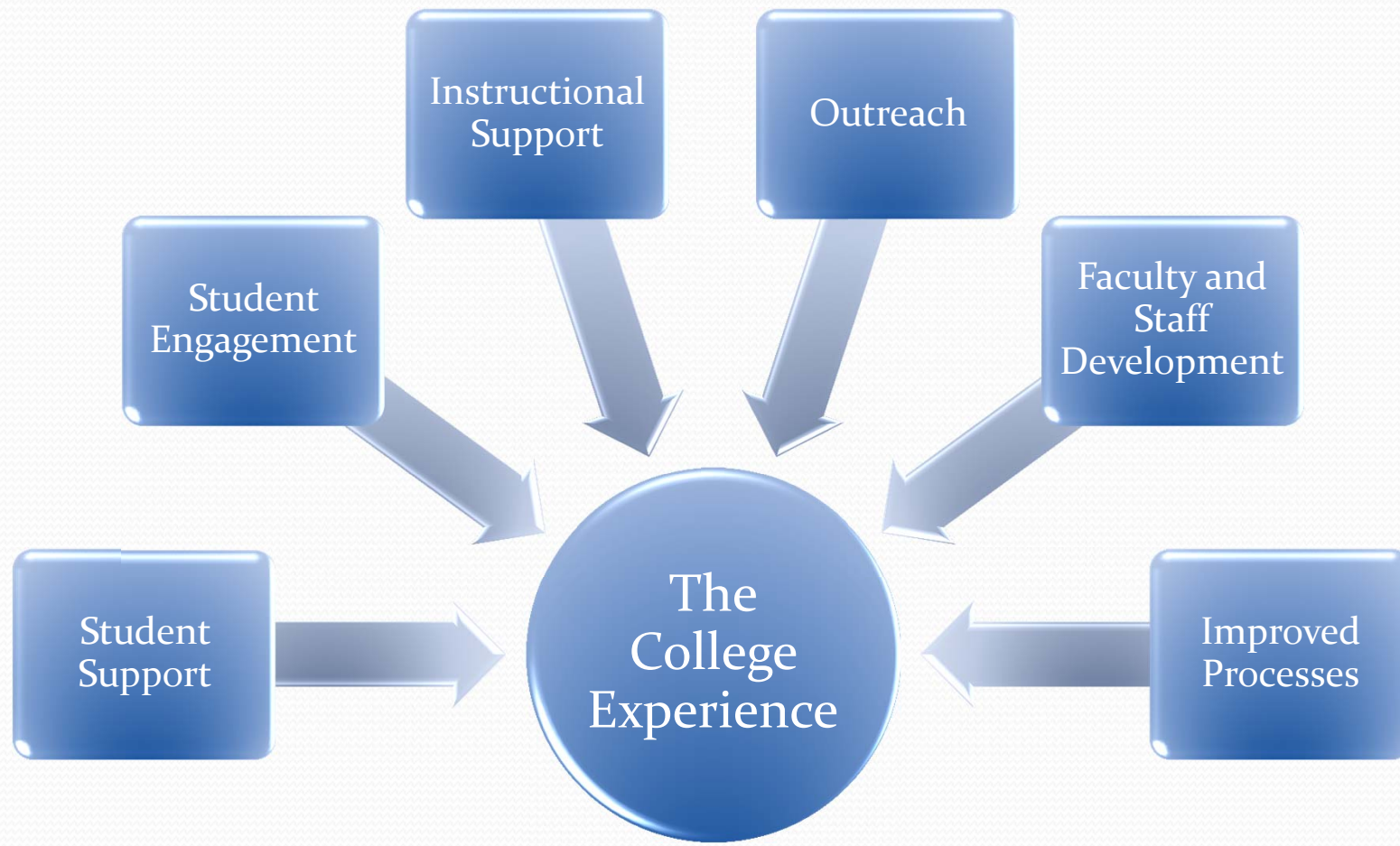
Revenues											
	FY 2011-12 Budgeted	Projected Revenue for month of January	Actual January Revenue	Difference	Revenue Received Year to Date	YTD as % of Budget	YTD % Expecte d	Difference		Projected February	YTD Projected February
Student Fees	\$72,321,790	\$2,562,803	\$2,158,141	(\$404,662)	\$56,722,554	78%	82%	-3%		\$190,933	\$56,913,486
State Government	\$62,461,446	\$5,039,879	\$5,885,114	\$845,235	\$33,035,877	53%	52%	0%		\$5,810,826	\$38,846,703
Other Revenues	\$3,900,474	\$508,557	\$410,204	(\$98,353)	\$2,305,244	59%	68%	-9%		\$342,974	\$2,648,219
Non Revenue Sources	\$6,184,885	\$29,707	(\$293)	(\$30,000)	\$6,062	0%	1%	0%		\$420	\$6,482
Total Revenues	\$144,868,595	\$8,140,946	\$8,453,166	\$312,221	\$92,069,737	64%	65%	-2%		\$6,345,152	\$98,414,889
Expenses											
	FY 2011-12 Budgeted	Projected Expense for month of January	Actual January Expense	Difference	Expense Year to Date	YTD as % of Budget	YTD % Expecte d	Difference		Projected February	YTD Projected February
Personnel											
Administrative	\$21,807,449	\$1,455,204	\$1,524,782	\$69,577	\$12,502,045	57%	57%	0%		\$1,691,687	\$14,193,732
Instructional	\$40,285,224	\$2,688,221	\$2,167,059	(\$521,162)	\$23,390,805	58%	57%	1%		\$3,125,078	\$26,515,882
Non-Instructional	\$23,893,276	\$1,594,391	\$1,754,656	\$160,265	\$12,952,477	54%	57%	-3%		\$1,853,492	\$14,805,969
OPS	\$3,157,669	\$210,710	\$138,826	(\$71,885)	\$1,510,673	48%	57%	-9%		\$244,952	\$1,755,625
Personnel Benefits	\$21,537,702	\$1,437,204	\$1,912,394	\$475,189	\$12,631,906	59%	57%	2%		\$1,670,761	\$14,302,667
Total Personnel Costs	\$110,681,320	\$7,385,731	\$7,497,716	\$111,985	\$62,987,906	57%	57%	0%		\$8,585,970	\$71,573,876
Current Expenses											
Services	\$14,341,104	\$909,966	\$1,025,321	\$115,356	\$7,362,445	51%	44%	7%		\$1,122,879	\$8,485,323
Materials and Supplies	\$11,581,149	\$734,842	\$675,937	(\$58,905)	\$5,786,771	50%	44%	6%		\$906,780	\$6,693,551
Other Current Charges	\$6,017,238	\$381,803	\$316,376	(\$65,427)	\$1,600,168	27%	44%	-17%		\$471,137	\$2,071,305
Total Current Expenses	\$31,939,491	\$2,026,611	\$2,017,634	(\$8,976)	\$14,749,383	46%	44%	2%		\$2,500,796	\$17,250,180
Capital Outlay	\$2,247,784	\$164,771	\$143,693	(\$21,078)	\$1,247,559	56%	30%	26%		\$208,459	\$1,456,018
Total Expenses	\$144,868,595	\$9,577,113	\$9,659,044	\$81,931	\$78,984,848	55%	54%	1%		\$11,295,226	\$90,280,074



Board of Trustees 2012-13 Budget Update

February 2012

FY12-13 Strategic Priorities



Budget Development Process



Key Dates

Feb 6–22: Budget Requests being submitted



Feb 24: Budget Request Presentation Day



March: Requests reviewed by Strategic Committees

March 20-BOT Update



April: Develop preliminary annual budget

April 17-BOT Update



May 15: BOT Budget Workshop/Approval



June 30: Budget submitted to the State



Board of Trustees

2012-13 State Budget Update


February 2012

The Florida College System - Budget Side-by-Side - February 13, 2012

				Governor's Proposed Budget			House Bill 5001 (GAA)			Senate Proposed GAA - SPB 7050		
	2011-12 Appropriation	Non- recurring	Recurring Base	2012-13 Total Budget	Amount Change from 2011-12	% Change from 2011-12	2012-13 Total Budget	Amount Change from 2011-12	% Change from 2011-12	2012-13 Total Budget	Amount Change from 2011-12	% Change from 2011-12
1 Lottery												
2 Operating Lottery	130,359,158		130,359,158	130,359,158			130,359,158			130,359,158		
3 EETF Reduction/Increase							(7,821,549)					
4 EETF Adjustment (see Line 8)										1,446,552		
5 Total Lottery	130,359,158	0	130,359,158	130,359,158	0	0.0%	172,986,511	42,627,353	32.7%	131,805,710	1,446,552	1.1%
6 Community College Program Fund (CCPF)												
7 CCPF	893,092,474	3,000,000	890,092,474	890,092,474			890,092,474			890,092,474		
8 GR Adjustment (see Line 4)							(50,448,902)			(1,446,552)		
9 Operating Cost of New Facilities - New				4,468,852			5,518,432			5,204,247		
10 Operating Cost of New Facilities - Annualization				2,095,642			2,095,642			2,095,642		
11 FRS Adjustments				13,474,000			4,200,000			7,240,000		
12 2+2 Incentive - New STEM Programs				2,875,564								
13 GR Reduction							(63,657,232)					
14 Transfer CCLA (see Line 27)							(12,777,107)					
15 Valencia - Operational Costs							7,000,000					
16 Chipola - Operational Costs							1,000,000					
17 Seminole - Expand Health Programs							500,000					
18 Daytona - Restore Nonrecurring Writing Lab										1,000,000		
19 Other Issues - Specific Details Not Published										4,957,910		
20 Total CCPF	893,092,474	3,000,000	890,092,474	913,006,532	19,914,058	2.2%	783,523,307	(109,569,167)	-12.3%	909,143,721	16,051,247	1.8%
21 Total 2+2 Partnership Funding	3,000,000	3,000,000	0	0	(3,000,000)	-100.0%	3,000,000	0	0.0%	3,000,000	0	0.0%
22 Distance Learning Consortium	316,675	0	316,675	316,675			316,675			316,675		
23 FACTS.org	295,000	295,000	0	295,000			0					
24 Transfer DL Consortium (see Line 28)							(316,675)					
25 Total Distance Learning Consortium	611,675	295,000	316,675	611,675	0	0.0%	0	(611,675)	-100.0%	316,675	(295,000)	-48.2%
26 Total Commission on Community Service	509,626	0	509,626	489,241	(20,385)	-4.0%	433,182	(76,444)	-15.0%	509,626	0	0.0%
27 Total Dr. Philip Benjamin Matching Program	0	0	0	0			0			0		
28 Florida Virtual Campus												
29 Transfer CCLA (see Line 14)							12,777,107					
30 Transfer DL Consortium (see Line 22)							316,675					
31 Transfer DL Consortium from University Budget							278,859					
32 Transfer FCLA from University Budget							9,718,766					
33 Consolidation Savings							(1,164,113)					
34 Degree Completion Pilot - Univ West Florida							2,500,000					
35 Student Access Pilot - Western Governors Univ							2,500,000					
36 Total Florida Virtual Campus	0	0	0	0			26,927,294	26,927,294		0		
37 Total State Funds	1,027,572,933	6,295,000	1,021,277,933	1,044,466,606	16,893,673	1.6%	986,870,294	(40,702,639)	-4.0%	1,044,775,732	17,202,799	1.7%
38 Total State Funds Net Change (Excluding Virtual Campus Transfers & Pilot/ Special Projects)					16,893,673	1.6%		(64,200,264)	-6.2%		17,202,799	1.7%
39 Tuition Increase		8%		No Increase			8% = 73,889,016 (estimated)			3% = 27,927,958 (estimated)		
40 CC PF State Funds Only	1,023,451,632	3,000,000	1,020,451,632	1,043,365,690	19,914,058	1.9%	956,509,818	(66,941,814)	-6.5%	1,040,949,431	17,497,799	1.7%
41 CC PF State Funds plus Tuition	1,947,064,338	3,000,000	1,944,064,338	1,966,978,396	19,914,058	1.0%	1,954,011,540	6,947,202	0.4%	1,992,490,095	45,425,757	2.3%

February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Alternative Financing Options for Midtown and Clearwater Library Projects

Authorization is sought to utilize non-recurring reserve funds, not to exceed \$18.4 million, from funds 1, 3, and 7 to enable the College to fund two (2) priority construction projects – the Midtown Educational Center and the Clearwater Campus Library.

Due to the decline in available PECO (Public Education Capital Outlay) funding from the State, the College is developing alternative financing strategies to utilize both non-recurring reserves and recurring SCIF (Student Capital Improvement Fee) revenues in order to fill strategic construction project needs at the Midtown and Clearwater campus locations.

Utilizing non-recurring reserve funds will allow the college to proceed with the necessary planning and design stages for both projects. The Board will have the opportunity to review the financial and architectural details of both projects prior to making a final commitment to proceed to construction.

The approval to commit reserve funds for these two priority projects is requested with the following caveats:

- The Fund 1 portion will not exceed \$15 million in order to maintain an unallocated fund balance of not less than 8.5%;
- Any additional funding needs for furniture, fixtures and equipment from funds 3 (Auxiliary) and Fund 7 student capital improvement fees (SCIF) will not exceed \$3.4 million;
- The debt service payments for project financing will not exceed fifty (50) percent of the available recurring student capital improvement fees (approximately \$1.25 million).

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology recommends approval.

Attachments

Jjc021412



ALTERNATIVE FINANCING OPTIONS FOR FUTURE CONSTRUCTION PROJECTS

Board of Trustees Meeting
February 21, 2012


Priority Construction Projects

Project	Description	Construction Budget	Total Project Budget
Midtown Educational Center	45,000 square feet, 3 story classroom building	\$10,948,904	\$15,000,000
Library, Clearwater Campus	38,214 square feet Multi-story library	\$8,633,094	\$12,000,000
Total		\$19,581,998	\$27,000,000

Construction Funding Authorization

- Request to transfer non-recurring reserve funds not to exceed \$18.4 million.
 - \$10.9m for the construction costs of the Midtown project and;
 - \$7.5m for associated furniture, fixtures and equipment for both projects from all fund sources:
- Fund 1 transfer out not to exceed \$15 million (remaining unallocated fund balance not less than 8.5%)
- Fund 3 (Auxiliary) and Fund 7 student capital improvement fees (SCIF) transfers out not to exceed \$3.4 million
- Maintain reserves from all funds of not less than \$31.9 million
- Commitment of recurring SCIF fees not to exceed 50% of available fee revenue (\$1.25 million) for lease purchase and debt service payment

Assumed FY11-12 Ending Total Fund Balance	\$44,559,527	
Pay Off Construction Loans in Fund 7	-\$4,665,285	
Transfer funding for Seminole Library (current commitment)	-\$2,700,000	
Midtown and Clearwater Construction Loan	-\$15,000,000	
Net Remaining Fund Balance	\$22,194,242	
Allocated Fund Balance		
Reserved for Encumbrances (Estimated Open Purchase Orders at year end)	\$1,977,112	
Technology Fee Reserve	\$2,150,846	
Staff and Program Development Reserve	\$1,266,034	
Reserved for Matching Grants	\$1,000,000	
Total Allocate Fund Balance	\$6,393,992	
Remaining Unallocated Fund 1 Balance	\$15,800,250	8.6%
Total Fund 1 Fund Balance	\$22,194,242	
Auxiliary Fund Balance (fund 3)	\$7,100,000	
Midtown and Clearwater Construction Projects	\$1,500,000	
Remaining Auxiliary Fund Balance	\$5,600,000	
Student Capital Improvement Fee (Non-Recurring Fund Balance)	\$6,100,000	
Midtown and Clearwater Construction Projects	\$1,900,000	
Remaining Unallocated Fund 7 Balance	\$4,200,000	
Total Fund Balance Funds Available	\$31,994,242	

- 
- Florida Statutes provide for the use of Student Capital Improvement Fees (SCIF) for financing of construction projects:
 - Seven (7) year lease/purchase
 - 20 year bond financing
 - Bond counsel from Bryant, Miller and Olive engaged to assist with options

Midtown Construction Financing (7 year lease/purchase)

- Create Direct Support Organization (DSO) to “hold, invest and administer property and to make expenditures on behalf of the Board of Trustees” (Florida Statutes)
- New Tax Credit Program Option
- \$10.9 million transfer to DSO for Midtown construction costs
 - DSO owns building with 7 year lease/purchase agreement with College
 - At end of lease DSO repays loan and deeds building to College

Midtown total project cost	\$10.9m
Capital contribution to DSO	\$6.7
DSO Amount Financed	\$4.2
Annual interest rate	1.60 %
Loan period in years	7

Total interest	\$245k
Annual SCIF Lease Purchase Payments	\$642k
Total lease/purchase payments to DSO for repayment of loan	\$4.5m

Clearwater Construction Financing (20 year bond):

- \$8,633,094: 20 year bond through Division of Bond Finance
- \$628k annual SCIF for 20 year bond debt service




Clearwater Library	\$8,633,094
Cash Buy-Down	\$0.00
Amount Financed	\$8,633,094
Annual interest rate	4.00 %
Loan period in years	20

Clearwater Library Loan Summary	
Scheduled payment	\$52,314
Scheduled number of payments	240
Actual number of payments	240
Total interest	\$3,922,470
Annual Amount	\$627,778

February 21, 2012

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 and 2012-2013 catalog year(s):

New Courses Effective Term III 2011-2012

Advisory Board Recommendation

DIG 2410	Basic Scripting For Video (3 credits)
MUM 2XX1	Legal Issues In Music (3 credits)
PGY 1312	Legal Issues in Photography (3 credits)
HSC 4640	Legal Aspects of Health Care (3 credits)
PAD 4046	Managing Conflict in Public Organizations (3 credits)
PAD 4393	Critical Incident Management (3 credits)

Course Development for New Programs

BSC 3930L	Selected Lab Topics in Biology (1 credit)
EDF 4264	Learning Theory and Instruction (3 credits)
EEX 4080	Differentiated Instruction of Exceptional and Diverse Students (3 credits)
RED 4014	Reading and Language Arts Skills in Elementary School, K-6 (3 credits)
RED 4043	Reading within the Disciplines 5-12 (3 credits)

New Courses Effective Term I 2012-2013

Advisory Board Recommendation

CGS 1XX1	Introduction to Information Systems (3 credits)
CGS 2XX1	Collaborative Technologies (3 credits)
ETS 2360	Introduction to Nanotechnology (3 credits)

College Initiative

MUM 2XX2	Acoustic and Remote Recording Techniques (2 credits)
MUM 2XX3	Applied Mixing Techniques (2 credits)
MUM 2XX4	Music Production Foundations (3 credits)
PHI 2XX1	Ethics Debate Team (3 credits)
PHI 2XX2	Ethics in Fables and Stories (3 credits)

Course Development for New Programs

EDF 4944	EPI Practicum (3 credits)
EDG 4419	Building Classroom Management and Discipline (3 credits)

TSL 4140 Curriculum Development in ESOL (3 credits)
Student Remediation Needed
 MUM 1XX1 Apple Macintosh Foundations (1 credit)

Course Changes Effective Term III 2011-2012

Lower Division

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
BSC 2011		Biology II- Organisms and Ecology		3			X	
DIG 2040		Survey Of Game Development		3			X	
DIG 2312		Actionscript		3			X	
DIG 2360		Advanced Adobe Flash		3			X	
DIG 2500		Fundamentals of Interactive Design		3			X	
HUS 1111		Introduction to Intra- and Interpersonal Processes		3			X	
HUS 1431		Issues in Addiction Prevention		3	2		X	

Upper Division

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
AML 1600		African-American Literature		3		X		X
BSC 4422C		Methods And Applications In Biotechnology		4			X	
CJE 3263		International Gang Awareness for Public Safety Administrators	International Organized Crime	3				

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
EDF 4430		Measurement, Evaluation, and Assessment in Education K-12		2			X	
EEX 3012		Nature and Needs of Exceptional Students K-12		2-3		X		X
EEX 4221		Educational Assessment of Exceptional Students		3			X	
EEX 4261		Curriculum and Instructional Strategies for Students with Behavioral Disorders and Specific Learning Disabilities		1-4			X	
EEX 4604		Behavior Management of Exceptional Students		3			X	
EMS 2600C		Introduction to Paramedic Practice		3			X	
ETE 3946		Instructional Methods for Middle School Technology Education Practicum		1-2	1	X	X	X
ETE 4947		Instructional Methods for Secondary Technology Education Practicum		1-2	1	X	X	X
ETI 3647		Supply Chain Management		3		X	X	X
FIN 3403		Financial Management		3				X
FIN 4140		Financial Planning		3				X

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
FIN 4323		Bank Operations and Management		3		X		X
FIN 4324		Commercial Bank Management		3				X
FIN 4345		Credit Analysis and Loan Structures		3				X
GEB 2350		Survey of International Business		3				X
HSA 4184		Leadership and Management in Health Related Organizations		3				X
HSA 4502		Health Care Risk Management		3				X
ISM 3232		Applied Systems Analysis		3			X	
LAE 4416		Intermediate Literacy 3-6: Writing and Thinking		3	2	X		X
MAD 3107		Discrete Structures	Discrete Mathematical Structures	3		X		X
MAE 3320		Interactive Middle School Mathematics Projects		3		X	X	X
MAE 3941		Interactive Middle School Mathematics Projects Practicum		1		X	X	X
MAE 4942		Instructional Methods in Secondary Mathematics with Technology Practicum		1		X	X	X

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
MAN 4570		International Procurement and Outsourcing		3		X	X	X
MAS 3105		Linear Algebra with Applications		4		X		X
MCB 3020C		Microbiology With Laboratory		4			X	
PAD 4232		Grant Administration and Resource Development		3			X	
PAD 4878		Public Safety Administration Capstone		3			X	
PCB 3063C		Genetics With Lab		4		X		
PCB 4253C		Developmental Biology With Lab		4			X	
PUP 4949		Public Policy and Administration Cooperative Work Experience		1-3	3			X

Course Changes Effective Term I 2012-2013

Lower Division

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
ACG 2021		Financial Accounting		3				X
ATE 2611		Animal Medicine I	Animal Anesthesia	3		X		X
ATE 2612		Animal Medicine II	Animal Medicine	3		X		X
ATE 2631		Animal Nursing I	Animal Nursing	3		X		X
ATE 2634		Animal Nursing II	Animal Pharmacology	3		X		X

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
CGS 1831		Web Foundations / Essentials		3			X	
CHM 2210		Organic Chemistry I		3			X	
CHM 2211		Organic Chemistry II		3			X	
COP 1831		Web Scripting with CGI/PERL	Web Scripting with CGI/Perl	3		X	X	X
COP 1842		Developing Web Sites Using PHP/MySQL		3		X	X	X
COP 2360		Introduction to C# Programming		3			X	
COP 2654		iOS App Development		3				X
COP 2839		ASP.NET Programming with VB.NET	ASP.NET Programming with C#/VB.NET	3			X	
CTS 1328		Planning and Administering Windows		3		X		X
CTS 2106		Fundamentals of the Linux/Unix Operating Environment		3		X		X
CTS 2321		Linux System Administration I		3		X		X
CTS 2322		Linux System Administration II		3		X		X
FIN 2000		Principles of Finance		3				X
MUC 1606		A Composer's Guide To The Recording Studio		3		X	X	X
MUM 1662		Live Sound Reinforcement Techniques		3			X	
MUM 1942		Internship: Sound Engineering I		3	1-4	X	X	X

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
MUM 2945		Internship: Sound Engineering II		3	1-4	X		X
MUN 1031		Rock Ensemble I		1				
MUN 1032		Rock Ensemble II		1			X	
MUN 1441		Hand Drumming Techniques	Hand Drumming Ensemble	1		X		
MUN 1700		Improvisation Techniques	Improvisation Ensemble	1		X		
MUN 1718		Rhythm and Blues Ensemble		1				
MUN 2004		Recording Studio Ensemble		1				

Upper Division

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
BUL 3583		Legal Aspects of Sustainability		3			X	
COM 3120		Organizational Communication		3			X	X
DEH 3814		Introduction to Dental Hygiene Research		3	4			X
EDE 4304		Integrated Mathematics and Science		3-4			X	
EDE 4314		Mathematical Concepts and Procedures In The K-6 Classroom		1			X	
EDE 4943		Integrated Mathematics And Science Practicum		1			X	
HSA 3113		Contemporary Issues in Health Care		3			X	

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
HSA 4191		Health Information Systems		3			X	
HSA 4502		Health Care Risk Management		3			X	
HSC 3201		Community Health and Epidemiology		3			X	X
HSC 3211		Concepts of Health Promotion and Disease Prevention		3			X	
HUS 3370		Issues in Mental Health		3			X	
HUS 3570		Vulnerable Populations: Health and Healthcare Issues		3			X	
MAN 4583		Project Management		3			X	
MAN 4741		Innovation, Change, and Agile Projects		3			X	
MAN 3781	MAN 4781	Sustainable Business Strategies		3			X	
MAN 4881		Authority Influence and Projects		3			X	
MAN 4885		Complex And Advanced Projects		3			X	
MAR 4413		Sales, Negotiating and Customer Relationship Management		3			X	
MHF 4404		Perspectives In Mathematics		3		X	X	X
MTG 3212		Modern Geometries		4			X	X
PRO 3500C		Clinical Methods		3		X		X
PRO 4371C		Upper Extremity Orthotics		4		X		X

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
QMB 3200		Quantitative Methods For Business		3			X	
RED 3309		Early Emergent Literacy K-2		2	3	X	X	X
RED 4511		Intermediate Literacy 3-6: Reading, Writing & Thinking		2-3			X	X
RED 4519		Diagnosis And Intervention In Reading		2-3		X	X	X
SCE 3030		Science Matters		2		X	X	X
SCE 3941		Secondary Science Field Experience (6-8)		1		X	X	X
SCE 3945		Interactive Projects That Promote Learning in Science		3		X	X	X
SCE 4330		Secondary School Science And Assessment With Technology		3		X	X	X
SCE 4940		Instructional Methods In Secondary Science And Assessment With Technology Practicum		1		X	X	X
TSL 3080		ESOL Issues: Principles and Practices 1 K 12		3		X	X	X

Course Changes Effective Term II 2012-2013

Lower Division

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
IDH 2029H		Honors College Cornerstone Seminar		2	3	X	X	X

Upper Division

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
PRO 3301C		Transtibial Prosthetics		5		X		X

Course Deletions Effective Term III 2011-2012

Lower Division

DIG 2141	Encoding and Streaming Media
DIG 2410	Basic Scripting for Video
ENG 2949	Co-Op Work Experience
GRA 2103C	Introduction to Computer Graphics
GRA 2151C	Computer Illustration
GRA 2746C	Illustration
LAT 1120	Beginning Latin I
LAT 1121	Beginning Latin II
RUS 1120	Elementary Russian I
RUS 1121	Elementary Russian II

Upper Division

MAE 3166	Building Trust in the Mathematics Classroom
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Course Deletions Effective Term I 2012-2013

Lower Division

CGS 2525	Introduction to Multimedia
GRA 2103C	Introduction to Computer Graphics
REE 1040	Real Estate Principles and License Law

Upper Division

MAN 4862	Advancement Strategies for Not-For-Profit (NFP) Success
REE 3043	Real Estate Business Fundamentals
REE 3433	Real Estate Law
REE 4103	Real Estate Appraisal and Valuation

Course Reactivations Effective Term I 2012-2013

Lower Division

COP 2222 Advanced C++ Programming for Business (3 credits)

New Programs Effective Term III 2011-2012

Lower Division

EPI-CT Educator Preparation Institute (27 credits)

INMG-AS Industrial Management Technology (60 credits)

New Programs Effective Term I 2012-2013

Lower Division

CPLUS-CT C++ Certificate (18 credits)

CSHARP-CT C# Certificate (18 credits)

JAVA-CT Java Certificate (18 credits)

MBLDVC-CT Mobile Device Certificate (18 credits)

OPNSRC-CT Open Source Certificate (18 credits)

VBNET-CT Visual Basic.NET Certificate (18 credits)

Program Changes Effective Term III 2011-2012

Lower Division

Program Code	Title	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
AS-CT, ADS-CT	Addiction Studies Certificate (40 to 39 credits)	X	X			X
CJPSS-AS	Criminal Justice Technology Public Safety Services				X	
HSDIS-AS	Human Services Social Services Associate in Science Degree	X	X			X
HSM-AS	Human Services Alcohol/Substance Abuse Associate in Science Degree	X	X			X
MIRA-AS, MIRAS-AS	Music Industry / Recording Arts Associate in Science Degree (63 to 64 credits)	X	X			X

Upper Division

Program Code	Title	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
DENH-BAS	Dental Hygiene Bachelor in Applied Science Degree	X				X
EDST-BS	Educational Studies with Subplans in Interdisciplinary Studies or Preschool Education (Birth to Age 4) or Prekindergarten/Primary Education (Age 3 to Grade 3)				X	
PPA-BS	Public Policy and Administration	X	X			X
PSA-BAS	Public Safety Administration to	X	X			
PSA-BAS	Public Safety Administration	X	X	X	X	

Program Changes Effective Term I 2012-2013

Lower Division

Program Code	Title	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
CWPA-AS	Computer/Web Programming and Analysis Associate in Science Degree	X				X

Upper Division

Program Code	Title	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
BUS-BS	Bachelor of Science in Business Administration	X	X	X		
INTBUS-BAS	International Business Bachelor of Applied Science Degree	X	X			
MGTORG-BAS	Bachelor of Applied Science in Management and Organizational Leadership	X	X		X	X
SUSMGT-BAS	Sustainability Management Bachelor of Applied Science Degree	X	X			

Program Changes For Your Information Effective Term III 2011-2012

Upper Division

Program Code	Title	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
NURS-BS	Nursing					X

Program Deletions Effective Term III 2011-2012

Lower Division

IMPCAN-CT	EPI Canadian Elementary Education Certificate
IMPELED-CT	EPI Elementary Education Certificate
IMPESED-CT	EPI Exceptional Student Education Certificate
IMPMATH-CT	EPI Mathematics Education Certificate
IMPMGM-CT	EPI Middle Grades Mathematics Education Certificate
IMPMGS-CT	EPI Middle Grades Science Education Certificate
IMPSCI-CT	EPI Biology Education Certificate
INMG-AAS	Industrial Management Technology

Program Deletions Effective Term I 2012-2013

Upper Division

BANK-BAS	Banking Bachelor of Applied Science Degree
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Anne Cooper, Senior Vice President for Academic and Student Affairs, recommends approval.

rrm0202123

February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Non-Credit Curriculum

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

New Courses Effective Term I 2011-2012:

Workforce

LNG 0523	Light and Practical Spanish Grammar (20 hours)
LNG 0524	Conversational Portuguese (20 hours)
LNG 0525	Conversational German (20 hours)
LNG 0526	Conversational Russian (20 hours)
LNG 0527	Community ESL with Computers (15 hours)
LNG 0841	Conversational Italian II (20 hours)
LNG 0844	Conversational Spanish I (20 hours)
LNG 0845	Conversational Spanish II (20 hours)
LNG 0846	Conversational French I (20 hours)
LNG 0847	Conversational French II (20 hours)
LNG 0854	Conversational Italian I (20 hours)
PSP 0888	Advanced Edge Management (8 hours)
RCP 0700	Introduction to Community Policing (4-40 hours, 8 standard)
RCP 0710	Community Policing: Theory to Practice (40 hours)

New Courses Effective Term II 2011-2012:

Workforce

PSP 0889	Florida Fire Prevention Code Update - NFPA (National Fire Protection Association) 1 (4 hours)
RCP 0720	General Human Trafficking Training (4, 8, or 24 hours, 8 standard)
RCP 0730	General Public Safety Training Course (4, 5, 8, 16, 24, or 40 hours, 24 standard)

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

Course Number	New Course Number	Title	New Title	Changes in Course Description	Hours Changes	Fee Changes
LNG 0320		Introduction to Mandarin for the Business Professional				X
LNG 0521		Introduction to Arabic	Arabic for Beginners	X		X
LNG 0522		Introduction to Japanese	Japanese for Beginners	X		X
AAP 0850	LNG 0850	Conversational Business Spanish for College of Technology and Management	Conversation and Communication in Business Spanish	X		

Course Changes Effective Term II 2011-2012:**Lifelong Learning**

Course Number	New Course Number	Title	New Title	Changes in Course Description	Hours Changes	Fee Changes
AAP 0018		Elementary Algebra Readiness	Developmental Math Readiness II			

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

Course Number	Title	New Title	Hours Changes	Fee Changes
PSP 0626	ASIS Firearms 16 Hours	Private Investigator License Course B (#5753-4)		X
PSP 0626	ASIS Firearms 16 Hours	Private Security Class D License Course B (#5728-3)		X
PSP 0627	ASIS Firearms 24 Hours	Private Investigator License Course A (#5752-3)		X
PSP 0628	American Society of Industrial Security(ASIS) Firearms Training – 32 Hours	Class G Firearms License Course (#5670-2)	X	X

Temporary Course Changes Effective Term II 2011-2012:
Workforce


Course Number	Title	New Title	Hours Changes	Fee Changes
PSP 0626	ASIS Firearms 16 Hours	Private Security Officer Course B Certification (#5784)		X
PSP 0629	CJ Inservice 40 Hours	Private Investigation Course C and CC (#5778-1)		X
PSP 0701	CJ Inservice 16 Hours	Public Safety Hiring and Background Investigation (#5415-3)		X
PSP 0702	CJ Inservice 24 Hours	Leadership Essentials for LE (#5412-4)		X

Anne Cooper, Senior Vice President for Academic and Student Affairs; JC Brock, Campus Executive Officer, Allstate Center; and Stan Vittetoe, Provost, Clearwater Campus and Vice President for Workforce and Continuing Education, recommend approval.

rm0202121

February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Proposed Instructional Calendar for 2012-2013

The proposed calendar was developed considering State Board Rules and Calendar Committee guidelines.

F.A.C. 6A-10.019, Required Annual Calendar for Schools and Colleges, defines common calendars for colleges and universities, requires the following common starting dates:

- (a) The first three (3) weekdays after August 22;
- (b) The first three (3) weekdays after January 4;
- (c) The first three (3) weekdays after May 5.

The proposed calendar meets the starting date guidelines for Term II with a starting date of Monday, January 7, 2013.

The College will seek approval for an early exception to begin Term I classes on Monday, August 20 and a late exception to begin Term III classes on Monday, May 13. By starting Term III later, we have a full week for student advising, registration and financial activity.

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

Attachment

ck



ST. PETERSBURG COLLEGE
2012-2013 ACADEMIC CALENDAR

2012

TERM 1 – 20121 – 0460 – AUGUST 20 – DECEMBER 14, 2012

April 25	General Registration
August 16-17	Faculty Report
August 20	Classes Begin
September 3	Labor Day Holiday-College Closed
October 23	All College Day – No Classes
November 12	Veterans Day Holiday – College Closed
November 21-23	Thanksgiving Holidays – College Closed
December 7	Classes End
December 10-13	Exam Days
December 14	Approved Grades due in PeopleSoft by 4:00pm
December 15 (venue dependent)	Commencement

2013

TERM II – 20122- 0465- JANUARY 7 – MAY 3, 2013

October 31	General Registration
January 4	Faculty Report
January 7	Classes Begin
January 21	Martin Luther King, Jr. Holiday – College Closed
March 4 – 9	Spring Break Holiday – College Closed
March 29	Spring Holiday – College Closed
April 26	Classes End
April 29 - May 2	Exam Days
May 3	Approved Grades due in PeopleSoft by 4:00pm
May 4, 5, 6 (venue dependent)	Commencement

2013

TERM III –20123- 0470 - MAY 13 – JULY 19, 2013

March 27	General Registration
May 13	Faculty Report
May 13	Classes Begin
May 27	Memorial Day Holiday – College Closed
July 4	Independence Day – College Closed
July 16	Classes End
July 17 – 18	Exam Days
July 19	Approved Grades due in PeopleSoft by 4:00pm
July 20, 21, 22 (venue dependent)	Commencement



Presentation to Board of Trustees

February 21, 2012

Mission Statement



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



How We Were Created

Congressman Young's Dream



Official Launch: July 1, 2011

Institute White Paper

PROPOSAL FOR A POLICY INSTITUTE
at
ST. PETERSBURG COLLEGE

(working title)
INSTITUTE FOR STRATEGIC POLICY SOLUTIONS





Summary of Goals

- Academic enrichment
- Civic Engagement
- Public Discourse
- Economic Vitality
- National Connection




Key Partnerships and Activities

- Ethics Speaker Series
- Model UN; State Dept. visitors
- Civics Education Project with Graham Policy Center
- Internships; Leadership Training



Recent and Current forums

- Gulf Oil Spill/Tampa Bay Impact – 3-part series
- National Health Care Crisis – 3 part series
- Future of Energy – 3-part series
- National Debt Crisis
- Ethics of Citizenship – 2-part series
 - Dr. Benjamin Barber



St. Petersburg College
The Institute for Strategic Policy Solutions
The Applied Ethics Institute
Public Policy and Administration Baccalaureate Program

present


**The Ethics of Global Citizenship:
Does It Affect You?**

**Wednesday, Feb. 29
6-8 p.m.**

Free and open to the public

St. Petersburg College
Seminole Campus Digitorium (UP 160)
9200 113th St. N, Seminole

Explore the ethics of citizenship on a global scale and learn what obligations we have to our fellow world citizens.






GUEST SPEAKER
Benjamin R. Barber, founder and president of CivWorld, a global interdependence initiative based in New York City.

For more information, call the Institute for Strategic Policy Solutions at 727-394-6942. Seating is limited, so please visit our website at www.spcollege.edu/solutions to register.

SPONSORED BY ST. PETERSBURG COLLEGE:

St. Petersburg College
SPC The Institute for Strategic Policy Solutions
The Applied Ethics Institute
Public Policy and Administration Baccalaureate Program

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13-1063-01

Institute Website

St. Petersburg College
SPC INSTITUTE FOR STRATEGIC POLICY SOLUTIONS



Institute for Strategic Policy Solutions

- About the Institute
- Academic Programs
- Board of Directors
- Public Forums
- Upcoming Programs
- Monthly Newsletter
- Contact Us

SPC > Institute for Strategic Policy Solutions > About the Institute

About the Institute

The Institute for Strategic Policy Solutions at St. Petersburg College provides a forum to help people deal with the uncertainty around them. Housed on the Seminole Campus, the Institute seeks to be a major participant in public policy debate.

The Institute addresses real-world problems and the needs of the community served by St. Petersburg College in a strategic and technologically savvy way. The Institute also prepares its students for careers in a global marketplace and builds on SPC's reputation as a source of innovation, academic excellence and community involvement.

The government institute, founded in 2010, also serves as a repository for Congressman Bill Young's papers and related works, awards and honors. In recognition of his leadership in Congress and the Florida Legislature and his commitment to educational and economic development initiatives, the Florida Legislature in 2007 and 2008 appropriated a one-time \$7.5 million endowment to establish the government institute at St. Petersburg College. It was envisioned as a way to offer a broad array of research, training, educational and policy analysis to support activities at the local, state, regional and national levels of government.

Academic enrichment

The Institute supports and enhances SPC's new Public Policy and Administration bachelor's degree program. Students will gain hands-on experience with experts. The Institute also will provide internships and foreign exchange opportunities.

Rep. C.W. Bill Young - The Institute for Str



0:00 / 2:53

YouTube

Congressman Bill Young explains the purpose of the Institute



Current and Upcoming Initiatives

- Learn & Succeed Project
- The Village Square
- Annual Dinner and Symposium
 - Major fund-raiser, national spotlight



Direct Support Organization:

Why?

- Flexibility in fiscal management
- Avoids legal and tax conflicts
- Budget balancing: revenues to offset operating expenses to preserve capital of endowment

Similar DSO at SPC

Leepa-Rattner Museum *of Art*



Ultimate Institute Authority:

**St. Petersburg
College Board of
Trustees**


Questions



February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Certification of Institute for Strategic Policy Solutions, Inc.
as a Direct Support Organization of St. Petersburg College

Authorization is sought to certify the Institute for Strategic Policy Solutions, Inc., as a Direct Support Organization of the College pursuant to the provisions of 1004.70, Florida Statutes and Board of Trustees' Rule and College Procedure 6Hx23-1.33.

Background:

The mission of Institute for Strategic Policy Solutions is to advance academic excellence, community engagement, economic vitality, and public understanding through high quality, solutions directed public policy programs. Its purpose is to enrich the education experience, engage with local government to promote unity and efficiency, facilitate economic activity and involve citizens in their College and government. To that end, the Institute will support a broad array of research, training, educational programming, and support activities at the local, state, regional and national levels.

In order to be certified as a Direct Support Organization of the College an organization must be a Florida non-profit corporation, incorporated under the provisions of Chapter 617, Florida Statutes, and approved by the Florida Department of State. Further, the organization must be organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to, or for the benefit of, a Florida College System institution.

The Board of Trustees, upon review, shall certify that the Institute for Strategic Policy Solutions is organized to operate in a manner consistent with the goals of the College and in the best interest of the state. Upon such certification, the Board of Trustees is authorized to permit the use of property, facilities, and personal services by the Institute as a Florida College System institution Direct Support Organization. The Institute must continue to operate under the restrictions and limitations prescribed under Section 1004.70, Florida Statutes, and in accordance the Board of Trustees' Rule and College Procedure 6Hx23-1.33.

In addition to submitting to the Board of Trustees its federal Internal Revenue Service Application for Recognition of Exemption form, each Direct Support Organization shall submit annually its IRS Return of Organization Exempt from Income Tax form and annual financial audit in accordance with 11.45, Florida Statutes.

The Articles of Incorporation of the Institute for Strategic Policy Solutions, Inc. were filed with the Florida Department of State, Division of Corporations, on September 21, 2011 and assigned document number N11000008969. The organization remains in active status and is required to file an annual report with the Department of State between January 1, 2012 and May 1, 2012. The Internal Revenue Service Application for Recognition of Exemption under Section 501(c)(3) of the IRC (Form 1023), a copy of which is attached hereto, was properly filed and is currently pending. Submitted with the Form 1023 were a copy of the incorporating documents and the corporate bylaws.

Sen. Dennis L. Jones, Vice President, Economic Development & Innovative Projects; David Klement, Executive Director, Institute for Strategic Policy Solutions; and Suzanne L. Gardner, Acting General Counsel, recommend approval.

Attachments

slg0207121

**Application for Recognition of Exemption
 Under Section 501(c)(3) of the Internal Revenue Code**

Note: If exempt status is approved, this application will be open for public inspection.

Use the instructions to complete this application and for a definition of all **bold** items. For additional help, call IRS Exempt Organizations Customer Account Services toll-free at 1-877-829-5500. Visit our website at www.irs.gov for forms and publications. If the required information and documents are not submitted with payment of the appropriate user fee, the application may be returned to you.

Attach additional sheets to this application if you need more space to answer fully. Put your name and EIN on each sheet and identify each answer by Part and line number. Complete Parts I - XI of Form 1023 and submit only those Schedules (A through H) that apply to you.

Part I Identification of Applicant

1 Full name of organization (exactly as it appears in your organizing document)		2 c/o Name (if applicable)	
Institute for Strategic Policy Solutions, INC.			
3 Mailing address (Number and street) (see instructions)	Room/Suite	4 Employer Identification Number (EIN)	
St. Petersburg College, PO Box 13489		45-3194848	
City or town, state or country, and ZIP + 4		5 Month the annual accounting period ends (01 - 12)	
St. Petersburg, Florida 33733		03	
6 Primary contact (officer, director, trustee, or authorized representative)		b Phone: (727) 394-6933	
a Name: Mr. David Klement , Executive Director and Board Secretary		c Fax: (optional)	
7 Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," provide the authorized representative's name, and the name and address of the authorized representative's firm. Include a completed Form 2848, <i>Power of Attorney and Declaration of Representative</i> , with your application if you would like us to communicate with your representative.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8 Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If "Yes," provide the person's name, the name and address of the person's firm, the amounts paid or promised to be paid, and describe that person's role.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9a Organization's website: http://www.spcollege.edu/solutions/			
b Organization's email: (optional) PolicySolutionsInstitute@spcollege.edu			
10 Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If "Yes," explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
11 Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY)		09 / 21 / 2011	
12 Were you formed under the laws of a foreign country? If "Yes," state the country.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Part II Organizational Structure

You must be a corporation (including a limited liability company), an unincorporated association, or a trust to be tax exempt. (See instructions.) **DO NOT file this form unless you can check "Yes" on lines 1, 2, 3, or 4.**

- 1 Are you a **corporation**? If "Yes," attach a copy of your articles of incorporation showing **certification of filing** with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification. Yes No
- 2 Are you a **limited liability company (LLC)**? If "Yes," attach a copy of your articles of organization showing certification of filing with the appropriate state agency. Also, if you adopted an operating agreement, attach a copy. Include copies of any amendments to your articles and be sure they show state filing certification. Refer to the instructions for circumstances when an LLC should not file its own exemption application. Yes No
- 3 Are you an **unincorporated association**? If "Yes," attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments. Yes No
- 4a Are you a **trust**? If "Yes," attach a signed and dated copy of your trust agreement. Include signed and dated copies of any amendments. Yes No
- b Have you been funded? If "No," explain how you are formed without anything of value placed in trust. Yes No
- 5 Have you adopted **bylaws**? If "Yes," attach a current copy showing date of adoption. If "No," explain how your officers, directors, or trustees are selected. Yes No

Part III Required Provisions in Your Organizing Document

The following questions are designed to ensure that when you file this application, your organizing document contains the required provisions to meet the organizational test under section 501(c)(3). Unless you can check the boxes in both lines 1 and 2, your organizing document does not meet the organizational test. **DO NOT file this application until you have amended your organizing document.** Submit your original and amended organizing documents (showing state filing certification if you are a corporation or an LLC) with your application.

- 1 Section 501(c)(3) requires that your organizing document state your exempt purpose(s), such as charitable, religious, educational, and/or scientific purposes. Check the box to confirm that your organizing document meets this requirement. Describe specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document. Refer to the instructions for exempt purpose language. Location of Purpose Clause (Page, Article, and Paragraph): **Article III, page 1**
- 2a Section 501(c)(3) requires that upon dissolution of your organization, your remaining assets must be used exclusively for exempt purposes, such as charitable, religious, educational, and/or scientific purposes. Check the box on line 2a to confirm that your organizing document meets this requirement by express provision for the distribution of assets upon dissolution. If you rely on state law for your dissolution provision, do not check the box on line 2a and go to line 2c.
- 2b If you checked the box on line 2a, specify the location of your dissolution clause (Page, Article, and Paragraph). Do not complete line 2c if you checked box 2a. **Article X, page 3.**
- 2c See the instructions for information about the operation of state law in your particular state. Check this box if you rely on operation of state law for your dissolution provision and indicate the state: **Florida**

Part IV Narrative Description of Your Activities

Using an attachment, describe your *past, present, and planned* activities in a narrative. If you believe that you have already provided some of this information in response to other parts of this application, you may summarize that information here and refer to the specific parts of the application for supporting details. You may also attach representative copies of newsletters, brochures, or similar documents for supporting details to this narrative. Remember that if this application is approved, it will be open for public inspection. Therefore, your narrative description of activities should be thorough and accurate. Refer to the instructions for information that must be included in your description.

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors

- 1a List the names, titles, and mailing addresses of all of your officers, directors, and trustees. For each person listed, state their total annual **compensation**, or proposed compensation, for all services to the organization, whether as an officer, employee, or other position. Use actual figures, if available. Enter "none" if no compensation is or will be paid. If additional space is needed, attach a separate sheet. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
Hon. George Greer	Board of Directors, Chairman	200 Dolphin Point, Unit 201 Clearwater, FL 33767	0
Dr. Kanika Tomalin	Board of Directors, Vice Chair	7090 21st Street South St. Petersburg, FL 33712	0
Dr. H. William Heller	Board of Directors, Treasurer	960 Water Lily Court St. Petersburg, FL 33703	0
Terrence Brett	Board of Directors, member	4810 Central Avenue St. Petersburg, FL 33703	0
Deborah Kynes	Board of Directors, member	265 Edgewater Drive Dunedin, FL 34698	0

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Part V.

1a. Additional Board of Directors

<u>Name</u>	<u>Title</u>	<u>Mailing Address</u>	<u>Compensation</u>
David Klement	Board of Directors, Secretary & Institute Executive Director	St. Petersburg College, 9200 113 th Street, Seminole, FL 33772	none
Dr. William D. Law, Jr.	Board of Directors, Ex-officio member & College President	St. Petersburg College, 6201 142 nd Avenue N Largo, FL 33760	none
Dr. Laurie King	Board of Directors, Member	St. Petersburg College PO Box 13489 St. Petersburg, FL 33733	none

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)

b List the names, titles, and mailing addresses of each of your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation. Do not include officers, directors, or trustees listed in line 1a.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)

c List the names, names of businesses, and mailing addresses of your five highest compensated **independent contractors** that receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)

The following "Yes" or "No" questions relate to *past, present, or planned* relationships, transactions, or agreements with your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, and 1c.

- 2a** Are any of your officers, directors, or trustees **related** to each other through **family or business relationships**? If "Yes," identify the individuals and explain the relationship. Yes No
- b** Do you have a business relationship with any of your officers, directors, or trustees other than through their position as an officer, director, or trustee? If "Yes," identify the individuals and describe the business relationship with each of your officers, directors, or trustees. Yes No
- c** Are any of your officers, directors, or trustees related to your highest compensated employees or highest compensated independent contractors listed on lines 1b or 1c through family or business relationships? If "Yes," identify the individuals and explain the relationship. Yes No

3a For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties.

- b** Do any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c receive compensation from any other organizations, whether tax exempt or taxable, that are related to you through **common control**? If "Yes," identify the individuals, explain the relationship between you and the other organization, and describe the compensation arrangement. Yes No

4 In establishing the compensation for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, and 1c, the following practices are recommended, although they are not required to obtain exemption. Answer "Yes" to all the practices you use.

- a** Do you or will the individuals that approve compensation arrangements follow a conflict of interest policy? Yes No
- b** Do you or will you approve compensation arrangements in advance of paying compensation? Yes No
- c** Do you or will you document in writing the date and terms of approved compensation arrangements? Yes No

Part V**Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)**

- d Do you or will you record in writing the decision made by each individual who decided or voted on compensation arrangements? Yes No
- e Do you or will you approve compensation arrangements based on information about compensation paid by **similarly situated** taxable or tax-exempt organizations for similar services, current compensation surveys compiled by independent firms, or actual written offers from similarly situated organizations? Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. Yes No
- f Do you or will you record in writing both the information on which you relied to base your decision and its source? Yes No
- g If you answered "No" to any item on lines 4a through 4f, describe how you set compensation that is **reasonable** for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c.
-
- 5a Have you adopted a **conflict of interest policy** consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," answer lines 5b and 5c. Yes No
- b What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you for setting their own compensation?
- c What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you regarding business deals with themselves?
- Note:** A conflict of interest policy is recommended though it is not required to obtain exemption. Hospitals, see Schedule C, Section I, line 14.
-
- 6a Do you or will you compensate any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, or 1c through **non-fixed payments**, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are determined, who is eligible for such arrangements, whether you place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. Yes No
- b Do you or will you compensate any of your employees, other than your officers, directors, trustees, or your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year, through non-fixed payments, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are or will be determined, who is or will be eligible for such arrangements, whether you place or will place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. Yes No
-
- 7a Do you or will you purchase any goods, services, or assets from any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such purchase that you made or intend to make, from whom you make or will make such purchases, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine that you pay no more than **fair market value**. Attach copies of any written contracts or other agreements relating to such purchases. Yes No
- b Do you or will you sell any goods, services, or assets to any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such sales that you made or intend to make, to whom you make or will make such sales, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine you are or will be paid at least fair market value. Attach copies of any written contracts or other agreements relating to such sales. Yes No
-
- 8a Do you or will you have any leases, contracts, loans, or other agreements with your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," provide the information requested in lines 8b through 8f. Yes No
- b Describe any written or oral arrangements that you made or intend to make.
- c Identify with whom you have or will have such arrangements.
- d Explain how the terms are or will be negotiated at **arm's length**.
- e Explain how you determine you pay no more than fair market value or you are paid at least fair market value.
- f Attach copies of any signed leases, contracts, loans, or other agreements relating to such arrangements.
-
- 9a Do you or will you have any leases, contracts, loans, or other agreements with any organization in which any of your officers, directors, or trustees are also officers, directors, or trustees, or in which any individual officer, director, or trustee owns more than a 35% interest? If "Yes," provide the information requested in lines 9b through 9f. Yes No

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Part V.

5a. The Institute for Strategic Policy Solutions, Inc., convened for its inaugural organizational meeting on October 17, 2011, to vote on its by-laws, elect officers and set a calendar for regular and special meetings. The Board of Directors has set a meeting for February, 13, 2012, to consider and vote on a conflict of interest policy.

b. The Institute has no officers that are compensated.

c. The Institute's by-laws (Article Nine) currently provide that all conflicts be identified and disclosed, and that all activities from which a conflict may arise be prohibited. Directors, Officers, committee members, agents and employees of the Institute shall be subject to this policy, as well as all state and federal laws pertaining to standards of conduct and conflict of interest. It is anticipated that a comprehensive policy shall be adopted at the Board during its next scheduled meeting in February, 2012.

Part V.

9a. Yes, Mr. Terrence Brett is a member of St. Petersburg College's Board of Trustees and also a member of the Board of Directors of the Institute. Under 1004.70, Florida Statutes, the membership of the Board of Directors of a Direct Support Organization shall include the Chairman of the College's Board of Trustees or a designee.

9b. Describe any written or oral arrangements you made or intend to make. To date there are no leases, contracts, loans, or other agreements other than that intended in the certification process (as a Direct Support Organization) pursuant to Florida Statutes, 1004.70.

9c. Identify with whom you have or will have such arrangements. As a Direct Support Organization of the College the Institute may enter into agreements and transactions with the College and other Direct Support Organizations of the College as deemed necessary to facilitate the support function of the Institute as anticipated in the Florida Statutes.

9.d., e., and f. Not applicable

Part VI.

1.a. Yes, tickets for forums for which there will be an admission fee will be offered to students at a discount to enable those with limited resources to attend.

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)

- b** Describe any written or oral arrangements you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at arm's length.
- e** Explain how you determine or will determine you pay no more than fair market value or that you are paid at least fair market value.
- f** Attach a copy of any signed leases, contracts, loans, or other agreements relating to such arrangements.

Part VI Your Members and Other Individuals and Organizations That Receive Benefits From You

The following "Yes" or "No" questions relate to goods, services, and funds you provide to individuals and organizations as part of your activities. Your answers should pertain to *past, present, and planned* activities. (See instructions.)

- 1a** In carrying out your exempt purposes, do you provide goods, services, or funds to individuals? If "Yes," describe each program that provides goods, services, or funds to individuals. Yes No
- b** In carrying out your exempt purposes, do you provide goods, services, or funds to organizations? If "Yes," describe each program that provides goods, services, or funds to organizations. Yes No
- 2** Do any of your programs limit the provision of goods, services, or funds to a specific individual or group of specific individuals? For example, answer "Yes," if goods, services, or funds are provided only for a particular individual, your members, individuals who work for a particular employer, or graduates of a particular school. If "Yes," explain the limitation and how recipients are selected for each program. Yes No
- 3** Do any individuals who receive goods, services, or funds through your programs have a family or business relationship with any officer, director, trustee, or with any of your highest compensated employees or highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c? If "Yes," explain how these related individuals are eligible for goods, services, or funds. Yes No

Part VII Your History

The following "Yes" or "No" questions relate to your history. (See instructions.)

- 1** Are you a **successor** to another organization? Answer "Yes," if you have taken or will take over the activities of another organization; you took over 25% or more of the fair market value of the net assets of another organization; or you were established upon the conversion of an organization from for-profit to non-profit status. If "Yes," complete Schedule G. Yes No
- 2** Are you submitting this application more than 27 months after the end of the month in which you were legally formed? If "Yes," complete Schedule E. Yes No

Part VIII Your Specific Activities

The following "Yes" or "No" questions relate to specific activities that you may conduct. Check the appropriate box. Your answers should pertain to *past, present, and planned* activities. (See instructions.)

- 1** Do you support or oppose candidates in **political campaigns** in any way? If "Yes," explain. Yes No
- 2a** Do you attempt to **influence legislation**? If "Yes," explain how you attempt to influence legislation and complete line 2b. If "No," go to line 3a. Yes No
- b** Have you made or are you making an **election** to have your legislative activities measured by expenditures by filing Form 5768? If "Yes," attach a copy of the Form 5768 that was already filed or attach a completed Form 5768 that you are filing with this application. If "No," describe whether your attempts to influence legislation are a substantial part of your activities. Include the time and money spent on your attempts to influence legislation as compared to your total activities. Yes No
- 3a** Do you or will you operate bingo or **gaming** activities? If "Yes," describe who conducts them, and list all revenue received or expected to be received and expenses paid or expected to be paid in operating these activities. **Revenue and expenses** should be provided for the time periods specified in Part IX, Financial Data. Yes No
- b** Do you or will you enter into contracts or other agreements with individuals or organizations to conduct bingo or gaming for you? If "Yes," describe any written or oral arrangements that you made or intend to make, identify with whom you have or will have such arrangements, explain how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you pay no more than fair market value or you will be paid at least fair market value. Attach copies or any written contracts or other agreements relating to such arrangements. Yes No
- c** List the states and local jurisdictions, including Indian Reservations, in which you conduct or will conduct gaming or bingo.

Part VIII Your Specific Activities (Continued)

4a Do you or will you undertake **fundraising**? If "Yes," check all the fundraising programs you do or will conduct. (See instructions.) Yes No

- mail solicitations
- email solicitations
- personal solicitations
- vehicle, boat, plane, or similar donations
- foundation grant solicitations
- phone solicitations
- accept donations on your website
- receive donations from another organization's website
- government grant solicitations
- Other

Attach a description of each fundraising program.

b Do you or will you have written or oral contracts with any individuals or organizations to raise funds for you? If "Yes," describe these activities. Include all revenue and expenses from these activities and state who conducts them. Revenue and expenses should be provided for the time periods specified in Part IX, Financial Data. Also, attach a copy of any contracts or agreements. Yes No

c Do you or will you engage in fundraising activities for other organizations? If "Yes," describe these arrangements. Include a description of the organizations for which you raise funds and attach copies of all contracts or agreements. Yes No

d List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you.

e Do you or will you maintain separate accounts for any contributor under which the contributor has the right to advise on the use or distribution of funds? Answer "Yes" if the donor may provide advice on the types of investments, distributions from the types of investments, or the distribution from the donor's contribution account. If "Yes," describe this program, including the type of advice that may be provided and submit copies of any written materials provided to donors. Yes No

5 Are you **affiliated** with a governmental unit? If "Yes," explain. Yes No

6a Do you or will you engage in **economic development**? If "Yes," describe your program. Yes No

b Describe in full who benefits from your economic development activities and how the activities promote exempt purposes.

7a Do or will persons other than your employees or volunteers **develop** your facilities? If "Yes," describe each facility, the role of the developer, and any business or family relationship(s) between the developer and your officers, directors, or trustees. Yes No

b Do or will persons other than your employees or volunteers **manage** your activities or facilities? If "Yes," describe each activity and facility, the role of the manager, and any business or family relationship(s) between the manager and your officers, directors, or trustees. Yes No

c If there is a business or family relationship between any manager or developer and your officers, directors, or trustees, identify the individuals, explain the relationship, describe how contracts are negotiated at arm's length so that you pay no more than fair market value, and submit a copy of any contracts or other agreements.

8 Do you or will you enter into **joint ventures**, including partnerships or **limited liability companies** treated as partnerships, in which you share profits and losses with partners other than section 501(c)(3) organizations? If "Yes," describe the activities of these joint ventures in which you participate. Yes No

9a Are you applying for exemption as a childcare organization under section 501(k)? If "Yes," answer lines 9b through 9d. If "No," go to line 10. Yes No

b Do you provide child care so that parents or caretakers of children you care for can be **gainfully employed** (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). Yes No

c Of the children for whom you provide child care, are 85% or more of them cared for by you to enable their parents or caretakers to be gainfully employed (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). Yes No

d Are your services available to the general public? If "No," describe the specific group of people for whom your activities are available. Also, see the instructions and explain how you qualify as a childcare organization described in section 501(k). Yes No

10 Do you or will you publish, own, or have rights in music, literature, tapes, artworks, choreography, scientific discoveries, or other **intellectual property**? If "Yes," explain. Describe who owns or will own any copyrights, patents, or trademarks, whether fees are or will be charged, how the fees are determined, and how any items are or will be produced, distributed, and marketed. Yes No

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Part VIII.

4.a. The Institute's webpage is contained within the College's website, so any donations generated from our webpage would be within the College's website. Further, we anticipate a contract for services including a presence on the website of Village Square, Inc., which would allow for electronic donations on behalf of the Institute. We also anticipate making fund-raising appeals through the U.S. mail, email and personal contacts. We further anticipate seeking grants for specific programs including a government grant associated with a U.S. State Department foreign exchange program which provides scholarships to our students and faculty to study abroad, and for foreign students and teachers to study at our college.

5. Yes, the Institute for Strategic Policy Solutions, Inc., is a Direct Support Organization of St. Petersburg College pursuant to the provisions and requirements of the Florida Statutes, 1004.70. St. Petersburg College is a political subdivision of the state of Florida and a State College in the Florida State College System. Please find attached as Exhibit 1, Florida Statutes, 1004.70.

7.a. In the near future the college will be building out an unfinished space for offices and classrooms. The Institute expects to be offered new office space in that area. We are a Direct Support Organization of the college.

7.b. Yes, the College provides janitorial, security and maintenance services for all offices and buildings. There is no relationship between the service providers and Institute staff except for common status as employees of the college.

10. Yes, we anticipate creating white paper reports and possibly books with intellectual property value. If we engage in academic research projects the findings could have intellectual property value as well. The Institute's data base of public officials and leading civic leaders has proprietary value and will be protected. The papers and books of the Institute will be protected by copyright as appropriate.

11. Yes, we will accept contributions of such items if they have significant monetary value that can advance our mission and goals. We currently do not have any such items. We intend to use the College's gift acceptance policy, which the Board of Directors will be asked to approve at the next scheduled board meeting on Feb. 13, 2012.

15. a. Yes, the Institute for Strategic Policy Solutions, Inc., is a Direct Support Organization of St. Petersburg College pursuant to the provisions and requirements of the Florida Statutes, 1004.70. St. Petersburg College is a political subdivision of the state of Florida and a State College in the Florida State College System.

Part VIII Your Specific Activities (Continued)

11 Do you or will you accept contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type? If "Yes," describe each type of contribution, any conditions imposed by the donor on the contribution, and any agreements with the donor regarding the contribution. **Yes** **No**

12a Do you or will you operate in a **foreign country** or **countries**? If "Yes," answer lines 12b through 12d. If "No," go to line 13a. **Yes** **No**

b Name the foreign countries and regions within the countries in which you operate.

c Describe your operations in each country and region in which you operate.

d Describe how your operations in each country and region further your exempt purposes.

13a Do you or will you make grants, loans, or other distributions to organization(s)? If "Yes," answer lines 13b through 13g. If "No," go to line 14a. **Yes** **No**

b Describe how your grants, loans, or other distributions to organizations further your exempt purposes.

c Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract. **Yes** **No**

d Identify each recipient organization and any **relationship** between you and the recipient organization.

e Describe the records you keep with respect to the grants, loans, or other distributions you make.

f Describe your selection process, including whether you do any of the following:

(i) Do you require an application form? If "Yes," attach a copy of the form. **Yes** **No**

(ii) Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused. **Yes** **No**

g Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.

14a Do you or will you make grants, loans, or other distributions to foreign organizations? If "Yes," answer lines 14b through 14f. If "No," go to line 15. **Yes** **No**

b Provide the name of each foreign organization, the country and regions within a country in which each foreign organization operates, and describe any relationship you have with each foreign organization.

c Does any foreign organization listed in line 14b accept contributions earmarked for a specific country or specific organization? If "Yes," list all earmarked organizations or countries. **Yes** **No**

d Do your contributors know that you have ultimate authority to use contributions made to you at your discretion for purposes consistent with your exempt purposes? If "Yes," describe how you relay this information to contributors. **Yes** **No**

e Do you or will you make pre-grant inquiries about the recipient organization? If "Yes," describe these inquiries, including whether you inquire about the recipient's financial status, its tax-exempt status under the Internal Revenue Code, its ability to accomplish the purpose for which the resources are provided, and other relevant information. **Yes** **No**

f Do you or will you use any additional procedures to ensure that your distributions to foreign organizations are used in furtherance of your exempt purposes? If "Yes," describe these procedures, including site visits by your employees or compliance checks by impartial experts, to verify that grant funds are being used appropriately. **Yes** **No**

Part VIII Your Specific Activities (Continued)

- 15 Do you have a **close connection** with any organizations? If "Yes," explain. **Yes** **No**
- 16 Are you applying for exemption as a **cooperative hospital service organization** under section 501(e)? If "Yes," explain. **Yes** **No**
- 17 Are you applying for exemption as a **cooperative service organization of operating educational organizations** under section 501(f)? If "Yes," explain. **Yes** **No**
- 18 Are you applying for exemption as a **charitable risk pool** under section 501(n)? If "Yes," explain. **Yes** **No**
- 19 Do you or will you operate a **school**? If "Yes," complete Schedule B. Answer "Yes," whether you operate a school as your main function or as a secondary activity. **Yes** **No**
- 20 Is your main function to provide **hospital or medical care**? If "Yes," complete Schedule C. **Yes** **No**
- 21 Do you or will you provide **low-income housing** or housing for the **elderly or handicapped**? If "Yes," complete Schedule F. **Yes** **No**
- 22 Do you or will you provide scholarships, fellowships, educational loans, or other educational grants to individuals, including grants for travel, study, or other similar purposes? If "Yes," complete Schedule H. **Yes** **No**

Note: Private foundations may use Schedule H to request advance approval of individual grant procedures.

Part IX Financial Data

For purposes of this schedule, years in existence refer to completed tax years. If in existence 4 or more years, complete the schedule for the most recent 4 tax years. If in existence more than 1 year but less than 4 years, complete the statements for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. If in existence less than 1 year, provide projections of your likely revenues and expenses for the current year and the 2 following years, based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. (See instructions.)

A. Statement of Revenues and Expenses

	Type of revenue or expense	3 prior tax years or 2 succeeding tax years				(e) Provide Total for (a) through (d)
		Current tax year				
		(a) From <u>11/1/11</u> To <u>03/31/12</u>	(b) From <u>04/01/12</u> To <u>03/31/13</u>	(c) From <u>04/01/13</u> To <u>03/31/14</u>	(d) From..... To	
Revenues	1 Gifts, grants, and contributions received (do not include unusual grants)	15,000	20,000	30,000		
	2 Membership fees received	45,000	56,250	70,950		
	3 Gross investment income					
	4 Net unrelated business income					
	5 Taxes levied for your benefit					
	6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)	4,997	4,997	4,997		
	7 Any revenue not otherwise listed above or in lines 9-12 below (attach an itemized list)					
	8 Total of lines 1 through 7	64,997	81,247	105,947		
	9 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)	10,000	10,750	12,050		
	10 Total of lines 8 and 9	74,997	91,997	117,997		
	11 Net gain or loss on sale of capital assets (attach schedule and see instructions)					
	12 Unusual grants					
	13 Total Revenue Add lines 10 through 12	74,997	91,997	117,997		
Expenses	14 Fundraising expenses	10,000	15,000	20,000		
	15 Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)	5,000	6,000	7,500		
	16 Disbursements to or for the benefit of members (attach an itemized list)					
	17 Compensation of officers, directors, and trustees					
	18 Other salaries and wages					
	19 Interest expense					
	20 Occupancy (rent, utilities, etc.)	4,997	4,997	4,997		
	21 Depreciation and depletion					
	22 Professional fees	21,000	22,500	26,000		
	23 Any expense not otherwise classified, such as program services (attach itemized list)	33,500	43,500	49,500		
	24 Total Expenses Add lines 14 through 23	74,497	91,997	107,997		

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Part IX.

Financial Data, continued

	Current year	04/01/12 to 03/31/13	04/01/13 to 03/31/14
22. Database/mail list management	15,000	20,000	23,500
<u>Village Square license/services</u>	<u>6,000</u>	<u>2,500</u>	<u>2,500</u>
TOTAL	21,000	22,500	26,000
23. Office supplies	2,500	2,500	2,500
Postage	5,000	6,000	7,000
Consumables	1,000	1,000	1,000
Conference fees	2,500	4,000	4,000
Catering dinners	12,000	15,000	20,000
<u>Speakers/honorarium/expenses</u>	<u>10,000</u>	<u>15,000</u>	<u>15,000</u>
TOTAL	33,500	43,500	49,500

Part IX Financial Data (Continued)

B. Balance Sheet (for your most recently completed tax year)

Year End:
(Whole dollars)

Assets		
1	Cash	1
2	Accounts receivable, net	2
3	Inventories	3
4	Bonds and notes receivable (attach an itemized list)	4
5	Corporate stocks (attach an itemized list)	5
6	Loans receivable (attach an itemized list)	6
7	Other investments (attach an itemized list)	7
8	Depreciable and depletable assets (attach an itemized list)	8
9	Land	9
10	Other assets (attach an itemized list)	10
11	Total Assets (add lines 1 through 10)	11
Liabilities		
12	Accounts payable	12
13	Contributions, gifts, grants, etc. payable	13
14	Mortgages and notes payable (attach an itemized list)	14
15	Other liabilities (attach an itemized list)	15
16	Total Liabilities (add lines 12 through 15)	16
Fund Balances or Net Assets		
17	Total fund balances or net assets	17
18	Total Liabilities and Fund Balances or Net Assets (add lines 16 and 17)	18
19	Have there been any substantial changes in your assets or liabilities since the end of the period shown above? If "Yes," explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Part X Public Charity Status

Part X is designed to classify you as an organization that is either a **private foundation** or a **public charity**. Public charity status is a more favorable tax status than private foundation status. If you are a private foundation, Part X is designed to further determine whether you are a **private operating foundation**. (See instructions.)

1a Are you a private foundation? If "Yes," go to line 1b. If "No," go to line 5 and proceed as instructed. If you are unsure, see the instructions. Yes No

b As a private foundation, section 508(e) requires special provisions in your organizing document in addition to those that apply to all organizations described in section 501(c)(3). Check the box to confirm that your organizing document meets this requirement, whether by express provision or by reliance on operation of state law. Attach a statement that describes specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document or by operation of state law. See the instructions, including Appendix B, for information about the special provisions that need to be contained in your organizing document. Go to line 2.

2 Are you a private operating foundation? To be a private operating foundation you must engage directly in the active conduct of charitable, religious, educational, and similar activities, as opposed to indirectly carrying out these activities by providing grants to individuals or other organizations. If "Yes," go to line 3. If "No," go to the signature section of Part XI. Yes No

3 Have you existed for one or more years? If "Yes," attach financial information showing that you are a private operating foundation; go to the signature section of Part XI. If "No," continue to line 4. Yes No

4 Have you attached either (1) an affidavit or opinion of counsel, (including a written affidavit or opinion from a certified public accountant or accounting firm with expertise regarding this tax law matter), that sets forth facts concerning your operations and support to demonstrate that you are likely to satisfy the requirements to be classified as a private operating foundation; or (2) a statement describing your proposed operations as a private operating foundation? Yes No

5 If you answered "No" to line 1a, indicate the type of public charity status you are requesting by checking one of the choices below. You may check only one box.

The organization is not a private foundation because it is:

- a** 509(a)(1) and 170(b)(1)(A)(i)—a church or a convention or association of churches. Complete and attach Schedule A.
- b** 509(a)(1) and 170(b)(1)(A)(ii)—a **school**. Complete and attach Schedule B.
- c** 509(a)(1) and 170(b)(1)(A)(iii)—a **hospital**, a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital. Complete and attach Schedule C.
- d** 509(a)(3)—an organization supporting either one or more organizations described in line 5a through c, f, g, or h or a publicly supported section 501(c)(4), (5), or (6) organization. Complete and attach Schedule D.

Part X **Public Charity Status (Continued)**

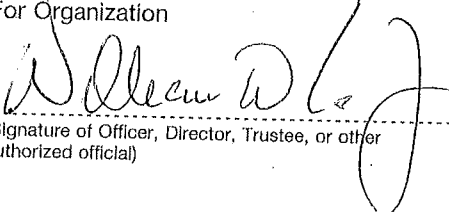
- e 509(a)(4)—an organization organized and operated exclusively for testing for public safety.
- f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit.
- g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public.
- h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions).
- i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status.

6 If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a **Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling.

Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization


(Signature of Officer, Director, Trustee, or other authorized official)

Dr. William D. Law, Jr.

(Type or print name of signer)

12/16/11
(Date)

Board of Directors

(Type or print title or authority of signer)

For IRS Use Only

IRS Director, Exempt Organizations

(Date)

- b **Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii).

- (i) (a) Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. _____
- (b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box.
- (ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box.
- (b) For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box.

- 7** Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. Yes No

State of Florida



Department of State

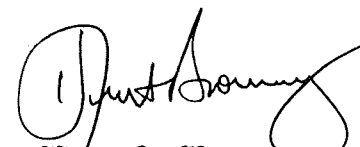
I certify the attached is a true and correct copy of the Articles of Incorporation of INSTITUTE FOR STRATEGIC POLICY SOLUTIONS, INC., a Florida corporation, filed on September 21, 2011, as shown by the records of this office.

The document number of this corporation is N11000008969.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Fourteenth day of October, 2011



CR2EO22 (1-11)


Kurt S. Browning
Secretary of State

FILED

2011 SEP 21 PM 4:37

SECRETARY OF STATE
TALLAHASSEE, FLORIDA

**ARTICLES OF INCORPORATION
OF
INSTITUTE FOR STRATEGIC POLICY SOLUTIONS, INC.**

A Florida "Not for Profit" Corporation

The undersigned, acting as incorporator of a corporation under Chapter 617 of Florida Statutes, adopts the following Articles of Incorporation:

Article I

NAME OF CORPORATION: The name of the corporation is the **INSTITUTE FOR STRATEGIC POLICY SOLUTIONS, INC.**

Article II

PRINCIPAL OFFICE: The principal office of the corporation is located at 9200 113th Street, Seminole, Florida, 33772.

MAILING ADDRESS: The mailing address of the corporation is Institute for Strategic Policy Solutions, St. Petersburg College, PO Box 13489, St. Petersburg, Florida 33733.

Article III

PURPOSE:

This corporation is formed exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law, including more specifically, the following:

- A. To serve as a direct support organization of St. Petersburg College, pursuant to the Florida Statutes governing such matters, in the promotion of educational and civic engagement and excellence through its operation and activities.
- B. To provide for students, faculty, college employees and the community at large, a forum and center for learning and scholarly public discourse on key civic matters which may be local, regional, national or international in scope and impact.
- C. To promote and support the purposes of the Institute through the provision of contributions and memberships used exclusively for charitable or educational purposes as provided herein.
- D. Such other purposes as may be determined from time to time to be in the furtherance of the general purpose stated hereinabove.

Article IV

PROHIBITED PURPOSES:

Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal and state income tax under section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

The corporation is not organized nor shall it be operated for the primary purpose of generating pecuniary gain or profit. The corporation shall not distribute any gains, profits or dividends to the directors, officers, or members thereof, or to any individual, except as reasonable compensation for services actually performed in carrying out the corporation's charitable and educational purposes. The property, assets, and net income of the corporation are irrevocably dedicated to charitable and educational purposes and no part of which shall inure to the benefit of any individual.

No part of the activities of the corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Article V

MANNER OF ELECTION: The method of selection of the Board of Directors and number of directors shall be stated in the bylaws. The provision for the election of the directors and officers shall be set forth in the bylaws.

Article VI

INITIAL OFFICERS AND/OR DIRECTORS: The corporation shall be governed by a board of directors as provided for in the corporate bylaws. One director shall be appointed from St. Petersburg College's Board of Trustees. The original incorporator and initial officers and directors are as follows:

Name: David Klement
Address: 9200 113th Street, Seminole, Florida 33772

Name: William D. Law, Jr.
Address: 6021 142nd Avenue N, Largo, Florida 33760

Name: Terrence E. Brett
Address: 4810 Central Avenue, St. Petersburg, Florida 33711

Name: Bill Heller
Address: 960 Water Lily Court, NE, St. Petersburg, Florida 33703

Name: Deborah Kynes
Address: 265 Edgewater Drive, Dunedin, Florida 34698

Name: Hon. George Greer
Address: 200 Dolphin Point, Unit 201, Clearwater, Florida 33767

Name: Dr. Kanika Tomalin
Address: 7090 21st Street South, St. Petersburg, Florida 33712

Article VII

REGISTERED AGENT: The name of the registered agent of the corporation is Suzanne L. Gardner, General Counsel, St. Petersburg College. The address of this registered agent is St. Petersburg College, District Office, 6021 142nd Avenue N, Largo, Florida 33760.

Article VIII

INCORPORATOR: The name and address of the incorporator is William D. Law, Jr., St. Petersburg College, District Office, 6021 142nd Avenue, Largo, Florida 33760.

Article IX

INDEMNIFICATION: Any person made a party to any action, suit or proceeding by reason of being a director or officer of the corporation shall be indemnified by the corporation against any and all liability and the reasonable expenses, including attorney's fees and disbursements, incurred by him or her in connection with the defense or settlement of such action, suit or proceeding, or in connection with any appearance therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such director or officer is liable for any misconduct in the performance of his or her duties. Such right of indemnification shall not be deemed exclusive of any other rights to which such director or officer may be entitled apart from this Article.

Article X

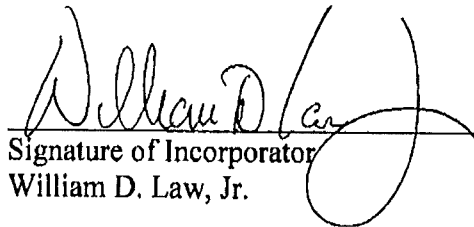
DISSOLUTION: The Board of Trustees of St. Petersburg College or its successor entity shall have the irrevocable power and authority by majority vote at any regular called meeting of said Board to unilaterally cause the dissolution of this corporation in accordance with Section 617.05, Florida Statutes.

Upon the dissolution of the corporation, all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the Board of Trustees of St.

Petersburg College for the exclusive use and benefit of St. Petersburg College or any successor thereto which qualifies as a tax exempt organization under the provisions of the Internal Revenue Code of the United States of America or acts amendatory thereof or supplementary thereto. Upon dissolution of the corporation, none of the assets shall be distributed to any member, director or officer.

IN WITNESS WHEREOF, the These Articles of Incorporation are hereby executed by the incorporator on this 20th day of September, 2011.

I submit this document and affirm that the facts stated herein are true. I am aware that any false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, Florida Statutes.



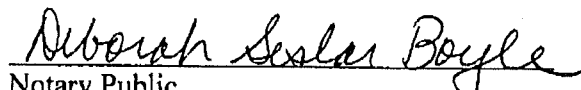
Signature of Incorporator
William D. Law, Jr.

9/20/11
Date

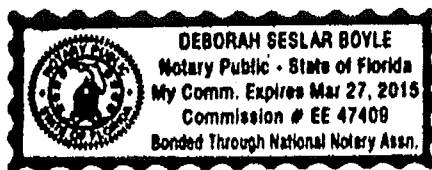
State of Florida
County of Pinellas

I hereby certify that on this day, before me, a Notary Public duly authorized to take acknowledgements, personally appeared WILLIAM D. LAW, Jr. to me known to be the person described as a subscriber in, and who executed, the foregoing Articles of Incorporation.

WITNESS my hand and official seal this 20th day of September, 2011,

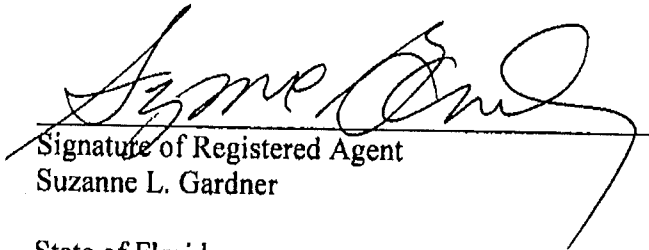


Notary Public
My commission Expires _____



**REGISTERED AGENT'S
ACCEPTANCE OF APPOINTMENT**

Having been named as registered agent to accept service of process for the above stated corporation at the place designated in this certificate, I am familiar with and accept the appointment as registered agent for the INSTITUTE FOR STRATEGIC POLICY SOLUTIONS, INC., a Florida not for profit corporation, and agree to act in this capacity.



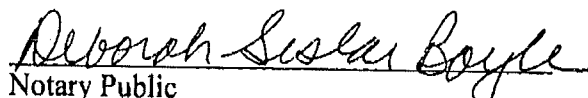
Signature of Registered Agent
Suzanne L. Gardner

Date: 9/20/11

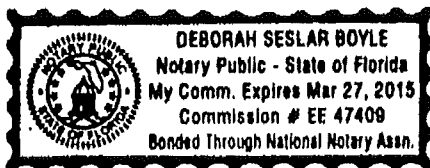
State of Florida
County of Pinellas

I hereby certify that on this day, before me, a Notary Public duly authorized to take acknowledgements, personally appeared SUZANNE L. GARDNER to me known to be the person described as registered agent and who executed the foregoing appointment.

WITNESS my hand and official seal this 20th day of September, 2011,



Notary Public
My commission Expires _____



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SECRETARY OF STATE
TALLAHASSEE, FLORIDA

**BYLAWS
OF
INSTITUTE FOR STRATEGIC POLICY SOLUTIONS, INC.**

Set forth below are the Bylaws for the Institute for Strategic Policy Solutions, Inc, a not for profit corporation, duly incorporated in the state of Florida.

ARTICLE ONE - NAME AND MISSION

Section 1: The name of this corporation shall be the “Institute for Strategic Policy Solutions, Inc.”

Section 2: The Institute for Strategic Policy Solutions, Inc., as a direct support organization of St. Petersburg College, shall operate in a manner consistent with the mission and goals of St. Petersburg College and in the best interest of the state pursuant to the provisions of 1004.70 (1), Florida Statutes.

Section 3: The mission statement of the Institute for Strategic Policy Solutions, Inc., shall be consistent with its purpose as provided for in its Articles of Incorporation. The Institute for Strategic Policy Solutions, Inc. shall serve as a direct support organization of St. Petersburg College in the promotion of educational and civic engagement and excellence through its operation and activities, and shall provide students, faculty, college employees and the community at large, a forum and center for learning and scholarly public discourse on key civic matters.

ARTICLE TWO – OFFICES

Section 1. The principal office of the Institute for Strategic Policy Solutions, Inc. shall be at the Seminole campus of St. Petersburg College, and located at 9200 113th Street, North, Seminole.

Section 2. The official mailing address of the Institute shall be the Institute for Strategic Policy Solutions, Seminole Campus, P.O. Box 13489, St. Petersburg, Florida, 33733.

ARTICLE THREE - MEMBERSHIP

Section 1. Membership shall be offered to individuals and groups interested in the mission of the Institute for Strategic Policy Solutions, Inc. Such membership shall be offered with no regard to an individual’s race, color, religion, sex, age, national origin, sexual orientation, gender identity, and marital status. Discrimination against persons on any basis listed herein, or as against any qualified individual with a disability, shall not be tolerated.

Section 2. Membership fees and dues of the Institute shall be determined and regulated by the Board of Directors. Fees and dues are subject to change at the Board's discretion, provided such alterations are published within 30 days of the effective date of any such change. The Board will review membership fees and dues as necessary.

Section 3. The Board of Directors will provide a list of membership benefits based on membership levels. Benefits and membership levels may be changed at the discretion of the Board of Directors.

ARTICLE FOUR - BOARD OF DIRECTORS

Section 1: Organizational Structure; Adding Directors; Expenses; Ex-Officio Members. The affairs of the Institute shall be managed by the Board of Directors, and by the Executive Committee thereof, as hereinafter provided. The Board of Directors is responsible for overall policy and direction of Institute and delegates responsibility for day-to-day operations to the Executive Director and staff of the Institute.

- a. The Board may have up to 19 directors and not fewer than 5. One member shall be the Chairman of the Board of Trustees of the College or his/her designee from the membership of the Board of Trustees. With the exception of the ex-officio members as listed in subsection (d.), the Board of Directors shall constitute the voting membership of the Institute.
- b. The initial Board shall consist of no more than 13 voting directors. An increase in this number, up to the maximum allowable, shall require an affirmative vote of three quarters of the Board.
- c. Board directors shall receive no compensation but may be reimbursed for expenses associated with official duties in keeping with reimbursement provisions of Chapter 112.061, Florida Statutes, and as determined by Board policy.
- d. Ex-officio Board members shall consist of the President of St. Petersburg College, or his or her designee, and the Director of the Institute. Ex-Officio members have no vote.

Section 2: Board Appointments. The Steering Committee shall recommend candidates to serve on the Board when there are vacancies or when terms of Board directors are expiring. The Steering Committee recommendation(s) must be approved by the President of St. Petersburg College prior to the consideration of an official vote by the Board on the recommendation(s).

Section 3: Meetings. The Board shall meet at least four times a year, at an agreed upon time and place. One of the four meetings shall be the annual meeting to be held in August.

- a. **Regular Meetings.** Regular meetings of the Board of Directors shall be held on a date and place that shall be determined by the majority of the Board of Directors Members.
- b. **Special Meetings.** Special meetings of the Board may be called, as provided, by the Chairman or by one-third of the Board directors.
- c. **Notice** of Meetings and agenda shall be provided pursuant to Section 7. herein.

Section 4: Board Membership.

- a. The initial appointment of Board members and Officers shall be made by the incorporating board members at the first organizational meeting. Thereafter, the Board of Directors of the corporation shall elect its officers at its annual meeting, or as otherwise provided for under this Section.
- b. Re-nomination of current directors, appointment of new directors, or officers of the board, and term assignments, as recommended by the Executive Committee and approved by the Board, will occur as the first item of business at any quarterly meeting.
- c. Replacement of director positions and nominations for new directors, as recommended by the Executive Committee and approved by the Board, may occur as the first item of business at any quarterly board meeting. While starting dates for new board members may stagger, the ending terms would be consistent with the Board of Directors annual calendar.
- d. Pursuant to §1004.70(2), Florida Statutes, one director shall be appointed by and from the Board of Trustees of St. Petersburg College. The President of St. Petersburg College shall serve, or designate an appointee to serve, as a director on the Executive Committee.

Section 5: Terms. All directors shall serve one, two, or three-year terms, but may be re-nominated. The initial Board of Directors shall serve a two year term.

Section 6: Quorum. A quorum for the transaction of any business shall consist of at least 50% plus one of the voting directors before business can be transacted or motions made or passed, unless otherwise specified herein.

Section 7: Notice. A regular Board meeting requires that each director have written, verbal, electronic and/or faxed notice at least one week in advance. Special meetings shall require at least five days advance verbal, electronic or faxed notice. All meetings shall be noticed in accordance with requirements for public meetings notice under Florida law.

Section 8: Officers and Duties. The Officers of the Board shall consist of a Chairman, Vice-Chairman, Secretary, and Treasurer. The Officers delineated herein, and the President of the College, shall also serve as the Executive Committee. Their duties are as follows:

- a. The **Chairman** shall preside at all regular and special meetings. The Chairman shall have the right to call special meetings of the Board, upon five days notice to each Board member. The Chairman shall be an ex-officio member of all committees. The Chairman shall ensure that each committee has at least two members and that each committee has elected a committee chair. Within 30 days of taking office, the Chairman shall provide all standing and ad hoc committees with their charges. The Chairman shall sign on behalf of the Board documents requiring signature by an official of the organization with the attestation thereto by the Secretary. Documents relating to fiscal matters may be signed by the Treasurer.
- b. The **Vice-Chairman**, in the absence of the Chairman, shall perform the duties of the Chairman, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairman. The Vice-Chairman will also be a member of the Executive Committee.
- c. The **Secretary (Executive Director of the Institute)** shall be responsible for having the minutes of all meetings recorded and maintained, shall have charge of all papers, archives, records, and property of the Board; shall issue all notices of meetings, maintain an up-to-date membership roster, and provide periodic reports on the activities of the organization to the entire membership. The Secretary shall be responsible to make all minutes of the committees available upon written request for inspection by any member and for any proper purpose at any reasonable time. The Secretary shall serve ex-officio on the Board of Directors and the Executive Committee, but shall have no vote.
- d. The **Treasurer** shall provide a report at each Board meeting. The Treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the entire membership.
- e. The Board, by two-thirds vote, may establish other officer positions as may be needed.

Section 9: Vacancies. When a vacancy on the Board exists, the procedures in Article Four, Section 2 shall be followed. These vacancies will be filled for the un-expired term(s) only.

Section 10: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary. A director shall be dropped for excess absences from the Board if s/he has three unexcused absences from regularly scheduled

Board meetings in a year. A director may be removed for other reasons by two-thirds vote of the remaining directors.

ARTICLE FIVE – COMMITTEES

Section 1: The Board may create committees and taskforces as needed, such as fundraising, projects, etc. The Board Chairman appoints all committee chairs.

Section 2: Executive Committee. The Board Chairman, Vice-Chairman, Secretary, Treasurer and the President of St. Petersburg College, or designee, shall serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the proscriptive direction and control of the Board of Directors. All actions of the Executive Committee shall be reported in writing to the Directors within thirty (30) days after such action is taken or at a meeting of the Board of Directors, if a meeting is held within that period of time. The Executive Committee shall act as the Nominations Committee for replacements on the Board as they occur and shall accept recommendations from the Steering Committee for submission to the Board of Directors. All actions of the Executive Committee shall be included in the minutes of the Board of Directors.

Section 3: Standing Committees. In addition to the Executive Committee, there shall be two standing committees:

- a. The **Steering Committee** shall be responsible for reviewing the credentials of interested members to the Board and preparing and presenting a final slate of candidates for all board and/or officer vacancies to the Executive Committee for review and submission to the Board of Directors for action. This committee will also review and propose revisions to the Bylaws and Articles of Incorporation as needed, and recommend corporate policy. The list of Steering Committee membership shall be updated from time to time with changes in membership pursuant to the provisions herein. At least one (1) member of the Steering Committee will attend the Board of Directors meetings as a representative of the Steering Committee.
- b. An **Advisory Board** may be established by the Board of Directors as a standing committee to provide advice to the Board at the request of the directors. Advisory Board membership shall be granted by affirmative vote of a majority of the Board to any entity or individual whose membership is deemed to be beneficial to the Institute. The Secretary shall maintain a list of all Advisory Board Members.

Section 4: Ad-Hoc Committees. Ad-Hoc Committees may be appointed at the discretion of the Chairman. Such committees shall remain active until they have accomplished the purposes for which they are appointed.

ARTICLE SIX – FINANCES

Section 1: Budgets and Financial Records

- a. The Board is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with the Director, staff and St. Petersburg College. The Board shall approve the budget, and all expenditures must be within the budget. The Board must approve any major change in the budget.
- b. The Chairman's approval shall be required for any non-budgeted expenditure of Five Hundred Dollars (\$500.00) or less, and Board approval shall be required for any non-budgeted expenditures in excess of Five Hundred Dollars (\$500.00).
- c. The fiscal year shall be from April 1 to March 31 each year. Annual reports are required to be submitted to the Board showing past income, expenditures, and pending income.
- d. The financial records of the organization are public information and shall be made available to the membership, Board directors, and the public pursuant to the provisions of Chapter 119, Florida Statutes, subject to the confidentiality exemption provisions of §1004.70(6), Florida Statutes.

Section 2: The Board shall provide for an annual financial audit in accordance with rules adopted by the State Auditor General and pursuant to §1004.70(6), Florida Statutes.

ARTICLE SEVEN - AMENDMENTS

Section 1: A two-thirds majority of the Board of Directors and approval of the College may amend these By Laws when necessary. Proposed amendments must be submitted to the Secretary to be sent to all voting and non-voting members at least one month prior to the time of consideration by the Board.

Except where may be otherwise be provided herein, Robert's Rules of Order shall govern the procedure at all meetings of this corporation.

ARTICLE EIGHT – INDEMNIFICATION OF DIRECTORS AND OFFICERS

Each person who is serving as a Director or Officer of this corporation shall be indemnified and held harmless from and against all costs and expenses which may be

imposed upon or reasonably incurred by him or her in connection with or arising out of any claim, action, suit or proceeding in which he/she may be involved by reason of being, or having been, a Director or Officer, whether or not he/she continues to be a Director or Officer at the times the costs and expenses are imposed or incurred. The term "costs and expenses" shall include, but shall not be limited to, attorney's fees and amounts of judgment against and amounts paid in settlement by or on behalf of any such Director or Officer, other than the amounts paid to the corporation itself, provided, however, that no such Director or Officer shall be so indemnified with respect to any matter as to which the Director or Officer shall, in any such action, suit, or proceeding be finally adjudged to be liable for actual misconduct in the performance of his or her duties.

ARTICLE NINE- CONFLICT OF INTEREST

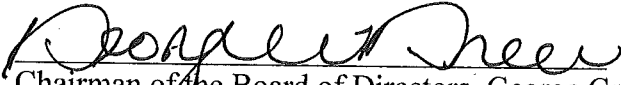
These bylaws recognize both the real and apparent conflicts of interest that may occur in the course of conducting the affairs of the Institute for Strategic Policy Solutions, Inc. The Institute's affirmative policy shall require that all perceived conflicts be disclosed promptly and fully to all necessary parties and shall prohibit involvement in the affairs of the Institute by persons having such conflicts. This policy shall apply to all members of the Board of Directors, corporate officers, committee members, agents, and employees.

The Institute for Strategic Policy Solutions, Inc. shall establish a policy that will detail the purpose, coverage and disclosure of any proscribed activity with respect to each individual that is subject to a conflict of interest with the Institute.

ARTICLE TEN- DISSOLUTION

Upon dissolution of the Institute for Strategic Policy Solutions, Inc., the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, distribute all of the assets of the corporation pursuant to Florida Statutes, Chapter 617, as amended, to St. Petersburg College for the exclusive use and benefit of St. Petersburg College or any successor thereto which qualifies as a tax exempt entity under the provisions of the United States Internal Revenue Code or acts amendatory thereof or supplementary thereto. Upon dissolution of the corporation, none of the assets shall be distributed to any member, director or officer.

Adopted by the Board of Directors this 18th day of November, 2011


Chairman of the Board of Directors, George Greer


Secretary of the Board/Executive Director, David Klement

February 21, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: St. Petersburg Collegiate High School Enrollment Increase

Authorization is requested for a 15% increase in enrollment for St. Petersburg Collegiate High School to be implemented over the course of two years beginning with the 2012-13 school year.

Senate Bill 1546 authorizes a High-Performing Charter School to increase enrollment by 15% each year by notifying its sponsor, in writing by March 1, if it plans to increase enrollment for the next school year.

Increasing enrollment would allow St. Petersburg Collegiate High School (SPCHS) to serve 30 additional students over the course of the next two school years. With an extensive waiting list and more applicants than we can serve each year, now is an ideal time to increase enrollment without having to renegotiate the contract with Pinellas County Schools.

Pinellas County Schools has requested that SPCHS increase enrollment over two school years with 15 additional students in both the 2012-13 and 2013-14 school years. Increasing enrollment by 7.5% each year would increase funding by approximately \$72,000 for SPCHS should funding remain at the current level. The revenue increase will provide a buffer against budget shortfall and a possible need to use SPCHS reserves.

The current commitment to SPCHS facilities can accommodate the expansion and there is no additional cost to St. Petersburg Collegiate High School or St. Petersburg College associated with this request.

Anne Cooper, Senior Vice-President, Student and Academic Affairs; and Karen Kaufman White, Provost, St. Petersburg/Gibbs Campus recommend approval.