

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES TUESDAY, April 17, 2012

ALLSTATE CENTER, DESOTO ROOM#103
3200 34TH STREET SOUTH
ST PETERSBURG, FLORIDA

SPECIAL MEETING: 8:30 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Presentation of Colors
- C. Pledge of Allegiance

II. PRELIMINARY MATTERS - None

- A. Presentation of Retirement Resolutions and Motion for Adoption - None
- B. Recognitions/Announcements
 - 1. Presentation by St. Petersburg Museum of History
(Major Scott Macksam, Dr. Harold Heller, Mr. Joel Cohen, Cadet Daniel Thomas)
 - 2. Dr. Tony Smith

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of March 20, 2012

V. MONTHLY REPORTS

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner
- C. J.C. Brock, Campus Executive Officer, Allstate Center; Dr. Kevin Gordon, Provost, Downtown/Midtown

D. Faculty Senate – Earl Fratus, FGO President

VI. OLD BUSINESS (items previously considered but not finalized) – None

VII. NEW BUSINESS

A. STUDENT SUCCESS AND ACHIEVEMENT

- Survey of Entering Student Engagement (*SENSE*) (Dr. Williams) (*Information*)
- General Education Legislative Changes Update (Dr. Cooper) (*Information*)

B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing)

1. Quarterly Informational Report of Exempt and Non-Exempt Purchases (*Information*)
2. Quarterly Information Report on Contract Items (*Information*)

C. OTHER EXPENDITURES AND CONTRACTS

1. WorkNet Pinellas Inc. – Training Agent Agreement (*Action*)

D. GRANTS/RESTRICTED FUNDS CONTRACTS

1. Application/Acceptance
 - a. U.S. Department of Labor, Employment & Training Administration—
Workforce Innovation Fund (*Action*)
2. Amendment(s) - None

E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

1. Facilities Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000 (*Action*)
2. Quarterly Selection of Pre-Qualified Small Contractors, Revision #22 (*Action*)
3. Request to Advertise for Construction Manager at Risk Services for the new Midtown Educational Center at the Midtown site (*Action*)

4. Amendment #3 to the Lease Agreement with the Juvenile Welfare Board of Pinellas County (JWB) for sublease with 211 Tampa Bay Cares, Inc. (*Action*)
 - a. Amendment #3 to Lease Agreement attachment
 - b. JWB Sublease
 - c. Server Room Generator and Interior Renovations

 5. Amendment #4 to Lease Agreement between St. Petersburg College and the National University of Health Sciences (NUHS) for a Lease of Space at the Health Education Center (*Action*)
 - a. Amendment #4 to Lease Agreement attachment

 6. Amendment #1 to the Agreement between St. Petersburg College and the National University of Health Services (NUHS) (*Action*)
 - a. Amendment #1 to Lease Agreement attachment

 7. Disposition of Surplus or Obsolete Property (Survey 542) (*Action*)
- F. AGENCY BILLINGS - None
- G. ADMINISTRATIVE
1. Human Resources
 - a. Personnel Report/Faculty Hires (*Action*)
 - b. A&P Contract Reappointments (*Action*)

 2. Finance
 - a. Monthly Financial Report (*Information*)

 3. 2012-13 Budget Development Workshop
 - a. Enrollment and Tuition Estimating (*Information*)
 - b. Fixed Costs Increases and Reductions (*Information*)
 - c. Strategic Priorities (*Information*)
 1. Student Support
 2. Instructional and Program Improvements
 3. Faculty and Staff Development
 4. K-12 and Community Outreach
 5. Improved Processes and Technology Support
- H. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing

- Rule 6Hx23-1.02 Philosophy and Objectives (Purpose) of the College
- Rule 6Hx23-1.31 Accreditation
- Rule 6Hx23-1.34 Discrimination Grievance Rule
- Rule 6Hx23-2.01 Equal Employment Opportunity/Affirmative Action
- Rule 6Hx23-5.01 Financial Records and Reports
- Rule 6Hx23-5.02 Budget Amendments
- Rule 6Hx23-5.03 Petty Cash Funds
- Rule 6Hx23-5.04 Receipt and Deposit of Funds
- Rule 6Hx23-5.05 Investment of Surplus Funds
- Rule 6Hx23-5.06 Bonds
- Rule 6Hx23-5.07 Auxiliary Enterprises and Undesignated Gifts
- Rule 6Hx23-5.0711 Transfer of College Funds to Direct Support Organization
- Rule 6Hx23-5.09 Use of College Facilities
- Rule 6Hx23-5.12 Purchasing
- Rule 6Hx23-6.899 Information Technology (IT) Security Program
- Rule 6Hx23-6.900 Information Technology Acceptable Use Policy
- Rule 6Hx23-6.9011 Web Page Development and Server Utilization
- Rule 6Hx23-6.9012 Information Technology (IT) Security Auditing and Monitoring Policy
- Rule 6Hx23-6.9013 Information Technology Password Policy
- Rule 6Hx23-6.9014 Information Technology Wireless Communications Policy
- Rule 6Hx23-6.9015 Information Technology Remote Access Policy
- Rule 6Hx23-6.9016 Information Technology Server Security Policy
- Rule 6Hx23-6.9017 Information Technology Computer Security Policy

I. EQUITY REPORT (*Action*)

J. BOARD EVALUATION OF THE PRESIDENT (*Action*)

VIII. PRESIDENT'S REPORT

IX. FUTURE AGENDA ITEMS

A. Board Meeting Schedule for 2012-13

X. NEXT MEETING DATE AND SITE

May 15, 2012, Epi Center, 8:30 a.m.

XI. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting April 17, 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: March 16, 2012

Confirmation of Publication

[Notice of meeting](#)

Threat Assessment Plan

- **Recommended in Governor's Task Force on Campus Safety (2007)**
- **BOT Rule 6Hx23-4.35 Threat assessment procedures and forms developed from DOE and U. S. Secret Service guidelines**
- **Threat Assessment Team established on each campus to review and discuss any student, employee or other person who is a concern or pose a threat**
 - **Person of concern identified to Campus Administrator who conducts initial screening**
 - **If warranted by Campus Administrator, Threat Assessment is initiated. Contact is made with:**
 - **Presidents Office, Campus Provost, Campus Security and General Counsel**
 - **Campus Threat Assessment Team is assembled and develops a response plan**





Career and Counseling Services

Dr. Jerry Cade

SPC Downtown/Midtown

Choose Your Career / Create Your Life Seminars

“Using music, humor, and his background as a Licensed Mental Health Counselor, Dr. Jerry Cade will help you learn more about yourself, your potential, your opportunities, and your life purpose.”

Fall-Spring 2011-2012

Downtown

September 21st, October 19th, February 29th, March 13th

Midtown

February 23rd, March 15th

Java With Jerry

Informal consultations with students in lounge to discuss career choices and plans.

Downtown

February 29th, March 14th, April 18th

Midtown

April 11th

Veterans Services

Appointment-based support for our military students.

Choose Your Career Create Your Life

Undecided about a college major?

Using music, humor, and his background as a Licensed Mental Health Counselor, Dr. Jerry Cade will help you learn more about yourself, your potential, your opportunities, and your life purpose.

Choose a Session to attend!
All sessions are free of charge.

Downtown - DC210:
March 13th, 3-4:30pm

Midtown - MT104b:
March 22nd, 4:5-5:30pm



Led by
Counselor
Dr. Jerry Cade

Reserve your spot today!
Call with Dr. Cade at 341-7966

Java with Jerry

Chat about
career choices
and planning
over a great cup
of Kahwa



Coffee with
Dr. Jerry Cade.
Meet him in the
student lounge between
10 am-12 pm. The
doctor will be in:



Wednesday, April 18th

Model United Nations

April 3rd thru April 7th, NYC





St. Petersburg College
SENSE 2011 Findings
Board of Trustees Meeting

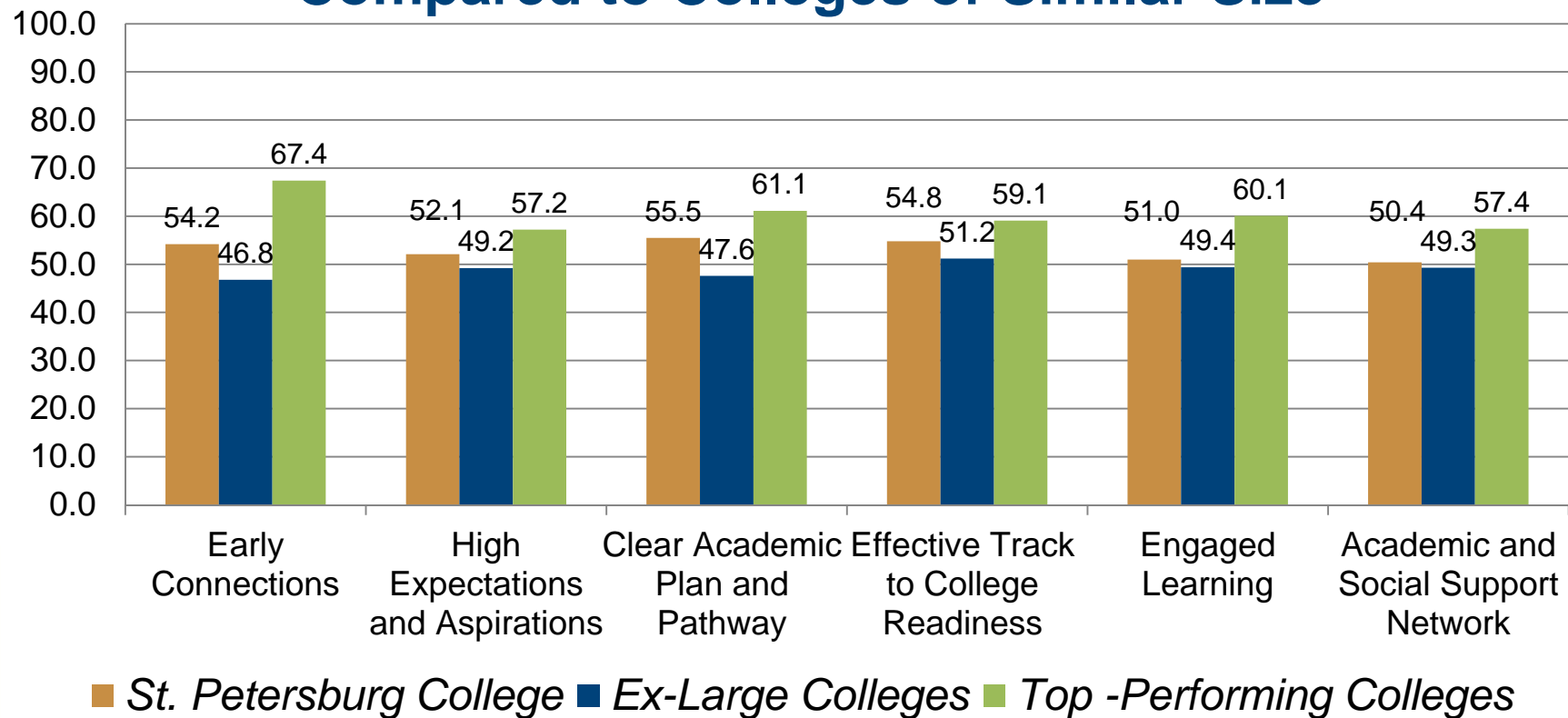


Survey of Entering Student Engagement (SENSE): A Tool for Community Colleges

- As a tool for improvement, *SENSE* helps us
 - Understand students' critical early experiences
 - Identify and learn from practices that engage entering students
 - Identify areas in which we can improve
- Basic principles
 - Grounded in research about what works to retain and support entering students
 - Reports data publicly
 - Is committed to using data for improvement

SENSE Benchmarks

SENSE Benchmark Scores for St. Petersburg College Compared to Colleges of Similar Size



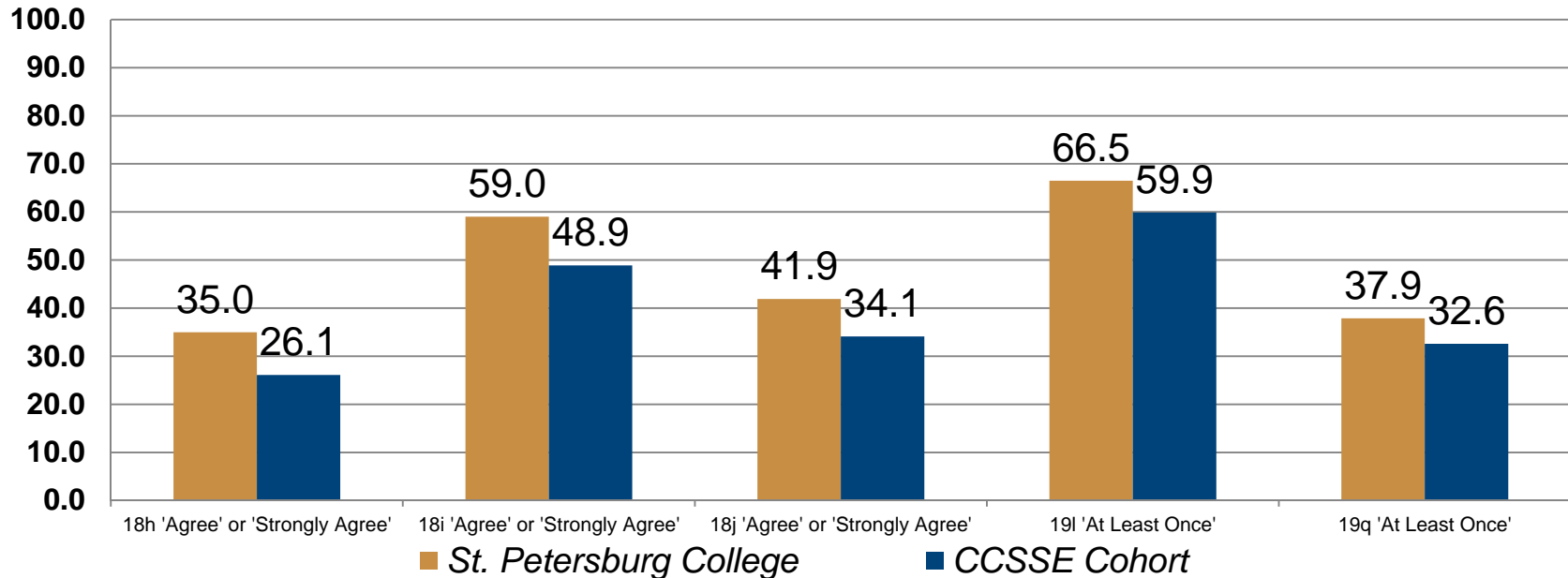
SPC Board of Trustees Meeting

Source: 2011 SENSE data

Note: Benchmark scores are standardized to have a *mean* of 50 and standard deviation of 25 across all respondents.

Aspects of Highest Student Engagement

SENSE Item Scores for St. Petersburg College Compared to 2011 SENSE Cohort



Benchmark	Item Number	Item
Clear Academic Plan and Pathway	18h	A college staff member talked with me about my commitments outside of school to help me figure out how many courses to take
Early Connections	18i	The college provided me with adequate information about financial assistance
Early Connections	18j	A college staff member helped me determine whether I qualified for financial assistance
Engaged Learning	19i	Frequency: Used an electronic tool to communicate with an instructor about coursework during the first three weeks of your first SEMESTER/QUARTER
Engaged Learning	19q	Frequency: Discussed ideas from your readings or classes with instructors outside of class during the first three weeks of your first SEMESTER/QUARTER

Notes

For items 18, 'Agree' and 'Strongly Agree' responses are combined.

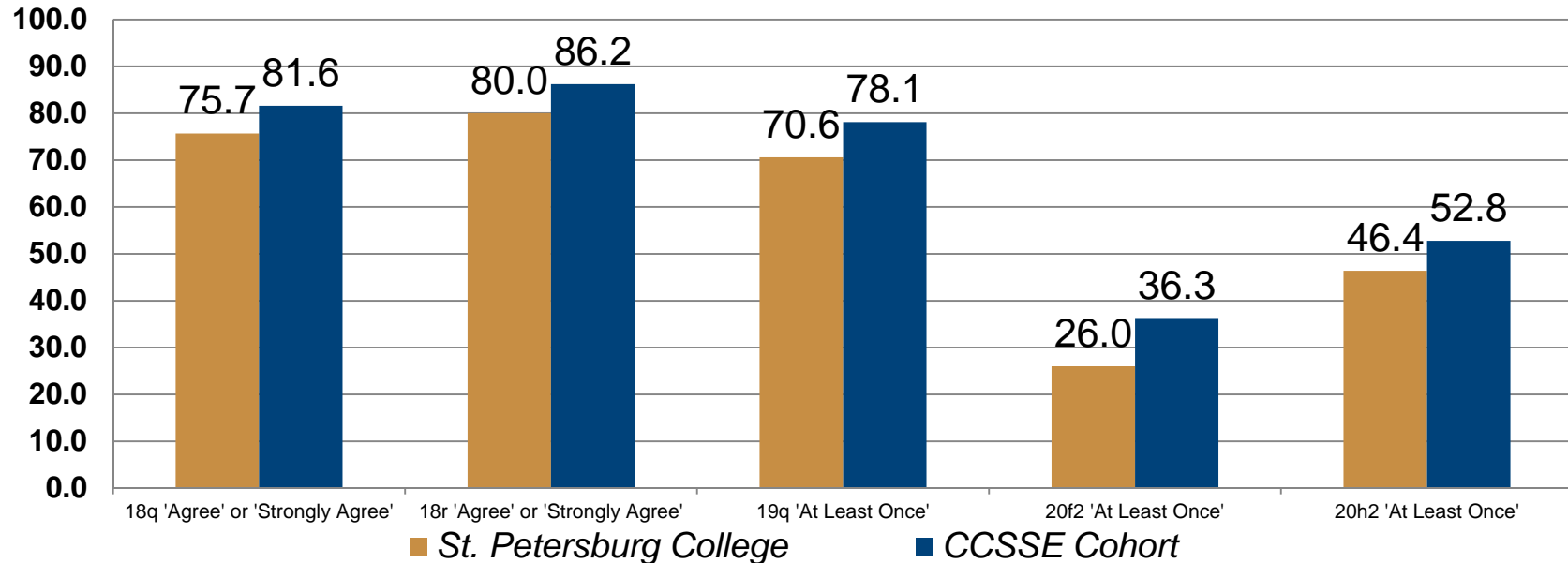
For items 19 (except 19c, 19d, 19f, 19s), 'Once', 'Two or three times', and 'Four or more times' responses are combined.

Source: 2011 SENSE data

SPC Board of Trustees Meeting

Aspects of Lowest Student Engagement

SENSE Item Scores for St. Petersburg College Compared to 2011 SENSE Cohort



Benchmark	Item Number	Item
Academic and Social Support Network	18q	At least one other student whom I did not previously know learned my name
Academic and Social Support Network	18r	At least one instructor learned my name
Engaged Learning	19g	Frequency: Worked with other students on a project or assignment during class during the first three weeks of your first SEMESTER/QUARTER
Engaged Learning	20f2	Frequency: Used Writing, math, or other skill lab
Engaged Learning	20h2	Frequency: Used computer lab

Notes

For items 18, 'Agree' and 'Strongly Agree' responses are combined.

For items 19 (except 19c, 19d, 19f, 19s), 'Once', 'Two or three times', and 'Four or more times' responses are combined.

For items 20, 'Once', 'Two or three times', and 'Four or more times' responses are combined.

Source: 2011 SENSE data

SPC Board of Trustees Meeting

Current student support initiatives that are aligned with SENSE Benchmarks for improvement

- **Academic and Social Support Network**
 - Ascertaining student out of class commitments (Life Plan)
 - Ensuring student awareness of academic and student support services available (New Student Orientation, Expansion of College Study Skills and Mentoring courses)
- **Clear Academic Plan and Pathway**
 - Assigning advisors to students in need (Individualized Learning Plan, Life Plan, Automated Graduation Check)
 - Increase the number of students who come to class prepared after reading and completing all assignments (Life Plan, Early Warning System)
- **Engaged Learning**
 - Increase the number of students who utilize out of class support - (New Student Orientation, expansion of Out of Classroom Support)
- **Effective Track to College Readiness:**
 - Improve student understanding college readiness and preparation for academic success (New Student Orientation, SLS courses, SLS Mentors, and assigned advisors)

SPC Board of Trustees Meeting

Summary


- At SPC, student engagement is an ongoing initiative! The front door is the most effective place to start.
- We are moving in the right direction, but certainly have more work to do.
- Helping students start strong will increase their ability to achieve their goals.

Thank You

SPC Board of Trustees Meeting

April 17, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: General Education Legislative Changes Update

Florida House Bill 7135 revises the general education requirements for all state higher education institutions and will have a significant impact on college and university curriculum. The required number of general education hours for associate and baccalaureate degrees will be lowered from 36 to 30 with 15 hours to be standardized across the State University System and the Florida College System. Foreign language requirements must now be met as part of the graduation requirements for the Associate in Arts degree. Students must earn 2 credits of sequential foreign language in high school or 8 to 10 credits in one foreign language at the college level. However, American Sign Language is included as one of the language options. These changes become effective for students entering SPC in the 2014-2015 academic year.

The State Board of Education and the Board of Governors are to jointly convene faculty committees to identify statewide general education core course options. The general education core course options must consist of a maximum of five courses within each of the subject areas of communication, mathematics, social sciences, humanities and natural sciences. Students will be required to complete one course from each of the five areas. SPC will be able to identify the remaining courses for the additional 15 hours of general education courses from the same five areas. The Florida College System schools are also required to work with our school districts to ensure high school curricula coordinates with our general education requirements so students are college ready. Sixty credit hours is the maximum for the Associate in Arts degree and one hundred and twenty hours for the baccalaureate degree, unless the State Board of Education previously approved the Florida College System institutions' baccalaureate program.

In an attempt to improve articulation and reduce excess credit hours each AA student entering SPC in the 2013-2014 academic year must indicate a baccalaureate degree program by the time they earn 30 credit hours. SPC will be required to notify the student of degree program prerequisites for the baccalaureate program offered by the student's institution of interest. Prior to registration for 2013-2014, SPC will also be required to provide each enrolled student and public high school student electronic access to the economic security report of employment and

earning outcomes for our degree and certificate programs. This information will be prepared by the Department of Economic Opportunity.

General Education Update

*SPC Board of Trustees
Meeting*

April 2012



General Education

Effective 2014-15 Academic Year

St. Petersburg College

Discipline	Current AA 36hrs	New AA 30hrs.	
		15hrs*	15hrs**
Communications	9	3	TBD
Mathematics	6	3	TBD
Social Science	6	3	TBD
Humanities & Ethics	9	3	TBD
Natural Science	6	3	TBD

- *15hrs to be identified by statewide Faculty Committees
- **15hrs to be identified by SPC from same five (5) areas



Additional Requirements

St. Petersburg College

- Must complete two (2) credits of HS Foreign Language or eight to ten hours College Level Foreign Language
 - American Sign Language can substitute
 - AA degree specific
- 60 credit hours maximum for Associate's in Arts degree
- 120 credit hours maximum for Bachelor's Degree unless previous approval by State Board of Education (Nursing, Education, Orthotics and Prosthetics)



Starting 2013-2014

St. Petersburg College

- Student must indicate baccalaureate degree after 30 credit hours earned
 - SPC to notify student of degree program prerequisites
 - Prior to registration – provide enrolled students and public HS students electronic access to Department of Economic Opportunity reports on SPC's program employment and earning outcomes
-



Timeline


St. Petersburg College

- April 20, 2012
FL. Department of Education Webinar – Legislative Update
- August 16, 2012
Fall Faculty FGO – General Education Review Process and Plan
- August 2013
Students with 30 credit hours identify bachelor degree choice
Provide students access to DEO report
- October 2013
BOT approval of recommended changes
- November 2013 – February 2014
2014-15 Guaranteed Schedule Planning
- August 2014
New General Education Requirements Implemented

April 17, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

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

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

The following transactions, exceeding \$35,000 but not exceeding \$325,000, which may be exempt from the bidding procedure, pursuant to State Board of Education Rule 6A-14.0734 (2) and Board of Trustees Rule 6Hx23-5.12, occurred since the January 2012 Quarterly Report or were not included in the previous Quarterly Report.

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

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

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

The listing is by Purchase Order Number:

1. **P.O. #81520 – Xerox Corporation** – This is in the amount of **\$210,400.68** for lease of Xerox Digital Color Press with monthly billing for copies made. This is the 3rd year of a 5 year lease agreement which was approved by the BOT in November 2009 **Authority:** SBE & BOT Rule 6Hx23-5.12, D: “Purchases at unit or contract prices ...” **Recommended** by Mike O’Keeffe, Director of Marketing and Public Information and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
2. **P.O. #81576 – Premier Agendas Inc** – This is in the amount of **\$78,750.00** for the 2012 -2013 edition of the student planner and handbook. **Authority:** SBE & BOT Rule 6Hx23-5.12, F: “Services or commodities available from a single or sole source....” **Recommended** by Pat Rinard, Associate Vice President of Enrollment Management, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
3. **P.O. #81747– Microsoft Corporation** – This is in the amount of **\$95,011.00** to review and examine and GAP analysis of SPC MS infrastructure and to solidify the platform. **Authority:** SBE & BOT Rule 6Hx23-5.12, G: “Professional services ...” **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
4. **P.O. #81893– Nalco Company** – This is in the amount of **\$46,177.44** for water treatment college-wide. **Authority:** SBE & BOT Rule 6Hx23-5.12, D: “Purchases at unit or contract prices ...” **Recommended** by Susan Reiter, Vice President Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
5. **P.O. #82130 – Oracle America Inc** – This is in the amount of **\$134,200.00** for license expansion for PeopleSoft Enterprise, Admissions, Student Records, Financial Aid, Student Financials, and Academic Advisement. **Authority:** SBE & BOT Rule 6Hx23-5.12, H: “Information technology resources...” **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
6. **P.O. #82196 – School Board of Pinellas County** – This is in the amount of **\$42,630.27** for adjunct pay for dual enrollment classes offered at the High Schools. **Authority:** SBE & BOT Rule 6Hx23-5.12, G: “Professional services ...”. **Recommended** by Anne Cooper, Senior Vice President, Academic and Student Affairs, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
7. **P.O. #82205 – Oracle America Inc** – This is in the amount of **\$60,736.64** for PeopleSoft Enterprise payroll for public sector, human resources for public sector, benefits admin,

time and labor, all for employee count perpetual. **Authority:** SBE & BOT Rule 6Hx23-5.12, H: “Information technology resources...” **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

8. **P.O. #82577 – Extensys Inc** – This is in the amount of **\$37,895.46** for computer equipment and licenses. **Authority:** SBE & BOT Rule 6Hx23-5.12, H: “Information technology resources...” **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

Change orders listed in numeric order:

1. **P.O. #71892 – Santiago, Ernesto Fernandez:** This change order is in the amount of **\$10,000** (new total is \$139,000.00). This order is **Grant Funded** and is to continue deliverables. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services...” **Recommended** by Eileen LaHaie Executive Director of CPSI (Center for Public Safety Innovation) and approved Anne Cooper, Senior Vice President, Academic and Student Affairs.
2. **P.O. #76527 – Semantic Space:** This change order is in the amount of **\$74,336.00** (new total is \$281,152.00). To provide consulting services for technical and functional support. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services...” **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
3. **P.O. #77002 – Xerox Corporation:** This change order is in the amount of **\$4,500.00** (new total is \$201,580.68) increase. To pay for overage on estimated amount of per page copies. **Authority:** SBE & BOT Rule 6Hx23-5.12, G: “Professional Services...” **Recommended** by Mike O’Keeffe, Director of Marketing and Public Information, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
4. **P.O. #77127 – O C Tanner Sales:** This change order is in the amount of **\$24,862.96** (new total is \$49,862.96) increase. This is for additional employee awards purchase. **Authority:** SBE & BOT Rule 6Hx23-5.12,. This service contract was awarded to OC Tanner as a result of RFP (Request for Proposal) # SPC 03-10-11. **Recommended** by Patty Jones, Vice President Human Resources and Public Affairs, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
5. **P.O. #78693 – Coutts Information Services:** This change order is in the amount of **\$10,000.00** (new total is \$55,000.00) increase. This is purchase materials for the library department. **Authority:** SBE & BOT Rule 6Hx23-5.12, G: “Professional services...” **Recommended** by Joe Leopold, Acting Director of Learning Support and approved by Doug

Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

6. **P.O. #79264 – Times Publishing:** This change order is in the amount of **\$7,000.00** (new total is \$42,000.00) increase. This is for additional one for one match in advertising space. **Authority:** SBE & BOT Rule 6Hx23-5.12, G: “Professional services...” **Recommended** by Susan Reiter, Vice President Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
7. **P.O. #79324 – EQ Florida:** This change order is in the amount of **\$2,100.00** (new total is \$44,100.00) increase. This is for additional hazardous waste removal services. **Authority:** SBE & BOT Rule 6Hx23-5.12, D: “Contract Pricing...” **Recommended** by Susan Reiter, Vice President Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology

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

Oracle America	
P.O. #82130	\$134,200.00
P.O. #82205	<u>\$ 60,736.64</u>
Total	\$194,936.64

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

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

The following are exceptions to competitive solicitations:

- A. Purchases under Sections 946.515 (PRIDE) and 946.519 (The State Department of Corrections), Florida Statutes.

B. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, and computer-based instructional software.

C. Library books, reference books, periodicals, and other library materials and supplies.

D. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.

E. Food.

F. Services or commodities available only from a single or sole source.

G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, "professional services" shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.

H. Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video and data and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.

I. Single Source procurements for purposes of economy or efficiency in standardization of materials or equipment.

J. Emergency purchases not in excess of the Category Two threshold [\$35,000] as specified in Section 287.017, Florida Statutes as provided for in P6Hx23-5.123.


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

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

pas032912

April 17, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Quarterly Information Report on Contract Items

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

Section A: Program Related Contracts

1. Agreement with **American Bankers Association** for a license to continue to use BankExecPC (bank management simulation software) as part of the College's Capstone course in the College of Business. The Agreement is for the period of one year at a cost to the College of \$2,500. This item was approved by Kay Burniston on January 26, 2012. Department—College of Business, Kay Burniston
2. Agreement with **Boley Centers, Inc.** to provide training to Boley clients through its Pathways Out of Poverty Program. The College will provide instruction for various "Learn to Earn" and "Basic Executive Skills Assistant Training" courses. The College will be paid \$100 per course. It is not known how many courses will be offered under this Agreement at this time. The Agreement will commence as soon as possible and will continue for one year. This item was approved by Stan Vittetoe on January 6, 2012. Department—Corporate Training, Stan Vittetoe
3. Agreement with the **Cooper Institute** to provide instruction and course materials for a law enforcement training course entitled *Law Enforcement Fitness Specialist* for approximately 30 students. The course will be held on May 21-25, 2012 at the Allstate Center. The cost to the College is expected to be \$17,000 and will be offset by student fees. The College will also provide classroom space, the necessary equipment for instruction, staff support for copying and other office assistance, and marketing. This item was approved by James Brock on January 10, 2012. Department—Southeastern Public Safety Institute, James Brock
4. Agreement with **eSkill Corporation** to continue the eSkill Test Center subscription that allows the College to conduct unlimited testing for the period of one year. This testing assessment capability will be used by Corporate Training in providing training services to Hospice. The cost to the College for a one-year period will be \$2,920. This item was

approved by the Stan Vittetoe on January 23, 2012. Department—Corporate Training, Stan Vittetoe

5. Agreement previously approved with **Rebecca Falzone** to collaborate with the College to develop curriculum and implement various Assisted Living Facility (ALF) training courses. The College provides course materials, marketing, registration, printing, site coordination, evaluation, curriculum assistance and certificates of completion. Ms. Falzone updates and maintains curriculum, assists with marketing and provides the expertise to teach the courses. This modification is to add a course(s) to the Agreement, change the pricing/revenue share associated with the Agreement, and extend the Agreement through February 21, 2015. The College anticipates annual fee revenue in the amount of \$65,500; however, after expenses, the net revenue per year is anticipated to be approximately \$26,372. This item was approved by Stan Vittetoe on February 22, 2012. Department—Continuing Education, Health, Stan Vittetoe
6. Agreement with the **Florida Music Educators' Association** for the College to participate in the 2013 Florida Music Educators' Association Conference to be held in Tampa. The College will have an exhibit booth at this Conference to promote its programs. The cost to the College for participation in this event under this Agreement is \$575. This item was approved by Pat Rinard on February 8, 2012. Department—Enrollment Management, Pat Rinard
7. Affiliation Agreement with **Florida O & P Services** to provide clinical experience to students enrolled in the Orthotics & Prosthetics Program at no cost to the College. The Agreement will commence as soon as possible and be ongoing unless terminated by either party. This item was approved by Phil Nicotera on January 11, 2012. Department—College of Health Sciences, Phil Nicotera
8. Affiliation Agreement with **Good Samaritan Hospital Medical Center** to provide nursing management experiences through a Leadership Practicum for students enrolled in the Nursing Program seeking their Bachelors of Science in Nursing degree. The Agreement will commence as soon as possible and continue for the period of one year. There is no cost to the College. This item was approved by Kay Burniston on January 17, 2012. Department—College of Nursing, Kay Burniston
9. Agreement with **Gulfcoast North Area Health Education Center, Inc.** whereby the College agrees to incorporate tobacco prevention and cessation content throughout the Respiratory Care curriculum and to participate in the orientation, online training program, Afternoon of Learning and Day of Service at several middle schools in Pinellas County on Tobacco Training and Cessation. Under this agreement, SPC Respiratory Care students will learn about tobacco and develop professional skills necessary to address its use with their patients. Students will also be prepared to educate youth about the dangers of tobacco. The Agreement will commence upon execution and will continue for one year. The College will receive \$25 per student. This item was approved by the Phil Nicotera on December 16, 2011. This item is being included in this report since it did not appear in the previous Quarterly Report. Department—Respiratory Care, Phil Nicotera

10. Agreement with **Harland Technology Services** to continue to provide software maintenance and support for the PARSCORE/PARTEST network and the PARTEST online software used in the Nursing Department. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College associated with this Agreement will be \$1,203. This item was approved by Phil Nicotera on December 19, 2011. This item is being included in this report since it did not appear in the previous Quarterly Report. Department—Nursing, Phil Nicotera
11. Affiliation Agreement with **HCA Health Services of Florida, Inc. d/b/a Edward White Hospital** to provide clinical experience to students enrolled in the. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College associated with this Agreement. This item was approved by Stan Vittetoe on February 13, 2012. Department—CE Health, Stan Vittetoe
12. Affiliation Agreement with **HCA Health Services of Florida, Inc. d/b/a Blake Medical Center** to provide a medical surgical clinical site and preceptor for Continuing Education RN Refresher/Remediation/Return-to-Work students. The Agreement will also provide for clinical experience for the College’s Nursing students and EMS Program students. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College associated with this Agreement. This item was approved by Stan Vittetoe and Phil Nicotera on March 23, 2012. Departments—CE Health, Nursing, & EMS, Stan Vittetoe and Phil Nicotera
13. Agreement with **Kahn Financial Group** to provide instruction and course materials for a course entitled *Passport to Retirement* to be offered at various times through the College’s Lifelong Learning program. Although the number of courses to be offered during the Agreement is not known at this time, the College anticipates a net revenue after expenses per class of approximately \$855. The College will assist in marketing the course, registering students and review of course materials. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Stan Vittetoe on January 9, 2012. Department—Lifelong Learning/Recreation & Leisure, Stan Vittetoe
14. Agreement with **Music Theatre International** to provide a license that will allow participants in the College for Kids Program to perform *Godspell Jr.* in August 2012. The cost to the College for this Agreement will be \$700 and includes royalty fees and performance materials. This item was approved by Stan Vittetoe on February 23, 2012. Department—College for Kids, Stan Vittetoe
15. Affiliation Agreement with **OPTEC** to provide clinical experience to students enrolled in the Orthotics & Prosthetics Program at no cost to the College. The Agreement will commence as soon as possible and be ongoing unless terminated by either party. This item was approved by Phil Nicotera on January 11, 2012. Department—College of Health Sciences, Phil Nicotera

16. Affiliation Agreement with **Orange Park Medical Center, Inc.** to provide medical surgical clinical site and preceptor for RN Refresher, Remediation/Return-to-Work students in the Continuing Education program. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Stan Vittetoe on January 20, 2012. Department—CE Health, Stan Vittetoe
17. Agreement previously approved with the **Pinellas County School Board** to continue the Early College Program at no cost to the College through June 30, 2014. **This modification will change language in the Agreement to clarify the Early College Program staffing model changes.** All other terms and conditions of the Agreement will remain as previously advised. This item was approved by Anne Cooper on February 6, 2012. Department—Academic & Student Affairs, Anne Cooper
18. Agreement with **ProTrain, LLC** whereby ProTrain will provide access to its online training courses in the areas of industrial and skilled trades to be offered to students through the College's Corporate Training Department. The College will market the courses and facilitate the registering of students. The College will retain a portion of the registration fee for its services and remit the remainder to ProTrain. Although the exact amount of revenue to be received under this Agreement cannot be determined, it is anticipated that the revenue to the College, after expenses, over a year will be approximately \$4,100. This estimate is based on an enrollment of 20 students in various courses during that period. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Stan Vittetoe on February 29, 2012. Department—Corporate Training, Stan Vittetoe
19. Affiliation Agreement with **Santa Rosa Medical Center** to provide clinical site and preceptor for RN Refresher, Remediation/Return-to-Work students in the Continuing Education program. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Stan Vittetoe on January 12, 2012. Department—CE Health, Stan Vittetoe
20. Agreement with the **City of St. Petersburg** for the College's Athletics Department to participate in the 2nd Annual St. Petersburg International Spring Baseball League and Tournament. SPC's Titans are scheduled to play two games (Canada v. SPC) during the Tournament on March 7 and March 9, 2012. The cost to the College for rental of Al Lang Field, umpires and baseballs for both games is expected to be \$1,740. This item was approved by Tonjua Williams on February 15, 2012. Department—Athletics-Baseball, Tonjua Williams
21. Agreement with **Seneca College of Applied Arts and Technology in Canada** to promote the exchange of experiences and staff in the fields of education, science, culture and other related areas. The Agreement will commence as soon as possible and will continue for the period of two years. There is no cost to the College associated with entering into this

Agreement. This item was approved by Catherine Kennedy on March 14, 2012. Department—Center for International Programs, Catherine Kennedy

22. Agreement with the **Tampa Bay Business Journal** to provide online and print advertising for Corporate Training. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this Agreement will be \$33,982. This item was approved by Stan Vittetoe on January 3, 2012. Department—Corporate Training, Stan Vittetoe
23. Affiliation Agreement with **Transitions Rehabilitation** to provide clinical experience for students in the Physical Therapist Assistant Program. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Phil Nicotera on March 27, 2012. Department—Physical Therapist Assistant, Phil Nicotera
24. Affiliation Agreement with the **U.S. Department of Veterans' Affairs, James A. Haley Veterans' Hospital** to provide clinical experience for students in the BS Nursing Program. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Kay Burniston on February 16, 2012. Department—College of Nursing, Kay Burniston
25. Agreement with **Valencia Community College (VCC)** that will allow VCC students to complete general education requirements at VCC and then transfer to SPC as a Distance Veterinary Technology student. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will continue for the period of two years. This item was approved by Phil Nicotera on March 19, 2012. Department—Veterinary Technology, Phil Nicotera
26. Agreement with **Vanguard Advanced Pharmacy Systems Company** whereby SPC and Vanguard will develop and present a new Resident Assistant Training Certificate Program. Vanguard will provide qualified instructors and teach the courses as well as assist the College in the development of the course curriculum and presentation format. Vanguard will receive \$150 per student. Based on an estimate of 20 students, the College anticipates an annual revenue of \$11,000; however, after estimated expenses of \$3,000, the net revenue would be estimated at \$8,000 per year. The Agreement will commence as soon as possible and continue for the period of three years. This item was approved by Stan Vittetoe on February 13, 2012. Department—Continuing Education Health, Stan Vittetoe

Section B: Major Technology Contracts Summary (Dell Financial Services)

27. Agreements with **Dell Financial Services, LP** to lease a total of 147 computers and other computer equipment for use in various academic and administrative departments. The leases will continue for a period of 49 months. The cost to the College for these leases is expected to be approximately \$338,713.36. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$16,120.46.

Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$354,835.82. These items are being reported to the Board based on its approval of August 16, 2011.

Section C: Contracts above \$100,000 (\$100,001-\$325,000)

28. Agreement previously approved with **Mail Finance, Inc.** to provide a five-year lease for mail processing machines including machines for metering, sorting and tabbing. The lease Agreement will commence upon installation and will continue for a period of five years. The cost to the College for the lease was initially anticipated to be \$23,136 per year for a total lease cost of \$115,680 over five years; however, due to the need to add additional equipment to the lease, the total cost to the College for this Agreement will increase by an amount of \$10,696. **This item represents an approval request for a total amended contract in the amount of \$126,376.** The department also estimates costs for supplies to be approximately \$1,575 per year; however, payment for these costs, which are separate from the lease, will be handled via the Purchase Order process. This item was approved by the President on February 27, 2012. Department—Mail & Distribution, Susan Reiter/Doug Duncan

Section D: Contracts above \$50,000 (\$50,001-\$100,000)

29. Agreement with **WorkNet Pinellas** whereby the College will participate in WorkNet's On-the-Job Training (OJT) program. The Agreement provides a unique opportunity for unemployed individuals who already possess some job-related skills and knowledge to "learn as they earn." By participating in the program, the College benefits by being reimbursed up to 50% for a new employee's wages during their probationary period of employment to help offset the costs associated with new hire training and increased supervision related to the training. The maximum reimbursement from WorkNet is \$4,000 per newly hired eligible employee. The Agreement will commence as soon as possible and continue until funds are expended. Although the amount of funds that may be reimbursed to the College cannot be determined at this time, WorkNet's total budget for this program through June 2012 is \$250,000. The portion of this funding to be received by the College will depend on the number of eligible employees hired. This item was approved by Doug Duncan on February 1, 2012. Department—Human Resources, Patty Jones

Section E: Contracts above \$10,000 (\$10,001-\$50,000)

30. Agreement with **Clear Channel Outdoor** to provide bulletin boards to be used for outdoor bulletin advertising of the College from March 5, 2012 through June 30, 2012. The cost to the College for this period will be \$32,000. This item was approved by Patty Jones on February 8, 2012. Department—Marketing & Public Information, Mike O'Keefe
31. Agreement with **Clear Channel Outdoor** to provide poster boards to be used for outdoor poster advertising of the College from March 5, 2012 through June 30, 2012. The cost to the College for this period will be \$16,000. This item was approved by Patty Jones on February 8, 2012. Department—Marketing & Public Information, Mike O'Keefe

32. Agreement with **InfoGroup, Inc.** and its affiliates to continue to provide access to an internet-based reference service which will allow students to find up-to-date quality business and industry information, including details necessary for complicated business papers and class projects. The Agreement will be for the period of one year at a cost to the College of \$3,150. This item was approved by the Anne Cooper on January 24, 2012. Department—Director of Libraries, Anne Cooper
33. Agreement with **Reach Local** to provide online search engine and display advertising (pay-per-click) to increase enrollment for various College programs. The Agreement will commence as soon as possible and will continue for the period of one year at a cost to the College of \$48,000. This item was approved by Anne Cooper on January 10, 2012. Department—Marketing and Public Information, Anne Cooper
34. Agreement with **Ricoh** to provide for the lease of a copy machine for use in the Financial Assistance Services Department. The Agreement will commence as soon as possible and continue for the period of five years. The cost to the College for this Agreement will be \$5,106 plus approximately \$1,896 for copy charges. This item was approved by Tonjua Williams on March 27, 2012. Department—Financial Assistance Services, Michael Bennett
35. Agreement with **Ricoh** to provide for the lease of a copy machine for use by the Verification Unit of the Financial Assistance Services Department. The Agreement will commence as soon as possible and continue for the period of five years. The cost to the College for this Agreement will be \$5,106 plus approximately \$3,318 for copy charges. This item was approved by Tonjua Williams on March 27, 2012. Department—Financial Assistance Services, Michael Bennett
36. Agreement with **Sheraton Sand Key Resort** to provide for the use of rooms, meeting facilities, food and beverages and audio visual equipment for the Association of Human Trafficking Investigators conference to be held May 29-31, 2012. The cost to the College for this Agreement is anticipated to be \$18,676.80. This item was approved by James Brock on February 27, 2012. Department—Center for Public Safety Institute, Eileen LaHaie

Section F: Contracts below \$10,000

37. Agreement with the **American Medical Association** for a subscription and site license that provides online access to the Journal of the American Medical Association (JAMA) for the period of one year. The Agreement will allow students to conduct online research using JAMA. The cost to the College for this Agreement will be \$1,980. This item was approved by Anne Cooper on February 22, 2012. Department—Director of Libraries, Anne Cooper
38. Agreement with **Defense Group, Inc.** whereby the College agrees not to disclose proprietary and other confidential information without the written consent of Defense Group, Inc. The College's Center for Public Safety Innovation and the Defense Group are

in the process of determining the feasibility of working together on a project(s) that may include training and exercise development, curriculum design, delivery technologies, performance, and post event activities. This non-disclosure Agreement will commence as soon as possible and will continue for two years. There is no cost to the College. This item was approved by James Brock on February 27, 2012. Department—Center for Public Safety Innovation, James Brock

39. Agreement with **EnvisionWare, Inc.** to continue the maintenance/support associated with the PC Reservation Enterprise software used in the College's libraries, which allows students and library patrons the use of library computers via their student or library ID number. Users are limited to a 90-minute session for research. The software also provides management and reporting capabilities for library computers. The renewal period is through October 31, 2012 at a cost to the College of \$1,278.75. This item was approved by Anne Cooper on January 20, 2012. Department—Director of Libraries, Anne Cooper
40. Agreement with the **Florida Aquarium** whereby the College will receive a discounted rate for Florida Aquarium tickets, which are anticipated to be purchased as part of the College's Wellness Warriors Rewards Program. The Agreement will commence as soon as possible and continue for the period of one year. The College anticipates a cost of approximately \$1,600 during this period. This item was approved by Patty Jones on January 9, 2012. Department—Human Resources/Wellness, Patty Jones
41. Agreement with **Florida Lambda Rail, LLC** to continue the College's membership and services from Florida Lambda Rail which provides the College with access to university research networks, Internet2, SPC Disaster Recovery site and high availability internet connectivity. The Agreement will commence March 1, 2012 and continue for the period of one year. The cost to the College for this Agreement period will be \$33,840. This item was approved by Kay Burniston on February 20, 2012. Department—College University Center, Catherine Kennedy
42. Agreement with the **Florida Police Chiefs Association** whereby the College will participate in the Annual Summer Conference & Exposition to recruit and build awareness for the College's programs and degrees in Public Safety and Public Policy. The cost to the College for exhibit space under this Agreement will be \$700. This item was approved by Mike O'Keeffe on March 1, 2012. Department—Marketing and Public Information, Mike O'Keeffe
43. Confidentiality Agreement with **Follett Higher Education Group, Inc.** whereby the College agrees to maintain the confidentiality of Follett's proprietary and trade secret information associated with its response to the College's RFP #SPC 04-11-12 for bookstore services. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Doug Duncan on January 9, 2012. Department—Bookstore, Doug Duncan

44. Agreement approved October 5, 2011 with **Susan Glickman** to present a three-part series entitled *The Future of Energy* to be held at the Institute for Strategic Policy Solutions on various dates. The cost to the College for this Agreement will be approximately \$6,000; however, it is anticipated that the College will receive a revenue of approximately \$5,000 from participant fees to help offset these expenses. **This item represents a modification to the Agreement for a no-cost extension of the Agreement through May 30, 2012 (the Agreement was originally approved to continue through April 15, 2012).** All other terms and conditions will remain as previously advised. This item was approved by Dennis Jones on January 23, 2012. Department—Institute for Strategic Policy Solutions, Dennis Jones
45. Agreement with **Grad Images, a division of Event Photography Group** to continue to provide photography services for the College's graduation ceremonies held through 2014. The Agreement will commence as soon as possible and continue through December 31, 2014. There is no cost to the College associated with entering into this Agreement. This item was approved by the Tonjua Williams on January 9, 2012. Department—Graduation, Tonjua Williams
46. Agreement with **Grammarly, Inc.** to provide a free trial to review its writing assistance technology product. The Agreement will begin as soon as possible and will continue through December 31, 2012. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on March 14, 2012. Department—Director of Libraries, Anne Cooper
47. Agreement with **Harland Technology Services** to provide maintenance for the Scantron scoring machine used at the Downtown Center. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$590. This item was approved by Tonjua Williams on February 24, 2012. Department—Provost, Downtown, Kevin Gordon
48. Agreement with **Iknowledgenow, Inc.** to continue to provide access to the database of the Journal of the American Hospital Association and other publications and grants. Although the College has an ongoing Agreement in place, the cost to the College for this annual renewal period will be \$485. This item was approved by Anne Cooper on February 24, 2012. Department—Director of Libraries, Anne Cooper
49. Agreement with the **Kiwanis Club of Seminole Florida, Inc.** to use the College's Seminole Campus parking lot from 1:00-3:00 pm on Sunday, March 11, 2012 for the Fire Truck Pull which is part of the Seminole Pow-Wow festivities held to benefit area children. The Kiwanis Club will provide a Certificate of Insurance and the City Public Works department will assist the Club with securing and cordoning off the area and assuring safety. There is no cost to the College associated with this Agreement. This item was approved by James Olliver on February 22, 2012. Department—Provost, SE, James Olliver

50. Agreement with the **Library of Congress** to continue to provide the Classification Web access for use in the College's libraries. The renewal period will commence as soon as possible and will continue for the period of one year. The cost to the College will be \$525. This item was approved by Anne Cooper on March 22, 2012. Department—Director of Libraries, Anne Cooper
51. Agreement with **Anthony Ottaviani, DO** to provide medical direction for the Respiratory Care Program, which is necessary to meet the requirements for Program accreditation. The Agreement will cover the period commencing July 1, 2012 and continuing through June 30, 2013. The cost to the College will be \$4,400. This item was approved by Phil Nicotera on March 19, 2012. Department—Respiratory Care, Phil Nicotera
52. Agreement with **Ovid Technologies, Inc.** for a license to the American Nurses Association Collection of eBooks. The Agreement will commence as soon as possible and will continue unless terminated by either party. The cost to the College for this Agreement will be \$2,553. This item was approved by Anne Cooper on January 13, 2012. Department—Director of Libraries, Anne Cooper
53. Agreement with **Phillies Florida, LLC** whereby the College will provide access to the two northern parking lots on the Clearwater Campus for fan parking during the Phillies Spring Training home games. The Agreement will commence as soon as possible and continue through April 15, 2012; thereafter, the Agreement will auto renew each season unless terminated with 30 days' notice. In exchange, Phillies Florida will provide in-kind, stadium Billboard outfield signage and two season tickets during each season. There is no cost to the College associated with entering into this Agreement. This item was approved by Susan Reiter on January 5, 2012. Department—Maintenance Services, Susan Reiter
54. Amendment to Agreement with **Pinellas County** to include the Veterinary Technology site as one of the properties that the County may use as a staging area for emergency relief activities in the event of a disaster. The Amendment will continue under the terms of the current Agreement which expires September 6, 2012. There is no cost to the College associated with entering into the Agreement. This item was approved by Phil Nicotera on March 14, 2012. Department—Veterinary Technology, Phil Nicotera
55. Agreement with **Progress Energy Services Company, LLC** that will allow for the installation of Electric Vehicle Supply Equipment at various locations on the St. Petersburg/Gibbs campus. Progress Energy will install, maintain, repair/replace such equipment as necessary. The Agreement will commence upon execution and continue through April 27, 2013. The cost to the College for electrical usage over the period of the Agreement is anticipated to be approximately \$6,308. This item was approved by Susan Reiter on March 12, 2012. Department—Energy Conservation, Susan Reiter
56. Agreement with the **University of South Florida, College of Medicine** to provide the services of David A. Solomon, MD whereby Dr. Solomon will provide physician input and related clinical expertise regarding pulmonary medicine during Sessions I & II, 2012-13.

The cost to the College for this Agreement will be \$2,000. This item was approved by Phil Nicotera on March 21, 2012. Department—Respiratory Care, Phil Nicotera

57. Agreement with **Springshare, Inc.** to continue to provide LibGuides, a template-driven content management system for libraries. The system will be used to create attractive multimedia content, share knowledge and information and promote library resources to the community. The system also allows integration of interactive content such as videos, podcasts, RSS feeds and widgets such as chat and feedback from polls/surveys. The Agreement is for the period of one year at a cost to the College of \$3,698. This item was approved by Anne Cooper on January 20, 2012. Department—Director of Libraries, Anne Cooper


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

Suzanne Gardner, General Counsel, recommends approval.

ps328121

April 17, 2012

MEMORANDUM

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

Approval is sought for an Agreement with WorkNet Pinellas, Inc. whereby the College will provide training to those eligible individuals sent to SPC by WorkNet staff working in the One-Stop Centers for WorkNet Pinellas in Pinellas County. Permission is also sought to enter into any extensions or amendments, as may be necessary.


Under the terms of the Agreement, WorkNet will provide funding for certain training of eligible individuals under Title I of the Workforce Investment Act and other special project training funds to St. Petersburg College as the Training Agent for payment of tuition, fees, materials and supplies, etc. The Agreement period commenced April 1, 2012 and will continue for the period of one year. The estimated revenue that may be received during this period is approximately \$275,000.

Suzanne L. Gardner, Acting General Counsel; Stan Vittetoe, Vice President, Workforce & Continuing Education; and Gary Graham, Workforce Project Manager, recommend approval.

gg0405123

April 17, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: U.S. Department of Labor, Employment & Training Administration—Workforce Innovation Fund

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Labor, Employment and Training Administration, by Polk Works in partnership with St. Petersburg College for the Workforce Innovation Fund grant opportunity. The proposed program supports an innovative approach to the design and delivery of employment and training services of the Tampa Bay regional workforce area that will generate long-term improvements in the performance of the public workforce system, both in terms of outcomes for job seeker and employer customers and cost-effectiveness. SPC will serve as a partner with Polk Works, Polk State College, WorkNet Pinellas, Hillsborough Community College, Tampa Bay WorkForce Alliance, Pasco-Hernando Community College, Career Central, State College of Florida and the Suncoast Workforce Board. **Permission is also sought to accept funding for this proposal and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

SPC will be a subcontractor on a regional consortium proposal led by Polk Works that focuses on eliminating barriers related to providing training across geographic barriers within the greater Tampa Bay region, enabling colleges and workforce boards to work together to offer high quality, non-credit, accelerated advanced manufacturing skills training to employers in the region in a cost effective manner. This program is perfectly aligned with the newly initiated College Alliance for Advanced Manufacturing agreement between SPC and Polk State College.

The estimated period of performance will be from September 1, 2012 through August 31, 2015. The total project budget is projected to be \$2,913,000 over three years. Of this amount, the College anticipates receiving approximately \$75,000 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 Jim Connolly, Director, Corporate Training, recommend approval.

Attachment
js0409124

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

Date of BOT Meeting: April 17, 2012

Funding Agency or Organization: U.S. Department of Labor, Employment and Training Administration – Polk Works

Name of Competition/Project: Workforce Innovation Fund

SPC Application or Sub-Contract: Subcontract

Grant/Contract Time Period: **Start:** 9/1/12 **End:** 8/31/15

Cabinet Member: Stan Vittetoe

Manager: Jim Connolly

Focus of Proposal:

The Workforce Innovation Fund initiative focuses on eliminating barriers related to providing training across geographic barriers within the greater Tampa Bay region, enabling colleges and workforce boards to work together to offer high quality, non-credit, accelerated advanced manufacturing skills training to employers in the region in a cost effective manner. SPC will serve as a partner with Polk Works as the lead, in addition to Polk State College, WorkNet Pinellas, Hillsborough Community College, Tampa Bay WorkForce Alliance, Pasco-Hernando Community College; Career Central; State College of Florida and the Suncoast Workforce Board.

SPC will assume the role of the corporate training provider. Specifically, the College will use funds to support administrative costs associated with the implementation of the program.

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.)

Admin (10%)	<u>\$75,000</u>
Total Budget	<u>\$75,000</u>

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$75,000
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Total amount from funder:	\$75,000
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Amount/value of match:	Cash:	N/A
	In-kind:	N/A
Required match or cost sharing:	No	X Yes
Voluntary match or cost sharing:	No	X Yes
Source of match/cost sharing:		N/A
Negotiated indirect cost:		N/A
(Fixed) administrative fee:		N/A
Software/materials:		N/A
Equipment:		N/A
Services:		N/A
Staff Training:		N/A
FTE:		N/A
Other:		N/A

College Goals and Institutional Initiatives Addressed:

College Goal:	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.
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Institutional Initiative(s):	1.	Develop and implement new academic programs/program tracks in high-demand areas in response to workplace and student demands.
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SPC 7/24 Initiative Addressed:


Focus:	5.	One College
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Observable Project:		Workforce and Community Mission
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April 17, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

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

Board of Trustees Rules 6Hx23-6.09 and 6Hx23-6.10 authorize the President to approve construction contracts and change orders to construction contracts for extensions of time and for increases in an amount not to exceed CATEGORY FIVE, Florida Statutes 287.017 (currently \$325,000), with the stipulation that the Board of Trustees will be informed of these approvals on a quarterly basis. This memo is to **inform the Board of Trustees** of the following items approved from January 1, 2012 through March 31, 2012.

- 1. Approval was granted to approve Project 266-P-11-2 as substantially complete. The Construction Manager, A.D. Morgan Corporation and college personnel have inspected the work on this project and certify that as of January 15, 2012, this project was substantially complete in accordance with the contract documents, subject to the correction of final punch list items, including building code requirements.**

This *Type II Miscellaneous Construction Manager at Risk Services, Collegewide (not over \$1 Million)* consisted of upgrades to the Clearwater Campus Fine Arts Auditorium including replacing the existing fire curtain and stage rigging as well as other miscellaneous code deficiencies. The existing curtain contained asbestos and was removed earlier this year as an initial step to the upgrade of the facility. The details of this project were as follows:

- New pipe grid system installed at a lower height providing proper support and a more user friendly setup;
- New fire curtain and code compliant rigging;
- New hand winches for the three (3) upstage positions;
- All new equipment with dead hanging hardware providing proper positioning and spacing for optimum use;
- New roof vent rigging providing a code compliant system;
- New removable aluminum stairs providing a second means of egress from the stage;
- New lobby carpeting and walk off mats.

The Guaranteed Maximum Price (GMP) for this project is \$99,615 with a total budget of \$108,629. The funding sources for this project are Public Education Capital Outlay (PECO) funds.

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

2010-2011 Public Education Capital Outlay (PECO) Sum of the Digits Allocation (265)	\$ 108,629
Total Project Budget:	\$ 108,629

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

2. Approval was granted to approve Change Order #2 (Proposal Request #6) and Extension of Time for Construction Manager, Biltmore Construction Company, Inc., Project 151-G-11-15, Remodel 1st Floor, Downtown Center.

This *Type I Large Construction Project (up to \$35 Million)* replaced and enhanced the student intake facilities at the Downtown Center.

The **First Phase** of this project consisted of remodeling a portion of space previously occupied by the Florida International Museum on the ground floor of the main Downtown Center building. This provided a larger and enhanced student intake and support area to accommodate growth at the Downtown Center. This space includes a larger admissions/registrar counter, a student self-serve and computer testing area and new office suite. The new office suite shall accommodate the Associate Provost, Academic and Financial Aid Advisors, Veterans Representative, Disabilities Resource Specialist, and Student Services support staff. Construction is underway and is scheduled to be completed during the Spring Session of 2012.

The **Second Phase** of this project included remodeling of the existing Registration and Admissions area on the ground floor to create a new student lounge and study area and a “Who-is-Next” kiosk in the main lobby. This phase of construction also provided a clear and visible path to the ground floor northwest staircase that had been hidden from access and view by the existing Registration and Admissions area. This larger area and staircase assists in alleviating congestion in the main lobby.

Change Order #2 consists of remodeling 863 square feet of space on the 1st floor as administrative office space and an office suite for the Downtown Center Provost. Construction is underway and scheduled to be completed during the Spring Session of 2012.

Approval was granted for Change Order #2 in the amount of \$54,232.20 for this project as detailed below and an extension of time for 32 days from April 30, 2012 to June 1, 2012 with no additional general conditions.

Original GMP:	<u>\$911,899.00</u>
Change Order #1: (Increase Scope of Work relating to unforeseen conditions related to preparing the sub-flooring.)	\$35,452.99
Change Order #2: (Additional office space)	<u>\$54,232.20</u>
Revised Guaranteed Maximum Price:	
	\$1,001,584.19

Funding Source for the total project budget:

2-Year Student Capital Improvement Fee	\$418,156.00
Student Capital Improvement Fee Reserve	\$36,206.00
Public Education Capital Outlay (PECO) Funds – General Renovate / Remodel , Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$854,023.00
Total Project Budget:	\$1,308,385.00

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

3. Approval was granted for Change Order #1, Final Accounting for Construction Manager, A.D. Morgan Corporation, Project 186-C-11-4, Additional Classrooms/Offices, Seminole Campus.

This *Type I Large Construction Project (up to \$35 Million)* consisted of the purchase and installation of the following modular units located between the University Partnership Building and the Chiller Plant Building at the Seminole Campus:

3	1,056 square-foot, 40-student station classrooms
1	1,056 square-foot, 30-Student classroom with storage
1	1,056 square-foot office suite for 6 faculty offices
1	360 square-foot restroom/custodial facility
1	1,200 square-foot walkway deck, stairs and ADA ramp, and extension of the associated electric, fire alarm, data, domestic water and sanitary sewer required for the project.

Contingency:

When the Guaranteed Maximum Price is established at the beginning of the project, an Owner's Contingency is established. This is utilized for Owner changes throughout the project if requested.

Owner Direct Purchases and Sales Tax Savings:

Final payment will not be made until all requirements for final completion have been met. The State Requirements for Educational Facilities, 2008, and as amended in 2009, Chapter 4, Section 4.2 and (3), requires that final payment shall not be made until a certificate of occupancy has been issued. The project has been completed, and the Board of Trustees has accepted the project. To date we have purchased \$423,596.80 worth of materials, realizing a sales tax savings of \$25,515.81.

An explanation of this Change Order and Final Accounting is as follows:

Original GMP:	<u>\$850,987.00</u>
Construction Manager Buy-out: (Money returned from GMP)	(\$10,878.12)
College Direct Purchase Sales Tax Savings:	(\$25,515.81)
College Direct Material Purchases:	<u>(\$423,596.80)</u>
Change Order #1:	<u>(\$459,990.73)</u>
Original GMP:	\$850,987.00
Change Order #1:	<u>(\$459,990.73)</u>
Final GMP:	<u>\$390,996.27</u>

Funding Source for the total project budget:

2- Year Student Capital Improvement Fee	\$64,375.63
Public Education Capital Outlay (PECO Funds-General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$1,051,323.37
Total Project Budget:	<u>\$1,115,699.00</u>

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

- Approval was granted to approve Change Order #2, Extension of Time and Substantial Completion for Project 186-G-09-3. The Construction Manager, Biltmore Construction Company, Inc. and college personnel have inspected the work on this project and certify that as of January 5, 2012, this project was substantially complete in accordance with the contract documents, subject to correction of final punch list items, including building code requirements.**

The Parking Lot Renovation Adjacent to Gymnasium, St. Petersburg/Gibbs Campus project is a *Type I Large Construction Project (up to \$35 Million)* that maximizes the parking lot spaces and improves the flow of traffic at the St. Petersburg/Gibbs Campus.

The original scope of work was scheduled to take place between April 8, 2011 and August 22, 2011 to accommodate the lower parking requirements at the end of Spring Session and during the Summer Session.

As we were working in the West Parking Lot during the Summer Session, the project team realized that the existing grades would not allow the existing Northwest Parking Lot to drain properly. Due to this unforeseen condition the Northwest Parking Lot grades had to be redesigned. This delayed the completion of the work in the Northwest Parking Lot (Phase 2 original schedule from May 15, 2011 to August 22, 2011) thus delaying the start of construction of the Southwest Parking Lot (Phase 3 original schedule from July 1, 2011 to August 22, 2011). As the aforementioned unforeseen condition occurred in late June, the project team decided that the start of Phase 3 should be delayed to accommodate the beginning of the Fall Semester which has a heavy student population that portends the need for as many parking spaces as possible. After consultation and coordination with the St. Petersburg/Gibbs Provost, Security and Facilities, the project team decided for Phase 3 construction to be resumed on October 31, 2011 when the student population was historically considerably less as this was after the students' drop period.

Although Change Order #2 extended the contract duration by 136 days from August 22, 2011 to January 5, 2012, the contractor did not request additional general conditions. Additionally, there was no interruption to instruction or operation of the College as a result of this change order. The value of the additional work has been funded by the contractor's buyout contingency and does not change the value of the contract. This change has been determined by the staff to be needed as part of the project and the requested extension of time is valid.

The Final Guaranteed Maximum Price (GMP) for this project is \$1,198,822.00 with a total project budget of \$1,575,878.66. The funding sources for this project are Public Education Capital Outlay (PECO) funds.

Funding Source for the total project budget:

Public Education Capital Outlay (PECO) Funds, Remodel/ Renovate Library to Student Services with addition - SPG (303)	\$ 1,550,522.80
SCIF Reserve	\$ 25,355.86
Total Project Budget:	\$ 1,575,878.66

Final payment will not be made until all requirements for final completion have been met. The State Requirements for Educational Facilities, 2008, and as amended in 2009, Chapter 4, Section 4.2 and (3), requires that final payment shall not be made until a

certificate of occupancy has been issued, the project has been completed, and the Board of Trustees has accepted the project.

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

5. Approval was granted to approve Change Order #2, Final Accounting for Construction Managers, A.D. Morgan Corporation, Project 186-B-11-4, Science Lab Upgrades, UPC, Seminole Campus.

This *Type I Large Construction Project (up to \$35 Million)* consisted of science lab upgrades at the University Partnership Center, rooms 307 and 309. This upgrade allowed the labs to more effectively teach Biological Science Lab, Anatomy and Physiology I and II Labs, Field Biology of Florida with Lab, and Biology of Marine Life with Lab. This project allowed for the addition of Biology I Lab, Biology II Organism and Ecology Lab and an Oceanography Lab, which could not be taught in their current space. The renovation included casework with chemical resistant counters, lab tables, teaching bunkers and demonstration tables with chemical resistant tops and sinks. Additionally, this project upgraded the heating, ventilation and air conditioning system to provide 100% outside air (including separation from the main building air flow to avoid migration of odors) and provided an emergency exhaust system.

Contingency:

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

Owner Direct Purchases and Sales Tax Savings:

Final payment will not be made until all requirements for final completion have been met. The State Requirements for Educational Facilities, 2008, and as amended in 2009, Chapter 4, Section 4.2 and (3), requires that final payment shall not be made until a certificate of occupancy has been issued, the project has been completed, and the Board of Trustees has accepted the project. To date we have purchased \$69,962.00 worth of materials, realizing a sales tax savings of \$4,247.72.

Change Order #2 in the deductive amount of (\$151,561.28) for this project is detailed below:

Original GMP:	<u>\$546,262.00</u>
Construction Manager Buy-out: (Money returned from GMP)	(\$77,351.56)
College Direct Purchase Sales Tax Savings:	(\$4,247.72)
College Direct Material Purchases:	<u>(\$69,962.00)</u>
Change Order #2:	(\$151,561.28)
Original GMP:	\$546,262.00

Change Order #1 (Surplus Owner's Contingency)	(\$76,000.00)
Change Order #2: (Final Accounting)	<u>(\$151,561.28)</u>
Final GMP:	\$318,700.72

Funding Source for the total project budget:

Student Capital Improvement Fee Reserve	\$79,855.10
Public Education Capital Outlay (PECO Funds-General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$574,815.90
Total Project Budget:	\$654,671.00

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

6. **Approval was granted to approve Change Order #2, Final Accounting, for Construction Managers, Biltmore Construction Company, Inc., Project 1707-B-11-15, Remodel & Build-out of Lab & Classrooms 3rd and 4th Floors, Downtown Center.**

This *Type I Large Construction Project (up to \$35 Million)* consisted of modifying an existing 1,500 square-foot classroom and storage space on the fourth floor of the main Downtown Center building into a chemistry science laboratory and laboratory preparation space capable of teaching all current chemistry and science classes. A portion of the infrastructure was installed in a previous project, but this project provided all of the specialty lab furniture with chemical resin countertops, specialty lab equipment (blast-proof refrigerator, commercial dishwasher, etc.), four (4) fume hoods, mechanical supply and exhaust systems as well as laboratory-specific floor and wall finishes. This project also built out 7,100 square feet of the 3rd floor shelled space into four (4) classrooms with a central storage room between two (2) of the classrooms (allowing for a future build out of anatomy and physiology laboratories and preparation space) as well as an extension to the 3rd floor corridor.

Contingency:

When the Guaranteed Maximum Price is established at the beginning of the project, an Owner's Contingency is established. This is utilized for Owner changes throughout the project if requested.

Owner Direct Purchases and Sales Tax Savings:

Final payment will not be made until all requirements for final completion have been met. The State Requirements for Educational Facilities, 2008, and as amended in 2009, Chapter 4, Section 4.2 and (3), requires that final payment shall not be made until a certificate of occupancy has been issued, the project has been completed, and the Board of Trustees has accepted the project. To date we have purchased \$103,719.83 worth of materials, realizing a sales tax saving of \$6,373.19.

Change Order #2 in the deductive amount of (\$234,500.65) for this project as detailed below.

Original GMP:	<u>\$973,385.00</u>
Construction Manager Buy-out: (Money returned from GMP)	(\$124,407.63)

College Direct Purchase Sales Tax Savings:	(\$6,373.19)
College Direct Material Purchases:	<u>(\$103,719.83)</u>
Change Order #2:	<u>(\$234,500.65)</u>
Original GMP:	\$973,385.00
Change Order #1:	\$379,094.00
Change Order #2	<u>(\$234,500.65)</u>
Final GMP:	<u>\$1,117,978.35</u>

Funding Source for the Total Project Budget:

2-Year Student Capital Improvement Fee	\$110,939.32
Student Capital Improvement Fee Reserve	\$491,173.67
Public Education Capital Outlay (PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$1,132,686.01
Total Project Budget:	<u>\$1,734,799.00</u>

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

7. Approval was granted to approve Change Order #4, Final Accounting for Construction Managers, Mills Gilbane Corporation, Project 1707-X-08-18, Veterinary Technology Building, Veterinary Technology Center.

This *Type I Large Construction Project (up to \$35 Million)* project consisted of a 32,768 square foot one-story building at the new Veterinary Technology Special Purpose Center. The building includes the following spaces for the Veterinary Technology Program:

- 3 Classrooms (2 Lecture / Computer Labs and 1 Computer Classroom / Collaborative Lab);
- 3 Labs and associated Prep/Storage Areas (Anatomy Dissection Lab, Clinical Pathology Lab and Animal Procedures Lab);
- Associated Animal Spaces and Surgical Suite for Cats, Dogs and Birds;

- Office space for a dean, 2 program directors, 11 faculty offices, shared space for 10 adjunct faculty and associated administrative personnel, conference and workspace;
- Miscellaneous Related Spaces;
- The building has been designed to allow for a 4,500 square foot future expansion.

This project included site clearing, installation of underground utilities and connections for power, water, sewer and communications. Additionally, two new roadway entrances and parking (including spaces for future expansion) were provided.

Contingency:

When the Guaranteed Maximum Price is established at the beginning of the project, an Owner’s Contingency is established. This is utilized for Owner changes throughout the project. Additionally, a project contingency is established by the contractor when they finalize the buyout of their bid packages. This change will deduct the balance of the surplus Owner’s Contingency and Project Contingency from the final contract amount.

Owner Direct Purchases and Sales Tax Savings:

As approved by the Board on September 23, 2003, this project is utilizing the Direct Purchase Program which enables St. Petersburg College to save sales taxes. To date we have purchased \$1,842,710.55 worth of materials, realizing a sales tax savings of \$112,812.65.

Change Order #4 in the deductive amount of (\$91,838.39) for this project is detailed below:

	Original GMP:	<u>\$10,427,460.00</u>
Change Order #1 (Site Development)		\$370,967.00
Change Order #2: (Value Engineering)		(\$802,306.00)
Change Order #3: (Reduction to Owner’s Contingency (\$50,000) and Realized Sales Tax Savings (73,194.11)		(\$123,194.11)
Change Order #4 (Final Accounting’ Reduction to Owner’s Contingency (16,144.54) and General Conditions (\$75,693.85)		<u>(\$91,838.39)</u>
	Final GMP:	<u>\$9,781,088.50</u>

Funding Source for the total project budget:

Public Education Capital Outlay (PECO Funds-Project Specific)	7,902,451.42
Public Education Capital Outlay (PECO Funds-General Renovate /Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	2,787,417.06
Facilities Enhancement Challenge Grant	590,321.91

Sum of the Digits – Safety to Life Funds	50,000.00
2- Year Student Capital Improvement Fee	20,000.00
SCIF Reserve	81,621.70
Total Project Budget:	11,431,812.09

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


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

rvr031412(1)

April 17, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Quarterly Selection of Pre-Qualified Small Contractors, Revision #22

Board of Trustees Rule 6Hx23-5.12.X, provides that the Facilities Planning and Institutional Services Department may select and pre-qualify several small contractors and sub-contractors for use on an annual basis to perform small miscellaneous construction, remodeling, renovation, maintenance, and/or safety-to-life projects on a vendor rotation basis. These contractors will perform *Type III and Type IV Construction Projects (up to \$35,000)* in cost. All firms are required to be licensed in their particular field and to supply evidence of adequate insurance.

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

The following constitutes this quarterly list of pre-qualified small contractors. **Additionally, authorization is sought from the Board of Trustees to add to the list of approved Contractors the firms in bold type, received in the last quarter.**

CONTRACTORS – AUDIO/VISUAL

AVI – Audio Visual Innovations
Hartman Integration, Inc.
Smiley’s Audio Visual, Inc.*
Troxell Communications, Inc.
Xerox Audio Visual Solutions.

CONTRACTORS – AWNING

Thomas Sign & Awning Company*
West Coast Awnings, Inc.

CONTRACTORS – CARPET/FLOORING

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

CONTRACTORS – DOORS

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

CONTRACTORS - EARTH WORK

Scotty’s Land Development
Sonny Glasbrenner, Inc.

CONTRACTORS – ELECTRICAL

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

CONTRACTORS – FIRE SPRINKLERS

Piper Fire Protection
VSC Fire & Security
Wayne Automatic Fire Sprinklers, Inc.

CONTRACTORS – GENERAL

A. D. Morgan Corporation
Artisan Professional Group, LLC
Bay Breeze Enterprises, Inc.
Biltmore Construction Co., Inc.
Castco Construction, Inc.*
David Nelson Construction Co.
G.A. Nichols Company
Garrard Carpentry, Inc.
Harbor Renovations, LLC
Harvard General Contracting*
Hodge Management, LLC
Howell Building, Inc.
Huffman General Contractors
J. Kokolakis Contracting
J.W. Daniels Construction, Inc.
LEMA Construction & Developers, Inc.
Peter R. Brown Construction
Scherer Construction & Engineering
S.L. Construction & Remodeling*
W. G. Mills, Inc.
Wallace Associates, LLC

CONTRACTORS –
IRRIGATION/LANDSCAPING

Commercial Maintenance Services
Florida Ground Control, Inc.
Florida’s Finest Landscape Services, Inc.
Nik’s Landscaping & Maintenance, Inc.
Nite Owl Irrigation, Inc.
Professional Grounds Management

CONTRACTORS – MECHANICAL

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

TUDI Mechanical Systems of Tampa, Inc.

CONTRACTORS – PAINTING

Bayside Sandblasting & Painting, Inc.
Caravan Contractors, Inc.
Jeff Coffin Painting
Ganster & Company Inc.*
Lowe’s Painting
Munyan Painting Service
Painters on Demand*
Service Painting Corporation
Sourini Painting & Decorating, Inc.
Vic’s Painting & Reconstruction, Inc.

CONTRACTORS – PAVING

All Phase Paving & Sealing, Inc.*
DuraSeal Asphalt Sealing Co.
G.A. Nichols Company
O’Dell Asphalt and Sealing Co.

CONTRACTORS - PLUMBING

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

CONTRACTOR – ROOFING

Anderson & Shah Roofing*
Centimark Corporation
General Works of Tampa, LLC
Professional Roof Technology
THL Enterprises, Inc.*
Tremco Inc.

CONTRACTOR - SAFETY/ALARM

APG Electric
A-Tech Consulting, Inc.
Borrell Fire Systems, Inc.
Commercial Fire & Communications, Inc.
Piper Fire Protection
Qualified Systems Contracting
Safe Fire Protection, Inc.
Siemens Industry, Inc.
Simplex Grinnel LP
Stanley Convergent Security Solutions, Inc.
VSC Fire & Security

CONTRACTORS - SIGNAGE

Allen Industries, Inc.
Creative Sign Designs
Signs Now
Thomas Sign & Awning Company*

CONTRACTORS –
TELECOMMUNICATIONS

APG Electric
BCI Integrated Solutions
Com-Tek Communications*
InfraSource Underground Construction Services
Metro Services Group, Inc.
Wilson Technology Group, Inc.*

CONTRACTORS – TEST & BALANCE

Bay to Bay Balancing, Inc.*
Southern Independent Testing Agency, Inc.
SpecTech consultants, Inc.
Test and Balance Corporation (TABC)
The Phoenix Agency, Inc.*

CONTRACTORS – TREE WORK

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

*Minority

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

jr0323122

CONTRACTORS – OTHER SPECIALTY

Alternative Building Solutions*
AwnClean USA, Inc.*
Bayside Sandblasting & Painting, Inc
Cam Connections, Inc.
Caravan Contractors, Inc.
Hangings Unlimited of St. Petersburg
Hile’s Curtain Specialties, Inc.
InfraSource Underground Construction Services
M Space Holdings, LLC
Office & Flooring Worx, Inc.
RestoCon Corporation
Spectrum Installations, Inc.
The San Francisco Upholstery Group, Inc.*
West Coast Fence, Corp.

April 17, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Request to Advertise for Construction Manager at Risk Services for the new Midtown Educational Center at the Midtown site.

Authorization is sought to advertise for Construction Manager at Risk for the Midtown Educational Center Building located at the new Midtown site and related projects.

The architect for this project, Harvard Jolly Architecture, Inc., was recommended and approved by the Board at the July 19, 2011 Board of Trustees meeting. The selection of the Construction Manager at Risk is the next step in the process as we move this project forward. The college will advertise, interview and recommend firms to the Board, ranked in preference for this project following the selection process as provided for in Florida Statute 287.055, under the Consultants' Competitive Negotiations Act. The request for qualifications will specifically encourage the utilization of Minority Business Enterprises for the contractor, subcontractor, and any joint ventures associated with the project.

The project will consist of a 45,000 gross sq. ft. building housing classrooms, computer and science labs, students services, library and learning centers, large community meeting room, food service, student lounge and study area, small business center, faculty and staff offices and support services and related spaces. It will include all site work, parking and signage. Approximate construction cost for the project is \$11,000,000. The project will be constructed on property leased from the city of St. Petersburg and in partnership with and adjacent to the Johnnie Ruth Clarke Health Center.

Preliminary design discussions are underway with Dr. Kevin Gordon, Provost, the users, SWFWMD, civil engineers and the City of St. Petersburg. The development of the Educational Specifications and programming is almost complete and pertinent information obtained from the Collaborative Lab sessions is being incorporated into the programming and design decisions.


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

smr0410121

April 17, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #3 to the Lease Agreement with the Juvenile Welfare Board of Pinellas County (JWB) for sublease with 211 Tampa Bay Cares, Inc.

Authorization is requested to execute Amendment #3, which modifies the JWB Lease Agreement to allow them to sublease general office space to 211 Tampa Bay Cares, Inc.

The original lease agreement with the Juvenile Welfare Board of Pinellas County (JWB) was approved by the Board of Trustees on December 17, 2007. Amendment #1 was approved on April 26, 2011, which modified the lease payments to be quarterly instead of monthly.

Amendment #2 to the Lease Agreement provided the opportunity for JWB to sublease a portion of their general office space to Pinellas Recovery Organizations United in Disaster, Inc. (PROUD). The other terms and conditions of the original agreement will remain the same.

Amendment #3 will allow JWB to sublease a portion of the general office space to 211 Tampa Bay Cares, Inc., a Florida nonprofit corporation ("TBC"). The purpose and mission of 211 Tampa Bay Cares, Inc., is to create connections between people and resources. 211 TBC serves as a vital communication link between health and human services resources and individuals seeking help. 211 is the sole provider of information (gathering, sorting, validating, and distributing) to those in need to quickly and efficiently access the health and human services delivery system. This amendment also provides for the construction of modifications and the installation of a backup generator for the benefit of the leased premises.

- St. Petersburg College will perform all construction services for both the generator installation and the modifications required for 211 to be housed in the facility.
- The cost for all fees and expenses incurred by the college to perform this work shall not exceed \$270,000. Any increase must be agreed to in advance by both parties.
- JWB will reimburse the college for all costs related to this work in quarterly payments of \$22,500 starting in June 30, 2012 for a period of three years until the total construction costs are paid by JWB.

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

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

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

Attachment

smr0323121

THIRD AMENDMENT TO LEASE AGREEMENT

THIS THIRD AMENDMENT TO LEASE AGREEMENT ("Amendment") is entered into as of this ____ day of _____, 2012, by and between the Board of Trustees of St. Petersburg College, a political subdivision of the State of Florida ("College") and the Juvenile Welfare Board of Pinellas County, an independent special taxing district ("JWB").

RECITALS:

WHEREAS, College and JWB entered into that certain Lease Agreement, with an Effective Date of December 18, 2007, pertaining to certain land and improvements generally located at 14155 58th Street North, Clearwater, FL 33760 ("Leased Premises"); as amended by that First Amendment dated May 12, 2011; and as amended by that Second Amendment executed by the College on December 1, 2011, (hereinafter collectively known as "the Lease"); and

WHEREAS, JWB wishes to have capital improvements made to the Leased Premises; and

WHEREAS, JWB has offered to pay for all costs, expenses, and fees incurred for said capital improvements; and

WHEREAS, College and JWB desire to amend Paragraph 8 of the Lease to provide for additional capital improvements to be made to the Leased Premises; and

WHEREAS, College and JWB desire to amend Paragraph 17 of the Lease to permit a sublease by JWB to 2-1-1 Tampa Bay Cares, Inc., a Florida nonprofit corporation ("211") under the terms and conditions contained herein.

NOW, THEREFORE, in consideration of the mutual promises contained herein, College and JWB agree as follows:

1. Recitals. The above recitals are true and correct and are incorporated herein by reference.
2. Capitalized Terms. All capitalized terms, unless otherwise defined or modified hereby, shall have the same meaning as set forth in the Lease.
3. Capital Improvements. Notwithstanding anything in the Lease to the contrary, the parties agree:
 - a. College shall undertake the remodeling and construction of modifications of the Leased Premises per approved written instructions from JWB ("Improvements"). The Improvements shall be completed in an expeditious and good, workman-like manner. JWB shall pay College for all costs, expenses, and fees associated and incurred for the site planning, design, and construction of the Improvements.
 - b. Within four (4) months following the date of this Amendment, the College shall install a back-up generator in and for the benefit of the Leased Premises ("Generator"). The specifications of the Generator shall be agreed upon by College and JWB. JWB shall pay College for all costs, expenses, and fees associated and incurred for the installation of the Generator.
 - c. The Parties agree that the costs, expenses, and fees for the Generator and the Improvements shall not exceed \$270,000 ("Construction Improvement Costs"), unless otherwise agreed to in advance and in writing by JWB and College.

Initials _____

Initials _____

- d. JWB will remit Twenty Two Thousand Five Hundred and 00/100 Dollars (\$22,500.00) per quarter to the College for the Improvements and Generator for a period of three (3) years beginning June 30, 2012. The final payment during the 3-year period will be adjusted to reflect the amount, if any, remaining due. In the event the actual Construction Improvement Costs are more or less than the estimated amount, JWB and College agree to modify the required quarterly payments accordingly. It is the intent that the quarterly payment of the Construction Improvement Costs be paid on the same day as the Operating Fee is required to be paid under the Lease.
- e. JWB agrees that in the event JWB terminates the Lease prior to the expiration of 3-year period or remittance of the final payment for Construction Improvement Costs, all remaining payments of the Construction Improvement Costs will be immediately due and payable from JWB.

4. Sub-Leases. Notwithstanding anything in the Lease to the contrary, JWB shall have the right to sublease the Leased Premises under the same terms and conditions of the Lease and this Amendment only insofar as they relate to the subleased part of the Leased Premises to 211 without the prior written consent of the College if:

- a. 211 maintains insurance as follows:
 - (i) General liability with a combined single limit of not less than \$1,000,000.00 per occurrence. The insurance must be in effect throughout the dates of the sublease. On all general liability policies, the Board of Trustees of St. Petersburg College, shall be named as an additional insured; and
 - (ii) Commercially reasonable Automobile coverage for any vehicles brought onto the College's property, and
 - (iii) Workers compensation insurance as required by law; and
 - (iv) Failure to provide evidence of insurance coverage as set forth herein may result in immediate termination of the sublease; and
 - (v) JWB provides notice of the sublease and the insurance certification to the College within five (5) days of the effective date of the sublease.

5. Duties. Any sublease shall not relieve JWB from its duty to perform the agreements, covenants, and conditions set forth in the Lease.

6. Liability. This Third Amendment does not create or confer any legal duty or responsibility of the College to 211 nor does it create or confer any claim or cause of action in favor of 211 against the College.

7. Modification. This Amendment may not be modified or amended, except by a further written instrument executed by the parties hereto.

8. Ratification. Each party hereby acknowledges that the other has fully performed its obligations under the Lease to be performed as of the date hereof and is not in breach of the Lease.

9. Effect of Amendment. All other provisions of the Lease not specifically modified hereby shall remain unchanged and in full force and effect.

9. Applicable Law. This Amendment shall be governed by, and construed in accordance with the laws of Florida.

Initials _____

Initials _____

10. Counterparts. This Amendment may be executed in several counterparts, each constituting a duplicate original, but all such counterparts constituting one and the same agreement. The parties agree and intend that a signature by facsimile machine or other electronic methods shall bind the party so signing with the same effect as though the signature was an original.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year first above written; provided, however, that for the purpose of determining "the date hereof," as used in this Amendment, such date shall be the last date any of the parties hereto executes this Amendment.

WITNESS:

Signature

Print Name

Signature

Print Name

WITNESS:

Signature

Print Name

Signature

Print Name

Board of Trustees of St. Petersburg College,
a political subdivision of the State of Florida

By: _____

Its: _____

Date: _____

DRAFT

Juvenile Welfare Board of Pinellas County,
an independent special taxing district

By: _____

Its: _____

Date: _____

Initials _____

Initials _____

Sublease Agreement

This Sublease Agreement entered into this ____ day of _____, 2012, by and between the Juvenile Welfare Board of Pinellas County, whose mailing address is 14155 58th Street North, Clearwater, Florida, 33760 (“JWB”) and 211 Tampa Bay Cares, Inc., a Florida not-for-profit corporation, whose mailing address is 50 S. Belcher Road, Suite 116, Clearwater, Florida, 33765 (“211”).

WITNESSETH:

WHEREAS, the Board of Trustees of St. Petersburg College (“College”) and JWB entered into that certain Lease Agreement dated December 18th, 2007, as amended by that certain First Amendment dated March 16, 2011, and made effective May 12, 2011, that certain Second Amendment dated December 7, 2011, and that certain Third Amendment dated _____, 2012 (collectively, “Lease Agreement”), pursuant to which the College leased to JWB a portion of the College’s premises as set forth in the Lease Agreement located at 14155 58th Street North, Clearwater, Florida, 33760, commonly known as Annex 2 (“Leased Premises”). The Lease Agreement is attached hereto and made apart hereof as Exhibit “A”; and

WHEREAS, 211 is a Florida not-for-profit corporation, whose mission is to create connections between people and resources, which serves as a vital communication link between health and human services resources and individuals seeking help. 211 is partially funded by the JWB; and

WHEREAS, the JWB desires to sublease a portion of the Leased Premises to 211 on such terms and conditions as are set forth herein;

NOW THEREFORE, in consideration of the premises and one dollar (\$1.00) and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, and the promises and covenants contained herein, the parties hereto agree as follows:

1. RECITALS. The recitals set forth above are true and correct and are incorporated herein by reference.
2. SUBLEASE OF PREMISES AND CONSENT. JWB does hereby sublease to 211 a portion of the Leased Premises consisting of approximately 3,000 square feet, as is more particularly set forth in Exhibit “B” attached hereto and incorporated herein (“Sub-Leased Premises”). Additionally, 211 shall have access to common area spaces such as restrooms and parking spaces located within Annex 2, of which the Leased Premises are a part. 211 shall have access to only those parking spaces specifically allocated to JWB by the College in accordance with Paragraph 11 PARKING of the Lease Agreement.

211 shall have the right to use the conference rooms located in the Leased Premises in accordance with JWB's policies and procedures. Pursuant to Paragraph 17 ASSIGNMENT of the Lease Agreement, the College does hereby consent to JWB subleasing a portion of the Leased Premises as set forth above to 211.

3. OBLIGATIONS OF 211

- a. Unless otherwise specifically provided in this Sub-Lease Agreement and excluding Paragraph 6 GIFT and Paragraph 8 CONSTRUCTION AND DESIGN, 211 shall be bound by and subject to the terms, conditions, restrictions and provisions of the Lease Agreement to the same extent as JWB, including, but not limited to, Paragraph 5 OPERATING FEE, Paragraph 7 USE, Paragraph 9 HOURS OF USE, Paragraph 10 SIGNAGE, Paragraph 11 PARKING, Paragraph 12 ALTERATIONS TO PREMISES, Paragraph 13 NO FURTHER ENCUMBERANCES, Paragraph 14 DEFAULT, Paragraph 17 ASSIGNMENT, Paragraph 18 INSURANCE, Paragraph 19 CASUALTY, Paragraph 20 TAXES, Paragraph 21 LATE CHARGE (to the extent arising out of late payments from 211 to JWB), Paragraph 22 FUNDING FOR COLLEGE, Paragraph 24 DISCRIMINATION, Paragraph 25 ENVIRONMENTAL/HAZARDOUS WASTE, Paragraph 27 INSPECTION AND ACCESS TO PREMISES, Paragraph 29 CONDEMNATION, Paragraph 30 PUBLIC RECORDS/STUDENT RECORDS. 211 hereby acknowledges that it has read the terms, conditions, restrictions and provisions of the Lease Agreement and agrees to be subject to and bound by the same to the extent provided herein. 211 shall obtain the prior written consent of JWB in all situations that require the prior consent of the College under the Lease Agreement. If such request is consented to by JWB, 211 shall then request the consent of the College in accordance with the Lease Agreement.
- b. 211 shall pay to JWB the Construction Improvement Costs (hereinafter defined), and its pro-rata share (based upon the ratio of the number of gross square feet of the Sub-Leased Premises to the number of square feet of the Leased Premises) of the Operating Fee, other such sums due the College pursuant to Paragraph 5 OPERATING FEE and Paragraph 20 TAXES of the Lease Agreement, and such amounts shall be paid by 211 to JWB on or before the dates such amounts are to be paid by JWB under the Lease Agreement. 211's pro-rata share shall be eleven and 65/100 percent (11.65%). Should 211 fail to pay when due the amounts described herein, JWB may do so, in which event, the amount owed by 211 and paid by JWB, together with interest thereon at the highest rate allowed by law from the date paid by JWB, shall

become due and payable forthwith and failure of 211 to pay same on demand shall constitute a Default hereof.

- c. 211 shall only be allowed to have exterior and interior signage, subject to the prior written approval of such signage by JWB, which approval shall not be unreasonably withheld or delayed. All such signage shall be subject to the restrictions and conditions set forth in Paragraph 10 SIGNAGE of the Lease Agreement, including, but not limited to, approval of the signage by the College.
- d. In accordance with Paragraph 18 INSURANCE of the Lease Agreement, 211 shall maintain liability insurance for personal injury and/or bodily injury (including death) or property damage with a combined single limit of not less than \$1,000,000 per occurrence or such other amounts as the College or JWB may designate from time to time. 211 shall be required to maintain hazard insurance on its personal property located on or about the Sub-Leased Premises. The College and JWB shall be named as additional insured on all liability policies and a certificate of insurance shall be provided to the College and JWB prior to the occupancy by 211 of the Sub-Leased Premises. 211 shall also maintain commercially reasonable automobile coverage for all vehicles brought onto the College's property and worker's compensation insurance, as required by law.
- e. Pursuant to the Lease Agreement, the College is making certain improvements to the Sub-Leased Premises ("Sub-Leased Premises Improvements"), which Sub-Leased Premises Improvements are generally described on Exhibit "C" attached hereto and incorporated herein. In addition, the College is installing a back-up generator that will serve the Leased Premises ("Generator"), of which the Sub-Leased Premises is a part. Pursuant to the Lease Agreement, JWB is obligated to pay College for the costs, expenses and fees for the Sub-Leased Premises Improvements and the Generator on or before _____, 2015. 211 shall pay JWB for the costs, expenses and fees for the Sub-Leased Premises Improvements and one half (1/2) of the costs, expenses and fees for the Generator (collectively, "Construction Improvement Costs"). It is estimated that the Construction Improvement Costs will be Two Hundred Twenty Thousand and 00/100 Dollars (\$220,000.00). JWB and 211 agree that the Construction Improvement Costs shall not exceed \$220,000.00, unless otherwise agreed to in advance and in writing by JWB and 211. Accordingly, 211 shall pay JWB the Construction Improvement Costs in equal quarterly payments of Eighteen Thousand Three Hundred Thirty Three and 33/100 Dollars (\$18,333.33), commencing on _____, 2012, and on the first day of each calendar quarter thereafter until _____, 2015, at which time the then remaining Construction Improvement Costs shall be due and payable from 211 to JWB. In the event the actual Construction Improvement Costs are more or less than the estimated amount, JWB and 211 agree to modify

the required quarterly payments accordingly. It is the intent that the quarterly payment of the Construction Improvement Costs be paid on the same day as the Operating Fee is required to be paid under this Sublease Agreement and the Lease Agreement. The amounts due and owing hereunder shall be deemed additional rent for purposes of enforcing the terms and conditions of this Sublease Agreement.

4. **OBLIGATIONS OF JWB NOT AFFECTED BY SUBLEASE AGREEMENT.** Nothing in this Sub-Lease Agreement shall relieve JWB from the terms and conditions of, and its obligations and duties under, the Lease Agreement. JWB shall remain solely responsible for payment of all sums owed to the College pursuant to the Lease Agreement, including, but not limited to, those set forth in Paragraph 4 BASE RENT, Paragraph 5 OPERATING FEE and Paragraph 20 TAXES.
5. **TERM AND RENEWAL.** The term of this Sublease Agreement shall be for a period of ten (10) years commencing on the earlier of (i) issuance of a certificate of occupancy ("CO") for the Sub-Leased Premises, or if no CO is required, the date of substantial completion of the Sub-Leased Premises Improvements, or (ii) the date 211 takes possession of the Sub-Leased Premises ("Commencement Date"). JWB and 211 hereby agree to execute a Certificate of Commencement fixing the Commencement Date and the expiration date in the form attached hereto and made a part hereof as Exhibit "D". Thereafter, the term of this Sublease Agreement shall automatically renew for successive three (3) year renewal terms, upon the condition that the Sublease Agreement and Lease Agreement are in full force and effect and there is no default in the performance of any condition hereof at the time of the commencement of the renewal term, unless 211 gives JWB written notice of its intent to terminate this Sublease Agreement at least one hundred eighty (180) days prior to the expiration of the then-current term. The renewal term shall be upon the same conditions and terms, and the Base Rent, Operating Fee and Taxes determined and payable, as provided in this Sublease Agreement.
6. **TERMINATION.** To the extent required by law or in the event JWB is dissolved, during the initial ten (10) year term JWB may terminate this Sublease Agreement upon giving 211 a minimum of one (1) year prior written notice before the date of termination. In the event of dissolution of JWB, termination of the Sub-Lease Agreement shall be effective upon the actual date of dissolution. In the event JWB terminates the Sublease Agreement as set forth above, JWB shall reimburse 211 for actual moving expenses up to a maximum of \$10,000.00. After the initial ten (10) year term, JWB or 211 may terminate this Sublease Agreement at any time during the term of the Sublease Agreement upon giving the other party a minimum of one (1) year prior written notice before the date of termination. Upon termination of the Lease Agreement for any reason, this Sublease Agreement shall automatically

terminate. In the event the Lease Agreement is terminated as a result of a default by JWB thereunder, JWB shall be in default under the terms of this Sublease Agreement. In no event shall the College or JWB be liable to 211 for any claims, losses, damages or amounts by reason of the termination of the Lease Agreement by the College pursuant to Paragraph 19 CASUALTY or Paragraph 29 CONDEMNATION of the Lease Agreement, or for any other reason.

7. DEFAULT. The occurrence of any one or more of the following events shall constitute a material default and breach hereof by 211 (“Default”):
 - a. 211’s failure to pay any sums payable to JWB which shall remain unpaid for more than thirty (30) days after the same are due and payable.
 - b. 211’s abandonment or vacation of the Sub-Leased Premises.
 - c. 211’s voluntary or involuntary transfer of its leasehold interest hereunder to any other person or other entity, without the prior written approval of JWB.
 - d. 211’s material breach of the performance of any of the other covenants, agreements, stipulations or conditions herein and such breach shall not be cured within a period of thirty (30) days after written notice by JWB to 211 of such breach.
 - e. Use of the Sub-Leased Premises or Leased Premises by 211 other than as specified in this Sub-Lease Agreement.
 - f. 211’s encumbrance of the Sub-Leased Premises or the fee or its allowing the Sub-Leased Premises or fee to be encumbered, or any other breach of this Sub-Lease Agreement.

8. REMEDIES: In the event of any Default or breach hereof by 211, JWB may (but shall not be obligated) at any time thereafter, with or without notice or demand (except as required above) and without limiting JWB in the exercise of any right or remedy which JWB may have by reason of such default or breach:
 - a. Terminate 211's right to possession of the Sub-Leased Premises by any lawful means, in which case this Sublease Agreement shall terminate and 211 shall immediately surrender possession of the Sub-Leased Premises to JWB. In such event JWB shall be entitled to recover from 211 all damages incurred by JWB by reason of 211’s default, including accrued money payments due hereunder, the cost of recovering possession of the Sub-Leased Premises, expenses of reletting, including necessary renovation and alteration of the Sub-Leased Premises, reasonable attorney's fees, and any real estate commission actually paid;
 - b. Declare all rents, Construction Improvement Costs, and all other charges due hereunder immediately due and payable, and thereupon all such rents, Construction Improvements Costs and fixed charges to the

end of the term shall thereupon be accelerated, and JWB may, at once, take action to collect the same by distress or otherwise;

- c. Perform any of 211's obligations on behalf of 211 in such manner as JWB shall deem reasonable, including payment of any moneys necessary to perform such obligation or obtain legal advice, and all expenses incurred by JWB in connection with the foregoing, as well as any other amounts necessary to compensate JWB for all detriment caused by 211's failure to perform which in the ordinary course would be likely to result therefrom, shall be immediately due and payable from 211 to JWB, with interest at the highest rate allowed by law ("Default Rate"); such performance by JWB shall not cure the default of 211 hereunder and JWB may proceed to pursue any or all remedies available to JWB on account of 211's default; if necessary JWB may enter upon the Sub-Leased Premises after ten (10) days' prior written notice to 211 (except in the case of emergency, in which case no notice shall be required), perform any of 211's obligations of which 211 is in default; and/or
 - d. Pursue any other remedy now or hereafter available to JWB under state or federal laws or judicial decisions or the Lease Agreement. Unpaid installments of rent and other unpaid monetary obligations of 211 under the terms hereof shall bear interest from the date due at the Default Rate.
9. RESPONSIBILITY. JWB and 211 agree to defend and hold the College and one another harmless from, including each other's trustees, directors, students, faculty, employees, staff, agents and invitees, from and against any and all loss, claims, liabilities, fines, injury and/or damages to persons or property (including personal and real property), penalties, suits, attorney's fees, including, but not limited to, fees incurred for service in trial and appellate courts, and expenses by reason of or arising out of any damage or injury to personal property, real property, or to persons caused by or resulting from the respective party's acts, omissions or negligence in connection with the Leased Premises and/or the Sub-Leased Premises. Notwithstanding the foregoing, any hold harmless provided herein by JWB shall be limited to and subject to the extent and limitation of Chapter 768.28, Fla. Stat., and the above provision shall in no way act as a waiver of JWB's sovereign immunity beyond that provided in Chapter 768.28, Fla. Stat.
10. HAZARDOUS SUBSTANCES. 211 shall abide by all the terms, conditions and restrictions set forth in Paragraph 25 ENVIRONMENTAL/HAZARDOUS WASTE. As used herein the term "Hazardous Substance" shall have the same meaning as set forth in the Lease Agreement. JWB and 211 agree to hold the College and one another and each other's trustees, directors, officers, employees, agents, successors and assigns harmless from and against any and all loss, damage, cost, expense or liability (including attorney's fees and costs) directly or indirectly arising out of or attributable to

such respective party's use, generation, manufacture, production, storage, release, threatened release, discharge, disposal, transport or presence of a Hazardous Substance on, under, about, to or from the Leased Premises and/or the Sub-Leased Premises, including, without limitation, all foreseeable consequential damages and the costs of any necessary repair, cleanup or detoxification of the Leased Premises and/or the Sub-Leased Premises. Notwithstanding the foregoing, any hold harmless provided herein by JWB shall be limited to and subject to the extent and limitation of Chapter 768.28, Fla. Stat., and the above provision shall in no way act as a waiver of JWB's sovereign immunity beyond that provided in Chapter 768.28, Fla. Stat. The College and JWB shall have the right to inspect the Sub-Leased Premises and audit 211's operations thereon to ascertain 211's compliance with the provisions of this Paragraph 7 at any reasonable time, and 211 shall provide periodic certifications to the College and/or JWB, upon request, that the College and JWB shall have the right, but not the obligation, to enter upon the Sub-Leased Premises and perform any obligation of 211 hereunder of which 211 is in default, including, without limitation, any remediation necessary due to environmental impact of 211's operations on the Sub-Leased Premises, without waiving or reducing 211's liability for 211's default hereunder.

11. **LOSS; DAMAGE; INJURY; DEFECTS.** 211 shall store its property in and shall occupy the Sub-Leased Premises at its own risk. The JWB shall not be responsible or liable at any time for damage to 211's merchandise, equipment, fixtures or other personal property of 211, or 211's business, regardless of the cause, unless such damage is due JWB's gross negligence or wrongful act. The JWB shall not be responsible or liable to 211 for damage to either person or property that may be occasioned by or through the acts or omissions of third parties. Unless due to JWB's gross negligence, wrongful act, or failure to comply with this Sublease Agreement, JWB shall not be liable for any defect in the Sub-Leased Premises, or parking area or any of the equipment, machinery, utilities, appliances or apparatus therein, nor shall it be responsible or liable for any damage to any person or to any property of 211 or other person caused by the running, backing up, seepage, or overflow of water or sewage in any part of the Sub-Leased Premises, the failure of any public utility in supplying utilities to the Sub-Leased Premises or for any damage caused by or resulting from any defect or negligence in the occupancy, construction, operation, use of any of the Sub-Leased Premises, equipment, machinery, utilities, appliances or apparatus by any other person or by or from the acts of negligence of any occupant of the property of which the Sub-Leased Premises forms a part.
12. **CHARGES OVER OPERATING FEE.** Except as otherwise authorized in Paragraph 3 OBLIGATIONS OF 211, subparagraph (b) of this Sublease Agreement, JWB shall not charge 211 any rent, costs or other fees directly related to 211's use and occupancy of the Sub-Leased Premises.

13. **THIRD PARTY CLAUSE.** This Sublease Agreement is for the sole benefit of 211, the JWB, and not for any third party. Except as expressly provided in this Sublease Agreement, there are no third-party beneficiaries of this Sublease Agreement. This Agreement does not create or confer any legal claim or cause of action in favor or any party not a signatory to this Sublease Agreement and the obligations and legal duties imposed on any party by this Sublease Agreement are owed exclusively to the other party or parties and are not owed to any party not a signatory to this Sublease Agreement.

14. **DISPUTE RESOLUTION.** To the extent 211 and JWB cannot, after good faith attempts, resolve any controversy or dispute that may arise under this Sublease Agreement, any party, to the extent its interests are adversely impacted, may refer the matter to non-binding mediation in Pinellas County, Florida. The dispute will be mediated by a mediator chosen by the parties within thirty (30) days after notice by one of the parties demanding non-binding mediation. No party may unreasonably withhold consent to the selection of a mediator. The parties will share the cost of mediation equally.

Any dispute that cannot be resolved between the parties through negotiation or mediation within sixty (60) days after the date of the initial demand for non-binding mediation may then be submitted by any party to a court of competent jurisdiction in Pinellas County, Florida. The use of mediation will not be considered under the doctrine of laches, waiver or estoppel to affect adversely the rights of any party. Any party may resort to submitting the dispute to a court of competent jurisdiction as set forth herein prior to the expiration of the 60 day period set forth above, if: (i) good faith efforts to attempt resolution of the dispute under those procedures have been unsuccessful; or (b) interim relief from the court is necessary to prevent serious and irreparable injury to such party or any of its affiliates, agents, employees, customers, suppliers or contractors.

15. **RADON GAS DISCLOSURE:** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of Radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding Radon and Radon testing may be obtained from your county public health unit.

16. **NOTICES.** Notices to the College shall be as set forth in the Lease Agreement. All notices given to JWB and 211 hereunder shall be forwarded to JWB or 211, as applicable, by hand delivery, registered or certified mail, return receipt requested, at the following address, until the parties are notified otherwise:

Juvenile Welfare Board of Pinellas County
ATTN: Executive Director

14155 58th Street North
Clearwater, FL 33762

211 Tampa Bay Cares, Inc.
ATTN: Executive Director
14155 58th Street North
Clearwater, FL 33762

17. **JWB REPRESENTATIONS.** Subject to the terms, covenants and conditions of this Sublease Agreement and the Lease Agreement JWB warrants and covenants that:

- a. Subject to the terms and conditions of this Sub-Lease Agreement, 211 shall peacefully and quietly have, hold and enjoy the Sub-Leased Premises during the term set forth in Paragraph 5 TERM above.
- b. The Lease Agreement attached hereto as Exhibit "A" is a true and correct copy of the Lease Agreement and all amendments thereto.
- c. The Lease Agreement is in full force and effect.
- d. JWB is not in default and has not received any notice of default from the College under any provision of the Lease Agreement.
- e. JWB will perform all of its obligations to the College under the Lease Agreement.
- f. JWB will give notice to 211 promptly upon (i) failure to perform any of its material obligations to College under the Lease Agreement or (ii) receipt of notice from the College of any default under the Lease Agreement.
- g. JWB will not take any action, without the prior consent of 211, which will cause an increase in the Construction Improvement Costs estimate or delay the completion of the Sub-Leased Premises Improvements.

18. **MISCELLANEOUS**

- a. This Sublease Agreement shall be governed by the Laws of the State of Florida. Any changes in the applicable laws, which govern this Sublease Agreement, will necessitate a change in the Sublease terms and conditions which may be affected thereby, at the time such changes may arise.

- b. If any clause or provision herein shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.
- c. The failure of any party to enforce any of the provisions of this Sublease Agreement shall not be considered a waiver of that provision or the right of a party to thereafter enforce the provision.
- d. This Sublease Agreement constitutes the entire understanding of the parties with respect to the subject matter hereof and may not be modified except by an instrument in writing and signed by the parties.
- e. This Sublease Agreement may be executed in any number of counterparts, each of which shall be effective only on delivery and thereafter shall be deemed an original, and all of which shall be taken to be one and the same instrument, for the same effect as if all parties hereto had signed the same signature page. Any signature page of this Lease may be detached from any counterpart of this Lease without impairing the legal effect of any signatures thereon and may be attached to another counterpart of this Lease identical in form hereto but having attached to it one or more additional signature pages.

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

Witnesses as to the 211:

211 Tampa Bay Cares, Inc.

Name: _____

By: _____

Name: _____

Its: _____

Name: _____

Witnesses as to the JWB:

Juvenile Welfare Board of Pinellas County

Name: _____

By: _____

Name: _____

Its: _____

Name: _____

Exhibit "A"
Lease Agreement

Exhibit "B"

Description of Sub-Leased Premises

Exhibit "C"

Description of Sub-Leased Premises Improvements

Category
Demolition/Protection
Disposal/Dump Fees
Framing
Drywall
Finishing
Electrical
Data
HVAC
Plumbing
Fire Alarm/Sprinklers
Paint
Ceilings
Doors
Hardware
Flooring
Windows
Casework
Furniture/Moves
Interior Signage

Exhibit "D"

Form of Certificate of Commencement

CERTIFICATE OF COMMENCEMENT

THIS CERTIFICATE OF COMMENCEMENT ("Certificate") is made this ___ day of _____, 2012, by and between Juvenile Welfare Board of Pinellas County ("JWB") and 211 Tampa Bay Cares, Inc., a Florida not-for-profit corporation ("211").

WHEREAS, JWB and 211 have entered into a Sublease Agreement dated _____, 2012, (the "Sublease Agreement");

WHEREAS, the Commencement Date is dependent upon the occurrence of certain events; and

WHEREAS, those certain events have occurred and JWB and 211 now desire to specify the Commencement Date of the Sublease Agreement for purposes of establishing the initial term.

NOW, THEREFORE, in consideration of the premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, JWB and 211 represent and warrant each to the other as follows:

1. The Commencement Date is _____, 2012.
2. The initial term expires on _____, 2022.

IN WITNESS WHEREOF, JWB and 211 do hereby execute this Certificate under seal on the day and year first above written.

Witnesses as to the 211:

211 Tampa Bay Cares, Inc.

Name: _____

By: _____
Name: _____
Its: _____

Name: _____

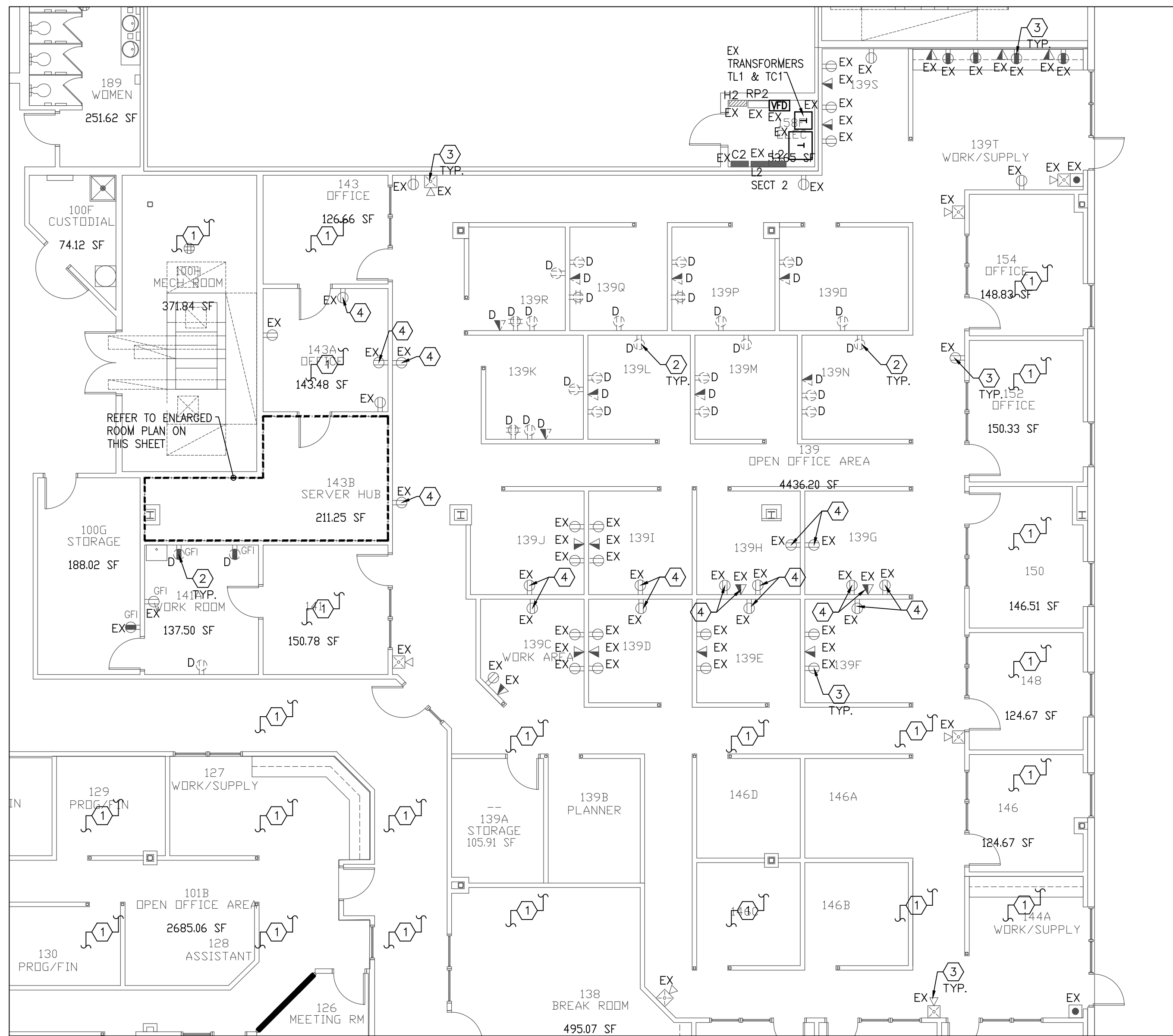
Witnesses as to the JWB:

Juvenile Welfare Board of Pinellas County

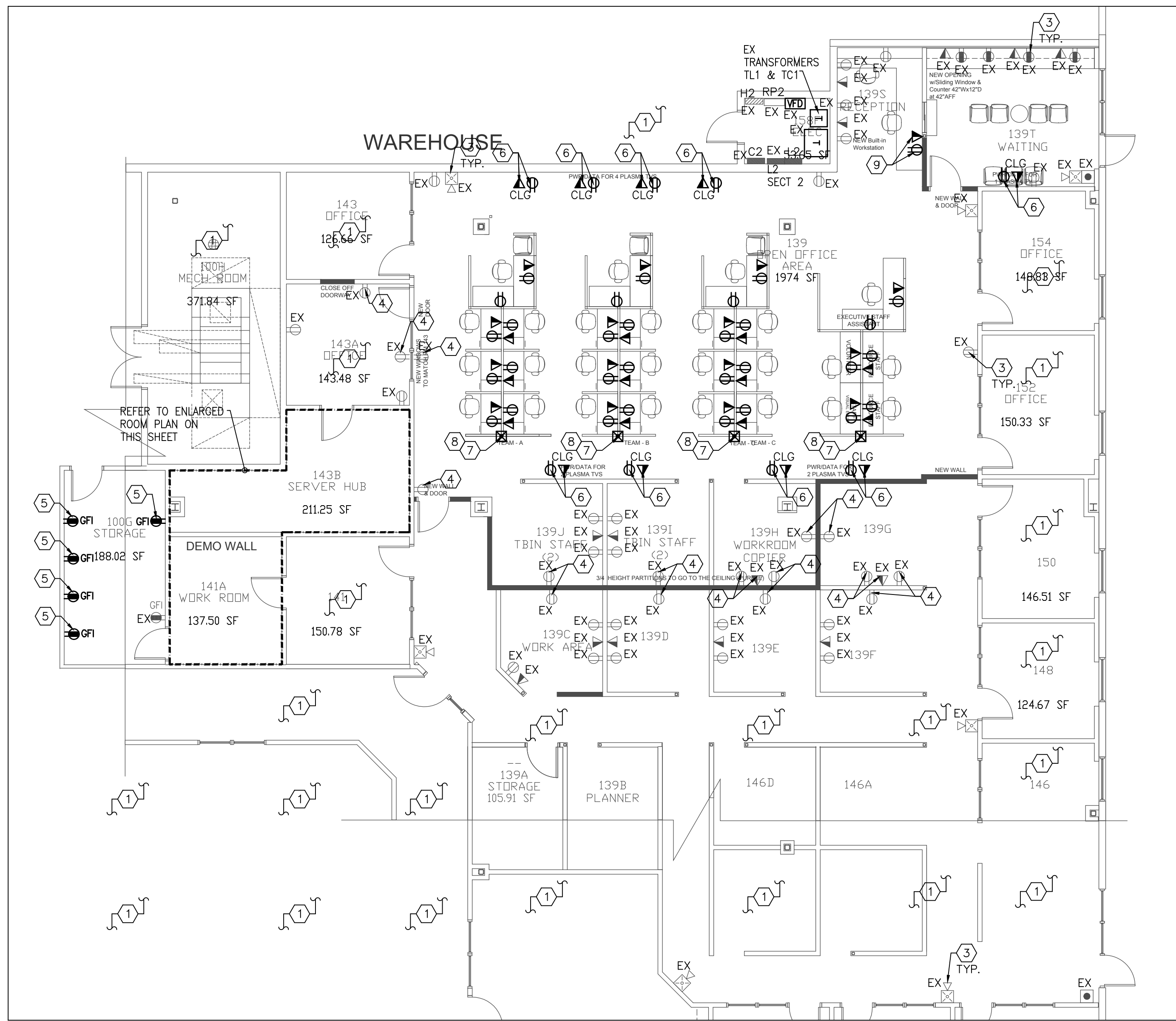
Name: _____

By: _____
Name: _____
Its: _____

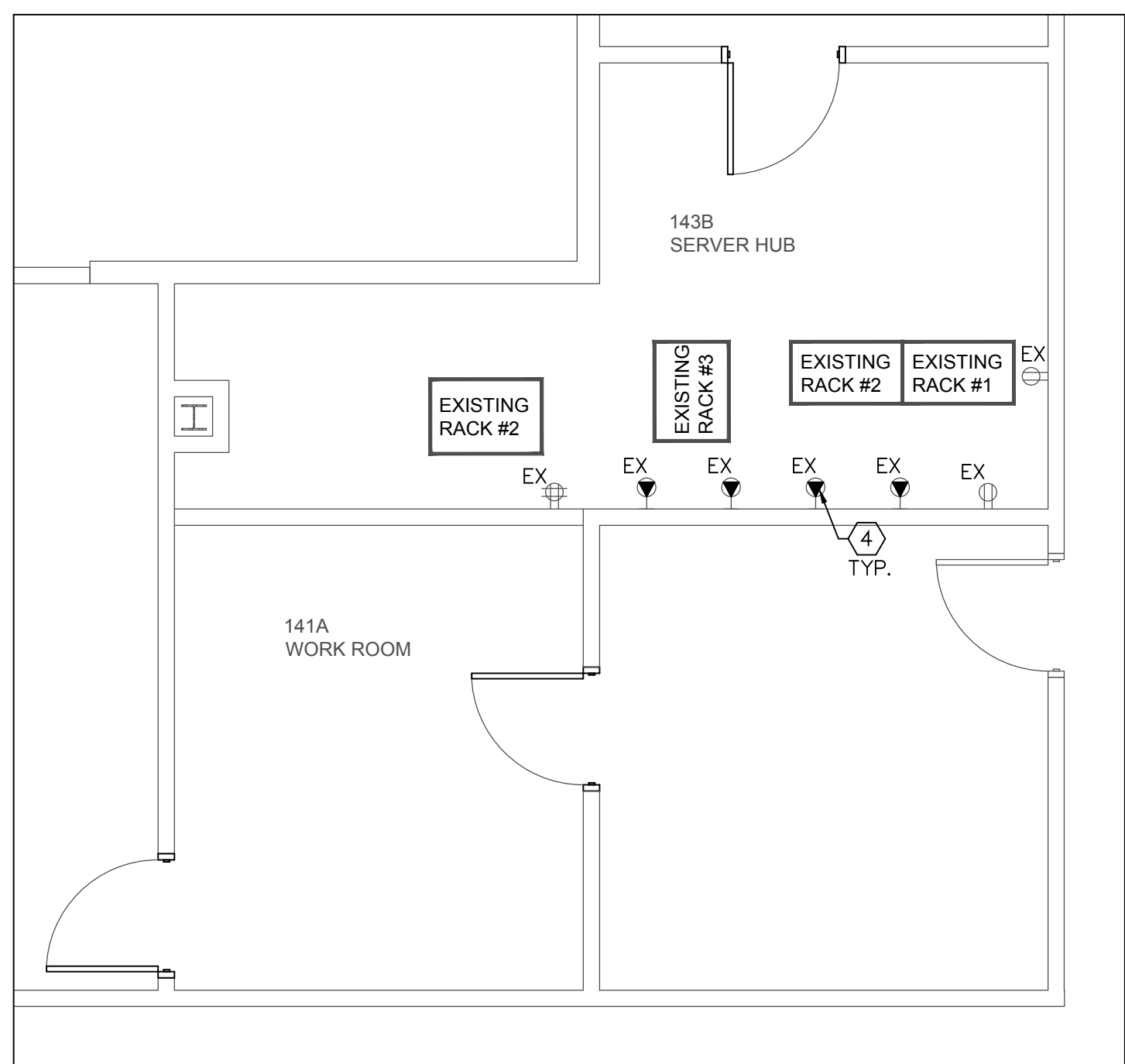
Name: _____



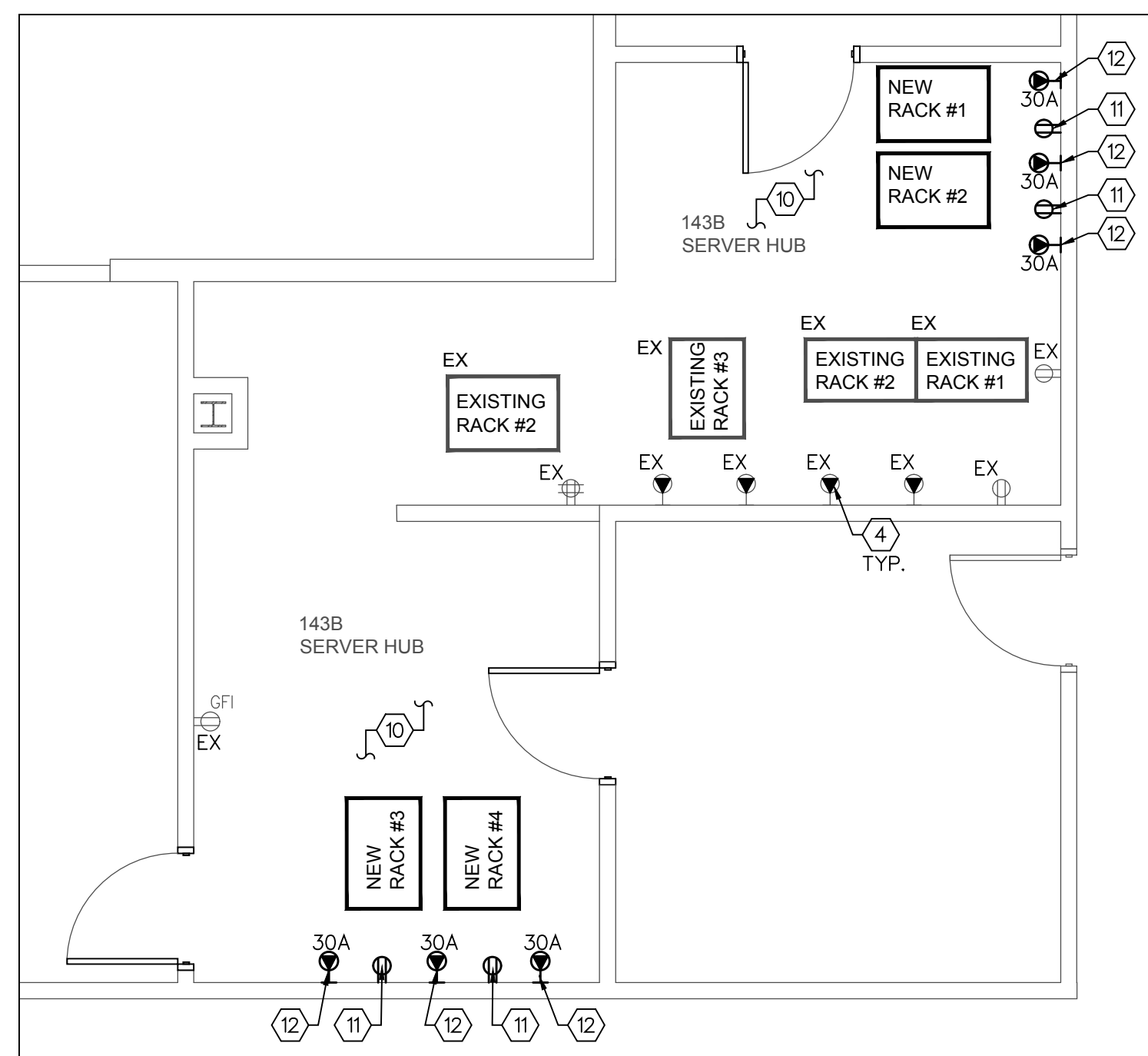
ELECTRICAL POWER AND SYSTEM DEMOLITION PLAN
 NORTH
 SCALE : 1/8"=1'-0"



ELECTRICAL POWER AND SYSTEM RENOVATION PLAN
 NORTH
 SCALE : 1/8"=1'-0"



ELECTRICAL SERVER ROOM #143B DEMOLITION PLAN
 NORTH
 SCALE : 1/4"=1'-0"



ELECTRICAL SERVER ROOM #143B RENOVATION PLAN
 NORTH
 SCALE : 1/4"=1'-0"

ELECTRICAL KEY NOTES:	
1. ELECTRICAL WORK IN THIS ROOMS/ AREA IS EXISTING TO REMAIN UNLESS NOTED OTHERWISE.	10. PROPOSE SEVER HUB ROOM RACK LAYOUT. CONTRACTOR SHALL COORDINATE FINAL LAYOUTS AND REQUIREMENTS WITH IT INSTALLER AND OWNER PRIOR TO BID AND ROUGH-IN.
2. EXISTING ELECTRICAL, LOW VOLTAGE OUTLET, AND FIRE ALARM DEVICE OR EQUIPMENT DESIGNATE WITH "D" TO BE DEMOLISHED. FIELD VERIFY EXACT LOCATION.	11. PROVIDE 120V 20A RECEPTACLE FOR RACK EQUIPMENT. COORDINATE FINAL LOCATION WITH IT INSTALLER AND OWNER PRIOR TO ROUGH-IN.
3. EXISTING ELECTRICAL, LOW VOLTAGE OUTLET, AND FIRE ALARM DEVICE OR EQUIPMENT DESIGNATE WITH "EX" TO REMAIN.	12. PROVIDE 208V 30A RECEPTACLE FOR RACK EQUIPMENT. COORDINATE FINAL LOCATION WITH IT INSTALLER AND OWNER PRIOR TO ROUGH-IN.
4. EXISTING ELECTRICAL, LOW VOLTAGE OUTLET TO BE COORDINATED WITH OWNER AND NEW DOOR/WALL/WINDOW AND TO BE RE-INSTALLED OR RELOCATED IF NEEDED. FIELD VERIFY EXACT LOCATION AND COORDINATE FINAL LOCATION WITH OWNER.	
5. PROVIDE DUPLEX RECEPTACLE. COORDINATE FINAL LOCATION WITH OWNER PRIOR TO ROUGH-IN.	
6. PROVIDE DUPLEX RECEPTACLE AND (1) TWO GANG JUNCTION BOX FOR TV OUTLET MOUNTED ON THE CEILING OR AS DIRECTED BY THE OWNER. EXTEND (2) CAT 6 CABLES IN 1" C FROM TV OUTLET TO IDF ROOM EQUIPMENT RACK FOR TV CABLE. COORDINATE EXACT LOCATION, HEIGHT AND REQUIREMENTS WITH OWNER AND SYSTEM INSTALLER PRIOR TO BID AND ROUGH-IN.	
7. PROVIDE TWO COMPARTMENT (POWER AND DATA/VOICE) POWER POLE BY WIREMOLD OR EQUAL. PROVIDE RACEWAY, WIRING DEVICES AND HARDWARE TO COMPLETE ELECTRICAL SYSTEM FOR FURNITURE SYSTEMS/DESKS. COORDINATE FINAL LOCATION LOCATIONS AND REQUIREMENTS WITH FURNITURE SUPPLIER AND OWNER PRIOR TO BID AND START ANY WORK.	
8. PROVIDE DUPLEX RECEPTACLES AND LOW VOLTAGE OUTLETS PER FURNITURE INSTALLER AND OWNER DIRECTION. EXTEND MINIMUM (2)- CAT 6 CABLE FROM EACH LOW VOLTAGE OUTLET TO IDF ROOM EQUIPMENT RACK FOR DATA/PHONE CABLES. COORDINATE EXACT LOCATION, HEIGHT AND REQUIREMENTS WITH OWNER AND SYSTEM INSTALLER PRIOR TO BID AND ROUGH-IN.	
9. PROVIDE DUPLEX RECEPTACLE AND (1) TWO GANG JUNCTION BOX AND DATA/VOICE OUTLET. EXTEND (2) CAT 6 CABLES IN 1" C FROM DATA/VOICE OUTLETS TO IDF ROOM EQUIPMENT RACK FOR DATA/PHONE CABLES. COORDINATE EXACT LOCATION, HEIGHT AND REQUIREMENTS WITH OWNER AND SYSTEM INSTALLER PRIOR TO BID AND ROUGH-IN.	

REVIEW SET
 NOT FOR CONSTRUCTION

PROFESSIONAL SEAL

GRINER ENGINEERING, INC.
 1628 First Avenue North
 St. Petersburg, Florida 33713
 Phone: (727)-822-2335
 Fax: (727)-821-3361
 www.grinerengineering.net
 Certificate of Authorization #3173

SERVER ROOM GENERATOR AND INTERIOR RENOVATIONS FOR:
JWB EpiCenter
 14155 58 STREET NORTH
 CLEARWATER, FLORIDA 33760

CLIENT INFORMATION

DRAWN BY: IIT
 REVIEWED BY: IIT
 GBI PROJECT NUMBER: 12007
 DATE: FEBRUARY 00, 2012
 SHEET TITLE: ELECTRICAL POWER AND SYSTEM PLANS- INTERIOR REMODEL

NO.	DATE	ISSUED FOR:


SHEET NUMBER: **E102A**

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April 17, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #4 to Lease Agreement between St. Petersburg College and the National University of Health Sciences (NUHS) for a Lease of Space at the Health Education Center, (Building 66, Site 8)

Authorization is requested to execute Amendment #4, which extends the lease agreement between St. Petersburg College and National University of Health Sciences until June 30, 2013.

On April 21, 2009, the Board approved entering into a lease agreement between St. Petersburg College and the National University of Health Sciences (NUHS) for a portion of the first floor of the Bankers Insurance Group Orthotics and Prosthetics Building (O&P Building) at the Health Education Center. The lease was for the period of May 11, 2009 through May 10, 2010. Subsequently, the Board approved Amendment #1 to the lease to extend the term through May 10, 2011 as well as increase operating fees. Amendment #2, approved by the Board June 28, 2010, was to incorporate additional square footage for Orthotics & Prosthetics (O & P 122).

Amendment #3 to the Lease Agreement extended the term of the agreement from May 11, 2011 until June 30, 2012 and provided for the alignment of the lease period with the College's fiscal year. The beginning of the College's fiscal year is when the updated operational costs commence.

Amendment #4 will increase the operational fees for Exclusive Use Space to \$7.31 per square foot or \$6,886.02 per year (942 sq. ft. X \$7.31), and the operating fee for the and Joint Use Space shall be \$3.66 per square foot or \$1,581.12 per year (432 sq. ft. x \$3.66), and the fees for Orthotics and Prosthetics room 122 (90% of \$7.31), shall be \$4,783.66 per year (727 sq. ft. x \$6.58) and a \$1.00 base rent per year, beginning July 1, 2012. These operational fee values match the operation costs for new facilities issued by the state for fiscal year 2012/2013. The other terms and conditions of the original agreement will remain the same.

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

Prior to entering into or executing any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed

agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

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

Attachment

smr0328121

**FOURTH AMENDMENT
TO LEASE AGREEMENT
NATIONAL UNIVERSITY OF HEALTH SCIENCES
AND
ST. PETERSBURG COLLEGE**

THIS FOURTH AMENDMENT is entered into this _____ day of _____, 2012 by and between the Board of Trustees of St. Petersburg College, a Florida public body corporate, whose mailing address is P.O. Box 13489, St. Petersburg, Florida 33733, (hereinafter, the “College”) and the National University of Health Sciences, an Illinois non-profit corporation, whose principal address is 200 E Roosevelt Road, Lombard, IL, 60148 (hereinafter, the “NUHS”).

WITNESSETH:

WHEREAS, THE College and NUHS did enter into that certain Lease Agreement dated April 28th, 2009, whereby the College leased to NUHS a portion of the College’s property located at 7200 66th St. N, Pinellas Park, FL, 33781, in the O & P Building (the “Agreement”); that Second Amendment dated June 28, 2010; and that Third Amendment dated April 19, 2011; and

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

WHEREAS, the Term is set to expire on June 30, 2012; and

WHEREAS, the parties desire to extend the Agreement for an additional twelve (12) month term on such terms and conditions as are set forth in the Agreement, except as specifically modified herein; and

WHEREAS, operational costs as set forth by the State of Florida have increased for the fiscal year 2012-2013; and

WHEREAS, the parties desire to increase the Operational Fees to conform with the operational costs set forth by the State; and

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

1. The recitals are true and correct and are incorporated herein by reference.
2. The Term of the Agreement is hereby extended for a twelve (12) month term commencing on July 1, 2012 and continuing through and until June 30, 2013.

3. The Operating Fee for the Exclusive Use Space will be \$7.31 a square foot or \$6,886.02 a year (942 sq. ft. X \$7.31). The Operating Fee for the Concurrent Use Space shall be \$3.66 a square foot or \$1,581.12 a year (432 sq. ft. X \$3.66). The Operating Fee for Room OP 122 shall be \$6.58 a square foot or \$4,783.66 (727 sq. ft. X \$6.58), plus \$1.00 annual base rent. Payments shall be due and payable as follows:

July 1, 2012	\$3,312.95	Regular Quarterly Lease Payment, 07/01/2012 – 09/30/2012
October 1, 2012	\$3,312.95	Regular Quarterly Lease Payment, 10/01/2012 – 12/31/2012
January 1, 2013	\$3,312.95	Regular Quarterly Lease Payment, 01/01/2013 – 03/31/2013
April 1, 2013	\$3,312.95	Regular Quarterly Lease Payment, 04/01/2013 – 06/30/2013
Total	\$13,251.80	

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

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

COLLEGE:

Board of Trustees of St. Petersburg College

Witnesses as to the College:

By: _____

By: _____

Name: _____

By: _____

Name: _____

NUHS:

National University of Health Sciences

Witnesses as to the NUHS:

By: _____

By: _____

Name: _____

Name: _____

Its: _____


By: _____

Name: _____

April 17, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #1 to the Agreement between St. Petersburg College and the National University of Health Sciences (NUHS) for a Lease of Space at the Health Education Center Annex, (Building 67, Site 8)

Authorization is requested to execute Amendment #1 which extends the lease agreement with the National University of Health Sciences (NUHS) on such terms and conditions as are set forth in this Agreement.

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

- The College will lease to the NUHS a portion of the first floor of the Health Education Center Annex consisting of approximately 7,238 square feet of exclusive use space and 753 square feet of joint use space.
- The lease period runs from July 1, 2012 through June 30, 2013.
- The Agreement may be extended for consecutive one (1) year terms upon mutual agreement of the parties in writing before the end of any Term.
- The NUHS shall pay to the College base rent for the Leased Premises in the amount of One and 00/100 Dollars (\$1.00) per year to be paid at the commencement of the Term. The College shall provide utilities, including electrical, heating, ventilation and air conditioning, water, garbage and sewer, custodial services, and maintenance services, including maintenance of HVAC systems, roof, exterior walls and structural systems. NUHS shall pay to the College an operating fee for the Exclusive Use Space and the Joint Use Space. The operating fee for the Exclusive Use space will be \$7.31 a square foot or \$52,909.78 a year (7,238 sq. ft. X \$7.31), and the operating fee for the Joint Use Space shall be \$3.66 a square foot or \$2,755.98 a year (753 sq. ft. X \$3.66). The operating fee for the Exclusive Use Space and the Joint Use Space shall hereinafter be collectively referred to as the "Operating Fee." The Operating Fee will be paid in four

quarterly installments throughout the 2012/2013 College fiscal year. The other terms and conditions of the original agreement will remain the same.

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

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

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

Attachments

smr0315121

**FIRST AMENDMENT
TO LEASE AGREEMENT
NATIONAL UNIVERSITY OF HEALTH SCIENCES
AND
ST. PETERSBURG COLLEGE**

THIS FIRST AMENDMENT is entered into this _____ day of _____, 2012 by and between the Board of Trustees of St. Petersburg College, a Florida public body corporate, whose mailing address is P.O. Box 13489, St. Petersburg, Florida 33733, (hereinafter, the “College”) and the National University of Health Sciences, an Illinois non-profit corporation, whose principal address is 200 E Roosevelt Road, Lombard, IL, 60148 (hereinafter, the “NUHS”).

WITNESSETH:

WHEREAS, THE College and NUHS did enter into that certain Lease Agreement dated July 8, 2011, whereby the College leased to NUHS a portion of the first floor of the Health Education Center Annex Building at 6698 68th Avenue North, Pinellas Park, which is located near the Health Education Center; and

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

WHEREAS, the Term is set to expire on June 30, 2012; and

WHEREAS, the parties desire to extend the Agreement for an approximate twelve (12) month term on such terms and conditions as are set forth in the Agreement, except as specifically modified herein; and

WHEREAS, operational costs as set forth by the State of Florida have increased for the fiscal year 2012-2013; and

WHEREAS, the parties desire to increase the Operational Fees to conform with the operational costs set forth by the State; and

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

1. The recitals are true and correct and are incorporated herein by reference.
2. The Term of the Agreement is hereby extended for a twelve (12) month term commencing on July 1, 2012 and continuing through and until June 30, 2013.

3. The Operating Fee for the Exclusive Use Space will be \$7.31 a square foot or \$52,909.78 a year (7,238 sq. ft. X \$7.31). The Operating Fee for the Concurrent Use Space shall be \$3.66 a square foot or \$2,755.98 a year (753 sq. ft. X \$3.66), plus \$1.00 annual base rent. Payments shall be due and payable as follows:

July 1, 2012	\$13,916.69	Regular Quarterly Lease Payment, 07/01/2012 – 09/30/2012
October 1, 2012	\$13,916.69	Regular Quarterly Lease Payment, 10/01/2012 – 12/31/2012
January 1, 2013	\$13,916.69	Regular Quarterly Lease Payment, 01/01/2013 – 03/31/2013
April 1, 2013	\$13,916.69	Regular Quarterly Lease Payment, 04/01/2013 – 06/30/2013
Total	\$55,666.76	

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

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

COLLEGE:
Witnesses as to the College:

Board of Trustees of St. Petersburg College

By: _____

By: _____
Name: _____

By: _____
Name: _____

NUHS:
Witnesses as to the NUHS:

National University of Health Sciences

By: _____

Name: _____

By: _____
Name: _____

Its: _____

By: _____

Name: _____

DRAFT

April 17, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Disposition of Surplus or Obsolete Property (Survey # 542)

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 Amount
20433	Computer:Dell GX150	8/21/2001	Obsolete	\$1,077.00
21035	Computer:Dell 330	11/6/2001	Obsolete	\$4,077.00
23139	Computer: Dell GX260T	7/18/2002	Obsolete	\$1,863.00
23140	Computer: Dell GX260T	7/18/2002	Obsolete	\$1,863.00
23144	Computer: Dell GX260T	7/18/2002	Obsolete	\$1,863.00
23146	Computer: Dell GX260T	7/18/2002	Obsolete	\$1,863.00
23357	Computer: Dell GX260T	8/14/2002	Obsolete	\$1,005.00
23395	Computer: Dell GX260T	8/13/2002	Obsolete	\$1,527.00
23643	Computer: Dell GX260T	10/28/2002	Obsolete	\$1,590.00
25220	Computer: Dell GX260T	4/30/2003	Obsolete	\$1,239.00
25562	Computer: Dell GX260T	4/30/2003	Obsolete	\$1,234.00
25688	Computer: Dell GX260T	4/30/2003	Obsolete	\$1,234.00
26029	Computer:Dell GX260T	7/16/2003	Obsolete	\$1,357.68
26288	Aluminum Dish:8'	3/3/2004	Poor	\$2,850.00
27260	Laptop Computer:Apple	9/7/2004	Obsolete	\$2,703.00
27762	Computer:Dell GX270	3/29/2004	Obsolete	\$1,621.00
29250	Computer:Dell GX280	1/31/2005	Obsolete	\$1,234.00
29251	Computer:Dell GX280	1/31/2005	Obsolete	\$1,234.00

29256	Computer:Dell GX280	1/31/2005	Obsolete	\$1,234.00
29257	Computer:Dell GX280	1/31/2005	Obsolete	\$1,234.00
31119	Computer:Dell GX280	6/14/2005	Obsolete	\$1,119.91
			Total:	\$35,022.59

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.

djh0402122

April 17, 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
3/31/2012	Banchs,Wanda I	Custodial Services DO	Custodian I
3/16/2012	Corry,Ian C	Institutional Advancement DO	Video Production Specialist
4/10/2012	Larsen, Ann	Provost TS	Acting Director LRMA
3/16/2012	Nevarez Jr,Pablo	Provost CL	Technology Resource Specialist
2/20/2012	Wilburn,David	Counseling & Advisement TS	Academic Advisor

HIRE Temporary/Supplemental			
Effect. Date	Name	Department/Location	Title
3/13/2012	Arvidson,Michael C	NTPI/WMD Grant - AC	OPS Technical Level 1
3/18/2012	Briganti,Dominick	Criminal Justice AC	Instructor- Temporary Non-Cred
3/18/2012	Capo,Paul M	Criminal Justice AC	Instructor- Temporary Non-Cred
3/26/2012	Elkes,Frona L	NTPI/WMD Grant - AC	Instructor- Temporary Non-Cred
3/14/2012	Fisher,Lasilas C	District Library DO	OPS Career Level 1
3/28/2012	Fowler,Tara M	Associate Provost SP	OPS Career Level 5
3/18/2012	Graham,Jevon A	Criminal Justice AC	Instructor- Temporary Non-Cred
3/16/2012	Grant,Susan C	District Library DO	OPS Career Level 1
3/12/2012	Jackson,Kimberly G	BA Programs/UPC	Adjunct Bach Prog.
3/12/2012	Kleiner,Derek Marc	Human Resources	General Service/Maint. (unskil
3/16/2012	Krause,Carol A	District Library DO	OPS Career Level 1
3/18/2012	Kummerer Jr,Neil E	Criminal Justice AC	Instructor- Temporary Non-Cred
3/18/2012	Lo,Chi-Chang	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
4/2/2012	Mcclave,Thomas P	Criminal Justice AC	Instructor- Temporary Non-Cred
3/12/2012	McLaughlin,Shelia A	Corporate Training E&SS DO	OPS Career Level 2
3/12/2012	Nichols,Richard K	Student Activities CL	General Service/Maint. (unskil
3/12/2012	Norman,Gary L	Natural Science SE	Instructor - Temporary Credit
3/20/2012	Padron,Estela S.	Provost SPG	OPS Career Level 4

3/12/2012	Page,Nancy T	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
3/1/2012	Robinson,Diane J	Nursing HC	Other Professional- Temporary
3/18/2012	Schuele,Christian L	Criminal Justice AC	Instructor- Temporary Non-Cred
3/29/2012	Scodellaro,David E	Corporate Training E&SS DO	Instructor - Temporary Credit
3/21/2012	Stokes-Dancil,Hattie S	Provost SPG	OPS Career Level 5
3/3/2012	Wilburn,David	Counseling & Advisement TS	OPS Career Level 6
3/29/2012	Wonsick,Beth M	Distance Learning TV SE	Instructor - Temporary Credit
3/26/2012	Wooten,Kathryn Marie	New Initiative Program - HC	OPS Career Level 5

TRANSFER/PROMOTION Budgeted			
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Effect. Date	Name	Department/Location	Title
7/1/2012	Baker, Susan	BA Programs, UPC	Dean, Nursing Baccalaureate Prog.
5/7/2012	Barnes, Jonathan	Fine & Applied Arts, CL	Academic Department Chair
3/3/2012	Clark,Michael J	Custodial Services SE	Custodial Crew Leader II
8/1/2012	Delgato, Meg	Natural Science, TS	Academic Department Chair
8/16/2012	Escott, Maria	Letters, SE	Instructor
8/1/2012	Farr, Albert	Communications, SE	Academic Department Chair
8/16/2012	Miller, Karen	Letters, SE	Instructor
8/1/2012	Odutola, Adeniji	Ethics, CL	Academic Department Chair
8/16/2012	Vaughan, John	Natural Science, SP	Instructor
7/21/2012	Woods, Katherine	Dental Hygiene, HC	Instructor

HIRE 2012-2013 Faculty			
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Effect. Date	Name	Department/Location	Title
8/10/2012	Adams, Michael	Natural Science, SE	Instructor
8/10/2012	Brizendine, Fallon	Interpreting, CL	Instructor
8/10/2012	Brzezinski, Sara	Social Science, TS	Instructor
8/10/2012	Bueller, Daniel	Mathematics, TS	Instructor
8/10/2012	Cools-Stephens, Janice	Letters, SP	Instructor
8/1/2012	Coronel, Rina	College of Business, EP	Instructor 12-month
8/10/2012	Culligan, Michael	Social Science, CL	Instructor
8/10/2012	DeNooyer, Eric Jan	Mathematics, SE	Instructor
8/10/2012	Everhart, Colin	Natural Science, CL	Instructor
8/1/2012	Gilleland, Amanda	Natural Science, SE	Academic Department Chair
8/10/2012	Goergen, Erin	Natural Science, CL	Instructor
8/10/2012	Greenberg, David	Fine & Applied Arts, SP	Instructor
8/10/2012	Italia, Mark	Natural Science, CL	Instructor
8/10/2012	Jahosky, Michael	Fine & Applied Arts, SP	Instructor
8/10/2012	Johnson-Lewis, Erika	Fine & Applied Arts, CL	Instructor
8/10/2012	Joyce, Dawn	Letters, TS	Instructor
8/10/2012	Kishbaugh, Greta	College of Business, EP	Instructor
5/14/2012	Kolonoski, David	Mathematics, SP	Academic Department Chair
8/10/2012	LaPorte, Anthony	Fine & Applied Arts, SE	Instructor
8/10/2012	Muehl, Nathan	Fine & Applied Arts, SP	Instructor
8/10/2012	Nelson, Nydia	Mathematics, SP	Instructor

8/1/2012	Patel, Christine	Dental Hygiene, HC	Instructor 12-month
8/10/2012	Ringold, Carol	Letters, SP	Instructor
8/10/2012	Robinson, Diane J	Nursing, HC	Instructor
8/10/2012	Scanlon, Maura	Natural Science, SE	Instructor
8/10/2012	Schneider, Virginia	Nursing, HC	Instructor
8/10/2012	Schroeder, Daniel	Natural Science, DT/MT	Instructor
8/10/2012	Seetharaman, Shyam	Social Science DT/MT	Instructor
3/12/2012	Smith, Christine	College of Comp & Info Tech, CL	Academic Department Chair
8/1/2012	Stanley, Kevin	Fine & Applied Arts, SE	Academic Department Chair
8/10/2012	Tillman, Adrian	College of Comp & Info Tech, TS	Instructor
8/10/2012	Torres, Renee	Mathematics, CL	Instructor
8/10/2012	Valentine, Anthony	Letters, TS	Instructor
8/10/2012	Widman, Patricia	Nursing, HC	Instructor
8/10/2012	Worden, James	Natural Science DT/MT	Instructor
8/10/2012	Wu, Xin	Natural Science, SP	Instructor

FOREIGN TRAVEL			
Effect. Date	Name	Department/Location	Title

5/5/2012 - 5/20/2012	Lightfoot, Randy	Social Science	Instructor
5/5/2012 - 5/20/2012	Kesler, Bonnie	Social Science	Instructor

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

7/28/2012 - 8/8/2012	Wolter, Tim	Humanities	Instructor
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Travel to Rome, Italy to offer St. Petersburg College students an educational opportunity to introduce the humanities curriculum within the Italian culture excursions to religious and historical sites. They will be travelling to these sites following the changes in history over the various periods of time.


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

ssw0404122

April 17, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

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

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

Name	Title	Department	Contract Dates
Adler-Leidersdorff, Cory M	Coord. Palladium Relations	Facilities Plan & Inst. Svcs	7/1/12-6/30/13
Atkinson, Loree B	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist DO	7/1/12-6/30/13
Bailey, Joan D.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist DO	7/1/12-6/30/13
Bailey, Phillip A	Coordinator II, Project	Fire Science AC	7/1/12-6/30/13
Barlow, Stephen R.	Syst. Analyst LearnMgrSystem	Learning Mgt Network Sys	7/1/12-6/30/13
Barry, Suzanne M.	Associate General Counsel	College Attorney DO	7/1/12-6/30/13
Barto, Daniel P	Dir.,Sec.,Risk Mgt,Safety Ops	Facilities Plan & Inst Svcs	7/1/12-6/30/13
Bates, Angel M.	Bacc. Program Specialist	BA Programs/UPC	7/1/12-6/30/13
Beck, Rosanne	Coord, Program Development	Criminal Justice AC	7/1/12-6/30/13
Beecham, Ruby L.	Grants Accountant	Accounting Services	7/1/12-6/30/13
Bellomo, Mary O.	Curr. Development Special	NTPI/WMD Grant AC	7/1/12-6/30/13
Bennett, Michael J.	AVP,Fin.Asst.,Schol,Vet Svcs	Academic & Student Affairs	7/1/12-6/30/13
Biszewski-Eber, Susan	Crld.,Collegewide WkfrC Intrn	BA Programs/UPC	7/1/12-6/30/13
Bley, Lauren Dupont	Coordinator II, Project	Criminal Justice AC	7/1/12-6/30/13
Bliss, William S.	Mgr. Web Program. & Support	Instructional Computing SE	7/1/12-6/30/13
Bobowski, Sharon A.	Mgr. Enterprise Sys. Devel/Spt	Admin Information Systems	7/1/12-6/30/13
Booth, Patrick D.	Coord. Enrollment Mgt. Svcs	Academic & Student Affairs	7/1/12-6/30/13
Bowen, Paul M	Associate Provost	Associate Provost CL	7/1/12-6/30/13
Bowman, Margaret	Dir.,Curriculum & Prog. Mgt.	BA Programs/UPC	7/1/12-6/30/13
Boyce, Ronald G.	HR Program Coordinator	Human Resources Benefits	7/1/12-6/30/13
Boyle, Deborah S.	Chief of Staff	President	7/1/12-6/30/13
Brink, Staci D.	Manager, Marketing	Institutional Advancement DO	7/1/12-6/30/13
Brock Jr, James C	Campus Exec. Officer	Academic & Student Affairs	7/1/12-6/30/13
Brown, Jill C.	Education Specialist - Impact	College of Education	7/1/12-6/30/13
Brown, Trenette	Mgr.Proj.Adm.Svcs.,CP	NTPI/WMD Grant - AC	7/1/12-6/30/13
Brumbaugh, Doug	Videographer	NTPI/WMD Grant - AC	7/1/12-6/30/13
Brush, Amy A	Coordinator II, Project	Tech Prep - DO	7/1/12-6/30/13
Burniston, Kay M.	VP, BA Progr., Acad.Eff., UPC	BA Programs/UPC	7/1/12-6/30/13
Buster, Patricia A.	Coord. Museum Education	Leepa/Rattner Museum - DO	7/1/12-6/30/13
Byrd, Terry G.	Program Director I	Criminal Justice -AC	7/1/12-6/30/13
Call, Ian H.	Program Director I	Provost SPG	7/1/12-6/30/13
Callahan, Doyle William	Systems Analyst Acad. System	Learning Mgt Network Sys	7/1/12-6/30/13
Callahan, Marisa C.	Interior Designer	Facilities Plan & Inst Svcs	7/1/12-6/30/13

Campbell, Martha E.	Dean, Lower Division	Academic & Student Affairs	7/1/12-6/30/13
Carbart, George E.	Coord., Student Support Svcs	SSS TRIO Grant - DO	7/1/12-6/30/13
Carnahan, Michael	Analyst/Programmer	Instructional Computing SE	7/1/12-6/30/13
Carney, Conferlete	Provost	Academic & Student Affairs	7/1/12-6/30/13
Carpenter, Jocelyn L	Foundation Database Adm./PrMg	Resource Development DO	7/1/12-6/30/13
Cavanagh, Jeffrey D	Coord., Veteran Affairs	Academic & Student Affairs	7/1/12-6/30/13
Cesta, Jeffrey L.	Dir.,Early College/Dual Enroll	Academic & Student Affairs	7/1/12-6/30/13
Clinton, Tyrone	Associate Provost	Associate Provost SP	7/1/12-6/30/13
Collier, Terry	Coordinator, Special Projects	Provost AC	7/1/12-6/30/13
Conn, Richard A.	Analyst/Programmer/Developer	Admin Info Sys - Development	7/1/12-6/30/13
Connell, Margaret A.	Director, Disability Resources	Special Needs - DO	7/1/12-6/30/13
Conner, Jamelle J	Assoc VP, Plan,Budget,Compl	BusSVITSystems	7/1/12-6/30/13
Connolly, James L.	Dir, Corporate Training	Corporate Training E&SS DO	7/1/12-6/30/13
Cooper, Anne M.	Sr. VP, Academic & Student Aff.	President	7/1/12-6/30/13
Coraggio, James T	Exec.Dir.Inst.Research/Effect.	Academic Eff. Assessment	7/1/12-6/30/13
Creamer, David V.	Dir, Network Systems & TV Ops	Learning Mgt Network Sys	7/1/12-6/30/13
Crumbley Sr,Earnest P	Coach	Athletics DO	7/1/12-6/30/13
Crumbley, Shirley A.	Coord.,Women on the Way	Special Programs/Intl Educ DO	7/1/12-6/30/13
Crumley, Paul Michael	Web Programmer/Analyst	Instructional Computing SE	7/1/12-6/30/13
Curtis, Richard J.	Systems Analyst	Learning Mgt Network Sys	7/1/12-6/30/13
Cyr, Kathryn M.	Fiscal and Business Analyst	Accounting Services	7/1/12-6/30/13
Dale,Sean A.	Syst. Analyst LearnMgrSystem	Learning Mgt Network Sys	7/1/12-6/30/13
Dambroski, Nicole K.	Mgr.,PS Student Sys. Develop.	Admin Info Sys - Development	7/1/12-6/30/13
Davide, Kristy Sue	Coord., End User Prod. Dev.	BusSVITSystems	7/1/12-6/30/13
Davidson, Denisha L.	Women's Basketball Coach	Natural Sciences SPG	7/1/12-6/30/13
Davis, Glenn E.	Coord., EMS/CME Program	EMS/CME - HC	7/1/12-6/30/13
Davis, Kevin L	Program Director II	Funeral Services HC	7/1/12-6/30/13
Delgato, Margaret	Dir. of Curr.&Student Success	BA Programs/UPC	7/1/12-7/31/12
Dellert,Judy C	Coord.,Early College/Dual Enrl	Academic & Student Affairs	7/1/12-6/30/13
Demers, Susan S.	Dean, Pub. Policy&Legal Studies	BA Programs/UPC	7/1/12-6/30/13
Derussy, Vivian C.	Interior Designer	Facilities Plan & Inst Svcs	7/1/12-6/30/13
Deshpande, Avinash A.	Coordinator, Systems Admin.	Admin Information Systems	7/1/12-6/30/13
DiDio,Celeste	Analyst/Programmer/Developer	Admin Info Sys - Development	7/1/12-6/30/13
Disler,Heather H.	Learning Resources Specialist	District Library DO	7/1/12-6/30/13
Dixon,Vernadean J.	Scholar&Stu Fin Assist Officer	Scholarship/Stu Fin Assist CL	7/1/12-6/30/13
D'Leon,Lynne E.	Nursing Skills Facilitator	Nursing HC	7/1/12-6/30/13
Dodson, Pamela S	PS Funct. Area Coord/Trainer	Admin Info Sys - Student	7/1/12-6/30/13
Dougherty, Damon Jackson	Production Manager, Palladium	Facilities Plan & Inst Svcs	7/1/12-6/30/13
Douglas, Larry B.	Supervisor, Printing Services	District Impressions DO	7/1/12-6/30/13
Drew, Maria	Coord. Admissions&Registration	Central Records DO	7/1/12-6/30/13
Duncan, Douglas S.	Sr. VP, Admin/Bus & Inf. Tech	President	7/1/12-6/30/13
Dvoracek, Joseph D.	Director of Student Success	Provost SE	7/1/12-6/30/13
Enlow, Bernard R	Snr. Network/Design & Sec. Eng	Network Systems Support	7/1/12-6/30/13
Escott, Maria	Coord.Int'l. Language Institute	Corporate Training E&SS DO	7/1/12-8/15/12
Ewell, Michael A.	Academic Dep. Coordinator	BA Programs/UPC	7/1/12-6/30/13
Fell, Susan P.	Director, Admissions & Records	Academic & Student Affairs	7/1/12-6/30/13
Ferrazano,Jamie P.	Manager, IT Bus. Relationships	BusSVITSystems	7/1/12-6/30/13
Finklea, Evelyn M	Program Director II	Letters SPG	7/1/12-6/30/13
Fleming, John M	Program Director II	Radiography HC	7/1/12-6/30/13
Flora, Richard M.	Dean,School of Veterinary Tech	BA Programs/UPC	7/1/12-6/30/13
Fox, Djuan E.	Coord.,Bacc. Plan& Prog. Dev.	BA Programs/UPC	7/1/12-6/30/13
Frank, Brian	Dean, Public Safety	Provost AC	7/1/12-6/30/13
Frank, Rebecca A	Program Director I	District Library DO	7/1/12-6/30/13

Fredriksen, Jeffrey E.	Systems Analyst	Admin Information Systems	7/1/12-6/30/13
Fritch, Karen L.	Instructional Technologist	Instructional Computing SE	7/1/12-6/30/13
Furnas, Theresa K.	Assoc. VP, Fin. & Bus. Services	BusSVITSystems	7/1/12-6/30/13
Gardner, Suzanne	Acting General Counsel	President	7/1/12-12/17/12
Gardner, Daniel	Coord., Inst. Rsrch/Plan/Rptng	Institutional Research	7/1/12-6/30/13
Garrett, Tracy L	Coord, Program Development	BA Programs/UPC	7/1/12-6/30/13
Geck, Carolyn B	Grant Writer	Provost AC	7/1/12-6/30/13
Gerst, Mary E	Coord, Student Life Leadership	Associate Provost HC	7/1/12-6/30/13
Gill, Davie	Coord, Student Life Leadership	Student Activities SPG	7/1/12-6/30/13
Gillman, Anna G.	Environmental Services Coordin	Facilities Plan & Inst Svcs	7/1/12-6/30/13
Godcharles, Timothy W	Instructional Technologist	Instructional Computing SE	7/1/12-6/30/13
Gonyea, James C.	Director, Career Develop. Svcs	Academic & Student Affairs	7/1/12-6/30/13
Goodbread, Elizabeth B	Program Director II	Provost TS	7/1/12-6/30/13
Gordon, Kevin D.	Provost	Academic & Student Affairs	7/1/12-6/30/13
Graham, Gary W.	Coordinator I, Project	Provost CL	7/1/12-6/30/13
Graham, Shane L	Analyst/Programmer	Admin Info Sys - Student	7/1/12-6/30/13
Gray, Cheryl L.	Senior Analyst/Programmer	Admin Info Sys - Student	7/1/12-6/30/13
Gray, Kathy W.	Coord. Admiss. & Registration	Academic & Student Affairs	7/1/12-6/30/13
Green, Jason E	Coordinator II, Project	Provost CL	7/1/12-6/30/13
Green, Sonja T.	Coordinator, Business Office	Business Sys & Student Acc.	7/1/12-6/30/13
Grey, William R.	Program Director I	Criminal Justice AC	7/1/12-6/30/13
Griggs, Sharon K.	Dean, Lower Division	Academic & Student Affairs	7/1/12-6/30/13
Guzman II, Luis A.	Sr. Web Analyst/Programmer	Admin Info Sys - Development	7/1/12-6/30/13
Hall Jr, Charles	Coordinator, Distance Learning	NTPI/WMD Grant - AC	7/1/12-6/30/13
*Hammond, Lynn R.	Mgr, Graphics Services	Institutional Advancement DO	7/1/12-12/17/12
Hanrahan, Patricia L	Dir., Curriculum & Prog. Mgt.	BA Programs/UPC	7/1/12-6/30/13
Haynes II, Watson L	Coordinator II, Project	Academic & Student Affairs	7/1/12-6/30/13
Hearn, Mary E.	Marketing Coordinator	Institutional Advancement DO	7/1/12-6/30/13
Heisler, Laura	Coordinator II, Project	Florida Natl. Guard Grant - AC	7/1/12-6/30/13
Hendrickson, Ashley L.	Coord., Accred. & Bacc. Assess.	Academic Eff. & Assessment	7/1/12-6/30/13
Henning, Andrea A.	Exec. Dir., Collaborative Lab	Academic & Student Affairs	7/1/12-6/30/13
Hesting, Karen L.	Instructional Technologist	Instructional Computing SE	7/1/12-6/30/13
Hetue, Michael A.	Supv, Computer Operations	IT Network Help Desk	7/1/12-6/30/13
Hill, Darren C	Sr. Web Analyst/Programmer	Instructional Computing SE	7/1/12-6/30/13
Hogans, Linda L.	Dir., Special Programs	College Student Supp Svcs DO	7/1/12-6/30/13
Hollowell, Raynette D	Disability Resource Specialist	OSSD - SP	7/1/12-6/30/13
Hopf, Leigh G	Director, Inst..Effectiveness	BA Programs/UPC	7/1/12-6/30/13
Hopkins, Dorothy	Analyst/Programmer	Admin Info Sys - HR & Finance	7/1/12-6/30/13
Hunt, Janette N	Coord., Budget Support & Dev.	Business Services DO	7/1/12-6/30/13
Ison, Anabella M	College Engineer	Facilities Plan & Inst Svcs	7/1/12-6/30/13
Jackson, Dianne R	Grants Accountant	Accounting Services	7/1/12-6/30/13
Jacob, Bijoy	Analyst/Programmer	Admin Info Sys - Development	7/1/12-6/30/13
Jakubowski, Richard Y.	Web Programmer/Analyst	Instructional Computing SE	7/1/12-6/30/13
Jakupovic, Danijel	Analyst/Programmer/Developer	Admin Info Sys - Development	7/1/12-6/30/13
Janusz, Dawn M.	Coordinator I, Project	Provost HC	7/1/12-6/30/13
Jeffries, Jane L.	Project Technologist	NTPI/WMD Grant - AC	7/1/12-6/30/13
Jenkins, Bradley E	Program Director II	Engineering Technology CL	7/1/12-6/30/13
Johns, Charlotte D	Scholar & Stu Fin Assist Officer	Scholarship/Stu Fin Assist SP	7/1/12-6/30/13
Jolliff-Johnson, Cynthia E	Director, One Stop Center	Academic & Student Affairs	7/1/12-6/30/13
Jones, Dennis L.	VP Economic Dev. & Inn. Proj.	President	7/1/12-6/30/13
Jones, Patricia C.	VP., HR & Public Affairs	BusSVITSystems	7/1/12-6/30/13
Joseph, Deborah M.	Dir. of Curr. & Student Success	College of Education	7/1/12-6/30/13
Jurkovic, Frank M.	Coord., Student Life Leadership	Student Activities SPG	7/1/12-6/30/13

Kaas, Kevin	Chief Television Engineer	Network Systems Support	7/1/12-6/30/13
Keller III, Don R	Bacc. Program Specialist	BA Programs/UPC	7/1/12-6/30/13
Kelley, Nancy	Associate Provost	Associate Provost HC	7/1/12-6/30/13
Kennedy, Catherine C	Assoc.VP, Univ.Partnership Ctr.	BA Programs/UPC	7/1/12-6/30/13
Kent-Roberts, Sherri M	School Partnership Liaison	College of Education	7/1/12-6/30/13
Kerr, Cheryl	Program Director II	Human Services HC	7/1/12-6/30/13
Kerwin, Denise D.	Program Director I	Nursing CE	7/1/12-6/30/13
Kibler, Theresa	Web Programmer/Analyst	Instructional Computing SE	7/1/12-6/30/13
King, Merrian D.	Electronic Center Coordinator	Scholarships/Stu Fin Assist DO	7/1/12-6/30/13
Kirchgraber, Todd A.	Program Director I	Florida Natl. Guard Grant - AC	7/1/12-6/30/13
Klement, David	Exec. Dir. Inst. Strat. Pol. Sol	President	7/1/12-6/30/13
Kolenda, James J.	Producer, NTPI	NTPI/WMD Grant - AC	7/1/12-6/30/13
Kramer, Rebecca J.	Program Director II	Pyshical Therapist Asst HC	7/1/12-6/30/13
Kruger, Wayne D.	Dir, Scholar & Stu Fin Asst	Scholarships/Stu Fin Assist DO	7/1/12-6/30/13
Krupp, Jason	Coord., Enrollment Mgt. Svcs	BA Programs/UPC	7/1/12-6/30/13
Kuhn, Damon M.	Manager, MAP	Associate Provost HC	7/1/12-6/30/13
*Ladewig, Catherine W.	Director, HR Operations	Human Resources	7/1/12-11/30/12
LaHaie, Eileen M.	Director, MCTFT/RCPI	Criminal Justice AC	7/1/12-6/30/13
Lawler, Jacqueline R.	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/12-6/30/13
Lennox, Jill	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist DO	7/1/12-6/30/13
Leonard, Michele R.	Bacc. Program Specialist	BA Programs/UPC	7/1/12-6/30/13
Littlewood, Christopher S.	Coordinator II, Project	NTPI/WMD Grant - AC	7/1/12-6/30/13
Lockhart, Amy G.	Senior Accountant	Accounting Services	7/1/12-6/30/13
Long, Douglas D.	Producer, NTPI	NTPI/WMD Grant - AC	7/1/12-6/30/13
Lumia, James C.	Director Internships	College of Education	7/1/12-6/30/13
Malla, Steven T.	Coordinator, Wellness	Wellness	7/1/12-6/30/13
Marks, Alice M.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist CL	7/1/12-6/30/13
Martinez, Robert A.	Bus. Devel. Officer-Collab.Lab	Academic & Student Affairs	7/1/12-6/30/13
Mayhew, Pamela H	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist SP	7/1/12-6/30/13
McFadden, Stephen R.	Videographer	Instructional Television SE	7/1/12-6/30/13
McKanna, Thomas F.	Mgr., Bus. Systems&Accounting	Florida Natl. Guard Grant - AC	7/1/12-6/30/13
Meegan, Patrick T.	Videographer	NTPI/WMD Grant - AC	7/1/12-6/30/13
Meigs, Michael C.	Dir, Bus Systems & Stu Acctg	Business Services	7/1/12-6/30/13
Metz, Starla R	Principal, Collegiate HS	Provost SPG	7/1/12-6/30/13
Mikles, Stephen P	Program Director II	Respiratory Care HC	7/1/12-6/30/13
Miller, Lavester P.	Coordinator II, Project	Criminal Justice AC	7/1/12-6/30/13
Miller, Karen	Academic Department Chair	Letters SE	7/1/12-8/15/12
Miller, Michael P.	Coordinator II, Project	Florida Natl. Guard Grant AC	7/1/12-6/30/13
Moczynski, Linda M.	Analyst/Programmer	Admin Info Sys - Student	7/1/12-6/30/13
Mohr, Jane E.	Facilities Accounting Mgr.	Facilities Plan & Inst Svcs	7/1/12-6/30/13
Molinaro, Dana L.	Coordinator I, Project	Scholarship/Stu Fin Assist DO	7/1/12-6/30/13
Moore, Randall	Mgr., Const. Proj.&Cert.Bldg Ad	Facilities Plan & Inst Svcs	7/1/12-6/30/13
Munce, Nancy	Instructional Technologist	Instructional Computing SE	7/1/12-6/30/13
Mundorff, Sheryl	Bacc. Program Specialist	BA Programs/UPC	7/1/12-6/30/13
Neiberger, Anne N.	Coordinator II, Project	Provost HC	7/1/12-6/30/13
Nenstiel, Gregory A	Dean, Baccalaureate Programs	BA Programs/UPC	7/1/12-6/30/13
Neu, Frances Z	VP, Inst.Adv & Exec. Dir. Found.	President	7/1/12-6/30/13
Newberry, Sheila A.	Program Director II	Health Information Mgmt HC	7/1/12-6/30/13
Nicotera, Phillip V.	Provost	Academic & Student Affairs	7/1/12-6/30/13
Norton, Wilma	Asst. Dir. Marketing & Public Info	Institutional Advancement DO	7/1/12-6/30/13
Nosewicz, James E.	Budget Specialist	Budget, Planning & Compliance	7/1/12-6/30/13
Oathout, Kathleen C	Dir. of Operations-Palladium	Facilities Plan & Inst Svcs	7/1/12-6/30/13
Ocasio, Faith C.	Web Programmer Analyst	Instructional Computing SE	7/1/12-6/30/13

O'Daniels, Kristina M.	Associate Provost	Associate Provost TS	7/1/12-6/30/13
O'Dowd, Cecelia Messina	Coordinator, Lifelong Lrn/CFK	Corporate Training E&SS DO	7/1/12-6/30/13
O'Keeffe, Michael L.	Director, Market. & Public Info.	Institutional Advancement DO	7/1/12-12/17/12
Olliver,James	Provost	Academic & Student Affairs	7/1/12-6/30/13
Omoto,Susan J	Coord. LRMA PR &Grants	Leepa/Rattner Museum DO	7/1/12-6/30/13
Orama,Juanita	Coordinator I, Project	Provost HC	7/1/12-6/30/13
Parker,Jeremy Russel	Systems Analyst	Admin Information Systems	7/1/12-6/30/13
Paschall,Janine P.	Bacc. Program Specialist	BA Programs/UPC	7/1/12-6/30/13
Pearce,Frederick E.	Asst. Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist TS	7/1/12-6/30/13
Peerenboom, Jill	Coord, Curriculum Services	Course & Curriculum Dev. DO	7/1/12-6/30/13
Pedicone, James A.	Dir. Design & Constr. Svcs	Facilities Plan & Inst. Svcs	7/1/12-6/30/13
Pendharkar,Daya T.	Assoc. VP Info Systems	BusSVITSystems	7/1/12-6/30/13
Peplow,Jeremy S.	Videographer	Institutional Advancement DO	7/1/12-6/30/13
Perez,Jorge Enrique	Program Director I	District Library DO	7/1/12-6/30/13
Perez-Gilbe,Hector R.	Program Director I	District Library DO	7/1/12-6/30/13
Petersen,Dale E	Laboratory Manager	BA Programs/UPC	7/1/12-6/30/13
Petrick,Patrick J	Project Technologist	Academic & Student Affairs	7/1/12-6/30/13
Piper,Angela M	Course Delivery Manager	Instructional Computing SE	7/1/12-6/30/13
Plamondon,Amy Danielle	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist DO	7/1/12-6/30/13
Powlett,Maycill M	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist DO	7/1/12-6/30/13
Proctor,Deborah M.	Mgr. Func. User Stu.Sys.Sup	Academic & Student Affairs	7/1/12-6/30/13
Quinn, Edel T.	Accountant/Business Manager	Resource Development DO	7/1/12-6/30/13
Rager,Sandra	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/12-6/30/13
Reed, Gwendolyn H.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist SP	7/1/12-6/30/13
Rinard,Patrick W.	Assoc. VP, Enrollment Mgt.	Academic & Student Affairs	7/1/12-6/30/13
Robinson, Diane J.	Nursing Skills Facilitator	Nursing HC	7/1/12-8/09/12
Root,Anamarie	Coord, Staff & Prof. Develop.	Human Resources	7/1/12-6/30/13
Rowe,Ayanna Amerigo	Bacc. Program Specialist	BA Programs/UPC	7/1/12-6/30/13
Ruechel,Jennifer K.	Manager, MAP	Registration SPG	7/1/12-6/30/13
Russell,Nancy L.	Academic Dep. Coordinator	Business Technologies SP	7/1/12-6/30/13
Schultz,Linda	Manager, Payroll	Payroll	7/1/12-6/30/13
Seay,Antonio R.	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist SP	7/1/12-6/30/13
Senack,Erin L.	Coord,Student Life Leadership	Student Activities TS	7/1/12-6/30/13
Sengphrachanh,Phonedavanh	HR Program Coordinator	Human Resources Employment	7/1/12-6/30/13
Setterlind,Sharon R	Dean, Lower Division	Academic & Student Affairs	7/1/12-6/30/13
Shapiro,Alan B.	Instructional Technologist	Instructional Computing SE	7/1/12-6/30/13
Shears,Brenda C.	MAP Coordinator	Provost SE	7/1/12-6/30/13
Sherman,Tiffani L.	Producer, NTPI	Florida Natl. Guard Grant - AC	7/1/12-6/30/13
Sibbio,Ralph A	EMS Program Support Coord.	Emergency Med. Services HC	7/1/12-6/30/13
Singer,Julia R	Nursing Skills Facilitator	Nursing HC	7/1/12-6/30/13
Sintes,Nicholas M.	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist DO	7/1/12-6/30/13
Skryd,Jacqueline Marie	Director of Grants Development	Academic & Student Affairs	7/1/12-6/30/13
Sloss,John P	Analyst/Programmer	Admin Info Sys - Development	7/1/12-6/30/13
Smiley,Joseph	Dean, Lower Division	Academic & Student Affairs	7/1/12-6/30/13
Smith,Joseph L.	Coordinator II, Project	Criminal Justice AC	7/1/12-6/30/13
Smith,Pamela S.	Coordinator, Legal Services	College Attorney DO	7/1/12-6/30/13
Smith,Todd	Dir., Scholar & Stu Fin Asst	Scholarships/Stu Fin Assist DO	7/1/12-6/30/13
Snare II,Clayton L	Coord., Early College/Dual Enrl	Academic & Student Affairs	7/1/12-6/30/13
Spinelli, Paul	Dir, Procurement/Asset Mgt.	Business Services	7/1/12-6/30/13
Stallard, Tiffany	Coordinator, Development	Resource Development DO	7/1/12-6/30/13
Stamenkovic,Burch,V. .	Nursing Skills Facilitator	Nursing HC	7/1/12-6/30/13
Staney,Timothy P	Web Content Manager	Institutional Advancement DO	7/1/12-6/30/13
Stanisic,Zoran	Mgr., New Systems Development	Admin Information Systems	7/1/12-6/30/13

Steele,Jonathan E.	Dean, Lower Division	Academic & Student Affairs	7/1/12-6/30/13
Stepanovsky, Nerina J.	Program Director II	Emergency Medical Services	7/1/12-6/30/13
Sterner, Ann M.	Syst. Analyst LearnMgrSystem	Learning Mgt Network Sys	7/1/12-6/30/13
Stevens, Paul J	Project Technologist	NTPI/WMD Grant - AC	7/1/12-6/30/13
Strickland,Mark F.	Associate Provost	SPC-Downtown	7/1/12-6/30/13
Stubos, Alexandria M.	Manager ,MAP	Associate Provost TS	7/1/12-6/30/13
Swift, Christopher	Technology Project Manager	SE Public Safety Institute AC	7/1/12-6/30/13
Taylor, Tamara	Analyst/Programmer	Admin Info Sys-Student	7/1/12-12/17/12
Terry, James C	Dir., Public Safety Academies	Fire Science AC	7/1/12-6/30/13
Thiel, Janice L.	Dir, Quality Enhancement Plan	Academic & Student Affairs	7/1/12-6/30/13
Thomas, Phil C.	Manager, MAP	Counseling & Advisement CL	7/1/12-6/30/13
Thompson, Andy W	Scholar&Stu Fin Assist Officer	Scholarship/Stu Fin Assist DO	7/1/12-6/30/13
Tonner, Joan E.	Program Director II	Dental Hygiene HC	7/1/12-6/30/13
Torres, Irene P	Nursing Skills Facilitator	Nursing HC	7/1/12-6/30/13
Tufts, Shannon S.	Mgr.,Network Sys. & Sec. Ops	Admin Info Systems - SE	7/1/12-6/30/13
Tymms, Magaly B	Associate Assessment Director	Academic Eff. & Assessment	7/1/12-6/30/13
Vaughan,John T.	Dean, Lower Division	Academic & Student Affairs	7/1/12-8/15/12
Veloff, Steven J	Project Technologist	NPTI/WMD Grant AC	7/1/12-6/30/13
Vitale, Alisha	Director, Enrollment Mgt	Academic & Student Affairs	7/1/12-6/30/13
Vittetoe, Stanley O.	Provost	Academic & Student Affairs	7/1/12-6/30/13
Waechter,Dawn D.	Coord,Student Life Leadership	Student Activities SE	7/1/12-6/30/13
Waechter,James D.	Dir, Facilities Services	Facilities Plan & Inst Svcs	7/1/12-6/30/13
Walker,Gail E.	Coordinator II, Project	Florida Natl. Guard Grant AC	7/1/12-6/30/13
Walter,William T	Systems Analyst	Admin Information Systems	7/1/12-6/30/13
Westergard,Victoria L.	Exec. Dir.,eCampus,Web & IT	Provost SE	7/1/12-6/30/13
White,Karen Kaufman	Provost	Academic & Student Affairs	7/1/12-6/30/13
White,Scott B	Head Volleyball Coach	Athletics - DO	7/1/12-6/30/13
Whitelaw,Robert L.	Museum Curator	Art Education Center DO	7/1/12-6/30/13
Wilborn,Paul L.	Exec. Director, Palladium	Facilities Plan & Inst Svcs	7/1/12-6/30/13
Wilkins,Pamela A	Bacc. Program Specialist	BA Programs/UPC	7/1/12-6/30/13
Williams,Tonya J	Disability Resource Specialist	OSSD SP	7/1/12-6/30/13
Williams,Tonjua L.	VP, Acad. & Student Affairs	Academic & Student Affairs	7/1/12-6/30/13
Winters,Nina G	Staff Accountant	Facilities Plan & Inst Svcs	7/1/12-6/30/13
Wolff,Kimberly P.	Program Director II	District Library DO	7/1/12-6/30/13
Wolter,Barbara Simpson	Coordinator I, Project	Institutional Advancement DO	7/1/12-6/30/13
Womer,Lynda G.	Associate Provost	Provost SE	7/1/12-6/30/13
Woodruff Edward W.	Government Relations Director	President	7/1/12-6/30/13
Woods, Katherine A.	Act. Progr. Dir. II, Health Science	BA Programs/UPC	7/1/12-7/20/12
Woods, Vonda L.	Director, Accounting Services	Business Services	7/1/12-6/30/13
Wright, Diana	Mgr. Energy & Maint. Svcs.	Facilities Plan & Inst Svcs	7/1/12-6/30/13
Wright, Lacreacia M.	Coordinator II, Project	College Reach Out Program DO	7/1/12-6/30/13
Writt, Jeremy L.	Coordinator I, Project	Florida Natl Guard Grant AC	7/1/12-6/30/13
Yevstigneyeva, Nadia	Dir. Honors College	Academic & Student Affairs	7/1/12-6/30/13
Young, Stephan C	Purchasing Manager	Purchasing	7/1/12-6/30/13
Zebert, Ann L	Senior Accountant	Accounting Services	7/1/12-6/30/13


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

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.

ssw0410121

April 17, 2012

MEMORANDUM

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

Attached for information is the Fund 1 financial report for FY11-12 July 1- March 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

Jjc040212

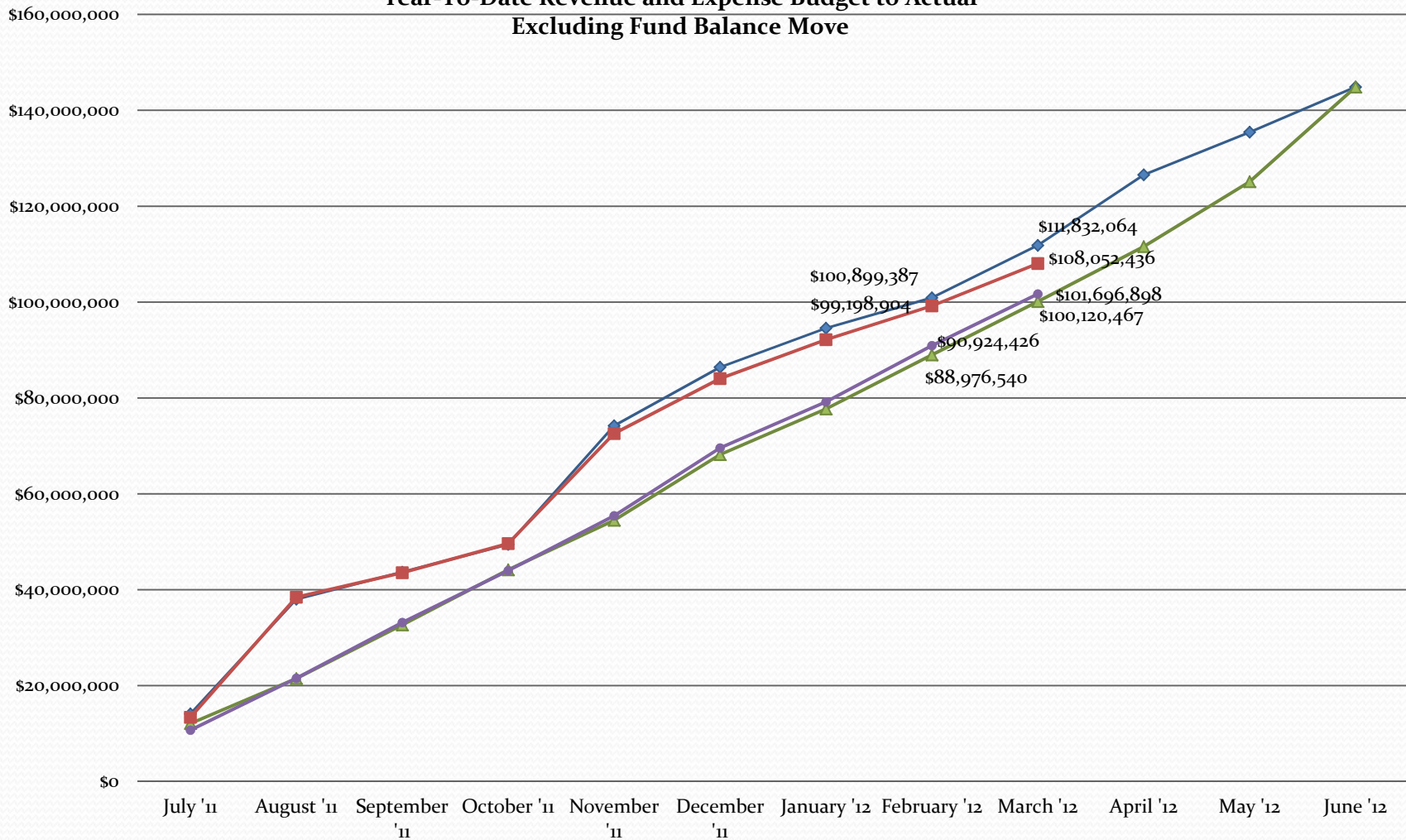


Board of Trustees Financial Report

April 2012

- Expected YTD revenue down approximately 3% (tuition trending down for summer term)
- Year over Year tuition revenue up \$1.5M
- Course Lab Fees continue downward trend \$500K (expense to be adjusted in 2012-13 budget)
- Expenses are trending in line with projections
- YTD surplus \$6.4 M

**St. Petersburg College Operating Budget
Year-To-Date Revenue and Expense Budget to Actual
Excluding Fund Balance Move**



St. Petersburg College

Fund Analysis

Unrestricted Current Fund Excluding Fund Balance Move

As of March 31, 2012

Revenues	FY 2011-12 Budgeted	Projected Revenue for month of March	Actual March Revenue	Difference	Revenue Received Year to Date	YTD as % of Budget	YTD % Expected	Difference	Projected April	YTD Projected April
Student Fees	\$72,321,790	\$4,970,455	\$4,966,119	(\$4,336)	\$61,803,301	85%	89%	-3%	\$7,174,880	\$68,978,181
State Government	\$62,461,446	\$5,810,826	\$4,542,376	(\$1,268,450)	\$43,463,367	70%	71%	-1%	\$6,488,620	\$49,951,987
Other Revenues	\$3,900,474	\$150,903	\$267,615	\$116,712	\$2,784,968	71%	81%	-9%	\$178,539	\$2,963,507
Non Revenue Sources	\$6,184,885	\$493	\$115	(\$377)	\$800	0%	1%	-1%	\$871,321	\$872,121
Total Revenues	\$144,868,595	\$10,932,677	\$9,776,225	(\$1,156,452)	\$108,052,436	75%	77%	-3%	\$14,713,360	\$122,765,796

Expenses	FY 2011-12 Budgeted	Projected Expense for month of March	Actual March Expense	Difference	Expense Year to Date	YTD as % of Budget	YTD % Expected	Difference	Projected April	YTD Projected February
Personnel										
Administrative	\$21,807,449	\$1,715,069	\$1,487,841	(\$227,228)	\$15,474,965	71%	73%	-2%	\$1,774,609	\$17,249,573
Instructional	\$40,285,224	\$3,168,272	\$3,658,392	\$490,120	\$30,580,957	76%	73%	3%	\$3,278,261	\$33,859,218
Non-Instructional	\$23,893,276	\$1,879,111	\$1,761,910	(\$117,201)	\$16,468,752	69%	73%	-4%	\$1,944,346	\$18,413,098
OPS	\$3,157,669	\$248,338	\$179,758	(\$68,580)	\$1,908,470	60%	73%	-12%	\$256,959	\$2,165,429
Personnel Benefits	\$21,537,702	\$1,693,854	\$1,866,089	\$172,235	\$16,619,048	77%	73%	5%	\$1,752,658	\$18,371,706
Total Personnel Costs	\$110,681,320	\$8,704,644	\$8,953,991	\$249,346	\$81,052,192	73%	73%	1%	\$9,006,832	\$90,059,024

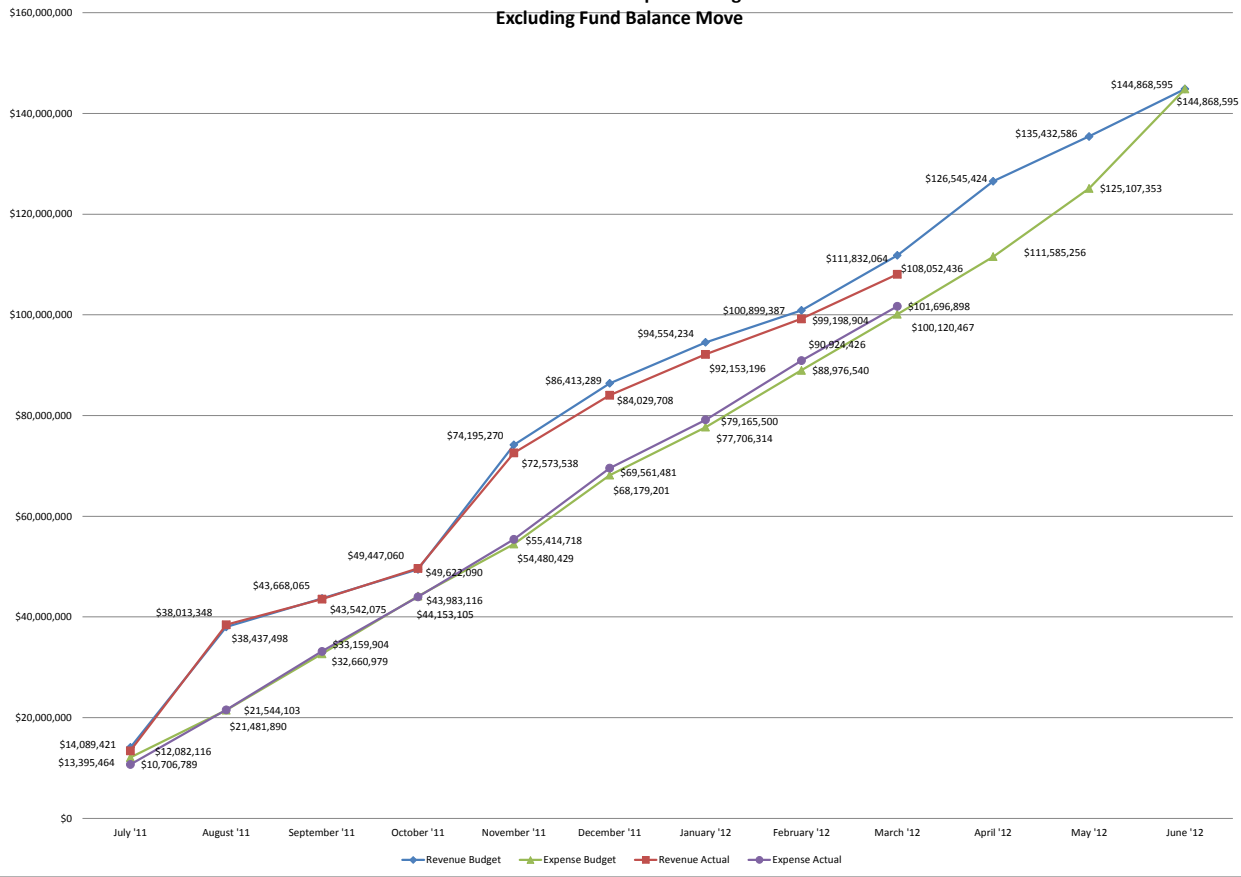
Current Expenses	FY 2011-12 Budgeted	Projected Expense for month of March	Actual March Expense	Difference	Expense Year to Date	YTD as % of Budget	YTD % Expected	Difference	Projected April	YTD Projected February
Services	\$14,341,104	\$982,409	\$1,321,251	\$338,842	\$9,456,982	66%	59%	7%	\$1,018,558	\$10,475,540
Materials and Supplies	\$11,581,149	\$793,344	\$969,839	\$176,494	\$7,674,364	66%	59%	8%	\$822,536	\$8,496,900
Other Current Charges	\$6,017,238	\$412,199	\$74,855	(\$337,344)	\$2,112,822	35%	59%	-23%	\$427,367	\$2,540,189
Total Current Expenses	\$31,939,491	\$2,187,953	\$2,365,945	\$177,993	\$19,244,168	60%	59%	2%	\$2,268,461	\$21,512,628
Capital Outlay	\$2,247,784	\$276,330	\$56,905	(\$219,425)	\$1,400,538	62%	49%	13%	\$189,496	\$1,590,034
Total Expenses	\$144,868,595	\$11,168,927	\$11,376,841	\$207,914	\$101,696,897	70%	69%	1%	\$11,464,789	\$113,161,686

**St. Petersburg College
Fund Analysis
Unrestricted Current Fund Excluding Fund Balance Move
As of March 31, 2012**

Revenues	FY 2011-12 Budgeted	Projected Revenue for month of March	Actual March Revenue	Difference	Revenue Received Year to Date	YTD as % of Budget	YTD % Expected	Difference	Projected April	YTD Projected April
Student Fees	\$72,321,790	\$4,970,455	\$4,966,119	(\$4,336)	\$61,803,301	85%	89%	-3%	\$7,174,880	\$68,978,181
State Government	\$62,461,446	\$5,810,826	\$4,542,376	(\$1,268,450)	\$43,463,367	70%	71%	-1%	\$6,488,620	\$49,951,987
Other Revenues	\$3,900,474	\$150,903	\$267,615	\$116,712	\$2,784,968	71%	81%	-9%	\$178,539	\$2,963,507
Non Revenue Sources	\$6,184,885	\$493	\$115	(\$377)	\$800	0%	1%	-1%	\$871,321	\$872,121
Total Revenues	\$144,868,595	\$10,932,677	\$9,776,225	(\$1,156,452)	\$108,052,436	75%	77%	-3%	\$14,713,360	\$122,765,796

Expenses	FY 2011-12 Budgeted	Projected Expense for month of March	Actual March Expense	Difference	Expense Year to Date	YTD as % of Budget	YTD % Expected	Difference	Projected April	YTD Projected April
Personnel										
Administrative	\$21,807,449	\$1,715,069	\$1,487,841	(\$227,228)	\$15,474,965	71%	73%	-2%	\$1,774,609	\$17,249,573
Instructional	\$40,285,224	\$3,168,272	\$3,658,392	\$490,120	\$30,580,957	76%	73%	3%	\$3,278,261	\$33,859,218
Non-Instructional	\$23,893,276	\$1,879,111	\$1,761,910	(\$117,201)	\$16,468,752	69%	73%	-4%	\$1,944,346	\$18,413,098
OPS	\$3,157,669	\$248,338	\$179,758	(\$68,580)	\$1,908,470	60%	73%	-12%	\$256,959	\$2,165,429
Personnel Benefits	\$21,537,702	\$1,693,854	\$1,866,089	\$172,235	\$16,619,048	77%	73%	5%	\$1,752,658	\$18,371,706
Total Personnel Costs	\$110,681,320	\$8,704,644	\$8,953,991	\$249,346	\$81,052,192	73%	73%	1%	\$9,006,832	\$90,059,024
Current Expenses										
Services	\$14,341,104	\$982,409	\$1,321,251	\$338,842	\$9,456,982	66%	59%	7%	\$1,018,558	\$10,475,540
Materials and Supplies	\$11,581,149	\$793,344	\$969,839	\$176,494	\$7,674,364	66%	59%	8%	\$822,536	\$8,496,900
Other Current Charges	\$6,017,238	\$412,199	\$74,855	(\$337,344)	\$2,112,822	35%	59%	-23%	\$427,367	\$2,540,189
Total Current Expenses	\$31,939,491	\$2,187,953	\$2,365,945	\$177,993	\$19,244,168	60%	59%	2%	\$2,268,461	\$21,512,628
Capital Outlay	\$2,247,784	\$276,330	\$56,905	(\$219,425)	\$1,400,538	62%	49%	13%	\$189,496	\$1,590,034
Total Expenses	\$144,868,595	\$11,168,927	\$11,376,841	\$207,914	\$101,696,897	70%	69%	1%	\$11,464,789	\$113,161,686

**St. Petersburg College Operating Budget
Year-To-Date Revenue and Expense Budget to Actual
Excluding Fund Balance Move**



ST. PETERSBURG COLLEGE

FY2011-2012 FUND 1x BUDGET TO ACTUAL REPORTING: July 1 - March 31 Excluding Fund Balance Move

Revenue	FY10-11 Budget*	FY10-11 YTD Actual*	% To Budget	FY11-12 Budget	FY11-12 YTD Actual	% of YTD Budgeted Revenue	Year to Date %	\$ YOY Variance	% YOY Variance	Variance Explanation
Revenue										
Student Tuition & Out-of-State Fees	\$ 55,235,961	\$ 51,866,689	93.9%	\$ 61,777,468	\$ 53,406,085	86.4%		\$ 1,539,396	3%	
State Appropriation - CCPF	\$ 55,674,039	\$ 41,856,387	75.2%	\$ 54,013,658	\$ 40,777,893	75.5%		\$ (1,078,494)	-3%	
Federal Stabilization Funds	\$ 5,180,294	\$ 5,180,294	100.0%	\$ -	\$ -	0.0%		\$ (5,180,294)	-100%	Federal Stabilization Funds ended in FY11
State Appropriation - Lottery	\$ 7,279,093	\$ 2,911,638	40.0%	\$ 8,056,423	\$ 2,685,474	33.3%		\$ (226,164)	-8%	
Operating Cost for New Facilities	\$ 78,354	\$ -	0.0%	\$ 391,365	\$ -	0.0%		\$ -	0%	
Distance Learning Fee	\$ 3,026,400	\$ 2,753,242	91.0%	\$ 3,147,188	\$ 2,894,474	92.0%		\$ 141,232	5%	
Technology Fee	\$ 2,475,440	\$ 2,526,420	102.1%	\$ 3,059,794	\$ 2,576,981	84.2%		\$ 50,561	2%	
Lab Revenue Fees	\$ 1,971,075	\$ 2,199,301	111.6%	\$ 2,620,549	\$ 1,698,687	64.8%		\$ (500,614)	-23%	Primarily due to reductions the College has made to lab fees
Other Revenues	\$ 3,911,923	\$ 3,001,194	76.7%	\$ 3,900,474	\$ 2,784,968	71.4%		\$ (216,226)	-7%	
Other Student Fees	\$ 1,821,439	\$ 1,362,867	74.8%	\$ 1,716,792	\$ 1,227,074	71.5%		\$ (135,793)	-10%	
Fund Transfers In	\$ 2,344,940	\$ 24,142	1.0%	\$ 2,465,057	\$ 800	0.0%		\$ (23,342)	-97%	timing difference of revenue transferred last year vs this year
Revenue Stabilization Reserve	\$ 3,150,500	\$ -	0.0%	\$ 2,150,500	\$ -	0.0%		\$ -	0%	
One-Time Non-Recurring Funds	\$ -	\$ -	0.0%	\$ 1,569,328	\$ -	0.0%		\$ -	0%	
Total Revenue - Fund 1x	\$ 142,149,458	\$ 113,682,174	80.0%	\$ 144,868,595	\$ 108,052,436	74.6%	77%	\$ (5,629,738)	-5%	
Operating Costs										
Personnel & Benefits										
Instructional/Faculty-Full Time	\$ 23,011,520	\$ 16,833,903	73.2%	\$ 25,231,607	\$ 18,162,160	72.0%		\$ 1,328,256	8%	
Administrative	\$ 19,855,262	\$ 15,064,386	75.9%	\$ 21,807,449	\$ 15,474,965	71.0%		\$ 410,579	3%	
Career (Non-Instructional)	\$ 22,055,710	\$ 15,246,422	69.1%	\$ 23,893,276	\$ 16,468,752	68.9%		\$ 1,222,331	8%	
Adjunct/Supplemental/Instr OPS	\$ 12,785,639	\$ 10,639,288	83.2%	\$ 15,053,617	\$ 12,418,798	82.5%		\$ 1,779,510	17%	primarily reflects final summer pay and the increase in adjuncts in Fall
Non-Instructional OPS and Overtime	\$ 2,063,160	\$ 1,579,115	76.5%	\$ 2,657,669	\$ 1,603,056	60.3%		\$ 23,941	2%	
Student Assistants	\$ 500,000	\$ 254,193	50.8%	\$ 500,000	\$ 305,414	61.1%		\$ 51,221	20%	Timing difference of journal entry that transfers student federal work study expense out of the operating budget
Personnel Benefits	\$ 23,222,983	\$ 17,328,890	74.6%	\$ 21,537,702	\$ 16,619,048	77.2%		\$ (709,842)	-4%	
Total Personnel & Benefits	\$ 103,494,273	\$ 76,946,196	74.3%	\$ 110,681,320	\$ 81,052,192	73.2%	73%	\$ 4,105,996	5%	
Current Expense										
Travel	\$ 526,367	\$ 472,227	89.7%	\$ 578,631	\$ 435,519	75.3%		\$ (36,708)	-8%	
Repairs & Maintenance	\$ 1,071,939	\$ 804,902	75.1%	\$ 1,200,032	\$ 772,428	64.4%		\$ (32,474)	-4%	
Rentals/Leases	\$ 422,541	\$ 263,503	62.4%	\$ 430,012	\$ 165,783	38.6%		\$ (97,720)	-37%	decrease primarily due to timing difference due to a decrease in the premium for property and workers comp insurance
Insurance (Non-Health)	\$ 2,025,368	\$ 1,772,785	87.5%	\$ 2,025,368	\$ 1,615,202	79.7%		\$ (157,582)	-9%	
Utilities	\$ 6,443,555	\$ 4,187,908	65.0%	\$ 6,255,055	\$ 4,189,008	67.0%		\$ 1,099	0%	
Services and Fees	\$ 4,116,065	\$ 2,371,576	57.6%	\$ 4,430,637	\$ 2,714,562	61.3%		\$ 342,986	14%	due to increased consulting fees
Scholarships/Fee Waivers	\$ 1,110,895	\$ 543,355	48.9%	\$ 1,110,895	\$ 495,528	44.6%		\$ (47,827)	-9%	
Materials and Supplies	\$ 6,477,920	\$ 4,376,370	67.6%	\$ 6,614,473	\$ 4,595,965	69.5%		\$ 219,595	5%	
Tech Expense/Licensing	\$ 1,956,061	\$ 1,410,400	72.1%	\$ 2,126,939	\$ 1,523,214	71.6%		\$ 112,815	8%	
Bad Debt/Unemployment Comp/Misc	\$ 817,625	\$ (18,870)	-2.3%	\$ 1,170,257	\$ (6,595)	-0.6%		\$ 12,275	-65%	
Other Current Expense	\$ 5,950,000	\$ 547,254	9.2%	\$ 3,157,455	\$ 1,188,371	37.6%		\$ 641,117	117%	due to timing of transfers out to restricted funds
Total Current Expense	\$ 30,918,336	\$ 16,731,408	54.1%	\$ 29,099,754	\$ 17,688,983	60.8%	59%	\$ 957,576	6%	
Capital Spending										
Computer Refresh Leases	\$ 2,126,836	\$ 1,477,758	69.5%	\$ 2,839,737	\$ 1,555,184	54.8%	59%	\$ 77,426	5%	
Capital Purchases- Non-Recurring	\$ 1,024,978	\$ 1,498,942	146.2%	\$ 2,247,784	\$ 1,400,538	62.3%	49%	\$ (98,404)	-7%	
Debt Service - Construction Obligations	\$ 4,500,000	\$ -	0.0%	\$ -	\$ -	0.0%		\$ -	0%	
Total Capital Spending	\$ 7,651,814	\$ 2,976,700	38.9%	\$ 5,087,521	\$ 2,955,722	58.1%		\$ (20,977)	-1%	
Total Operating Costs - Fund 1x	\$ 142,064,423	\$ 96,654,303	68.0%	\$ 144,868,595	\$ 101,696,897	70.2%	69%	\$ 5,042,594	5%	
Total Remaining Funds (Surplus/Deficit)	\$ 85,035	\$ 17,027,870		\$ (0)	\$ 6,355,539			\$ (10,672,332)	-63%	

*As part of the one college efforts, the FY11-12 Budget includes lab fees previously budgeted separately. The FY10-11 Budget/Actuals shown include Lab Fees for comparison purposes in this report.

**Board of Trustees:
Preliminary Budget Review
April 17, 2012**



Budget Detail Summary



Enrollment and Tuition Estimating

- ▶ Prior year enrollment and total Equated Credit Hours (ECH) are used to project the Planned Enrollment for the 2012–13 academic year.
- ▶ Standard course credits are converted to ECH to standardize faculty teaching loads across academic disciplines (per credit classroom contact hour requirements vary across disciplines)
- ▶ Faculty Contracts Determined by Equated Credit Hours:

36 ECH: 15/15/6

42 ECH: 15/15/12

TYPE	Course Credit Hours	Contact Hours	Equated Credit Hour (ECH)
Lecture/Discussion	1	1	1
Natural/Health Sciences Lab	1	2–3	1.5–2.25
Art Studio Course	3	6	3.75

Sample Faculty Base Load:

- 4 Arts Studio Courses = 15 ECH
- 5 Lecture Courses = 15 ECH
- 2 Science Lecture + 4 Science Labs = 15 ECH

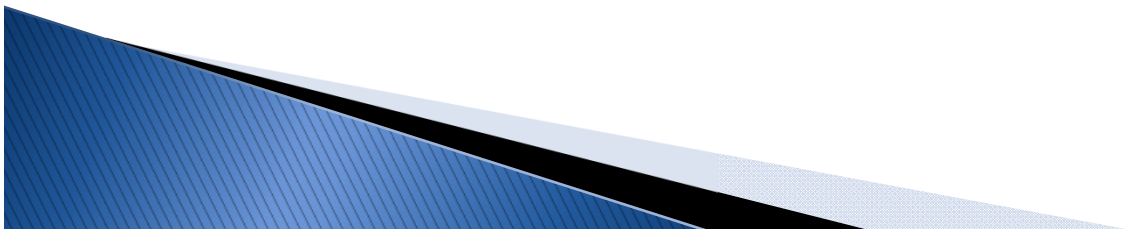
Enrollment and Tuition Estimating

Performance Factor:
 2011-12 Actual Enroll/Actual Equated Credit Hours (ECH)

Lower Division: $209591 / 28238 = 7.42$
 Upper Division: $25797 / 4327 = 5.96$

Planned Enrollment = Performance Factor x ECH/SSH in Guaranteed Schedule

	Performance Factor	Planned Enrollment	Total Tuition Credit Hours (OC Removed)
Total			
LD	7.42	620,431	620,431
UD	5.96	75,767	75,767
			696,197



Student Tuition Budget

FY11–12 Tuition Budget: \$61, 777,468
(5% enrollment increase projection)



FY12–13 Guaranteed Schedule Tuition Projection
without 5% tuition rate increase: \$59,848,424

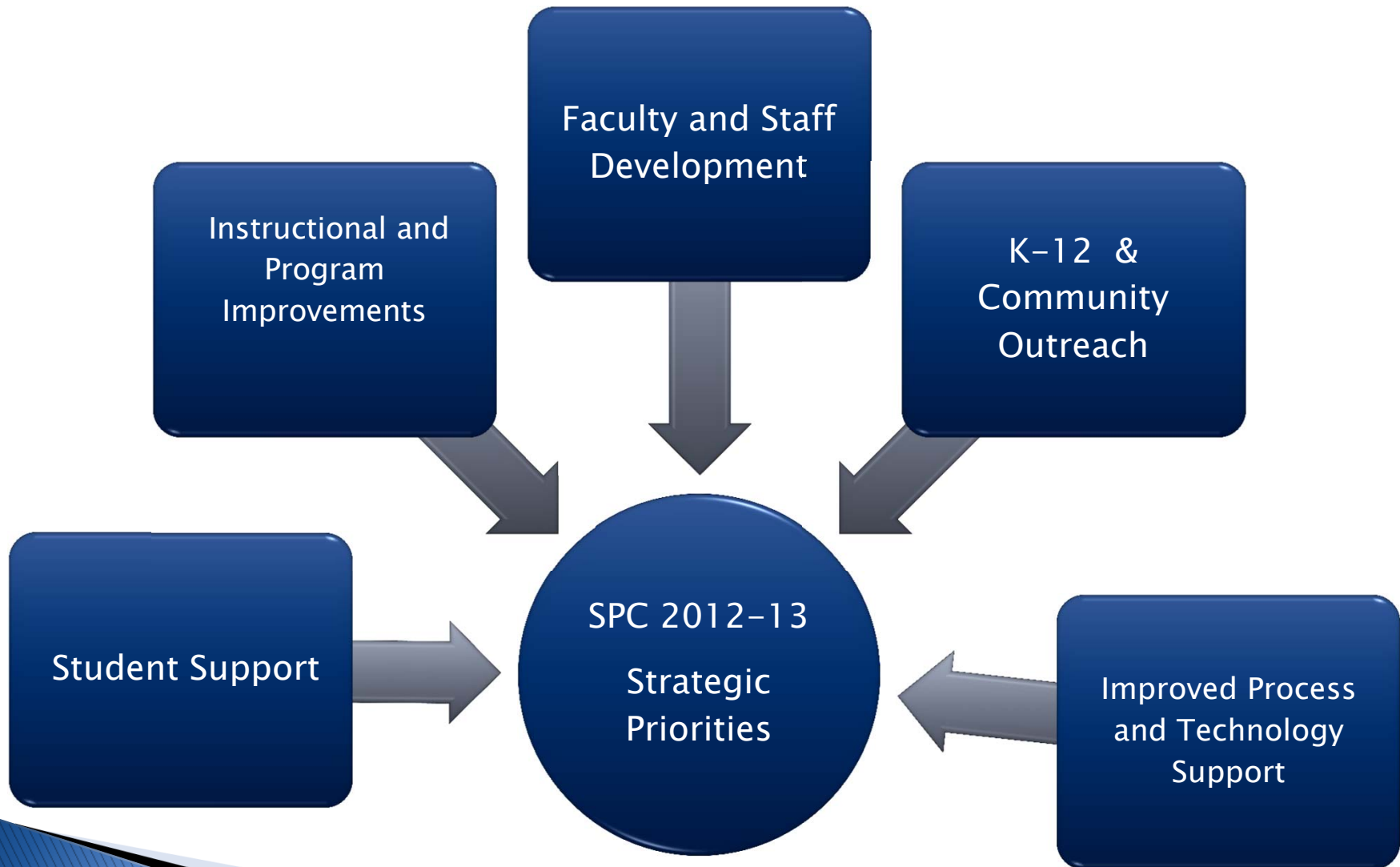


FY12–13 Guaranteed Schedule with 5% Tuition Increase:
\$62,808,910 (YOY Budget Increase of \$1,031,442)



FY12–13 Guaranteed Schedule with 5% Tuition Increase
with 2% Reserve Factor: \$61,803,968
(net tuition increase=\$26,500)

Funding Our Strategic Priorities



2012-13: Funding the Plan

Amount

▶ New Revenue

◦ Tuition and Fees	\$535K
◦ State Appropriations (CCPF)	\$273K
◦ Operating Cost of New Facilities	\$436K
◦ Capital Improvement Fees	\$1.3M
◦ Lab Fee Revenue	(\$557K)

▶ Reallocations / Reductions

◦ Network Infrastructure Expense from Fund 1 to CIF	\$626K
◦ Vacant Budgeted Positions	\$860K
◦ One-time Capital Equipment Budget	\$900K
◦ General Expense	\$255K
◦ 2011-12 Strategic, General, and Personnel Contingency	\$3.6M
◦ PY Capital Improvement Fees	\$529K
◦ Lab Fee Expense	\$331K
◦ Insurance (property and casualty)	\$300K
◦ Disaster Recovery Reduction	\$350K

▶ Net Revenue to Fund Plan

\$9.7M



2012-13 General Operating Fixed Cost Increases

\$9.7 M Funding Available

```
graph TD; A["$9.7 M Funding Available"] --> B["$1.2M: Health Plan"]; B --> C["$400K Potential Career Salary Schedule Adjustments"]; C --> D["$127K Adjunct Instruction"]; D --> E["$150K Facilities Cost Increases"]; E --> F["$7.85M Balance for Strategic/Operational Funding"];
```

\$1.2M: Health Plan

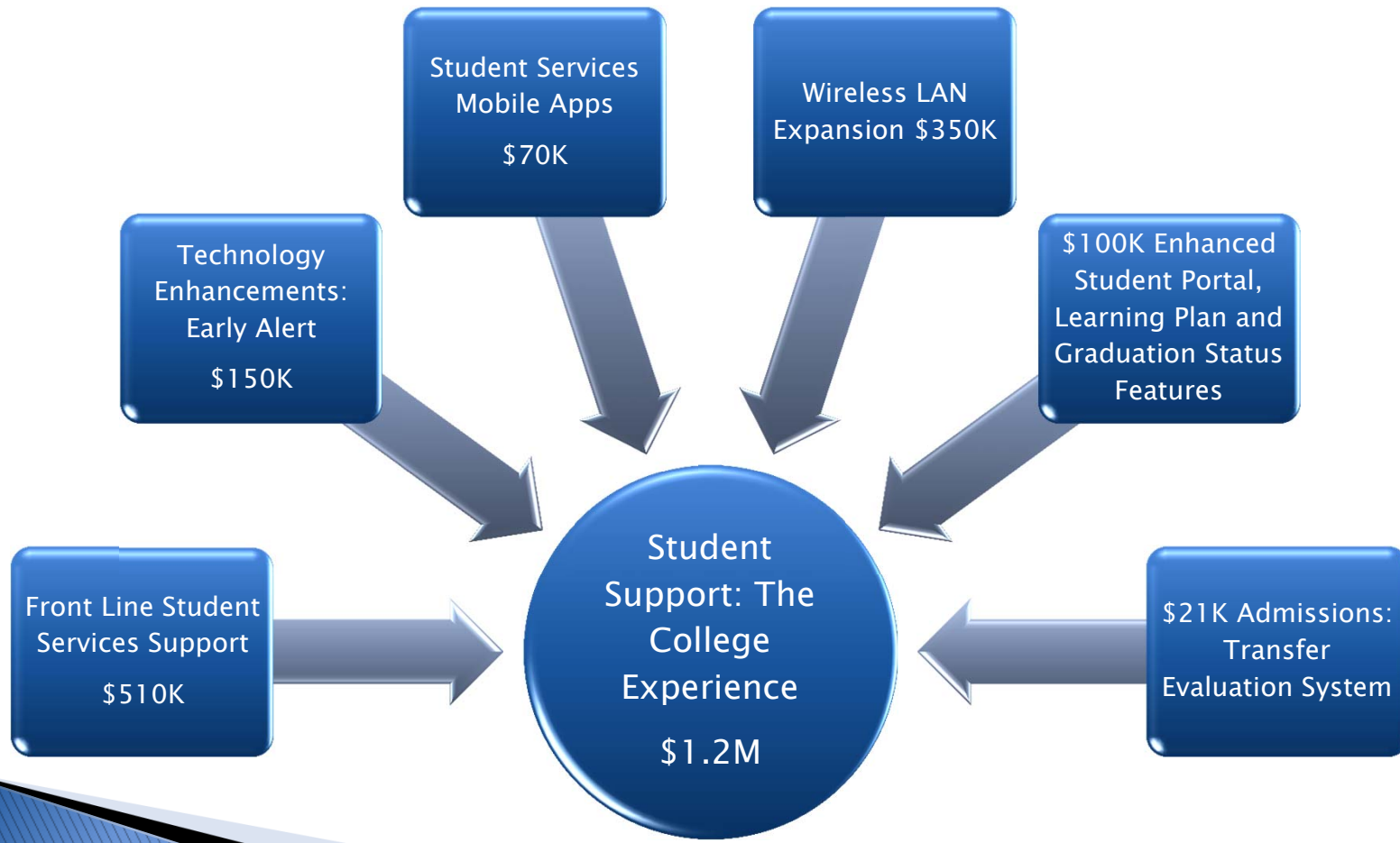
\$400K Potential Career Salary Schedule
Adjustments

\$127K Adjunct Instruction

\$150K Facilities Cost Increases

\$7.85M Balance for Strategic/Operational Funding

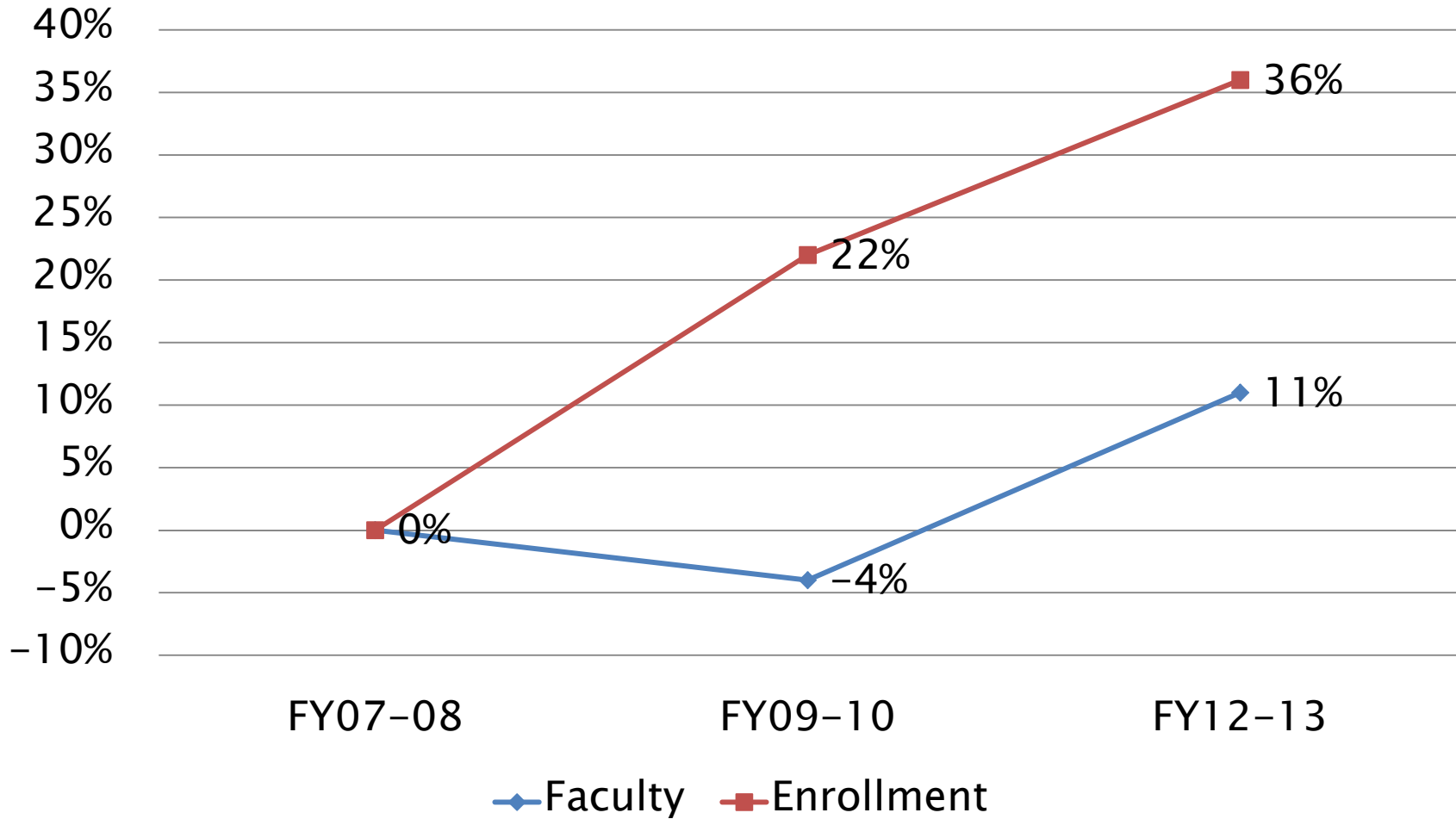
FY12-13 Funding our Strategic Priorities



FY12-13 Funding our Strategic Priorities

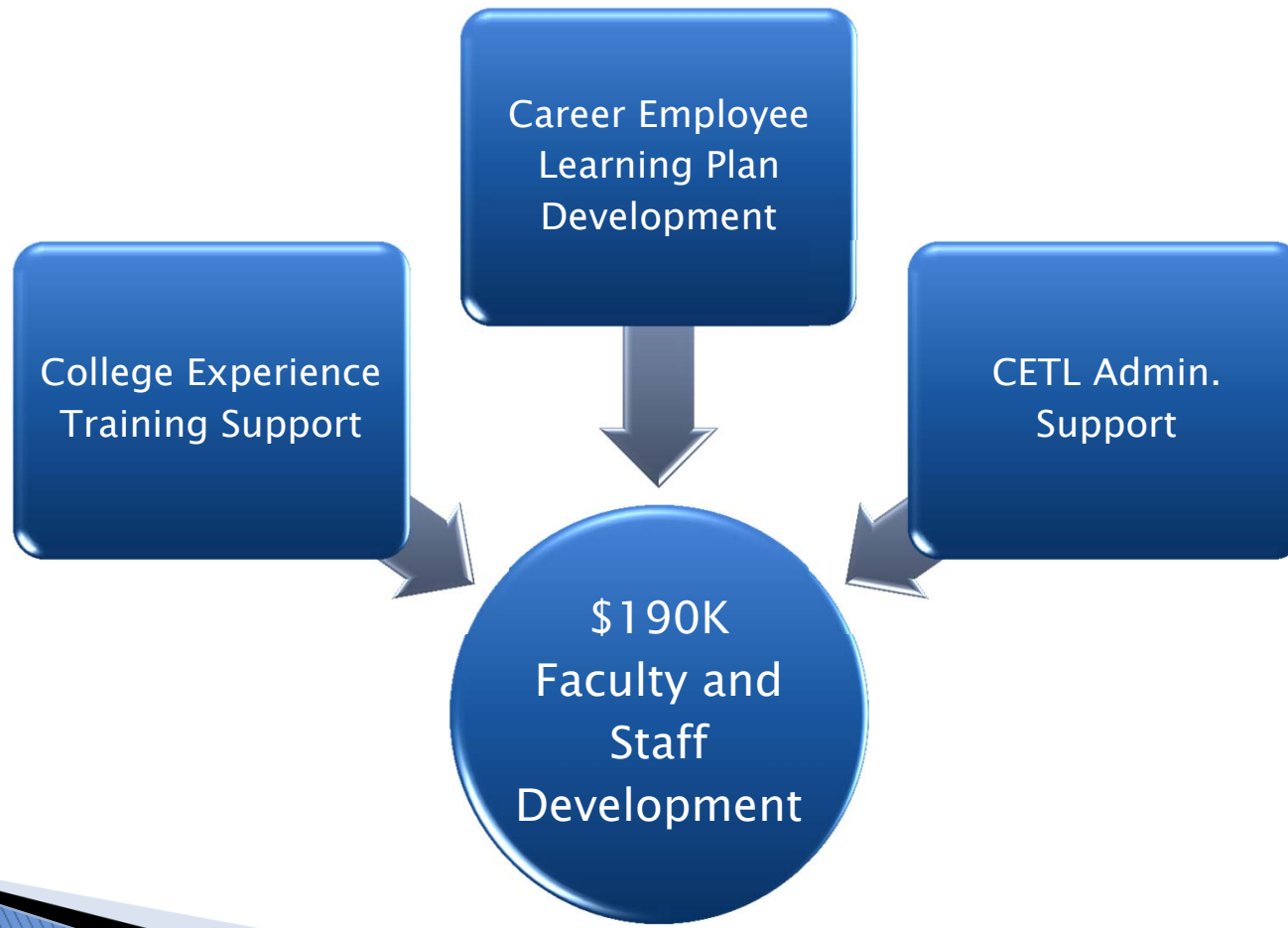


Historical Faculty and Enrollment Trends



	FY07-08	FY09-10	FY12-13
# Faculty	338	323	374
Enrollment	525,036	622,869	685,059

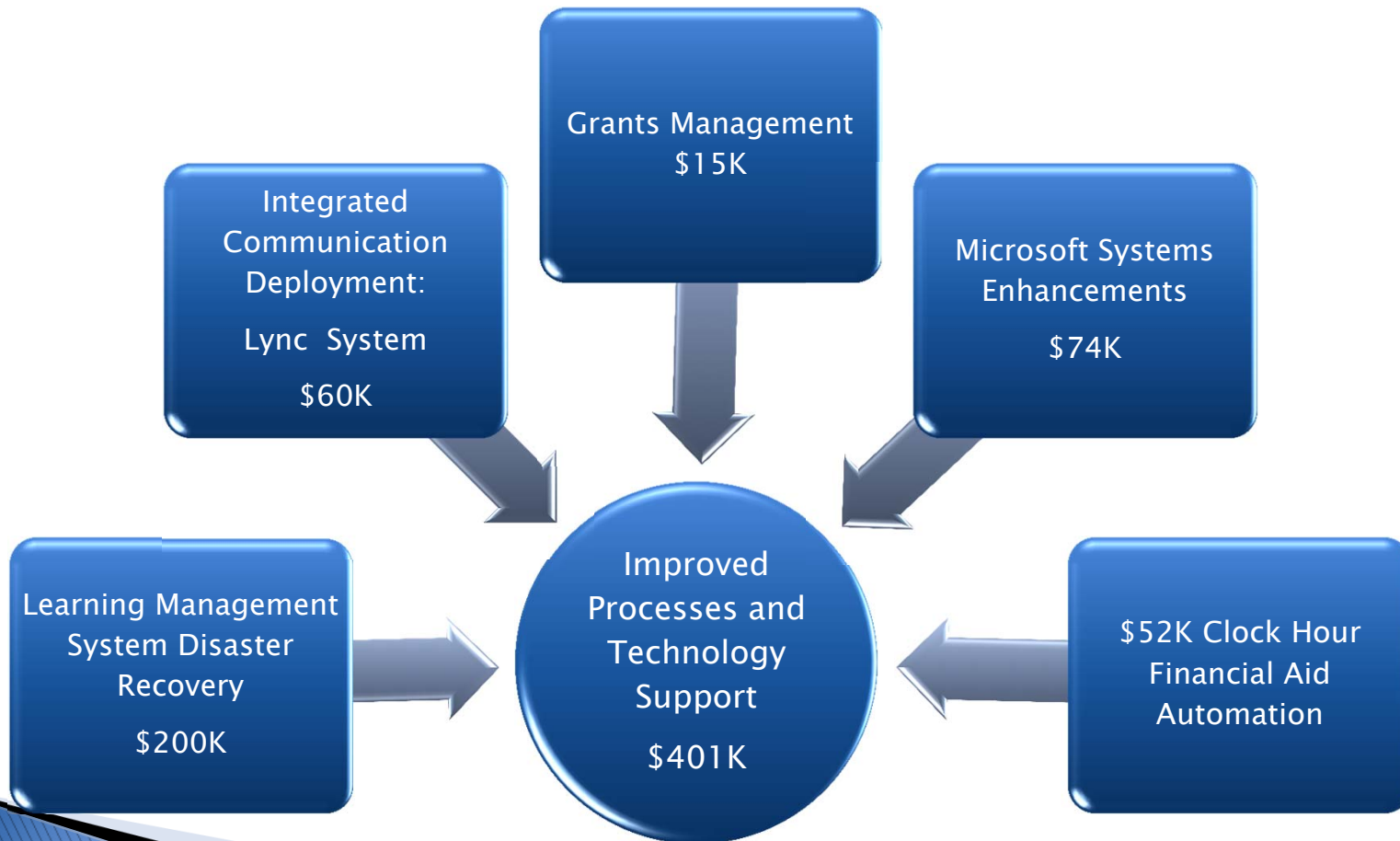
FY12-13 Funding our Strategic Priorities



FY12-13 Funding our Strategic Priorities



FY12-13 Funding our Strategic Priorities



Technology Refresh and One-time Capital Equipment

\$5.8M: Enterprise Systems, Network Infrastructure and Technology Refresh Funding

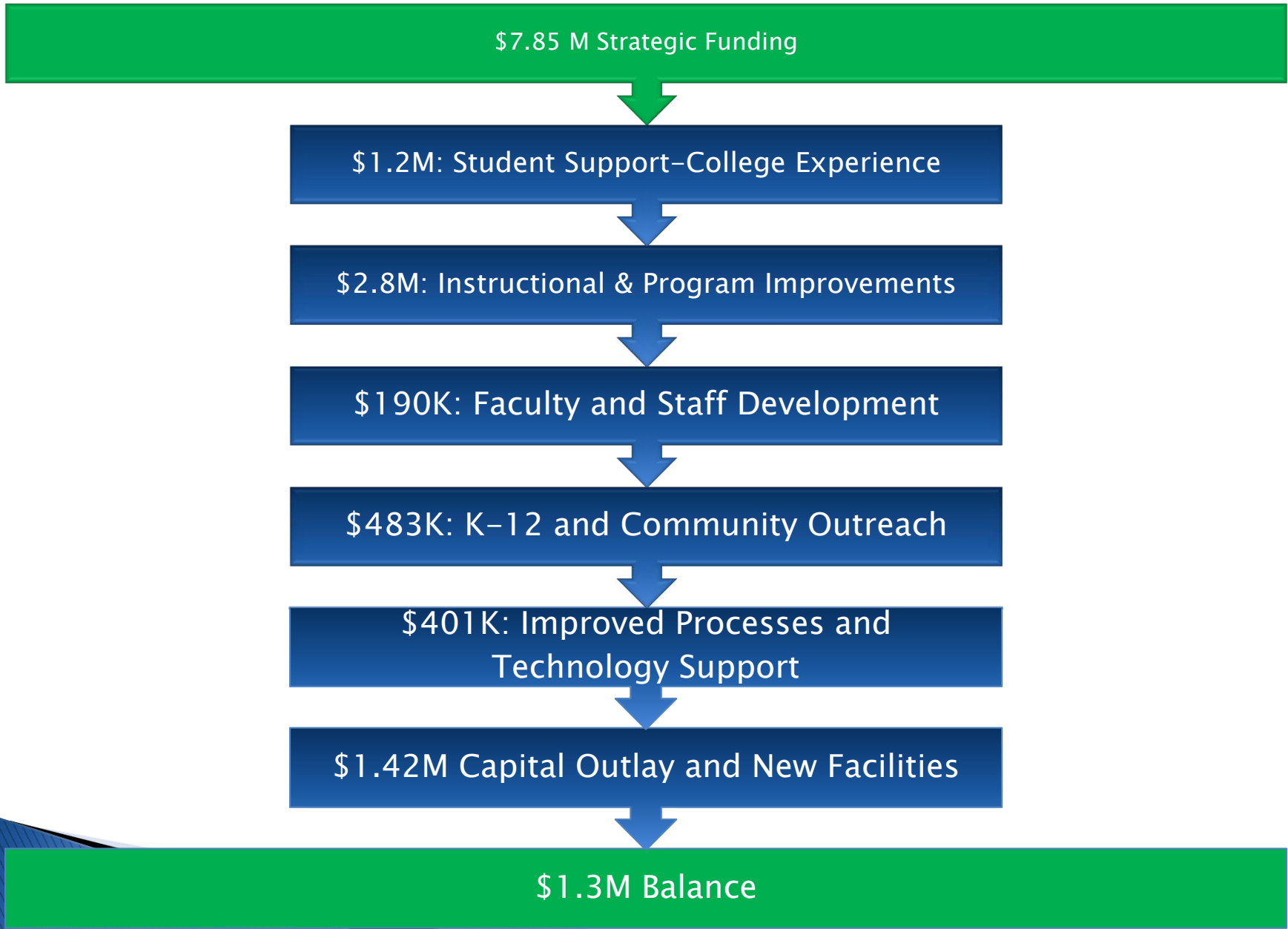
\$1.65M Recurring Technology Refresh Funding

\$251K: 2012-13 New Campus Technology Refresh Funding

\$350K Recurring Technology Contingency

\$560K for Campus Discretionary Equipment

2012-13 Strategic Funding Summary



2012-13 Capital Outlay Highlights




Questions?

April 17, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Board of Trustees' Rules

The College is in the process of undertaking a comprehensive and systematic review of its Rules and Procedures to ensure that each reflect the policies and practices of the institution. The purpose of this initiative is to ensure the College remains in compliance with the mandate in 120.74, Florida Statutes, to review, clarify, simplify and streamline rules where needed to improve efficiency and correct deficiencies. Further, procedural provisions found in the Rules are being moved to Procedures in an ongoing effort to strengthen the College's Procedures and promote accessibility and usability by employees and students.

The proposed revisions herein involve Board of Trustee Rules which were tabled at the January, 2012, Board meeting and made subject to further review by the College in consultation with Trustee Ken Burke and Board Attorney Joe Lang in accordance with the direction of the Board. Modifications to the proposed revisions as presented at the January meeting include those made to the Rules on *Investment of Surplus Funds, Use of College Facilities, and Purchasing, below. In addition, three Rules are being revised to reflect the updating of the College's nondiscrimination statement to include federal and state protections related to genetic information.*

Approval is sought for the following proposed changes to the Rules Manual, which are being submitted for your consideration.

6Hx23-1.02 Philosophy and Objectives (Purpose) of the College The proposed change will update the nondiscrimination statement of the College to include genetic information as a protected category. *Submitted by Suzanne Gardner.*

6Hx23-1.31 Accreditation The proposed change will revise the Rule to provide that the College shall maintain accreditation and the Board of Trustees delegates to the President the responsibility to establish procedures regarding specialized accreditation and report to the Board any changes related to accreditation status. *Submitted by Suzanne Gardner.*

6Hx23-1.34 Discrimination Grievance Rule The proposed change will update the nondiscrimination statement of the College to include genetic information as a protected category. *Submitted by Suzanne Gardner.*

6Hx23-2.01 Equal Employment Opportunity/Affirmative Action The proposed change will update the nondiscrimination statement of the College to include genetic information as a protected category. *Submitted by Suzanne Gardner.*

6Hx23-5.01 Financial Records and Reports The proposed change will serve to update and clarify the College's policy on financial recordkeeping and related reporting. *Submitted by Theresa Furnas.*

6Hx23-5.02 Budget Amendments The proposed change will serve to streamline the Rule on budget approval and amendments, and shift procedural aspects of the current Rule to College procedures. *Submitted by Theresa Furnas.*

6Hx23-5.03 Petty Cash Funds The proposed change will update and correct the policy related to the establishment and management of petty cash, and will move procedural provisions to the College's procedure on petty cash. *Submitted by Theresa Furnas.*

6Hx23-5.04 Receipt and Deposit of Funds The proposed change will re-title the Rule and update the College's policy on the receipt, deposit and disbursement of funds. *Submitted by Theresa Furnas.*

6Hx23-5.05 Investment of Surplus Funds The proposed change will serve to update and streamline the policies related to the investment of surplus funds, and shift procedural provisions of the Rule to College procedures. *Submitted by Theresa Furnas.*

6Hx23-5.06 Bonds The purpose of this change is to repeal this Rule as it is unnecessary. *Submitted by Theresa Furnas.*

6Hx23-5.07 Auxiliary Enterprises and Undesignated Gifts The proposed change will update the Rule provisions. *Submitted by Theresa Furnas.*

6Hx23-5.0711 Transfer of College Funds to Direct Support Organization The proposed change will serve to update the policy regarding transfer of funds to the College's direct support organizations, and will shift procedural provisions to a College Procedure. *Submitted by Theresa Furnas.*

6Hx23-5.09 Use of College Facilities The proposed revisions will change the Rule title, clarify the College's policy on the use of institutional facilities, and shift procedural provisions related to permitted uses and attendant agreements to a College Procedure. *Submitted by Suzanne Gardner.*

6Hx23-5.12 Purchasing The proposed change will streamline the Rule on the purchasing of supplies, equipment, commodities and services by the College, and shift procedural provisions to the College Procedure. *Submitted by Theresa Furnas.*

6Hx23-6.899 Information Technology (IT) Security Program The purpose of the revision is to streamline the Rule and shift procedural provisions to a College Procedure. *Submitted by Daya Pendharkar.*

6Hx23-6.900 Information Technology Acceptable Use Policy The proposed change will streamline the policy on computer use and move procedural provisions to a new Procedure. *Submitted by Daya Pendharkar.*

6Hx23-6.9011 Web Page Development and Server Utilization The proposed change will update and streamline the policy on web page development and move procedural provisions to a new Procedure. *Submitted by Daya Pendharkar.*

6Hx23-6.9012 Information Technology (IT) Security Auditing and Monitoring Policy The proposed change will repeal the Rule and move existing content of the Rule into a Procedure of the College. *Submitted by Daya Pendharkar.*

6Hx23-6.9013 Information Technology Password Policy The proposed change will repeal the Rule and move existing content of the Rule into a Procedure of the College. *Submitted by Daya Pendharkar.*

6Hx23-6.9014 Information Technology Wireless Communications Policy The proposed change will repeal the Rule and move existing content of the Rule into a Procedure of the College. *Submitted by Daya Pendharkar.*

6Hx23-6.9015 Information Technology Remote Access Policy The proposed change will repeal the Rule and move existing content of the Rule into a Procedure of the College. *Submitted by Daya Pendharkar.*

6Hx23-6.9016 Information Technology Server Security Policy The proposed change will repeal the Rule and move existing content of the Rule into a Procedure of the College. *Submitted by Daya Pendharkar.*

6Hx23-6.9017 Information Technology Computer Security Policy The proposed change will repeal the Rule and move existing content of the Rule into a Procedure of the College. *Submitted by Daya Pendharkar.*

Please see below a chart of the Rulemaking Revisions Summary including links to statutory authority as well as the proposed text for revision.

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

ps0404122

Rulemaking Revisions Summary; BOT April Mtg.

BOT RULE	Citation	FS Statutory and SBE Authority	Board's Authority	College policy and revision	Corresponding College Procedure
Philosophy and Objectives (Purpose) of the College	6Hx23-1.02	1001.64 (2) & (4) ; F.S.; 1001.64 , 1012.855 (2) , F.S.	Board may establish policies personnel and the equitable treatment of students.	Board authorizes a change to the College's nondiscrimination statement to include genetic information	
Accreditation	6Hx23-1.31	1001.64 ; 1007.33 ; F.S.; SBE Rule 6A-14.060	Establish policy related to accreditation	Board authorizes the President to establish procedures/policy re. accreditation and provide timely reports	
Discrimination Grievance Rule	6Hx23-1.34	1001.64 (2) & (4) , F.S.; 1000.05 , 1001.64 (18) , 1012.855 , F.S.; SBE Rules 6A-19.001 , 6A-19.002 , 6A-19.009	Board may establish policies personnel and the equitable treatment of students.	Board authorizes a change to the College's nondiscrimination statement to include genetic information	P6Hx23-1.34 The nondiscrimination statement in the Procedure will be updated to include genetic information.
Equal Employment Opportunity/Affirmative Action	6Hx23-2.01	1001.64 (2) & (4) , F.S.; Genetic Information Nondiscrimination Act of 2008	Board may establish policies personnel and the equitable treatment of students.	Board authorizes a change to the College's nondiscrimination statement to include genetic information	
Financial Records & Reports	6Hx23-5.01	1001.64(44) ; 1001.02 ; F.S.; SBE Rule 6A-14.072	Policy re. proper financial records/reports	Board directs all records and reports prepared and maintained as prescribed by law and in accordance with FCS Accounting Manual.	P6Hx23-5.01 Provisions shifted to existing procedure. Procedure Title updated to Procedure: Financial Records & Reports
Budget Amendments	6Hx23-5.02	1001.64(11) & (12) ; 1001.65(2) ; 1001.02 ; 1001.03 ; 1011.84(3) ; F.S.; SBE Rules 6A-14.0715 , 6A-14.0716(13) , 6A-14.072	Board to review and approval budget and certain amendments	Rule Title updated to Budget Preparation & Approval. Board authorizes President to implement and amend budget as allowed by State Board rules. Procedural provisions moved to P6Hx23-5.02	Procedural provisions of Rule moved to new Procedure, P6Hx23-5.02

<i>BOT RULE</i>	<i>Citation</i>	<i>FS Statutory and SBE Rule Authority</i>	<i>Board's Authority</i>	<i>College policy and revision</i>	<i>Corresponding College Procedure</i>
Petty Cash Funds	6Hx23-5.03	1001.64(44); 1010.02 ; F.S.; SBE Rule 6A-14.075	Board may establish policies regarding management of financial accounts	Board authorizes and directs President to establish procedures related to petty cash. Procedural provisions moved to P6Hx23-5.03	Procedural provisions from Rule 5.03 added to existing Procedure P6Hx23-5.03
Receipts and Deposit of Funds, Receipts, Deposits, and Disbursements	6Hx23-5.04	215.85;1001.64(44) ; F.S.; SBE Rule 6A-14.075	Board may establish policies regarding management of financial accounts, receipts and disbursements; all deposits to be made in the name of the Board	Rule Title updated to <i>Receipts, Deposits, and Disbursements</i>. Board authorizes and directs President or designee to facilitate receipts, deposits and disbursements in the name of the Board; and establish prudent procedures.	Procedural provisions moved to existing Procedure P6Hx23-5.04. Procedure Title updated to <i>Procedure: Receipts, Deposits, and Disbursements</i>
Investment of Surplus Funds	6Hx23-5.05	215.47;215.475;215.85(5); 218.415;1001.64(44);1010.01;1010.02 ; F.S.; SBE Rules 6A-14.075 ; 6A-14.0765	Board may establish investment plan for surplus funds of the College in accordance with Florida law.	Authorizes/directs the President to develop a written investment plan in accordance with state law and sound fiscal standards. President directed to establish admin. procedures	Procedural provisions in Rule moved to new Procedure; P6Hx23-5.05
Bonds	6Hx23-5.06	1001.64(2) ; F.S.		Rule deleted due to obsolescence	n/a
Auxiliary Enterprises and Undesignated Gifts	6Hx23-5.07	1001.64(12) &(44) ; 1010.08 ; F.S.; SBE Rules 6A-14.072 & 6A-14.077	Board may establish policy related to the operation of auxiliary services and use of funds raised through such contracts and services with exceptions as outlined in SBE Rules; and for undesignated gifts.	Board authorizes and directs the President to operate and contract for the operation of auxiliary services and use of funds; use for hospitality not to exceed 1% of prior yr. total expenditures in current unrestricted fund.	Procedure P6Hx23-5.07
Transfer of College Funds to Direct Support Organizations	6Hx23-5.0711	1001.64(40) ; 1004.70 ; 1010.02 ; F.S.	Pursuant to 1004.70 FS contributions to the College may be transferred between the College and Direct Support Organizations certified by the Board	Board authorizes and directs the President to establish procedures related to the transfer of funds. Procedural provisions will be shifted to College Procedure.	P6Hx23-1.33

BOT RULE	Citation	FS Statutory and SBE Rule Authority	Board's Authority	College policy and revision	Corresponding College Procedure
Use of College Facilities	6Hx23-5.09	1001.64(34) ; F.S.; SBE Rule 6A-14.0261	Board may establish policies related to the use of college facilities and property.	Rule Title updated to <i>Use and Rental of College Facilities and Related Equipment</i>. Rule revised to clarify that the president may provide for the use of college facilities for college and non-college use and establish procedures for facility and equipment rental. Procedures related to specific facilities moved to Procedure P6Hx23-5.09.	Procedural portions of Rule 6Hx23-5.09 shifted to new Procedure P6Hx23-5.09.
Purchasing	6Hx23-5.12	1001.64(4)(b), (5), (26) & (28) , 287.055 ; 287.133 ; 287.012(17) ; F.S.; SBE Rule 6A-14.0734	Board establishes policies related to purchasing in accordance with law pertaining to procurement by state entities.	Board authorizes and directs the President to approve purchases and contracts not in excess of category Five of Sec. 287.017 of F.S.; Policy of the College to make all purchases utilizing established contract procedures, sound fiscal practices, and state procurement law.	Procedural portions of Rule 6Hx23-5.12 shifted to existing Procedure P6Hx23-5.12. Procedure Title updated to <i>Procedure: Purchasing</i>
Information Technology (IT) Security Program	6Hx23-6.899	1001.64(18), (45) ; 1006.52 ; F.S.; SBE Rule 6A-14.0261	Board may establish policies related to the implementation and protection of Information Technology	Board authorizes and directs that the President implements procedures pertaining to an information technology security program. Procedural portions of the Rule are moved to the College Procedure	Procedural portions of Rule 6Hx23-6899 shifted to new Procedure P6Hx23-6.899
Information Technology Acceptable Use Policy	6Hx23-6.900	1001.64(8), (18) & 45 ; 1006.60 ; FS	Board may establish policies regarding the use of information technology, and related personnel policies	Board authorizes and directs the President to develop and implement procedures related to technology use.	Procedural portions of Rule 6Hx23-6.900 shifted to new Procedure P6Hx23-6.900
Web Page Development and Server Utilization	6Hx23-6.9011	1001.64(8), (18), & (45) ; 1006.60 ; F.S.	Board may establish policies regarding the use of information technology	Board authorizes and directs the President to establish procedures to develop and implement procedures related to web page development and server utilization.	Procedural portions of Rule 6Hx23-6.9011 shifted to new Procedure P6Hx23-6.9011

<i>BOT RULE</i>	<i>Citation</i>	<i>FS Statutory and SBE Rule Authority</i>	<i>Board's Authority</i>	<i>College policy and revision</i>	<i>Corresponding College Procedure</i>
Information Technology (IT) Security Auditing and Monitoring Policy	6Hx23- 6.9012	1001.64(8) & (45); F.S.	Board may establish policies and procedures related to information technology	Entire rule text moved to Procedure	New Procedure titled, <i>Information Technology (IT) Security Auditing and Monitoring Policy</i> P6Hx23-6.9012
Information Technology Password Policy	6Hx23- 6.9013	1001.64(8) & (45); F.S.	Board may establish policies and procedures related to information technology	Entire rule text moved to Procedure	New Procedure titled, <i>Information Technology Password Policy</i> P6Hx23-6.9013
Information Technology Wireless Communica- tions Policy	6Hx23- 6.9014	1001.64(8) & (45); F.S.	Board may establish policies and procedures related to information technology	Entire rule text moved to Procedure	New Procedure titled <i>Information Technology Wireless Communications Policy</i> P6Hx23- 6.9014
Information Technology Remote Access Policy	6Hx23- 6.9015	1001.64 (8) &(45); F.S.	Board may establish policies and procedures related to information technology	Entire rule text moved to Procedure	New Procedure titled <i>Information Technology Remote Access</i> P6Hx23-6.9015
Information Technology Server Security Policy	6Hx23- 6.9016	1001.64(8)& (45); F.S.	Board may establish policies and procedures related to information technology	Entire rule text moved to Procedure	New Procedure titled <i>Information Technology Server Security Policy</i> P6Hx23-6.9016
Information Technology Computer Security Policy	6Hx23- 6.9017	1001.64(8)& (45); F.S.	Board may establish policies and procedures related to information technology	Entire rule text moved to Procedure	New Procedure titled <i>Information Technology Computer Security Policy</i> P6Hx23- 6.9017

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

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

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

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

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

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

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

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

History: ... 6/21/11. Filed – 6/21/11. Effective – 6/21/11; 4/17/12. To Be Filed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-1.31 ACCREDITATION

The Board of Trustees delegates to the President the responsibility to establish policies and procedures to ensure that St. Petersburg College maintains its accredited status, and to facilitate specialized accreditation of programs, evaluations and reaffirmation as required by the Commission on Colleges of the Southern Association of Colleges and Schools. It shall be the responsibility of the President to timely report to the Board of Trustees any actions and/or disclosures of the Commission related to the accreditation status of the institution and its specialized programs.

~~A goal of St. Petersburg Junior College is to maintain accreditation under the State Accreditation Standards and the Southern Association of Colleges and Schools. It shall be the responsibility of the president to inform the district board of trustees at any time the college is in danger of losing accreditation from the state or from the Southern Association of Colleges and Schools.~~

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

Law Implemented: 1001.64, 1007.33, F.S.; Rule 6A-14.060 F.A.C.

History: Formerly - 6Hx23-4-3.01; Readopted - 10/25/77; Filed 10/25/77; Effective - 10/25/77; 4/17/12. To Be Filed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-1.34 DISCRIMINATION GRIEVANCE RULE

- I. St. Petersburg College is dedicated to the concept of equal opportunity and equal access, and will not tolerate discrimination on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, genetic information or against any qualified individual with disabilities. It is the purpose of this policy to secure, at the earliest possible procedural level, the resolution of alleged charges of discrimination through informal and formal procedures by which charges may be presented free from coercion interference, restraint, discrimination, or reprisal and by which students, employees, and applicants for admission are afforded adequate opportunity to resolve the charges.
- II. The Board of Trustees delegates to the President of the College authority to develop procedures for hearing and responding to informal discrimination inquiries and formal complaints of discrimination.
- III. This Rule shall apply to admission to the College; admission to programs; terms or conditions of employment, wages, and aid, benefit, or service to students.
- IV. It is contrary to College policy to file a discrimination or harassment complaint in bad faith. Any person who abuses this Rule and its Procedure by filing a frivolous complaint may be subject to disciplinary action where such complaint was determined to be pursued in bad faith. This subsection is not intended to discourage bona-fide complaints brought forth in good faith.
- V. It is further contrary to College policy for any individual to engage in conduct that may be deemed retaliatory against any complainant or witness that has made allegations or provided information or testimony in relation to, or during investigation of, a complaint of discrimination or harassment. Any person who believes they have been subjected to retaliation may seek redress pursuant to this Rule and its Procedure.

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

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

History: Adopted 6/17/82; Amended 9/20/84; Filed 9/20/84; Effective 9/20/84; 4/17/01. Filed – 4/17/01. Effective – 4/17/01; 10/20/09. Filed – 10/20/09. Effective – 10/20/09; 6/21/11. Filed – 6/21/11. Effective – 6/21/11; 10/17/11. Filed – 10/17/11. Effective – 10/17/11; 4/17/12. To Be Filed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-2.01 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

- I. It is the policy of the college to provide equal employment opportunity for all without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or genetic information. Furthermore, the college shall not discriminate in its employment practices against any qualified ~~handicapped~~ individual with disabilities ~~a disability~~.
 - A. All personnel in supervisory and nonsupervisory capacities are requested to actively assist in the recruitment and employment of qualified minorities and females in order to assure that equal employment opportunities are made to all qualified persons. This shall be required for all initiators of employment opportunities at the college.
 - B. All employment procedures shall be published and made available to sources of recruitment, supervisors and employees. It shall be the responsibility of the employee relations department to explain such procedures.
 - C. The college shall have a written affirmative action plan which shall be implemented, evaluated, and revised regularly, and a semi-annual report shall be made to the president by the Equal Access/Equal Opportunity officer.
- II. See Rule 6Hx23-2.011 SEXUAL HARASSMENT for the College's policy on discrimination on the basis of sex and the sexual harassment rule.
- III. Reporting Discrimination.
 - A. If an employee has reason to believe that another employee or student has been discriminated against, that employee shall report such discrimination immediately to any one of the following persons so that appropriate action will be taken:
 - College's EA/EO Officer
 - Vice President, Human Resources
 - President
 - Appropriate Provost
- IV. Discrimination grievances shall be processed in accordance with Rule 6Hx23-1.34.

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

Law Implemented: Executive Order of the President of the United States No. 11246; Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act; Equal Employment Opportunity Act of 1972; Revised Orders Nos. 4 and 14 issued by the Office of Federal Contract Compliance; 1012.855(2),

F.S.; Sections 503 and 504, Rehabilitation Act of 1973 (as amended); Age Discrimination Act of 1975, and the Genetic Information Nondiscrimination Act of 2008.

History:

Formerly 6Hx23-3-9.01; Adopted 10/25/77; Amended 9/18/80, 9/17/81, 6/17/82, 9/20/84; Filed 9/20/84; Effective 9/20/84; 9/22/92; Filed - 9/22/92. Effective - 9/22/92; 1/19/93. Filed - 1/19/93. Effective - 1/19/93; 6/21/11. Filed – 6/21/11. Effective – 6/21/11; 4/17/12. To Be Filed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-5.01 FINANCIAL RECORDS AND REPORTS

All financial records and reports shall be prepared and maintained as prescribed by law and rules of the State Board of Education. Additionally, financial reports prepared for contracts/grants shall be completed in accordance with prescribed requirements as stated in the award agreement. Financial records shall be kept in accordance with the *Accounting Manual for Florida's College System*.

~~The College shall keep financial records according to the Department of Education publication, "Accounting Manual for Florida's Public Community Colleges."~~

~~Enrollment related financial records shall be kept for all instruction so as to facilitate verification, confirmation, and comparison.~~

~~Financial reports shall be filed with the Chancellor of the Community College System pursuant to a schedule established by the Commissioner of Education.~~

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

Law Implemented: 1001.64 (44), 1001.02, F.S.; Rule 6A-14.072, F.A.C.

History: Formerly 6Hx23-5-1.01; Readopted 10/25/77; Amended, filed and effective 11/30/81; 8/15/06. Filed – 8/15/06. Effective – 8/15/06; 4/17/12. To Be Filed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-5.02 BUDGET PREPARATION AND APPROVAL AMENDMENTS

The College's budget shall be prepared in such form as prescribed by the Board of Trustees' Rules, the State Board of Education rules, and upon approval by the Board of Trustees, such budget shall be transmitted to the Department of Education for review.

The Board of Trustees authorizes and directs the President to implement and amend the approved budget in accordance with State Board of Education rules and applicable College procedures as set forth therein.

***Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Budget Preparation and Approval, P6Hx23-5.02.**

I. Reallocation of Funds Between Organizational Units

Funds may be reallocated between organizational units of a fund and between object codes within an organizational unit upon approval of the provost or vice president responsible for the organizational unit(s) affected.

II. Organizational Unit Budget Amendments

All budget amendments must initially have the approval of the President's Cabinet, the President, or the President's designee except as provided in Section III. below.

III. The following budget amendments require approval by the Chancellor:

A. Transfer of funds from the Current Unrestricted Fund.

B. Amendments which cause the unencumbered fund balance to be inconsistent with the statutory guidelines specified in Section 1011.84(3)(e), F.S.

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

Law Implemented: 1001.64 (11) & (12), 1001.65(2), 1001.02, 1001.03, 1011.84(3), F.S.; Rules 6A-14.0715, 6A-14.0716 (13), 6A-14.072, F.A.C.

History: Formerly 6Hx23-5-2.01; Adopted 12/23/69; Readopted 12/19/74, 10/25/77; Amended 10/16/75, 11/30/81; Filed and Effective 11/30/81; 5/18/93. Filed - 5/18/93. Effective - 5/18/93; 2/1/9/08. Filed – 2/19/08. Effective – 2/19/08; 4/17/12. To Be Filed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-5.03 PETTY CASH FUNDS

- I. The Board of Trustees authorizes and directs the President authority to establish procedures related to the management of petty cash funds.
- II. Petty cash funds are to be used only for reimbursement of authorized College business related expenditures. Advancement loans are not allowable.

***Please note that the text below in italics will move in its entirety without change or revision to the College’s Procedure on Petty Cash Funds, P6Hx23-5.03.**

- I. The Board of Trustees may establish petty cash funds for an amount that will not exceed two thousand five hundred dollars (\$2,500) at each campus and one thousand dollars (\$1,000) at each site or center. The petty cash fund will be maintained on the imprest reimbursement system.*
- II. The President will establish an administrative procedure outlining the guidelines for the College’s petty cash funds.*
- III. The President shall designate the Associate Vice President of Financial and Business Services as custodian of the petty cash funds who will maintain an internal control system for the funds.*

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

Law Implemented: 1001.64 (44), 1010.02, F.S.; Rule 6A-14.075, F.A.C.

History: 4/17/12. To Be Filed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-5.04 ~~RECEIPT AND DEPOSIT OF FUNDS~~ RECEIPTS, DEPOSITS, AND DISBURSEMENTS

- I. The Board of Trustees authorizes and directs the President or designee the authority to facilitate the receipt, deposit and expenditure of all funds into or from the appropriate accounts.
- II. The College bank depository shall be in the name of the Board of Trustees of St. Petersburg College and shall be approved by the Board of Trustees.
- III. All money drawn from a depository shall be on a numerically controlled check signed by two persons who are authorized by the Board and bonded.
- IV. The Board may authorize by electronic or other medium, as provided in Florida Statue, the receipt or transfer of public funds to, from, or within its established bank accounts for purposes of investment, direct deposit, pay expenses, expenditures, or other disbursements provided that adequate internal control measures are established and maintained.

***Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Receipts, Deposits, and Disbursements, P6Hx23-5.04.**

- I. *All collections, deposits, and expenditures of the college are the responsibility of the Vice President for Business Services.*
- II. *No student checks shall be cashed. However, checks will be accepted in payment of fees and/or bookstore purchases. Employees may cash a maximum of \$50 per day in checks at one business office.*
- III. *The college shall have one depository. Public funds and investment maturities shall be received either by check, or by wire transfer directly into the depository for the college. The depository will notify the college of the receipt of the wire transfer by telephone and provide a validated deposit slip to support the transaction. The college may have three accounts as follows: operating, Federal Pell, and payroll account. The college bank depository shall be in the name of the Board of Trustees - St. Petersburg College and shall be approved by the Board of Trustees. Transfers of cash may be made electronically between the operating and payroll bank accounts for the "net" amount of each payroll. All transfers must be confirmed in writing within 24 hours of the transfer.*
- IV. *The college has entered into an agreement with the Automated Clearing House for the purpose of providing our employees with direct deposit of payroll checks. This is only accomplished after the employee completes the necessary authorization form, provided by the college. Transfer of funds from the payroll bank account to the Automated Clearing House account may be accomplished via wire transfer for each payroll. This*

transfer may be made by telephone or data tape authorization and will be followed within 24 hours by written authorization confirming the transaction. It shall be for the total amount of the payroll of all sums to be credited to the participating employee's accounts.

- V. *The President and/or the Vice President for Business Services and/or the Chairman of the Board of Trustees are authorized to countersign checks against the St. Petersburg College funds, either by personal or facsimile signatures.*

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

Law Implemented: 215.85, 1001.64 (44),F.S.; Rule 6A-14.075, F.A.C.

History: ... 4/17/12. To Be Filed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

The investment of surplus funds by the College shall be in accordance with Florida Statutes and other provisions of Florida law relating to investment by educational institutions.

The President or designee shall manage the investment of surplus funds in accordance with State Board of Education Rules and Section 218.415, F.S. which, at a minimum shall include the scope, investment objectives, performance measurements, types of authorized investments, and adopt the "Prudent Person Rule" as the standard for making such investments. This standard provides that investments shall be made with judgment and care, under the circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment. The investment purpose and goal of the College is to maximize the return on investments and to minimize the non-investment cash balance on deposit with the depository.

A written annual report reflecting the investment of surplus funds shall be provided to the Board of Trustees. Additionally, the Board Chair may request an updated report be provided to the Board of Trustees during any regular meeting. If a written Investment Plan is developed, amended, or revised, such Plan shall be provided to the Board for review, approval and adoption.

The President shall develop and implement an administrative procedure regarding the investment of College funds.

***Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Investment of Surplus Funds, P6Hx23-5.05.**

- I. *The investment goal of the College is to maximize the return on investments and to minimize the non-investment cash balance on deposit with the depository. The vice president of Business Services will be responsible for accomplishing this goal by coordinating the investments of the College.*
- II. *Investment of surplus funds will be in accordance with the following St. Petersburg College Investment Policy:*
 - A. *SCOPE and GENERAL GUIDELINES—The Investment Policy shall apply to SPC funds in excess of those required to meet current expenses. Management of the funds shall be in accordance with Florida Statutes 218.415, Rule 6A-14.0765 and Board of Trustees' Rule 6Hx23-5.05. Subject to the limitations provided above and throughout the Investment Policy Statement, the Investment Manager shall have full discretion in terms of asset mix, security selection and timing of transactions.*

- B. *INVESTMENT OBJECTIVES*—The objectives in priority order are the safety of principal, liquidity of funds and satisfactory return on investment. The overall investment strategy should ensure that the liquidity necessary to support SPC’s strategic goals is maintained.
- C. *PERFORMANCE MEASUREMENT*—The return on investments will be measured against the SBA. On a total return basis, and secondary to income maximization, the target benchmark will be the Merrill Lynch 1-5 Year U.S. Treasury Index.
- D. *PRUDENCE AND ETHICAL STANDARDS*—Investments will be made in accordance with the “Prudent Person Rule,” which states that: “Investments should be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.”
- E. *LISTING OF AUTHORIZED INVESTMENTS*—Investments shall be limited to the following classes of securities:
1. *Securities of the U.S. Treasury*
 2. *Securities of agencies and instrumentalities of the U.S. Government*
 3. *The following bank liability products from any commercial banking institution having a combined capital and surplus of not less than \$500 million whose long-term debt rating is “A” or better by S & P and Moody’s:*
 - a. *Certificates of deposit—Florida Public Fund CDs (see #8)*
 - b. *Commercial paper*
 - c. *Bank notes*
 - d. *Other time deposits*
 4. *Commercial paper issued by a corporation with a short-term rating of A1/P1 or better*
 5. *Auction rate securities rated “AAA” or better by at least one nationally recognized rating agency.*

6. *The Local Government Surplus Funds Trust Fund or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act as provided in Florida Statutes 163.01.*
7. *Securities and Exchange Commission 2a7 registered money market funds with the highest credit quality rating from a nationally recognized rating agency. In addition, any investment fund regulated or advised by a Registered Investment Advisor under rule 3c7 where the fund is “AAA” rate by at least one nationally recognized rating agency.*
8. *Interest-bearing time deposits or savings accounts in qualified public depositories as defined in Florida Statutes 280.02.*

While certain securities may meet the above definition of an Authorized Investment, their risk characteristics, as created by their structure, may be such that a prudent investor would deem them inappropriate for a College investment. Securities of this type which are prohibited:

- *Reverse repurchase agreement*
- *Floating rate securities whose coupon floats inversely to an index or whose coupon is determined based upon more than one index*
- *Derivatives and other securities whose future coupon may be suspended because of the movement of interest rates or an index with the exception of (1) “plain vanilla” floating rate notes which would have their coupon rate of interest directly linked to a published interest rate index such as LIBOR or U.S. Treasury Bills and (2) other Authorized Investments specifically listed above which, by the most strict interpretation, may be considered a derivative (e.g. AAA-rated Asset-Backed and Mortgage-Backed Securities).*

- F. *MATURITY AND LIQUIDITY REQUIREMENTS—The investment portfolio will be structured in such manner as to provide sufficient liquidity to pay obligations as they come due. To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash-flow requirements.*
- G. *PORTFOLIO COMPOSITION—SPC may invest in any combination of the acceptable forms of investment. The average maturity of the portfolio shall not exceed two years and the maturity of any individual holding shall not exceed five years.*

- H. *RISK AND DIVERSIFICATION*—Investments held shall be diversified to the extent practicable to control the risk of loss resulting from over concentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which financial instruments are bought and sold. With the exception of U.S. government and agency securities and money market mutual funds, no more than 25% of the entire portfolio may be invested in the securities of any single issuer. Diversification strategies within the established guidelines shall be reviewed and revised periodically, as deemed necessary by the appropriate management staff.
- I. *AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS*—The Investment Manager will maintain an approved list of investment institutions and dealers for the purchase and sale of securities. The Investment Manager is responsible for establishing and maintaining the approved list and will make it available to the vice president of Business Services upon request.
- J. *THIRD-PARTY CUSTODIAL AGREEMENTS*—All securities purchased under this Policy shall be properly designated as an asset of the College and held in safe keeping by a third party custodial bank or other third party custodial institution. If a bank or trust company serves in the capacity of Investment Manager, said bank or trust company could also perform required custodial and reporting services.

Funds withdrawn from the depository for investments shall be by check, wire transfer, or letter of authorization. The depository shall be advised by telephone of the wire transfer or withdrawal of funds. No later than 24 hours after the telephone authorization, the College shall send a written letter of authorization to the depository confirming either the wire transfer of the funds or the withdrawal from the account by the depository for investment with the depository.

The President and/or the vice president of Business Services and or the Chairman of the Board of Trustees are authorized to countersign the letter of authorization either by personal signature or facsimile.

- K. *BID REQUIREMENT*—The Investment Manager will determine the maturity date based on cash-flow needs and market conditions and analyze and select one or more optimal types of investments. The security in question shall, when feasible and appropriate, be competitively bid.
- L. *INTERNAL CONTROLS*—The vice president of Business Services shall establish a system of internal controls, which shall be in writing. A review of such controls will be conducted periodically by independent auditors or by an ad hoc review committee. The internal

controls will be designed to prevent losses of funds which might arise from fraud, employee error, misrepresentation by third parties, unanticipated changes in the financial markets, or imprudent actions by employees of the College.

M. *REPORTING—The Investment Manager shall prepare an investment report at least semi-annually, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last year. This summary will be prepared in a manner that will allow the College to determine whether investment activities have conformed to the Investment Policy and will include the following:*

- *Listing of individual securities held at the end of the reporting period*
- *Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity (in accordance with GASB requirements)*
- *Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks*
- *Listing of investment by maturity date*
- *Percentage of the total portfolio which each type of investment represents*
- *Calculation of the total rate of return which reflects the true earnings of the portfolio and incorporates cash flows, changes in market value and income earned.*

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

Law Implemented: 215.47, 215.475, 215.85(5), 218.415, 1001.64(44), 1010.01, 1010.02, F.S.;
Rules 6A-014.075, 6A-14.0765, F.A.C.

History: 4/17/12. To Be Filed – 4/17/12. Proposed Date To Become
Effective – 4/17/12

6Hx23-5.06 BONDS

~~I.—The President may require equipment and service contract vendors to furnish performance bonds if it is deemed advisable.~~

~~II.—All college personnel handling college funds shall be bonded by the Board of Trustees.~~

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

Law Implemented: ~~240.313(7), 240.319(3)(a), 240.325, 240.363, F.S.; SBE Rules 6A-14.246, 6A-14.262(11)(g), F.A.C.~~

History: Formerly 6Hx23-5-4.01; Readopted, filed, and effective 10/25/77; 4/17/12. To Be Repealed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-5.07 AUXILIARY ENTERPRISES AND UNDESIGNATED GIFTS

- I. The Board of Trustees authorizes and directs the President to operate or contract for the operation of auxiliary services and enterprises, and to use funds generated from auxiliary operations and contracts, and from undesignated gifts as provided, in accordance with State Board of

Education Rules, Florida Administrative Code, and as set forth in the College's procedures.

II. Auxiliary enterprise funds and undesignated gifts shall be spent at the discretion of the President for the benefit of the college as follows:

A. The promotion of the college and public relations including the following:

1. graduation
2. visiting committees activities
3. orientation and other student services
4. conferences
5. recruitment
6. receptions
7. speakers
8. awards
9. recognitions
10. BOT activities

B. The expenditure related to hospitality of business guests shall not exceed one percent of the prior year total expenditures in the current unrestricted fund.

~~I. The college is authorized to operate and/or to contract for auxiliary services including food services, vending machines, bookstores, and other such auxiliary services which are necessary, as a service to, and incidental to, the instructional program of the college.~~

~~II. B. The hospitality of business guests at the college and elsewhere, as prescribed by State Board of Education Rule 6A-14.0771.~~

~~III. Auxiliary enterprise funds may be spent for the planning, development, and execution of all college matters concerning the referendum election to be held pursuant to House Bill 597, 1995 Legislature, and for the education of the electorate on the purpose and ramifications of the referendum in a manner as permitted by law, by presenting public information through the media as well as all expenses associated with holding the election. The actual sum(s) authorized to be spent pursuant to this subsection of the rule shall, from time to time, be presented to the Board pursuant to the College's budget amendment process.~~

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

Law Implemented: 1001.64(12) & (44), 1010.08, F.S.; Rules 6A-14.072, 6A-14.077, F.A.C.

History: Formerly 6Hx23-5-5.01; Readopted 10/25/77; Amended 11/30/81, 6/24/85. Filed 6/24/85. Effective 6/24/85; 6/27/95. Filed - 6/27/95.

Effective - 6/27/95; 4/17/12. To Be Filed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-5.0711 TRANSFER OF COLLEGE FUNDS TO DIRECT SUPPORT ORGANIZATIONS

The College receives contributions, which if contributed to the St. Petersburg College Foundation Inc., could be submitted to the state for matching funds. Florida Statutes ~~1001.64(40)~~ provides that the College's Board of Trustees may

adopt policies that provide procedures for transferring to the a direct support organization of that community college for administration by such organization contributions made to the community college. The Board of Trustees authorizes and directs the President to establish procedures related to the transfer of such funds.

~~Transfer of funds from the College to the St. Petersburg College Foundation may be made in the following manner:~~

- ~~I. A letter will be sent to the donor or the donor's representative requesting permission to transfer the funds.~~
- ~~II. Where a contact cannot be made as stated above, the decision to transfer the funds will be made by the vice president of Business Services.~~
- ~~III. A memorandum to the Board of Trustees will be prepared requesting approval of the transfer.~~

Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1001.64(40), 1004.70, 1010.02, F.S.

History:4/17/12. To Be Filed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-5.09 USE AND RENTAL OF COLLEGE FACILITIES AND RELATED EQUIPMENT

It is the policy of the College that use of College facilities and equipment are intended primarily for educational purposes and for the benefit of the students and the best interest of the College. However, the President or designee may

extend the use of the specified space, facilities and equipment to other groups, organizations and the community at large. The use and rental of College facilities and equipment for college-sponsored events and non-college activities shall be considered in accordance with the priorities established in College procedures and include the College's policies upholding its statement of nondiscrimination. Particular departments, affiliated entities and direct support organizations of the College shall implement policies related to the use and rental of such facilities and equipment in accordance with this Rule and its accompanying College Procedure.

***Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Use of College Facilities, P6Hx23-5.09.**

- I. A. *The President, through designated representatives, including the director of the Leepa-Rattner Museum of Art, may grant permission to groups or individuals desiring to use College facilities for college-sponsored activities and for other than college-sponsored activities.*
- B. *Designated representatives shall be responsible for the completion of contract forms and for collecting and accounting for rental fees under parameters to be set forth in administrative procedure as provided herein.*
- C. *All other provisions of this Rule notwithstanding, under written parameters approved by the President, the rental of Museum areas and other portions of the facility in which the Leepa-Rattner Museum of Art is located, will be the responsibility of the Museum director and site administrator. Under written procedures approved by the President, the consumption of alcoholic beverages consisting of wine, champagne and/or beer is permitted at this facility and may be served only at weekend and evening events.*
- D. *All other provisions of this Rule notwithstanding, under written parameters approved by the President, the rental of the Palladium Theater will be the responsibility of the Palladium Theater director and site administrator. Under written procedures approved by the President, the consumption of alcoholic beverages consisting of wine, champagne and/or beer is permitted at this facility.*
- E. *Permission for the use of other special facilities, including the Music Center at the St. Petersburg/Gibbs Campus and the Digitorium at the Seminole Campus, and such other special facilities as the President may approve from time to time, may be granted by the President to the administrator of the site where such special facility is located, under parameters approved by the President consistent with this Rule.*

A college-sponsored activity is defined as:

- A. One which is a recognized student activity for which a member(s) of the College staff has direct supervisory responsibility and is job related; or*
 - B. One which is a non-student activity in which the faculty/staff member is active and that has been approved as job related.*
 - C. A co-sponsorship of an event between the College and another organization, so long as there is a benefit to the College and the co-sponsorship is approved by the provost or site administrator.*
 - D. Open recreational time for faculty/staff, students, and the general public, when approved by the provost or site administrator, and supervised by a faculty/staff member.*
- II. A written rental contract is required for all uses other than college-sponsored activities.*
- III. College facilities shall not be rented if such rental shall interfere with the program of the College. Further, due to possible interference with College operations, College facilities will not be rented to any individual or group desiring to meet with College employees if the meeting is to be held during the working time of any employee who, but for his work requirements, would otherwise be eligible to attend the meeting.*
- V. The establishment of fees for the use of facilities and related equipment shall be as follows:*
- A. NO CHARGE for college-sponsored activities as defined in I. above for the use of College facilities from 8:00 a.m. Monday through 11:00 p.m. Friday upon submission of a written request signed by the faculty/staff member sponsoring the group, and approved by the Dean of Student Services; OR by the faculty/staff member, the president of the organization, and the site administrator.*
 - B. NO CHARGE for college-sponsored activities as defined in I. above for the use of College facilities on weekends from 11:00 p.m. on Friday through 8:00 a.m. on Monday and all holidays to use a room(s) from a list maintained by the College of a space(s) that may be heated and cooled or that can be heated or cooled at minimal cost to the College. College-sponsored activities that do not choose to use one of the rooms designated for weekend or holiday use at no charge shall pay the full rental cost at the civic, professional, and non-profit educational group rates as provided in C. below.*
 - C. For individuals and other groups; for civic, professional, and non-profit educational groups holding a valid state tax exemption number*

and for which the scheduled activity carries no admission charge; and for governmental agencies, the rental rate and other charges for the use of College facilities shall be determined through the administrative channels of the College, as directed by the President and published as a procedure.

- D. The rental agreement shall contain a provision stating that the renting individual, group or organization will hold the College, its Trustees, officers and employees harmless from all liability arising out of or resulting from any possible injuries occurring to persons or property on College premises during the time of rental. The renter shall further provide on an ACORD Form with evidence of comprehensive general liability insurance with a minimum limit of Three Hundred Thousand Dollars (\$300,000) combined single limits, also naming the Board of Trustees, St. Petersburg College, as an additional insured on the policy. In lieu of this requirement, the organization may pay the insurance premium established by the Florida Community Colleges Risk Management Consortium to insure the organization's use of the facility.*
- E. The rental fees and insurance requirements may be waived by authority of the President upon the presentation of exceptional circumstances.*

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

Law Implemented: 1001.64 (34), F.S.; Rule 6A-14.0261, F.A.C.

History: ...4/17/12. To Be Filed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-5.12 PURCHASING

The Board of Trustees authorizes the President or designee to approve the purchase of commodities, equipment, and services not in excess of the threshold amount specified in Category Five of Section 287.017, Florida Statutes, and to establish procedures to effectuate such. Expenditures and competitive solicitations for purchases exceeding the amount specified in Category Five shall be approved by the Board of Trustees.

It shall be the policy of the College that efforts be made to obtain maximum value for all expenditures and to determine the best vendor considering price, quality, delivery, time, past experience and availability. Procurement utilizing competitive solicitations shall be executed pursuant to the process as delineated in the Florida Statutes and State Board of Education Rules.

***Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Purchasing, P6Hx23-5.12.**

- I. *The President or designee is authorized to approve the purchase of supplies, equipment, commodities and services not in excess of the threshold amount specified in Category Five, Section 287.017, Florida Statutes.*

If the supplies, equipment, commodities or services to be purchased will exceed the amount set forth in Category Two as specified in Section 287.017, Florida Statutes, solicitation of competitive offers is required pursuant to State Board of Education Rule 6A-14.0734, unless exempted from the requirement. Competitive solicitations for purchases not exceeding the Category Five threshold as specified in Section 287.017 may be approved by the President or President's designee, provided however, that such approvals are listed and reported to the Board quarterly. Competitive solicitations for purchases exceeding the Category Five threshold shall be approved by the Board of Trustees.

Purchases from the same vendor for the same project or purpose may not exceed the threshold amount of Category Five, Section 287.017, Florida Statutes, unless approved by the Board.

The President or designee is authorized to approve the purchase of supplies, equipment, commodities or services, not in excess of the threshold amount specified in Category Five, Section 287.017, Florida Statutes, that are exempt from the State Board of Education competitive solicitation requirements, provided however, that exempt from competitive solicitation purchase approvals are listed and reported to the Board quarterly.

Alternatively, at the discretion of the President, any request for purchase of supplies, equipment, commodities or services not in excess of the threshold amount specified in Category Five, Section 287.017, Florida Statutes may be considered by the President's Cabinet prior to final approval, or considered by the President in consultation with the Board Chair prior to final approval, or presented by the President to the Board for approval.

Competitive solicitations or solicitations, as defined by State Board of Education Rule 6A-14.0734, include an invitation to bid, a request for proposal, request for quote, or an invitation to negotiate.

The Purchasing Department may utilize the "Invitation to Negotiate" (ITN) procurement model, defined by Section 287.012(17), Florida Statutes, as a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or contractual services when it is determined that negotiations may be necessary in order to receive the best value. Approval by the President is required before issuing an ITN. The request for approval to issue an ITN must specify the specific purpose and rationale for invoking the process. Legal guidance may be requested of the college attorney during a given ITN process. The award of a contract or purchase order as a result of an ITN process may be through the approval authority of the President or by the Board of Trustees when beyond the approval authority of the President. The ITN process is not meant to be used to circumvent the traditional "Invitation to Bid" or "Request for Proposal" procurement models but may be used in those instances in which direct negotiations with one or multiple vendors is deemed by the College under the circumstances at hand to be more likely to lead to the best value.

- II. It shall be the responsibilities of the various budget supervisors to determine their departmental needs for equipment, materials and supplies. These needs should be conveyed to Purchasing in sufficient detail far enough in advance of the time the items will be needed to enable Purchasing to select the best vendor for each purchase except as excluded in IV. below.*
- III. It shall be the responsibility of Purchasing to determine the best vendor for each purchase made by the College except as excluded in IV. below. In determining the best vendor, Purchasing shall consider price, quality, delivery time, past experience and availability of service.*
- IV. Reimbursable purchases by College employees shall be limited to a maximum of \$300.00 per day. Reimbursement may be obtained through either the use of a check request (\$100.01 to \$300.00) or petty cash (\$.01 to \$100.00). Proper documentation is required in one of the following forms:
 - A. A bill of sale marked "paid," or an official cash register receipt with all items identified (this must be the actual original document received from the vendor; a photocopy or altered documentation is not acceptable); and*
 - B. A Petty Cash Reimbursement Voucher completed and signed by budget supervisor and submitted to the campus/center Business Office; or*
 - C. A Check Request completed and signed by budget supervisor and submitted to Business Services, District Office.**
- V. In the event that an invoice is received which is priced lower than a transaction approved by the President or designee, or the Board of*

Trustees, the College is authorized to pay the lesser amount without further approval.

- VI. Because of rapid changes in technology, the Board grants authorization to the President or designee to approve substitutes for specific items in a solicitation award upon notification from the vendor receiving the award that the ordered item(s) are no longer available. Said substitute(s) must be identical in cost to, or less in cost than, the amount(s) previously approved by the President or designee, or the Board. The budget supervisor for the transaction and the vice president of Information Systems must also certify that such substitution is acceptable.*

- VII. The Board of Trustees delegates to the President or designee the responsibility for expenditures by the College, including the acceptance of the lowest or best competitive solicitation and/or rejection of competitive solicitations, subject to approval by the Board for award of certain purchases over the Category Five threshold amount specified in Section 287.017, Florida Statutes. If other than the lowest or best responsive offer meeting specifications is accepted, a public record of the justification shall be made.*

Through the administrative structure of the College, the President has vested with the director of Purchasing certain responsibility and authority for procurement of property, supplies, and services.

No other employee of the College is permitted to order any materials, supplies, equipment, or services, on behalf of the College directly and on his/her own authority. However, in the absence of the director of Purchasing, the assistant director of Purchasing or the vice president or associate vice president of Business Services may act. No person may make any purchase involving the use of College funds unless authorized to do so, and then only through established rules and procedures. An exception is the Visa Procurement Card Program authorized by the Board involving the Facilities Planning & Institutional Services Department and the Collaborative Labs Program.

The President is authorized to include in the Visa Procurement Card Program from time to time, other programs and departments of the College, upon the recommendations of the associate vice president of Financial and Business Services and the director of Purchasing.

The payment of any unauthorized purchases may be the sole responsibility of the person placing the order.

Purchases of goods or services from businesses owned by or associated with College employees may violate the Code of Ethics for Public Officers and Employees (Part III, Chapter 112.311-112.31895, Florida Statutes.

Specific questions should be forwarded by the budget supervisor, through administrative channels, to the college attorney.

VIII. COMPETITIVE PRICING REQUIREMENTS

All purchases of \$5,000 or less shall be made in accordance with good purchasing practices and in the College's best interest. Purchase orders may be issued at the discretion of the director of Purchasing or designee.

All purchases exceeding \$5,000, but not exceeding the Category Two threshold amount as specified in Section 287.017, Florida Statutes, require that at least three quotations be obtained by Purchasing, whenever possible, from responsible vendors.

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

The following are exceptions to competitive solicitations:

- A. Purchases under Sections 946.515 (PRIDE) and 946.518 (The State Department of Corrections), Florida Statutes.*
- B. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, graphic and computer-based instructional software.*
- C. Library books, reference books, periodicals, and other library materials and supplies.*
- D. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.*
- E. Food.*

- F. *Services or commodities available only from a single or sole source.*
- G. *Professional services shall include services for, including, but not limited to artistic services, instructional services, health services, academic program reviews, lectures by individuals, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, "professional services" shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.*
- H. *Information technology resources is defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direction information technology support consistent with each individual college's information technology plan.*
- I. *Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.*
- J. *The President or designee may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or when necessary to prevent damage to facilities caused by an unexpected circumstance.*
- K. *Items for resale.*
- L. *When soliciting a submittal for competitive offers and only one responsive offer is submitted, the College may purchase such products or service under the best terms it can negotiate.*

IX. NON-COMPETITIVE PURCHASES FOR INSTRUCTIONAL AND OTHER PURPOSES

An academic department may, when the integrity and effectiveness of the instructional process requires, specify that "no substitutions or equivalents will be acceptable." Additionally, a non-academic department may, when necessity for compatibility requires, also specify that "no substitutions or equivalents will be acceptable." In either case, justification deemed adequate by the director of Purchasing must be submitted with the request.

In either event, such a request should be received by Purchasing at least 60 days before the item is needed.

X. MISCELLANEOUS SMALL CONSTRUCTION PROJECTS

Facilities Planning & Institutional Services frequently has miscellaneous small construction or remodeling projects throughout the College that require immediate attention but which are difficult to price competitively because of job size and lack of detailed specifications. (A miscellaneous small construction or remodeling project shall not exceed the Category Two threshold amount as specified in Section 287.017, Florida Statutes in cost). Often the number of projects at any given time exceed the capacity of the in-house construction crew. Moreover, certain kinds of jobs may be more economically performed by a small contractor than if done in-house.

Therefore, the director of Facilities Planning & Institutional Services may select and pre-qualify several small contractors each fiscal year, or more frequently if necessary, to be presented to the Board of Trustees for selection as eligible to be chosen by the department to perform miscellaneous small construction or remodeling projects on a rotation basis.

The requirement for three competitive quotes will not apply under this procedure provided that a written quotation is received from the contractor selected to perform, and further provided, that said contractor produces evidence of adequate insurance and evidence of all required licenses.

XI. PUBLIC ENTITY CRIMES

Florida Statutes 287.133(2)(a), (b) prohibits accepting any competitive solicitation from, awarding any contract to, or transacting any business in excess of the Category Two threshold amount as specified in Section 287.017, Florida Statutes with any person or affiliates on the convicted vendor list maintained by the Department of Management Services for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list.

XII. YEAR-END CLOSING

The College Fiscal Year begins on July 1st and ends the following June 30th. There are certain year-end tasks that are required for closing the books and enabling the preparation of the Annual Financial Statement. These tasks are usually communicated separately or in a joint notification each year by the associate vice president of Business Services (Accounting) and the director of Purchasing. It is the responsibility of every department to ensure that any task involving its area is completed in a timely manner as directed by the year-end closing notification.

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

Law Implemented: 1001.64(4)(b), (5), (26) & (28), 287.055, 287.133, 287.012(17), F.S.; Rule 6A-14.0734, F.A.C.

History: Filed – 6/20/06. Effective – 6/20/06; 4/17/12. To Be Filed – 4/17/12.
Proposed Date To Become Effective – 4/17/12.

6Hx23-6.899 INFORMATION TECHNOLOGY (IT) SECURITY PROGRAM

St. Petersburg College has established a framework for the Information Technology Security Program. The Board of Trustees authorizes and directs the President to develop and establish an Information Technology Security Program as set forth in the College's procedures.

***Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on the Information Technology Security Program, P6Hx23-6.899.**

I. Intent

This IT security program provides the framework for all rules, policies, procedures, awareness training, and related IT security technologies, descriptive materials, and documentation which, together, constitute the Information Technology (IT) Security Program for St. Petersburg College. The intent of the IT Security Program is to protect and safeguard the electronic data assets of the college, and the privacy of sensitive student, faculty, and staff data.

II. Related Rules

- 6Hx23-6.900 Information Technology Acceptable Use Policy*
- 6Hx23-6.9011 Web Page Development and Server Utilization*
- 6Hx23-6.9012 Information Technology Audit and Monitoring Policy*
- 6Hx23-6.9013 Information Technology Password Policy*
- 6Hx23-6.9014 Information Technology Wireless Communications Policy*
- 6Hx23-6.9015 Information Technology Remote Access Policy*
- 6Hx23-6.9016 Information Technology Server Security Policy*
- 6Hx23-6.9017 Information Technology Computer Security Policy*

III. Related Procedures

- A. P6Hx23-1.8101 Administrative Computer and Network Systems Security*
- P6Hx23-1.8102 Administrative Computer Rooms General Security*
- P6Hx23-1.8103 Access to the Administrative Computer System After Hours*
- P6Hx23-1.8104 Electronic Security of Administrative Computing and Network Functions*
- P6Hx23-1.8105 Internet Firewall Security Controls*
- P6Hx23-1.8106 Authorization for Collegewide Network Security Passwords*
- P6Hx23-1.8108 Authorization for Unix System Security Passwords*
- P6Hx23-1.8109 Authorization for PeopleSoft System User Accounts*

IV. Protection of Information and Access Agreement

As part of this framework for the Information Technology (IT) Security Program, all SPC employees who require access to college data are

required to sign the college's Protection of Information and Access Agreement form.

Employees are required to sign the Protection of Information and Access Agreement form during employee orientation, when user accounts are established, or no later than completion of the IT Security Awareness training.

Signed forms are to be forwarded to the systems analyst in Administrative Information Systems (AIS), with a copy to the employee's Human Resources file, and retained throughout an employee's tenure with the College.

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

Law Implemented: 1001.64(18), (45); 1006.52, F.S.; Rule 6A-14.0261, F.A.C.

History: Adopted – 6/17/08. Filed - 6/17/08. Effective - 6/17/08; 4/17/12. To Be Filed – 4/17/12. Proposed Date to Become Effective 4/17/12.

6Hx23-6.900 INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

St. Petersburg College has established an acceptable use policy for Information Technology. The Board of Trustees authorizes and directs the President to develop and establish Information Technology Acceptable Use policies as set forth in the College's procedures.

***Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Information Technology Acceptable Use, P6Hx23-6.900.**

I. Intent

The Board of Trustees shall allow and restrict use of information technology as outlined in the following sections labeled Acceptable Use and Prohibited Use. In cases requiring authorization or approval as required herein, such approval will come from the cabinet member in charge of the area requesting such authorization or approval and the vice president for Information Technology, or their appointed designees.

II. Scope

The scope of this policy includes all students, employees, visitors, contractors, consultants, etc. using information technology resources at St. Petersburg College. Inappropriate use exposes St. Petersburg College to risks including virus attacks, compromise of network systems and services, and potential legal issues.

III. General

While St. Petersburg College's network administration desires to provide a reasonable level of privacy, users should be aware that the College reserves the right to restrict access and protect its systems from misuse or damage.

IV. Acceptable Use

- A. Information technology use that supports and enables the effective and efficient completion of job description duties and assigned tasks is acceptable.*
- B. Information technology use by faculty (and students under the direction of faculty) that contributes to scholarly research and academic work within the boundaries of the approved curriculum is acceptable.*
- C. Occasional and infrequent personal use by employees that does not interfere with job duties, supersede work responsibilities, or add additional costs to the College is acceptable. The cost to the employee per page for printing shall be the same as the cost per page for a photocopy as set forth in Board of Trustees' Rules 6Hx23-5.171 and 6Hx23-5.28.*
- D. Occasional and infrequent personal use by students that does not interfere with teaching or add additional costs to the College is acceptable. The cost to the student per page for printing shall be the same as the cost per page for a photocopy as set forth in Board of Trustees' Rule 6Hx23-5.171.*
- E. All electronic records created, transmitted or received in connection with the transaction of College business are considered public records. Email correspondence, as well as other electronic documents, messages or records, must be preserved and maintained to the extent possible and in accordance with applicable state law, and these Board of Trustees' Rules and Procedures. Faculty and staff are required to utilize their College email account (including, where appropriate, their ANGEL/LMS account) when transmitting and receiving electronic correspondence in the course of conducting work related to the College. It should be noted, however, that the use of*

personal email accounts or other non-college accounts to communicate College related business is subject to disclosure pursuant to the Florida Public Record Act. (Chapter 119, Fla. Stats.)

V. *Prohibited Use*

- A. *Use of College information technology at any time, or use of personal non-College owned technology while connected to the College network, to break any international, federal, state or local law (or to aid in any crime) is prohibited.*
- B. *Use of College information technology for creation, storage, display or transmission for a profit-oriented, commercial, political, or business purpose is prohibited.*
- C. *Consistent with the College's sexual harassment policy, creating, viewing, storing, transmitting or publicly displaying pornographic (as defined by the U.S. Supreme Court), obscene, defaming, slanderous, harassing, or offensive data (including sound, video, text, and graphics data) is prohibited.*
- D. *Circumventing established College software security procedures or obtaining information system access and passwords to which one is not entitled is prohibited.*
- E. *Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not licensed for use by St. Petersburg College is prohibited.*
- F. *Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.) is prohibited.*
- G. *Revealing your account password to others or allowing use of your account by others is prohibited.*
- H. *Effecting security breaches or disruptions of network communication is prohibited. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.*

- I. *Port scanning or security scanning is expressly prohibited unless prior notification to Information Systems – networks department is made.*
- J. *Unauthorized alteration, modification, or removal of College hardware security systems is prohibited.*
- K. *Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam) is prohibited.*
- L. *Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type is prohibited.*
- M. *Unauthorized use, or forging, of email header information is prohibited.*
- N. *Unauthorized access, alteration, or destruction of another employee's data, programs, or electronic mail is prohibited.*
- O. *Connecting or installing unauthorized personal or non-College owned information technology hardware or software to the College network without prior approval is prohibited.*
- P. *Installing non-College owned software without prior approval and documented proof of legal licensure is prohibited.*

VI. *Notification and Acceptance*

- A. *Electronic banners will be implemented wherever possible as a means of communicating the Information Technology Acceptable Use Policy Rule 6Hx23-6.900 to students, faculty and staff.*
- B. *Printed posters and other means of notification of the Information Technology Acceptable Use Policy Rule 6Hx23-6.900 will also be posted in common areas, computer labs and information commons where possible.*
- C. *Student handbooks shall include information regarding the College's Information Systems rules and procedures including the Information Technology Acceptable Use Policy Rule 6Hx23-6.900.*
- D. *Faculty and staff are required to participate in a security awareness training class or video streamed presentation. This shall be done at least once during employment or at time of employee orientation.*
- E. *Faculty and staff are required to sign an acceptance waiver acknowledging his/her understanding of the Information Technology*

Acceptable Use Policy Rule 6Hx23-6.900 and other applicable Information Technology security rules and procedures.

VII. Inspection

- A. The Board reserves the right to review and inspect all data and materials on any computer, server, network or other information systems furnished by the College to any student or employee.*
- B. St. Petersburg College reserves the right to audit or monitor networks and systems on a periodic basis to ensure compliance with this policy.*
- C. For equipment not furnished by the College, permission to inspect must be granted by the owner, unless otherwise provided by law. In the event of suspected criminal activity local, state or federal law enforcement will be notified.*

VIII. Consequences of Unacceptable Use

- A. Unacceptable use may result in the revocation of access to College information technology.*
- B. Employees and students who violate this Rule shall be subject to discipline from reprimand to dismissal. The following disciplinary procedures shall apply:*
 - 1. Career Service Employees*

Career service employees may be subject to disciplinary action as provided in the Board of Trustees' Rules relating to career service employees.
 - 2. Administrative Staff and Faculty Members*

Administrative staff and faculty members may be subject to disciplinary action as provided in the rules of the Department of Education, Florida Administrative Code and Board Procedure P6Hx23-2.2012.
 - 3. Students*

Students may be subject to discipline as provided in Board of Trustees' Rules 6Hx23-4.33 and 6Hx23-4.35.
- C. Remedial or disciplinary action will depend upon the nature of the incident(s).*

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

Law Implemented: 1001.64 (2), (4), (8), (18), & (45); 1006.60, F.S.

History: Adopted - 3/15/94. Effective - 3/15/94; 3/16/99. Filed - 3/16/99. Effective - April 1, 1999; 6/17/08. Filed 6/17/08. Effective - 6/17/08; 10/18/10. Filed – 10/18/10. Effective – 10/18/10; 4/17/12. To Be Filed – 4/17/12. Proposed Date to Become Effective 4/17/12.

6Hx23-6.9011 WEB PAGE DEVELOPMENT AND SERVER UTILIZATION

St. Petersburg College has established a policy for Web Page Development and Server Utilization. The Board of Trustees authorizes and directs the President to develop and establish Web Page Development and Server Utilization policies as set forth in the College's procedures.

***Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Web Page Development and Server Utilization, P6Hx23-6.9011.**

I. Purpose and Intent - Professional and Academically Oriented

A. The purpose of St. Petersburg College's presence on the World Wide Web is to offer information to the College community and promote communication among students, faculty, staff and administrators. Our web presence is a first point of contact for many prospective students and job seekers and should, therefore, represent the College in a professional and academically oriented manner.

B. Any web page representing St. Petersburg College, whether residing on College-owned servers or on an outside service provider, should contain content that is both professional and academically oriented.

II. Content Suggestions

It is recommended that the following information be updated regularly and kept relevant:

A. Contact information (office location, telephone number/extension, email)

- B. *Office hours*
- C. *Current events and deadlines relating to your subject area (including Syllabi)*
- D. *Academic or student services offered*
- E. *Prominent notice that the St. Petersburg College employee claims no responsibility for content of linked resources/sites existing outside the St. Petersburg College web, where applicable.*
- F. *For faculty pages and other support staff pages, where appropriate:*
 - 1. *Individual employee's academic title (Faculty see: Board of Trustees' Procedure P6Hx23-3.901, Academic Titles: Establishment of Academic Ranks.)*
 - 2. *Educational background and professional experience*
 - 3. *Photo*
 - 4. *Limited personal information for the purpose of acquainting St. Petersburg College employee to students (not to exceed 5% of an individual's web site)*
- G. *Supplemental information or resources (web or otherwise) pertaining to the course subject.*

III. Prohibited Uses of St. Petersburg College's Web Resources

- A. *Advertisement of outside business ventures*
- B. *Display of extensive personal photo collections*
- C. *Publishing of personal or hobby web sites*
- D. *Posting of copyrighted materials without appropriate permissions*
- E. *Public posting of opinions and information bearing no relevance to subject matter*
- F. *Back up medium for other documents not utilized on your web page (i.e., memos, email, graphics, video), except with permission*
- G. *Inappropriate use of College seal, name or likenesses*
- H. *Any material in violation of Board Rule or Procedure*

- I. *Installation of web-based software without specific authorization from SPC department responsible for affected server's content*
- J. *Infringement upon any copyright, trademark patent or other proprietary rights of third parties*

IV. *Responsibility for Department Specific Content*

- A. *All content on departmental web sites including, but not limited to, video, audio, or other multimedia files is subject to the approval process of the SPC department responsible for that content.*
- B. *Monitoring the accuracy, timeliness, relevance of all content on departmental web sites is the responsibility of the respective SPC department.*

V. *Enforcement and Consequences*

Failure to abide by this Rule 6Hx23-6.9011 as it pertains to Article III Prohibited Uses of St. Petersburg College's Web Resources may result in any or all of the following actions:

- A. *Request that the St. Petersburg College employee remove inappropriate materials.*
- B. *Notification of employee's supervisor(s).*
- C. *Removal of materials by SPC department responsible for affected servers content.*
- D. *Downgrade of employee's web server access privileges to read only.*
- E. *In the event of loss to access privileges, employee's supervisor may be granted access to post to server on behalf of employee, as is necessary for the fulfillment of employee's job duties.*

Failure to abide by this Rule 6Hx23-6.9011 as it pertains to Article III Prohibited Uses of St. Petersburg College's Web Resources may also constitute a violation of other Board Rules and Procedures, including Board Rule 6Hx23-6.900 Information Technology Acceptable Use Policy. Nothing provided herein shall preclude disciplinary action for violation of such other Rules and Procedures.

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

Law Implemented: 1001.64 (2), (4), (8), (18), & (45); 1006.60, F.S.

History: 9/11/01. ...4/17/12. To Be Filed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-6.9012 INFORMATION TECHNOLOGY (IT) SECURITY AUDITING AND MONITORING POLICY

***Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Information Technology Security Auditing and Monitoring, P6Hx23-6.9012.**

I. Intent

The College President, or his designee, provides the authority for members of the College's Information Systems department to conduct IT security auditing and monitoring on any system at St. Petersburg College or connected to the St. Petersburg College network. This authority may also be extended to independent contractor agencies via approved purchase orders and/or agreements.

Such IT security audits and monitoring may be conducted to:

- A. Ensure integrity, confidentiality and availability of information and resources*
- B. Investigate possible security incidents and ensure conformance with St. Petersburg College rules and procedures*

II. Scope

This policy covers computing and communications equipment used for College business. This includes but is not limited to computers, servers, telephones, wireless and other communication devices.

III. Policy

- A. When requested, and for the purpose of performing an audit, any access needed shall be provided to network security staff.*
- B. Certain devices will be required to facilitate ongoing monitoring and auditing. This may require special configuration settings and software.*

C. *The College's director of Network Systems will initiate an independent IT security audit or assessment covering critical systems at least once every two (2) years. The results of these independent assessments will be shared with the person(s) responsible for the affected systems. Such person(s) responsible for the affected system shall be required to take corrective action with respect to all critical and high risk vulnerabilities or reported issues in a timely manner.*

IV. *Enforcement and Consequences*

Noncompliant systems or devices may be disconnected from the St. Petersburg College Network and/or impounded to a secure location pending assessment of an incident by the campus provost or the vice president of Information Systems.

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

Law Implemented: ~~1001.64(2), (4), (8), (18), (45); 1006.52; 1006.60, F.S.; Rule 6A-14.0261, F.A.C~~

History: Adopted – 6/17/08. Filed - 6/17/08. Effective - 6/17/08; 4/17/12; To Be Repealed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-6.9013 INFORMATION TECHNOLOGY PASSWORD POLICY

***Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Information Technology Password Policy, P6Hx23-6.9013.**

I. Purpose

The purpose of this policy is to establish standards for the creation of strong passwords, password protection, and frequency of password changes. Passwords are the primary means by which access to information, computing systems and services are controlled.

II. Scope

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any computing system that resides at any St. Petersburg College facility, has access to the St. Petersburg College network, or stores any St. Petersburg College information.

III. Policy

A. General

- 1. All system-level passwords (e.g., root, enable, NT admin, application administration accounts, etc.) must be changed at least every 90 days.*
- 2. All user-level passwords (e.g., email, web, desktop computer, etc.) must be changed at least every 60 Days.*
- 3. User accounts that have system-level privileges granted through group memberships or programs such as "sudo" must have a unique password from all other accounts held by that user.*
- 4. Where Simple Network Management Protocol (SNMP) is used, the community strings must be defined as something other than the standard defaults of "public," "private" and "system" and must be different from the passwords used to log in*

interactively. All default or factory system passwords must be changed.

- 5. Passwords for SPC business use should not be used on personal accounts for internet services such as EBay, trading, or banking.*
- 6. Passwords which are suspected of being disclosed or otherwise compromised must be changed.*
- 7. Suspected or actual password compromise or breeches shall be reported to the director of Network Systems promptly.*
- 8. Passwords may not be posted on computers, desks, or unsecured locations.*
- 9. Application and system developers must ensure that programs and scripts are consistent with the password security policy.*

B. Requirements

- 1. User account passwords should remain secret. They should not be disclosed to others, including supervisors, administrative assistants, or technical support personnel.*
- 2. Passwords should not be sent via email, recorded, electronically transported, or stored on unencrypted media or in unsecured enclosures.*
- 3. Reuse of previous passwords should be avoided.*
- 4. Passwords should not be stored in a digital file on any unencrypted computer system including portable devices, cell phones or media.*
- 5. Passwords should not be stored or transmitted electronically in clear text or in any easily decipherable form.*
- 6. Passwords should be selected with careful consideration using the following "strong" password characteristics:*
 - a) Six or more characters long*
 - b) Contains at least two numeric characters*
 - c) Contains both upper and lower case character*
 - d) Contains no words found in any language or dictionary*

- e) *Not based on personal information (family, pets, business, birthdates, etc.)*
- f) *Contains no text pattern found in the account name*
- g) *Contains at least one special character, such as !@#\$%^&*()_+|~-=\`{}[]:;'\<>?,./)*

IV. Enforcement and Consequences

- A. *The Information Systems – Networks staff where possible will utilize technological means to enforce:*
 - 1. *Minimum password length – 6 characters*
 - 2. *Maximum password age – 60 days*
 - 3. *Password history – last four passwords*
- B. *Password cracking or guessing may be performed on a periodic or random basis by Information Systems - Networks or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it.*
- C. *Violation of this policy may result in the revocation of access to the College information technology resources.*

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

Law Implemented: ~~1001.64(2), (4), (8), (18), & (45); 1006.60, F.S.~~

History: Adopted – 6/17/08. Filed – 6/17/08. Effective – 6/17/08; 4/17/12; To Be Repealed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-6.9014 INFORMATION TECHNOLOGY WIRELESS COMMUNICATIONS POLICY

***Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Information Technology Wireless Communications, P6Hx23-6.9014.**

I. Purpose

The College provides access to wireless communications via separate wireless networks for administrative, public, and student uses. This policy specifies access criteria for wireless users and the conditions under which wireless devices may operate when connected to St. Petersburg College's networks.

II. Scope

This policy covers all wireless data communication devices (e.g., personal computers, cellular phones, PDAs, etc.) connected to any of St. Petersburg College's networks. This includes any form of wireless communication device capable of transmitting packet data (e.g.: 802.11a-n, WiFi, BlueTooth, etc.). Wireless devices and/or networks without any connectivity to St. Petersburg College's networks do not fall under the purview of this policy.

III. Compliance Requirements

Only wireless devices meeting the standards specified below or those which have been granted an exclusive waiver by the director of Network Systems are approved for connectivity to St. Petersburg College's networks.

- A. Students, faculty, staff, visitors, and other members of the general public must be authorized via user ID and password authentication before connecting to St. Petersburg College's wireless networks. Such authorization may be obtained as described in the foregoing sections of this policy.*
- B. Students, staff and faculty must enter their assigned College user ID and password to log on to SPC wireless networks.*
- C. Members of the general public are required to use an assigned user ID and password to log on to the wireless network. Proof of identification is required in order to register for an individual user ID*

and password. This assigned user ID and password must be used to log on to the wireless network.

- D. Special visitors, events or classes may be given specific instructions for access to college wireless networks as approved by the director of Network Systems.*
- E. All wireless access points and other related wireless equipment must be approved and registered with the College's director of Network Systems or his/her designee prior to purchase or installation on St. Petersburg College's networks.*
- F. All such devices will be configured and maintained by the College's Network Systems and Network Academic Support staff unless explicitly authorized by the director of Network Systems.*
- G. All such devices will be configured to authenticate via the centralized authentication system unless an explicit exception is granted by the director of Network Systems.*
- H. All computer systems accessing the College wireless networks shall comply with the Information Systems Computer Security Policy, Rule 6Hx23-6.9017.*

IV. Limitations

- A. Because of the "public" nature of the Public Wireless Network, all connections and usage are at the risk of the Public Wireless Network user.*
- B. The College accepts no responsibility for protecting the privacy of information transmitted via the student and public wireless networks or wireless devices.*

V. Enforcement and Consequences

The College's Network Systems staff will scan the College network periodically for unauthorized wireless devices. Any such devices will be disconnected from the St. Petersburg College Network and/or impounded to a secure location pending an assessment of an incident by the campus provost or vice president of Information Systems.

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

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

Law Implemented: ~~1001.64(2), (4), (8), (18), & (45); 1006.60, F.S.~~

History: Adopted – 6/17/08. Filed - 6/17/08. Effective – 6/17/08; 4/17/12. To Be Repealed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-6.9015 INFORMATION TECHNOLOGY REMOTE ACCESS POLICY

***Please note that the text below in italics will move in its entirety without change or revision to the College’s Procedure on Information Technology Remote Access, P6Hx23-6.9015.**

I. Purpose

The purpose of this policy is to provide guidelines for obtaining remote access to information technology devices on the St. Petersburg College network via Remote Access Services (RAS) and Virtual Private Network (VPN) connections.

II. Scope

The scope of this policy includes personally owned equipment, equipment owned by the College, and all College employees, contractors, consultants, temporaries, and other workers utilizing remote access to and from the College’s network through RAS, VPN or dial-up services.

III. Policy

A. General

Approved St. Petersburg College employees, contractors or other workers who accept all remote access user responsibilities and requirements may utilize the benefits of remote access to the St. Petersburg College network.

B. Requirements

- 1. A Remote Access Service Request Form must be completed by the requestor, approved by the appropriate department authority and submitted to the associate vice president of Information Systems.*
- 2. Remote access to the St. Petersburg College network must be authorized by the associate vice president of Information Systems or a designee.*
- 3. The VPN user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees. The VPN user will be subject to the conditions and performance constraints of their chosen ISP. The College is not responsible for ISP conditions and constraints.*

4. *Remote access to the College's network is a privilege. The privilege is not perpetual and is subject to review, modification and re-approval at any time.*
5. *VPN users are responsible for all activities of the VPN user while connected to the College's network and for maintaining the confidentiality of account passwords.*
6. *VPN users are responsible for restricting access to stations used for VPN access while connected to the College's network and for ensuring that other users are not allowed access to the remotely connected stations.*
7. *When actively connected to the College's network over the VPN, users accept that the remote station becomes an extension of the College's network and, as such, is subject to the same usage rules that apply to College-owned equipment. All computer usage while connected is subject to all SPC rules and policies including but not limited to the INFORMATION TECHNOLOGY ACCEPTABLE USE Rule 6Hx23-6.900.*
8. *When actively connected to the College network over the VPN, computing activity from the remote computer will appear to systems abroad to have originated from an SPC network, regardless of the network the remote station is physically on. The College is responsible for all such activity and could be penalized or held liable for misuse. Therefore, remote access activity may be subject to monitoring and logging.*
9. *VPN Users are responsible for ensuring that remote stations are configured to comply with St. Petersburg College's Remote Access Policy, Password Policy and Computer Security Policy.*
10. *VPN Users are responsible for ensuring that the remote station is secure and meets the operational configuration required for secure VPN connections. This may include specific operating systems versions or updates, specialized software applications (ex: antivirus, antispyware, and firewall software), and specific operational settings as communicated by the College's Network Systems staff.*
11. *Users must log out when access to SPC networks is not being actively used. VPN users may be automatically disconnected from the SPC network after a time period of inactivity. The user must then logon again to reconnect to the network.*

12. *Remote access users should be aware that maintenance of the VPN will take place as necessary during off peak hours. Emergency repairs will be made as needed.*
13. *The use of remote control software or remote file sharing software that grants access to College computer systems by tunneling through or by-passing College firewalls or the SSL VPN system is strictly prohibited without the written permission of the associate vice president of Information Systems or a designee (e.g.: PCAnywhere, GotoMyPC, VNC, Netmeeting, Remote Desktop, SSH, Telnet Server, FTP Server, IRC Server). Unauthorized systems will be disconnected from the St. Petersburg College network and/or impounded to a secure location pending assessment of an incident by the campus provost or Vice president of Information Systems.*
14. *All modems on the College's network should be turned off, disabled or unplugged from the phone lines when not in use.*
15. *Students and the general public are prohibited from connecting modems to College's telephone lines.*
16. *Dual (split) tunneling is NOT permitted; only one network connection is allowed (e.g.: Internet Connection Sharing, proxy connections, etc.).*
17. *All remote access including modems and VPN gateways will be set up and managed by the College Network Systems staff.*

IV. Enforcement and Consequences

- A. *Violation of this policy may result in the revocation of access to St. Petersburg College information technology resources.*
- B. *SPC system administrators may temporarily suspend access privileges if necessary to maintain the integrity of network resources.*

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

Law Implemented: ~~1001.64(2), (4), (8), (18), & (45); 1006.52; F.S.; Rule 6A-14.0261, F.A.C.~~

History: Adopted - 6/17/18. Filed - 6/17/08. Effective - 6/17/08; 11/17/09. Filed – 11/17/09. Effective – 11/17/09; 4/17/12. To Be Repealed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

6Hx23-6.9016 INFORMATION TECHNOLOGY SERVER SECURITY POLICY

***Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Information Technology Server Security Policy, P6Hx23-6.9016.**

I. Purpose

The purpose of this policy is to establish minimum IT security standards for the configuration of the College's server computing equipment. Effective implementation of this policy will minimize the risk of unauthorized access to servers and limit interruptions to the services provided by the College's servers.

II. Scope

This policy applies to server computing equipment owned and/or operated by St. Petersburg College, and to any server equipment connected to the St. Petersburg College network.

III. Compliance Requirements

A. General

All server equipment must be approved and registered with the College's director of Network Systems prior to being connected to the College network. The director of Network Systems is required to maintain a list of all servers, including the name(s) of the server system administrators, its network address and installed services for each server. If the server is not administered by the College's director of Network Systems staff, then the name of the technical administrator of the server along with contact information must be provided to the director of Network Systems.

B. Server Security Requirements

- 1. All servers must be approved by and registered with the director of Network Systems or designee prior to purchase.*
- 2. All server moves or new installations must be coordinated with the director of Network Systems or designee prior to being connected or reconnected to the network.*
- 3. All servers shall be inspected by the director of Network Systems or designee prior to being connected to the network at which time the following shall be verified:*

- a) *Proper operating system installation and licensing*
 - b) *Domain membership, trusts and permissions*
 - c) *Server applications, compatibility and correct configuration*
 - d) *Service packs and security updates*
 - e) *Proper minimum security and rights assignment*
 - f) *Availability of administrative access to Information Systems staff, director of Network Systems, or designee*
 - g) *Installation and operation of anti-virus software*
 - h) *Personal and sensitive data content*
4. *An annual inspection of all College servers will be conducted by an Information Systems representative to re-verify the requirements above.*
 5. *All Windows based servers must run up to date anti-virus software. Exceptions to this policy must be approved by the director of Network Systems.*
 6. *Servers must be updated weekly with the latest service packs and security patches, with the exception of service packs and security patches that are known to have adverse effects on the operation of services. Such exceptions shall require the approval of the director of Network Systems or designee.*
 7. *Requests for static IP (internet protocol) addresses for servers shall be submitted via a work order placed through the College's Technical Support Helpdesk. All such requests must be approved by the director of Network Systems or a designee.*
 8. *Servers requiring a static IP address shall host only essential services and applications. Any unnecessary services and applications must be disabled or removed.*
 9. *Remote administrative access shall be limited to authorized users inside the College network, or through the Internet via virtual private network.*
 10. *Use of FTP, Telnet, and R-commands should be replaced with secure alternatives like SSH and SCP where possible.*

11. *Local access to server consoles shall be limited to authorized administrators.*

12. *Where necessary, an enterprise configuration agent shall be installed on servers to enable remote monitoring and surveillance.*

IV. Server Data Security

A. *The security of data stored on College servers maintained by Information Systems staff is the responsibility of Information Systems staff with support of the data owner and creator.*

B. *The security of data stored on College servers maintained by campus staff is the responsibility of the campuses technical staff with support of the data owner and creator.*

C. *Responsibility for archiving or backing up data lies with the data owner, creator, or maintainer. Campus staff may make requests for Information Systems backups of campus data by submitting such requests via the College's Technical Support Desk work order system. The director of Network Systems shall be responsible for providing the technical means for centralized data backups. However, responsibility for State or department mandated archiving procedures shall remain with the data owner, creator, or maintainer.*

D. *Downloading of personal and sensitive information such as names, addresses, SSN's, and other sensitive information shall be strictly prohibited except if required to perform duties outlined in the employee's position description.*

E. *Servers should be equipped with encryption and/or intrusion detection technologies to protect against unauthorized access to personal and sensitive data.*

F. *All storage media must be completely overwritten with random information prior to disposal or transfer to another entity (including hard disks, tape media, floppy disks, and any other writable media). If media cannot be overwritten, media shall be destroyed.*

V. Enforcement and Consequences

A. *Violation of this policy may result in the revocation of all access to the St. Petersburg College Information Technology resources.*

B. *Unauthorized devices may be disconnected from the St. Petersburg College network and/or impounded to a secure location pending*

*assessment of an incident by the campus provost or vice president
of Information Systems.*

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

~~Law Implemented: 1001.64(2), (4), (8), (18), & (45); 1006.52; 1006.60, F.S.~~

History: Adopted – 6/17/08. Filed - 6/17/08. Effective – 6/17/08; 4/17/12. To Be Repealed
4/17/12. Proposed Date To Become Effective – 4/17/12.

***Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Information Technology Computer Security, P6Hx23-6.9017.**

I. Purpose & Intent

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

II. Compliance Requirements

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

A. Identification Information

The management or designee of each College campus, site or department must work with Information Systems or Property Records, as the case may be, to maintain up to date records identifying the user or user group utilizing a given College owned computer system.

B. Computer Security

- 1. All computers shall be configured to have a password-enabled screen saver. This security lockout feature shall automatically initiate after the computer remains idle from user interaction after a predefined time period. A user must then reenter their password to gain access to the computer. Exceptions may be granted for special purpose systems (Kiosk, etc.) whose operation may be adversely impacted while running a screen saver. Where possible, technical resource staff shall initially configure these settings. The user is responsible for ensuring that the feature remains enabled.*
- 2. All workstations, portable computers, and PDA's must be updated with the latest security patches, virus scanning software and virus data files (where applicable). Patches for high-risk vulnerabilities shall be installed within 24 hours of notification. Where possible, technical resource staff shall configure automatic security updates. The user is responsible for ensuring that the patching remains current.*
- 3. All software installed on College computers must be College owned or licensed through the College. Exceptions to the above restriction must be documented and approved by the department supervisor*

to whom the employee reports after consultation with the Administrative Information Systems (AIS) software license administrator. Technical resource staff performing initial software installation shall verify proper licensing. The user is responsible for ensuring that any software installed by the user is in accordance with this Rule.

- 4. Installation, introduction or connection of administration domains (forests, NT4 domains, or workgroups) to College networks is prohibited, unless prior approval is obtained from the College's director of Network Systems. In the absence of the director of Network Systems, the associate vice president of Information Systems may authorize such access.*
- 5. All PDA's used to connect directly to College computers must be College owned. Exceptions to this must be documented and approved by the department supervisor to whom the employee reports after consultation with the College's director of Network Systems.*
- 6. Computers shall not have software or services installed that could interfere with traditional network services or routing services (e.g.: Dynamic Routing Protocols, DHCP, BootP, PxE, RARP...).*
- 7. The use of remote access technology or remote file sharing mechanisms which grant access to College computers from outside the College firewalls (e.g.: PC-Anywhere, GotoMyPC, VNC, NetMeeting, Remote Desktop, SSH, Telnet server, FTP server, IRC...) is strictly prohibited without the written permission of the College's director of Network Systems.*
- 8. Workstations, portable computers, and PDA's should be reasonably secured.*

C. Computer Data Security

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

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

III. Enforcement and Consequences

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

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

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


History: 4/17/12; To Be Repealed 4/17/12. Proposed Date To Become Effective – 4/17/12.

April 17, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: 2011-2012 Equity Report 

Approval is sought to submit the 2011-2012 Equity Report to the Florida Department of Education, Division of Florida Colleges.

Consistent with the requirements of Sections 1000.05 and 1012.86, Florida Statutes, each Florida College System institution is required to submit an annual update of local plans related to educational equity in the areas of athletics, education, and employment. I am pleased to provide this year's update for your review.

This report outlines continuous progress made by the College in all areas of our plan. I am pleased with our progress in improving the diversity in our student enrollment. I remain concerned about the completion and retention rates of African-American students, especially male students.

While equity reporting is exhaustive, I have extracted key performance outcomes for your review.

Participation

- The participation of African-American students increased across the past three years from 11.32% to 14.32% of our credit seeking student body.
- The representation of African-American students among our first-time in college students increased across the past three years from 14.5% to 22.1%.
- The representation of Hispanic students among our first-time in college students increased across the past three years from 7.7% to 10.7%.
- The representation of minority students among our first-time in college students increased from 26% to 38%.

Completion and Retention

- The representation of African-American students completing Associate in Arts degrees increased across the past three years from 8.1% to 9.5%.
- The overall (all groups) fall to fall retention rate for first time/full-time in college students declined from 73% to 70%.
- The fall to fall retention rate for first time/full-time in college African-American male students declined from 69% to 54%.

Employment

In most cases the individual categories are at or above the Census benchmarks with exception of the following categories:

Executive/administrative/managerial Staff who hold a graduate degree or higher

- Other Minorities – Male (0.9% vs. 2.0%)
- Other Minorities – Female (0.9% vs. 2.0%)
- White – Female (36.7% vs. 38.8%)

Full-time Instructional Staff

- Other Minorities – Female (1.8% vs. 2.0%)

Full-time Continuing Contract Instructional Staff

- Hispanic – Male (1.4% vs. 2.1%)
- Other Minorities – Females (1.9% vs. 2.0%)

Minority representation has increased in recent years. Notable observations include:

Executive/administrative/managerial Staff

- Highest participation rate reported for African American employees in the last five years (14.7%).
- Steady growth in African American males (7.9% to 9.2% participation).
- African American females representation increased to levels first reported in 2007-08.
- Steady increases in Hispanic employees in recent years with 5.6% representation reported for the current year.
- Male/Female representation has been fairly equal with the exception of the current year where males represent 54.1% of total EAM employees.

Full-time Instructional Staff

- Modest gains were reported for African American employees in the last five years (8.0% to 8.7%).
- Steady growth in Hispanic employees (3.2% to 5.7% participation).
- Steady growth in Other Minority employees (2.9% to 4.8% participation).
- Male/Female representation has been fairly constant where female representation hovers around 56.0%.

Full-time Continuing Contract Instructional Staff

- Modest gains were reported for African American employees in the last five years (4.1% to 4.8%).
- Steady growth in Hispanic employees (3.6% to 4.7% participation).
- Steady growth in Other Minority employees (3.6% to 6.2% participation).
- Male representation has been steadily increasing in this category (46.0% to 47.2%).

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

Thank you.

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

Attachment

ssw040412

**The Florida College System
Annual Equity Update Report 2011/2012**

for

St. Petersburg College

Submitted to

**The Division of Florida Colleges
Florida Department of Education**

Under Section 1000.05, Florida Statutes (F.S.),
Florida Educational Equity Act and
Section 1012.86, F.S, Community College Employment
Equity Accountability Program



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Signature Page

APPENDICES

- Appendix 1 College Policy of Nondiscrimination
- Appendix 2 Continuous Notice of Policy of Nondiscrimination and Designation of Equity Officer(s)
- Appendix 3 Revised Policies and Procedures
- Appendix 4 Policies and Procedures for Program Admissions and/or Course Substitution Waivers for Eligible Students with Disabilities.
- Appendix 5 Equity in Athletics Disclosure Act (EADA) Survey Federal Report for 2010
- Appendix 6 Fall Staff Report

General Information and Applicable Laws for Reporting

The purpose of the College's Annual Equity Update Report is to provide a current status report of the college's Educational Equity Plan which documents efforts to comply with state and federal civil rights laws related to nondiscrimination and equal access to postsecondary education and employment. Required components of the plan are based on Section 1000.05, Florida Statutes (F.S.) and Section 1012.86, F.S., and include:

- a description of the plan's development;
- a review of the college's nondiscrimination and equity-related policies and procedures;
- analysis of efforts to overcome underrepresentation of students by race, gender, limited English language skills, or disability;
- the college's plan for gender equity in athletics, if the college has athletic programs;
- analysis of the college's employment equity accountability program;
- a status report on any pending issues resulting from an on-site civil rights compliance review of the college's methods of administration; and
- certification of the report by the college's governing board, including the signature of the college president and/or other college personnel as appropriate.

Applicable federal civil rights laws include the following:

1. Title VI of the Civil Rights Act of 1964;
2. Section 504 of the Rehabilitation Act of 1973;
3. Title IX of the Education Amendments of 1972;
4. Age Discrimination Act of 1975;
5. Title II of the Americans with Disabilities Amendments Act of 2008 and
6. Genetic Information Nondiscrimination Act of 2008.

Additional applicable Florida Statutes include the following:

1. Persons with disabilities; admission to postsecondary educational institutions; substitute requirements; rules: §1007.264, F.S., and Persons with disabilities; graduation, study program admission, and upper-division entry; substitute requirements; rules: §1007.265, F.S.
2. Gender Equity in Intercollegiate Athletics: §1006.71, F.S.

Rules for implementation of the statutes are 6A-19.001-.010 of the Florida Administrative Code (F.A.C.).

The College Annual Equity Update Report is due to the Florida Department of Education Division of Florida Colleges by April 30, 2012. The report should be submitted by mail to: Lynda Earls, Division of Florida Colleges, 325 West Gaines Street, Suite 1532B, Tallahassee, Florida 32399. It should also be submitted electronically to the following email address: lynda.earls@fldoe.org. For assistance or questions, call 850-245-9468.

PART I

Description of Plan Development

The college should provide the following (use space as needed):

A. Describe the **process** used to prepare the report:

The process used to prepare the 2011-12 Annual Equity Update Report was a collaborative, team approach, which included the departments of Institutional Research, Academic Effectiveness & Assessment, Academic & Student Affairs, and Human Resources, as well as, the Equity Office.

B. List the **names and titles of persons involved** in the development of the report:

- **Martha Campbell**, Dean of Communications
- **Lisa Charest**, Human Resources Consultant
- **Peg Connell**, Director of Disability Resources
- **Anne Cooper**, Senior Vice President of Academic & Student Affairs
- **James Coraggio**, Executive Director of Institutional Research & Effectiveness
- **Theresa Dimmer**, Research Specialist for Institutional Research
- **Daniel Gardner**, Coordinator of Institutional Research & Reporting
- **Suzanne Gardner**, Acting General Counsel
- **Kevin Gordon**, Provost, Downtown/Mid-town Campuses
- **Sharon Griggs**, Dean of Mathematics
- **Cathy Ladewig**, Director of Human Resources Operations
- **Pam Smith**, Director, Equal Access and Equal Opportunity
- **Mark Strickland**, Associate Provost and Athletic Director
- **Sylvia Whelan**, Executive Staff Assistant for Human Resources
- **Tonjua Williams**, Vice President of Academic & Student Affairs

C. Describe the **participation of any advisory groups or persons**:

The following persons comprised a committee to review institutional performance on 2010-11 Equity Plan goals and offer perspectives on goals for 2011-12.

- **Lisa Borzewski**, Professor, Mathematics
- **Martha Campbell**—Dean of Communications
- **Peg Connell**—Director of Disability Resources
- **Anne Cooper**—Senior Vice President of Academic & Student Affairs
- **James Coraggio**—Executive Director of Institutional Research & Effectiveness
- **Theresa Dimmer**—Research Specialist for Institutional Research
- **Daniel Gardner**—Coordinator of Institutional Research & Reporting
- **Sharon Griggs**—Dean of Mathematics
- **Cathy Ladewig**—Director of Human Resources Operations
- **Shirley Oakley**, Chairperson, Communications
- **Pam Smith**—Director, Equal Access and Equal Opportunity
- **Mark Strickland**—Associate Provost and Athletic Director

D. Provide the **date of the report's adoption** by the governing board:

- The report was adopted by the St. Petersburg College Board of Trustees on April 17, 2012.

PART II

Policies and Procedures Prohibiting Discrimination

A. Policy and Procedure Review Process:

Describe the process used by the college's governing board to review policies and procedures used by the institution to assure compliance with the requirements of Section 1000.05, Florida Statutes, and Rules 6A-19.001-010. Use space as needed.

- Members of one or more of the College's leadership teams/committees review and approve rules and policies prior to their submission to the College's Board of Trustees.
- All rules and policies that are approved for submission to the Board of Trustees are sent to Board members one week prior to the Board meeting. This gives Board members the opportunity to review the rules and policies to determine if they have any questions or issues.
- Rules and policies are considered by the Board of Trustees at its monthly meeting and a vote is taken to approve any new or revised rules and policies.
- Once the new or revised rules and policies are approved by the Board of Trustees, they are implemented by the College administration.

B. Policy of Nondiscrimination:

Provide the college's **policy/policies** of nondiscrimination as *Appendix 1*. If the college has separate policies for students/applicants and employees/applicants, please provide both policies.

The College's nondiscrimination policy was recently revised. The revisions broaden the College's equal access and equal opportunity policy by including sexual orientation, gender identity and genetic information as a basis for enforcing the College's nondiscrimination policies. The following policies regarding nondiscrimination are attached at Appendix 1.

1.02 Philosophy and Objectives (Purpose) of the College

2.01 Equal Employment Opportunity/Affirmative Action

C. Continuous Notice of Nondiscrimination and Notice of Equity Officer/Coordinator:

Provide a copy of the college's notice (statement) as of nondiscrimination as posted in the college's public places (course catalog, handbooks, code of conduct, etc.) as *Appendix 2*. Please include the source and/or name of the document from which the notice is taken. (Example: "College Course Catalog 2011-2012") and address the following questions:

The College's continuous notice of nondiscrimination is attached at Appendix 2 and is also located on the College's website at: <http://www.spcollege.edu/pages/dynamic.aspx?id=1403> and the College's EA/EO site located at: <http://www.spcollege.edu/central/eao/>

Also attached at Appendix 2 is the College's RESPECT Poster, which is updated annually and disseminated college-wide.

The College's notice of nondiscrimination also appears in other College materials such as the College Catalog, the Student Handbooks and other College brochures.

Does your college's policy of nondiscrimination address the following as required by Section 1000.05, F.S.; Title IX; 34 CFR 106.9; Section 504: 34 CFR 104.8, the Genetic Information Nondiscrimination Act (GINA)? Check all that are in compliance:

1. Discrimination is prohibited against:

- a. Students: X
- b. Employees: X
- c. Applicants for admission: X
- d. Applicants for employment: X

2. Discrimination is prohibited based on:

- a. Race: X
- b. Ethnicity: X
- c. National origin: X
- d. Gender or Sex: X
- e. Age: X
- f. Disability: X
- g. Marital status: X
- h. Genetic information: X

3. Inclusion of the following statement or similar wording:

No covered person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any public K-20 education program or activity, or in any employment conditions or practices. X

4. Is the identity of the equity coordinator included in the regular notification (statement) of the policy of nondiscrimination as required under Rule 6A-19.010(g)? X

5. Does the nondiscrimination statement include the name, address, and phone number of the person or persons designated to coordinate efforts to comply and carry out its responsibilities to prohibit discrimination and adopt grievance procedures, including responsibilities as the Title IX Coordinator as required under Title IX, Section 106.8? X

D. Revised Policies and Procedures – related only to Civil Rights and Grievance Procedures

Submit as *Appendix 3* any policies and procedures related to the following civil rights and grievance procedures for which revisions have been made since submission of the college's last Annual Equity Update Report.

1. Policy(s) Prohibiting Discrimination

- i. Revisions made: (yes) X (no) ___
- ii. If yes, name of policy(s) and date of Board approval:

[1.02 Philosophy and Objectives \(Purpose\) of the College—April 17, 2012](#)

[2.01 Equal Employment Opportunity/Affirmative Action—April 17, 2012](#)

2. Student and/or Employee Grievance Procedures
 - i. Revisions made: (yes) X (no) ___
 - ii. If yes, name of procedures(s) and date of revision:

1.34 Discrimination Grievance Rule and Procedure—April 17, 2012

3. Student and/or Employee Harassment Policy and Procedures for Reporting Claims of Harassment
 - i. Revisions made: (yes) ___ (no) X
 - ii. If yes, name of policy(s) and date of Board approval: N/A
4. AIDS/HIV Infectious Disease Policy/Procedures
 - i. Revisions made: (yes) ___ (no) X
 - ii. If yes, name of policy and date of Board approval/date of revision: N/A

Note: Revised policies and/or procedures may be submitted at any time in draft form for review and feedback from the DFC; however, revised policies should always be submitted in final form as approved and dated by the governing board and/or President of the college. Revised procedures should also be submitted in final form.

PART III Strategies to Overcome Underrepresented Students

Plan for Diversity in Student Participation

The Florida Educational Equity Act, Section 1000.05, F.S., states that discrimination against students and employees in the Florida K-20 public education system is prohibited and equality of access is required. Part (4) requires that, “Public schools and community colleges shall develop and implement methods and strategies to increase the participation of students of a particular race, ethnicity, national origin, gender, disability, or marital status in programs and courses in which students of that particular race, ethnicity, national origin, gender, disability, or marital status have been traditionally underrepresented, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering, and career education.”

A. Student Enrollments

Colleges will continue to examine trends in the representation of students by race, gender, students who have self-reported a disability, and national origin minority students with limited-English-Language skills for First-Time-In-College (FTIC) and Overall Enrollment. The college should evaluate enrollment trends, identify disproportionate ratios of enrollments (i.e., percentage point differences in comparison to non-minority student enrollments or increases/decreases in enrollments from one year to the next) and establish goals to increase enrollments for underrepresented students. Colleges should continue to assess, modify and/or develop new methods and strategies for accomplishing the established goals.

Charts reflecting First-Time-In College (FTIC) Enrollments and Overall Enrollments

Florida College System

College: St. Petersburg

Student Participation-Enrollments

Race: Black		FTIC			Total Enrollments		
		Total	Overall Enrollment	%	Total	Overall Enrollment	%
Gender	Rpt Year						
Female	2008-09	415	4,632	8.96	2,850	35,712	7.98
	2009-10	511	4,650	10.99	3,146	36,858	8.54
	2010-11	771	5,674	13.59	4,011	40,586	9.88
Male	2008-09	258	4,632	5.57	1,194	35,712	3.34
	2009-10	304	4,650	6.54	1,324	36,858	3.59
	2010-11	483	5,674	8.51	1,801	40,586	4.44
Total	2008-09	673	4,632	14.53	4,044	35,712	11.32
	2009-10	815	4,650	17.53	4,470	36,858	12.13
	2010-11	1,254	5,674	22.10	5,812	40,586	14.32

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Source: Student Data Base (2008-09, 2009-10, AND 2010-11) Annual Unduplicate Counts. Fl. DOE collection years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring of 2010). Total enrollments are reflected for each enrollment category excluding Non-Resident Aliens, Unknown Race, Unknown Gender, or Unknown Citizenship. FTIC counts include students enrolled in courses in the following instructional areas: Advanced and Professional, Postsecondary Vocational, Apprenticeship, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory and EPI. Enrollments (excludes Supplemental Voc., Adult Basic and Secondary, GED Prep, and LLL).

St. Petersburg College, Annual Equity Update, 2011-12

Florida College System

College: St. Petersburg

Student Participation-Enrollments

Race: Hispanic		FTIC			Total Enrollments		
		Total	Overall Enrollment	%	Total	Overall Enrollment	%
Gender	Rpt Year						
Female	2008-09	191	4,632	4.12	1,330	35,712	3.72
	2009-10	240	4,650	5.16	1,514	36,858	4.11
	2010-11	324	5,674	5.71	1,934	40,586	4.77
Male	2008-09	165	4,632	3.56	968	35,712	2.71
	2009-10	196	4,650	4.22	1,045	36,858	2.84
	2010-11	282	5,674	4.97	1,318	40,586	3.25
Total	2008-09	356	4,632	7.69	2,298	35,712	6.43
	2009-10	436	4,650	9.38	2,559	36,858	6.94
	2010-11	606	5,674	10.68	3,252	40,586	8.01

CCTCMIS = CCEE0191 02/10/2012 11:26:35

Source: Student Data Base (2008-09, 2009-10, AND 2010-11) Annual Unduplicate Counts. Fl. DOE collection years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring of 2010). Total enrollments are reflected for each enrollment category excluding Non-Resident Aliens, Unknown Race, Unknown Gender, or Unknown Citizenship. FTIC counts include students enrolled in courses in the following instructional areas: Advanced and Professional, Postsecondary Vocational, Apprenticeship, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory and EPI. Enrollments (excludes Supplemental Voc., Adult Basic and Secondary, GED Prep, and LLL).

Florida College System

College: St. Petersburg

Student Participation-Enrollments

Race: Other		FTIC			Total Enrollments		
		Total	Overall Enrollment	%	Total	Overall Enrollment	%
Gender	Rpt Year						
Female	2008-09	100	4,632	2.16	762	35,712	2.13
	2009-10	101	4,650	2.17	801	36,858	2.17
	2010-11	134	5,674	2.36	960	40,586	2.37
Male	2008-09	73	4,632	1.58	545	35,712	1.53
	2009-10	120	4,650	2.58	584	36,858	1.58
	2010-11	156	5,674	2.75	740	40,586	1.82
Total	2008-09	173	4,632	3.73	1,307	35,712	3.66
	2009-10	221	4,650	4.75	1,385	36,858	3.76
	2010-11	290	5,674	5.11	1,700	40,586	4.19

CCTCMIS = CCEE0191 02/10/2012 11:26:35

Source: Student Data Base (2008-09, 2009-10, AND 2010-11) Annual Unduplicate Counts. Fl. DOE collection years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring of 2010). Total enrollments are reflected for each enrollment category excluding Non-Resident Aliens, Unknown Race, Unknown Gender, or Unknown Citizenship. FTIC counts include students enrolled in courses in the following instructional areas: Advanced and Professional, Postsecondary Vocational, Apprenticeship, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory and EPI. Enrollments (excludes Supplemental Voc., Adult Basic and Secondary, GED Prep, and LLL).

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Florida College System

College: St. Petersburg

Student Participation-Enrollments

Race: White		FTIC			Total Enrollments		
Gender	Rpt Year	Total	Overall Enrollment	%	Total	Overall Enrollment	%
Female	2008-09	1,749	4,632	37.76	16,679	35,712	46.70
	2009-10	1,596	4,650	34.32	16,795	36,858	45.57
	2010-11	1,754	5,674	30.91	17,515	40,586	43.16
Male	2008-09	1,681	4,632	36.29	11,384	35,712	31.88
	2009-10	1,582	4,650	34.02	11,649	36,858	31.61
	2010-11	1,770	5,674	31.19	12,307	40,586	30.32
Total	2008-09	3,430	4,632	74.05	28,063	35,712	78.58
	2009-10	3,178	4,650	68.34	28,444	36,858	77.17
	2010-11	3,524	5,674	62.11	29,822	40,586	73.48

CCTCMIS = CCEE0191 02/10/2012 11:26:35

Source: Student Data Base (2008-09, 2009-10, AND 2010-11) Annual Unduplicate Counts. Fl. DOE collection years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring of 2010). Total enrollments are reflected for each enrollment category excluding Non-Resident Aliens, Unknown Race, Unknown Gender, or Unknown Citizenship. FTIC counts include students enrolled in courses in the following instructional areas: Advanced and Professional, Postsecondary Vocational, Apprenticeship, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory and EPI. Enrollments (excludes Supplemental Voc., Adult Basic and Secondary, GED Prep, and LLL).

Florida College System

College: St. Petersburg

Student Participation-Enrollments

Race: All		FTIC			Total Enrollments		
Gender	Rpt Year	Total	Overall Enrollment	%	Total	Overall Enrollment	%
Female	2008-09	2,455	4,632	53.00	21,621	35,712	60.54
	2009-10	2,448	4,650	52.65	22,256	36,858	60.38
	2010-11	2,983	5,674	52.57	24,420	40,586	60.17
Male	2008-09	2,177	4,632	47.00	14,091	35,712	39.46
	2009-10	2,202	4,650	47.35	14,602	36,858	39.62
	2010-11	2,691	5,674	47.43	16,166	40,586	39.83
Total	2008-09	4,632	4,632	100.00	35,712	35,712	100.00
	2009-10	4,650	4,650	100.00	36,858	36,858	100.00
	2010-11	5,674	5,674	100.00	40,586	40,586	100.00

CCTCMIS = CCEE0191 02/10/2012 11:26:35

Source: Student Data Base (2008-09, 2009-10, AND 2010-11) Annual Unduplicate Counts. Fl. DOE collection years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring of 2010). Total enrollments are reflected for each enrollment category excluding Non-Resident Aliens, Unknown Race, Unknown Gender, or Unknown Citizenship. FTIC counts include students enrolled in courses in the following instructional areas: Advanced and Professional, Postsecondary Vocational, Apprenticeship, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory and EPI. Enrollments (excludes Supplemental Voc., Adult Basic and Secondary, GED Prep, and LLL).

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College: St. Petersburg

Student Participation-Enrollments

		FTIC		Total Enrollments	
		LEP	DIS	LEP	DIS
Gender	Rpt Year				
Female	2008-09	83	7	541	318
	2009-10	59	35	576	453
	2010-11	56	69	572	683
Male	2008-09	45	13	293	223
	2009-10	39	31	300	328
	2010-11	38	66	287	480
Total (ALL)	Rpt Year				
	2008-09	128	20	834	541
	2009-10	98	66	876	781
	2010-11	94	135	859	1,163

CCTCMIS = CCEE0191 02/10/2012 11:26:35

Source: Student Data Base (2008-09, 2009-10, AND 2010-11) Annual Unduplicate Counts. Fl. DOE collection years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring of 2010). Total enrollments are reflected for each enrollment category excluding Non-Resident Aliens, Unknown Race, Unknown Gender, or Unknown Citizenship. FTIC counts include students enrolled in courses in the following instructional areas: Advanced and Professional, Postsecondary Vocational, Apprenticeship, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory and EPI. Enrollments (excludes Supplemental Voc., Adult Basic and Secondary, GED Prep, and LLL).

1. Program Analysis:

Provide a summary of the results of analyses of student enrollments.

Enrollment and FTIC enrollment

Overall enrollment increased from 35,712 to 40,586 across the three year period 2008-09 to 2010-11. FTIC enrollment increased from 4,632 to 5,674. The percent increase from the prior year is presented below.

Enrollment Analysis – Percentage Increase/Decrease – Prior to Current year					
FTIC	2009-10	2010-11	Overall	2009-10	2010-11
Total FTIC	0.4%	22.0%	Total Overall	3.2%	10.1%

Students with disabilities enrollment

The number of students with self-reported disabilities increased from 541 to 1,163 across the three year period 2008-09 to 2010-11.

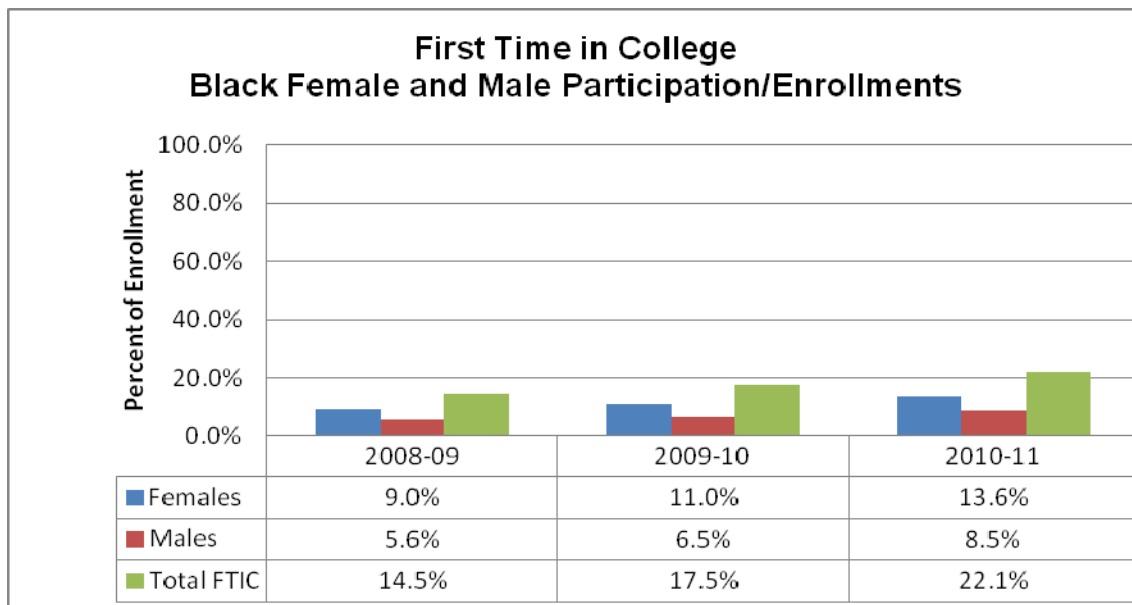
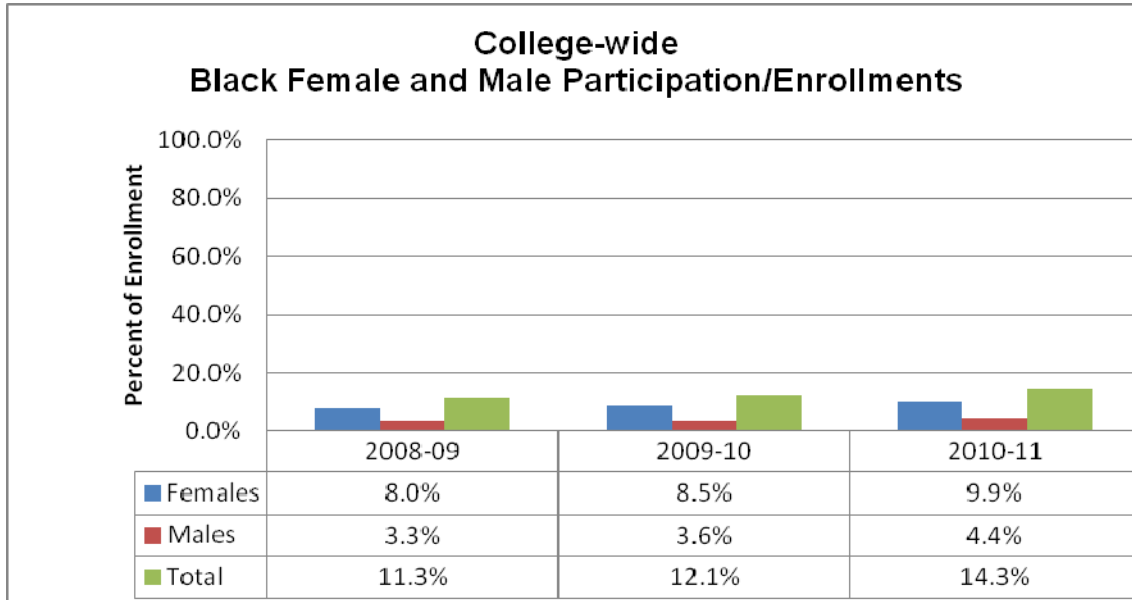
Limited English proficient enrollment

While total enrollment increased, the enrollment of LEP students remained constant across the three year period 2008-09 to 2010-11 with 834, 876, 859 students enrolled respectively.

Enrollment by Ethnicity and Gender

The following graphics present enrollment trends by ethnicity and gender classifications for the past three years. Tables show the percentage point differences comparing one year to the prior year for both FTIC and overall college enrollment.

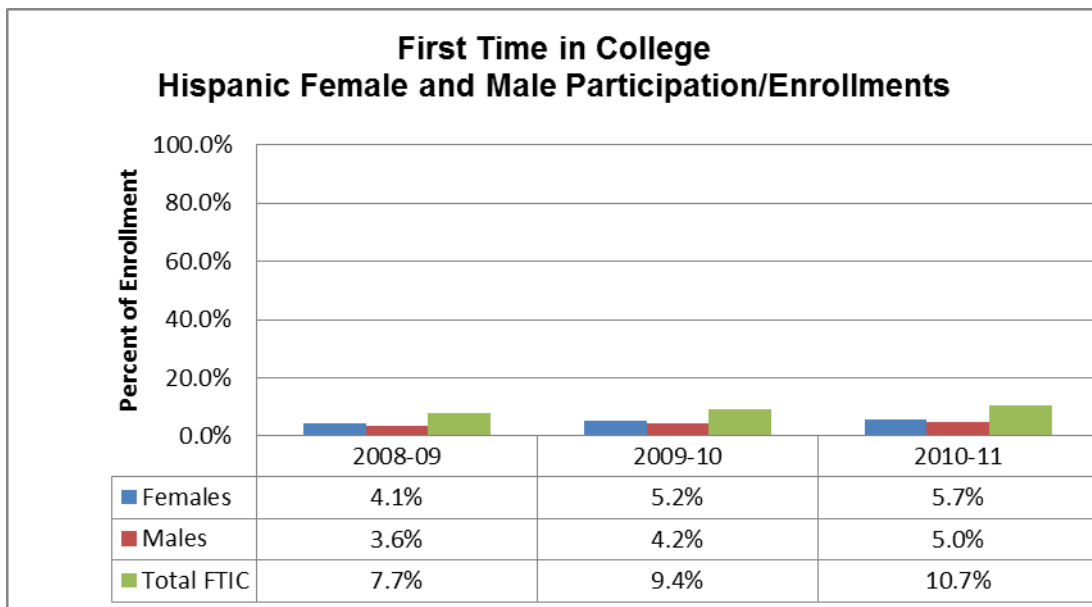
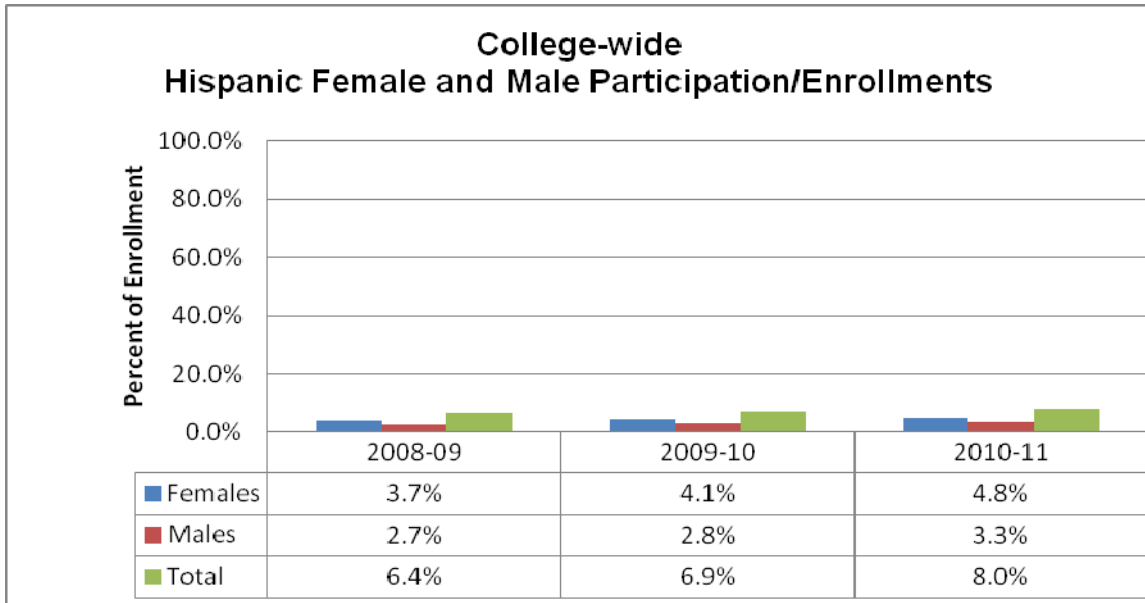
Black student enrollment by gender, overall and FTIC



Black student enrollment by gender, overall and FTIC percent point difference					
	2009-10 vs. 2008-09	2010-11 vs. 2009-10		2009-10 vs. 2008-09	2010-11 vs. 2009-10
FTIC			Overall		
Females	2.0%	2.6%	Females	0.6%	1.3%
Males	1.0%	2.0%	Males	0.3%	0.9%
Total FTIC	3.0%	4.6%	Total Overall	0.8%	2.2%

The overall participation of Black students increased across the past three years from 11.3% to 14.3%. Representation of Black FTIC students increased from 14.5% to 22.1%.

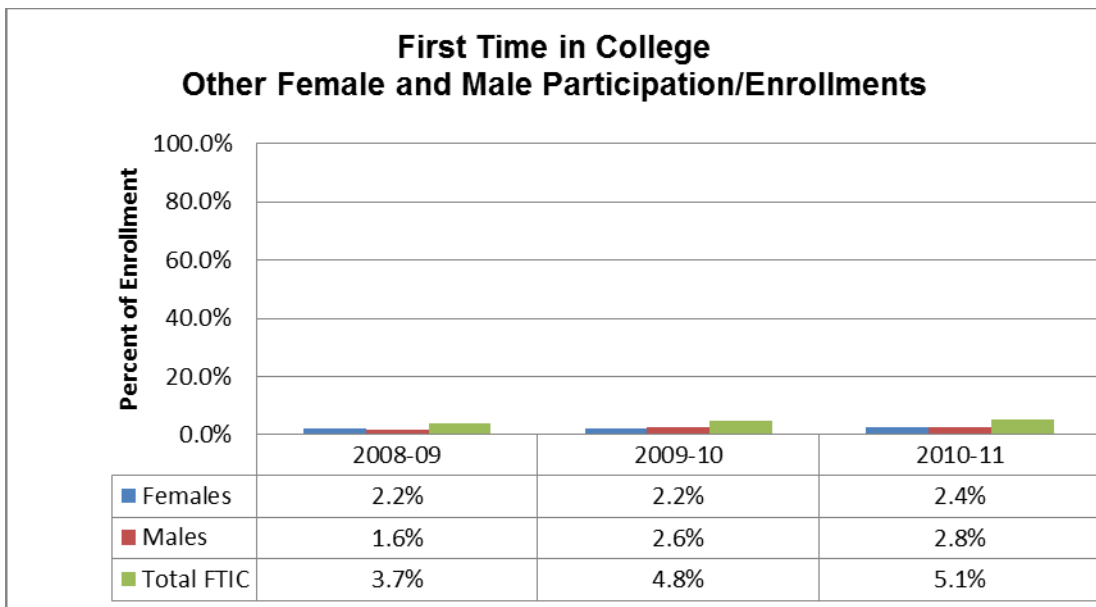
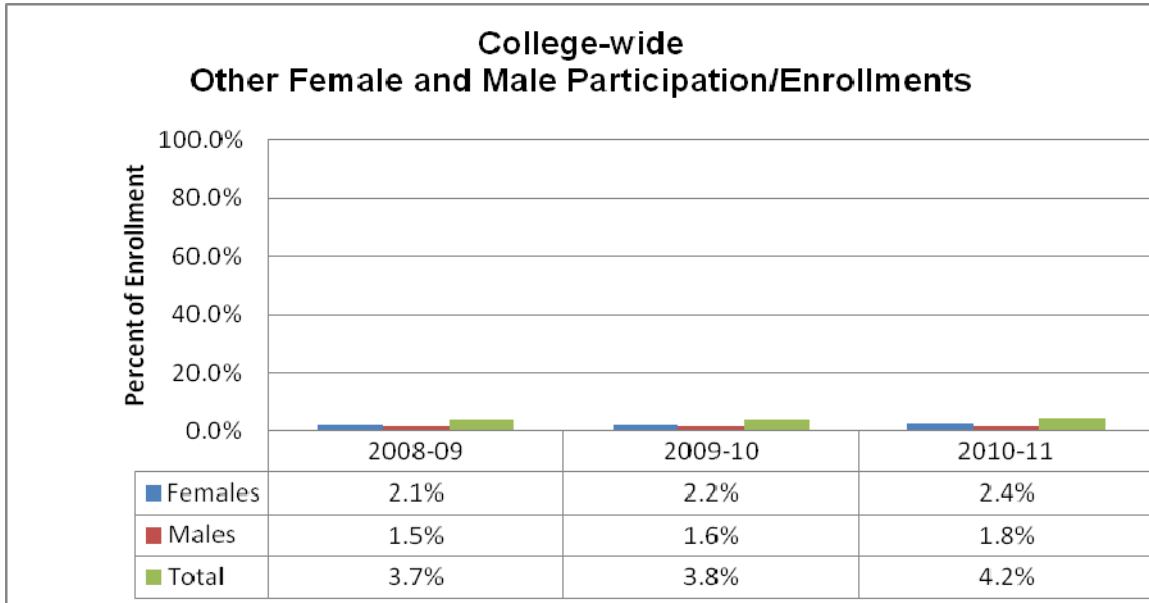
Hispanic student enrollment by gender, overall and FTIC



Hispanic student enrollment by gender, overall and FTIC percent point difference					
	2009-10 vs. 2008-09	2010-11 vs. 2009-10		2009-10 vs. 2008-09	2010-11 vs. 2009-10
FTIC			Overall		
Females	1.0%	0.6%	Females	0.4%	0.7%
Males	0.7%	0.8%	Males	0.1%	0.4%
Total FTIC	1.7%	1.3%	Total Overall	0.5%	1.1%

The overall participation of Hispanic students increased across the past three years from 6.4% to 8.0%. The representation Hispanic FTIC students increased from 7.7% to 10.7%.

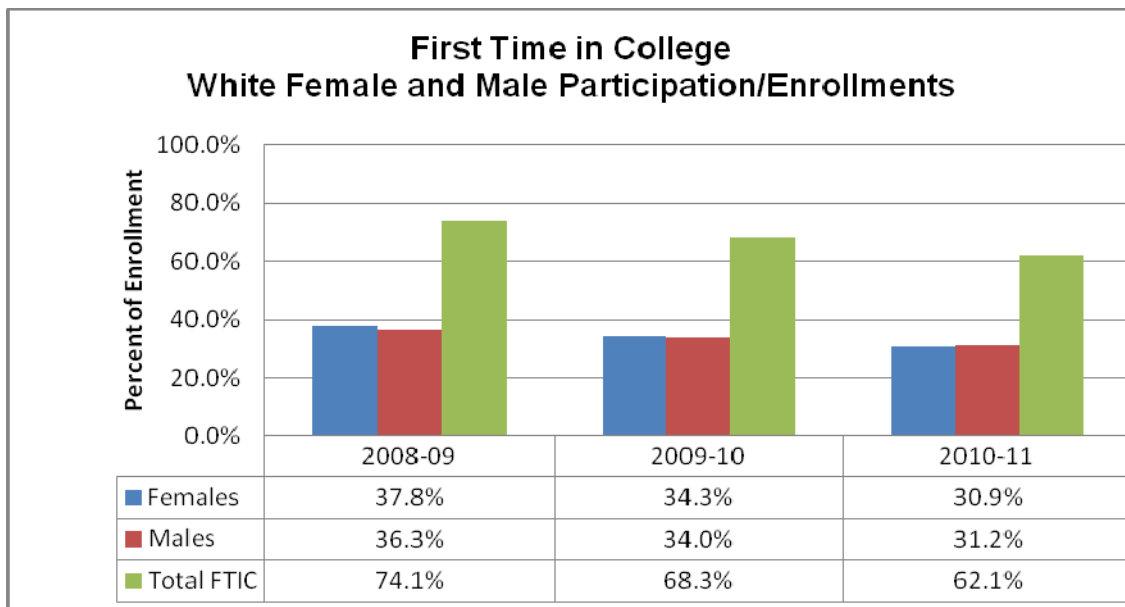
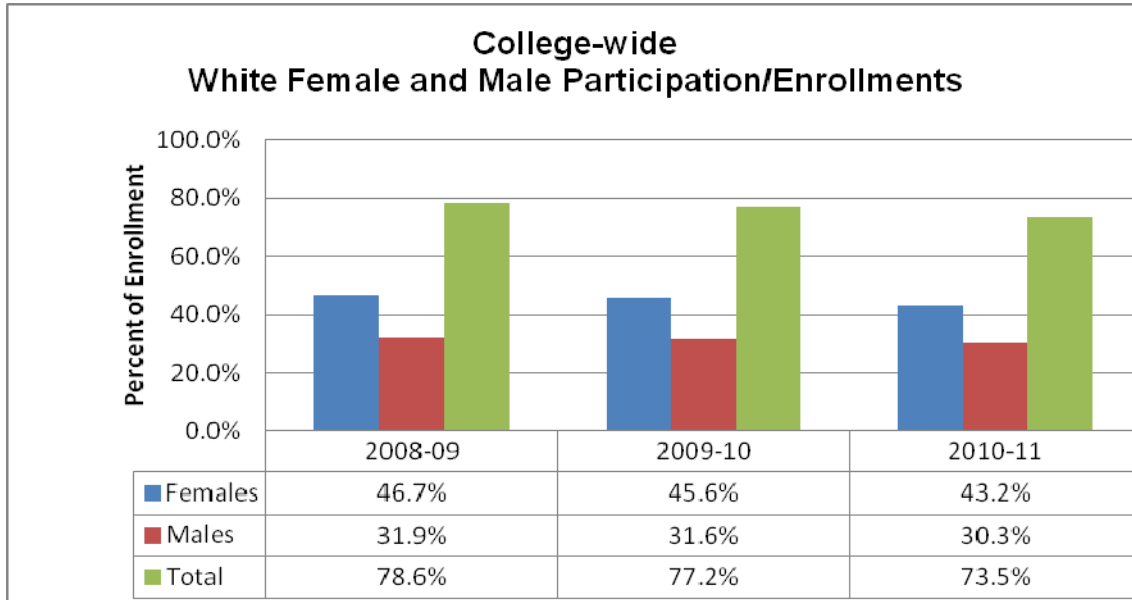
Other student enrollment by gender, overall and FTIC



Other student enrollment by gender, overall and FTIC percent point difference					
	2009-10 vs. 2008-09	2010-11 vs. 2009-10		2009-10 vs. 2008-09	2010-11 vs. 2009-10
FTIC			Overall		
Females	0.0%	0.2%	Females	0.0%	0.2%
Males	1.0%	0.2%	Males	0.1%	0.2%
Total FTIC	1.0%	0.4%	Total Overall	0.1%	0.4%

The overall participation of “other” students increased across the past three years from 3.7% to 4.2%. Representation of “other” FTIC students increased from 3.7% to 5.1%.

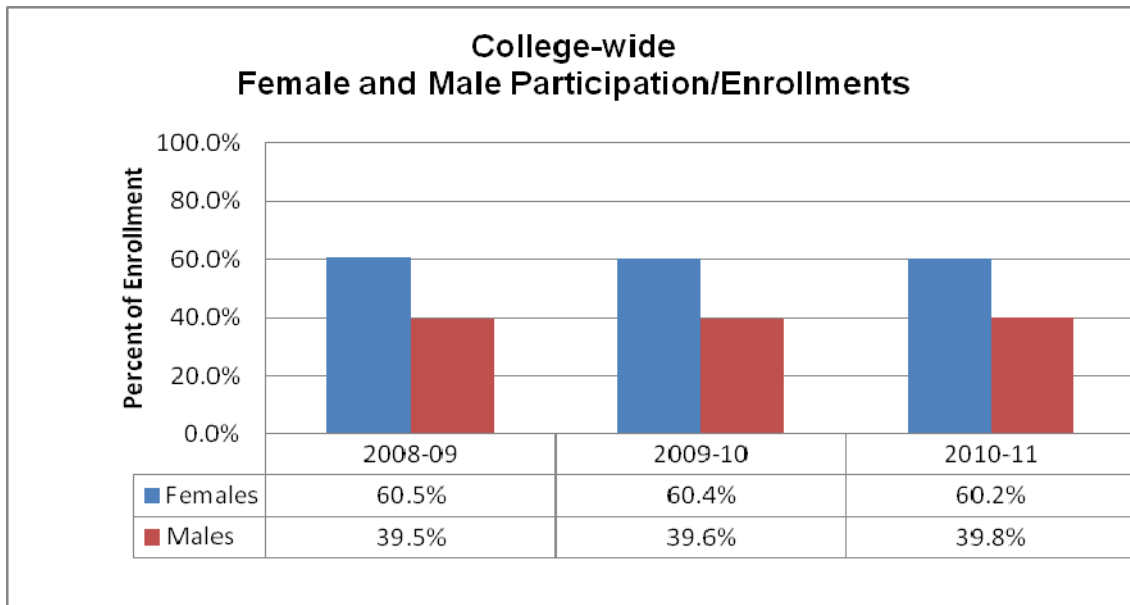
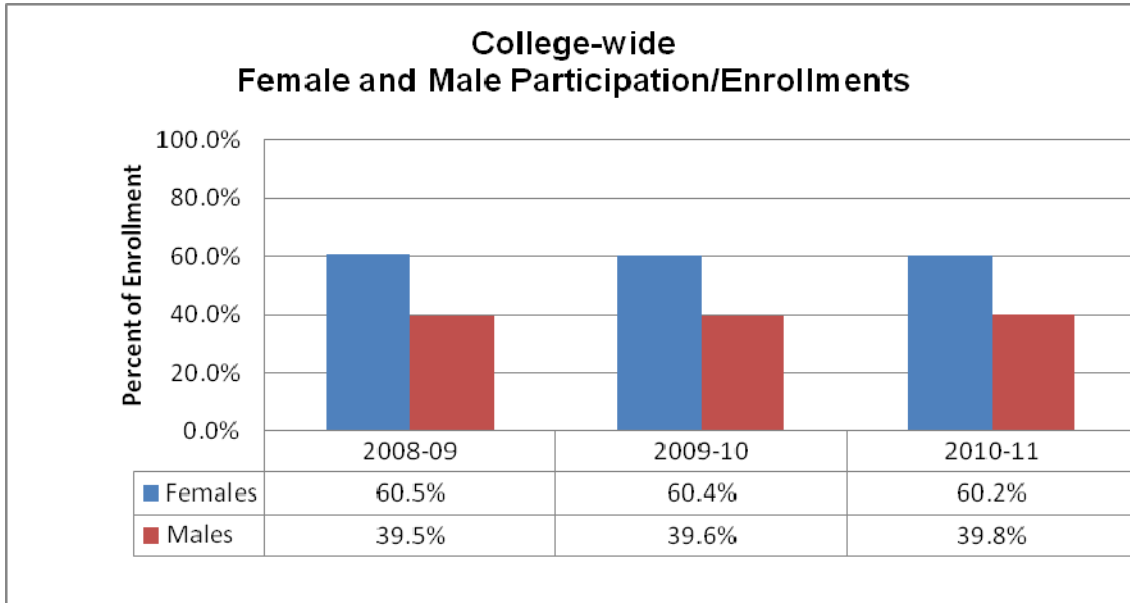
White student enrollment by gender, overall and FTIC



White student enrollment by gender, overall and FTIC percent point difference					
	2009-10 vs. 2008-09	2010-11 vs. 2009-10		2009-10 vs. 2008-09	2010-11 vs. 2009-10
FTIC			Overall		
Females	-3.4%	-3.4%	Females	-1.1%	-2.4%
Males	-2.3%	-2.8%	Males	-0.3%	-1.3%
Total FTIC	-5.7%	-6.2%	Total Overall	-1.4%	-3.7%

The overall participation of white students consistently decreased across the past three years from 78.6% to 73.5%. Representation of white FTIC students decreased from 74.1% to 62.1% during the same period.

College-wide enrollment by gender, overall and FTIC



All student enrollment by gender, overall and FTIC percent point difference						
FTIC	2009-10 vs. 2008-09	2010-11 vs. 2009-10		Overall	2009-10 vs. 2008-09	2010-11 vs. 2009-10
Females	-0.4%	-0.1%		Females	-0.2%	-0.2%
Males	0.4%	0.1%		Males	0.2%	0.2%

The percentage of women represented in enrollment remained constant at 60% across the past three years.

2. Achievement of goals:

Based on goals from previous equity reports, identify areas where goals set by the College were achieved. A table is provided to use as appropriate.

1. The College will continue its recruitment efforts to increase the enrollment of the first-time-in-college male student population.

Progress: The enrollment of FTIC male students increased each year across the three year period, 2008-09 to 2010-11, from 2,177 to 2,202 to 2,691.

2. The College will continue its recruitment efforts to increase the enrollment of the FTIC minority population.

Progress: The percent enrollment of FTIC minority students (not white) enrolled increased from 31.7% to 37.9%.

Modified goals

1. The College will continue its recruitment efforts to increase the enrollment of FTIC male student population.
2. The College will continue its recruitment efforts to in increase the enrollment of the FTIC minority population.

3. Methods and Strategies

List the methods and strategies to be used by the college to increase enrollments and achieve goals. If a particular strategy has been successful, note the success and plans to continue the strategy. If the method or strategy is targeted toward a particular group of students, provide relevant information, such as name of the project, targeted group, goals and timeframe for achieving stated goals.

Strategies that have been successful and plans to continue them:

1. The College continues to refine the registration process for the Fall and Spring terms, and promote the early completion of the Federal Financial Aid application. The staff in the Financial Aid department has expanded financial aid and budget workshops to include classroom, community and high school classroom visits, to help students and their parents understand and complete the application for Pell grants and loans.

New methods and strategies to increase enrollment and achieve goals:

1. The College will seek to expand the Women on the Way (WOW) program to other campus sites by 2012-13.

2. The College is expanding its partnership with the county school system to support high schools that are falling behind. Examples of some of the collaborative initiatives are:
 - Career days involving SPC staff and high school staff
 - Administration of the College Placement Test
 - Campus visits and tours of special programs
 - Support readiness; administer the Post-Secondary Educational Readiness Test (PERT) to 11th graders
3. The College will target businesses and organizations to present special programs and learning opportunities to attract their employees to the College.
4. The College will increase educational activities with its newly formed partnership with Cornerstone Solutions Inc., a U.S. Department of Labor Job Corps service contractor, to help the Job Corps student’s transition into College.
5. Continue the Black male retention initiative.
6. Improve the college marketing plan.

B. Student Completions (college degree and certificate programs)

This year’s report evaluates degree and certificate completions from 2008-09 to 2010-11 by race, gender, disability, and minority limited-English-language skills of students achieving A.A. Degrees, A.S. Degrees, or Certificates of Completions (Career Technology, PSAV). A.A.S. Degrees are included in the data for A.A. Degrees. The college should evaluate the completion trends and establish goals that it determines are appropriate for increasing completions of underrepresented students in 2011/12 through 2012/13.

Charts reflecting Program Completions by AA and AS Degrees and by Certificates

Florida College System

College: St. Petersburg

Student Participation/Completions

Race: Black		AA Degrees			AS Degrees			Certificates		
		Num	Total	%	Num	Total	%	Num	Total	%
Gender	Rpt Year									
Female	2008-09	118	1,999	5.90	56	755	7.42	24	584	4.11
	2009-10	147	2,305	6.38	60	809	7.42	23	623	3.69
	2010-11	170	2,434	6.98	70	874	8.01	18	604	2.98
Male	2008-09	44	1,999	2.20	16	755	2.12	24	584	4.11
	2009-10	37	2,305	1.61	18	809	2.22	27	623	4.33
	2010-11	61	2,434	2.51	15	874	1.72	16	604	2.65
Total	2008-09	162	1,999	8.10	72	755	9.54	48	584	8.22
	2009-10	184	2,305	7.98	78	809	9.64	50	623	8.03
	2010-11	231	2,434	9.49	85	874	9.73	34	604	5.63

CCTCMIS = CCEE0192 02/10/2012 11:31:18 Source: AA1A2009, AA1A2010, AA1A2011

DOE collection years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring of 2010).

Total completions are reflected for each Degree/Certificate category including the white populations, but excluding non-resident aliens, unknown race, unknown gender, or unknown citizenship. Provide data for each of the reporting years requested above, beginning summer, continuing through fall, and ending in the spring.

2012 data is not available. LEP = Limited English Proficiency and DIS = Disabled

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Florida College System

College: St. Petersburg

Student Participation/Completions

Race: Hispanic		AA Degrees			AS Degrees			Certificates		
		Num	Total	%	Num	Total	%	Num	Total	%
Gender	Rpt Year									
Female	2008-09	77	1,999	3.85	30	755	3.97	15	584	2.57
	2009-10	90	2,305	3.90	35	809	4.33	19	623	3.05
	2010-11	98	2,434	4.03	34	874	3.89	14	604	2.32
Male	2008-09	43	1,999	2.15	7	755	0.93	23	584	3.94
	2009-10	45	2,305	1.95	10	809	1.24	22	623	3.53
	2010-11	56	2,434	2.30	18	874	2.06	33	604	5.46
Total	2008-09	120	1,999	6.00	37	755	4.90	38	584	6.51
	2009-10	135	2,305	5.86	45	809	5.56	41	623	6.58
	2010-11	154	2,434	6.33	52	874	5.95	47	604	7.78

CCTCMIS = CCEE0192 02/10/2012 11:31:18 Source: AA1A2009, AA1A2010, AA1A2011

DOE collection years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring of 2010).

Total completions are reflected for each Degree/Certificate category including the white populations, but excluding non-resident aliens, unknown race, unknown gender, or unknown citizenship. Provide data for each of the reporting years requested above, beginning summer, continuing through fall, and ending in the spring.

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Florida College System

College: St. Petersburg

Student Participation/Completions

Race: Other		AA Degrees			AS Degrees			Certificates		
		Num	Total	%	Num	Total	%	Num	Total	%
Gender	Rpt Year									
Female	2008-09	44	1,999	2.20	22	755	2.91	5	584	0.86
	2009-10	56	2,305	2.43	24	809	2.97	8	623	1.28
	2010-11	51	2,434	2.10	21	874	2.40	9	604	1.49
Male	2008-09	37	1,999	1.85	8	755	1.06	10	584	1.71
	2009-10	32	2,305	1.39	14	809	1.73	8	623	1.28
	2010-11	29	2,434	1.19	9	874	1.03	11	604	1.82
Total	2008-09	81	1,999	4.05	30	755	3.97	15	584	2.57
	2009-10	88	2,305	3.82	38	809	4.70	16	623	2.57
	2010-11	80	2,434	3.29	30	874	3.43	20	604	3.31

CCTCMIS = CCEE0192 02/10/2012 11:31:18 Source: AA1A2009, AA1A2010, AA1A2011

DOE collection years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring of 2010).

Total completions are reflected for each Degree/Certificate category including the white populations, but excluding non-resident aliens, unknown race, unknown gender, or unknown citizenship. Provide data for each of the reporting years requested above, beginning summer, continuing through fall, and ending in the spring.

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College: St. Petersburg

Student Participation/Completions

Race: White		AA Degrees			AS Degrees			Certificates		
		Num	Total	%	Num	Total	%	Num	Total	%
Gender	Rpt Year									
Female	2008-09	1,010	1,999	50.53	437	755	57.88	187	584	32.02
	2009-10	1,148	2,305	49.80	468	809	57.85	216	623	34.67
	2010-11	1,203	2,434	49.42	515	874	58.92	212	604	35.10
Male	2008-09	626	1,999	31.32	179	755	23.71	296	584	50.68
	2009-10	750	2,305	32.54	180	809	22.25	300	623	48.15
	2010-11	766	2,434	31.47	192	874	21.97	291	604	48.18
Total	2008-09	1,636	1,999	81.84	616	755	81.59	483	584	82.71
	2009-10	1,898	2,305	82.34	648	809	80.10	516	623	82.83
	2010-11	1,969	2,434	80.90	707	874	80.89	503	604	83.28

CCTCMIS = CCEE0192 02/10/2012 11:31:18 Source: AA1A2009, AA1A2010, AA1A2011

DOE collection years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring of 2010).

Total completions are reflected for each Degree/Certificate category including the white populations, but excluding non-resident aliens, unknown race, unknown gender, or unknown citizenship. Provide data for each of the reporting years requested above, beginning summer, continuing through fall, and ending in the spring.

2012 data is not available. LEP = Limited English Proficiency and DIS = Disabled

Florida College System

College: St. Petersburg

Student Participation/Completions

Race: All		AA Degrees			AS Degrees			Certificates		
		Num	Total	%	Num	Total	%	Num	Total	%
Gender	Rpt Year									
Female	2008-09	1,249	1,999	62.48	545	755	72.19	231	584	39.55
	2009-10	1,441	2,305	62.52	587	809	72.56	266	623	42.70
	2010-11	1,522	2,434	62.53	640	874	73.23	253	604	41.89
Male	2008-09	750	1,999	37.52	210	755	27.81	353	584	60.45
	2009-10	864	2,305	37.48	222	809	27.44	357	623	57.30
	2010-11	912	2,434	37.47	234	874	26.77	351	604	58.11
Total	2008-09	1,999	1,999	100.00	755	755	100.00	584	584	100.00
	2009-10	2,305	2,305	100.00	809	809	100.00	623	623	100.00
	2010-11	2,434	2,434	100.00	874	874	100.00	604	604	100.00

CCTCMIS = CCEE0192 02/10/2012 11:31:18 Source: AA1A2009, AA1A2010, AA1A2011

DOE collection years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring of 2010).

Total completions are reflected for each Degree/Certificate category including the white populations, but excluding non-resident aliens, unknown race, unknown gender, or unknown citizenship. Provide data for each of the reporting years requested above, beginning summer, continuing through fall, and ending in the spring.

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College: St. Petersburg

Student Participation/Completions

		AA Degrees		AS Degrees		Certificates	
		LEP	DIS	LEP	DIS	LEP	DIS
Gender	Rpt Year						
Female	2008-09	30	27	14	12	7	2
	2009-10	30	43	17	33	7	8
	2010-11	33	59	20	47	8	6
Male	2008-09	20	29	1	8	5	5
	2009-10	21	37	6	8	8	7
	2010-11	18	34	7	14	6	5
Total (ALL)	Rpt Year						
	2008-09	50	56	15	20	12	7
	2009-10	51	80	23	41	15	15
	2010-11	51	93	27	61	14	11

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DOE collection years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring of 2010).

Total completions are reflected for each Degree/Certificate category including the white populations, but excluding non-resident aliens, unknown race, unknown gender, or unknown citizenship. Provide data for each of the reporting years requested above, beginning summer, continuing through fall, and ending in the spring.

2012 data is not available. LEP = Limited English Proficiency and DIS = Disabled

1. Program Analysis

Identify areas of disproportionate program completions of students of a particular race, sex, handicap, or national origin minority having limited-English-language skills. Comparisons could include variances in the rates of increases/decreases over the last three years or other notable variances.

The number of program completers increased 12.0% in 2009-10 and almost five percent (4.7%) in 2010-11 when compared to prior year data. The distribution across programs changed showing more students earning degrees.

All Completers				
Year	Total	AA Degrees	AS Degrees	Certificates
2008-09	3,338	59.9%	22.6%	17.5%
2009-10	3,737	61.7%	21.6%	16.7%
2010-11	3,912	62.2%	22.3%	15.4%

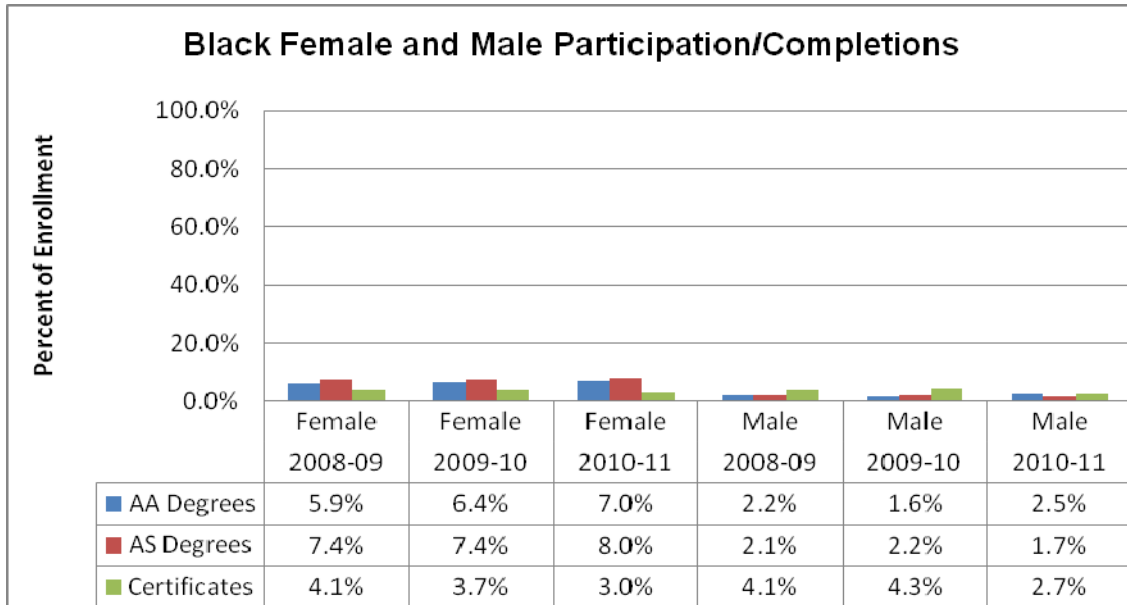
Students with self-reported disabilities increased with more students in this group focusing on vocational programs in recent years.

Completers with Disabilities				
Year	Total	AA Degrees	AS Degrees	Certificates
2008-09	83	67.5%	24.1%	8.4%
2009-10	136	58.8%	30.1%	11.0%
2010-11	165	56.4%	37.0%	6.7%

Completion by Ethnicity and Gender

The following graphics present trends in degree and certificate completions by ethnicity and gender classifications for the past three years. Completions are compared to the total number by type for all ethnic and gender classifications.

Black student degree/certification completions by gender and overall

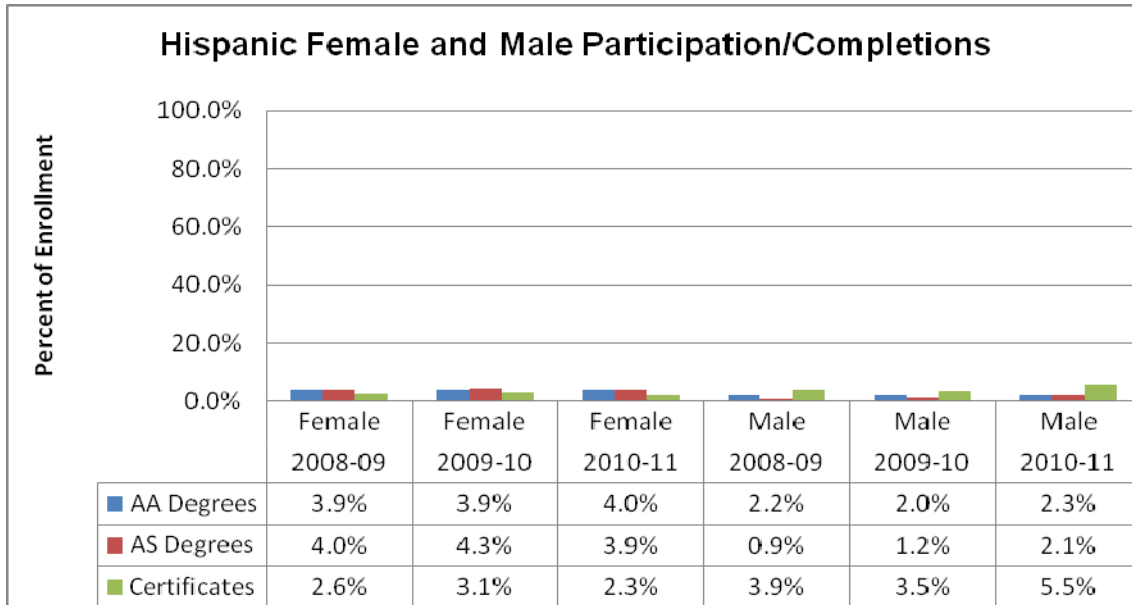


Black Completion Analysis – Percentage Increase/Decrease – Prior to Current year						
Gender	AA Degrees		AS Degrees		Certificates	
	2009-10 vs. 2008-09	2010-11 vs. 2009-10	2009-10 vs. 2008-09	2010-11 vs. 2009-10	2009-10 vs. 2008-09	2010-11 vs. 2009-10
	Females	0.5%	0.6%	0.0%	0.6%	-0.4%
Males	-0.6%	0.9%	0.1%	-0.5%	0.2%	-1.7%
Total	-0.1%	1.5%	0.1%	0.1%	-0.2%	-2.4%

Across the past three years, the percentage of Black women completing AA and AS degrees (among the overall population of completers) increased while the percentage completing certificates decreased.

The representation of Black women and men among degree completers was less than the representation Black students in the enrolled population.

Hispanic student degree/certification completions by gender and overall

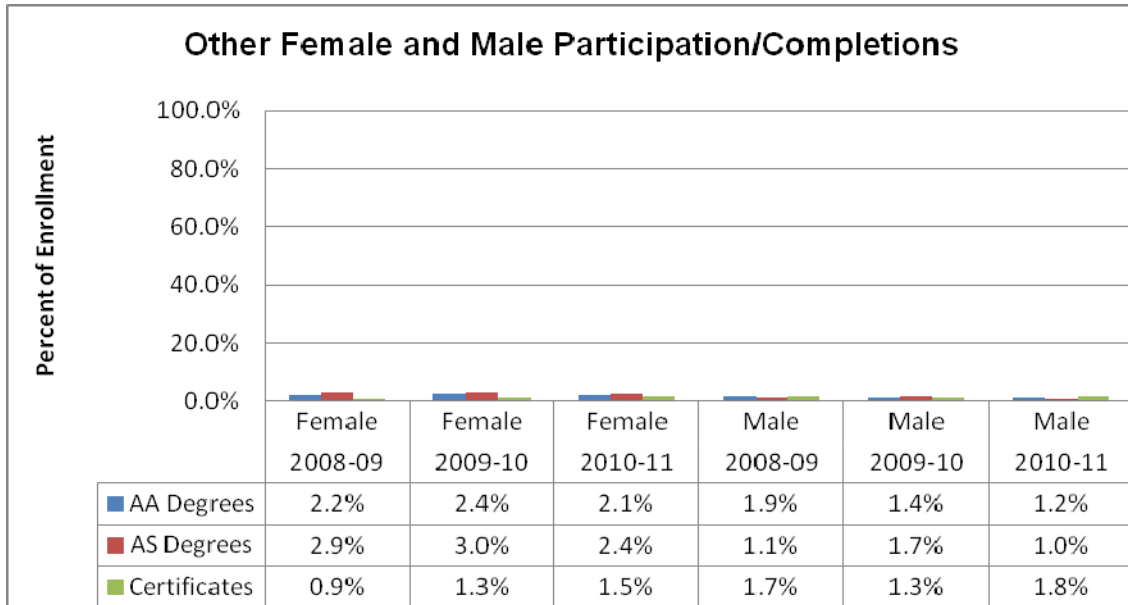


Hispanic Completion Analysis – Percentage Increase/Decrease – Prior to Current year						
Gender	AA Degrees		AS Degrees		Certificates	
	2009-10 vs. 2008-09	2010-11 vs. 2009-10	2009-10 vs. 2008-09	2010-11 vs. 2009-10	2009-10 vs. 2008-09	2010-11 vs. 2009-10
	Females	0.1%	0.1%	0.4%	-0.4%	0.5%
Males	-0.2%	0.4%	0.3%	0.8%	-0.4%	1.9%
Total	-0.1%	0.5%	0.7%	0.4%	0.1%	1.2%

Across the past three years, the percentage of Hispanic men completing AA, AS, and certificates increased.

The representation of Hispanic women and men among degree completers was less than the representation Hispanic students in the enrolled population.

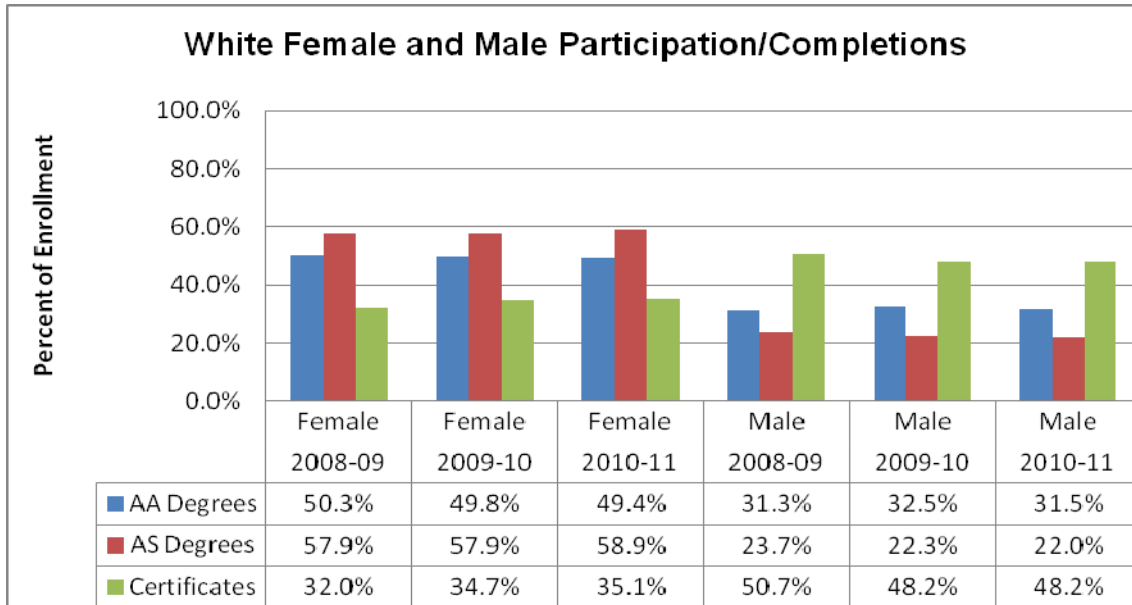
Other student degree/certification completions by gender and overall



Other Completion Analysis – Percentage Increase/Decrease – Prior to Current year						
Gender	AA Degrees		AS Degrees		Certificates	
	2009-10 vs. 2008-09	2010-11 vs. 2009-10	2009-10 vs. 2008-09	2010-11 vs. 2009-10	2009-10 vs. 2008-09	2010-11 vs. 2009-10
	Females	0.2%	-0.3%	0.1%	-0.6%	0.4%
Males	-0.5%	-0.2%	0.7%	-0.7%	-0.4%	0.5%
Total	-0.2%	-0.5%	0.7%	-1.3%	0.0%	0.7%

Little change was noted in rates of degree completion among “Other” students.

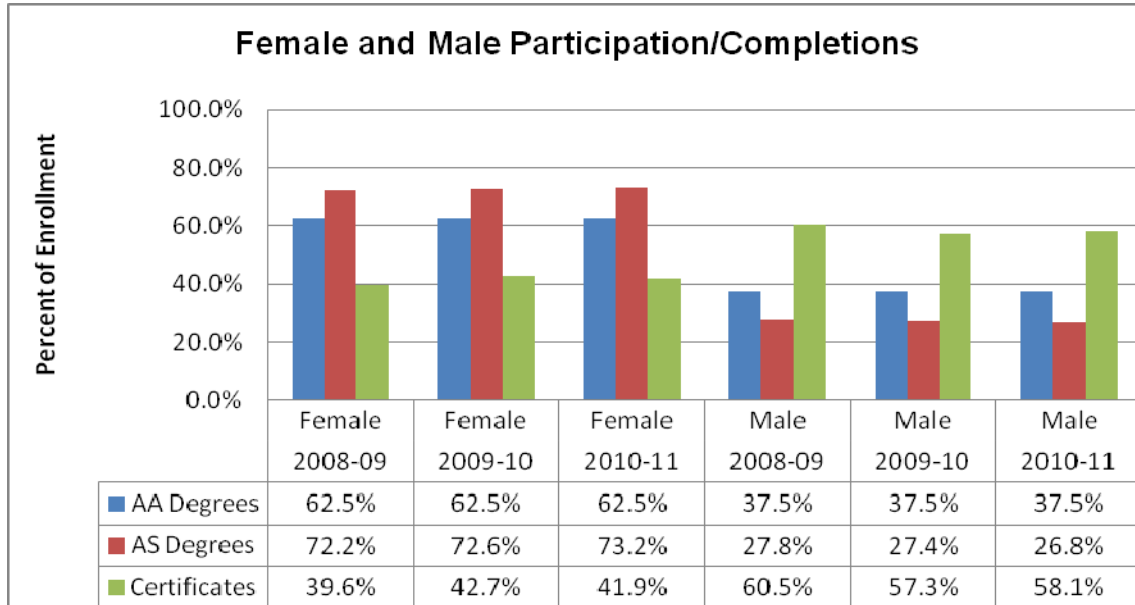
White student degree/certification completions by gender and overall



White Completion Analysis – Percentage Increase/Decrease – Prior to Current year						
Gender	AA Degrees		AS Degrees		Certificates	
	2009-10 vs. 2008-09	2010-11 vs. 2009-10	2009-10 vs. 2008-09	2010-11 vs. 2009-10	2009-10 vs. 2008-09	2010-11 vs. 2009-10
	Females	-0.5%	-0.4%	0.0%	1.1%	2.7%
Males	1.2%	-1.1%	-1.5%	-0.3%	-2.5%	0.0%
Total	0.5%	-1.4%	-1.5%	0.8%	0.1%	0.4%

Little change was noted in rates of degree completion among White students.

All student degree/certification completions by gender and overall



All Completion Analysis – Percentage Increase/Decrease – Prior to Current year						
Gender	AA Degrees		AS Degrees		Certificates	
	2009-10 vs. 2008-09	2010-11 vs. 2009-10	2009-10 vs. 2008-09	2010-11 vs. 2009-10	2009-10 vs. 2008-09	2010-11 vs. 2009-10
Females	0.0%	0.0%	0.4%	0.7%	3.2%	-0.8%
Males	0.0%	0.0%	-0.4%	-0.7%	-3.2%	0.8%

Little change was noted in rates of degree completion among women.

2. Achievement of goals:

Based on the data, modify goals as necessary.

1. Black students: Increase the number of AA degree completions to 200 by 2013, which is approximately 10% more than the number of current year’s completers.

Progress: The number of AA degree completions by Black students increased from 184 in 2009-10 to 231 in 2010-11.

2. Black students: Increase the number AS Degree completions to 90 by 2013, which is approximately 10% more than the number of current year’s completers.

Progress: Although there were modest gains for AS degree completion (2008-09, 9.6% to 2010-11, 9.7%), the overall completers in this category did not meet the goal of 90

The table below presents the number of Black completers in the three award categories across three years.

Black students – Degree/Certificate completions 2008-09 to 2010-11				
Year	Gender	AA Degrees	AS Degrees	Certificates
2008-09	Female	118	56	24
2009-10	Female	147	60	23
2010-11	Female	170	70	18
2008-09	Male	44	16	24
2009-10	Male	37	18	27
2010-11	Male	61	15	16
2008-09	Total	162	72	48
2009-10	Total	184	78	50
2010-11	Total	231	85	34

3. Hispanic students: Increase the number of AA Degree completions to 150 by 2013, which is approximately 10% more than the number of current year’s completers..

Progress: The number of AA degree completions by Hispanic students increased from 135 in 2009-10 to 154 in 2010-11.

4. Hispanic students: Increase the number AS Degree completions to 50 by 2013, which is approximately 10% more than the number of current year’s completers.

Progress: The current AS Degree completion participation has been increasing (2008-09, 4.9% to 2010-11, 5.6%), the overall completers in this category has met its goal of 50.

The following table presents the number of Hispanic completers in the three award categories across the past three years.

Hispanic students – Degree/Certificate completions 2008-09 to 2010-11				
Year	Gender	AA Degrees	AS Degrees	Certificates
2008-09	Female	77	30	15
2009-10	Female	90	35	19
2010-11	Female	98	34	14
2008-09	Male	43	7	23
2009-10	Male	45	10	22
2010-11	Male	56	18	33
2008-09	Total	120	37	38
2009-10	Total	135	45	41
2010-11	Total	154	52	47

Modified goals:

1. Black students: Increase the number of Black students completing an AA degree to 254 by 2013.
2. Hispanic students: Increase the number of Hispanic students completing an AA degree to 170 by 2013.

3. Methods and Strategies:

List the methods and strategies used by the college to increase completions and achieve goals. If a particular strategy has been successful, note the success and plans to continue the strategy. If the method or strategy is targeted toward a particular group of students, provide relevant information, such as name of the project/program, targeted group, goals and timeframe for achieving stated goals.

- Expand informational career workshops and seminars to assist students who want to clarify a career path that is aligned with coursework.
- Expand certificate program offerings that are abbreviated to reduce term enrollment, so students can accelerate securing employment.
- Conduct scholarship workshops to assist students in learning how to take advantage of financial opportunities to support their ability to persist in college.
- Student Life Plan Project_- St. Petersburg College has always been student-centered. However, the college realizes that it must do a better job of ensuring that each student experiences the type of success that ultimately will lead to a better job and a higher standard of living. SPC believes students should have individualized life plans so they know where they are, where they are headed and what it will take to get there. The College intends to help students form their life plans. At SPC, there are already a number of programs and procedures in place that benefit students. But can the College do better? SPC is currently studying how to improve graduation rates and reduce the number of “W”, or unsuccessful grades, students receive. The College is in the process of developing stronger support systems to guide students toward a

successful academic performance and refine our initiatives to better align available resources with student needs. SPC is also studying grading scales, plans and programs that are already in place and look for options that might lead to greater outcomes. In addition, students will need to take more responsibility for their own success and the College intends to provide support and training to help them do this. The Student Life Plan committee is already in place and meetings have been scheduled throughout the year. A final plan will be prepared by May 2012 and will be implemented by January 2013.

- The College Experience at St. Petersburg College - “The pressure is on community colleges to again make the United States the No. 1 producer of workers with professional credentials in the global market.” (Dorsey, 2011) To that end, community colleges must embrace a framework of accountability for the full range of services, processes and support programs provided to students. An intentional review and data-driven improvement plan in these areas would result in increased student through-put and success rates. With the overarching goal of student success and achievement, SPC is deliberately focusing on what students experience from application through graduation. Led by the campus Provosts, and supported by district and campus staff, The College Experience includes all processes/systems, activities and programs that support, nurture and impact student success from inquiry through graduation. Since January 2011, the focus has been student services and processes, a student-learning plan, facilities in advising areas, staff training, and mandatory on campus orientation. In addition, the College has put into place new innovations in the areas of student planner (registration enhancement), student involvement in decision making (student activities budget), an early alert/warning system and several other initiatives designed to help students succeed. Provosts are collaborating with district and other staff to establish goals that influence The College Experience for the Spring 2012 term. To accomplish these goals and improve the college experience, staff must take a different approach and redesign other student services and processes, as well as to develop and introduce new ones. This approach requires stakeholders to create effective processes that provide a clear path of navigation for students through services, programs and systems enabling them to earn their certificate, degree or other credentials according to their educational and career goals.
- Individualized Student Learning Plan – The Individualized Student Learning Plan project (ISLP) is one of five strategic project initiatives at St. Petersburg College under a larger values-based, student completion and success initiative called The College Experience.

The overall goal of the ISLP project is to:

Increase student graduation rates and progression towards graduation by implementing a completion-by-planning-and-design student progression model wherein advising coaches partner with students to complete an academic plan with and owned by the student. This model, together with other information and tools, is named herein as the Individualized Student Learning Plan (ISLP).

There are other related goals of the ISLP project, including:

- increasing the number of students completing a formal Academic Plan;
- providing students a more consolidated yet comprehensive, anytime-anywhere online access for viewing their career goal, academic plan, etc.; and

- improving the readiness and efficiency of out-of-classroom support staff as well as faculty in supporting our students in their success and goal for reaching graduation. See the complete description of the ISLP Project Plan, dated 11-29-11, on the Provost Council SharePoint site in the ISLP folder.

At present, the SPC Individualized Student Learning Plan (ISLP) is viewed as being more holistic in design in that it will be the core online access point through which certain requirements of the Student Life Plan Project will be delivered. Among those requirements being viewed are: student information, academic plan options for prescriptive and non-prescriptive models, course or credit hour limitations, student progression tracking (on-track or off-track), and integration in some form (links, tabs, messaging, etc.) into Career Assessment, the Early Alert, and student life issues that will be delivered to and viewable by SPC students, faculty and staff.

Based on the early research results and the review of My Learning Plan 2.0, further research, review and changes will be made to strengthen the tool and achieve the optimum learning plan process for our students.

- Face-to-Face Orientation – Last year, a face-to-face orientation college-wide pilot for new degree or certificate seeking students who score in two or more areas of development courses was implemented. Students from this population who met the above criteria were contacted and informed that they must attend a face-to-face orientation session. The intended outcomes for the face-to-face orientation included that students have:
 - An understanding of SPC's academic programs ;
 - An understanding of behaviors which contribute to his/her academic success;
 - An understanding of how to use the MySPC Portal, ANGEL, and the Student Email system.
 - A thorough understanding of how to obtain as well as maintain financial assistance throughout their post-secondary educational endeavors and the importance of doing so.
 - An awareness of the availability of assistive college-based resources offered to engage the student, enhance the student's experience, and empower the student for academic success.

The plan for this year is that the pilot will be extended to included students who test into any developmental areas.

- Credit Hour Commitment Model – The objectives of the Credit Hour Commitment Model are to ensure that students have the appropriate expectation for the amount of time required for each class, and to establish a common metric that can be applied to all courses regardless of modality and schedule pattern.

The proposed Credit Hour Commitment Model is to:

- *Ensure students understand the amount of time required for each credit/class,*
- *Demonstrate our consensus on a credit hour metric consistent across instructional modalities,*
- *Preserve the role of faculty in defining high quality and time efficient courses and programs, and*
- *Ensure institutional integrity consistent with Title IV expectations.*

Future development will include a web-based Life/School Balance calculator to assist students in selecting the 'right' class schedule combination based on other life responsibilities such as family and work.

- Out-of-Classroom Support - Out- of-classroom support for student learning is predominantly achieved through SPC libraries, including all electronic materials, and the various tutoring centers located on six campuses as well as Smarthinking, an online tutoring service offered to all students as a link in ANGEL.

C. Student Retention by Race and Gender

The College 2011-12 Update Report should include analysis of data and identification of methods and strategies used by the college to increase persistence and retention of FTIC students. Data is provided for full-time and part-time students by race and gender for two years' comparisons; Fall 2009-10 FTIC students returning Fall 2010-11 and Fall 2010-11 FTIC students returning Fall 2011-12.

Charts on following pages

St. Petersburg College, Annual Equity Update, 2011-12

Florida College System

College: St. Petersburg

Full-Time Student Retention (FTIC)2010-11 Fall Beginning-of-Term to 2011-12 Fall Beginning-of-Term

	Non-Resident Alien		Black		American Indian or Alaskan Native		Asian		Hispanic		White		Unknown/Not Reported		All Students		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
FTIC Num.	6	9	142	191	7	5	49	37	95	137	717	790	47	57	1,063	1,226	2,289
% Retained	2	4	77	129	4	4	36	31	64	104	490	591	35	37	708	900	1,608
% Retained	33	44	54	68	57	80	73	84	67	76	68	75	74	65	67	73	70

CCTCMIS - Retention 02/10/2012 11:45:51

Preliminary Student Data Base 2010-11 Fall Beginning-of-Term - IPEDS Fall 2010 FTIC Degree/Certificate Seeking Students. Preliminary Student Data Base 2011-12 Fall Beginning-of-Term - IPEDS Fall Enrollment

Florida College System

College: St. Petersburg

Full-Time Student Retention (FTIC)2009-10 Fall Beginning-of-Term to 2010-11 Fall Beginning-of-Term

	Non-Resident Alien		Black		American Indian or Alaskan Native		Asian		Hispanic		White		Unknown/Not Reported		All Students		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
FTIC Num.	11	11	91	128	6	4	53	44	73	117	698	732	194	216	1,126	1,252	2,378
% Retained	7	4	63	102	4	3	42	35	47	89	472	561	131	168	766	962	1,728
% Retained	64	36	69	80	67	75	79	80	64	76	68	77	68	78	68	77	73

CCTCMIS - Retention 02/10/2012 11:45:51

Preliminary Student Data Base 2009-10 Fall Beginning-of-Term - IPEDS Fall 2009 FTIC Degree/Certificate Seeking Students. Preliminary Student Data Base 2010-11 Fall Beginning-of-Term - IPEDS Fall Enrollment

1. Identify areas by race and gender where the retention rates have not improved from the previous year.

The tables below show the percentage point differences comparing one year to the prior year percentages. Areas that did not improve are highlighted.

Full-time			
Gender	Race	2009-10	2010-11
Male	Non-Resident	64.0%	33.0%
Male	Black	69.0%	54.0%
Male	American Indian	67.0%	57.0%
Male	Asian	79.0%	73.0%
Male	Hispanic	64.0%	67.0%
Male	White	68.0%	68.0%
Male	Unknown/Not Reported	68.0%	74.0%

Full-time			
Gender	Race	2009-10	2010-11
Female	Non-Resident	36.0%	44.0%
Female	Black	80.0%	68.0%
Female	American Indian	75.0%	80.0%
Female	Asian	80.0%	84.0%
Female	Hispanic	76.0%	76.0%
Female	White	77.0%	75.0%
Female	Unknown/Not Reported	78.0%	65.0%

Full-time			
Gender	Race	2009-10	2010-11
Male	All	68.0%	67.0%
Female	All	77.0%	73.0%
Total	All	73.0%	70.0%

2. Identify methods and strategies the college will implement in efforts to increase the retention rates.

- Continue the engagement of academic advisors as mentors to students enrolled in the Student Life Skills courses.
- Continue to facilitate classroom visits with FTIC and second semester students to remind them of the resources that are available to them.
- Present technology that is user-friendly and accessible to students so that they can navigate their enrollment and become an active participant in their college experience.

- Expand initiatives to support students who need additional resources and place to share their college experiences with peers and responsible College staff.
- Embark on the mentorship Course Initiative, an effort aimed at students who test into two or more college-prep courses that will require them to take SLS 1101 – The College Experience and SLS1126 - Mentoring Course. SLS 1126 faculty will serve as mentors to SLS student and will help personalize the college experience to ease the transition to college and foster academic success.
- Student Life Plan Project_- St. Petersburg College has always been student-centered. However, the college realizes that it must do a better job of ensuring that each student experiences the type of success that ultimately will lead to a better job and a higher standard of living. SPC believes students should have individualized life plans so they know where they are, where they are headed and what it will take to get there. The College intends to help students form their life plans. At SPC, there are already a number of programs and procedures in place that benefit students. But can the College do better? SPC is currently studying how to improve graduation rates and reduce the number of “W”, or unsuccessful grades, students receive. The College is in the process of developing stronger support systems to guide students toward a successful academic performance and refine our initiatives to better align available resources with student needs. SPC is also studying grading scales, plans and programs that are already in place and look for options that might lead to greater outcomes. In addition, students will need to take more responsibility for their own success and the College intends to provide support and training to help them do this. The Student Life Plan committee is already in place and meetings have been scheduled throughout the year. A final plan will be prepared by May 2012 and will be implemented by January 2013.
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Charts on following pages

St. Petersburg College, Annual Equity Update, 2011-12

Florida College System

College: St. Petersburg

Part-Time Student Retention (FTIC)2010-11 Fall Beginning-of-Term to 2011-12 Fall Beginning-of-Term

	Non-Resident Alien		Black		American Indian or Alaskan Native		Asian		Hispanic		White		Unknown/Not Reported		All Students		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
FTIC	2	0	168	369	2	4	22	26	102	105	616	651	74	73	986	1,228	2,214
Num. Retained	0	0	79	217	1	1	11	15	50	71	309	390	31	47	481	741	1,222
% Retained	0	0	47	59	50	25	50	58	49	68	50	60	42	64	49	60	55

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Preliminary Student Data Base 2010-11 Fall Beginning-of-Term - IPEDS Fall 2010 FTIC Degree/Certificate Seeking Students. Preliminary Student Data Base 2011-12 Fall Beginning-of-Term - IPEDS Fall Enrollment

Florida College System

College: St. Petersburg

Part-Time Student Retention (FTIC)2009-10 Fall Beginning-of-Term to 2010-11 Fall Beginning-of-Term

	Non-Resident Alien		Black		American Indian or Alaskan Native		Asian		Hispanic		White		Unknown/Not Reported		All Students		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
FTIC	0	1	113	190	4	4	32	25	56	71	532	569	155	169	892	1,029	1,921
Num. Retained	0	0	57	115	0	2	20	16	22	49	248	328	72	85	419	595	1,014
% Retained	0	0	50	61	0	50	63	64	39	69	47	58	46	50	47	58	53

CCTCMIS - Retention 02/10/2012 11:45:51

Preliminary Student Data Base 2009-10 Fall Beginning-of-Term - IPEDS Fall 2009 FTIC Degree/Certificate Seeking Students. Preliminary Student Data Base 2010-11 Fall Beginning-of-Term - IPEDS Fall Enrollment

3. Identify areas by race and gender where the retention rates have not improved from the previous year.

The tables below show the percentage point differences comparing one year to the prior year percentages. The areas that did not improve are highlighted.

Part-time			
Gender	Race	2009-10	2010-11
Male	Non-Resident	0.0%	0.0%
Male	Black	50.0%	47.0%
Male	American Indian	0.0%	50.0%
Male	Asian	63.0%	50.0%
Male	Hispanic	39.0%	49.0%
Male	White	47.0%	50.0%
Male	Unknown/Not Reported	46.0%	42.0%

Part-time			
Gender	Race	2009-10	2010-11
Female	Non-Resident	0.00%	0.00%
Female	Black	61.0%	59.0%
Female	American Indian	50.0%	25.0%
Female	Asian	64.0%	58.0%
Female	Hispanic	69.0%	68.0%
Female	White	58.0%	60.0%
Female	Unknown/Not Reported	50.0%	64.0%

Part-time			
Gender	Race	2009-10	2010-11
Male	All	47.0%	49.0%
Female	All	58.0%	60.0%
Total	All	53.0%	55.0%

4. Identify methods and strategies the college will implement in efforts to increase the retention rates.

- Continue to use academic advisors as mentors to students enrolled in the Student Life Skills courses.
- Continue to facilitate classroom visits with FTIC and second semester students to remind them of the resources that are available to them.
- Present technology that is user-friendly and accessible to students so that they can navigate their enrollment and become an active participant in their college experience.

- Expand initiatives to support students who need additional resources and place to share their college experiences with peers and responsible College staff.
- Embark on the mentorship Course Initiative, an effort aimed at students who test into two or more college-prep courses that will require them to take SLS 1101 – The College Experience and SLS1126 - Mentoring Course. SLS 1126 faculty will serve as mentors to SLS student and will help personalize the college experience to ease the transition to college and foster academic success.
- Student Life Plan Project_- St. Petersburg College has always been student-centered. However, the college realizes that it must do a better job of ensuring that each student experiences the type of success that ultimately will lead to a better job and a higher standard of living. SPC believes students should have individualized life plans so they know where they are, where they are headed and what it will take to get there. The College intends to help students form their life plans. At SPC, there are already a number of programs and procedures in place that benefit students. But can the College do better? SPC is currently studying how to improve graduation rates and reduce the number of “W”, or unsuccessful grades, students receive. The College is in the process of developing stronger support systems to guide students toward a successful academic performance and refine our initiatives to better align available resources with student needs. SPC is also studying grading scales, plans and programs that are already in place and look for options that might lead to greater outcomes. In addition, students will need to take more responsibility for their own success and the College intends to provide support and training to help them do this. The Student Life Plan committee is already in place and meetings have been scheduled throughout the year. A final plan will be prepared by May 2012 and will be implemented by January 2013.
- The College Experience at St. Petersburg College - “The pressure is on community colleges to again make the United States the No. 1 producer of workers with professional credentials in the global market.” (Dorsey, 2011) To that end, community colleges must embrace a framework of accountability for the full range of services, processes and support programs provided to students. An intentional review and data-driven improvement plan in these areas would result in increased student through-put and success rates. With the overarching goal of student success and achievement, SPC is deliberately focusing on what students experience from application through graduation. Led by the campus Provosts, and supported by district and campus staff, The College Experience includes all processes/systems, activities and programs that support, nurture and impact student success from inquiry through graduation. Since January 2011, the focus has been student services and processes, a student-learning plan, facilities in advising areas, staff training, and mandatory on campus orientation. In addition, the College has put into place new innovations in the areas of student planner (registration enhancement), student involvement in decision making (student activities budget), an early alert/warning system and several other initiatives designed to help students succeed. Provosts are collaborating with district and other staff to establish goals that influence The College Experience for the Spring 2012 term. To accomplish these goals and improve the college experience, staff must take a different approach and redesign other student services and processes, as well as to develop and introduce new ones. This approach requires stakeholders to create effective processes that provide a clear path of navigation for students through services, programs and systems enabling them to earn their certificate,

degree or other credentials according to their educational and career goals.

- Individualized Student Learning Plan – The Individualized Student Learning Plan project (ISLP) is one of five strategic project initiatives at St. Petersburg College under a larger values-based, student completion and success initiative called The College Experience.

The overall goal of the ISLP project is to:

Increase student graduation rates and progression towards graduation by implementing a completion-by-planning-and-design student progression model wherein advising coaches partner with students to complete an academic plan with and owned by the student. This model, together with other information and tools, is named herein as the Individualized Student Learning Plan (ISLP).

There are other related goals of the ISLP project, including:

- increasing the number of students completing a formal Academic Plan;
- providing students a more consolidated yet comprehensive, anytime-anywhere online access for viewing their career goal, academic plan, etc.; and
- improving the readiness and efficiency of out-of-classroom support staff as well as faculty in supporting our students in their success and goal for reaching graduation. See the complete description of the ISLP Project Plan, dated 11-29-11, on the Provost Council SharePoint site in the ISLP folder.

At present, the SPC Individualized Student Learning Plan (ISLP) is viewed as being more holistic in design in that it will be the core online access point through which certain requirements of the Student Life Plan Project will be delivered. Among those requirements being viewed are: student information, academic plan options for prescriptive and non-prescriptive models, course or credit hour limitations, student progression tracking (on-track or off-track), and integration in some form (links, tabs, messaging, etc.) into Career Assessment, the Early Alert, and student life issues that will be delivered to and viewable by SPC students, faculty and staff.

Based on the early research results and the review of My Learning Plan 2.0, further research, review and changes will be made to strengthen the tool and achieve the optimum learning plan process for our students.

- Face-to-Face Orientation – Last year, a face-to-face orientation college-wide pilot for new degree or certificate seeking students who score in two or more areas of development courses was implemented. Students from this population who met the above criteria were contacted and informed that they must attend a face-to-face orientation session. The intended outcomes for the face-to-face orientation included that students have:
 - An understanding of SPC's academic programs ;
 - An understanding of behaviors which contribute to his/her academic success;
 - An understanding of how to use the MySPC Portal, ANGEL, and the Student Email system.

- A thorough understanding of how to obtain as well as maintain financial assistance throughout their post-secondary educational endeavors and the importance of doing so.
- An awareness of the availability of assistive college-based resources offered to engage the student, enhance the student's experience, and empower the student for academic success.

The plan for this year is that the pilot will be extended to included students who test into any developmental areas.

- Credit Hour Commitment Model – The objectives of the Credit Hour Commitment Model are to ensure that students have the appropriate expectation for the amount of time required for each class, and to establish a common metric that can be applied to all courses regardless of modality and schedule pattern.

The proposed Credit Hour Commitment Model is to:

- *Ensure students understand the amount of time required for each credit/class,*
- *Demonstrate our consensus on a credit hour metric consistent across instructional modalities,*
- *Preserve the role of faculty in defining high quality and time efficient courses and programs, and*
- *Ensure institutional integrity consistent with Title IV expectations.*

Future development will include a web-based Life/School Balance calculator to assist students in selecting the 'right' class schedule combination based on other life responsibilities such as family and work.

- Out-of-Classroom Support - Out- of-classroom support for student learning is predominantly achieved through SPC libraries, including all electronic materials, and the various tutoring centers located on six campuses as well as Smarthinking, an online tutoring service offered to all students as a link in ANGEL.

D. Student Success Rates in Gatekeeper Mathematic Courses by Race

The College 2011-12 Update Report should include an analysis of the success rates of white, black and Hispanic students enrolled in mathematics gatekeeper courses (MAT0024, MAT1033, MAC1105, and MGF1106) from 2008-09 through 2010-11. Colleges should evaluate increases/decreases in the percentages of students by race successfully completing these courses. Colleges should also identify gaps among white, black and Hispanic students. Strategies to increase the success rates and close the gaps should be included.

Notes regarding the Disparity reports:

1. Success is defined as grades of A, B, C, and S
2. Grades of X, P, PR, and Z are not included in the data chart.
3. Grades of WP and WF are considered the same as W.
4. In the Gap Comparison Table, a **negative gap** indicates that the percentage of black or Hispanic students successfully completing the courses is less than the percentage of successful white students. A **positive gap** indicates that the success rate of black or Hispanic students exceeds the success rate of white students. The gaps are represented by percentage points.

Charts of Success Rates in Gatekeeper Mathematic Courses by Race

Florida College System

Part III Student Participation

Gatekeeper Courses: Disparity Gaps

Success Rates for White Students at St. Petersburg Fall End-of-Term

White	2008-09			2009-10			2010-11		
	White # Successful	White # Enrolled	White % Successful	White # Successful	White # Enrolled	White % Successful	White # Successful	White # Enrolled	White % Successful
Course									
MAT0024	700	1,151	60.82	649	1,106	58.68	791	1,380	57.32
MAT1033	1,226	2,219	55.25	1,119	2,101	53.26	1,232	2,160	57.04
MAC1105	756	1,288	58.70	745	1,216	61.27	725	1,201	60.37
MGF1106	372	508	73.23	411	520	79.04	401	578	69.38

CCTCMIS - Disparity Gap 02/10/2012 11:48:44

Source: SDB2008 - SDB2011 Community College Office of Evaluation
DOE collections years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring 2010).

Florida College System

Part III Student Participation

Gatekeeper Courses: Disparity Gaps

Success Rates for Black Students at St. Petersburg Fall End-of-Term

Black	2008-09			2009-10			2010-11		
	Black # Successful	Black # Enrolled	Black % Successful	Black # Successful	Black # Enrolled	Black % Successful	Black # Successful	Black # Enrolled	Black % Successful
Course									
MAT0024	97	190	51.05	117	262	44.66	176	424	41.51
MAT1033	137	327	41.90	133	319	41.69	177	401	44.14
MAC1105	60	131	45.80	67	153	43.79	71	175	40.57
MGF1106	35	60	58.33	50	78	64.10	52	83	62.65

CCTCMIS - Disparity Gap 02/10/2012 11:48:44

Source: SDB2008 - SDB2011 Community College Office of Evaluation
DOE collections years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring 2010).

St. Petersburg College, Annual Equity Update, 2011-12

Florida College System

Part III Student Participation

Gatekeeper Courses: Disparity Gaps

Success Rates for Hispanic Students at St. Petersburg Fall End-of-Term

Hispanic	2008-09			2009-10			2010-11		
	Hispanic # Successful	Hispanic # Enrolled	Hispanic % Successful	Hispanic # Successful	Hispanic # Enrolled	Hispanic % Successful	Hispanic # Successful	Hispanic # Enrolled	Hispanic % Successful
Course									
MAT0024	62	96	64.58	64	112	57.14	93	158	58.86
MAT1033	102	175	58.29	106	209	50.72	130	276	47.10
MAC1105	62	115	53.91	66	104	63.46	73	138	52.90
MGF1106	23	38	60.53	30	37	81.08	34	55	61.82

CCTCMIS - Disparity Gap 02/10/2012 11:48:44

Source: SDB2008 - SDB2011 Community College Office of Evaluation
DOE collections years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring 2010).

Florida College System

Part III Student Participation

Gatekeeper Courses: Disparity Gaps

Gap Comparison in Percentage Successful at St. Petersburg Fall End-of-Term

Course	2008-09		2009-10		2010-11	
	Black-White Gap	Hispanic-White Gap	Black-White Gap	Hispanic-White Gap	Black-White Gap	Hispanic-White Gap
MAT0024	-9.77	3.76	-14.02	-1.54	-15.81	1.54
MAT1033	-13.35	3.04	-11.57	-2.54	-12.90	-9.94
MAC1105	-12.90	-4.79	-17.48	2.19	-19.80	-7.47
MGF1106	-14.90	-12.70	-14.94	2.04	-6.73	-7.56

CCTCMIS - Disparity Gap 02/10/2012 11:48:44

Source: SDB2008 - SDB2011 Community College Office of Evaluation
DOE collections years begin with the summer term. (Ex. 2009-10 includes Summer and Fall of 2009, Winter/Spring 2010).

1. Program Analysis

For each course, provide an analysis by race of increases and/or decreases in the percentage of students successfully completing mathematics gatekeeper courses from 2008-09 through 2010-11.

The table below represents the Gap comparison.

A *negative gap* indicates that the percentage of black or Hispanic students successfully completing the courses is less than the percentage of successful white students.

A *positive gap* indicates that the success rate of black or Hispanic students exceeds the success rate of white students. The gaps are represented by percentage points.

Race/Ethnicity	Course	2008-09	2009-10	2010-11
Black-White Gap	MAT0024	-9.8%	-14.0%	-15.8%
Black-White Gap	MAT1033	-13.4%	-11.6%	-12.9%
Black-White Gap	MAC1105	-12.9%	-17.5%	-19.8%
Black-White Gap	MGF1106	-14.9%	-14.9%	-6.7%
Hispanic-White Gap	MAT0024	3.8%	-1.5%	1.5%
Hispanic-White Gap	MAT1033	3.0%	-2.5%	-9.9%
Hispanic-White Gap	MAC1105	-4.8%	2.2%	-7.5%
Hispanic-White Gap	MGF1106	-12.7%	2.0%	-7.6%

- MAT 0024** – For this class the B-W disparity gap increased in the last two years while the Hispanic-White gap initially reversed and then returned to a slightly less positive gap. In 2010/2011 the Hispanic cohort had the highest success rate of the three groups with 58.9% while Blacks had the lowest rate 41.5%. In all the cohorts the success rate was higher in 2008/2009 than in 2010/2011.
- MAT 1033** – For this class, the B-W disparity gap, while still indicating a negative gap, initially decreased and then rose slightly over the last year. During the same time period the H-W disparity went from a positive gap to a negative one.
- In 10/11, the White cohort had the highest success rate of the three groups with 57.0%, while the Black cohort had the lowest success rate with 44.1%. Both percentages were improvements over 9/10 with only Hispanic percentages falling in that time frame.
- MAC 1105** – During the three year time period, the B-W gap seems to continuously widen in the negative sense while the H-W gap initially went from negative to positive and then back to negative. In 10/11 the White cohort had the highest success rate of the three groups with 60.4% while the Black cohort had the lowest rate 40.6%.
- MGF 1106** – had previously shown consistently higher success rates for all three cohorts but in 10/11 took a dip in all three. The B-W gap though still negative has decreased over the three years while the Hispanic-White gap went from negative to positive and back to negative. In 10/11, of the four gatekeeper courses, MGF 1106 has a consistently higher success rate in all cohorts, as high as 69.4% for whites and 62.7% for blacks, there even higher than Hispanics at 61.8%.

2. Continuous Improvement Process:

Based on the analysis of the college's data for each course, identify methods and strategies the college will implement and monitor to improve success rates and/or close the black/white gaps and Hispanic/white gaps in the success rates of the mathematics gatekeeper courses. Please include any programs the college has implemented that target a particular race.

- SPC has begun implementation and will continue to develop and utilize the following strategies to continue to address disparity gaps in gatekeeper math courses.
- Expand student support services at Downtown and Midtown campuses especially in the Learning Support Centers
- Promote and expand My Bridge to Success program, a competency based individual learning alternative to the MAT 0028 course, designed to reduce student's time in Developmental Math courses.
- Introduce new state wide Developmental Mathematics I and Developmental Mathematics II classes with a college wide text and syllabus and continued efforts at promoting student success.
- Offer tutoring at all locations including Smarthinking (24/7 online tutoring) to promote peer-to-peer learning opportunities and ensure access to academic support at a wide range of times.
- Continue to provide final exam reviews to increase first time successful completion of all gatekeeper courses.
- Encourage faculty to identify and share "best practices" that improve outcomes for academically at risk students.

Part IV
Substitution Waivers for Admissions and Course Substitutions
for Students with Disabilities

This section applies to all college academic programs.

Florida Statutes (F.S.)

§1007.264, F.S., Persons with disabilities; admission to postsecondary educational institutions; substitute requirements; rules and regulations: Applies to any student with a disability, as defined in §1007.02(2) who is otherwise eligible for reasonable substitution for any requirement for admission into a public postsecondary educational institution where documentation can be provided that the person's failure to meet the admission requirement is related to the disability.

§1007.265, F.S., Persons with disabilities; graduation, study program admission, and upper-division entry; substitute requirements; rules and regulations: Applies to any student with a disability, as defined in §1007.02(2), in a public postsecondary educational institution shall be eligible for reasonable substitution for any requirement for graduation, for admission into a program of study, or for entry into the upper division where documentation can be provided that the person's failure to meet the requirement is related to the disability and where failure to meet the graduation requirement or program admission requirement does not constitute a fundamental alteration in the nature of the program.

Colleges are required to develop policies and procedures for providing reasonable substitution for eligible students required by Sections 1007.264 and 1007.265, Florida Statute, Rule 6A-10.041 F.A.C., and 34 C.F.R. Part 106 implementing Section 504 of the Rehabilitation Act of 1973.

Rule 6A-10.041(1) requires that reasonable substitutions are made available for eligible students for the following:

- Requirements for admission to the institution;
- Requirements for graduation where failure to meet the graduation requirement does not constitute a fundamental alteration in the nature of the program;
- Requirements for admission to a program of study where failure to meet the admission requirement does not constitute a fundamental alteration in the nature of the program; and
- Requirements for entry into upper division where failure to meet the admission requirement does not constitute a fundamental alteration in the nature of the program.

Rule 6A-10.041(2) requires that the college have policies and procedures addressing the following to implement Section 1007.264, F.S., and Section 1007.265, F.S.

- A mechanism to identify persons eligible for reasonable substitutions due to a disability;
- A mechanism for identifying reasonable substitutions for criteria for admission to the institution, admission to a program of study, entry to upper division, or graduation related to each disability,
- A mechanism for making the designated substitutions known to affected persons,
- A mechanism for making substitution decisions on an individual basis, and
- A mechanism for a student to appeal denial of a substitution or a determination of eligibility.

Rule 6A-10.041(2) requires that the college have a provision for students who qualify for a course substitution which would allow such students to be exempt from the college preparatory requirements, as provided in State Board Rule 6A-10.0315, F.A.C., in the basic skill area for which the student is eligible

for a course substitution, provided that successful completion of the college preparatory coursework is not considered an essential part of the curriculum in the student's academic program.

A. Rule 6A-10.041 was revised October 25, 2010 to reflect new classifications of disabilities identified in the ADA Amendments Act of 2008. For the 2011/2012 Equity Update Report, colleges should submit as *Appendix 4* copies of the policies and procedures developed for compliance with Rule 6A-10.041(1)(2).

[See the College's policies attached at Appendix 4.](#)

B. Rule 6A-10.041(6) states, "Each Florida college and postsecondary career center operated by a school district shall maintain and report records on the number of students granted substitutions by type of disability, the substitutions provided, the substitutions identified as available for each documented disability and the number of requests for substitutions which were denied. Each college within The Florida College System shall report such information to the Department of Education, Division of Florida Colleges once a year by July 1. The Course Substitution Report, Form CSR-01, is incorporated by reference herein to become effective October 25, 2010."

Provide the following information for eligible students with disabilities, using Form CSR01.

[See the completed Form CSR01 below.](#)

Course Substitution Report

Please list the number of students who received course substitutions as well as the required course(s), substitution(s) provided, and discipline area (i.e., mathematics) by disability type beginning with the fall semester of the preceding academic year.

Disability	Number of students	Required Course(s)	Substituted Course(s)	Discipline Area
Autism Spectrum Disorder				
Traumatic Brain Injury				
Hearing Impairment	1	Foreign Language	Waived	TMGT-BAS
	1	Speech	Waived	Gen-AA
	1	MAN2340	HFT 1210	BUS-AS
Specific Learning Disabilities	1	MGF 1106	CGS 1100	Gen-AA
	1	MGF 1107	CLP 2140	Gen-AA
	1	MGF 1107	AST 1003	Gen-AA
	1	ART 1300C	GRA 2949	DVPRD-AS
	1	MGF 1106	CGS 1100	Gen-AA
Emotional or Behavioral Disability	1	PSY 1012	EDP 2002/SYG 2000	NURSE-AS
	1	HSC 1524	BMS 3999	FUNSE-AS
	1	Speech Requirement	Waived	ITSEC-AS
	1	ARC 1701	BCN 1592	ARCH-AS
	1	MGF 1106	CGS 1100	CST-AS
	1	EET 1084C	CET 1071	ENG-AS
	1	CHM 1025L	ESC 1000L	CST-AS
	1	Gen Eds.	Waived	HSM-AS
Other Health Impairment				
Physical Impairment				
Speech Impairment				
Visual Impairment	1	MGF 1106	DEP 2004	Gen-AA
	1	MGF 1107	SYG 2010	Gen-AA

How many requests for course substitutions were requested and how many substitutions were granted during the preceding academic year? (Please list the number of requests per semester starting with the fall semester.)

Semester	Number of substitutions requested	Number of substitutions granted
Fall	5	5
Spring	8	8
Summer	5	5

Website link: <http://www.fldoe.org/cc/educators/Disability/doc/CourseSubstitutionTemplate.doc>

PART V
GENDER EQUITY IN ATHLETICS
(Do not include Part V if the college does not offer intercollegiate athletics)

Gender Equity in Intercollegiate Athletics: §1006.71, F.S., applicable to postsecondary institutions offering athletic programs states that, “Each community college and state university shall develop a gender equity plan pursuant to §1000.05, F.S. The plan is to include consideration of equity in sports offerings, participation, availability of facilities, scholarship offerings, and funds allocated for administration, recruitment, comparable coaching, publicity and promotion, and other support costs.” An annual assessment is required and each college president is to be evaluated on the extent to which gender equity goals have been accomplished. The college’s annual assessment of its gender equity plan should be included in this part.

This year’s Gender Equity in Athletics Update should include:

- A. an assessment of its athletic programs on each of the statutory areas listed below;
- B. a copy of the Equity in Athletic Disclosure Act (EADA) Survey Federal Report for 2010 (submitted annually to the U.S. Department of Education Policy and Budget Development Staff and as required by section 485(g) of the Higher Education Act of 1965); and
- C. Corrective Action Plan, if applicable. The college may find it necessary to update an existing plan or create a new Corrective Action Plan if it determines it is out of compliance with any of the following components of the Florida Educational Equity Act.

Instructions for each are detailed below:

- A. Assessment of Athletic Programs:** Both Sections 1006.71, F.S. and 1000.05, F.S., require an assessment of major areas to evaluate the college’s progress toward gender equity in athletics. Rule 6A-19.004 F.A.C., Interscholastic, Intercollegiate, Club and Intramural Athletics also identifies areas required for compliance. The following areas are required to be addressed in the assessment:
1. Sports offerings and whether they effectively accommodate the interests and abilities of members of both genders. [We currently have four women’s teams and two men’s teams.](#)
 2. Participation rates, substantially proportionate to the enrollment of males and females. [60% of our athletes are female and 40% of our athletes are male; which is in proportion to our male/female enrollment ratio. We are in compliance.](#)
 3. Availability of facilities, defined as locker rooms, practice areas, and competitive facilities. [We have two locker rooms; one for men’s basketball and one for women’s basketball. There have also been upgrades to both locker-rooms in the past year \(carpet, white boards, furniture etc.\). All other sports dress prior to practice and or games. But again, space is proportionate with having 4 women teams and 2 men’s teams.](#)
 4. Scholarship offerings for athletes. [Total # of scholarships that are available for women by sport: Volleyball-14, Basketball-15, Softball-18 & Tennis-9. Total # of scholarships that are available for men by sport: Basketball-12 and Baseball-18.](#)

5. Funds allocated for:
 - a. The athletic program overall: \$1,197,921.90
 - b. Administration: Administration is set up by which the Athletic Director reports to the VP for Academic and Student Affairs, who in-turn reports to the president.
 - c. Recruitment: Recruitment is at the discretion of the coach with periodic involvement from the athletic administration. They (Head Coaches) all have budgets that they can draw from to pay for recruitment, equipment, travel, etc.
 - d. Comparable coaching: We have 5 full-time head coaches (Men's basketball, Men's baseball, Women's basketball, Women's softball & Women's volleyball) and one part-time head coach (Women's tennis).
 - e. Publicity and promotion: Publicity and promotion occurs via St. Petersburg College's website, along with electronic signage that posts game dates/times for our sports. Additionally, there are schedules per sport that are created and handed out in the community.
 - f. Other support costs: come by way of foundation dollars raised by each sport
 - g. Travel and per diem allowances: Each team travels and pays for travel from with their budget. Per diem costs are also allowable when the teams travel overnight.
6. Provision of equipment and supplies: Provision of equipment is noted under 5 (c) above.
7. Scheduling of games and practice times: Men's and Women's basketball split time in the gym with women's volleyball. Tennis team practices and plays its matches off campus, as does softball and baseball.
8. Opportunities to receive tutoring: Our student athletes have access to free tutoring labs open Monday-Thursday 7:30am-8:00pm, Friday 7:30am-3:00pm, Saturday 9:00am-2:00 pm & closed Sunday.
9. Compensation of coaches and tutors: The athletic department funds partial salaries for all coaches with the exception of the tennis coach and baseball coach-who are paid entirely out of the athletic department. The coaches other percentage of their salaries come from the other departments in which they are assigned to. The tutors are paid out of another departmental fund; not athletics.
10. Medical and training services: Student athletes that are not covered by their parents or guardians insurance are covered by St. Petersburg College.
11. Housing and dining facilities and services: Student athletes who receive full scholarships (tuition, book stipend, food allowance and housing supplement) have the ability to select and live in housing of their choice. The college does not sign lease agreements for housing.

The assessment should be a narrative evaluation of the effectiveness of efforts within the athletic program to ensure equity according to the factors listed in this part and for efforts toward gender participation and coaching equity in the report year. Consider the inclusion of accolades, statistical achievement, surveys, addressing areas for improvement for prior years, and other documentation. Please include the assessment below, using space as needed:

See above

- B. Data Assessment:** The college should also include data related to: employment of athletic directors and coaches; sports offerings for males and females; and student athletic participation rates by gender for 2010-11 and 2011-12.
- 1) In response to this requirement, the college should insert the EADA Survey Federal Report for 2011 as *Appendix 5*.
 - 2) To determine if the student athletic participation rates are proportionately equal to the college's rates of male and female enrollment, the college should complete the following table based on data from the report:

Athletic Participation by Gender Compared to Student Enrollments by Gender for 2010-11 and 2011-12

	2010-2011			2011-2012			
	Males	Females	Total	Males	Females	Total	
Total Number of Athletes	39	50	89	Total Number of Athletes	35	53	88
% of Athletes by Gender	44	56	100%	% of Athletes by Gender	40	60	100%
Total Number Enrollments	16166	24420	40586	Total Number Enrollments	17537	26461	43998
% of Enrollments by Gender	40%	60%	100%	% of Enrollments by Gender	40%	60%	100%
Record the difference between the percent of athletes and the percent of students enrolled:	4%	-4%	0%	Record the difference between the percent of athletes and the percent of students enrolled:	0%	0%	0%

Proportionality of Participation:

Is the percentage of female athletes greater than the percentage of female students enrolled or at least within 5 percentage points of the percent of female students enrolled?

2010-2011: yes (yes/no)

2011-2012: yes (yes/no)

Note: OCR defines a participant as anyone who: (1) participated in competition, or (2) participated with the team and was eligible for competition but did not play in the game. Participation is determined as of the date of the first competitive event for the sport. This section applies to all colleges offering intercollegiate sports. Use Table B (above) to show the relationship between the rate at which females are enrolled full-time in the college and the rate at which females are participating in intercollegiate sports.

C. Following the college’s assessment outlined in parts A and B, the college should check at least one basis below for assuring that it is in compliance with Title IX, Gender Equity in Athletics:

- accommodation of interests and abilities
- substantial proportionality
- history and practice of expansion of sports

D. If no basis is checked, and/or if there are any disparities in compliance with areas in section A or B, a priority Corrective Action Plan for compliance shall be included in this report.

Corrective Action Plan for Non-Compliance Components in Athletics

Specify modifications proposed for 2012-13 and include a time line for completion of the plan.

(1) Gender Equity in Athletics Component	(2) Planned Actions To Address Deficiencies Found in Athletics	(3) Responsible Person(s) and Contact Information	(4) Time Lines
N/A	N/A	N/A	N/A

E. Presidential Evaluation:

Has the local Board of Trustees evaluated the president on the extent to which gender equity goals were achieved during the period from July 1, 2011 to June 30, 2012?

Yes See below No _____ Month and Date of Evaluation: April 17, 2012

If not, please ensure completion of the evaluation prior to submission of the 2011-12 Annual Equity Update Report.

Scheduled for completion on April 17, 2012

PART VI ACCOUNTABILITY IN INSTITUTIONAL EMPLOYMENT

The Florida Community College Employment Equity Accountability Program: §1012.86, F.S., requires that each college include in its annual equity update a plan for increasing the representation of women and minorities in senior-level positions and in full-time faculty positions, and for increasing the representation of women and minorities who have attained continuing contract status. The plan must include specific measurable goals and objectives, specific strategies and timelines for accomplishing these goals and objectives, and comparable national standards as provided by the Department of Education. This part constitutes the college's progress report related to its Employment Equity Accountability Program required in Section 1012.86 F.S.

A. Data, Analysis and Benchmarks

Employment Analysis

Data to evaluate employment trends for females and minorities in Executive/Administrative/Managerial (EAM), Faculty, and Continuing Contract positions are from the Annual Personnel Report (APR) and includes the collection years of 2007-08 through 2011-12.

The separate data reports reflect annual employment numbers and percentages by race and by gender. The data reports also provide numerical and percentage differences in employment demographics, comparing 2010-11 with 2011-12. Colleges should establish goals for increasing the employment of females and minorities in those areas that did not meet or exceed national standard benchmarks.

Benchmarks

Colleges are provided with two sets of data reflecting the college's service region from the U.S. Census Bureau as benchmarks for measuring success in the employment of underrepresented females and minorities in the three categories being evaluated. Colleges may choose either data reflecting percentages of persons by race and gender over age 25 who have achieved a master's degree and above *or* data of persons over age 25 who have achieved a bachelor's degree and above. The choice should reflect the educational credentials required for the majority of employment positions in each category. Colleges are also provided student data by race and gender reflecting the overall student enrollment population of the college. The student enrollment ratios or other comparisons may also be used as *additional* benchmarks to evaluate success of its employment strategies for females and minorities.

St. Petersburg College, Annual Equity Update, 2011-12

Executive/administrative/managerial Staff:

Florida College System																		
College: St. Petersburg																		
Historical Track Of College Full-Time Exec/Administrative/Managerial Staff																		
Employment Snap-Shot; First Pay Period in October (Fall Beginning-of-Term)																		
Employment																		
Census																		
	Bach. Deg. and Higher		Grad. Deg. and Higher		Stu Pop.	2007-08		2008-09		2009-10		2010-11		2011-12				
	#	%	#	%		#	% of total	#	% of total	#	% of total	#	% of total	#	% of total	# DIF 2010-11 2011-12	% DIF 2010-11 2011-12	
Black	Female	1,913	1.8	1,043	1.9	6.45%	6	5.3	3	2.6	3	2.4	5	4.6	6	5.5	1	20.0%
	Male	1,309	1.2	676	1.2	3.07%	9	7.9	12	10.3	10	8.0	9	8.3	10	9.2	1	11.1%
	Total	3,222	3.0	1,719	3.1	9.52%	15	13.2	15	12.8	13	10.4	14	13.0	16	14.7	2	14.3%
Hispanic	Female	1,711	1.6	787	1.4	3.00%	2	1.8	3	2.6	1	0.8	2	1.9	3	2.8	1	50.0%
	Male	1,357	1.3	1,147	2.1	2.59%	3	2.6	1	0.9	3	2.4	3	2.8	3	2.8	0	0.0%
	Total	3,068	2.9	1,934	3.5	5.59%	5	4.4	4	3.4	4	3.2	5	4.6	6	5.5	1	20.0%
Non-Res	Female	0	0	0	0	0.71%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Male	0	0	0	0	0.59%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Total	0	0	0	0	1.29%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
Other	Female	2,388	2.2	1,108	2.0	1.82%	0	0.0	0	0.0	0	0.0	1	0.9	1	0.9	0	0.0%
	Male	1,887	1.8	1,629	2.9	1.30%	1	0.9	2	1.7	2	1.6	2	1.9	1	0.9	-1	(50.0%)
	Total	4,275	4.0	2,737	4.9	3.12%	1	0.9	2	1.7	2	1.6	3	2.8	2	1.8	-1	(33.3%)
White	Female	45,765	43.0	21,689	38.8	45.48%	50	43.9	53	45.3	55	44.0	45	41.7	40	36.7	-5	(11.1%)
	Male	50,062	47.1	27,766	49.7	34.99%	43	37.7	43	36.8	51	40.8	41	38.0	45	41.3	4	9.8%
	Total	95,827	90.1	49,455	88.6	80.48%	93	81.6	96	82.1	106	84.8	86	79.6	85	78.0	-1	(1.2%)
Total	Female	51,777	48.7	24,627	44.1	57.46%	58	50.9	59	50.4	59	47.2	53	49.1	50	45.9	-3	(5.7%)
	Male	54,615	51.3	31,218	55.9	42.54%	56	49.1	58	49.6	66	52.8	55	50.9	59	54.1	4	7.3%
	Total	106,392	100.0	55,845	100.0	100.00%	114	100.0	117	100.0	125	100.0	108	100.0	109	100.0	1	0.9%

CCTCMIS EQUITY 02/10/12 11:53:01 Source: APR2008 - APR2012 2000 Census Data

Notes: IPEDS Fall Staff Criteria Used For Data Categorization. DOE collection years begin with the summer term. (ex. 2008-09 includes Summer and

Fall of 2008, Winter/Spring 2009).

Population / Total Degree Holding Population Within the Colleges Service Area.

1. Executive/administrative/managerial Staff:

- a. **Describe the analysis of the employment of females and minorities, comparing the college's data with the benchmark(s). If more than one benchmark is used, explain the analysis:**

St. Petersburg College has 5.5% of Black Female EAM Staff which is significantly above the U.S. Census benchmark of 1.9% of Black Female EAM Staff who hold a graduate degree and higher.

The 9.2% of Black Male EAM Staff is significantly above the U.S. Census benchmark of 1.2% of Black Male EAM Staff who hold a graduate degree and higher.

The 2.8% of Hispanic Female EAM Staff is above the U.S. Census benchmark of 1.4% of Hispanic Female EAM Staff who hold a graduate degree and higher.

The 2.8% of Hispanic Male EAM Staff is above the U.S. Census benchmark of 2.1% of Hispanic Male EAM Staff who hold a graduate degree and higher.

The 0.9% of Other Minorities Female EAM Staff is below the U.S. Census benchmark of 2.0% of Other Minorities Female EAM Staff who hold a graduate degree and higher.

The 0.9% of Other Minorities Male EAM is below the U.S. Census benchmark of 2.9% of Other Minorities Male EAM Staff who hold a graduate degree and higher.

The 36.7% of White Female EAM Staff is below the U.S. Census benchmark of 38.8% of White Female EAM Staff who hold a graduate degree and higher.

- b. **Did the college achieve its goals as stated in the 2010/2011 Equity Update Report?**

The college achieved its goals regarding Executive/Administrative/Managerial (EAM) Staff as follows: Black Female, Black Male, Hispanic Female, and Hispanic Male.

The college did not achieve its goals regarding Executive/Administrative/Managerial (EAM) Staff as follows: Other Minorities Female, Other Minorities Male and White Female.

c. Identify any modifications to goals and timelines for accomplishing goals to increase the employment of females and minorities:

The college will continue to work toward parity with U.S. Census data.

d. List methods and strategies, new or continuous, that the college will implement in its efforts to increase the employment of underrepresented females and/or minorities:

- Promoting vacancies on the College web site, which is available to all groups at all times
- Posting vacancies on employment opportunity websites that draw diverse candidates (for example, diversejobs.net and higheredjobs.com)
- Posting vacancies in niche publications as needed
- Sending affirmative action email blasts that feature job postings from colleges and universities actively recruiting candidates in accordance with affirmative action or diversity plans
- Collaborating with employee recruitment firms as needed to reach candidates from underrepresented populations in specialized fields

e. Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities? If so, list them below along with recommendations for each area. Have any barriers listed in the 2010/11 Equity Update Report changed or resolved?

St. Petersburg College has not identified any new barriers.

St. Petersburg College, Annual Equity Update, 2011-12

Full-time Instructional Staff:

Florida College System																		
College: St. Petersburg																		
Historical Track Of College Full-Time Instructional Staff																		
Employment Snap-Shot; First Pay Period in October (Fall Beginning-of-Term)																		
Employment																		
Census																		
	Bach. Deg. and Higher		Grad. Deg. and Higher		Stu Pop.	2007-08		2008-09		2009-10		2010-11		2011-12				
	#	%	#	%		#	% of total	#	% of total	#	% of total	#	% of total	#	% of total	# DIF 2010-11 2011-12	% DIF 2010-11 2011-12	
Black	Female	1,913	1.8	1,043	1.9	6.45%	12	3.8	13	4.2	13	4.2	16	4.9	16	4.8	0	0.0%
	Male	1,309	1.2	676	1.2	3.07%	13	4.2	11	3.6	12	3.9	13	4.0	13	3.9	0	0.0%
	Total	3,222	3.0	1,719	3.1	9.52%	25	8.0	24	7.8	25	8.1	29	9.0	29	8.8	0	0.0%
Hispanic	Female	1,711	1.6	787	1.4	3.00%	8	2.6	9	2.9	9	2.9	12	3.7	15	4.5	3	25.0%
	Male	1,357	1.3	1,147	2.1	2.59%	2	0.6	2	0.6	2	0.6	3	0.9	4	1.2	1	33.3%
	Total	3,068	2.9	1,934	3.5	5.59%	10	3.2	11	3.6	11	3.6	15	4.6	19	5.8	4	26.7%
Non-Res	Female	0	0	0	0	0.71%	1	0.3	1	0.3	0	0.0	0	0.0	0	0.0	0	0.0%
	Male	0	0	0	0	0.59%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Total	0	0	0	0	1.29%	1	0.3	1	0.3	0	0.0	0	0.0	0	0.0	0	0.0%
Other	Female	2,388	2.2	1,108	2.0	1.82%	3	1.0	4	1.3	4	1.3	6	1.9	6	1.8	0	0.0%
	Male	1,887	1.8	1,629	2.9	1.30%	6	1.9	6	1.9	6	1.9	11	3.4	10	3.0	-1	(9.1%)
	Total	4,275	4.0	2,737	4.9	3.12%	9	2.9	10	3.2	10	3.2	17	5.2	16	4.8	-1	(5.9%)
White	Female	45,765	43.0	21,689	38.8	45.48%	154	49.2	147	47.7	147	47.6	147	45.4	147	44.5	0	0.0%
	Male	50,062	47.1	27,766	49.7	34.99%	114	36.4	115	37.3	116	37.5	116	35.8	119	36.1	3	2.6%
	Total	95,827	90.1	49,455	88.6	80.48%	268	85.6	262	85.1	263	85.1	263	81.2	266	80.6	3	1.1%
Total	Female	51,777	48.7	24,627	44.1	57.46%	178	56.9	174	56.5	173	56.0	181	55.9	184	55.8	3	1.7%
	Male	54,615	51.3	31,218	55.9	42.54%	135	43.1	134	43.5	136	44.0	143	44.1	146	44.2	3	2.1%
	Total	106,392	100.0	55,845	100.0	100.00%	313	100.0	308	100.0	309	100.0	324	100.0	330	100.0	6	1.9%

CCTCMIS EQUITY 02/10/12 11:54:24 Source: APR2008 - APR2012 2000 Census Data

Notes: IPEDS Fall Staff Criteria Used For Data Categorization. DOE collection years begin with the summer term. (ex. 2008-09 includes Summer and

Fall of 2008, Winter/Spring 2009).

Population / Total Degree Holding Population Within the Colleges Service Area.

2. Full-time Instructional Staff:

- a) **Describe the analysis of the employment of females and minorities, comparing the college's data with the benchmark(s). If more than one benchmark is used, explain the analysis:**

The 4.8% of Black Female Instructional Staff is above the U.S. Census benchmark of 1.9%.

The 3.9% of Black Male Instructional is above the U.S. Census benchmark of 1.2%.

The 4.5% of Hispanic Female Instructional is above the U.S. Census benchmark of 1.4%.

The 1.2% of Hispanic Male Instructional Staff is below the U.S. Census benchmark of 2.1%.

The 1.8% of Other Minorities Female Instructional Staff is below the U.S. Census benchmark of 2.0%.

The 3.0% of Other Minorities Male Instructional Staff is above the U.S. Census benchmark of 2.9%.

The 44.5% of White Female Instructional is above the U.S. Census benchmark of 38.8%.

- b) **Did the college achieve its goals as stated in the 2010/2011 Equity Update Report?**

The college achieved its goals regarding Full-time Instructional Staff as follows: Black Female and Male, Hispanic Female, Other Minorities Male, and White Female.

The college did not achieve its goals regarding Full-time Instructional Staff as follows: Other Minorities Female and Hispanic Male.

- c) **Identify any modifications to goals and timelines for accomplishing goals to increase the employment of females and minorities:**

The college will continue to work toward parity with U.S. Census data.

- d) **List methods and strategies, new or continuous, that the college will implement in its efforts to increase the employment of underrepresented females and/or minorities:**

- Promoting vacancies on the College web site, which is available to all groups at all times
- Posting vacancies on employment opportunity websites that draw diverse candidates (for example, diversejobs.net and higheredjobs.com)
- Posting vacancies in niche publications as needed
- Sending affirmative action email blasts that feature job postings from colleges and universities actively recruiting candidates in accordance with affirmative action or diversity plans
- Collaborating with employee recruitment firms as needed to reach candidates from underrepresented populations in specialized fields

- e) **Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities? If so, list them below along with recommendations for each area. Have any barriers listed in the 2010/11 Equity Update Report changed or resolved?**

St. Petersburg College has not identified any new barriers.

St. Petersburg College, Annual Equity Update, 2011-12

Full-time Continuing Contract Instructional Staff:

Florida College System																		
College: St. Petersburg																		
Historical Track Of College Full-Time Continuing Contract Instructional Staff																		
Employment Snap-Shot; First Pay Period in October (Fall Beginning-of-Term)																		
Employment																		
	Census																	
	Bach. Deg. and Higher		Grad. Deg. and Higher		Stu Pop.		2007-08		2008-09		2009-10		2010-11		2011-12			
	#	%	#	%	#	%	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total		
Black	Female	1,913	1.8	1,043	1.9	6.45%	6	3.1	7	3.6	9	4.1	8	3.6	8	3.8	0	0.0%
	Male	1,309	1.2	676	1.2	3.07%	8	4.1	7	3.6	9	4.1	10	4.5	10	4.8	0	0.0%
	Total	3,222	3.0	1,719	3.1	9.52%	14	7.3	14	7.2	18	8.3	18	8.0	18	8.6	0	0.0%
Hispanic	Female	1,711	1.6	787	1.4	3.00%	6	3.1	6	3.1	7	3.2	8	3.6	7	3.3	-1	(- 12.5%)
	Male	1,357	1.3	1,147	2.1	2.59%	1	0.5	1	0.5	2	0.9	3	1.3	3	1.4	0	0.0%
	Total	3,068	2.9	1,934	3.5	5.59%	7	3.6	7	3.6	9	4.1	11	4.9	10	4.8	-1	(- 9.1%)
Non-Res	Female	0	0	0	0	0.71%	1	0.5	1	0.5	0	0.0	0	0.0	0	0.0	0	0.0%
	Male	0	0	0	0	0.59%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Total	0	0	0	0	1.29%	1	0.5	1	0.5	0	0.0	0	0.0	0	0.0	0	0.0%
Other	Female	2,388	2.2	1,108	2.0	1.82%	1	0.5	2	1.0	3	1.4	4	1.8	4	1.9	0	0.0%
	Male	1,887	1.8	1,629	2.9	1.30%	6	3.1	6	3.1	6	2.8	10	4.5	9	4.3	-1	(- 10.0%)
	Total	4,275	4.0	2,737	4.9	3.12%	7	3.6	8	4.1	9	4.1	14	6.3	13	6.2	-1	(- 7.1%)
White	Female	45,765	43.0	21,689	38.8	45.48%	90	46.6	89	45.9	103	47.5	102	45.5	92	43.8	-10	(- 9.8%)
	Male	50,062	47.1	27,766	49.7	34.99%	74	38.3	75	38.7	78	35.9	79	35.3	77	36.7	-2	(- 2.5%)
	Total	95,827	90.1	49,455	88.6	80.48%	164	85.0	164	84.5	181	83.4	181	80.8	169	80.5	-12	(- 6.6%)
Total	Female	51,777	48.7	24,627	44.1	57.46%	104	53.9	105	54.1	122	56.2	122	54.5	111	52.9	-11	(- 9.0%)
	Male	54,615	51.3	31,218	55.9	42.54%	89	46.1	89	45.9	95	43.8	102	45.5	99	47.1	-3	(- 2.9%)
	Total	106,392	100.0	55,845	100.0	100.00%	193	100.0	194	100.0	217	100.0	224	100.0	210	100.0	-14	(- 6.3%)

CCTCMIS EQUITY 02/10/12 11:55:55 Source: APR2008 - APR2012 2000 Census Data

Notes: IPEDS Fall Staff Criteria Used For Data Categorization. DOE collection years begin with the summer term. (ex. 2008-09 includes Summer and

Fall of 2008, Winter/Spring 2009).

Population / Total Degree Holding Population Within the Colleges Service Area.

3. Full-time Continuing Contract Instructional Staff:

- a) **Describe the analysis of the employment of females and minorities, comparing the college's data with the benchmark(s). If more than one benchmark is used, explain the analysis:**

The 3.8% of Black Female Instructional Staff in the Continuing Contract status is above the U.S. Census benchmark of 1.9%.

The 4.8% of Black Male Instructional Staff in the Continuing Contract status is above the U.S. Census benchmark of 1.2%.

The 3.3% of Hispanic Female Instructional Staff in the Continuing Contract status is above the U.S. Census benchmark of 1.4%.

The 1.4% of Hispanic Male Instructional Staff in the Continuing Contract status is below the U.S. Census benchmark of 2.1%.

The 1.9% of Other Minorities Female Instructional Staff in the Continuing Contract status is below the U.S. Census benchmark of 2.0%.

The 4.3% of Other Minorities Male Instructional Staff in the Continuing Contract status is above the U.S. Census benchmark of 2.9%.

The 43.8% of White Female Instructional Staff in the Continuing Contract status is above the U.S. Census benchmark of 38.8%.

- b) **Did the college achieve its goals as stated in the 2010/2011 Equity Update Report?**

The college achieved its goals regarding Instructional Staff in the Continuing Contract status as follows: Black Female and Black Male, Hispanic Female, Other Minorities Male, and White Female.

The college did not achieve its goals regarding Instructional Staff in the Continuing Contract status as follows: Hispanic Male and Other Minorities Female.

- c) **Identify any modifications to goals and timelines for accomplishing goals to increase the employment of females and minorities:**

The college will continue to work toward parity with U.S. Census data.

- d) **List methods and strategies, new or continuous, that the college will implement in its efforts to increase the employment of underrepresented females and/or minorities:**

- Promoting vacancies on the College web site, which is available to all groups at all times

- Posting vacancies on employment opportunity websites that draw diverse candidates (for example, diversejobs.net and higheredjobs.com)
 - Posting vacancies in niche publications as needed
 - Sending affirmative action email blasts that feature job postings from colleges and universities actively recruiting candidates in accordance with affirmative action or diversity plans
 - Collaborating with employee recruitment firms as needed to reach candidates from underrepresented populations in specialized fields
- e) **Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities? If so, list them below along with recommendations for each area. Have any barriers listed in the 2009/10 Equity Update Report changed or resolved?**

St. Petersburg College has not identified any new barriers.

B. Evaluations of Employment Practices – Evaluations of Key Personnel and Presidents

1) The college should provide a summary of results as requested in Section 1012.86(3)(a), Florida Statutes, which provides that:

The college should provide a summary of the results of the evaluation of department chairpersons, deans, provosts, and vice presidents in achieving employment accountability goals. The summary should also briefly describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals. Provide a brief summary in the space below:

On an annual basis, Administrative & Professional personnel are evaluated for, among other things, their demonstrated commitment to equity. Specifically, the evaluation form requires the following: “Describe your efforts and successes in implementing the annual and long-term goals and objectives of the college’s Equity Plan.” In cases where there does not appear to be progress, the matter is evaluated to determine what factors may be hindering that (such as difficulty recruiting a specific demographic for particular field/discipline). When vacancies occur, the department is expected to partner with Human Resources to develop appropriate recruitment strategies.

2) The college should provide a summary of results as requested in Section 1012.86(3)(b), Florida Statutes, which provides that:

“Community college district boards of trustees shall annually evaluate the performance of the community college presidents in achieving the annual and long-term goals and objectives. A summary of the results of such evaluations shall be reported to the Commissioner of Education and the State Board of Education as part of the community college’s annual employment accountability plan, and to the Legislature as part of the annual equity progress report submitted by the State Board of Education.”

The college should provide below a response to this section of law, including the most recent month, date, year and summary of the president’s performance evaluation. Provide a response in the space below:

The most recent evaluation of Dr. William D. Law, Jr. is dated May 17, 2011. The evaluation specifically addresses equity goals achieved. The Board of Trustees considers how well the president provides leadership to ensure that the college addresses equity issues required by the state and the president is to bring forth a report to the board with goals and performance in this area. The Presidential Evaluation also considers if the president provides leadership in using the accountability report developed by the state to evaluate the performance and success of the college. In both of these categories Dr. William D. Law, Jr. received 5s from the members of the Board of Trustees on a scale of 1-5, with five being the highest rank.

The president’s 2011-12 evaluation is on the April 17, 2012 Board of Trustees’ Agenda for approval.

C. Additional Requirements:

The college should complete the following related to additional processes required by Section 1012.86, F.S. The Signature Page of this report will suffice as certification of each:

- 1) The college maintains diversity and balance in the gender and ethnic composition of the selection committee for each vacancy. Include below a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees.

1. Position vacancies that are subject to a screening committee:

- a. Regular full-time faculty (Instructional, counselors, librarians) positions, and
- b. Administrative and professional positions whose primary purpose is that of instruction or student services. The president periodically will certify to Human Resources an updated list of those positions requiring a screening committee.

2. Appointment of a screening committee

- a. Committee structure and organization

- (1) Committee membership shall be composed of College Staff in budgeted positions and, in some cases, appropriate persons from the community. The committee must include an appropriate representation of race and gender. Since Staff is employed by St. Petersburg College, the committee membership may be representative of the College's service area.

- (2) The suggested number of members is six (four faculty and two administrative/professional for faculty vacancies and four administrative/professional and two faculty for administrative/professional vacancies). At least one cabinet-level person will be appointed to each screening committee.

- (3) The Equal Access/Equal Opportunity administrator may serve ad hoc on all screening committees.

3. Committee responsibilities

- a. To become familiar with and follow the screening committee guidelines. These guidelines will be presented to the committee separately.
- b. To screen applications for the position. The screening will be based upon criteria emanating from the job specifications.
- c. To develop a list of recommended finalists in non-preferential order. The committee will be encouraged to include qualified Minorities and

Male/Female representation. Each committee member will have the right to place at least one candidate on the finalist list.

- d. The responsibilities of the committee cease upon the identification of finalists, unless there is a need to reconvene to consider additional finalists.
- e. All positions not subject to a screening committee are to be screened by the appropriate supervisor.

4. Screening and Interviews of Finalists

- a. The appropriate Cabinet member of his/her designee will review the list of finalists to determine that it conforms to search and screen guidelines. When the list of recommended finalists does not conform to search and screening guidelines and job requirements, the process may be repeated at the request of the president.
- b. If a list of recommended finalists is approved, the appropriate supervisor(s) may begin the interviewing process that, in the case of faculty, may require a demonstration teaching experience. The demonstration teaching experience may be by video tape or in person. Recommended finalists for administrative and professional positions also may be required to give appropriate demonstrations of certain competencies and skills.
- c. The top candidate is then scheduled for an interview with the president.

- 2) The college sets forth the requirements for receiving continuing contracts for instructional staff. The process used to grant continuing contracts is described below:

Continuing contracts are awarded based upon the provisions of State Board of Education Rule 6A-14.0411

The requirements for such an award generally are as follows:

- a. Completion of three full years of satisfactory service in regular full-time Instructional capacity at St. Petersburg College during a period not in excess of five successive years.
- b. Reappointment for the fourth year without reservations or specifications.
- c. Recommendation of the president based on successful performance of duties and demonstration of professional competence and completion of the two required graduate courses. The graduate coursework requirements are set forth in Rule 6Hx23-2.022.

Annually, the list of faculty eligible for Continuing Contracts reviewed by program directors, deans, provosts, and the senior vice-president for academic and student affairs and recommendations are made to the president for consideration of Continuing Contract status.

- 3) The following describes the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status:

Full-time instructors at all sites and using all delivery methodologies will be evaluated annually by their deans and program directors, who will use as primary basis for their evaluation information gained from classroom visitations, materials provided to them by the instructors pertaining to their Instructional activities during the year, and the results of the Student Survey of Instruction (SSI) or other College-approved standardized forms to collect student feedback on instruction.

All full-time instructors will use the Student Survey of Instruction (SSI) or other College-approved forms to collect student feedback in all of the classes they teach during the academic year (Sessions I, II and III).

The annual evaluation process is the primary tool used to communicate progress toward Continuing Contract for all faculty.

- 4) The college has developed a budgetary incentive plan to support and ensure attainment of the goals developed pursuant to Section 1012.86, F.S. Summarized below is a description of the incentive plan, including how resources shall be allocated to support the implementation of strategies and the achievement of goals in a timely manner:

The Human Resources department has an advertising budget that is used to recruit executive administrators and faculty in departments where minorities are underrepresented. There are also Staff and Program Development budgets that allow for Staff and program development initiatives related to enhancing teaching performance.

- 5) The following describes how funds are used to increase the number of females and minorities receiving continuing contracts:

The College utilizes Staff and Program Development funds to conduct a comprehensive faculty in-service training conference each year. The conference covers a wide range of topics relative to faculty teaching and learning strategies for improved performance. This session is applicable to all faculty including those eligible for continuing contract.

- 6) Salary Information: Include the salary ranges in which new hires were employed compared to the salary ranges for employees with comparable experience and qualifications as required in section 1012.86 (2)(b)(5), F.S.

St. Petersburg College, Annual Equity Update, 2011-12

9-10 & 11/12 Month New Hires - 7/1/11 - 10/1/11

Ranges	White Female	White Male	Minorities Female	Minorities Male	Totals
\$40,000 to \$45,000	0	0	0	0	0
\$45,000 to \$55,000	7	2	2	1	12
\$55,000 to \$65,000	2	2	1	1	6
\$65,000 to \$75,000	0	0	0	0	0
Above \$75,000	0	0	0	0	0
Totals:	9	4	3	2	18

9-10 & 11/12 Month Existing Faculty

Ranges	White Female	White Male	Minorities Female	Minorities Male	Totals
\$30,000 to \$39,999	0	0	0	0	0
\$40,000 to \$49,999	7	3	4	1	15
\$50,000 to \$64,999	50	45	19	12	126
\$65,000 to \$79,999	62	57	13	12	144
\$80,000 to \$99,999	28	14	1	2	45
\$100,000-up	0	0	0	0	0
Totals:	147	119	37	27	330

Executive/Administrative New Hires - 7/1/11 - 10/1/11

Ranges	White Female	White Male	Minorities Female	Minorities Male	
\$30,000 to \$39,999	0	0	0	0	0
\$40,000 to \$49,999	0	0	0	0	0
\$50,000 to \$64,999	0	0	0	0	0
\$65,000 to \$79,999	0	0	0	0	0
\$80,000 to \$99,999	0	0	0	0	0
\$100,000-up	0	0	0	0	0
Totals:	0	0	0	0	0

Executive/Administrative Existing

Ranges	White Female	White Male	Minorities Female	Minorities Male	
\$50,000 to \$64,999	5	6	1	5	17
\$65,000 to \$79,999	7	12	3	4	26
\$80,000 to \$99,999	11	14	5	1	31
\$100,000-up	17	13	2	4	36
Totals:	40	45	11	14	110

The college strives to make hiring decisions based on applicable qualifications and experience as identified in the college's official salary schedule. Position descriptions within the college's salary schedule reflect the desired qualifications and experience relative to specific positions.

PART VII
ONSITE CIVIL RIGHTS COMPLIANCE REVIEW PENDING ACTION

Part VII of the Equity Update Report is for monitoring resolution of reported findings resulting from any on-site review of a college's Methods of Administration (MOA) of civil rights compliance that have not been adequately addressed and are considered "open". If the college has had a recent state/federal MOA on-site review; and if there are findings requiring corrective action by the college, they will be identified in the college's annual equity update review. All open findings are addressed in an Appendix and require a response from the college. The findings will be considered closed upon compliance with state and federal rules and laws. A status report of such findings and corrective actions taken are provided to the U.S. Department of Education Office for Civil Rights. If this part of the update is not applicable, do not include it in the report.

The College does not have any pending actions.

APPENDICES

St. Petersburg College Annual Equity Update Report 2011-2012

Appendix 1

College Policy of Nondiscrimination

**St. Petersburg College
Annual Equity Update Report 2011-2012**

RULE

SUBJECT	PHILOSOPHY AND OBJECTIVES (PURPOSE) OF THE COLLEGE	PAGE
		1.02-1
LEGAL AUTHORITY	6Hx23-1.02	4/17/12 Revision #12-4

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

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

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

- I. Expand student access to baccalaureate programs, bachelor's degrees, graduate degrees, and careers; as well as prepare lower division students for successful transfer into baccalaureate programs through the associate in arts and articulated associate in science degree programs;
- II. Maintain the "open door" by providing opportunities for under-prepared students to achieve college entry-level skills through college preparatory programs and services;
- III. Promote the community's economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives;
- IV. Contribute to the international education of students by providing opportunities that encourage global awareness and perspectives;
- V. Provide challenging educational opportunities for area high school students through dual enrollment, charter school and similar programs;
- VI. Promote student learning and maximize opportunities for student success by enhancing services delivered by student affairs staff;
- VII. Provide a diverse student body with innovative teaching and learning technologies in various instructional modalities;

RULE

SUBJECT	PHILOSOPHY AND OBJECTIVES (PURPOSE) OF THE COLLEGE	PAGE
		1.02-2
LEGAL AUTHORITY	6Hx23-1.02	4/17/12 Revision #12-4

- VIII. Build/acquire and maintain a high-quality infrastructure, including technology, facilities, and equipment to meet student and community needs;
- IX. Recruit and develop an outstanding, diverse faculty and staff; and
- X. Perform continuous institutional self-evaluation and efficient and effective operations to assure a culture of excellence in student services and academic success.

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

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

Specific Authority: 1001.64(2) & (4), F.S.
 Law Implemented: 1001.64, 1012.855(2), F.S.

History: Formerly 6Hx23-1-0.00; Readopted 10/25/77; Amended 1/18/79, 9/17/81; Filed and effective 9/17/81; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 12/14/99. Filed - 12/14/99. Effective - 12/14/99; 8/21/01. Filed – 8/21/01. Effective - 8/21/01; 3/20/07. Filed – 3/20/07. Effective – 3/20/07; 10/20/09. Filed – 10/20/09. Effective – 10/20/09; 6/21/11. Filed – 6/21/11. Effective – 6/21/11; 4/17/12. Filed – 4/17/12. Effective – 4/17/12.

RULE

SUBJECT	EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION	PAGE
		2.01-1
LEGAL AUTHORITY	6Hx23-2.01	4/17/12 Revision #12-4

6Hx23-2.01 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

- I. It is the policy of the college to provide equal employment opportunity for all without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or genetic information. Furthermore, the college shall not discriminate in its employment practices against any qualified individual with disabilities.
 - A. All personnel in supervisory and nonsupervisory capacities are requested to actively assist in the recruitment and employment of qualified minorities and females in order to assure that equal employment opportunities are made to all qualified persons. This shall be required for all initiators of employment opportunities at the college.
 - B. All employment procedures shall be published and made available to sources of recruitment, supervisors and employees. It shall be the responsibility of the employee relations department to explain such procedures.
 - C. The college shall have a written affirmative action plan which shall be implemented, evaluated, and revised regularly, and a semi-annual report shall be made to the president by the Equal Access/Equal Opportunity officer.
- II. See Rule 6Hx23-2.011 SEXUAL HARASSMENT for the College's policy on discrimination on the basis of sex and the sexual harassment rule.
- III. Reporting Discrimination.
 - A. If an employee has reason to believe that another employee or student has been discriminated against, that employee shall report such discrimination immediately to any one of the following persons so that appropriate action will be taken:
 - College's EA/EO Officer
 - Vice President, Human Resources
 - President

RULE

SUBJECT	EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION	PAGE
		2.01-2
LEGAL AUTHORITY	6Hx23-2.01	4/17/12 Revision #12-4

-- Appropriate Provost

- IV. Discrimination grievances shall be processed in accordance with Rule 6Hx23-1.34.

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

Law Implemented: Executive Order of the President of the United States No. 11246; Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act; Equal Employment Opportunity Act of 1972; Revised Orders Nos. 4 and 14 issued by the Office of Federal Contract Compliance; 1012.855(2), F.S.; Sections 503 and 504, Rehabilitation Act of 1973 (as amended); Age Discrimination Act of 1975, and the Genetic Information Nondiscrimination Act of 2008.

History: Formerly 6Hx23-3-9.01; Adopted 10/25/77; Amended 9/18/80, 9/17/81, 6/17/82, 9/20/84; Filed 9/20/84; Effective 9/20/84; 9/22/92; Filed - 9/22/92. Effective - 9/22/92; 1/19/93. Filed - 1/19/93. Effective - 1/19/93; 6/21/11. Filed - 6/21/11. Effective - 6/21/11; 4/17/12. Filed - 4/17/12. Effective - 4/17/12.

Appendix 2

Continuous Notice of Policy of Nondiscrimination and Designation of Equity Officer(s)

**St. Petersburg College
Annual Equity Update Report 2011-2012**

Equal Opportunity Statement

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact Pamela Smith, the director of EA/EO/Title IX Coordinator at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by e-mail at eaio_director@spcollege.edu.

RESPECT

SPC does not tolerate discrimination

on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Violators are subject to disciplinary action, which may include reprimand, suspension or dismissal.

It's a matter of respect. Some examples of discrimination:

- 1. Sexual harassment/discrimination** (Rule 6Hx23-2.011) — Unwanted sexual advances, propositions or sexual comments, including sexually oriented gestures, jokes and comments that are in any way unwelcome. Preferential treatment or a promise of preferential treatment in exchange for submitting to sexual conduct or making the performance of an employee's job or a student's academic work more difficult because of the sex of the employee or student. Sexual or discriminatory displays of publications and sexual objects such as pictures, posters, calendars, graffiti or other materials that are sexually suggestive, demeaning or pornographic, except when utilized by a faculty member in a legitimate exercise of teaching and approved in the normal administrative process.
- 2. Student/Faculty relationships** (Rule 6Hx23-2.010) — Personal attention, dating, romantic relationships and sexual relationships by faculty members with students are inappropriate and strictly prohibited when those faculty are in a position to determine the student's grade or otherwise affect the student's academic advancement.
- 3. Racial, color, sex, national origin, ethnic, age, marital status, sexual orientation, or gender identity discrimination** (Rule 6Hx23-4.01; 6Hx23-2.010) — Except as may be constitutionally permitted, the college will not tolerate epithets, slurs or other abusive language, disparate or discriminatory treatment of employees or students on the basis of the individual's race, color, sex, national origin, ethnicity, age, marital status, sexual orientation or gender identity.
- 4. Religious discrimination** (Rule 6Hx23-4.01; 6Hx23-2.010) — The college will not tolerate demeaning or disparate treatment of employees or students on the basis of an individual's religion or religious beliefs and will provide reasonable accommodations for religious observances, practices and beliefs of individuals in regard to admission, class attendance, scheduling of examinations and work assignments.
- 5. Disability discrimination** (Rule 6Hx23-4.01; 6Hx23-2.010) — The college will not discriminate against a qualified individual on the basis of disability and will provide reasonable accommodations to a qualified employee or student with a disability.

RETALIATION: Reprisal or retaliatory action against any individual reporting or investigating discrimination is subject to disciplinary action that may include reprimand, suspension or dismissal.

Reporting sexual harassment or other discrimination

Complaints of discrimination by students or employees are to be promptly reported to any of the following individuals or their successor in office. If for any reason you do not wish to report the complaint to your campus or site representative, you may report it to any of the persons listed below. The individual receiving the complaint will promptly notify the General Counsel.

DAYTIME HOURS

Caruth Health Education Center

Phil Nicotera, Provost 727-341-3666
Associate Provost 727-341-3602
Jennie Orama, Outreach Specialist 727-341-3777

Clearwater Campus

Stan Vittetoe, Provost 727-791-2475
Paul "Matt" Bowen, Associate Provost 727-791-2492
Martha Campbell, Dean, Communications 727-791-2570

District Office

Doug Duncan, Senior Vice President,
Administrative/Business Services
and Information Technology 727-341-3246
Theresa Furnas, Associate Vice President,
Financial & Business Services 727-341-3329

EpiCenter

Patty Jones, Vice President, Human Resources
and Public Affairs 727-341-3141
Jim Connolly, Director, Corporate Training 727-341-4449
..... or 727-341-4445

EA/EO Officer

Pamela Smith 727-341-3261

St. Petersburg/Gibbs Campus

Karen Kaufman White, Provost 727-341-4656
Associate Provost 727-341-4349
Davie Gill, Coordinator, Student Activities 727-341-4314

Seminole Campus

James Olliver, Provost 727-394-6111
Lynda Womer, Associate Provost 727-394-6109

SPC Allstate Center

James Brock, Campus Executive Officer 727-341-4495
Eileen LaHaie, Director, Center for
Public Safety Innovation 727-341-4502

SPC Downtown and Midtown

Yvonne Ulmer, Executive Officer 727-341-4245
Associate Provost 727-341-4247
Jerrold Cade, Counselor 727-341-7966

Tarpon Springs Campus

Conferlete Carney, Provost 727-712-5742
Tina O'Daniels, Associate Provost 727-712-5720

EVENING HOURS

For all sites, contact Collegewide Security at 727-791-2560. The evening Administrator-in-Charge or security office will promptly report any complaint received in the evening hours to the General Counsel, Provost, Associate Provost, EA/EO Officer and/or the Vice President of Human Resources and Public Affairs, who will undertake or direct action as may be required.

St. Petersburg College

SPC

Excellence in education since 1927

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida rules Educational Equity Act and all other relevant state and federal laws, and regulations. The college will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the director of EA/EO at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by e-mail at eaao_director@spcollege.edu.

Appendix 3

Revised Policies and Procedures

**St. Petersburg College
Annual Equity Update Report 2011-2012**

RULE

SUBJECT	PHILOSOPHY AND OBJECTIVES (PURPOSE) OF THE COLLEGE	PAGE
		1.02-1
LEGAL AUTHORITY	6Hx23-1.02	4/17/12 Revision #12-4

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

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

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

- I. Expand student access to baccalaureate programs, bachelor's degrees, graduate degrees, and careers; as well as prepare lower division students for successful transfer into baccalaureate programs through the associate in arts and articulated associate in science degree programs;
- II. Maintain the "open door" by providing opportunities for under-prepared students to achieve college entry-level skills through college preparatory programs and services;
- III. Promote the community's economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives;
- IV. Contribute to the international education of students by providing opportunities that encourage global awareness and perspectives;
- V. Provide challenging educational opportunities for area high school students through dual enrollment, charter school and similar programs;
- VI. Promote student learning and maximize opportunities for student success by enhancing services delivered by student affairs staff;
- VII. Provide a diverse student body with innovative teaching and learning technologies in various instructional modalities;

RULE

SUBJECT	PHILOSOPHY AND OBJECTIVES (PURPOSE) OF THE COLLEGE	PAGE
		1.02-2
LEGAL AUTHORITY	6Hx23-1.02	4/17/12 Revision #12-4

- VIII. Build/acquire and maintain a high-quality infrastructure, including technology, facilities, and equipment to meet student and community needs;
- IX. Recruit and develop an outstanding, diverse faculty and staff; and
- X. Perform continuous institutional self-evaluation and efficient and effective operations to assure a culture of excellence in student services and academic success.

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

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

Specific Authority: 1001.64(2) & (4), F.S.
 Law Implemented: 1001.64, 1012.855(2), F.S.

History: Formerly 6Hx23-1-0.00; Readopted 10/25/77; Amended 1/18/79, 9/17/81; Filed and effective 9/17/81; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 12/14/99. Filed - 12/14/99. Effective - 12/14/99; 8/21/01. Filed – 8/21/01. Effective - 8/21/01; 3/20/07. Filed – 3/20/07. Effective – 3/20/07; 10/20/09. Filed – 10/20/09. Effective – 10/20/09; 6/21/11. Filed – 6/21/11. Effective – 6/21/11; 4/17/12. Filed – 4/17/12. Effective – 4/17/12.

RULE

SUBJECT	EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION	PAGE
		2.01-1
LEGAL AUTHORITY	6Hx23-2.01	4/17/12 Revision #12-4

6Hx23-2.01 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

- I. It is the policy of the college to provide equal employment opportunity for all without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or genetic information. Furthermore, the college shall not discriminate in its employment practices against any qualified individual with disabilities.
 - A. All personnel in supervisory and nonsupervisory capacities are requested to actively assist in the recruitment and employment of qualified minorities and females in order to assure that equal employment opportunities are made to all qualified persons. This shall be required for all initiators of employment opportunities at the college.
 - B. All employment procedures shall be published and made available to sources of recruitment, supervisors and employees. It shall be the responsibility of the employee relations department to explain such procedures.
 - C. The college shall have a written affirmative action plan which shall be implemented, evaluated, and revised regularly, and a semi-annual report shall be made to the president by the Equal Access/Equal Opportunity officer.
- II. See Rule 6Hx23-2.011 SEXUAL HARASSMENT for the College's policy on discrimination on the basis of sex and the sexual harassment rule.
- III. Reporting Discrimination.
 - A. If an employee has reason to believe that another employee or student has been discriminated against, that employee shall report such discrimination immediately to any one of the following persons so that appropriate action will be taken:
 - College's EA/EO Officer
 - Vice President, Human Resources
 - President

RULE

SUBJECT	EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION	PAGE
		2.01-2
LEGAL AUTHORITY	6Hx23-2.01	4/17/12 Revision #12-4

-- Appropriate Provost

- IV. Discrimination grievances shall be processed in accordance with Rule 6Hx23-1.34.

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

Law Implemented: Executive Order of the President of the United States No. 11246; Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act; Equal Employment Opportunity Act of 1972; Revised Orders Nos. 4 and 14 issued by the Office of Federal Contract Compliance; 1012.855(2), F.S.; Sections 503 and 504, Rehabilitation Act of 1973 (as amended); Age Discrimination Act of 1975, and the Genetic Information Nondiscrimination Act of 2008.

History: Formerly 6Hx23-3-9.01; Adopted 10/25/77; Amended 9/18/80, 9/17/81, 6/17/82, 9/20/84; Filed 9/20/84; Effective 9/20/84; 9/22/92; Filed - 9/22/92. Effective - 9/22/92; 1/19/93. Filed - 1/19/93. Effective - 1/19/93; 6/21/11. Filed - 6/21/11. Effective - 6/21/11; 4/17/12. Filed - 4/17/12. Effective - 4/17/12.

RULE

SUBJECT	DISCRIMINATION GRIEVANCE RULE	PAGE
		1.34-1
LEGAL AUTHORITY	6Hx23-1.34	4/17/12 Revision #12-4

6Hx23-1.34 DISCRIMINATION GRIEVANCE RULE

- I. St. Petersburg College is dedicated to the concept of equal opportunity and equal access, and will not tolerate discrimination on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, genetic information or against any qualified individual with disabilities. It is the purpose of this policy to secure, at the earliest possible procedural level, the resolution of alleged charges of discrimination through informal and formal procedures by which charges may be presented free from coercion interference, restraint, discrimination, or reprisal and by which students, employees, and applicants for admission are afforded adequate opportunity to resolve the charges.
- II. The Board of Trustees delegates to the President of the College authority to develop procedures for hearing and responding to informal discrimination inquiries and formal complaints of discrimination.
- III. This Rule shall apply to admission to the College; admission to programs; terms or conditions of employment, wages, and aid, benefit, or service to students.
- IV. It is contrary to College policy to file a discrimination or harassment complaint in bad faith. Any person who abuses this Rule and its Procedure by filing a frivolous complaint may be subject to disciplinary action where such complaint was determined to be pursued in bad faith. This subsection is not intended to discourage bona-fide complaints brought forth in good faith.
- V. It is further contrary to College policy for any individual to engage in conduct that may be deemed retaliatory against any complainant or witness that has made allegations or provided information or testimony in relation to, or during investigation of, a complaint of discrimination or harassment. Any person who believes they have been subjected to retaliation may seek redress pursuant to this Rule and its Procedure.

RULE

SUBJECT	DISCRIMINATION GRIEVANCE RULE	PAGE
		1.34-2
LEGAL AUTHORITY	6Hx23-1.34	4/17/12 Revision #12-4

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

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

History: Adopted 6/17/82; Amended 9/20/84; Filed 9/20/84; Effective 9/20/84; 4/17/01. Filed – 4/17/01. Effective – 4/17/01; 10/20/09. Filed – 10/20/09. Effective – 10/20/09; 6/21/11. Filed – 6/21/11. Effective – 6/21/11; 10/17/11. Filed – 10/17/11. Effective – 10/17/11; 4/17/12. To Be Filed – 4/17/12. Proposed Date To Become Effective – 4/17/12.

PROCEDURE

SUBJECT	PROCEDURE: DISCRIMINATION GRIEVANCE	PAGE
		P1.34-1
LEGAL AUTHORITY	P6Hx23-1.34	4/17/12 Revision #12-4

P6Hx23-1.34 PROCEDURE: DISCRIMINATION GRIEVANCE

I. Definitions

- A. The term "discriminate" shall mean to act with partiality or prejudice either for or against a person or group based on race, color, religion, sex (including sexual harassment), national origin, age, marital status, sexual orientation, gender identity, genetic information or disability and shall include the areas of admission to the College; admission to programs; treatment of students; terms, conditions, or privileges of employment; and wages.
- B. The term "grievance" is defined as a dissatisfaction when a person feels that he or she has been adversely affected by discrimination.
- C. The term "alleged aggrieved party" shall mean any employee, student or student applicant who feels that he or she has a grievance based upon a discriminatory situation or incident caused by an individual or group of the College.
- D. The term "alleged discriminating party" shall mean the individual or group of the College who is believed by the alleged aggrieved party to be creating, or to have created, the discriminatory incident or situation.
- E. The term "working day" shall include Mondays, Tuesdays, Wednesdays, Thursdays and Fridays and shall exclude Saturdays, Sundays, and Board of Trustees' approved holidays.
- F. The term "calendar day" shall include all days on the calendar including Board of Trustees' approved holidays.
- G. The terms "informal complaint" or "informal discrimination inquiry" shall mean the bringing of a grievance pursuant to Section III, hereinafter by filing with the EA/EO Officer an Informal Discrimination Inquiry Form.

PROCEDURE

SUBJECT	PROCEDURE: DISCRIMINATION GRIEVANCE	PAGE
		P1.34-2
LEGAL AUTHORITY	P6Hx23-1.34	4/17/12 Revision #12-4

- H. The term "hearing" shall mean the hearing discussed in Step 4 of the Formal Complaint section of this Procedure and shall not be defined to include any other type of hearing.
- I. The term "formal complaint" refers to the Formal Complaint Form, the filing of which commences the formal complaint process pursuant to Section IV hereinafter and follows the Informal Discrimination Inquiry.

II. General Provisions

- A. In the event that an employee, student or student applicant feels that he/she received discriminatory treatment, the individual shall contact the EA/EO Officer within 120 calendar days after the alleged discriminatory act or event. This Procedure is available to current students and student applicants, as well as current employees of the College. This Procedure is also available to individuals who were students or employees at the time of the alleged discrimination.

Allegations concerning sexual harassment should be referred to the Office of the General Counsel for review pursuant to the Board of Trustees' Rule 6Hx23-2.011. Allegations of other types of harassment as defined in Rule 6Hx23-2.010 may be brought in accordance with the procedures outlined therein. Grievances relating to personnel policy and employment terms or conditions may be brought under the College's Procedure on "Personnel Grievances," P6Hx23-2.021.

- B. If an individual has a complaint he/she wishes to discuss without recourse to this Procedure, he/she is free to do so. The EA/EO Office is available to informally discuss such complaints or grievances to ascertain the best course of action in accordance with the College's policy and procedures.
- C. The person filing a complaint or grievance may not process a grievance through two separate grievance procedures on the same issue nor can the person revert to one procedure if a

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decision rendered pursuant to another procedure is not favorable to the person submitting the grievance.

- D. To the extent possible, the preparation and processing of complaints and grievances shall be conducted during the hours of employment. When hearings or conferences are held during class or working hours, all employees of the College whose presence is required shall be excused for that purpose without loss of payment from the College.
- E. The failure of the person submitting the grievance to appeal a decision to the next higher stage within the proper time limits, or to comply with the procedures herein, shall constitute withdrawal and bar further action on the grievance.
- F. All documents, communications, and records dealing with the process of a grievance shall be filed separately from the personnel files of all participants. Such documents, communications, and records may be disclosed or released only as required by law.
- G. A finding by the hearing panel that a Respondent has discriminated can form the basis for disciplinary action.

III. Informal Discrimination Inquiry

Step 1: Initiating Informal Process

Completion and submission of the Informal Discrimination Inquiry Form by the alleged aggrieved party to the EA/EO Office within 120 calendar days of the alleged discriminatory activity is the first step in the informal process of bringing a grievance. This form contains the names of the persons involved and a description of the facts and circumstances surrounding the alleged discriminatory activity.

Step 2: Initial Intake and Review

After receiving the Informal Discrimination Inquiry Form and conferring with the alleged aggrieved party, the EA/EO Officer or

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designee(s) will contact the alleged discriminating party to discuss and determine his/her side of the story. The alleged discriminating party will also be given the opportunity, should he or she so desire, to submit a written response to the allegations. The EA/EO Officer shall also arrange whatever additional meetings are necessary to collect the information needed to resolve the dispute informally.

Step 3: Completion of Review and Communication of Findings

Within 15 working days of receiving the Informal Discrimination Inquiry Form, the EA/EO Officer will gather the needed information, conduct the necessary meetings, and communicate the findings of the grievance to both parties. Such communication will include the right to proceed to the formal complaint process or to seek a mutual resolution of the matter. The findings may also be provided to other College administrators at any stage of the process, as the EA/EO Office deems appropriate.

Step 4: Consideration of Mutual Resolution

It is understood that the EA/EO Office will endeavor to encourage the parties to reach a mutual resolution rather than proceeding to a formal complaint at any stage in the informal process. To this end, the EA/EO Office will offer the parties an opportunity to meet or will meet with the parties individually to mediate any unresolved issues or concerns.

If a dispute may be resolved by mutual agreement of the parties, with the counsel of the EA/EO Officer, a Mutual Resolution of Dispute Form shall be signed by all parties and the EA/EO Officer shall set forth the terms of the agreement.

If a Mutual Resolution of Dispute is executed in lieu of proceeding to the formal complaint process, it shall include the stipulation that the alleged aggrieved party waives his or her right to proceed to the formal process. Where it is the case that the Mutual Resolution of Dispute is entered into, a copy of the Mutual Resolution of Dispute shall be provided to the parties and may be forwarded to any other College administrators that the EA/EO Office deems appropriate.

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Step 5: Requirements to Initiate Formal Process

The alleged aggrieved party may initiate formal proceedings within 15 working days of the receipt of the findings unless both parties have agreed to consider a mutual resolution in lieu of proceeding to the formal complaint process. Failure by the alleged aggrieved party to initiate formal proceedings or by both parties to reach a mutual resolution within the 15 working days of receipt of the findings will constitute a waiver of the right to proceed with the formal complaint.

IV. Formal Complaint

Step 1: Filing a Formal Complaint

Unless the alleged aggrieved party has waived his/her right to proceed to the formal process as provided herein, the alleged aggrieved party may file a Formal Complaint with the EA/EO Office. Filing occurs when the Formal Complaint has been completed, signed, and is timely received by the EA/EO Office. In the formal proceedings the alleged aggrieved party will be called the Complainant and the alleged discriminating party will be called the Respondent.

Step 2: Notice to and Response of Respondent

The EA/EO Officer will notify the Respondent of the proceedings within 3 working days by sending that person a Notice of Formal Complaint to which will be attached the Formal Complaint. The Respondent will meet with the EA/EO Officer not more than 3 working days after receipt of the Notice of Formal Complaint at which time they shall discuss the proceedings. The Respondent shall prepare and file the Respondent's Response to Formal Complaint within 5 working days after meeting with the EA/EO Officer.

A copy of the Response to Formal Complaint shall be given to the Complainant in advance of the prehearing conference.

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Should the Respondent refuse to take part in the hearing, the hearing panel will make its findings based on the Complainant's version of the facts and the EA/EO Officer's record of the dispute.

Step 3: Prehearing Conference

Within 5 working days of receipt of the Response to Formal Complaint by the EA/EO Office, the Complainant, Respondent, and EA/EO Officer will hold a prehearing conference to ascertain if there is a possibility of the dispute being settled short of a formal hearing. If so, the parties shall enter into a Mutual Resolution of Dispute, in lieu of proceeding with the formal complaint process.

If a resolution is not possible, final preparations for the hearing shall be done. This will include: (1) an exchange of witness lists to include names of all witnesses which the parties plan to call at the hearing; and (2) an exchange of all documents which either party plans to introduce into evidence at the hearing. No other documents or witnesses will be considered at the hearing unless for good cause shown, such as a newly discovered witness or document.

It is the responsibility of the parties to secure the testimony of their witnesses. The EA/EO Office may issue a Notice to Appear to witnesses, however claims no subpoena power in this regard. The EA/EO Officer, or his or her designee, shall advise all parties concerning the procedures which will govern during the formal proceedings, and will make determinations regarding procedure and process related to the proceedings.

The Hearing Panel: On an annual basis the President, with the advice of the EA/EO Officer, will select and appoint a diverse pool of employees selected on the basis of familiarity with various operations of the College.

At the pretrial conference, where it is determined that the formal complaint will proceed to a hearing, a hearing panel composed of three members shall be selected from the predesignated pool. The

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Complainant and the Respondent shall each select one panel member. The two members thus selected shall select the third member. In addition, the EA/EO Officer, or his or her designee, shall serve on the hearing panel as a non-voting chairman and Hearing Officer.

Step 4: Hearing

The formal hearing will be held within 10 working days of the prehearing conference and the Hearing Officer's decision on matters of procedure will be final. The hearing shall be of a fact-finding nature and formal courtroom and/or trial rules of evidence and procedure shall not be applicable. The parties have the right to call their own witnesses and to cross-examine witnesses. The hearing panel may ask questions of any witness, as well as each of the parties. The proceedings shall be audio recorded and such recordings shall be retained by the EA/EO Office as a part of the case file.

Step 5: Hearing Panel's Findings and Recommendation

Within 5 working days after the adjournment of the hearing, the hearing panel will arrive by a majority vote at a Findings of Fact and Recommendation which will contain the facts and issues not in dispute, the facts and issues in dispute, and a fair and equitable resolution of the dispute. The Findings of Fact and Recommendation of the hearing panel will be submitted to the EA/EO Officer to be forwarded to the President of the College, the Complainant, and the Respondent.

Step 6: President's Final Decision

The hearing panel has recommendation authority only. The President will make the final decision in all cases after receipt of the hearing panel's report. The President should notify all affected parties within a reasonable period of time and initiate any action which he deems necessary.

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EA/EO Forms identified herein are available from the EA/EO Officer, and may be found on the College's website.

History:

Adopted 6/17/82; Amended 8/14/84; Effective 9/20/84; 5/17/94. Filed - 5/17/94. Effective - 5/17/94; 1/23/04. Filed – 1/23/04. Effective – 1/23/04; 10/20/09. Filed – 10/20/09. Effective – 10/20/09; 4/17/12. Filed – 4/17/12. Effective – 4/17/12.

Appendix 4

Policies and Procedures for Program Admissions and/or Course Substitution Waivers for Eligible Students with Disabilities.

**St. Petersburg College
Annual Equity Update Report 2011-2012**

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6Hx23-4.02 ADMISSION REQUIREMENTS

St. Petersburg College has established standards for admission to the institution and its programs to assist students with their transition to college studies. The Board of Trustees delegates to the President authority to develop and establish admission requirements and policies as set forth in the College's procedures.

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

Law Implemented: 1001.64(5), (6), (7) & (8), 1003.435, 1004.73, 1007.22, 1007.235, 1007.24, 1007.25, 1007.263, 1007.264, 1009.23, 1009.25(3), 1009.26, F.S.; SBE Rules 6A-10.024, 6A-10.030, 6A-10.041, 6A-19.001, 6A-19.002, F.A.C.; Title VI of Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973, as amended; Americans With Disabilities Act of 1991; Age Discrimination Act of 1975; SB 20, 2002 Legislature.

History:

Formerly - 6Hx23-4.02, 6Hx23-4.03, 6Hx23-4.04, 6Hx23-4.05, 6Hx23-4.06, 6Hx23-4.07, 6Hx23-4.08, 6Hx23-4.09, 6Hx23-4.10, 6Hx23-4.11, 6Hx23-4.12, 6Hx23-4-5.10 & 6Hx23-4-5.11. Adopted - 10/16/75. Readopted - 10/25/77. Amended - 4/21/77, 11/30/81, 5/26/82, 11/23/82 (effective 1/1/83), 6/28/83, Emergency Amendment 8/18/83, 9/15/83, 2/16/84, 1/17/85, 3/21/85 (effective 8/19/85 for Session I, 1985-86), 11/21/85, 7/24/86, 10/16/86 (effective 1/7/87 for Session II, 1986-87), 1/22/87 (effective 1/22/87 for Session III, 1986-87), 6/18/87 (effective 6/18/87 for Session I, 1987-88), 12/10/87 (effective 12/10/87 for Session II, 1987-88), 10/20/88, 4/27/89, 11/21/89, 7/17/90, 2/19/91. Filed - 2/19/91. Effective - 2/19/91, 6/13/91. Filed- 6/13/91. Effective- Session III, 1990-91, 11/19/91. Filed - 11/19/91. Effective - 11/19/91; 12/17/91. Filed - 12/17/91. Effective - Session I, 1992-93; 6/15/93. Filed - 6/15/93. Effective - 6/15/93; 8/30/94. Filed - 8/30/94. Effective - Session I, 1994-95; 1/21/97. Filed - 1/21/97. Effective - 1/21/97; 10/22/97; 4/20/98. Filed - 4/20/98. Effective - 4/20/98; 7/27/98. Filed - 7/27/98. Effective - Session I, 1998-99. Effective - Session I, 1998-99; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 11/16/99. Filed - 11/16/99. Effective - 11/16/99; 4/18/00. Filed - 4/18/00. Effective - Session I, 2000-01. 7/21/00. Filed - 7/21/00. Effective - Session I, 2000-01; 2/27/01. Filed - 2/27/01. Effective - Session I, 2001-02; 9/11/01. Filed - 9/11/01. Effective - 9/11/01; 6/21/02.

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Filed – 6/21/02. Effective – 6/21/02; 11/12/02. Filed – 11/12/02. Effective – 11/12/02; 5/20/03. Filed – 5/20/03. Effective – 5/20/03; 7/24/03. Filed – 7/24/03. Effective – Immediately for students applying for admission to the Bachelor of Applied Science in Dental Hygiene Program for Session II, 2003-04; 11/6/04. Filed – 11/16/04. Effective – 11/16/04; 7/19/05. Filed – 7/19/05. Effective – 7/19/95; 1/17/06. Filed – 1/17/06. Effective – 1/17/06; 3/21/06. Filed – 3/21/06. Effective – 3/21/06; 6/20/06. Filed – 6/20/06. Effective – 6/20/06; 9/18/06. Filed – 9/18/06. Effective – 9/18/06; 3/20/07. Filed – 3/20/07. Effective – Session I, 2007-08; 7/17/07. Filed – 7/17/07. Effective – 7/17/07; 11/20/07. Filed – 11/20/07. Effective – 11/20/07; 11/18/08. Filed – 11/18/08. Effective – Session I, 2009-10; 12/16/08. Filed – 12/16/08. Effective – 12/16/08; 4/21/09. Filed – 4/21/09. Effective – 4/21/09; 9/15/09. Filed – 9/15/09. Effective – 9/15/09; 9/20/11. Filed – 9/20/11. Effective –9/20/11.

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ADMISSION REQUIREMENTS

- I. To be admitted to a degree, college credit certificate, or applied technology diploma program, applicants must provide the following items to the College. Priority will be given to applicants who provide required documents and satisfy the requirements herein, at least 14 days before the start date of the session the student is planning to attend. Applicants who cannot provide the following documents may be admitted in a non-degree seeking status. Non-degree seeking students may enroll at the College, but are not eligible for financial aid.
 - A. An application and a nonrefundable application fee. The application will include the student's certification that the student will not unlawfully possess, use, sell, purchase, manufacture, deliver, or possess with the intent to sell, purchase, manufacture, or deliver any controlled substance while enrolled at St. Petersburg College.
 - B. Official high school transcript stating that the student received a standard high school diploma, Computerized Placement Test-eligible Certificate of Completion, GED transcript, or home school affidavit signed by the student's parent/legal guardian attesting to the fact that the applicant has completed a home education program pursuant to the requirements of F.S. 1002.41, F.S., with the name of the county public school district to which the applicant is assigned. Students who graduated from high school outside the U.S. must have the equivalent of a high school diploma in the U.S. Students must arrange to have transcripts from all institutions outside the U.S. evaluated by an approved National Association of Credential Evaluation Services (NACES) agency. Official transcripts from the secondary institution must be received by the Central Records Office or may be provided by the student in a sealed envelope certified by the sending institution or agency.

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- C. Official transcripts from all previously attended postsecondary institution(s). Students who attended a college or university outside the U.S. must arrange to have a course-by-course evaluation of these transcripts completed by an approved National Association of Credential Evaluation Services (NACES) agency.

Official post-secondary transcripts may be sent directly from each school to the Central Records Office or may be provided by the student in a sealed envelope certified by the sending institution or agency.

Additionally, applicants for admission to a degree, certificate or applied technology diploma program must:

1. Complete the Computerized Placement Test (CPT), SAT, or ACT or other approved instrument. Test scores are valid for two years. Transfer work from other colleges may satisfy part or all of this requirement.
 2. Complete the New Student Orientation.
- II. Applicants who have received a Certificate of Completion or a special diploma from a Florida public high school during or after Spring 1983, or who have failed every sitting of the High School Competency Test during or after the 1982-83 school year, shall not be eligible for admission until after such an applicant:
 - A. receives a standard high school diploma; or
 - B. receives a high school equivalency diploma awarded on the basis of successful performance on the test of General Education Development (GED); or
 - C. receives a Computerized Placement Test-eligible certificate of completion. Students with the CPT eligible certificate of completion may be eligible to receive Student Financial Assistance through meeting the "ability to benefit" (ATB) requirement. If the ability to benefit is not demonstrated through the appropriate demonstration of skills on an

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approved ATB test, per federal regulations, students will NOT be eligible to receive federal aid until they either earn a high school diploma, GED or meet the ATB testing requirement.; or

- D. The student submits a home school affidavit signed by the student's parent/legal guardian attesting to the fact that the applicant has completed a home education program pursuant to the requirements of F.S. 1002.41, F.S., with the name of the county public school district to which the applicant is assigned.
- E. receives an approved waiver.

III. Returning Students

Students who have not been in attendance at St. Petersburg College for three or more consecutive terms are required to provide updated contact information, information about colleges and universities attended since last enrolling at SPC, and residency for tuition purposes information before re-enrolling to ensure that the College has accurate information on file. Returning students are not required to pay an additional application fee.

IV. High School Students Eligible for Accelerated Admissions

A. Early Admission, Credit Bank, and Dual Enrollment Students

1. Early Admission Students

A student, including a student in a Home Education program meeting the requirements of F.S. 1002.41, F.S., who wishes to enter St. Petersburg College after the 11th grade of high school may do so if the following requirements are satisfied:

- a. Submission of a high school transcript which indicates that the applicant:

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- (1) Has completed the 11th grade. This is interpreted to mean not less than 2 calendar years of attendance. If the student applies before completion of the 11th grade, he/she must submit a high school transcript showing grades for all work completed through the first semester of the 11th year and courses in which he/she is enrolled for the second semester.
 - (2) Has completed 2/3 of the minimum high school unit requirement plus 1 unit.
 - (3) Has a GPA (grade point average) of at least a 3.0 on a 4.0 scale on all high school work.
- b. Presentation of a passing score on the Florida Comprehensive Assessment Test (FCAT).
 - c. Achievement of an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in Board of Trustees' Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.
 - d. Presentation of an Early Admission to College Form signed by the high school principal or designee. No application, matriculation, or laboratory fees will be assessed to students in this program.
 - e. The student must complete a minimum of 30 semester hours or 46 quarter hours and maintain at least a 2.0 grade point average on a 4.0 scale.
2. Credit Bank Students
 - a. High school students who have at least a 2.0 GPA in all of their coursework for the prior year and who wish to earn college credit while attending high school may enroll in the College as Credit Bank

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students. In addition to the College's Application for Admission, and non-refundable application fee, Credit Bank students must submit a Credit Bank Verification Form which provides verification of high school enrollment and the minimum required 2.0 GPA and is signed by their high school principal or designee. A separate Credit Bank Verification Form must be completed for each academic term for which a student wishes to enroll at the College.

- b. High school level Home Education students may enroll in College classes as Credit Bank students on a term-by-term basis as approved by the campus coordinator of Admissions/Registration. To be admitted, Home Education students must provide evidence of successful academic work at the high school level through the annual evaluations submitted to the public school system. To remain enrolled as Credit Bank students, they must maintain a 2.0 GPA in College classes.
- c. Achievement of an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in Board of Trustees' Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.
- d. Requirements for high school students who are younger than the normal age are as follows:
 - (1) The student and parent(s) must meet with the campus provost or associate provost, and program director or designees to discuss rules and requirements of academic and student life to determine the applicant's level of adaptability to an adult academic setting.
- e. Credit Bank students who wish to enroll at the College in degree-seeking status following high

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school graduation will be required to meet the admission requirements in section I. above.

3. Dual Enrollment Students

a. Students attending a public or private high school within the Pinellas County School District or a Home Education Program meeting the requirements of 1002.41, F.S., who wish to take courses to earn both college and high school credit may do so if the following requirements are satisfied:

- (1) The student has completed the 9th grade while attending a private high school or home education program within the Pinellas County school district.
- (2) The student has completed the 10th grade while attending a public high school within the Pinellas County school district.
- (3) The student has submitted a completed St. Petersburg College Application for Admission Form excluding the application fee.
- (4) The student has achieved an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in Board of Trustees' Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.
- (5) The student has attained at least a 3.0 cumulative unweighted grade point average on a 4.0 scale or when registering for a particular course, the student has demonstrated prior academic achievement in the field of the course by attaining at least a 3.0 cumulative unweighted grade point average on a 4.0 scale within that field.

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(6) The Home Education Dual Enrollment student may take up to 18 credit hours in each fall and spring terms and nine credit hours in the summer term. Upon entering as a Dual Enrollment student, home education students will have three calendar years to participate **or** until the conclusion of the term in which the student turns 19. After the three years are concluded or the student turns 19 (or whichever comes first), the student may not matriculate as a dual enrollment student unless otherwise provided by law.

b. No application, matriculation, or laboratory fees will be assessed students admitted to this program.

V. Students Admitted by Waiver

The College's general policy is not to admit students without a standard high school diploma, CPT eligible certificate of completion, completed home education program pursuant to the requirements of F.S. 1002.41, or GED; however, students who may be admitted by waiver include:

A. Students with High School Certificates of Completion

Although a Certificate of Completion does not qualify a prospective student for admission, a Certificate of Completion student who believes he/she should be considered for admission to the College or to a program of the College should appeal to the associate provost of his/her campus or site. The associate provost or designee will meet with the appropriate faculty, program directors, or others and the student to determine if the student has made a clear case for admission. Information to be considered may include such items as scores on one or more of the approved placement instruments, evidence of the student's life experiences, career/work experience, service occupation, other training, performance in selected academic courses, evidence of an appropriate reading level or appropriate competency

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indicating the ability to function in college-level classes, and/or recommendations from prior teachers and/or other professionals.

B. Students with Special Diplomas

1. A student who receives a special diploma and believes he or she should be considered for waiver and/or substitutions for requirements for admission to the College, or to a program of the College, for a course or courses required in a program, or for graduation from the College should appeal to the associate provost at his/her campus or site. The associate provost and provost will meet with appropriate faculty, program directors, or others and the student to determine that the student has made a clear case for a substitution and to identify the most appropriate substitution to offer the student. Current documentation of the disability, including test scores, when appropriate, will be required. Other information to be considered, especially for substitution of admission requirements, may include items such as: scores on one or more of the approved placement instruments, evidence of the student's experiences in mainstream classes, performance in selected academic courses, evidence of an appropriate reading level or appropriate competency indicating the ability to function in college-level classes, recommendations from prior teachers and other professionals.

2. If the student and the associate provost agree on the substitution offered, the agreement will be communicated to the campus coordinator of Admissions/Registration, other individuals involved, the associate vice president of Academic and Student Affairs (who will maintain a record of substitutions granted) and the student, in writing, within 5 working days. If no agreement is reached, the issue will be referred to the associate vice president of Academic and Student Affairs who will make the determination of appropriate action. The decision of the associate vice president may be appealed to the

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President, in writing, within 10 working days of receipt of the decision. The President's decision shall be final.

3. Credits or degrees awarded by other regionally or nationally accredited postsecondary institutions as a result of substitute requirements established under the provisions of State Board of Education Rule 6A-10.041 may be accepted by St. Petersburg College, so long as all other requirements are met.

C. **Students Who Have Previously Demonstrated Competency in College Credit Post-secondary Coursework.**

When High School transcripts reflecting the date of graduation are unavailable because of reasons beyond the applicant's control, a waiver may be granted by the Associate Provost's Office which will serve as adequate documentation for meeting this requirement in accordance with the instructions below.

The following requirements must be met for the waiver to be granted:

1. earned 12 college-level credits from St. Petersburg College or through the transfer of academic credit from another qualified post-secondary institution.
2. demonstrate the ability to benefit by achieving minimum passing scores on the arithmetic, reading comprehension and sentence skills portions of the computerized placement test.
3. minimum cumulative GPA of 2.0.

VI. **Transfer Students**

A. **St. Petersburg College Policy on Transfer of Academic Credit**

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St. Petersburg College will seek to make the transfer of credit as easy as possible for students while continuing to honor its commitment to academic quality and integrity. As such, St. Petersburg College regularly seeks guidance from its accrediting agency as well as other higher education councils (American Association of Collegiate Registrars and Admissions Officers, American Council on Education, and Council for Higher Education Accreditation) on academic credit transfer policies.

Transfer credit may be accepted from degree granting institutions that are accredited at the collegiate level by an appropriate regional or national accrediting agency that is recognized by the U.S. Secretary of Education. Courses may also be accepted from institutions recognized and participating in the Florida Department of Education Statewide Course Numbering System. Transfer courses are subject to a course-by-course evaluation process to determine if the course is equivalent to courses offered at St. Petersburg College.

- B. Transfer students are subject to the same admissions requirements as listed in section I. above.
- C. A student who has previously applied to, been accepted, and registered at a regionally or nationally accredited postsecondary institution(s) is classified as "transfer" even if the student withdrew before earning any credits.
- D. For courses that are initially deemed nontransferable to St. Petersburg College, the transfer student has the option of seeking an alternative method for obtaining credit. The following supporting documentation must be submitted by the student for each course requested for reconsideration: (1) a copy of each course syllabus must include course title, course length, course description, text used and (2) verification of faculty credentials including college transcripts, professional licensure and/or certifications, and work experience in the field. The course syllabus must be the syllabus from the specific course section and semester that appears on the

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transcript. The faculty credentials must reflect the credential at the time that the professor taught the course specified on the transcript. The student should submit this supporting documentation to: College Registrar, St. Petersburg College, P.O. Box 33089, St. Petersburg, FL 33733.

- E. Florida Statutes requires that after a Florida university or community college has published its general education core, the integrity of that curriculum shall be recognized by the College and other public universities and community colleges. Once a student has been certified by such an institution on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, the College shall require no further such general education courses. Further, any transfer student who has provided documentation of completion of an Associate in Arts, Bachelor's degree or higher from a regionally accredited postsecondary institution shall be presumed to have met all general education requirements for the associate degree at the College. In addition, any transfer student who has graduated from a regionally accredited institution with an Associate in Applied Science degree or higher shall be exempt from the admission requirement of a standard high school diploma.

- F. All transfer work is evaluated by the person(s) designated to perform the task on a collegewide basis by the College registrar.

- G. All courses listed on the transcript(s) are evaluated, including those with incomplete or failing grades, except as noted in paragraph I. below. Courses from which the student withdrew without penalty are not evaluated. When the course is equivalent to a course in the College catalog, it is transferred in with the College prefix and course number. However, the course title and credit hours will be those of the transfer institution. Quarter hours will be converted to semester hours on the basis that 3 quarter hours equal 2 semester hours. Fractional hours resulting from the conversion will be carried to two decimal places and rounded to nearest hundredths.

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- H. For purposes of meeting general education and program requirements, 2.5 credits will satisfy a 3 credit course requirement and .67 will satisfy a 1 credit course.
- I. Upper division courses are not evaluated for lower division programs. If a student later matriculates into an upper division program, all upper division work will be evaluated at that time.

VII. Transient Students

A. Transient students from another college

A transient student is one who preserves uninterrupted residency status with the home college while attending St. Petersburg College. Students who wish to attend St. Petersburg College on a transient basis may substitute a Transient Form approved by the home college in lieu of an official transcript. The Transient Form or official transcript must be forwarded along with the Application for Admission and fee, to the Admissions/Registration Office on the campus he/she expects to attend.

B. Transient students from St. Petersburg College

Permission to attend another institution on a transient basis will be granted only to students who have at least a 2.0 "C" average or better at St. Petersburg College. Eligibility for transient status and acceptability of courses is determined by the campus coordinator of Admissions/Registration. The student is urged to bring to the campus coordinator of Admissions/Registration course descriptions of each course to determine their transferability and equivalency. Transient permission is not usually given any student for consecutive sessions.

A student who requests transient permission and meets the requirement of a 2.0 "C" average is furnished with a Transient Form. Courses listed on the Transient Form will be accepted as equated on the form. If courses other than those listed are taken, they will be accepted under the conditions listed in this

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Rule for Transfer Students. Courses earned in transient status are accepted with the grades earned and are treated as transfer work.

VIII. Non-Degree Seeking Students

A student who does not desire to enroll as a degree-seeking student but would like to earn credit for certification or other purposes may enroll as a non-degree student.

- A. Non-degree students must complete an Application for Admission and pay the application fee.
- B. Non-degree students are not required to furnish transcripts.
- C. A student who is under 18 years of age and has not graduated from high school may enroll as a non-degree student with special permission from the associate provost.
- D. Courses completed by non-degree students will be entered on their transcripts as credit courses.
- E. Coursework completed in non-degree status may not be applied towards a degree from St. Petersburg College unless the student changes to degree-seeking status. A non-degree student who desires to change to degree-seeking status may do so by fulfilling all regular admissions requirements. A change to degree-seeking status must be completed prior to the session in which the student plans to graduate.
- F. If a student earns credits solely in non-degree status at St. Petersburg College and desires to transfer such credits towards a degree from another institution, it is his/her responsibility to determine the acceptability of the courses towards his/her degree.
- G. Non-degree students fall into two categories:
 - 1. Those who initially enroll as non-degree students, and

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Students who initially enroll as non-degree students do not intend to follow a degree program at the College. They do desire to earn credit in the courses for which they register and to have transcripts issued showing such credit. They include teachers taking a limited number of courses for recency of credit or extension of certificate; individuals possessing advanced degrees who take specified job-related courses and require evidence of credit earned for reimbursement by their employers; individuals who require evidence of course completion for licensing purposes (e.g., ambulance drivers); and individuals who may desire to take courses for credit but cannot meet regular admission requirements or who expect to meet GED requirements at some date in the session.

2. Those whose status has been changed from degree-seeking to non-degree-seeking through failure to meet admission requirements.

Students applying as degree-seeking students under published criteria who have not furnished all required transcripts are classified as non-degree until their file is complete. This protects the student's investment, permitting the earning of credit for the course(s) registered. Upon the College's receipt of the required transcript(s) or other material, the student's status is changed from non-degree status to degree-seeking status.

Admission with non-degree status is not considered a waiver of the requirement for high school graduation for later admission to degree programs.

While all credits earned in non-degree status are recorded, a student may not be awarded a degree while classified as a non-degree student. A non-degree student desiring to graduate must change to a degree-

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seeking status before registering for the session in which graduation would be earned.

- H. Students are not eligible to receive financial assistance while enrolled as a non-degree seeking student.

IX. International Students

- A. An International student is defined as one who has entered the United States under any type of visa other than an immigration visa and for whom an I-20 must be issued by the College. The student is admitted to the U.S. with a student visa and remains a citizen and home country resident. There are two classifications of International students:
 - 1. Foreign (F-1) students - those who enter the College with the intention of receiving a degree.
 - 2. Students who are admitted to enroll full-time in the English for Academic Purposes Program only (usually in F-1 visa status).
- B. International student applicants who are applying for the Foreign Student (F-1) Visa must complete the International Student Packet which includes the application for admission, supplemental data sheet, the financial ability form with bank statement (a translated foreign bank statement is acceptable), and pay the application fee. For more information, contact International Student Services or visit the college website; www.spcollege.edu/central/international. The student must prove sufficient funds for one full year which includes: matriculation and tuition fees, books, and supplies, personal expenses, off campus room and board and medical insurance for a full academic year. Proof of medical insurance must be received after arrival in the U.S. and before initial registration into classes.
- C. Non-native speakers of English who seek admission into degree programs shall be tested for language proficiency prior to the completion of initial registration. Language proficiency

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shall be assessed using the College Board ACCUPLACER-ESL and a writing sample or the ACT COMPASS-ESL and a writing sample. Students whose scores indicate placement into EAP classes shall be assigned to those classes in accordance with statewide cut score ranges. Placement in the appropriate EAP courses is mandatory. Students who provide sufficient college-level transfer coursework and/or CPT/SAT/ACT scores may be exempt from placement testing.

- D. International students must provide proof of high school graduation, as evidenced by evaluated transcripts from an approved source directly to International Student Services. A request for evaluation of non-U.S. transcripts must be submitted to one of the approved National Association of Credential Evaluation Services (NACES) agency.

- E. International student applicants seeking transfer from another U.S. regionally or nationally accredited postsecondary institution must complete all SPC application documents and provide official transcripts from all prior institutions directly to International Student Services. The prospective student must submit to the school they are transferring from an SPC Clearance form and request the school to transfer the I-20 through the SEVIS system. An I-20 will be issued by International Student Services only after the official transcripts have been received.

- F. International student applicants who have attended international institutions and wish to attend the College on F-1 visas must submit transcripts and course-by-course evaluations from all colleges or universities attended directly to International Student Services, or Central Records. Requests for evaluation of transcripts must be submitted to one of the approved services as indicated in section D.

- G. Students with international degrees certified by an approved credential evaluation agency of having met requirements for an Associate in Arts degree or higher from a regionally accredited U.S. institution shall be exempt from further general education requirements. The exception is that

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students with degrees from a non-English speaking country will be required to complete SPC's General Education Communication requirements.

H. Final acceptance of International student applicants who wish to attend the College on an F-1 student visa or approved student status will not be made until all of the following items have been received:

1. Completed application for admissions
2. Payment of application fee
3. Payment of International student fee
4. Required transcripts
5. Financial Ability form with bank statements or bank letter. (For U.S. sponsors a completed and notarized I-134, Affidavit of Support and the required documentation.)
6. Supplemental data sheet

X. Resident Aliens, Refugees, Asylees and Citizens who are Non-Native Speakers of English

Non-native speakers of English who seek admission into degree programs shall be tested for language proficiency prior to the completion of initial registration. Language proficiency shall be assessed using the College Board ACCUPLACER-ESL and a writing sample or the ACT COMPASS-ESL and a writing sample. Students whose scores indicate placement into EAP classes shall be assigned to those classes in accordance with statewide cut score ranges. Placement in the appropriate EAP courses is mandatory. Students who provide sufficient college-level transfer coursework and/or CPT/SAT/ACT scores may be exempt from placement testing.

XI. The President is authorized to permit substitute admission requirements for eligible students who have disabilities as defined by State Board of Education Rule 6A-10.041, F.A.C.

A. This Rule is established in compliance with State Board of Education Rule 6A-10.041, to provide disabled students reasonable substitutions for requirements for admission to the

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College, admission to a program of the College, for course substitutions, and for graduation from the College. To make a determination of appropriate substitutions, the disabled student will be required to provide documentation that:

1. The student has a disability which is evaluated as interfering in a basic life activity. Examples of such disabilities include but are not limited to: vision impairment, hearing impairment, mental or emotional impairment, physical impairments such as cerebral palsy or multiple sclerosis, dyslexia, or other specific learning disabilities as defined below; and

2. The disability can be reasonably expected to prevent the student from meeting requirements for admission to the College or a program of the College, for satisfactory completion of a course or courses, or for graduation. The student must identify the specific requirement(s) for which a substitution is sought and furnish documentation from an appropriate source that will support the need of a substitution or accommodation.

3. A student who believes he or she should be considered for substitutions for requirements for admission to the College, or to a program of the College, for a course or courses required in a program, or for graduation from the College should appeal to the associate provost at his/her campus or site. The associate provost and provost will meet with appropriate faculty, program directors, or others and the student to determine that the student has made a clear case for a substitution and to identify the most appropriate substitution to offer the student. Current documentation of the disability, including test scores, when appropriate, will be required. Other information to be considered, especially for substitution of admission requirements, may include items such as: scores on one or more of the approved placement instruments, evidence of the student's experiences in mainstream classes, performance in selected academic courses, evidence of an appropriate reading level or

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appropriate competency indicating the ability to function in college-level classes, recommendations from prior teachers and other professionals.

4. If the student and the associate provost agree on the substitution offered, the agreement will be communicated to the campus coordinator of Admissions/Registration, other individuals involved, and the associate vice president of Academic and Student Affairs (who will maintain a record of substitutions granted) and the student, in writing within 5 working days. This written communication will include notification of the nature of the course substitution and/or waiver and limitations of acceptability and procedures for requesting assistance in transferring to a public community college or state university. If no agreement is reached, the issue will be referred to the associate vice president of Academic and Student Affairs who will make the determination of appropriate action. The decision of the associate vice president may be appealed to the senior vice president of Academic and Student Affairs, in writing, within 10 working days of receipt of the decision. The senior vice president's decision shall be final.

B. For purposes of this Rule, the following definitions apply:

1. Hearing impairment. A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, or 2000 Hz, ANSI, unaided, in the better ear. Examples include, but are not limited to, conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low tone hearing loss or deafness, acoustic trauma hearing loss or deafness.
2. Visual impairment. Disorders in the structure and function of the eye as manifested by at least one of the following: visual acuity of 20/70 or less in the better eye after the best possible correction, a peripheral field so constricted that it affects one's ability to function in an educational setting, or a progressive loss of vision which

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may affect one's ability to function in an educational setting. Examples include, but are not limited to cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.

3. **Specific Learning Disability.** A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, dysgraphia, disphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological processes. Such disorders do not include learning problems which are due primarily to visual, hearing, or motor handicaps, to mental retardation, to emotional disturbance, or to an environmental deprivation.
 - C. Approved course substitutions shall be entered in the student's permanent academic record and once a substitution is granted, the student shall not be required to meet any additional requirements in the respective discipline area for admission or graduation. Further, all College policies related to graduation, transfer of credits and articulation with other postsecondary institutions shall include provisions for acceptance of approved course substitutions.
- XII. For requirements for admission to Bachelors degree in Education Programs at St. Petersburg College, see BOT Rule 6Hx23-4.72.
- XIII. In addition to general St. Petersburg College admissions rules, students will be eligible for admission to the Baccalaureate Programs as follows:
- A. Completion of an A.S. degree in a related area from a regionally accredited postsecondary institution. See individual program offices for a current list of related A.S. degree areas and specific A.S. degree program accreditation requirements.

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Students with any of the following degrees or prior course work may be admitted with permission of the dean:

1. A.A.S., A.A., an unrelated A.S. degree, or 60 credits (but no degree). See individual program offices for a current list of additional requirements when the related A.S. degree has not been completed.
 2. The School of Paralegal Studies requires a grade of “C” or better in all required lower division paralegal courses for students who are admitted with permission of the dean.
 3. The College of Nursing may also accept diplomas in nursing from programs accredited by the National League for Nursing Accrediting Commission.
- B. Scoring at or above “college-level” on the St. Petersburg College’s Placement Test in the areas of reading, writing, and mathematics as prescribed in College Procedure P6Hx23-4.45 is required for all upper division programs and courses. College Rule 6Hx23-4.45 outlines those who are exempt from this requirement.
- C. A cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework is required in all programs except for the B.A.S. in Orthotics and Prosthetics, which requires a cumulative grade point average of 2.50 on a 4.00 scale.
- D. Completion of a minimum of 15 semester hours of transferable general education coursework.
- E. Completion of an application to the appropriate baccalaureate program.

All selective admissions programs require prospective students, who are not initially accepted, to resubmit their application for subsequent enrollment periods.

- F. Completion of all state mandated common prerequisites with a grade of “C” or better are required for admission to all degree

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programs. See the individual program offices or FACTS.org for specific information.

G. Students wishing to pursue more than one (1) bachelor's degree at SPC must meet the following admissions criteria:

1. Meet the stated admissions requirements for the second degree;
2. Be enrolled in one baccalaureate program at a time;
3. Be awarded the first SPC baccalaureate degree prior to beginning coursework on the second degree (See BOT Rule 6Hx23-4.24 for additional information); and
4. Develop an individual academic plan (IAP) for completion of the second degree. This must be approved by the program's dean prior to admission.

H. Additional admissions rules for specific programs are as follows:

1. Non-degree seeking students must meet all above admissions criteria and may enroll in up-to twelve (12) credit hours of upper-division courses with permission of the dean. Unofficial transcripts will be accepted in place of the official transcripts.
2. Upper division certificate seeking students must meet all above admissions criteria.
3. Post-baccalaureate certificates require proof of a baccalaureate degree from a regionally accredited university.
4. The College of Nursing requires:
 - a. The presentation of a valid unrestricted, unencumbered RN license from the state where

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applicant is practicing, to be kept current throughout the duration of the required course of study.

- b. Computer/Information Literacy Competency (no minimum credit hours required). Computer/Information literacy competency may be demonstrated by completing one of the following:

- (1) Successfully completing a College approved Basic Computer/Information Skills Competency Test

or

- (2) Successfully completing at least one of the following options:

- (a) CTS 1101 or CGS 1060 Basic Computer and Information Literacy

or

- (b) CGS 1100 Microcomputer Applications (as revised in 2002)

or

- (c) EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors

or

- (d) LIS 1102 and CGS 1510 and OST 1741.

- 5. The B.A.S. in Dental Hygiene Program requires:

The presentation of a valid and current Dental Hygiene license from the state where applicant is practicing.

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6. The B.A.S. in Orthotics and Prosthetics Program requires:
 - a. Completion of a minimum sixteen (16) hours of observation, volunteer service, or work experience in orthotics and prosthetics.
 - (1) A minimum of eight (8) hours in orthotics and eight (8) hours in prosthetics is required.
 - (2) Hours must be verified by a signed statement from a certified/licensed orthotist or prosthetist.
 - b. Submission of a letter of recommendation from a certified/licensed orthotist or prosthetist.
 - c. Prior to acceptance and enrollment, applicants must pass a background check and a drug screening.
 - (1) The student will pay the background check and drug screening fees directly to the vendor.
 - (a) Upon request, fee waivers may be approved by the Health Education Center's associate provost or provost to documented economically disadvantaged applicants (AFDC, Pell, Workforce).
 - (2) The drug screening(s) must satisfactorily demonstrate that he/she is free from the use of any illegal drug, unprescribed controlled substance described or named in the law, hereinafter referred to as "drug-free".
 - (a) Students who do not successfully pass the drug screening on the first attempt will be allowed to retake the drug screening one (1) additional time, at their own expense.

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- (b) A student who fails the drug screening a second time will be permitted to reapply for admission to the Orthotics and Prosthetics Program one (1) year from the date of the most recent application.
- (3) Students must remain drug-free throughout their tenure in the Orthotics and Prosthetics Program at the College.
 - (a) If the Orthotics and Prosthetics Program believes a student is no longer drug-free, they can request the student retake the drug screening at the student's expense. Failure to take or successfully pass the drug screening shall be grounds for dismissal from the program.
 - (b) Students may be subject to drug screening pursuant to placement at a clinical site. Failure to do so shall be grounds for dismissal from the program.
- (4) A student who fails the background check will not be admitted into the program. See BOT Rule 6Hx23-4.53 Section G for additional information on the criteria.
- d. If the number of eligible students exceeds the positions available, other selection criteria will be used.
- e. Students transferring from another school's Orthotics and Prosthetics Program must be in good academic standing and must be able to satisfactorily demonstrate program competencies.

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- f. Prior to the beginning of the first clinical experience (PRO 3801L- Orthotics and Prosthetics Clinical Rotation Practicum I), each student must:
- (1) Show a valid Basic Life Support (BLS) for Healthcare Providers C.P.R. certificate
 - (2) Show evidence of immunity to or inoculation against the hepatitis virus. Said immunization series may be waived when medically contraindicated by a physician in writing and a release is signed by the student. In addition, students must provide verification of immunizations required by program and clinical affiliates.

History: Amended - 6/28/83, 9/16/86 (effective 1/7/87 for Session II, 1986-87), 5/12/87, 10/17/89, 9/13/90. Effective - 9/20/90; 8/30/94. Filed - 8/30/94. Effective - Session I, 1994-95; 5/18/99. Filed - 5/18/99. Repealed - 5/18/99. See 6Hx23-4.02; 9/20/11. Re Adopted 9/20/11. Effective – 9/20/11.

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P6Hx23-4.021 PROCEDURE TO IDENTIFY STUDENTS WITH LEARNING AND OTHER DISABILITIES

DISABLED STUDENT SERVICES

I. Documentation Procedures

A. Learning Disabilities

Students and prospective students requesting accommodations in their academic work at St. Petersburg College (SPC) must present appropriate documentation to the learning specialist of their home campus. There will be two tiers of service based on the types and quality of documentation provided:

Tier 1: Students regarded as having a history of a disability (IEP, SOP or 504 plan). Student may get 1 ½ testing time and reduced distraction testing area, and priority registration. Other institutions may require a more thorough evaluation.

Tier 2: More comprehensive documentation provided to the learning specialist. Current complete psychoeducational evaluation or current letter of diagnosis from an M.D. or PhD qualified to make the diagnosis.

B. Students With Disabilities Are Defined As Follows:

1. Hearing Impairment

A hearing loss of thirty (30) decibels or greater, pure tone average of 500, 1000, 2000 Hz, ANSI, unaided, in the better ear.

Examples include, but are not limited to, conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low tone hearing loss or deafness, acoustic trauma hearing

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loss or deafness.

2. Visual Impairment

Disorders in the structure and function of the eye as manifested by at least one of the following: visual acuity of 20/70 or less in the better eye after the best possible correction; a peripheral field so constricted that it affects one's ability to function in an educational setting; or a progressive loss of vision which may affect one's ability to function in an educational setting.

Examples include, but are not limited to, cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.

3. Specific Learning Disability

A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations.

Examples include dyslexia, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological processes. Such disorders do not include learning problems which are due primarily to visual, hearing, or motor handicaps, to mental retardation, to emotional disturbance, or to an environmental deprivation.

4. Orthopedic/Physical Impairment

A disorder of the musculoskeletal, connective tissue disorders, and neuromuscular system.

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Examples include, but are not limited to, cerebral palsy, absence of a body member, clubfoot, nerve damage to the hand and arm, cardiovascular aneurysm (CVA), head injury and spinal cord injury, arthritis and rheumatism, epilepsy, intracranial hemorrhage, embolism, thrombosis (stroke), poliomyelitis, multiple sclerosis, Parkinson's disease, congenital malformation of brain cellular tissue, and physical disorders pertaining to muscles and nerves, usually as a result of disease or birth defect including, but not limited to, muscular dystrophy and congenital muscle disorders.

5. Speech/ Language Impairment

Disorders of language, articulation, fluency, or voice which interfere with communication, pre-academic or academic learning, vocational training, or social adjustment.

Examples include, but are not limited to, cleft lip and/or palate with speech impairment, stammering, stuttering, laryngectomy, and aphasia.

6. Emotional or Behavioral Disability

Any mental or psychological disorder including, but not limited to, organic brain syndrome, emotional or mental illness, or attention deficit disorders.

7. Autism Spectrum Disorder

Disorders characterized by an uneven developmental profile and a pattern of qualitative impairments in social interaction, communication, and the presence of restricted repetitive, and/or stereotyped patterns of behavior, interests, or activities. These characteristics may manifest in a variety of combinations and range from mild to severe.

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8. Other

Any disability not identified in section B. 1-7, except those students who have been documented as having an intellectual disability deemed by a disability professional to make completion of the requirement impossible.

II. Request for College Services

A. Provision of Services

After a student's documentation is accepted, the home campus or site learning specialist will keep this documentation on file. It is the student's responsibility to request services supported in the documentation. A new request is necessary each semester based on the specific classes being taken at that time. A three-week notice is recommended to fill requests. For electronic media or assistive technology, requests may take up to four (4) weeks.

B. Course Substitutions

Course substitutions are considered according to Board of Trustees Procedure P6Hx23-4.02 to students with documented disabilities.

Students seeking substitutions for requirements for admission to the College, or to a program of the College, or for graduation from the College should appeal to the associate provost at his or her campus or site.

C. College Level Academic Skills (CLAS) Appeals

A waiver of CLAS requirements can be appealed through a CLAS Appeals Committee as prescribed by

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the Board of Trustees Rule 6Hx23-4.45 for students with documented disabilities.

Students seeking consideration for waiver of CLAS requirements should begin the request with the home campus learning specialist.

D. Auxiliary Aids

Assistive Technology for students with qualifying disabilities is available, such as note takers, readers, electronic media books, captioned videos, e-books, adaptive software, interpreters and captioners.

E. Priority Registration

Students with documented disabilities are provided with priority registration opportunities, as well as counseling and advisement by appointment in advance of registration timeframes.

History: Adopted 6/15/93. Effective - 6/15/93; 11/21/95. Filed - 11/21/95. Effective - Session I, 1995-96; 2/22/11. Filed – 2/22/11. Effective – 2/22/11.

Appendix 5

Equity in Athletics Disclosure Act (EADA) Survey Federal Report for 2010

**St. Petersburg College
Annual Equity Update Report 2011-2012**

Print Form(s)

Get PDF File

Return

Equity in Athletics 2011

Institution: St Petersburg College (137078)

User ID: E1370781

Screening Questions

Please answer these questions carefully as your responses will determine which subsequent data entry screens are appropriate for your institution.

1. How will you report Operating (Game-day) Expenses?

By Team

Per Participant

2. Select the type of varsity sports teams at your institution.

Men's Teams

Women's Teams

Coed Teams

3. Do any of your teams have assistant coaches?

Yes

Men's Teams

Women's Teams

Coed Teams

No

If you save the data on this screen, then return to the screen to make changes, note the following:

- 1) If you select an additional type of team remember to include associated data for that type of team on subsequent screens;
- 2) If you delete a type of team but have already entered associated data on other screens, all associated data for that type of team will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

Sports Selection - Men's and Women's Teams

Select the varsity sports teams at your institution.

Sport	Men's	Women's	Sport	Men's	Women's
Archery	<input type="checkbox"/>	<input type="checkbox"/>	Badminton	<input type="checkbox"/>	<input type="checkbox"/>
Baseball	<input checked="" type="checkbox"/>		Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Beach Volleyball	<input type="checkbox"/>	<input type="checkbox"/>	Bowling	<input type="checkbox"/>	<input type="checkbox"/>
Cross Country	<input type="checkbox"/>	<input type="checkbox"/>	Diving	<input type="checkbox"/>	<input type="checkbox"/>
Equestrian	<input type="checkbox"/>	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	<input type="checkbox"/>
Field Hockey		<input type="checkbox"/>	Football	<input type="checkbox"/>	
Golf	<input type="checkbox"/>	<input type="checkbox"/>	Gymnastics	<input type="checkbox"/>	<input type="checkbox"/>
Ice Hockey	<input type="checkbox"/>	<input type="checkbox"/>	Lacrosse	<input type="checkbox"/>	<input type="checkbox"/>
Rifle	<input type="checkbox"/>	<input type="checkbox"/>	Rodeo	<input type="checkbox"/>	<input type="checkbox"/>
Rowing	<input type="checkbox"/>	<input type="checkbox"/>	Sailing	<input type="checkbox"/>	<input type="checkbox"/>
Skiing	<input type="checkbox"/>	<input type="checkbox"/>	Soccer	<input type="checkbox"/>	<input type="checkbox"/>
Softball		<input checked="" type="checkbox"/>	Squash	<input type="checkbox"/>	<input type="checkbox"/>
Swimming	<input type="checkbox"/>	<input type="checkbox"/>	Swimming and Diving (combined)	<input type="checkbox"/>	<input type="checkbox"/>
Synchronized Swimming		<input type="checkbox"/>	Table Tennis	<input type="checkbox"/>	<input type="checkbox"/>
Team Handball	<input type="checkbox"/>	<input type="checkbox"/>	Tennis	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Track and Field (Indoor)	<input type="checkbox"/>	<input type="checkbox"/>	Track and Field (Outdoor)	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field and Cross Country (combined)	<input type="checkbox"/>	<input type="checkbox"/>	Volleyball	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water Polo	<input type="checkbox"/>	<input type="checkbox"/>	Weight Lifting	<input type="checkbox"/>	<input type="checkbox"/>
Wrestling	<input type="checkbox"/>	<input type="checkbox"/>	Other Sports (Specify sports in the caveat box.)*	<input type="checkbox"/>	<input type="checkbox"/>

CAVEAT

* If you indicated in the caveat box that your other sports are Dancing and/or Cheerleading, please also specify in the caveat box that your institution has a letter from the Office for Civil Rights confirming that the OCR has determined that Dancing and/or Cheerleading are varsity sports at your institution.

If you save the data on this screen, then return to the screen to make changes, note the following:

- 1) If you select an additional team remember to include associated data for that sport on subsequent screens;
- 2) If you delete a sport but have already entered associated data on other screens, all associated data for that sport will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

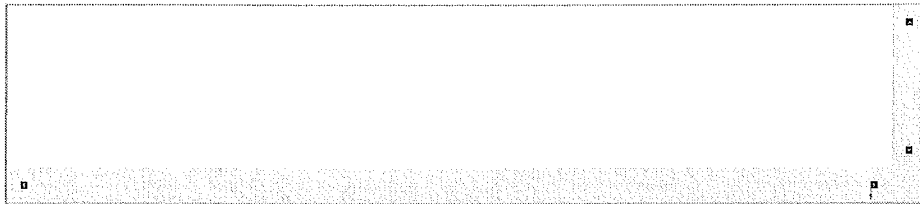
Athletics Participation - Men's and Women's Teams

Enter the number of participants as of the day of the first scheduled contest.

Varsity Teams

	Men's Teams	Women's Teams
Baseball	26	
Basketball	13	15
Softball		17
Tennis		8
Volleyball		10
Total Participants Men's and Women's Teams	39	50
Unduplicated Count of Participants (This is a head count. If an individual participates on more than one team, count that individual only once on this line.)	39	50

CAVEAT



If you save the data on this screen, then return to the screen to make changes, please note you must re-save every screen because the survey system has to recalculate the totals.

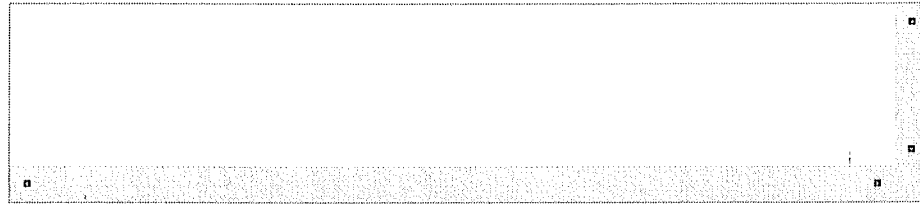
Head Coaches - Men's Teams

For each men's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball	1		1						1
Basketball	1		1						1
Coaching Position Totals	2	0	2	0	0	0	0	0	2

CAVEAT



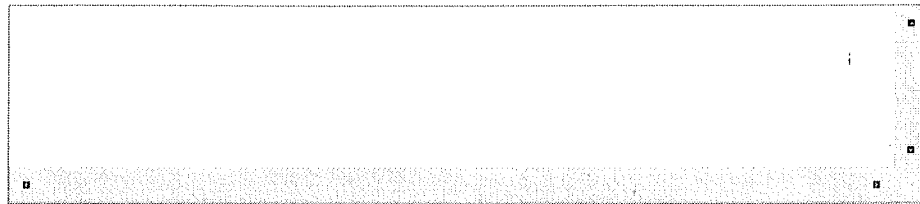
Head Coaches - Women's Teams

For each women's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	1
Softball	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	1
Tennis	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Volleyball	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Coaching Position Totals	1	1	1	1	2	0	2	0	4

CAVEAT



Head Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays head coaches as compensation for coaching. Do not include benefits on this screen.

Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.

For help calculating the FTE total click on the "Need help? Click here for screen instructions" link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Head Coach	17,844	14,642
Number of Head Coaches Used to Calculate the Average	2	4
Number of Volunteer Head Coaches (Do not include these coaches in your salary or FTE calculations.)		
Average Annual Institutional Salary per Full-time equivalent (FTE)	17,844	16,734
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	2.00	3.50
CAVEAT		

Assistant Coaches - Men's Teams

For each men's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2
Basketball	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2
Coaching Position Totals	0	4	1	3	0	0	0	0	4

CAVEAT

Assistant Coaches - Women's Teams

For each women's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	<input type="text"/>	1	1
Softball	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	<input type="text"/>	2	2
Tennis	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Volleyball	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	<input type="text"/>	1	1
Coaching Position Totals	0	0	0	0	0	4	0	4	4
CAVEAT	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>								

Assistant Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays assistant coaches as compensation for coaching. Do not include benefits on this screen.

Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.

For help calculating the FTE total click on the "Need help? Click here for screen instructions" link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Assistant Coach	3,750	3,750
Number of Assistant Coaches Used to Calculate the Average	4	4
Number of Volunteer Assistant Coaches. (Do not include these coaches in your salary or FTE calculations.)		
Average Annual Institutional Salary per Full-time equivalent (FTE)	15,000	15,000
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	1.00	1.00

CAVEAT

There's a line item for each team to have assistant coaches. However, it is optional to the coaches as sometimes they use the budget for other areas.

Institution: St Petersburg College (137078)

User ID: E1370781

Athletically Related Student Aid - Men's and Women's Teams

Athletically related student aid is any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Other student aid, of which a student-athlete simply happens to be the recipient, is not athletically related student aid. If you do not have any aid to report, enter a 0.

	Men's Teams	Women's Teams	Total
Total	313,733	470,980	784,713
Ratio (percent)	40	60	100%

CAVEAT



Recruiting Expenses - Men's and Women's Teams

Recruiting expenses are all expenses an institution incurs attributable to recruiting activities. This includes, but is not limited to, expenses for lodging, meals, telephone use, and transportation (including vehicles used for recruiting purposes) for both recruits and personnel engaged in recruiting, and other expenses for official and unofficial visits, and all other expenses related to recruiting. If you do not have any recruiting expenses to report, enter a 0.

	Men's Teams	Women's Teams	Total
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	0
CAVEAT			

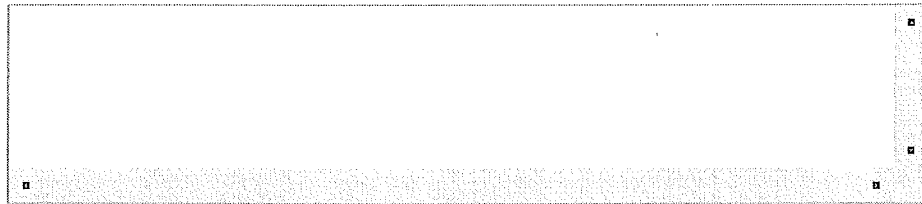
Total amount included in operating expenses.

Operating (Game-Day) Expenses - Men's and Women's Teams by Team

Operating expenses are all expenses an institution incurs attributable to home, away, and neutral-site intercollegiate athletic contests (commonly known as "game-day expenses"), for (A) Lodging, meals, transportation, uniforms, and equipment for coaches, team members, support staff (including, but not limited to team managers and trainers), and others; and (B) Officials.

For a sport with a men's team and a women's team that have a combined budget, click on the "Need help? Click here for screen instructions" link for special instructions.

Varsity Teams	Participants	Men's Teams		Participants	Women's Teams		Total Operating Expenses
		Operating Expenses per Participant	By Team		Operating Expenses per Participant	By Team	
Basketball	13	2,172	28,234	15	2,057	30,858	59,092
Baseball	26	1,469	38,184				38,184
Softball				17	2,710	46,065	46,065
Tennis				8	1,308	10,464	10,464
Volleyball				10	1,942	19,416	19,416
Total Operating Expenses Men's and Women's Teams	39		66,418	50		106,803	173,221
CAVEAT							



Note: This screen is for game-day expenses only.

Total Expenses - Men's and Women's Teams

Enter all expenses attributable to intercollegiate athletic activities. This includes appearance guarantees and options, athletically related student aid, contract services, equipment, fundraising activities, operating expenses, promotional activities, recruiting expenses, salaries and benefits, supplies, travel, and any other expenses attributable to intercollegiate athletic activities.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	195,989	205,672	401,661
Baseball	276,136		276,136
Softball		219,342	219,342
Tennis		94,838	94,838
Volleyball		155,401	155,401
Total Expenses of all Sports, Except Football and Basketball, Combined	276,136	469,581	745,717
Total Expenses Men's and Women's Teams	472,125	675,253	1,147,378
Not Allocated by Gender/Sport (Expenses not attributable to a particular sport or sports)			205,703
Grand Total Expenses			1,353,081

CAVEAT

Total Revenues - Men's and Women's Teams

Your total revenues must cover your total expenses.

Enter all revenues attributable to intercollegiate athletic activities. This includes revenues from appearance guarantees and options, an athletic conference, tournament or bowl games, concessions, contributions from alumni and others, institutional support, program advertising and sales, radio and television, royalties, signage and other sponsorships, sport camps, state or other government support, student activity fees, ticket and luxury box sales, and any other revenues attributable to intercollegiate athletic activities.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	195,989	205,672	401,661
Baseball	276,136		276,136
Softball		219,342	219,342
Tennis		94,838	94,838
Volleyball		155,401	155,401
Total Revenues of all Sports, Except Football and Basketball, Combined	276,136	469,581	745,717
Total Revenues Men's and Women's Teams	472,125	675,253	1,147,378
Not Allocated by Gender/Sport (Revenues not attributable to a particular sport or sports)			205,703
Grand Total for all Teams (includes by team and not allocated by gender/sport)			1,353,081

CAVEAT

Summary - Men's and Women's Teams

Your Grand Total Revenues must be equal to or greater than your Grand Total Expenses or you will not be able to lock your survey.

	Men's Teams	Women's Teams	Total
1 Total of Head Coaches' Salaries	35,688	58,568	94,256
2 Total of Assistant Coaches' Salaries	15,000	15,000	30,000
3 Total Salaries (Lines 1+2)	50,688	73,568	124,256
4 Athletically Related Student Aid	313,733	470,980	784,713
5 Recruiting Expenses	0	0	0
6 Operating (Game-Day) Expenses	66,418	106,803	173,221
7 Summary of Subset Expenses (Lines 3+4+5+6)	430,839	651,351	1,082,190
8 Total Expenses for Teams	472,125	675,253	1,147,378
9 Total Expenses for Teams Minus Subset Expenses (Line 8 – Line 7)	41,286	23,902	65,188
10 Not Allocated Expenses			205,703
11 Grand Total Expenses (Lines 8+10)			1,353,081
12 Total Revenues for Teams	472,125	675,253	1,147,378
13 Not Allocated Revenues			205,703
14 Grand Total Revenues (Lines 12+13)			1,353,081
15 Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)	0	0	0
16 Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)			0

To return to a data entry screen, click on the link in the Navigation Menu.

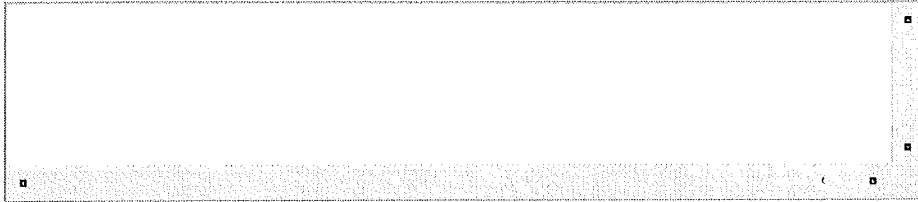
To proceed to the Supplemental Information screen, click on the link in the Navigation Menu or click on the "Next" button on this screen.

Supplemental Information (optional)

This screen may be used to help the reader better understand the data you have provided, or to help a prospective student-athlete make an informed choice of an athletics program.

This information will be viewable on the EADA public website. Please do not include the names of individuals or write messages to the help desk.

To explain specific data entered on a previous screen, please use the caveat box on that screen.

A large, empty rectangular box with a dotted border, intended for supplemental information. The box is currently blank, with only a few small square artifacts visible at the corners.

Appendix 6
Fall Staff Report

St. Petersburg College
Annual Equity Update Report 2011-2012

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY A. FULL-TIME FACULTY
 SALARY RANGES BY TERMS EMPLOYED, ETHNICITY AND GENDER
 FALL ENDING TERM 2010 - 2011
 ST. PETERSBURG

CCNUM=ST. PETERSBURG UNITID=137078

TERMS EMPLOYED	BLACK OR AFRICAN AMERICAN		ASIAN		HISPANIC LATINO		WHITE		MULTI RACIAL		AMERICAN INDIAN O ALASKAN NATIVE		ETHNIC UNKNOWN		NON RESIDENT ALIENS		NATIVE HAWAIIAN PACIFIC ISLANDER		TOTAL FEMALE	TOTAL MALE
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
LESS/9MONTH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9-10 MONTH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$30,000-39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$40,000-49,999	1	0	1	2	0	7	3	1	0	0	0	0	0	0	0	0	0	0	11	4
\$50,000-64,999	8	1	1	10	2	49	44	0	0	0	1	0	0	0	0	0	0	0	68	56
\$65,000-79,999	6	3	1	2	1	50	52	1	3	0	0	0	0	1	0	0	0	0	59	63
\$80,000-99,999	0	0	0	0	0	9	5	0	0	0	0	0	0	0	0	0	0	0	9	5
\$100,000-UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11-12 MONTH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BELOW \$30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$30,000-39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$40,000-49,999	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
\$50,000-64,999	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	1
\$65,000-79,999	1	0	0	2	0	12	5	1	2	0	0	0	0	0	0	0	0	0	16	7
\$80,000-99,999	0	2	0	0	0	19	9	1	0	0	0	0	0	0	0	0	0	0	20	11
\$100,000-UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	16	13	2	4	15	4	147	119	4	5	0	1	1	1	1	0	0	0	185	147

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY B. OTHER FULL-TIME EMPLOYEES
 SALARY RANGES BY ETHNICITY AND GENDER
 FALL ENDING TERM 2011 - 2012
 ST. PETERSBURG

CCNUM=ST. PETERSBURG UNITID=137078

OCCUPATION ACTIVITY	BLACK OR AFRICAN AMERICAN				HISPANIC LATINO				WHITE				ETHNIC UNKNOWN				MULTI RACIAL				ASIAN				AMERICAN INDIAN O ALASKAN NATIVE				NON RESIDENT ALIENS				NATIVE HAWAIIAN PACIFIC ISLANDER				TOTAL	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	FEMALE	MALE								
SUBTOTAL	16	11	8	2	87	56	2	1	5	0	2	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	120	73								
CLERICAL/SEC.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
\$20,000- 29,999	18	1	4	1	35	8	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	62	10								
\$30,000- 39,999	16	0	19	0	118	15	1	0	2	0	2	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	159	15								
\$40,000- 49,999	3	0	0	0	13	4	0	0	0	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	5								
\$50,000 AND UP	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0								
SUBTOTAL	37	1	24	1	167	27	1	0	2	0	9	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	241	30								
SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
\$20,000- 29,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4								
\$30,000- 39,999	0	4	0	1	1	32	0	0	1	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	39								
\$40,000- 49,999	0	1	0	1	0	16	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19								
\$50,000 AND UP	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1								
SUBTOTAL	0	5	0	2	1	53	0	0	1	1	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	63								
SERVICE/MAINT.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
BELOW \$20,000	2	14	9	8	17	51	1	0	0	1	6	24	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35	99								
\$20,000- 29,999	1	5	1	1	4	17	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	6	24								
\$30,000- 39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
\$40,000- 49,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
\$50,000 AND UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
SUBTOTAL	3	19	10	10	24	69	1	0	0	1	6	24	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	44	125								
TOTALS	84	56	48	22	428	323	5	2	10	3	20	31	0	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	596	442								

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SOURCE: APR2012

NOTE: EMPLOYEES WITH UNKNOWN GENDER ARE NOT INCLUDED

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY D. OTHER PART-TIME EMPLOYEES
 OCCUPATIONAL ACTIVITY BY ETHNICITY AND GENDER
 FALL ENDING TERM 2011 - 2012
 ST. PETERSBURG

CCNUM=ST. PETERSBURG UNITID=137078

OCCUPATION ACTIVITY	NON RESIDENT ALIENS		MULTI RACIAL		AMERICAN INDIAN O ALASKAN NATIVE		ASIAN		HISPANIC LATINO		ETHNIC UNKNOWN		BLACK OR AFRICAN AMERICAN		WHITE		NATIVE HAWAIIAN PACIFIC ISLANDER		TOTAL FEMALE	TOTAL MALE
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
INSTR COMBINED	1	1	0	1	4	3	11	14	22	33	31	42	58	46	586	633	0	0	713	773
EXEC/ADMIN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
OTHER PROF	0	0	0	0	0	0	1	0	2	0	6	4	9	4	58	18	0	0	76	26
TEC./PARAPROF	0	0	1	0	0	1	2	1	1	0	1	0	5	3	68	25	0	0	76	31
CLERICAL/SEC.	0	0	1	0	1	1	0	2	3	0	2	0	7	9	72	31	0	0	86	43
SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	5
SERVICE/MAINT.	0	0	0	0	0	0	2	2	0	0	0	0	3	1	9	9	0	0	14	12
TOTALS	1	1	1	2	5	4	13	20	30	33	40	46	82	63	793	722	0	0	965	891

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 SOURCE: APR2012
 NOTE: EMPLOYEES WITH UNKNOWN GENDER ARE NOT INCLUDED

FLORIDA COLLEGE SYSTEM
 IPEDS FALL SURVEY F. FULL-TIME FACULTY
 TENURE STATUS BY RANK, ETHNICITY AND GENDER
 ST. PETERSBURG

CCNUM=ST. PETERSBURG UNITID=137078

TENURE STATUS	AMERICAN INDIAN OR ALASKAN NATIVE		ETHNIC UNKNOWN		ASIAN		MULTI RACIAL		HISPANIC LATINO		BLACK OR AFRICAN AMERICAN		WHITE		NON RESIDENT ALIENS		NATIVE HAWAIIAN PACIFIC ISLANDER		TOTAL FEMALE	TOTAL MALE		
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M				
TENURED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSOC. PROF.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSIS. PROF.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INSTRUCTOR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LECTURES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER FACU.	0	1	0	1	2	3	2	5	7	3	8	10	92	77	0	0	0	0	111	100		
SUBTOTAL	0	1	0	1	2	3	2	5	7	3	8	10	92	77	0	0	0	0	111	100		
ON TRACK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSOC. PROF.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSIS. PROF.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INSTRUCTOR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LECTURES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER FACU.	0	0	0	0	1	2	0	8	1	8	3	54	42	42	0	0	0	0	72	47		
SUBTOTAL	0	0	0	0	1	2	0	8	1	8	3	54	42	42	0	0	0	0	72	47		
NOT ON TRACK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSOC. PROF.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSIS. PROF.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INSTRUCTOR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LECTURES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER FACU.	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0		
SUBTOTAL	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0		
TOTALS																						

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 SOURCE: APR2012
 NOTE: EMPLOYEES WITH UNKNOWN GENDER ARE NOT INCLUDED

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY F. FULL-TIME FACULTY
 TENURE STATUS BY RANK, ETHNICITY AND GENDER
 ST. PETERSBURG

----- CCNUM=ST. PETERSBURG UNITID=137078 -----

TENURE STATUS	AMERICAN		ETHNIC		ASIAN		MULTI RACIAL		HISPANIC LATINO		BLACK OR AFRICAN AMERICAN		WHITE		NON RESIDENT ALIENS		NATIVE HAWAIIAN PACIFIC ISLANDER		TOTAL	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	FEMALE	MALE
	0	1	1	1	2	4	4	4	5	15	4	16	13	147	119	0	0	0	185	147
	RANK																			

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 SOURCE: APR2012
 NOTE: EMPLOYEES WITH UNKNOWN GENDER ARE NOT INCLUDED

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY G. NEW HIRES (AS OF FISCAL YEAR)
 OCCUPATIONAL ACTIVITY BY ETHNICITY AND GENDER
 ST. PETERSBURG

CCNUM=ST. PETERSBURG UNITID=137078

OCCUPATION ACTIVITY	TENURE STATUS	BLACK OR AFRICAN AMERICAN		HISPANIC LATINO		WHITE		NON RESIDENT ALIENS		AMERICAN INDIAN O ALASKAN NATIVE		ETHNIC UNKNOWN		NATIVE HAWAIIAN PACIFIC ISLANDER		MULTI RACIAL		TOTAL FEMALE	TOTAL MALE	
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M			
INSTR COMBINED	TENURED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	ON TRACK	2	1	1	0	10	6	0	0	0	0	0	0	0	0	0	0	0	13	7
	NOT ON TRACK	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	2	0
EXEC/ADMIN		0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0
OTHER PROF		3	0	0	0	6	2	0	0	0	0	0	0	0	0	0	1	0	9	3
TEC./PARAPROF		0	1	2	0	3	3	0	0	0	0	0	0	0	0	0	0	0	5	4
CLERICAL/SEC.		2	0	1	0	4	2	0	0	0	0	0	0	0	2	0	1	0	10	2
SKILLED CRAFT		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINT.		0	1	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	3
TOTALS		7	3	4	0	25	15	0	0	0	0	0	1	0	0	2	1	1	40	19

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SOURCE: APR2012

NOTE: EMPLOYEES WITH UNKNOWN GENDER ARE NOT INCLUDED

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY G. NEW HIRES (AS OF FISCAL YEAR)
 OCCUPATIONAL ACTIVITY BY ETHNICITY AND GENDER
 ST. PETERSBURG

CCNUM=ST. PETERSBURG

OCCUPATION ACTIVITY	SALARY RANGE	ASIAN		BLACK		HISPANIC		MULTI		WHITE		UNKNOWN	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
INSTR	45,000 TO 55,000	0	0	2	1	0	0	0	0	7	2	0	0
TRACK	55,000 TO 65,000	0	0	0	0	1	0	0	0	2	4	0	0
	65,000 TO 75,000	0	0	0	0	0	0	0	0	1	0	0	0
INSTR	40,000 TO 45,000	0	0	0	0	0	0	0	0	0	0	1	0
COMBINED/NOT ON TRACK	ABOVE 75,000	0	0	0	0	0	0	0	0	1	0	0	0
EXEC/ADMIN	65,000 TO 75,000	0	0	0	0	0	0	0	0	1	0	0	0
OTHER PROF	40,000 TO 45,000	0	0	0	0	0	0	0	0	1	0	0	0
	45,000 TO 55,000	0	1	1	0	0	0	0	0	2	1	0	0
	55,000 TO 65,000	0	0	2	0	0	0	0	0	1	1	0	0
	65,000 TO 75,000	0	0	0	0	0	0	0	0	1	0	0	0
	ABOVE 75,000	0	0	0	0	0	0	0	0	1	0	0	0
TEC./PARAPROF	30,000 TO 35,000	0	0	0	1	0	0	0	0	2	2	0	0
	35,000 TO 40,000	0	0	0	0	0	0	0	0	1	1	0	0
	40,000 TO 45,000	0	0	0	0	0	1	0	0	0	0	0	0
	45,000 TO 55,000	0	0	0	0	0	1	0	0	0	0	0	0
CLERICAL/SEC.	BELOW 25,000	1	0	1	0	0	0	0	0	1	1	0	0
	25,000 TO 30,000	1	0	0	0	0	0	0	0	1	0	0	0
	30,000 TO 35,000	0	0	1	0	0	1	1	1	1	1	0	0
	35,000 TO 40,000	0	0	0	0	0	0	0	0	1	0	0	0
SERVICE/MAINT.	BELOW 25,000	0	0	0	1	0	0	0	0	0	0	2	0
TOTAL		2	1	7	3	4	4	4	1	25	15	1	1

(Continued)

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SOURCE: APR2012

NOTE: EMPLOYEES WITH UNKNOWN GENDER ARE NOT INCLUDED

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY G. NEW HIRES (AS OF FISCAL YEAR)
 OCCUPATIONAL ACTIVITY BY ETHNICITY AND GENDER
 ST. PETERSBURG

----- CCNUM=ST. PETERSBURG -----

OCCUPATION ACTIVITY	SALARY RANGE	TOTAL
INSTR	45,000 TO 55,000	12
COMBINED/ON TRACK	55,000 TO 65,000	7
	65,000 TO 75,000	1
INSTR	40,000 TO 45,000	1
COMBINED/NOT ON TRACK	ABOVE 75,000	1
EXEC/ADMIN	65,000 TO 75,000	1
OTHER PROF	40,000 TO 45,000	1
	45,000 TO 55,000	5
	55,000 TO 65,000	4
	65,000 TO 75,000	1
	ABOVE 75,000	1
TEC./PARAPROF	30,000 TO 35,000	5
	35,000 TO 40,000	2
	40,000 TO 45,000	1
	45,000 TO 55,000	1
CLERICAL/SEC.	BELOW 25,000	4
	25,000 TO 30,000	2
	30,000 TO 35,000	5
	35,000 TO 40,000	1
SERVICE/MAINT.	BELOW 25,000	3
TOTAL		59

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NOTE: EMPLOYEES WITH UNKNOWN GENDER ARE NOT INCLUDED

