



**MINUTES OF THE MAY 15, 2012 WORKSHOP MEETING OF THE  
BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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**11-331.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

**AGENDA**

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
TUESDAY, May 15, 2012**

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

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

**I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

**II. PRELIMINARY MATTERS**

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Gail Burt (*attending*)
  - 2. Maggie Knoop (*attending*)
  - 3. Debria Montalvo (*attending*)
  - 4. Dr. Janice Wittman (*attending*)
- B. Recognitions/Announcements
  - 1. Ken Burke
  - 2. Watson Haynes

**III. COMMENTS**

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

**IV. REVIEW AND APPROVAL OF MINUTES**

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Board of Trustees' Meeting of April 17, 2012

## V. MONTHLY REPORTS

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

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

## VII. NEW BUSINESS

- A. STUDENT SUCCESS AND ACHIEVEMENT (*Information*)
  - Student Enrollment Update (*Presentation*)
- B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing) - **None**
- C. OTHER EXPENDITURES AND CONTRACTS –**None**
- D. GRANTS/RESTRICTED FUNDS CONTRACTS
  - 1. Application/Acceptance
    - a. U.S. Department of Labor, Employment & Training Administration— Trade Adjustment Assistance Community College Career Training (TAACCCT) Grant (*Action*)
      - 1. TAACCCT Presentation
  - 2. Amendment(s) - None
- E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
  - 1. Verizon Wireless Ground Lease Board Memo (Cell Phone Towers) (*Action*)
    - a. Attachment Verizon 2<sup>nd</sup> Amendment to Ground Lease
  - 2. Review of Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP), Project 1707-V-11-4, Remodeling and Addition to the

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Library (Building 54) and the Technology Learning Center (Building 51),  
Seminole Campus (*Action*)

3. Selection for the Construction Manager at Risk Services for Miscellaneous Projects, College-wide (*Action*)

F. AGENCY BILLINGS – **None**

G. ADMINISTRATIVE

1. Human Resources

- a. Personnel Report (*Action*)
- b. Classification and Compensation study update (*Information*)

2. Finance

- a. FY11-12 July 1- April 30 Fund 1 Financial Report (*Information*)
- b. Fiscal Year 2012-2013 College Operating Budget (*Action*)
- c. FY12-13 Tuition and Fees (*Action*)

3. Other

- a. Removal of Certain Assets from Property Inventory (*Action*)

H. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing

- Rule 6Hx23-5.10 – Admission Fees for College Activities
- Rule 6Hx23-5.13 – Property Records
- Rule 6Hx23-5.17 – Student Fees
- Rule 6Hx23-5.171 – Miscellaneous Fees
- Rule 6Hx23-5.174 – Deferment of Payment of Fees
- Rule 6Hx23-5.19 – Student Fees – Transfers and Refunds
- Rule 6Hx23-5.20 – Waiver of Fees and Tuition
- Rule 6Hx23-5.21 – Student Related Activity Funds
- Rule 6Hx23-5.22 – Budget for Student Related Activities
- Rule 6Hx23-5.23 – Budget Amendments for Student Related Activities
- Rule 6Hx23-5.24 – Use of Student Related Activity Funds
- Rule 6Hx23-5.25 – Grant Restricted Funding Approval
- Rule 6Hx23-5.27 – Collection of Financial Obligations and Delinquent Accounts
- Rule 6Hx23-5.28 – Photocopying and Printing

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- Rule 6Hx23-5.29 – Meritorious Service Awards

- I. RESOLUTION OF THE BOARD OF TRUSTEES RELATED TO THE LEEPA-RATTNER MUSUEM (*Action*)

## VIII. PRESIDENT'S REPORT

## IX. FUTURE AGENDA ITEMS

1. Election of Chairperson
2. Election of Vice Chairperson
3. Appointment of Board Members to Direct Support Organizations Boards
4. Selection of Day for Regular Monthly Board Meetings
5. Selection of Time for Regular Monthly Board Meetings
6. Designation of Location for Special Board Meetings Held at Locations Other than the EpiCenter

## X. NEXT MEETING DATE AND SITE

June 19, 2012, Epi Center

## XI. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting May 15, 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: April 13, 2012

Confirmation of Publication

[Notice of meeting](#)

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**11-332. Under Item I, Call to Order**

The meeting was convened by Chairman Brett at 8:30 a.m. The invocation was given by Mr. Gibbons and was immediately followed by the Pledge of Allegiance.

**11-333. Under Item II, Preliminary Matters combined with 11-334 II-B, Recognitions/Announcements**

Dr. Law read the retirement resolutions for Gail Burt, Debria Montalvo, and Dr. Janice Wittman. Gail Burt, Debria Montalvo, and Dr. Janice Wittman were in attendance and, joined by colleagues, received their resolutions as presented by Chairman Brett and President Law. In addition, Dr. Law read recognition resolutions for Ken Burke and Watson Haynes in honor of their long service to the College.

Mr. Brett invited Board members to comment on these recognitions. Mr. Gibbons, Mr. Fine and Mr. North offered comments regarding the contributions that Mr. Burke and Watson Haynes made to the Board and College respectively.

Mr. Brett commented regarding a change to today's Board Meeting process. He said there was a question as to the formal appointments of two of the Board members and that there would be **no formal votes in this meeting** so as to avoid any improper moves. **Instead, today's meeting would be a workshop where information would be presented to the Board and items requiring approval would be moved as consent items to next month's meeting.**

**11-335. Under Item III, Comments**

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

Mr. Gibbons congratulated Mr. Haynes for becoming the President of the Urban League. He also commented on the recent graduation ceremonies and commended the staff on their handling of the event. Dr. Law added that there were just under 1200 graduates.

**11-336. Under Item IV, Review and Approval of Minutes**

Mr. Brett commented that the minutes of the April 17, 2012 Meeting of the Board of Trustees of St. Petersburg College would be held for approval in June's meeting.

**11-337. Under Item V, Monthly Reports**

Under Monthly Reports, Chairman Brett requested a report of any new business from Mr. Joseph Lang, Board Attorney and Ms. Suzanne Gardner, Acting General Counsel. There were no reports from Mr. Lang or Ms. Gardner.

Chairman Brett called upon Dr. Conferlete Carney, Provost, Tarpon Springs; Dr. Jim Olliver, Provost, Seminole and Linda Ruble, Career Service Council.

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### **Leepa-Rattner Museum**

Dr. Carney introduced Ann Larsen, the new Director of the Leepa-Rattner Museum. He presented information regarding two key proposed actions of the Board in support of the Museum's application for accreditation by the American Association of Museums. The first is a Resolution of the Board as its governing body and parent organization, stating its commitment to support the mission and operations of the Museum. A draft resolution was attached as Agenda Item, VII –I. The second item is approval of a three-way agreement between the College, the Foundation and the Museum as it relates to the care and management of the permanent collections. He commented that the permanent collections imply commitment to the care and preservation of these collections.

Dr. Carney presented information regarding the five-step accreditation process. There are currently 2,423 acquired pieces. The first step is completing an application. The College is currently in the second step, self-study, which he described as arduous and time-consuming. In the third step, the AAM will review the application and provide a checklist of any additional information required. A site visit, the fourth step, would be scheduled in March of 2013, with a final decision, the fifth step, rendered by the commission in July 2013. He asked Ms. Larsen to explain to the Board why the Museum is seeking accreditation.

Ms. Larsen explained that accreditation leads to a new level of credibility. The College would benefit from national prestige, elevating the College to the highest echelons of institutions. She commented that only 5% of the 17,000 museums are accredited and that of museums associated with colleges and universities, only 16% are accredited. There are a number of documents that the Museum staff is currently working on. The Parent Organization Resolution articulates that Leepa-Rattner is an important part of the College's mission and vice versa. She thanked the Board for their support.

Mr. Brett commended the Museum for going through the accreditation process.

Mr. North asked Ms. Larsen to describe how accreditation would benefit the College. Ms. Larsen commented that it would build donor confidence and brings a seal of approval that higher-end donors are seeking. It would also bring in a higher caliber of exhibitions which would increase attendance. This would increase museum store sales and memberships. It would also provide better internal controls, documentation and processes.

### **April – Awards Month**

Dr. Olliver presented information on three recent awards ceremonies in April. The first was the Business Plan and Elevator Pitch Award. The winner was a student who's "Cookies, Then Milk" presentation is currently doing business as far away as Canada. The second award was the SEMmys, which recognizes achievements in musical and digital arts. Dr. Olliver informed the Board that there are YouTube videos for both of these awards. The third event was the 13<sup>th</sup> Annual Student Awards Celebration which recognizes academic excellence.

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Mr. Brett mentioned that the Policy Institute on the Seminole Campus is hosting former governor and senator, Bob Graham, who will speak on Tuesday, May 22, 2012 at 6:00 p.m.

**Career Service Employees**

Ms. Linda Ruble presented information on Career Service Employees and how they impact the College Experience Initiative. Career Service employees interface with students in their first contact with the College, out-of-class support, classroom support, behind-the-scenes support and scholarships. She mentioned that one of the Apollo Award winners, Alistair Glover, thanked many people for the support he received, the first being a Career Service staff member. She thanked Dr. Nicotera for his support and Dr. Law for creating the Career Service Council.

**11-338. Under Item VI, Old Business**

None

**11-339. Under Item VII-A, Student Success and Achievement**

Under New Business, the president called upon Dr. Patrick Rinard and Dr. Jesse Coraggio who presented information under Item VII-A, Student Success and Achievement.

**Student Enrollment Update**

Dr. Coraggio presented information regarding the decline of enrollment for the summer session. Headcount has dropped 9.5% and SSH has declined 14.5%. There has been steady growth in enrollment since 2006 and this is the first decline in a five-year period.

Dr. Rinard attributed the decline to two factors: First, the Pell 2 federal program funds were eliminated for the summer session; secondly, employment has increased. He shared that this trend is also being experienced by the other colleges in Florida.

In an effort to bolster enrollment, several approaches are being undertaken. Outreach has been increased to students who enrolled in the Fall or Spring sessions, but not for the Summer session. There have been additional communications with students who applied, but did not enroll. The Upper Division programs are being promoted as well. A new project, an eight-week Summer My Bridge Pilot Program, was initiated to assist new students in college-prep courses. They receive free text books and are matched up with peer mentors to help them in their first term. There have also been extra communications with high school students.

Dr. Coraggio commented that the loss of the Pell 2 federal program funds is significant and other colleges are experiencing similar declines in enrollment: Valencia, 13%; Gulf Coast, 7%; HCC, 8%. The largest declines have been in continuing and re-admittance students. Mr. Brett asked if the lower number of students were also taking fewer classes and Dr. Coraggio replied that they were.



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Mr. North asked what percentage of the 1,661 Pell Grant recipients did not re-enroll. Dr. Coraggio did not have an immediate answer and commented they would have a better idea of the impact after the Fall enrollment period.

**11-340.**        **Under Item VII-B, Bids, Expenditures and Contracts**  
None

**11-341.**        **Under Item VII-C, Other Expenditures and Contracts**  
None

**11-342.**        **Under Item VII-D, Grants/Restricted Funds Contracts**  
There was no discussion on this item. (No action was taken)

U.S. Department of Labor, Employment & Training Administration - Trade Adjustment Assistance Community College Career Training (TAACCCT) Grant.

**11-343.**        **Under Item VII-E, Capital Outlay, Maintenance, Renovation, and Construction**

Ms. Susan Reiter, Vice President of Facilities Planning & Institutional Services, presented information on Capital Outlay, Maintenance, Renovation, and Construction Items VII-E.1-3.

Verizon Wireless Ground Lease Board Memo (Cell Phone Towers) (No action was taken)

Review of Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP), Project 1707-V-11-4, Remodeling and Addition to the Library (Building 54) and the Technology Learning Center (Building 51), Seminole Campus (No action was taken)

Dr. Olliver, Ms. Reiter and Mr. Leopold presented information regarding the Seminole Campus Projects. The Design Documents provide two options: two full Science Labs or one Science Lab and one classroom.

Dr. Olliver presented and explained the proposed build out plans for the Seminole Campus Dennis Jones Library space. It will contain four areas: Offices for the Strategic Policy Solutions Institute, offices for the Dean of Natural Science, thirteen faculty offices, and Instructional Design Technologists office area. The space will also be used for expanding the growing public policy program. It will accommodate model UN activity as well.

The second space that was discussed was the Technology/Learning Center. The preferred proposal contains two Science Labs and two prep labs. This would provide lab space for chemistry and micro-biology labs in addition to biology labs. The Learning Support Commons expansion would contain out-of-class support resources.

Dr. Leopold explained three goals for the out-of-class support area: build a learning environment, reduce the stigma of tutoring and make learning support a routine part of the

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college experience. The space provides a comfortable atmosphere with one space similar to a living room. A second space will contain computers and a more traditional library space will have resources such as reference and popular books and periodicals. There is provision for increased tutoring according to the budgeted 135 additional hours. This will include student assistance, work-study, community volunteers, supplemental instruction from students and peer mentors. Dr. Leopold added that the librarians have also begun to bring their expertise to the students, particularly in online research.

Dr. Leopold also described a new math lab and writing studio which will have instructional assistance with technology. This will provide space for workshops. A patio space will provide an environment for collaborative work in a more relaxed atmosphere. Mr. Brett asked when the project is estimated to be finished and Ms. Reiter answered that it is planned for opening in August 2013.

Mr. Brett asked for the projected cost and Ms. Reiter said it would be a total cost of approximately \$4M including the technology, furniture and other needs. Dr. Law commented that the details are all contained in the proposal.

Selection for the Construction Manager at Risk Services for Miscellaneous Projects, College-wide (No action was taken)

Mr. Gibbons asked about obtaining a list of the construction managers for projects over \$1M. Ms. Reiter replied that this process takes about three months and they could begin it at any time.

**11-344. Under Item VII-F, Agency Billings**

None

**11-345. Under Item VII-G, Administrative**

Human Resources - No action was taken on these two items.

Personnel Report

Classification and Compensation study update – No presentation was given.

Finance - No action was taken on these three items

FY11-12 July 1- April 30 Fund 1 Financial Report (no action was taken)

Dr. Duncan presented information about the Financial Report and the 2012-2013 College Operating Budget. He stated that the College has a \$10M surplus at this point which will be needed over the last two months as these are low revenue periods. While enrollment is down, efforts have been made to reduce expenses as well. There was a \$2.5M transfer of funds from the auxiliary fund that is reflected in the revenue in April. Dr. Law asked about the lottery monies and Dr. Duncan explained that the College has approximately \$3.5M due in the final two

## **MINUTES OF THE MAY 15, 2012 WORKSHOP OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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months of the current fiscal year. In addition, there is another \$9M due from the State. He stated that a large fund balance at the end of the fiscal year is not anticipated.

Dr. Law shared Governor Scott's message regarding Tuition and Fees. Increases must focus on improving learning gains, enhancing or improving services and expanding or improving services focused on workforce needs. Dr. Law also shared a video outlining new initiatives focused on improving services and tools. The new plan contains five components: individual learning plans, a revitalized student orientation program, career advising, an early alert system and enhanced out-of-class support. All are focused on improving student success. He commented that the focus is on the front line and the early success of students.

Fiscal Year 2012-2013 College Operating Budget (no action was taken)

Dr. Duncan added that the Board has been provided a detailed budget proposal and that all components of the budget are aligned to the core components outlined in the video. There has been a reallocation of funding from back-office positions to more direct, student-facing positions.

Dr. Duncan presented information outlining the areas of increased funding in operating expenses. These include the health plan, career salary schedule, dual enrollment expansion and facilities costs. The increase for adjunct instruction is on hold given the decline in enrollment. Allocations in the areas of instruction and direct student support, technology for increased productivity, and technology infrastructure were also presented.

Dr. Duncan summarized by commenting that revenue is projected to be just under flat for next year and that expenses have been adjusted to yield a balanced budget. The remaining question is the adjunct salaries in light of reduced enrollment.

Dr. Duncan also presented the budgeted Capital Outlay figures: \$2.5M for Bay Pines, \$600,000 for deferred maintenance, \$50K for ADA compliance items, \$13.1M for the Midtown Center construction, \$6.3M for Clearwater Library construction and \$1.2M for recurring contribution to Midtown/Clearwater construction and lease purchases. All of the capital improvements have not been allocated since there are some unknowns and recurring items.

Dr. Law commented that there was a sharpened focus on student support. He said that his first year as president was focused on faculty and staff and this year was focused on student support. He felt there would not be big shifts in focus going forward.

Mr. Brett asked about the projected increase in health claims for next year. Dr. Duncan answered that in the six months leading to December there was a deficit, but since that time there has been a gain of \$1M. Ten percent of employees are currently participating in the HSA. There is typically an increase in claims over the summer. Mr. Brett asked if there were incentives for employees to enroll in the HSA. Dr. Law responded that the accounts were seeded last year and that he would foresee doing it again next year.

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Mr. Fine asked about the dual enrollment expansion and if it continues to grow and become a burden. Dr. Law responded that it was not yet a burden, but that he would enter into discussions with the school district. He estimated that 200 students graduated with an associate's degree and could move forward towards a bachelor's degree. He added that the College is in talks with the legislators to pay the State's portion of this program.

FY12-13 Tuition and Fees (no action was taken)

Dr. Law commented that the College took the full 5% increase to tuition and fees permissible this year. The Capital Improvement Fund Special Legislative Authorization allows an increase of up to \$2.00 per year. He proposed putting these funds toward large maintenance items, like new roofs, that will be occurring over the next several years. He commented that \$100 per credit hour is still a very reasonable cost for students. Dr. Duncan added that the College is still 2% lower than what it is authorized to charge.

Mr. Brett commented that he is very comfortable with the total alignment to the strategic plan that Dr. Law outlined when he first came to the College.

Other

Removal of Certain Assets from Property Inventory (No action was taken)

**11-346. Under Item VII-H, Proposed Changes to BOT Rules Manual**

No action was taken.

**11-347. Under Item VII-I, Resolution of the Board of Trustees Related to the Leepa-Rattner Museum**

No action was taken.

**11-348. Under Item VIII, President's Report**

Under the President's Report, Dr. Law commented that he felt the College has had an extraordinarily good year. He felt that with the budget approval, the process of providing additional student support can be continued smoothly. He stressed the focus on completing the five initiatives in 180 days.

**11-349. Under Item IX, Future Agenda Items**

Under Future Agenda Items,

1. Election of Chairperson
2. Election of Vice Chairperson
3. Appointment of Board Members to Direct Support Organizations Boards
4. Selection of Day for Regular Monthly Board Meetings
5. Selection of Time for Regular Monthly Board Meetings

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6. Designation of Location for Special Board Meetings Held at Locations Other than the EpiCenter

Mr. Brett commented that there will be a number of agenda items from this month that will carry over to next month for approval.

**11-350. Under Item X, Next Meeting Date and Site**

The Board confirmed its next meeting date and site as June 19, 2012, 8:30 a.m., at the Epi Center.

**11-351. Under Item XI, Adjournment**

Having no further business to come before the Board, Chairman Brett adjourned the meeting at 10:40 a.m.

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**William D. Law, Jr.**

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

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**Terrence E. Brett**

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

**Attachments**  
**Board Memos and**  
**Supplemental Materials**

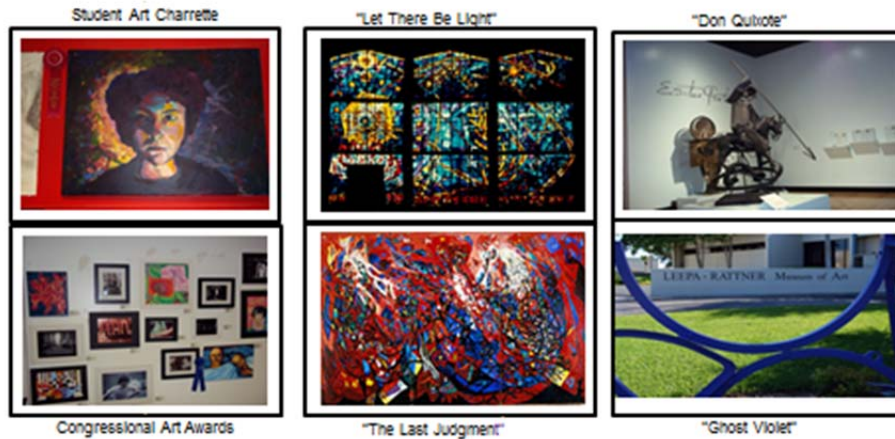
**Board of Trustees Meeting**  
**May 15, 2012**



## Leepa-Rattner Museum of Art

### Two Key Strategies

- Expand collegiate art education programs and engage and inspire our diverse communities of students, scholars, and visitors
- Accomplish accreditation by the American Association of Museums



## Leepa-Rattner Museum of Art

### Two Key Strategies

- Expand collegiate art education programs and engage and inspire our diverse communities of students, scholars, and visitors
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LRMA Collections and Holdings			
CATEGORIES	Owned by SPC Foundation	Gifts Directly to LRMA, Inc.	Accessioned to date
LRMA Permanent Collection	1,182	1,241	2,423
Gulf Coast Artworks Additions to LRMA Permanent Collection	275		0
Totals:	1,457	1,241	2,423



# LRMA Accreditation

## American Association of Museums (AAM) Process

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Application Jul 2010	Self-Study Jul 2012	Checklist / Interim Approval Mar 2013	Site Visit Mar 2014	Final Decision Dec 2014

## Why Accreditation?

<u>Benefits</u>	<u>SPC</u>	<u>LRMA</u>
❖ Higher caliber exhibitions	✓	✓
❖ Strengthen financials	✓	✓
❖ National prestige	✓	✓
❖ Demonstrates commitment to highest standards in all endeavors	✓	✓



# LRMA Accreditation

## American Association of Museums (AAM) Process

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Application Jul 2010	Self-Study Jul 2012	Checklist / Interim Approval Mar 2013	Site Visit Mar 2014	Final Decision Dec 2014

## Critical Path Items

- 1) Parent Organization Resolution
- 2) Collections Management Agreement
- 3) LRMA Strategic Plan reflecting AAM process





# LRMA Accreditation

American Association of Museums (AAM) Process

Step 1	Step 2	Step 3	Step 4	Step 5
Application Jul 2010	Self-Study Jul 2012	Checklist / Interim Approval Mar 2013	Site Visit Mar 2014	Final Decision Dec 2014

## Questions?

V-C Olliver

## Awards Month

- Business Plan and Elevator Pitch Competition <http://www.youtube.com/watch?v=mTpnMFajXtc>



## Awards Month

- Business Plan and Elevator Pitch Competition <http://www.youtube.com/watch?v=mTpnMFajXtc>

- SEmmys <http://www.youtube.com/watch?v=QDcBLblyvsl>



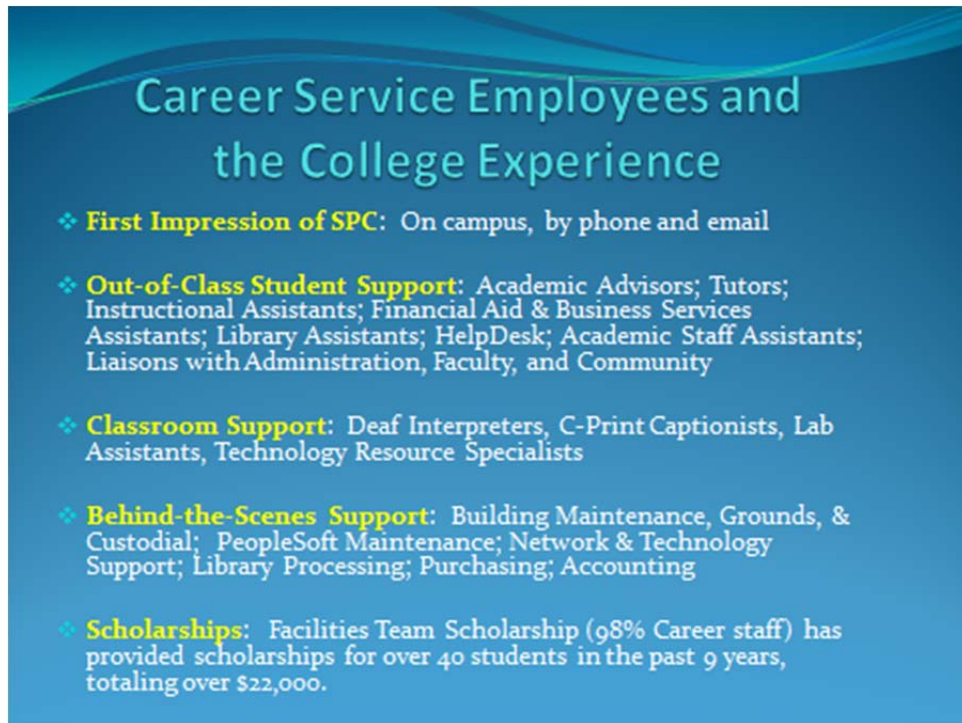
## Awards Month

- Business Plan and Elevator Pitch Competition <http://www.youtube.com/watch?v=mTpnMFajXtc>

- SEmmys <http://www.youtube.com/watch?v=QDcBLblyvsl>

- Annual Student Awards Celebration





## Career Service Employees and the College Experience

- ❖ **First Impression of SPC:** On campus, by phone and email
- ❖ **Out-of-Class Student Support:** Academic Advisors; Tutors; Instructional Assistants; Financial Aid & Business Services Assistants; Library Assistants; HelpDesk; Academic Staff Assistants; Liaisons with Administration, Faculty, and Community
- ❖ **Classroom Support:** Deaf Interpreters, C-Print Captionists, Lab Assistants, Technology Resource Specialists
- ❖ **Behind-the-Scenes Support:** Building Maintenance, Grounds, & Custodial; PeopleSoft Maintenance; Network & Technology Support; Library Processing; Purchasing; Accounting
- ❖ **Scholarships:** Facilities Team Scholarship (98% Career staff) has provided scholarships for over 40 students in the past 9 years, totaling over \$22,000.

### VII- A Student Enrollment Update



## Summer 2012 Enrollment Update & Strategies

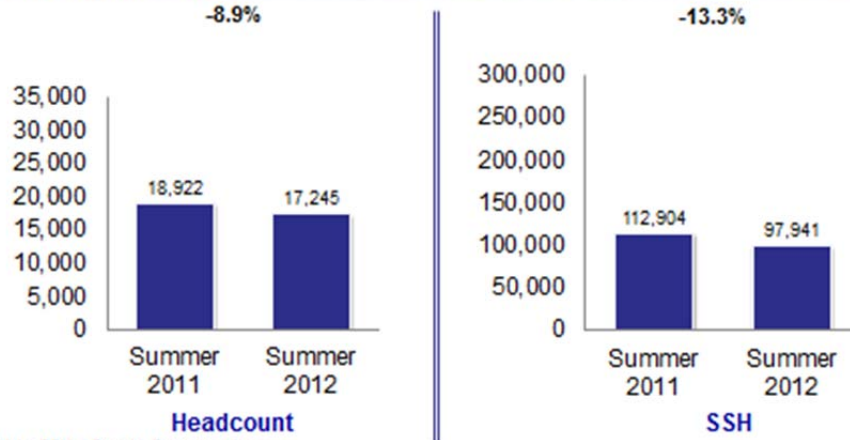
*Board of Trustees Meeting*

May 2012



## Summer Enrollment Night Before First Day of the Term

St. Petersburg College



Note: SSH = Student Semester Hours.

May 15, 2012

SPC Board of Trustees Meeting

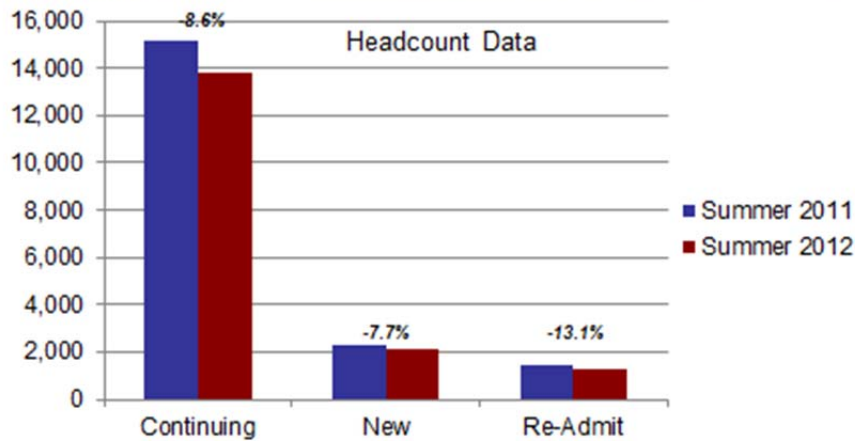
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Source: BI - Headcount and Enrollment By Day Dashboards, Data Extracted, May 14, 2012 4 PM



## Enrollment Type

St. Petersburg College



May 15, 2012

SPC Board of Trustees Meeting

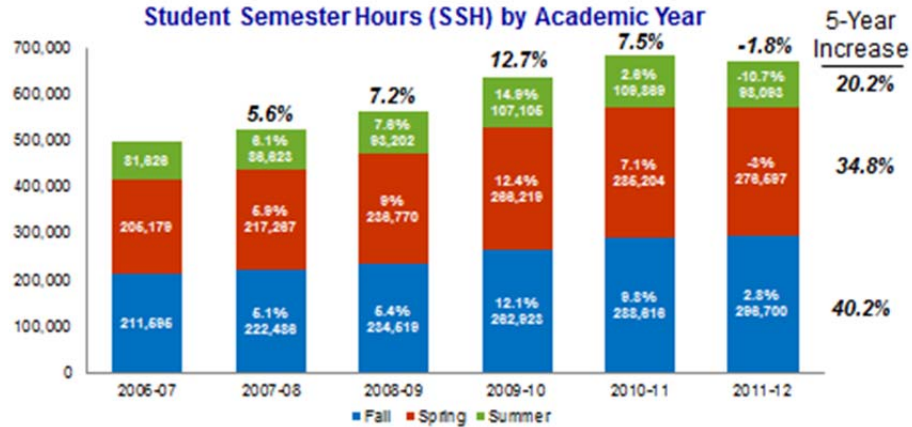
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Source: BI - Headcount Enrollment By Day Dashboard May 14, 2012



## Five-Year Annual Trend End of Term

St. Petersburg College



\* Includes Summer 2011-12 SSH as of May 13, 2012.

May 15, 2012

SPC Board of Trustees Meeting

4

Source: Business Intelligence SSH By Term Dashboard, Data Collected May 13, 2012



## Possible Impact #1

St. Petersburg College

- Federal Regulations eliminated Pell 2 Award
  - Last summer 1,661 students received Pell 2
  - Dollars = \$ 2,220,572.27
- Summer Financial Aid applications are down 18%
- Summer Awards are down 17%

May 15, 2012

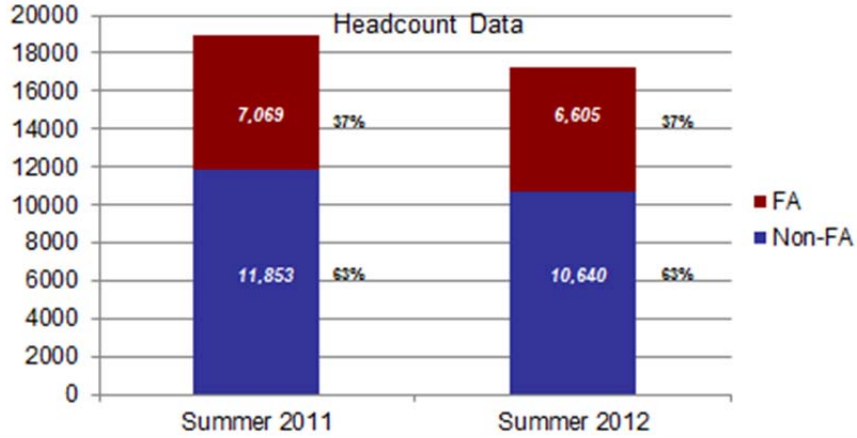
SPC Board of Trustees Meeting

5



# Financial Aid

St. Petersburg College



May 15, 2012

SPC Board of Trustees Meeting

6

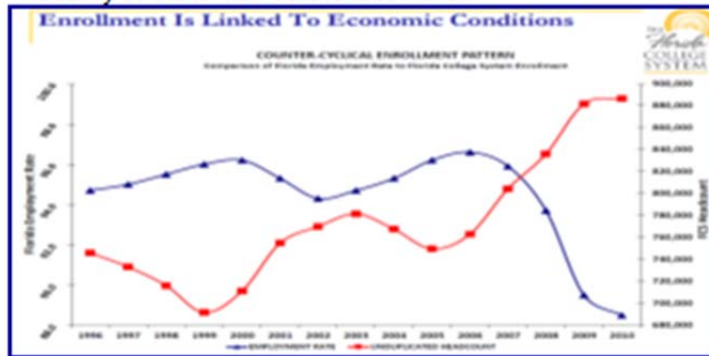
Source: BI - Enrollment Dashboard May 13, 2012



# Possible Impact #2

St. Petersburg College

- Much improved economy in the Tampa Bay Region
- March seasonally adjusted unemployment rate in Pinellas County is 8.6% vs. 10.6% last March



May 15, 2012

SPC Board of Trustees Meeting

7



## Outreach Efforts

### St. Petersburg College

- Identify and communicate to students enrolled in fall and or spring and not enrolled in summer
- Extra communication to recent applicants who have not enrolled and prospects that have not applied
- Promoting Upper Division programs to our May AA graduates (information sessions, web promos, and direct mail)
- My Summer Bridge Pilot Program
- Extra communication to High School Seniors



## Summer Enrollment Update

### St. Petersburg College

#### Noteworthy Observations:

- Loss of Year Round Pell is significant
- Summer enrollment is down at SPC and across the state (Florida College System)
- Typically, when employment rates go up, college enrollment goes down
- SPC's largest declines are in continuing and re-admitted students



# Questions

St. Petersburg College






May 15, 2012

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Labor, Employment & Training Administration—Trade Adjustment Assistance Community College Career Training Grant

**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 St. Petersburg College for the Trade Adjustment Assistance Community College Career Training (TAACCCT) grant opportunity.** Known as Florida TRADE, the program mission is to advance Florida's existing training and education system in manufacturing. The main priority is to help Florida workers who have lost their jobs, or are at risk of losing their job, as a result of foreign trade (Trade Adjustment Assistance eligible workers), as well as veterans, dislocated and incumbent workers to overcome the gaps in knowledge, technical skills, and credentials necessary to fulfill Florida's growing need for advanced manufacturing professionals, and strengthen the state's economy with a skilled and employed workforce. SPC will serve as the lead of a statewide consortium made up of 12 partner community colleges: Florida State College at Jacksonville, Daytona State College, Indian River State College, Broward College, Hillsborough Community College, Pasco Hernando Community College, Polk State College, Gulf Coast College, Valencia College, Tallahassee Community College and Palm Beach State College. **Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The proposed program is a cohesive, multi-layer initiative that incorporates all five of the DOL's targeted core elements: 1) evidence-based design; 2) stacked and latticed credentials; 3) online and technology-enabled learning; 4) transferability and articulation; and 5) strategic alignment. Through the alignment of the consortium's vast resources and community and business partnerships, Florida TRADE will offer wide access to training to help address the growing skilled workforce shortage faced by the state's advanced manufacturing industry and related industry clusters, including industrial construction, STEM (energy) and transportation, distribution and logistics. The proposed framework is intended to provide an articulated, accelerated pathway of training that acknowledges and awards credit for previous learning and allows students to build a portfolio of portable, standardized, industry-recognized credentials.

The estimated period of performance will be from October 1, 2012 through September 30, 2016. The total project budget is projected to be \$15 million over four years. Of this amount, the College anticipates receiving approximately \$3 million for its services over this same four-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  
js0502122

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

**Date of BOT Meeting:** May 15, 2012

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

**Name of Competition/Project:** Trade Adjustment Assistance Community College Career Training (TAACCCT) – Florida TRADE

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

**Grant/Contract Time Period:** **Start:** 10/1/12 **End:** 9/30/16

**Cabinet Member:** Stan Vittetoe

**Manager:** Jim Connolly

**Focus of Proposal:**

The mission of Florida TRADE program is to advance Florida’s existing training and education system in manufacturing. The main priority is to help Florida workers who have lost their jobs, or are at risk of losing their job, as a result of foreign trade (Trade Adjustment Assistance eligible workers), as well as veterans, dislocated and incumbent workers to overcome the gaps in knowledge, technical skills, and credentials necessary to fulfill Florida’s growing need for advanced manufacturing professionals. The proposed framework is intended to provide an articulated, accelerated pathway of training that acknowledges and awards credit for previous learning and allows students to build a portfolio of portable, standardized, industry-recognized credentials.

SPC will serve as the lead agency in partnership with 11 other Florida Community Colleges as a statewide consortium: Florida State College at Jacksonville , Daytona State College, Indian River State College, Broward College, Hillsborough Community College, Pasco Hernando Community College, Polk State College, Gulf Coast College, Valencia College, Tallahassee Community and Palm Beach State College.

SPC will assume the role of fiscal agent and training provider. Specifically, the College will use funds to support co-grants with each of the 11 institutions, subcontracts for procured vendor services, direct personnel and fringe, travel, equipment, supplies, outreach activities and 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.)

SPC Contract	\$ 3,000,000
Training Services	\$ (900,000)
Direct Administrative Personnel & Fringe	\$ (600,000)
Administrative Fee (10%)	\$(1,500,000)
Consortium Co-Grants	\$10,000,000
Vendor Subcontracts	<u>\$ 2,000,000</u>
Total Budget	\$15,000,000

**Funding:**

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

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

Amount/value of match:	Cash:	N/A
	In-kind:	N/A
Required match or cost sharing:	No	X Yes
Voluntary match or cost sharing:	No	X Yes
Source of match/cost sharing:	N/A	
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
Observable Project:	Workforce and Community Mission

VII - D.1att U.S. Dept. of Labor TAACCCT Grant

- **Grant:** DOL TAACCCT \$15 million
- **Vision:** putting unemployed back to work in advanced manufacturing
- **Project Plan:** short-term industry certification training, articulating into advanced degrees
- **Target:** unemployed, veterans, incumbent workers
- Driven by voice of business and Best Practice models
- Strong partnership base
- Designed with sustainability in mind – shared resources

• 12 College Consortium

**Florida TRADE**

- **SPC – Consortium Lead**
  - Approximately \$3 million
  - Consortium member contracts
  - Subcontracts (SRI, MI, MAF, POS-Impact)
  - Quality assurance & reporting
- **SPC – Partner Institution**
  - Corporate Training to deliver courses – articulated to AS-ET degree
  - Targeted industry certifications: welding, CNC machining, OSHA, Six Sigma and Mechatronics
  - Hands-on training at: Collaborative Center for Emerging Technologies at the Clearwater Campus, pTEC and business partner sites





**SPC's Role**

May 15, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Amendment #2 to Ground Lease Agreement for Cell Phone Tower Located at the St. Petersburg/Gibbs Campuses

**Authorization is sought to enter into Amendment #2 to the Ground Lease Agreement between the College and Verizon Wireless Personal Communications LP d/b/a Verizon Wireless (“Verizon”) with respect to the St. Petersburg/Gibbs Campus.**

St. Petersburg College and Verizon Wireless have determined that the ground lease dimensions are incorrect for the cell tower located at the St. Petersburg Gibbs Campus. This amendment #2 would amend the existing agreement to correct the dimensions of the leased property on the ground. All remaining provisions of the original agreement shall remain binding on both parties.

**Background:**

On December 19, 1995, the Board approved leasing a portion of the Clearwater and St. Petersburg/Gibbs Campuses to PCS Primeco (whose successor in interest is Verizon) for the purpose of constructing cell phone towers on these sites. In return for the ground leases, the College received annual rent and certain rights to space on the towers. Currently, the College is receiving \$15,476.63 for St. Petersburg Gibbs Campus and \$19,879.74 for Clearwater Campus for total combined revenue in yearly rent from these two ground leases of \$35,356.37.

The lease agreement 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 & Information Technology; and Susan Reiter, Vice President, Facilities Planning & Institutional Services, recommend approval.

smr0418121

**SECOND AMENDMENT TO GROUND AND TOWER LEASE AGREEMENT**  
**St. Petersburg/Gibbs Campus**

This Second Amendment to Ground and Tower Lease Agreement (the "Second Amendment") is made this \_\_\_ day of \_\_\_\_\_, 201\_\_, by and between the **BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE** ("Owner") and **VERIZON WIRELESS PERSONAL COMMUNICATIONS LP**, a Delaware limited partnership d/b/a Verizon Wireless, with its principal offices located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 ("Lessee").

**WHEREAS**, the District Board of Trustees of St. Petersburg Junior College and PCS Primeco, L.P. ("PCS") entered into a Ground and Tower Lease Agreement dated December 19, 1995, but fully executed February 29, 1996 (the "Agreement"), whereby the Board leased to PCS a parcel of ground space sufficient for the installation and operation by PCS of a communications Tower and ground equipment (the "Property"), such parcel being located on Owner's Property in the County of Pinellas, State of Florida, and as further described in the Agreement; and

**WHEREAS**, PCS is now known as Lessee; and

**WHEREAS**, Owner and Lessee entered into a First Amendment to Ground and Tower Lease Agreement on December 8, 2009 (the "First Amendment"), whereby the Parties amended the size and dimensions of Lessee's leased Property on the ground at the site; and

**WHEREAS**, Owner and Lessee have determined that the dimensions of Lessee's leased Property on the ground as set forth in the First Amendment are incorrect, and desire to further amend the Agreement in order to correctly set forth the dimensions of Lessee's leased Property;

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree to be legally bound to this Second Amendment as follows:

1. Owner and Lessee hereby agree and acknowledge that Lessee leases an approximately 33' x 43' ground space area, as depicted on Exhibit C-1 attached hereto. Paragraph One (1) of the Agreement and Paragraph One (1) of the First Amendment are hereby corrected and amended to reflect Lessee's leased Property as depicted on Exhibit C-1. Exhibit C attached to the First Amendment is hereby deleted in its entirety and replaced with Exhibit C-1, attached hereto and made a part hereof.

2. This Second Amendment shall be effective upon full execution by both parties.
3. All remaining provisions of the Agreement shall remain in full force and effect as to all other terms and conditions, and shall remain binding on the parties hereto.
4. The Agreement and Second Amendment contain all agreements, promises or understandings between Owner and Lessee and no verbal or oral agreements, promises or understandings shall be binding upon either Owner or Lessee in any dispute, controversy, or proceeding at law, and any addition, variation or modification to the Agreement and Second Amendment shall be void and ineffective unless made in writing and signed by the parties. In the event any provision of the Agreement and Second Amendment is found to be invalid or unenforceable, such a finding shall not affect the validity and enforceability of the remaining provisions of the Agreement and Second Amendment.

***[SIGNATURES TO FOLLOW]***

IN WITNESS WHEREOF, the parties have set forth their hand and seal as of the date indicated above.

**OWNER: BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

\_\_\_\_\_  
WITNESS

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

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

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Title:

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

**LESSEE: VERIZON WIRELESS PERSONAL COMMUNICATIONS LP D/B/A VERIZON WIRELESS**

\_\_\_\_\_  
WITNESS

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

Name: Hans F. Leutenegger

\_\_\_\_\_  
WITNESS

Title: Area Vice President Network  
\_\_\_\_\_

Date:

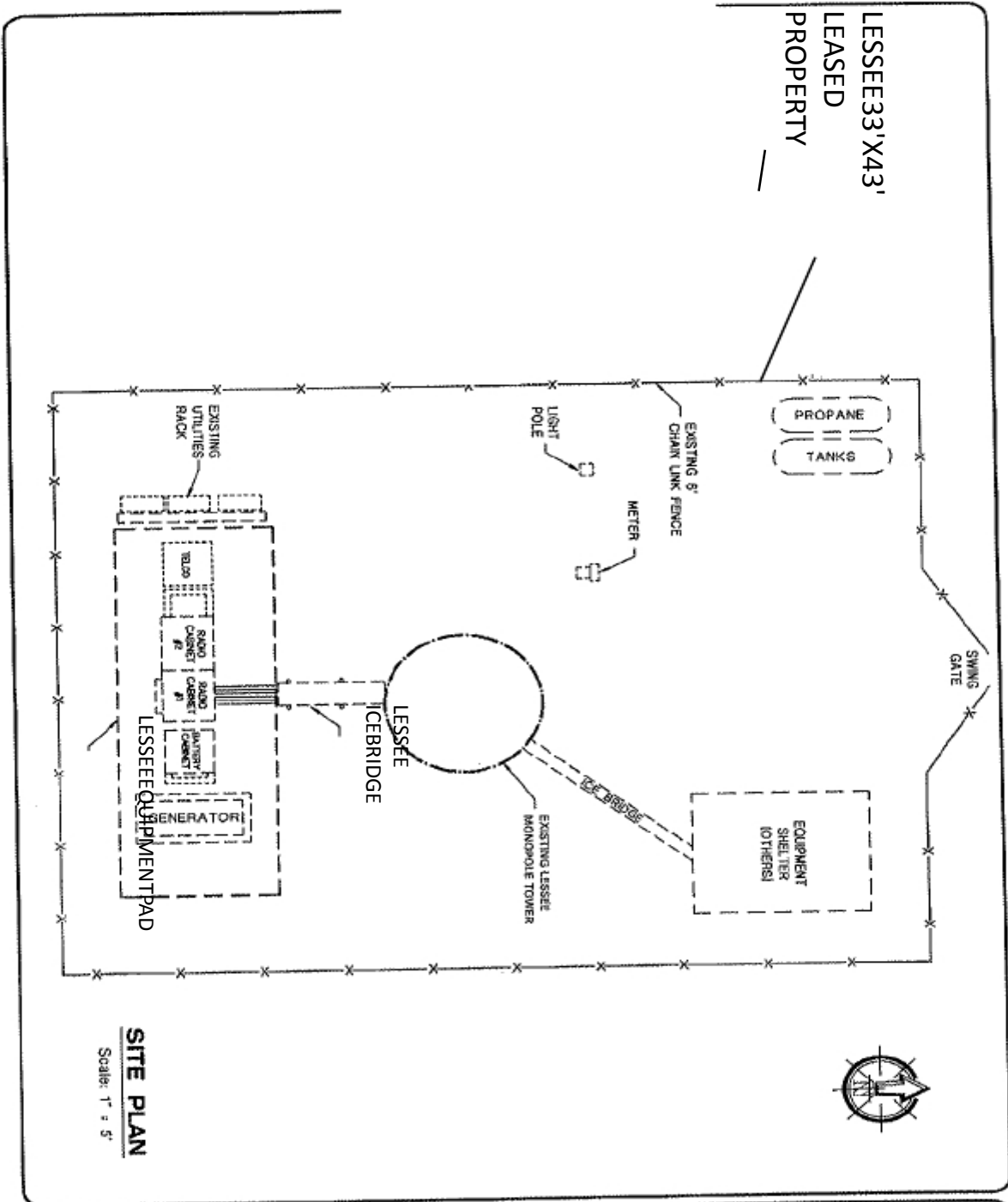


LESSEE SITE NAME: SPJC South  
LESSEE SITE NUMBER: 85401  
ATTY/DATE: BJM 11.14.2011

**EXHIBIT "C-1"**

**See Attached.**





**SITE PLAN**  
Scale: 1" = 5'

<p><b>C-4</b></p> <p>SHEET NUMBER</p>	<p>SHEET TITLE</p> <p><b>DETAIL SITE PLAN</b></p>	<p>CHECKED BY: TA</p>	<p>DRAWN BY: DM</p>	<table border="1"> <tr> <td>11/5/12-09</td> <td>FINAL</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	11/5/12-09	FINAL							<p>SPJC</p> <p><b>SOUTH</b></p> <p>#85401</p>	<p><b>verizon</b>wireless</p> <p>12802 Tampa Cove Blvd. Suite 150 Tampa, FL 33607</p>	<p><b>ALLES DESIGN CORPORATION</b></p> <p>7117 WAREHAM DRIVE TAMPA, FL 33647 TELEPHONE/FAX: (813) 866-0030 P.E. No. 36741 C.O.A. No. 25915</p>
	11/5/12-09	FINAL													
<p>LESSEE ICEBRIDGE</p>															

May 15, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Review of Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP), Project 1707-V-11-4, Remodeling and Addition to the Library (Building 54) and the Technology Learning Center (Building 51), Seminole Campus

**Authorization is requested for the following:**

- **To approve the Schematic Design Documents (Phase I);**
- **To approve:**
  - **Preliminary GMP of \$3,178,792 for this project incorporating two (2) science labs and two (2) prep rooms; or**
  - **Preliminary GMP of \$3,026,058 as a Deductive Alternate incorporating one (1) science lab, one (1) classroom, and two (2) prep rooms**
- **To proceed with the Construction Documents subject to further refinements of the terms, conditions, and bidding, and to authorize the issuance of all necessary purchase orders;**
- **To approve A.D. Morgan Corporation to begin ordering long lead items.**

Harvard Jolly Architecture in conjunction with A.D. Morgan Corporation, the Construction Manager at Risk and College staff have completed the Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP) Construction Documents for Project 1707-V-11-4, Remodeling and Addition to the Library, Seminole Campus. This design is based on the Educational Specifications that were developed by College staff and the User Advisory Committee.

This project will consist of:

Technical Learning Center

- 1,800 square foot expansion of the Learning Support Commons by enclosing the patio located at the northeast corner of the building;
- Renovation of the existing Learning Support Commons to include a reference area, a Writing Studio and a Math Studio to better serve the needs of the students;
- Addition of seven (7) faculty offices on the north side of the Commons;
- Addition of Chemistry Lab, Microbiology Lab, and two (2) Lab Prep rooms

Library (Second Floor Tenant Build-out)

- 75 student tiered multipurpose classroom;
- Office Suite for Dean of Science;
- Five offices for the Institute for Strategic Policy Solutions;
- Shared space for the Center for Excellence for Teaching and Learning and Adjunct faculty;
- Faculty Development room for use by CETL and Instructional Technologist;
- Instructional Technologist office space;
- Fourteen (14) faculty offices.

The Preliminary Guaranteed Maximum Price (GMP) for this project is \$3,178,792 or \$209.89 per square foot with a Total Project Budget of \$4,318,389, and the Deductive Alternate Preliminary GMP is \$3,026,058 or \$199.81 per square foot with a Total Project Budget of \$4,110,901.

The funding sources for this project are listed below. The anticipated date for substantial completion is May 13, 2013. This Preliminary GMP is subject to mandatory reviews for building codes, safety-to-life and the Americans with Disabilities Act (ADA) and further refinements through the value engineering process.

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

Student Capital Improvement Fee Reserve	\$	3,118,507.46
2 Yr. Student Capital Improvement Fee	\$	934,633.16
Student Capital Improvement Fee Bond	\$	6,390.54
PECO 186 10/11	\$	4,694.99
PECO 186 11/12	\$	47.89
<b>Total Project Budget:</b>	<b>\$</b>	<b>4,064,274.04</b>

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Rebecca Smith, President, A.D. Morgan Corporation; Ward Friszolowski, Executive Vice President, Harvard Jolly Architecture; Dr. James Olliver, Provost; and Dr. John Vaughan, Dean, Natural Science recommend approval.

smr0508121

VII – E.2att Review of Schematic Design Docs Phase I and Preliminary (GMP) Project 1707-V-11-4 SE Campus


**SPC St. Petersburg College**

**Remodeling & Addition  
to the Library &  
Technology Learning Center,  
Seminole Campus**

**Project #: 1707-V-11-4**

SPC St. Petersburg College Facilities Planning and Institutional Services

**Seminole Campus**



**Seminole Campus**

SPC St. Petersburg College Facilities Planning and Institutional Services

## Dennis L. Jones Community Library



SPC St. Petersburg College Facilities Planning and Institutional Services

## Library Shelled Space

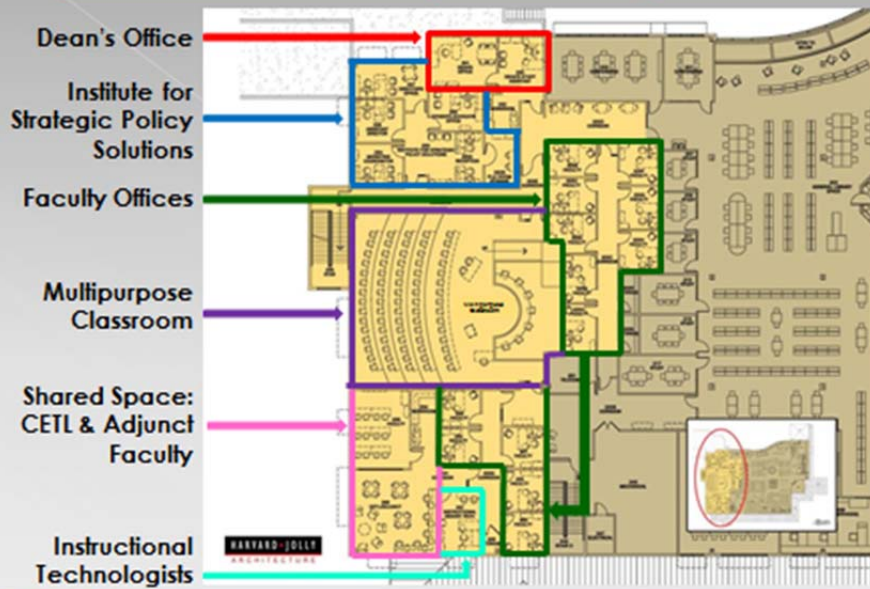


SPC St. Petersburg College Facilities Planning and Institutional Services

## Library Shelled Space



## Build-Out of Library Shelled Space

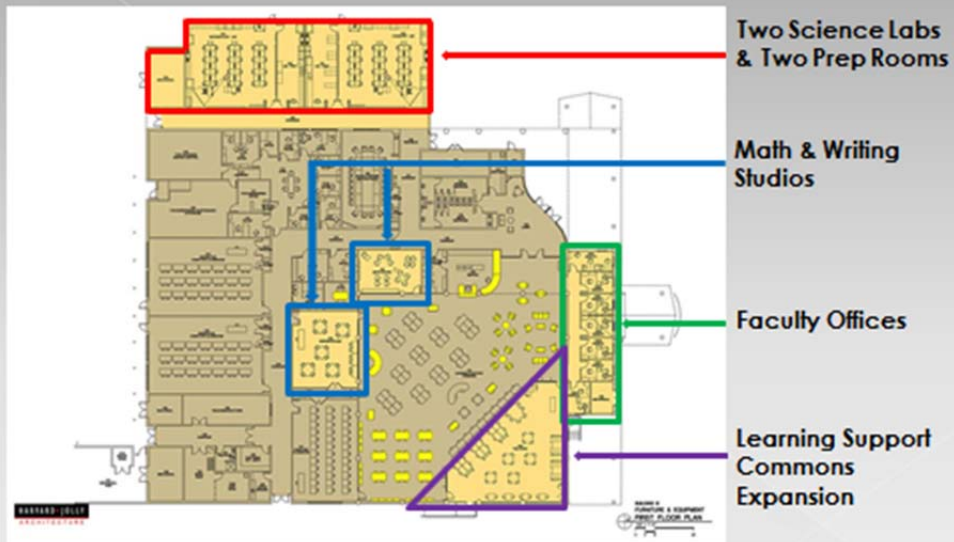




# Technology Learning Center



# Technology Learning Center



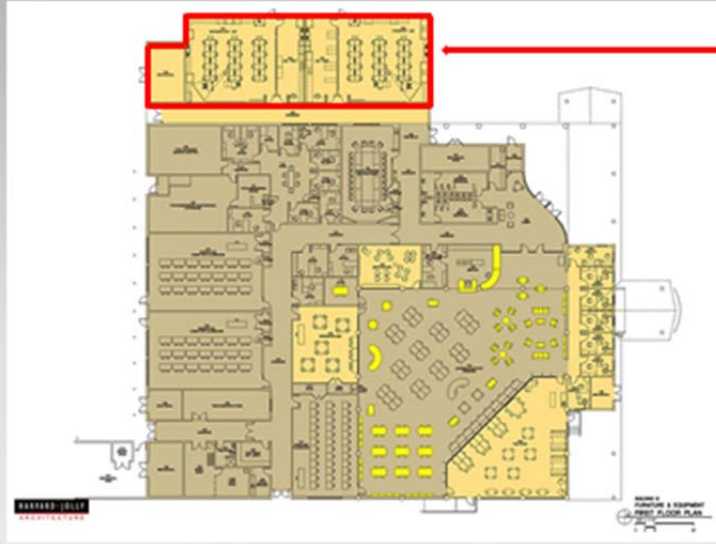
Two Science Labs & Two Prep Rooms

Math & Writing Studios

Faculty Offices

Learning Support Commons Expansion

## Science Labs & Prep Rooms

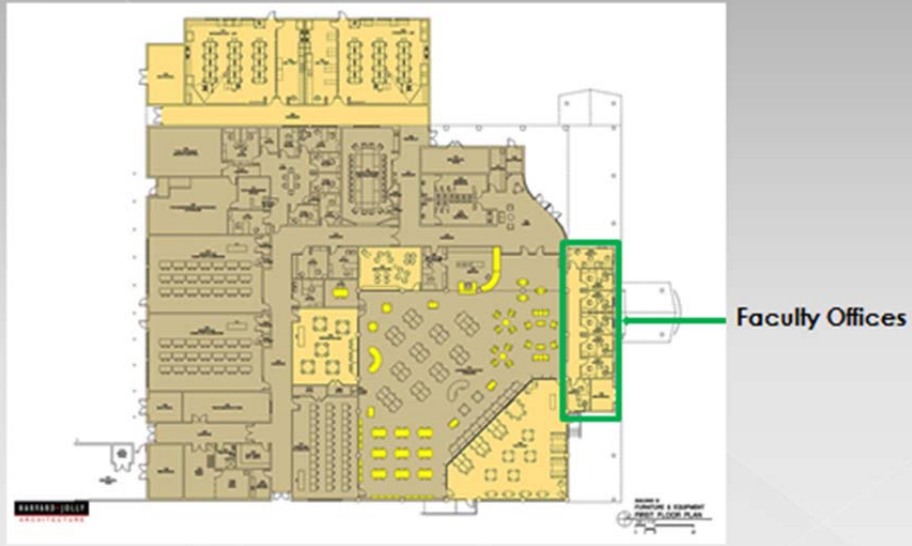


Two Science Labs  
& Two Prep Rooms

## Science Labs & Prep Rooms



## Faculty Offices



## Faculty Offices



## Learning Support Commons Expansion



Learning Support Commons Expansion

## Learning Support Commons Expansion



## Learning Support Commons Expansion



SPC St. Petersburg College Facilities Planning and Institutional Services

## Learning Support Commons Expansion



SPC St. Petersburg College Facilities Planning and Institutional Services

## Learning Support Commons Expansion



## Learning Support Commons Expansion




**Questions?**

May 15, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Selection of Contractors for Construction Manager at Risk Services, Miscellaneous Projects Collegewide for Projects Ranging from \$25,000 to \$1,000,000.

**Authorization is requested for the following:**

- **To approve the following construction firms to provide Construction Manager at Risk Services for miscellaneous construction projects on a Collegewide basis for projects ranging from \$25,000 to \$1,000,000 in costs, and to proceed with contract negotiations with these firms;**
- **To assign the Projects as deemed necessary to the various firms for the Construction Manager at Risk Contracts;**
- **To issue all purchase orders including Direct Purchases, in accordance with the contract documents and upon receipt of individual proposals based upon the assigned Projects;**
- **To proceed without the need for additional approval by the Board (assuming availability of funds); and**
- **To adjust the amount of the purchase orders based on the subsequent Board of Trustees' approved construction documents and accepted Guaranteed Maximum Price.**

At its September 20, 2011 meeting, the Board of Trustees authorized the Facilities Planning & Institutional Services (FPIS) department to advertise for Construction Manager at Risk Services, Miscellaneous Projects to provide General Contracting services for projects ranging from \$25,000 to \$1,000,000.

Twenty-two (22) firms responded to our Request for Qualifications advertisement. Upon review of the submittals, all firms meet the necessary qualifications to perform work. Projects currently available: (1) Demolition and Appropriate Site Work of Old Veterinary Technology Building at Health Education Center, approximately \$225,000; (2) Demolition and Appropriate Site Work of Annex-2 (Coliseum) at the EpiCenter, approximately \$150,000; (3) Demolition and Appropriate Site Work of the Church Property (Two Buildings) at the Clearwater Campus, approximately \$110,000; (4) Remodel for ADA Compliance of the Palladium Theater, approximately \$500,000; Roof Work Projects, \$600,000 annually; ADA Entrance, Food Service, and Bookstore at the



Tarpon Springs Campus, approximately \$35,000; and (5) Miscellaneous Renovation and Remodeling Projects Collegewide. The firms on this list will be utilized on a rotating basis to complete the above listed projects and any other projects that arise within the limits of the Request for Qualifications.

The College will utilize these firms for a period of three (3) years. The contract is renewable for an additional three (3) years based upon acceptable performance. In addition, the firms on this list will be required by contract to update their insurance and bonding information on an annual basis to comply with College procedures.

**Construction Manager at Risk Services, Miscellaneous Collegewide, Prequalified Firms:**

Allstate Construction  
Baton-Cook Company  
Certus Builders  
Charles Perry Partners, Inc.  
Core Construction  
Creative Contractors, Inc.  
Cutler & Associates  
Eveland Brothers, Inc.  
Foresight Construction Group\*\*  
Hennessy Construction Services  
Hodge Management

iConstructors  
Integra Construction Group  
IROK Construction\*\*  
LEMA Construction  
MLB Construction Services, LLC  
Peter Brown Construction  
Scherer Construction  
Sierra Construction\*\*  
The Morganti Group, Inc.  
Walbridge  
Williams Company

***\*\*These companies are Certified Minority Business Enterprises in accordance with Florida Statute 287.0943.***

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

smr050312

May 15, 2012

**MEMORANDUM****TO:** Board of Trustees, St. Petersburg College**FROM:** William D. Law, Jr., President *wsl***SUBJECT:** Personnel Report**Approval is sought for the following recommended personnel transactions:**

<b>HIRE Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
4/9/2012	Andrade, Micah W	Provost SE	Student Services Specialist
4/9/2012	Baxter, Kate J	Director of Grants DO	Senior Staff Assistant
4/16/2012	Boylson, Kathleen M	Nursing HC	Administrative Specialist I
4/7/2012	Herzog, Casper A	Custodial Services SPG	Custodian I
4/30/2012	Hord, Faye Lawrence	SPC-Downtown	Senior Staff Assistant
3/31/2012	Huynh, Hoa K	Custodial Services SPG	Custodian I
3/31/2012	Longley, Charles R	Fac Plan/Construction DO	Skilled Trades Worker
3/31/2012	Munroe, John Charles	Custodial Services TS	Custodian I

<b>HIRE Temporary/Supplemental</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
4/30/2012	Ball, Amanda J	St. Pete/Gibbs Campus Provost	OPS Career Level 4
4/9/2012	Buck, Maria E	Social Science SE	Supplemental Instr - Credit
4/9/2012	De Croteau, Rebecca J	Medical Lab Technology - HC	Other Professional- Temporary
4/11/2012	DeNeve, Albert J	OSSD VEA Grant - CL	OPS Career Level 3
4/3/2012	Dudley, Reginald L	Provost SPG	OPS Career Level 4
4/23/2012	Finocchiaro, Joseph R	New Initiative Program - HC	Other Professional- Temporary
4/16/2012	Friedman, Leif B	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
4/30/2012	Harden, Jay M	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
4/17/2012	Hudak, Dawn M.	Social Science SE	Instructor - Temporary Credit
5/1/2012	Joiner, Daniel E	Fine & Applied Arts SPG	Other Professional- Temporary
4/14/2012	Kelly, Keith L	Business Technologies CL	Adjunct Bach Prog.
4/9/2012	Kiernan, Tiffany I	Academic & Student Affairs	OPS Career Level 1
5/1/2012	Laurenzi, Steven L	Criminal Justice AC	Instructor- Temporary Non-Cred
4/23/2012	Madera, Kathleen	SPC-Downtown	OPS Career Level 4

4/27/2012	Mccubbin,Katharine R	Provost SE	OPS Career Level 1
4/16/2012	McGregor,Anne N	Special Programs/Intl Educ DO	OPS Career Level 7
4/1/2012	Miller,Laurel A	Provost TS	OPS Career Level 6
4/7/2012	Ortiz,Carlos Antonio	Business Technologies CL	Instructor - Temporary Credit
4/9/2012	Pogonowski-Gill,Kim M	Natural Science SE	Instructor - Temporary Credit
4/2/2012	Ramsberger,Katherine A	President	Other Professional- Temporary
4/14/2012	Runacres,Rachel V	Student Activities SE	OPS Career Level 2
4/16/2012	Scott,Audwin Lenard	Associate Provost SP	OPS Career Level 2
4/23/2012	Setala,Linda	Enrollment Management DO	OPS Career Level 7
4/16/2012	Sorenson,Marie	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
4/23/2012	Turner,Hillary R	Enrollment Management DO	OPS Career Level 7
4/28/2012	Van Scoyoc,Elizabeth	District Library DO	OPS Career Level 1
4/12/2012	Vo,Kieutien T	New Initiative Program - HC	OPS Career Level 1
4/26/2012	Yates,Jennie L	Natural Science TS	Instructor - Temporary Credit
4/1/2012	Zengel,Gianna Maria	Provost TS	OPS Career Level 6
4/23/2012	Zien,Livia L	SPC-Downtown	OPS Career Level 4

### TRANSFER/PROMOTION Budgeted

Effect. Date	Name	Department/Location	Title
4/16/2012	Baker,Susan A	BA Programs/UPC	Dean, Baccalaureate Programs
4/16/2012	Reiter,Gildred B	Counseling & Advisement HC	Generalist, MAP

### FOREIGN TRAVEL

Effect. Date	Name	Department/Location	Title
6/23/12 - 7/4/12	Hamacher, Alan	Humanities CL	Instructor - Temporary Credit

Travel to Rome, Italy to offer St. Petersburg College dual enrollment, Collegiate High School and early college students an educational opportunity to apply the humanities and fine arts culture of Italy to the study of World Religions in Italy.

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6/23/12 -7/4/12	Hesting, John	Social & Behavioral Science SPG	Instructor
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Travel to Rome, Italy to offer St. Petersburg College dual enrollment, Collegiate High School and early college students an educational opportunity to apply the humanities and fine arts culture of Italy to the study of International Relations in Italy.

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6/23/12 - 7/15/12	Levin, Roxana	Foreign Language TS	Instructor
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Travel to Salamanca, Spain to offer St. Petersburg College students an educational opportunity to learn the Spanish foreign language and cultural experience while in Spain.

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6/23/12 - 7/4/12	Rich, Kelly	Early College SE	Instructor
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Travel to Rome, Italy as a chaperone to lead faculty Alan Hamacher offering St. Petersburg College dual enrollment, Collegiate High School and early college students an educational opportunity to apply the humanities and the fine arts culture of Italy to the study of World Religions in Italy.

6/23/12 - 7/25/12	Trujillo, Faride	Foreign Languages SE	Instructor - Temporary Credit
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Travel to Salamanca, Spain as a chaperone to assist Professor Roxana Lewin who will be offering St. Petersburg College students an educational opportunity to learn the Spanish foreign language and cultural experience while in Spain.

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6/27/12 - 7/08/12	Law Jr., William D.	President's Office DO	President
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Travel to Taiwan, China by invitation from the Minister of Education of the Republic of China for Florida presidents to visit Taiwan and explore opportunities for student exchange study programs.

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7/22/12 - 8/5/12	Wallis, Jim	Natural Science TS	Instructor
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Travel to San Ignacio Cayo, Belize to offer St. Petersburg College students an educational opportunity to introduce them to the rainforest and Central America ecology by combining lectures, labs and discovery-oriented investigative experiences of the rainforest and coastal environments of Belize.


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

ssw0504121

May 15, 2012

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** FY11-12 July 1- April 30 Fund 1 Financial Report

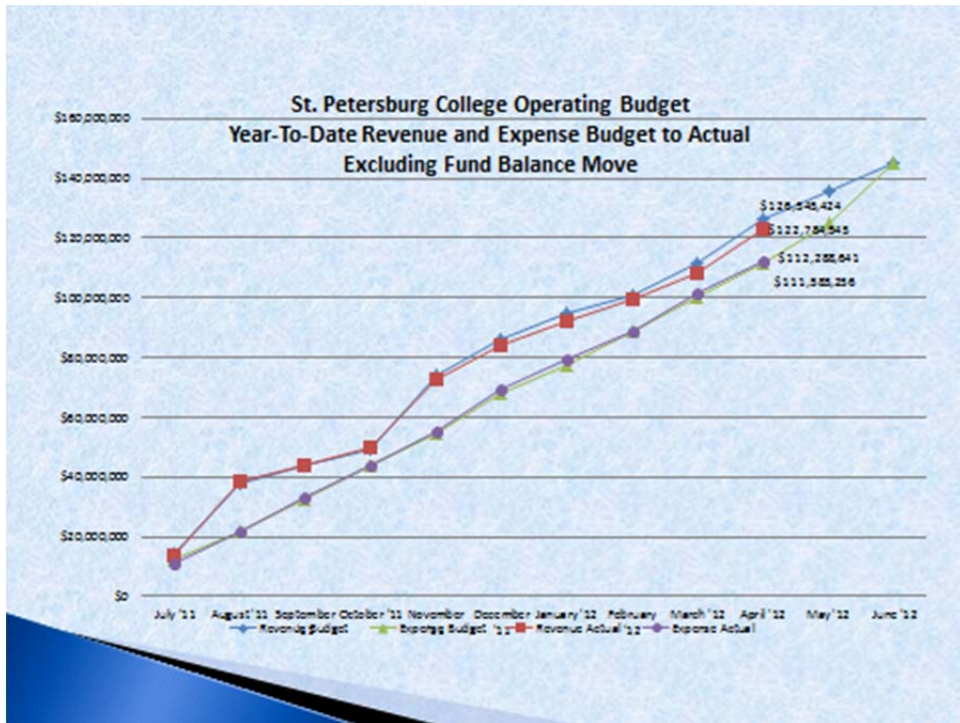
Attached for information is the Fund 1 financial report for FY11-12 July 1- April 30 time period.

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

Attachments

Jjc043012

VII - G.2a Financial Report



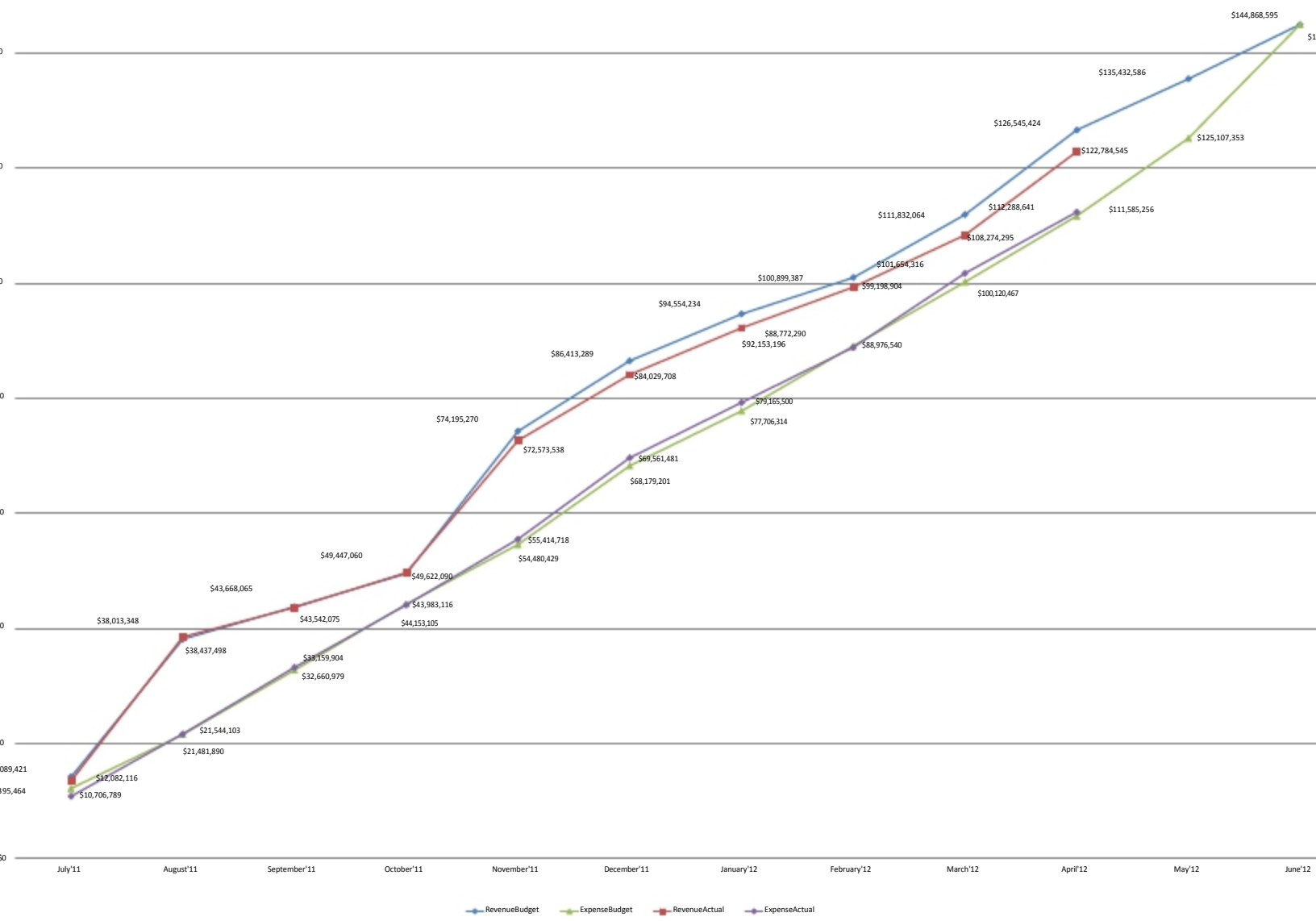


**St. Petersburg College  
Fund Analysis  
Unrestricted Current Fund Excl Fund Balance Move  
As of April 30, 2012**

	FY 2011-12 Budgeted	Projected Revenue for month of April	Actual April Revenue	Difference	Revenue Received Year to Date	YTD as % of Budget	YTD % Expected	Difference	Projected	May	YTD Pro
s	\$72,321,790	\$7,174,880	\$5,437,443	(\$1,737,437)	\$67,240,744	93%	99%	-6%		\$424,487	\$6
ment	\$62,461,446	\$6,488,620	\$6,327,545	(\$161,075)	\$49,790,912	80%	81%	-2%		\$5,810,826	\$5
ues	\$3,900,474	\$178,539	\$391,215	\$212,676	\$3,176,183	81%	85%	-4%		\$151,354	\$
e Sources	\$6,184,885	\$871,321	\$2,575,906	\$1,704,584	\$2,576,706	42%	15%	27%		\$851,523	\$
<b>ues</b>	<b>\$144,868,595</b>	<b>\$14,713,360</b>	<b>\$14,732,109</b>	<b>\$18,749</b>	<b>\$122,784,545</b>	<b>85%</b>	<b>87%</b>	<b>-3%</b>		<b>\$7,238,190</b>	<b>\$130,022,</b>
	FY 2011-12 Budgeted	Projected Expense for month of April	Actual April Expense	Difference	Expense Year to Date	YTD as % of Budget	YTD % Expected	Difference	Projected	May	YTD Pro
ve	\$21,807,449	\$1,774,609	\$1,444,966	(\$329,643)	\$16,919,930	78%	81%	-3%		\$1,791,522	\$
	\$40,285,224	\$3,278,261	\$3,713,993	\$435,732	\$34,294,950	85%	81%	4%		\$3,309,506	\$
ional	\$23,893,276	\$1,944,346	\$1,727,704	(\$216,641)	\$18,196,457	76%	81%	-5%		\$1,962,877	\$
	\$3,157,669	\$256,959	\$222,935	(\$34,025)	\$2,131,404	67%	81%	-13%		\$259,408	\$
enefits	\$21,537,702	\$1,752,658	\$1,855,821	\$103,163	\$18,474,869	86%	81%	5%		\$1,769,362	\$
nel Costs	\$110,681,320	\$9,006,832	\$8,965,419	(\$41,414)	\$90,017,611	81%	81%	1%		\$9,092,675	\$
<b>enses</b>											
	\$14,341,104	\$1,018,558	\$772,654	(\$245,904)	\$10,229,636	71%	66%	6%		\$1,049,463	\$
d Supplies	\$11,581,149	\$822,536	\$722,141	(\$100,395)	\$8,396,505	73%	66%	7%		\$793,533	\$
nt Charges	\$6,017,238	\$427,367	\$143,287	(\$284,080)	\$2,256,109	37%	66%	-28%		\$475,998	\$
t Expenses	\$31,939,491	\$2,268,461	\$1,638,082	(\$630,378)	\$20,882,250	65%	66%	0%		\$2,318,994	\$
ay	\$2,247,784	\$189,496	-\$11,759	(\$201,254)	\$1,388,779	62%	58%	4%		\$110,428	\$
<b>enses</b>	<b>\$144,868,595</b>	<b>\$11,464,789</b>	<b>\$10,591,743</b>	<b>(\$873,046)</b>	<b>\$112,288,640</b>	<b>78%</b>	<b>77%</b>	<b>0%</b>		<b>\$11,522,097</b>	<b>\$123,</b>



**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 - April 30 Excl 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
Tuition & Out-of-State Fees	\$ 55,235,961	\$ 57,032,568	103.3%	\$ 61,777,468	\$ 57,993,034	93.9%		\$ 960,466	2%	
Appropriation - CCPF	\$ 55,674,039	\$ 46,488,389	83.5%	\$ 54,013,658	\$ 45,320,270	83.9%		\$ (1,168,119)	-3%	
Stabilization Funds	\$ 5,180,294	\$ 5,180,294	100.0%	\$ -	\$ -	0.0%		\$ (5,180,294)	-100%	Federal Stabilization Funds ended
Appropriation - Lottery	\$ 7,279,093	\$ 4,367,457	60.0%	\$ 8,056,423	\$ 4,470,642	55.5%		\$ 103,185	2%	
Building Cost for New Facilities	\$ 78.35	\$ -	0.0%	\$ 391,365	\$ -	0.0%		\$ -	0%	
Learning Fee	\$ 3,026,400	\$ 3,113,415	102.9%	\$ 3,147,188	\$ 3,214,734	102.1%		\$ 101,319	3%	
Technology Fee	\$ 2,475,440	\$ 2,773,120	112.0%	\$ 3,059,794	\$ 2,798,402	91.5%		\$ 25,28	1%	
Revenue Fees	\$ 1,971,075	\$ 2,403,565	121.9%	\$ 2,620,549	\$ 1,840,997	70.3%		\$ (562,568)	-23%	Primarily due to reductions the Col fees
Other Revenues	\$ 3,911,923	\$ 3,245,612	83.0%	\$ 3,900,474	\$ 3,176,183	81.4%		\$ (69,429)	-2%	
Student Fees	\$ 1,821,439	\$ 1,567,323	86.0%	\$ 1,716,792	\$ 1,393,578	81.2%		\$ (173,745)	-11%	
Transfers In	\$ 2,344,940	\$ 30,332	1.3%	\$ 2,465,057	\$ 2,576,706	104.5%		\$ 2,546,373	8395%	timing difference of revenue transfer year
Stabilization Reserve	\$ 3,150,500	\$ -	0.0%	\$ 2,150,500	\$ -	0.0%		\$ -	0%	
Other Non-Recurring Funds	\$ -	\$ -	0.0%	\$ 1,569,328	\$ -	0.0%		\$ -	0%	
<b>Revenues - Fund 1x</b>	<b>\$ 142,149,458</b>	<b>\$ 126,202,075</b>	<b>88.8%</b>	<b>\$ 144,868,595</b>	<b>\$ 122,784,545</b>	<b>84.8%</b>	<b>87%</b>	<b>\$ (3,417,530)</b>	<b>-3%</b>	
<b>Operating Costs</b>	<b>FY10-11 Budget*</b>	<b>FY10-11 YTD Actual*</b>	<b>% To Budget</b>	<b>FY11-12 Budget</b>	<b>FY11-12 YTD Actual</b>	<b>% of YTD Expense</b>	<b>Year to Date %</b>	<b>\$ YOY Variance</b>	<b>% YOY Variance</b>	<b>Variance Explanation</b>
<b>Salaries &amp; Benefits</b>										
Instructional/Faculty-Full Time	\$ 23,011,520	\$ 18,563,735	80.7%	\$ 25,231,607	\$ 20,093,521	79.6%		\$ 1,529,786	8%	
Administrative	\$ 19,855,262	\$ 16,542,900	83.3%	\$ 21,807,449	\$ 16,919,930	77.6%		\$ 377,030	2%	
Non-Instructional	\$ 22,055,710	\$ 16,883,349	76.5%	\$ 23,893,276	\$ 18,196,457	76.2%		\$ 1,313,107	8%	
Supplemental/Instr OPS	\$ 12,785,639	\$ 12,370,575	96.8%	\$ 15,053,617	\$ 14,201,429	94.3%		\$ 1,830,854	15%	primarily reflects final summer pay adjuncts in Fall
Instructional OPS and Overtime	\$ 2,063,160	\$ 1,752,498	84.9%	\$ 2,657,669	\$ 1,782,648	67.1%		\$ 30,14	2%	
Assistants	\$ 500,000	\$ 286,646	57.3%	\$ 500,000	\$ 348,757	69.8%		\$ 62,110	22%	Timing difference of journal entry federal work study expense out of
Travel Benefits	\$ 23,222,983	\$ 19,254,079	82.9%	\$ 21,537,702	\$ 18,474,869	85.8%		\$ (779,210)	-4%	
<b>Total Personnel &amp; Benefits Expense</b>	<b>\$ 103,494,273</b>	<b>\$ 85,653,783</b>	<b>82.8%</b>	<b>\$ 110,681,320</b>	<b>\$ 90,017,611</b>	<b>81.3%</b>	<b>81%</b>	<b>\$ 4,363,828</b>	<b>5%</b>	
Utilities	\$ 526,367	\$ 555,228	105.5%	\$ 578,631	\$ 527,569	91.2%		\$ (27,659)	-5%	
Repairs & Maintenance	\$ 1,071,939	\$ 884,157	82.5%	\$ 1,200,032	\$ 887,755	74.0%		\$ 3,59	0%	
Leases	\$ 422,541	\$ 295,464	69.9%	\$ 430,012	\$ 220,876	51.4%		\$ (74,588)	-25%	decrease primarily due to timing di
Health (Non-Health)	\$ 2,025,368	\$ 1,778,712	87.8%	\$ 2,025,368	\$ 1,633,100	80.6%		\$ (145,612)	-8%	
Printing	\$ 6,443,555	\$ 4,569,032	70.9%	\$ 6,255,055	\$ 4,622,202	73.9%		\$ 53,17	1%	
Books and Fees	\$ 4,116,065	\$ 2,744,046	66.7%	\$ 4,430,637	\$ 2,865,703	64.7%		\$ 121,657	4%	
Travel/Shipping/Fee Waivers	\$ 1,110,895	\$ 628,892	56.6%	\$ 1,110,895	\$ 495,624	44.6%		\$ (133,268)	-21%	
Printing and Supplies	\$ 6,477,920	\$ 5,227,172	80.7%	\$ 6,614,473	\$ 4,815,700	72.8%		\$ (411,472)	-8%	
Insurance/Licensing	\$ 1,956,061	\$ 1,061,652	54.3%	\$ 2,126,939	\$ 1,968,114	92.5%		\$ 906,462	85%	increase primarily due to increased licensing costs associated with both administrative software
Unemployment Comp/Misc	\$ 817,625	\$ 23,551	2.9%	\$ 1,170,257	\$ 12,45	1.1%		\$ (11,097)	-47%	
Current Expense	\$ 5,950,000	\$ 549,333	9.2%	\$ 3,157,455	\$ 1,220,462	38.7%		\$ 671,129	122%	due to timing of transfers out to re
<b>Total Current Expense</b>	<b>\$ 30,918,336</b>	<b>\$ 18,317,239</b>	<b>59.2%</b>	<b>\$ 29,099,754</b>	<b>\$ 19,269,559</b>	<b>66.2%</b>	<b>66%</b>	<b>\$ 952,320</b>	<b>5%</b>	
<b>Capital Spending</b>										
Leases	\$ 2,126,836	\$ 1,559,515	73.3%	\$ 2,839,737	\$ 1,612,691	56.8%	66%	\$ 53,17	3%	
Purchases- Non-Recurring	\$ 1,024,978	\$ 1,781,070	173.8%	\$ 2,247,784	\$ 1,388,779	61.8%	58%	\$ (392,291)	-22%	
Service - Construction Obligations	\$ 4,500,000	\$ -	0.0%	\$ -	\$ -	0.0%		\$ -	0%	
<b>Total Capital Spending</b>	<b>\$ 7,651,814</b>	<b>\$ 3,340,585</b>	<b>43.7%</b>	<b>\$ 5,087,521</b>	<b>\$ 3,001,471</b>	<b>59.0%</b>		<b>\$ (339,115)</b>	<b>-10%</b>	
<b>Operating Costs - Fund 1x</b>	<b>\$ 142,064,423</b>	<b>\$ 107,311,607</b>	<b>75.5%</b>	<b>\$ 144,868,595</b>	<b>\$ 112,288,640</b>	<b>77.5%</b>	<b>77%</b>	<b>\$ 4,977,033</b>	<b>5%</b>	
<b>Remaining Funds (Surplus/Deficit)</b>	<b>\$ 85,0</b>	<b>\$ 18,890,468</b>		<b>\$ -</b>	<b>\$ 10,495,905</b>			<b>\$ (8,394,563)</b>	<b>-44%</b>	

For FY11-12 Budget includes lab fees previously budgeted separately. The FY10-11 Budget/Actuals shown include Lab Fees for comparison purposes in this report.

May 15, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Fiscal Year 2012-2013 College Operating and Capital Outlay Budget

**Approval is sought for the College's Operating and Capital Outlay Budget for Fiscal Year 2012-2013.**

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

**Fund 1 Operating Budget** - The College's Operating Budget is based on the 2012-2013 General Appropriations Act (House Bill 5001). It includes an anticipated 5% tuition increase for student fees.

Pursuant to state rule 6A-14.0716, the College must prepare and submit a budget for the current unrestricted fund to the Chancellor as designee of the Commissioner of Education by June 30, 2012. In accordance with Florida statutes (1011.30), this operating budget must be approved by the College's Board of Trustees prior to the submission to the Department of Education (DOE).

Any future revisions to this operating budget must be presented to and approved by the Board.

**FY2012-2013 Student Activities Budget** - The FY2012-2013 Collegewide Student Activities Budget is \$5.3M. This budget is reviewed and approved by the President.

**Capital Outlay Funding**

In compliance with Florida Statute 1013.61 Annual Capital Outlay Budget, the capital needs for Fiscal Year 2012-2013 are being presented for review and approval as proposed expenditures from the following capital budget funding sources, pending the Governor's approval.

Capital Improvement Program (CIP) requests for 2012-2013, Facility Enhancement Challenge Grants, and Public Education Capital Outlay (PECO) funding for Maintenance, Repair, Renovation and Remodeling based on the Sum of the Digits Allocation (SODA) formula resulted in the total **PECO funding of \$2,815,523** approved by the Legislature and to be included in the July 1, 2012 State Budget. Included in the approved construction projects will be upgrades for

compliance with safety-to-life and Americans with Disabilities Act (ADA) requirements, as well as heating, ventilating and air conditioning (HVAC) and other equipment-related purchases. PECO funding includes a budgeted amount for furniture and equipment within each PECO project.

Capital Improvement Program:

Bay Pines Marine Science Labs/Classrooms	<u>\$2,500,000</u>
<b>Subtotal CIP Requests</b>	<b>\$2,500,000</b>

Sum of the Digits Allocation:

• General Maintenance, Repair, Renovation and Remodeling (90% of SODA)	\$283,971
• Safety to Life Corrections (10% of SODA)	<u>\$31,552</u>
<b>Subtotal SODA</b>	<b>\$315,523</b>

CO&DS Bond:

• Collegewide correction of safety deficiencies	
• Collegewide modifications for persons with disabilities	
• Collegewide replacement of roofs	
• Collegewide provision of sanitation and custodial facilities	
• Collegewide replacement of furnishings and equipment	
<b>Subtotal of CO&amp;DS Bond Request</b>	<b>\$0</b>

**Total PECO    \$2,815,523**

**Student Capital Improvement Fees** estimated at **\$15,941,718** which includes a carryover balance of **\$9,468,962** plus an estimated **\$6,472,756** for 2012-2013.

**Capital Outlay and Debt Service (CO&DS) Funds** estimated at **\$288,000** which includes a carryover balance of **\$188,000** for 2011-2012 and **\$100,000** for 2012-2013.

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

## Board of Trustees: FY12-13 Proposed Operating Budget

### Tuition and Fees

I believe that increases in tuition and fees, if any, should be specifically designed to improve learning gains, enhance or improve services that are targeted toward higher completion and placement rates, or to expand or improve programs that are tied directly to Florida's workforce needs. I strongly encourage the trustees of our institutions to ensure accountability in the budget process. I am confident that trustees will be deliberate and thoughtful in addressing this important subject and will also analyze other methods to achieve these goals, including a review of existing programs.

-Governor Rick Scott  
2012 Budget Approval Message

## Adjustments Since April BOT Meeting

- ▶ Finalized Out of Class Support funding
- ▶ Finalized funding of Career Counseling support staffing
- ▶ Finalized reallocation of 7/1/2012 vacant positions to fund strategic initiatives
- ▶ Review of all technology infrastructure enhancements

## Reallocated \$983K Vacant Positions for Strategic Support


### Former

- Associate General Counsel
- Associate Vice President
- Admin Specialist (2)
- Coordinator, Development
- Senior Staff Assistant
- Project Coordinator (2)
- Director (2)
- Counselor
- Director, One Stop Center
- Director, Student Success
- HR Program Coordinator
- Project Technologist

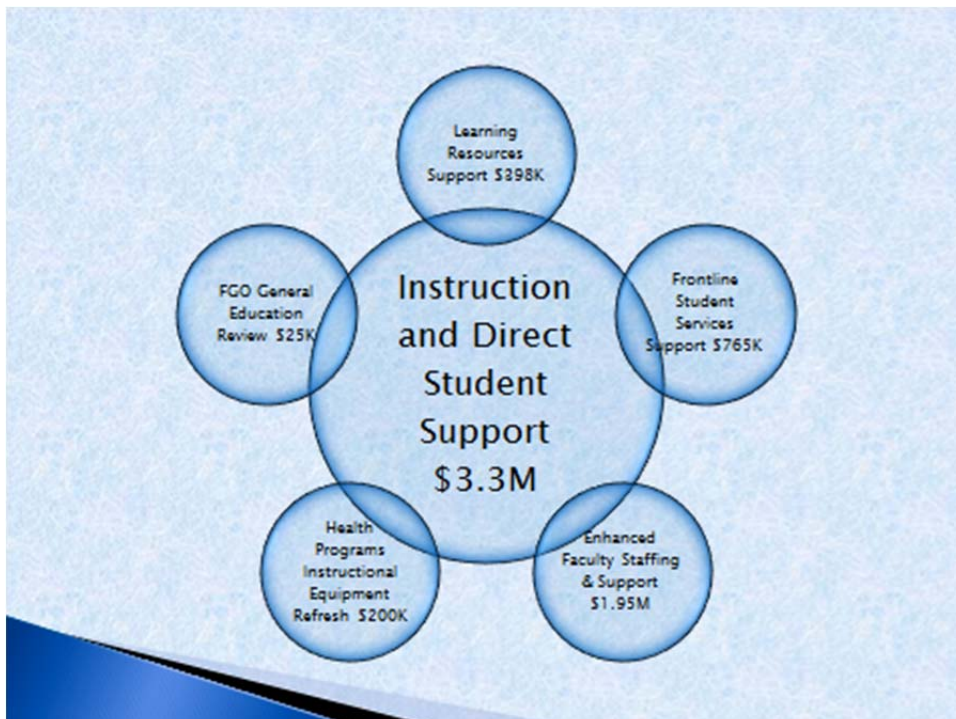
### New

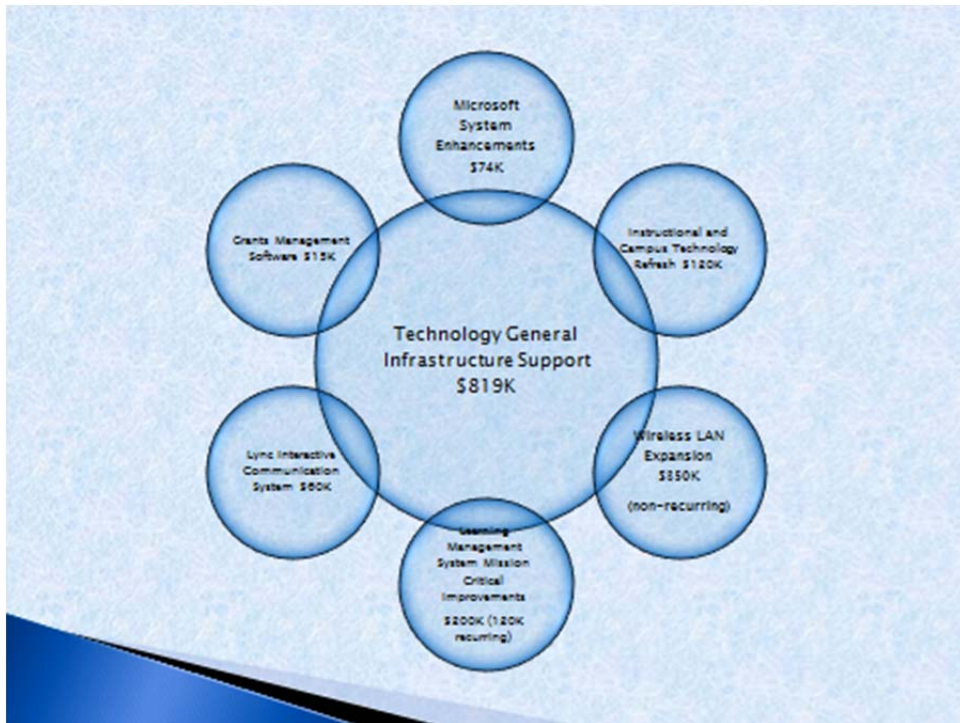
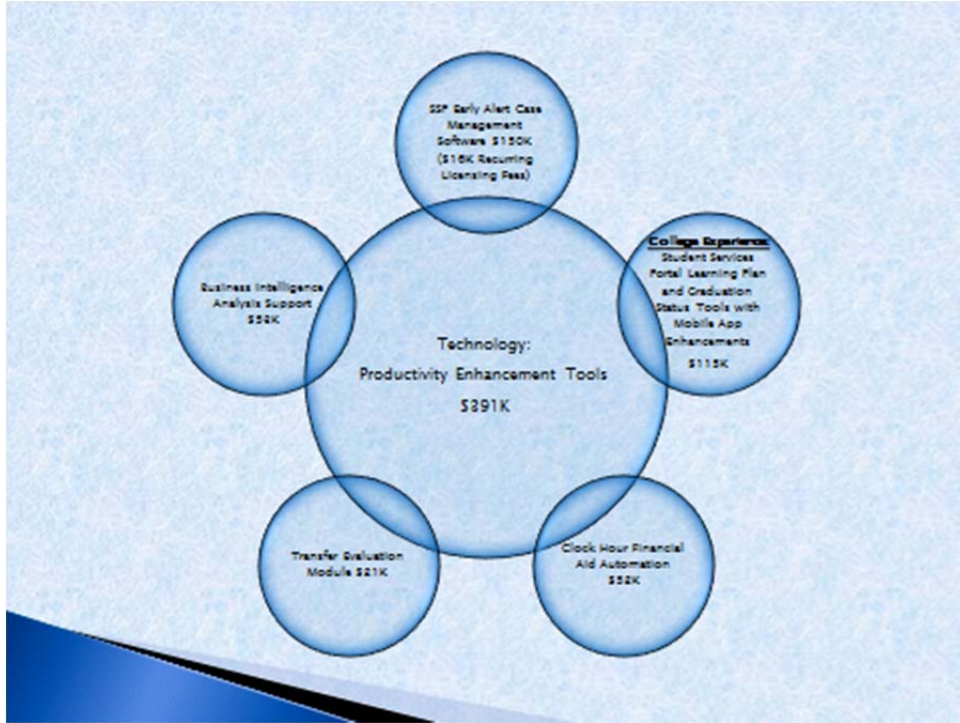
- Student Services Generalist (5)\*
- Learning Resource Support Specialists (4)\*
- Learning Resource Support Tutors\*
- Career Development Support (2 ½)\*
- Associate Provost, Midtown\*
- Business Intelligence Specialist
- Financial Aid Support\*
- Center for Excellence In Teaching and Learning (CETL) Staff Assistant
- Training and Development Specialist (2)
- \*Direct Student Contact Positions

## 2012-13 Operating Increases



\$1.2M: Health Plan
\$185K Career Salary Schedule Adjustments
\$335K Dual Enrollment Expansion
\$127K Adjunct Instruction (hold)
\$150K Facilities Cost Increases <small>(100,750 sq. feet - Vet Tech, Ethics, HRC Annex etc.)</small>







ST. PETERSBURG COLLEGE  
FY2012-2013 FUND 1x BUDGET

Revenue	FY12-13 Budget Projection
<b>Funds</b>	
Student Tuition & Out-of-State Fees	\$61,803,968
State Appropriation - CCPF	\$51,864,048
State Appropriation - Lottery	\$10,870,305
Operating Cost of New Facilities	\$436,949
Distance Learning Fee	\$3,331,010
Technology Fee	\$3,109,546
Lab Fee Revenues	\$2,062,917
Other Revenues	\$4,025,247
Other Student Fees	\$1,992,768
Fund Transfers In	\$2,175,201
<b>Total Funds</b>	<b>\$141,871,880</b>
<b>Other Sources of Funds</b>	
Revenue Stabilization Reserve	\$2,150,500
One-Time Non-Recurring Funds	\$1,589,328
<b>Total Other Sources of Funds</b>	<b>\$3,739,828</b>
<b>Total Revenues</b>	<b>\$145,611,708</b>

<b>Operating Expenses</b>	
Personnel & Benefits	\$ 27,970,430
Instructional/Faculty-Full Time	\$ 20,400,375
Administrative	\$ 24,150,682
Campus (Non-Instructional)	\$ 73,230,260
Total Budgeted Personnel - Salaries	\$ 119,690,560
LD/Adjunct/Supp	\$ 3,002,834
LD/Adjunct/Supp	\$ 500,214
Open Campus Adjunct/Supp	\$ 343,253
Other Instructional OPS	\$ 2,820,707
Non-Instructional OPS and Overtime	\$ 3,000,215
Employee Benefits - Retirement	\$ 5,517,622
Employee Benefits - FICA/Medicare	\$ 12,371,902
Employee Benefits - Health/Dental/Wellness	\$ 204,150
Employee Benefits - Other	\$ -
Benefits Contingency	\$ 500,000
Student Activities	\$ 209,710
Companionship Allowance	\$ -
Total Personnel & Benefits	\$ 113,232,822
<b>Current Expenses &amp; Contingencies</b>	
Travel	\$ 602,864
Freight/Postage/Communication	\$ 602,790
Printing/Copying	\$ 182,896
Repairs & Maintenance	\$ 1,217,864
Rentals/LANAA	\$ 474,271
Insurance	\$ 1,720,300
Utilities	\$ 632,055
Services and Fees	\$ 4,872,879
Supplies	\$ 5,442,881
Scholarship/Fee Waivers	\$ 610,882
Transfer Out	\$ 500,000
Self-Insured Unemployment - Comp/Inc	\$ 1,147,702
Tech Expense/Accounting	\$ 2,254,622
Subtotal Current Expenses	\$ 20,309,431
Contingencies	
Operations and Strategic Allocation TOD	\$ -
Distance Fee Contingency	\$ 63,187
Technology Fee Contingency	\$ 40,242
General Contingency	\$ 1,214,874
Subtotal Contingencies	\$ 1,318,313
Total Current Expenses & Contingencies	\$ 21,627,744
Capital Spending	
Computer/Technology Refresh LANAA	\$ 3,224,915
One-Time Capital Purchases	\$ 900,241
Total Capital Spending	\$ 4,125,156
Total Operating Expenses	\$ 145,611,708
Total Operating Expenses	\$ 145,611,708
Total Remaining Funds	\$ 0

**ST. PETER SBURG COLLEGE  
FY2012-2013 PECO BUDGET**

Projected Sources of Revenue Funds	FY12-13 Budget Projection
PECO Projects (Categorize)	\$ 2,500,000.00
PECO General Renovation/Remodel (186)	\$ -
PY PECO General Renovation/Remodel (136)	
SODA General Renovation/Remodel (265)	\$ 315,523.00
PY SODA General Renovation/Remodel (265)	
SCIF Bonds	
Capital Improvement Fees - Discretionary Non-Recurring	\$ 9,468,962.00
Capital Improvement Fees - Discretionary Recurring	\$ 6,472,755.75
PY Capital Improvement Fees	
SBE Bonds	
CO&DS	
PY CO&DS	
Fund 1 Transfer Out to DSO	\$17,500,000.00
Loans	
Other Misc Sources	
Fund Transfers In	
<b>Total Fund Sources</b>	<b>\$36,257,240.75</b>



<b>Projected Uses of Revenue</b>	
Budgeted Personnel Salaries	\$ 766,699.69
Other Personnel	\$ 700,000.00
Costs Increase/Assume 5%	\$ -
Employee Benefits - Retirement	\$ 22,475.14
Employee Benefits - FICA/Medicare	\$ 22,669.87
Employee Benefits - Health Dental/Vision	\$ 162,899.22
Personnel Costs charged to other Funds	\$ -
<b>Total Personnel &amp; Benefits</b>	<b>\$ 1,190,743.92</b>
<b>Major Construction</b>	
Milburn Education Center	\$ 1,100,000.00
Clemson Library	\$ 4,000,000.00
Seneca Library and Learning Center	\$ 2,772,827.00
Sty. Fees	\$ 2,500,000.00
<b>Total Major Construction</b>	<b>\$ 10,372,827.00</b>
<b>Infrastructure/Deferred Maintenance and Network</b>	
Roof/Maintenance	\$ 600,000.00
ADA	\$ 20,000.00
Health Programs/Major Instructional Equipment	\$ 200,000.00
Wireless/Lighting/Infrastructure	\$ 200,000.00
Networking/Infrastructure	\$ -
<b>Total Infrastructure/Deferred Maintenance and Network</b>	<b>\$ 1,000,000.00</b>
<b>Project Expense</b>	
Udaca	\$ -
Udaca Discretionary/interim/renovation/model	\$ -
Clemson Projects	\$ 706,919.80
Clemson Discretionary/interim/renovation/model	\$ -
Collegeville	\$ -
Concord	\$ -
DTAT Discretionary/interim/renovation/model	\$ -
EQ Center	\$ 276,144.00
EQ Center Discretionary/interim/renovation/model	\$ -
Health	\$ -
HSC Discretionary/interim/renovation/model	\$ -
Milburn	\$ -
Palladium	\$ 40,894.00
Seneca	\$ -
Seneca Discretionary/interim/renovation/model	\$ -
St. Paul	\$ 40,182.88
St. Paul Discretionary/interim/renovation/model	\$ -
Tarzon	\$ 126,690.00
Tarzon Discretionary/interim/renovation/model	\$ -
Contingency	\$ -
<b>Total Project Expense</b>	<b>\$ 1,150,236.68</b>
Debt Service - Construction Obligations and Bonds	\$ 5,601,946.00
<b>Total Expenses</b>	<b>\$ 17,924,826.60</b>
<b>Total Remaining Funds</b>	<b>\$ 2,581,944.74</b>
Rolling Projects for Funding	\$ -

Questions?

**FY12-13 Funded Strategic Priorities**

Strategic Requests	General Operating	General Operating Reallocatable	Technology	Distance	One-Time Capital Equipment	Capital Improvement Fee	Total	Fund 2x Reallocatable	Fund 2x O
	\$899,897	\$979,309	\$217,421	\$311,299	\$900,023	\$1,829,002	\$5,136,952	\$42,846	
College Experience - New Frontline Support Positions	\$297,637						\$297,637		
College Experience - 5 Positions Reallocated for Frontline Support		\$216,652					\$216,652	\$42,846	
Career Development		\$120,443					\$120,443		
Midtown Campus Leadership		\$87,003					\$87,003		
Learning Resource Support	\$35,510	\$332,211				\$30,000	\$397,721		
GO Resources for GenEd Review	\$25,000						\$25,000		
Health Programs Major Instructional Equipment						\$200,000	\$200,000		
College Experience -Early Alert	\$87,000		\$42,210	\$20,790			\$150,000		
Student Services Mobile Apps			\$15,000				\$15,000		
BI Reports Specialist		\$52,622					\$52,622		
Transfer Evaluation System from College Source	\$21,000						\$21,000		
Awarding Clock Hour Aid	\$7,289	\$45,000					\$52,289		
Microsoft System Enhancements	\$47,198			\$27,184			\$74,382		
Instructional and Campus Technology Refresh - Allstate			\$2,700				\$2,700		
Instructional and Campus Technology Refresh - Clearwater			\$20,700				\$20,700		
Instructional and Campus Technology Refresh - St. Pete Gibbs			\$23,400				\$23,400		
Instructional and Campus Technology Refresh - EpiCenter			\$10,000				\$10,000		
Instructional and Campus Technology Refresh - Downtown/Midtown			\$6,300				\$6,300		
Instructional and Campus Technology Refresh - Seminole			\$14,400				\$14,400		
Instructional and Campus Technology Refresh - Tarpon			\$14,400				\$14,400		
Instructional and Campus Technology Refresh - Libraries			\$10,000				\$10,000		
Instructional and Campus Technology Refresh - HEC			\$8,100				\$8,100		
Instructional and Campus Technology Refresh - District Office/EpiServices	\$10,000						\$10,000		
Wireless LAN Mgmt/Infrastructure						\$350,000	\$350,000		
Learning Management System Mission Critical Improvements				\$200,138			\$200,138		
Microsoft Lync Roll-Out					\$60,000		\$60,000		
Grants Management Database	\$14,500						\$14,500		

Achieving the Dream	\$50,000						\$50,000	
Interactive Circuit Simulation Software			\$4,000				\$4,000	
Model UN Program	\$40,763						\$40,763	
CETL Staff Assistant		\$28,517					\$28,517	
College Experience - Training	\$30,000	\$96,862					\$126,862	
SVP Academic Affairs Resources for GenEd Review	\$25,000						\$25,000	
Expanded Marketing/Advertising	\$59,000						\$59,000	
ADA						\$50,000	\$50,000	
Deferred Maintenance						\$600,000	\$600,000	
Campus Network Infrastructure						\$0	\$0	
New Facilities	\$150,000						\$150,000	
Allstate - Tech Equipment					\$15,297		\$15,297	
Clearwater - Tech Equipment					\$117,277		\$117,277	
St. Pete Gibbs - Tech Equipment					\$132,574		\$132,574	
EpiCenter - Tech Equipment					\$50,700		\$50,700	
Downtown/Midtown - Tech Equipment					\$35,693		\$35,693	
Seminole - Tech Equipment					\$81,584		\$81,584	
Varpon - Tech Equipment					\$81,584		\$81,584	
Libraries - Tech Equipment					\$5,700		\$5,700	
HEC - Tech Equipment					\$45,891		\$45,891	
District Office/EpiServices - Tech Equipment					\$5,700		\$5,700	
	\$0	\$0	\$46,211	\$63,187	\$268,023	\$599,002	\$976,423	\$0

**ST. PETERSBURG COLLEGE**  
**FY2012-2013 FUND 1x BUDGET**

Revenue	FY11-12 Budget	FY12-13 Budget Projection
<b>Funds</b>		
Student Tuition & Out-of-State Fees	\$ 61,777,468	\$ 61,803,968
State Appropriation - CCPF	\$ 54,405,023	\$ 51,864,048
State Appropriation - Lottery	\$ 8,056,423	\$ 10,870,305
Operating Cost of New Facilities	\$ -	\$ 436,949
Distance Learning Fee	\$ 3,147,188	\$ 3,331,010
Technology Fee	\$ 3,059,794	\$ 3,109,546
Lab Fee Revenues	\$ 2,620,549	\$ 2,062,917
Other Revenues	\$ 3,900,474	\$ 4,025,247
Other Student Fees	\$ 1,716,792	\$ 1,992,768
Fund Transfers In	\$ 2,465,057	\$ 2,175,201
<b>Total Funds</b>	<b>\$ 141,148,767</b>	<b>\$ 141,671,960</b>
<b>Other Sources of Funds</b>		
Revenue Stabilization Reserve	\$ 2,150,500	\$ 2,150,500
One-Time Non-Recurring Funds	\$ 1,569,328	\$ 1,569,328
<b>Total Other Sources of Funds</b>	<b>\$ 3,719,828</b>	<b>\$ 3,719,828</b>
<b>Total Revenues</b>	<b>\$ 144,868,595</b>	<b>\$ 145,391,787</b>
<b>Operating Expenses</b>		
<b>Personnel &amp; Benefits</b>		
Instructional/Faculty-Full Time	\$ 25,231,607	\$ 27,970,430
Administrative	\$ 21,807,449	\$ 20,405,375
Career (Non-Instructional)	\$ 23,893,276	\$ 24,150,492
<b>Total Budgeted Personnel Salaries</b>	<b>\$ 70,932,332</b>	<b>\$ 72,526,298</b>
LDAdjunct/Supp	\$ 11,351,219	\$ 11,409,566
UDAdjunct/Supp	\$ 3,133,920	\$ 3,202,934
Open Campus Adjunct/Supp	\$ 225,125	\$ 560,214
Other Instructional OPS	\$ 343,353	\$ 343,353
Non-Instructional OPS and Overtime	\$ 2,657,669	\$ 2,950,707
Employee Benefits - Retirement	\$ 3,544,330	\$ 3,606,315
Employee Benefits - FICA/Medicare	\$ 5,416,253	\$ 5,517,662
Employee Benefits - Health/Dental/Wellness	\$ 11,087,940	\$ 12,371,902
Employee Benefits - Other	\$ 324,158	\$ 324,158
Benefit Contingency	\$ 955,303	\$ -
Student Assistants	\$ 500,000	\$ 500,000
Compensated Absences	\$ 209,718	\$ 209,718
<b>Total Personnel &amp; Benefits</b>	<b>\$ 110,681,320</b> <b>76.40% \$</b>	<b>113,522,825</b>
<b>Current Expense &amp; Contingencies</b>		
Travel	\$ 578,631	\$ 602,964
Freight/Postage/Communication	\$ 643,318	\$ 683,798
Printing/Copying	\$ 142,307	\$ 192,096
Repairs & Maintenance	\$ 1,200,032	\$ 1,217,864
Rentals/Leases	\$ 430,012	\$ 474,271
Insurance	\$ 2,025,368	\$ 1,725,368
Utilities	\$ 6,255,055	\$ 6,235,055
Services and Fees	\$ 4,430,637	\$ 4,972,079
Supplies	\$ 5,828,847	\$ 5,442,804
Scholarships/Fee Waivers	\$ 1,110,895	\$ 610,895
Transfers Out	\$ 500,000	\$ 500,000
Bad Debt/Unemployment Comp/Misc	\$ 1,170,257	\$ 1,147,782
Tech Expense/Licensing	\$ 2,126,939	\$ 2,504,455
<b>Subtotal Current Expense</b>	<b>\$ 26,442,298</b>	<b>\$ 26,309,431</b>
<b>Contingencies</b>		
Operations and Strategic Allocation TBD	\$ 860,104	\$ -
Distance Fee Contingency	\$ 206,834	\$ 63,187
Technology Fee Contingency	\$ 197,991	\$ 46,212
General Contingency	\$ 1,392,526	\$ 1,214,976
<b>Subtotal Contingencies</b>	<b>\$ 2,657,455</b>	<b>\$ 1,324,375</b>
<b>Total Current Expense &amp; Contingencies</b>	<b>\$ 29,099,754</b> <b>20.09% \$</b>	<b>27,633,806</b>
<b>Capital Spending</b>		
Computer/Technology Refresh Leases	\$ 2,839,737	\$ 3,254,815
One-Time Capital Purchases	\$ 2,247,784	\$ 980,341
<b>Total Capital Spending</b>	<b>\$ 5,087,521</b> <b>3.51% \$</b>	<b>4,235,156</b>
<b>Total Current and Capital Expenses</b>	<b>\$ 34,187,275</b>	<b>\$ 31,868,962</b>
<b>Total Operating Costs</b>	<b>\$ 144,868,595</b>	<b>\$ 145,391,787</b>
<b>Total Remaining Funds</b>	<b>\$ 0</b>	<b>\$ 0</b>

**One-Time Capital Equipment Budget**

**FY12-13 Budget**

				One-Time Items	Disc Budget	Total Budget		
<b>Category 1: One time Academic/Instructional</b>								
Allstate Center				\$ -	\$ 15,297	\$ 15,297		
Clearwater Campus				\$ -	\$ 117,277	\$ 117,277		
Health Education Center				\$ -	\$ 45,891	\$ 45,891		
EpiCenter				\$ -	\$ 50,700	\$ 50,700		
Seminole Campus				\$ -	\$ 81,584	\$ 81,584		
SP/Gibbs Campus				\$ -	\$ 132,574	\$ 132,574		
Downtown/Midtown Campus				\$ -	\$ 35,693	\$ 35,693		
Tarpon Springs Campus				\$ -	\$ 81,584	\$ 81,584		
Collegewide Libraries/Out of Class Support				\$ -	\$ 5,700	\$ 5,700		
<b>Subtotal Category 1</b>				<b>\$ -</b>	<b>\$ 566,300</b>	<b>\$ 566,300</b>	<b>57.77%</b>	
<b>Category 2: One time Non Academic/Administrative</b>								
Allstate Center				\$ -	\$ -	\$ -		
Clearwater Campus				\$ -	\$ -	\$ -		
Health Education Center				\$ -	\$ -	\$ -		
EpiCenter				\$ -	\$ -	\$ -		
Seminole Campus				\$ -	\$ -	\$ -		
SP/Gibbs Campus				\$ -	\$ -	\$ -		
Downtown/Midtown Campus				\$ -	\$ -	\$ -		
Tarpon Springs Campus				\$ -	\$ -	\$ -		
Collegewide Libraries/Out of Class Support				\$ -	\$ -	\$ -		
Collegewide Infrastructure/DO				\$ 140,318	\$ 5,700	\$ 146,018		
<b>Subtotal Category 2</b>				<b>\$ 140,318</b>	<b>\$ 5,700</b>	<b>\$ 146,018</b>	<b>14.89%</b>	
<b>Currently Unallocated</b>				<b>\$ 268,023</b>		<b>\$</b>		
							<b>268,023</b>	
<b>Total One-Time Capital Equipment Budget</b>				<b>\$ 408,341</b>	<b>\$ 572,000</b>	<b>\$ 980,341</b>		

**FY12-13 Budget**

				FY11-12 Disc Budget	FY12-13 New				
<b>Category 3: Collegewide Enterprise Systems &amp; Infrastructure Enhancement</b>				Recurring	Not put into Recur	Recur Tech	New FY12-13	Total Budget	
				Leases	Lease as of 3/2012	Budget	Disc Budget		
Learning Management Systems				\$ 163,727	\$ 62,791	\$ 119,820	\$ 69,219	\$ 415,557	
Administrative Systems and Programming				\$ 166,128	\$ 192,446	\$ 89,382	\$ -	\$ 1,662,561	
Networking, NW Security, Telecommunications				\$ 739,088	\$ -	\$ -	\$ -	\$ 739,088	
<b>Subtotal Category 3</b>				<b>\$ 1,068,943</b>	<b>\$ 255,238</b>	<b>\$ 209,202</b>	<b>\$ 69,219</b>	<b>\$</b>	<b>27.83%</b>
<b>Category 4: Computer/Server Refresh-Lease College wide (Academic and Non Academic)</b>				Recurring	Not put into Recur	Recur Tech	New FY12-13	Total Budget	
				Leases	Lease as of 3/2012	Budget	Disc Budget		
Allstate Center				\$ 25,217	\$ 12,551	\$ 4,879	\$ 2,700	\$ 45,348	
Clearwater Campus				\$ 178,185	\$ 66,995	\$ 38,560	\$ 20,700	\$ 304,441	
Health Education Center				\$ 79,441	\$ 26,590	\$ -	\$ 8,100	\$ 114,131	
EpiCenter				\$ 135,603	\$ 105,117	\$ 50,606	\$ 10,000	\$ 301,325	
Seminole Campus				\$ 171,901	\$ 17,351	\$ -	\$ 14,400	\$ 203,653	
SP/Gibbs Campus				\$ 202,434	\$ 3,087	\$ 24,658	\$ 23,400	\$ 253,579	
Downtown/Midtown Campus				\$ 32,967	\$ 36	\$ -	\$ 2,700	\$ 35,702	
Tarpon Springs Campus				\$ 101,703	\$ 35,834	\$ 16,444	\$ 14,400	\$ 168,380	
Collegewide Libraries/Out of Class Support				\$ 70,811	\$ 4,947	\$ -	\$ 10,000	\$ 1,692,214	
District Offices/Epi/Services				\$ 101,310	\$ 28,587	\$ -	\$ 10,000	\$ 139,897	
<b>Subtotal Category 4</b>				<b>\$ 1,099,572</b>	<b>\$ 301,095</b>	<b>\$ 135,147</b>	<b>\$ 116,400</b>	<b>\$ 2,504,455</b>	<b>28.69%</b>
<b>Licensing/Maintenance</b>								<b>\$</b>	<b>43.49%</b>
<b>Total Capital Spending Plan</b>								<b>\$ 5,759,270</b>	

**ST. PETERSBURG COLLEGE  
FY2012-2013 PECO BUDGET**

<b>Projected Sources of Revenue</b>	<b>FY12-13 Budget Projection</b>
<b>Funds</b>	
PECO Projects (Categorical)	\$ 2,500,000.00
PECO General Renovation/Remodel (186)	\$ -
PY PECO General Renovation/Remodel (186)	
SODA General Renovation/Remodel (265)	\$ 315,523.00
PY SODA General Renovation/Remodel (265)	
SCIF Bonds	
Capital Improvement Fees - Discretionary Non-Recurring	\$ 9,468,962.00
Capital Improvement Fees - Discretionary Recurring	\$ 6,472,755.75
PY Capital Improvement Fees	
SBE Bonds	
CO&DS	
PY CO&DS	
Fund 1 Transfer Out to DSO	\$17,500,000.00
Loans	
Other Misc Sources	
Fund Transfers In	
<b>Total Fund Sources</b>	<b>\$36,257,240.75</b>
<b>Projected Uses of Revenue</b>	
Budgeted Personnel Salaries	\$ 769,463.63
Other Personnel	\$ 700,000.00
Cost to Increase (assumes 3%)	\$ -
Employee Benefits - Retirement	\$ 38,473.18
Employee Benefits - FICA/Medicare	\$ 58,863.97
Employee Benefits - Health/Dental/Wellness	\$ 165,939.52
Personnel Costs charged to other Funds	\$ -
<b>Total Personnel &amp; Benefits</b>	<b>\$ 1,732,740.30</b>
<b>Major Construction</b>	
Midtown Education Center	\$13,100,000.00
Clearwater Library	\$ 6,300,000.00
Seminole Library and Learning Center	\$ 3,773,937.00
Bay Pines	\$ 2,500,000.00
<b>Total Major Construction</b>	<b>\$25,673,937.00</b>
<b>Infrastructure Deferred Maintenance and Network</b>	
Roof Maintenance	\$ 600,000.00
ADA	\$ 50,000.00
Health Programs Major Instructional Equipment	\$ 200,000.00
Wireless LAN Mgmt/Infrastructure	\$ 350,000.00
Networking Infrastructure	\$ -
<b>Total Infrastructure Deferred Maintenance and Network</b>	<b>\$ 1,200,000.00</b>
<b>Project Expense</b>	
Allstate	
Allstate Discretionary- minor renovation/remodel	
Clearwater Projects	\$ 726,913.80
Clearwater Discretionary-minor renovation/remodel	
College-wide	
Downtown	
DT/MT Discretionary-minor renovation/remodel	
EpiCenter	\$ 274,146.00
EpiCenter Discretionary-minor renovation/remodel	
Health	
HEC Discretionary-minor renovation/remodel	
Midtown	
Palladium	\$ 80,896.00
Seminole	
Seminole Discretionary-minor renovation/remodel	
St. Pete	\$ 40,182.86
St. Pete Discretionary-minor renovation/remodel	
Tarpon	\$ 139,690.00
Tarpon Discretionary-minor renovation/remodel	
Contingency	
<b>Total Project Expense</b>	<b>\$ 1,261,828.66</b>
<b>Debt Service - Construction Obligations and Bonds</b>	<b>\$ 3,804,388.00</b>
<b>Total Expenses</b>	<b>\$33,672,893.96</b>
<b>Total Remaining Funds</b>	<b>\$ 2,584,346.78</b>
<b>Pending Projects for Funding</b>	



**Tuition Revenue Calculation from Guaranteed Schedule**

FY12-13 LD Tuition Fee	FY12-13 LD Out of State Fee	FY12-13 UD Tuition Fee	FY12-13 UD Out of State Fee	FY12-13 PSAV Tuition Fee	FY12-13 PSAV Out of State Fee	Reserve Factor	FY12-13 LD Tech Fee	FY12-13 LD Out of State Tech Fee	FY12-13 UD Tech Fee	FY12-13 UD Out of State Tech Fee	FY12-13 LD Distance Fee	FY12-13 UD Distance Fee	FY12-13 LD Cap Impr Fee	FY12-13 LD Out of State Cap Impr Fee	FY12-13 UD Cap Impr Fee
\$81.32	\$ 244.14	\$ 91.79	\$ 275.53	2.29	\$ 6.89	0.98	\$ 4.06	\$ 16.28	\$ 4.59	\$ 18.37	\$ 12.50	\$ 15.00	\$ 9.10	\$ 16.96	\$ 6.55

FOR BUDGET							
Planned Enrollment	Total Tuition Credit Hours (OC Removed)	Less Total Open Campus	Net Tuition Credit Hours	Calculated Tuition Fee	Calculated Out of State Fee	Total Calculated Tuition	Total Calculated Tuition w/Reserve Factor
7.42	620,431	0	620,431	\$ 50,454,997.13	\$ 4,544,160.47	\$ 54,999,157.60	\$ 54,119,171.08
5.96	75,767	0	75,767	\$ 6,954,682.80	\$ 626,278.31	\$ 7,580,961.11	\$ 7,459,665.74
	696,197	0	696,197	\$ 57,409,679.93	\$ 5,170,438.78	\$ 62,580,118.71	\$ 61,578,836.81
Total Contact Hours				Calculated Tuition Fee	Calculated Out of State Fee	Total Calculated Tuition	Total Calculated Tuition w/Reserve Factor
22,766				\$ 52,135.06	\$ 4,705.82	\$ 56,840.88	\$ 55,931.42
45,886				\$ 105,078.17	\$ 9,484.57	\$ 114,562.73	\$ 112,729.73
22,885				\$ 52,636.76	\$ 4,751.10	\$ 57,387.86	\$ 56,469.65
91,538				\$ 209,849.99	\$ 18,941.48	\$ 228,791.47	\$ 225,130.81
<b>Total Credit and PSAV Tuition</b>				<b>\$ 61,803,967.62</b>			


Tech Fee	Calculated Out of State Tech Fee	Total Calculated Tech Fee	Total Calculated Tech Fee w/Reserve Factor	Online Credit Hours	Total Calculated Distance Fee
\$ 2,478,646.52	\$ 298,170.19	\$ 2,776,816.71	\$ 2,732,387.64	205,403	\$ 2,526,460
\$ 342,203.94	\$ 41,086.84	\$ 383,290.78	\$ 377,158.13	54,509	\$ 804,550
<b>\$ 2,820,850.46</b>	<b>\$ 339,257.03</b>	<b>\$ 3,160,107.49</b>	<b>\$ 3,109,545.77</b>		<b>\$ 259,912 \$3,331,010</b>

CIF	Calculated Out of State CIF	Total Calculated CIF	Total Calculated CIF w/Reserve Factor
LD	\$ 5,645,921.78	\$ 315,675.27	\$ 5,961,597.05
UD	\$ 496,270.58	\$ 14,988.12	\$ 511,258.70
	<b>\$ 6,142,192.35</b>	<b>\$ 330,663.39</b>	<b>\$ 6,472,855.75</b>

May 15, 2012

**MEMORANDUM**

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

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

**SUBJECT:** FY12-13 Tuition and Fees

**Approval is sought to modify the Lower Division, Post-Secondary Adult Vocational (PSAV), and Upper Division Student Fees in accordance with the 2012-2013 General Appropriations Act (House Bill 5001), which establishes the standard tuition for community colleges, effective Fall 2012.**

The Student Fees per Credit Hour would be modified as follows:

**Lower Division Credit Programs**

	<b>2011-2012 Fees</b>	<b>2012-2013 Fees</b>	<b>% Change</b>
<b>Florida Residents</b>			
Tuition Fee	\$77.45	\$81.32	5%
Student Activity & Service Fee	7.30	7.66	5%
Financial Aid Fee	3.87	4.06	5%
Technology Fee	3.87	4.06	5%
Capital Improvement Fee (CIF)	7.10	7.46	5%
<b>Tuition and Fees</b>	<b>\$99.59</b>	<b>\$104.56</b>	<b>5%</b>
CIF Special Legislative Authorization*		1.64	
<b>Total Registration Fees</b>	<b>\$99.59</b>	<b>\$106.20</b>	
<b>Non-Residents</b>			
Tuition Fee	\$77.45	\$81.32	5%
Out-of-State Fee	232.51	244.14	5%
Student Activity & Services Fee	7.30	7.66	5%
Financial Aid Fee	15.50	16.28	5%
Technology Fee	15.50	16.28	5%
Capital Improvement Fee (CIF)	14.96	15.71	5%
<b>Tuition and Fees</b>	<b>\$363.22</b>	<b>\$381.39</b>	<b>5%</b>
CIF Special Legislative Authorization*		1.25	
<b>Total Registration Fees</b>	<b>\$363.22</b>	<b>\$382.64</b>	

### Post-Secondary Adult Vocational Non-Credit Programs

	2011-2012 Fees	2012-2013 Fees	% Change
<b>Florida Residents</b>			
Tuition Fee	\$65.65	\$68.70	5%
Technology Fee	3.28	3.44	5%
Capital Improvement Fee (CIF)	3.28	3.44	5%
<b>Total Registration Fees</b>	<b>\$72.21</b>	<b>\$75.58</b>	<b>5%</b>
<b>Non-Residents</b>			
Tuition Fee	\$65.65	\$68.70	5%
Out-of-State Fee	196.96	206.70	5%
Technology Fee	13.13	13.78	5%
Capital Improvement Fee (CIF)	13.13	13.78	5%
<b>Total Registration Fees</b>	<b>\$288.87</b>	<b>\$302.96</b>	<b>5%</b>

### Upper Division Credit Programs

	2011-2012 Fees	2012-2013 Fees	% Change
<b>Florida Residents</b>			
Tuition Fee	\$87.42	\$91.79	5%
Student Activity & Services Fee	8.74	9.18	5%
Financial Aid Fee	4.37	4.59	5%
Technology Fee	4.37	4.59	5%
Capital Improvement Fee (CIF)	4.55	4.78	5%
<b>Tuition and Fees</b>	<b>\$109.45</b>	<b>\$114.93</b>	<b>5%</b>
CIF Special Legislative Authorization*		1.77	
<b>Total Registration Fees</b>	<b>\$109.45</b>	<b>\$116.70</b>	
<b>Non-Residents</b>			
Tuition Fee	\$87.42	\$91.79	5%
Out-of-State Fee	275.53	275.53	0%
Student Activity & Services Fee	8.74	9.18	5%
Financial Aid Fee	18.15	18.37	1%
Technology Fee	18.15	18.37	1%
Capital Improvement Fee (CIF)	4.55	4.78	5%
<b>Tuition and Fees</b>	<b>\$412.54</b>	<b>\$418.02</b>	<b>1%</b>
CIF Special Legislative Authorization*		1.77	
<b>Total Registration Fees</b>	<b>\$412.54</b>	<b>\$419.79</b>	

\*The Legislature authorized an increase in the Capital Improvement Fee from 10% of tuition (and Out-of-State Fees for Non-Residents) to 20% with a maximum annual increase of \$2 per credit hour.

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

**Agenda Item VII – G.3a**

May 15, 2012

**MEMORANDUM****TO:** Board of Trustees, St. Petersburg College**FROM:** William D. Law, Jr., President **SUBJECT:** Removal of Certain Assets from Property Inventory

Approval is sought to write off capital assets not located for three consecutive years. The following items valued individually at \$1,000 or more, have a current Net Book value of \$0 and were acquired between 1981 and 2007. Though diligently searched for during the College's annual physical inventory process, these items have not been located for three years.

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

BOT	Description	Make	Model	Serial ID	Acq Date	Amount	Last Inv. Date
00493	4 Port Modem	Ibm	7861-047	33985	4/1/1990	4,082.00	2/14/08
00980	Microscope	Nikon	SMZ/RT	201850	6/1/1981	1,312.50	12/13/07
00982	Microscope	Nikon	SMZ/RT	201892	6/1/1981	1,312.50	12/13/07
01152	VCR Player	Panasonic	NV8200	B2HK00437	4/1/1982	1,364.00	2/14/08
04007	Camera	Panasonic	WV-3250/12X	64B01353	3/1/1987	1,236.05	2/14/08
05406	Laserdisc Player:	Pioneer	LD V4200	JG3915469	9/1/1989	1,004.50	2/14/08
05567	Tuneable Demodulator:	Videotek	DM-4OR	1083198	11/1/1983	1,495.00	2/14/08
06064	Microwave Tower	Rohn	55G - Rohn 130		2/1/1982	8,090.00	5/23/08
08070	Electronics Module	Leybold	584 211		4/1/1993	2,419.00	2/14/08
08071	Aerodynamics Air	Uniphase	1202-1		4/1/1993	1,095.00	2/14/08
08732	Aa-Dec Talk	Digital	DTCO7-AA	94009696J-A	6/1/1994	1,087.00	2/15/08
10455	Powerbook 5300 Laptop	Apple	M3828LL/A	FC6042MF4FY	10/1/1996	4,191.00	2/14/08
11074	Printer: HP 5M	Hewlett Packard	5M	JPKK041645	4/1/1997	1,839.00	2/14/08
11890	Superstack II Switch		3C16901A	7HLR072856	7/22/1997	1,982.20	11/2/07
12562	PowerEdge 2200	Dell	2200	D5Z2N	2/9/1998	3,003.00	2/14/08
12693	Superstack Switch 1000		24 PORT	7WKR105632	1/8/1999	2,514.40	11/2/07
12707	Projector: Epson 3500	Epson	EPL3500	3EH0760329C	8/25/1997	7,090.00	2/15/08
13224	Computer: P6266	Dell	P6266	FKW3D	8/14/1998	1,199.00	2/14/08
14270	24-Port Switch SSII	3 Com	Super Stack II	72NV1945F58	1/11/1999	2,159.00	12/7/07

BOT	Description	Make	Model	Serial ID	Acq Date	Amount	Last Inv. Date
15977	Laptop: Inspiron 7500	Dell	466Mhz,128MB,10GB	V83N7	10/19/1999	3,284.00	4/8/08
16067	Projector: Epson	Epson	ELP7250	BQJ09Y0389K	12/13/1999	5,272.21	11/30/07
16688	Tape Backup, External	Dell	Power Vault 120T	05900159	4/28/2000	1,935.00	1/9/08
16690	Tape Backup, External	Dell	Power Vault 120T	05900128	4/28/2000	1,935.00	1/9/08
17437	Projection Unit	Elmo	DT-100AF	810806	6/20/2000	1,130.00	11/9/07
17921	Projector: Epson 5350	Epson	5350	BQW09Z0236C	5/8/2000	5,547.55	2/15/08
17928	Projector: Epson 5350	Epson	5350	BQW09Z0007C	5/8/2000	5,547.55	2/14/08
18352	PowerEdge 2550	Dell	2x1GHz,1GB,4x36GB	6LLMN01	6/27/2001	5,170.00	1/28/08
18363	Printer: HP 8550GN	Hewlett Packard	8550GN	SJPKB00767	8/27/2000	4,964.55	2/21/08
18558	Laptop: Latitude	Dell	CPxJ750GT,256MB,20GB	3615801	12/19/2000	3,207.00	2/14/08
19118	S-VHS VCR	JVC	HR-S4600U	094J6875	2/8/2000	2,685.36	5/21/08
19657	Computer: 330	Dell	1.30GHz,384MB,36GB	7LXGP01	6/29/2001	3,076.00	2/14/08
22080	Printer: C720N	Lexmark	C720n	0014955	6/4/2002	1,806.95	2/14/08
22219	External Tape Backup	Dell	DLT7000	313402582017	6/19/2002	5,212.00	1/9/08
22332	Wireless Access Point	Cisco	AP-1220B	VDF0619018C	8/8/2002	696.93	1/28/08
23380	Power Vault	Dell	TSL-S11000	04090129	12/5/2002	2,095.00	1/9/08
24300	KVM Switch	Dell	DSR2161	FN0001290	5/20/2003	5,694.09	3/20/08
24699	20" Cinema Display	Apple	8893ZMA	N531214CNAF	6/6/2003	1,277.59	11/30/07
24840	Computer: Power Mac	Apple- G4	1.25GHz,1.5GB,120GB	XB3130ADNP1	4/9/2003	2,500.00	2/15/08
25477	Laptop: Latitude C840	Dell	1.80GHz, 256MB	BK61R21	5/1/2003	1,787.00	3/20/08
25743	Computer: GX260T	Dell	2.40GHz,512MB,40GB,	GDBWQ21	4/30/2003	1,243.00	3/20/07
25937	Projector Epson 811P	Epson	EMP-811P		10/29/2002	3,889.03	2/14/08
25939	Air Conditioner (Wall)	Bard	WA372A00	F031814716	6/24/2003	1,177.00	11/2/07
25940	Air Conditioner (Wall)	Bard	WA372A00	F031814719	6/24/2003	1,177.00	11/2/07
25941	Air Conditioner (Wall)	Bard	WA372A00	F031814715	6/24/2003	1,177.00	11/2/07
26693	Sound Mixer	Getner	XAP-800	67160324	10/1/2003	4,629.35	1/22/08
26706	Video Conf unit	Polycom	Imoss	220108894001E	10/1/2003	2,120.84	1/22/08
26776	Compact Game Syst	Creative Imagine	GSS-4C	100402.300	11/5/2004	2,000.00	3/20/08
27238	Camcorder	Sony	PC330	S0113301767	5/10/2004	1,642.50	3/6/08
28031	Laptop: Latitude D800	Dell	1.40GHz,512MB,40GB	7CC8Y41	6/3/2004	3,163.86	6/6/08
28079	Laptop: Latitude D800	Dell	1.60GHz,512MB,40GB	286WG51	8/23/2004	1,833.00	5/28/08
28163	Motor-Driven Rotator	Cenco	42142		11/12/2004	1,067.99	2/14/08
29053	Laptop: Latitude D800	Dell	2.0GHz,1024MB,40GB	53JK961	12/20/2004	2,397.24	4/8/08
30673	Processor: Creston	Creston	QM-RMCRX	1663094	6/16/2006	1,323.23	1/9/08
30923	Laptop: Latitude D610	Dell	1.60Ghz,512MB,40GB	GYS5281	8/9/2005	1,627.18	1/28/08
31651	Laptop: Latitude D810	Dell	1.73GHz,1.0GB,40GB	DSYPJ81	9/26/2005	2,268.89	2/21/08
33568	Laptop: Latitude D810	Dell	1.73GHz,1.0GB,60GB	7WVN491	1/17/2006	1,626.50	11/9/07
36677	Laptop Latitude D620	Dell	Latitude D620	5ZPMZC1	5/30/07	1,590.50	11/9/07

36421	IPTV Decoder & player	Mediastar	760/M2	400807	9/4/07	2,199.21	
BOT	Description	Make	Model	Serial ID	Acq Date	Amount	Last Inv. Date
37241	Flowhood Air Balance		CFM-88L-1	MO7757	12/11/07	2,120.00	
38419	Costume Case 30x30x83		Acquired via Fla. Int'l Museum		7/17/07	1,500.00	
38420	Costume Case 30x30x83		Acquired via Fla. Int'l Museum		7/17/07	1,500.00	
38427	Costume Case 30x30x83		Acquired via Fla. Int'l Museum		7/17/07	1,500.00	
38428	Costume Case 30x30x83		Acquired via Fla. Int'l Museum		7/17/07	1,500.00	
38436	Display Case 63x40		Acquired via Fla. Int'l Museum		7/17/07	1,500.00	
38437	Display Case 63x40		Acquired via Fla. Int'l Museum		7/17/07	1,500.00	
<b>GRAND TOTAL</b>						<b>162,572.25</b>	

William D. Law, Jr., President; Doug Duncan, Vice President, Administrative/Business Services & Information Systems, Theresa Furnas, Associate Vice President, Financial & Business Services; and Paul Spinelli, Director of Procurement & Asset Management, recommend approval.

krr0430121

May 15, 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.

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

**6Hx23-5.10 Admission Fees for College Activities** The proposed change will repeal the Rule and move applicable provisions to Rule 6Hx23-5.171 Miscellaneous Charges. *Submitted by Jamelle Conner.*

**6Hx23-5.13 Property Records** The proposed change will revise and update the Rule, and move procedural provisions to a College Procedure. *Submitted by Susan Reiter.*

**6Hx23-5.17 Student Fees** The proposed change will revise and update the Rule and move procedural provisions to a College Procedure. *Submitted by Jamelle Conner.*

**6Hx23-5.171 Miscellaneous Charges** The proposed change will revise the Rule and add applicable provisions from Rules 6Hx23-5.10 Admission Fees for College Activities and 6Hx23-5.28 Photocopying and Printing, which are being repealed. *Submitted by Jamelle Conner.*

**6Hx23-5.174 Deferment of Payment of Fees** The proposed change will repeal the Rule which is no longer relevant. *Submitted by Theresa Furnas.*

**6Hx23-5.19 Student Fees—Transfers and Refunds** The proposed change revise and update the Rule and move procedural provisions to a College Procedure. *Submitted by Jamelle Conner.*

**6Hx23-5.20 Waiver of Fees and Tuition** The proposed change will revise and update the Rule and move procedural provisions to a College Procedure. *Submitted by Jamelle Conner.*

**6Hx23-5.21 Student Related Activity Funds** The proposed change will revise the Rule and add applicable language from Rules 6Hx23-5.23 Budget Amendments for Student Related Activities and 6Hx23-5.24 Use of Student Related Activity Funds. *Submitted by Jamelle Conner.*

**6Hx23-5.22 Budget for Student Related Activities** The proposed change will repeal the Rule and move procedural provisions to a College Procedure. *Submitted by Jamelle Conner.*

**6Hx23-5.23 Budget Amendments for Student Related Activities** The proposed change will repeal the Rule and move applicable provisions to Rule 6Hx23-5.21 Student Related Activity Funds. *Submitted by Jamelle Conner.*

**6Hx23-5.24 Use of Student Related Activity Funds** The proposed change will repeal the Rule and move applicable provisions to Rule 6Hx23-5.21 Student Related Activity Funds. *Submitted by Jamelle Conner.*

**6Hx23-5.25 Grant Restricted Funding Approval** The proposed change will change the title of the Rule and further revise and update the Rule. *Submitted by Theresa Furnas.*

**6Hx23-5.27 Collection of Financial Obligations and Delinquent Accounts** The proposed change will revise and update the Rule and move procedural provisions to a College Procedure. *Submitted by Theresa Furnas.*

**6Hx23-5.28 Photocopying and Printing** The proposed change will repeal the Rule since its content is also covered in Rule 6Hx23-5.171 Miscellaneous Charges. *Submitted by Jamelle Conner.*

**6Hx23-5.29 Meritorious Service Awards** The proposed change will repeal the Rule since it is no longer relevant. *Submitted by Theresa Furnas.*

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.

ps0502121



## Rulemaking Revisions Summary; BOT MAY Mtg.

<b>BOT RULE</b>	<b>Citation</b>	<b>FS Statutory and SBE Authority</b>	<b>Board's Authority</b>	<b>College policy and revision</b>	<b>Corresponding College Procedure</b>
<b>Admission Fees for College Activities</b>	<a href="#">6Hx23-5.10</a>	<a href="#">1001.64 (2) &amp; (4)</a> F.S.	Board may adopt rules related to student activities and fees.	Repealed; Provisions moved to Rule 6Hx23-5.171.	
<b>Property Records</b>	<a href="#">6Hx23-5.13</a>	<a href="#">1001.64 (5) &amp; (44)</a> , <a href="#">Chapter 274</a> , <a href="#">1013.28</a> F.S.	Board may adopt rules related to property management. College board may set policy regarding disposal of property Chapt. 274 F.S.	Rule updated and streamlined to move procedural process to College Procedure.	P6Hx23-5.13 -Title changed and procedural language moved from Rule 6Hx23-5.13, <i>Property Records</i> to Procedure
<b>Student Fees</b>	<a href="#">6Hx23-5.17</a>	<a href="#">1001.64 (2), (4) &amp; (10)</a> , <a href="#">1009.22</a> , <a href="#">1009.23</a> , <a href="#">1009.25</a> , <a href="#">1009.26</a> , <a href="#">1009.26 (7)</a> , <a href="#">1009.27</a> , <a href="#">1011.83</a> , F.S.; Rules <a href="#">6A-14.054</a> , <a href="#">6A-14.0541</a>	Board may adopt rules and policy related to student fees.	Rule updated and streamlined to move procedural process to College Procedure.	P6Hx23-5.17 – Procedure will include applicable language from Rule 6Hx23-5.17, <i>Student Fees</i> .
<b>Miscellaneous Charges</b>	<a href="#">6Hx23-5.171</a>	<a href="#">1001.64 (2), (4) &amp; (10)</a> , <a href="#">1009.22</a> , <a href="#">1009.23</a> , <a href="#">1009.25</a> , <a href="#">1009.26</a> , <a href="#">1009.27</a> , <a href="#">1011.83</a> , F.S.; Rules <a href="#">6A-14.047</a> , <a href="#">6A-14.0261</a> , <a href="#">6A-14.054</a>	Board may adopt rules and policy related to the establishment of fees and miscellaneous charges.	Rules updated to consolidate list of miscellaneous charges.	
<b>Deferment of Payment of Fees</b>	<a href="#">6Hx23-5.174</a>	<a href="#">1001.64 (2) &amp; (4)</a> , F.S.	Board may adopt rules regarding fees.	Rule repealed.	

<b>BOT RULE</b>	<b>Citation</b>	<b>FS Statutory and SBE Authority</b>	<b>Board's Authority</b>	<b>College policy and revision</b>	<b>Corresponding College Procedure</b>
<b>Student Fees – Transfers and Refunds</b>	<a href="#">6Hx23-5.19</a>	<a href="#">1001.64 (10)</a> , <a href="#">1009.23</a> , F.S.; Rules <a href="#">6A-14.054</a> , <a href="#">6A-14.0541</a>	Board may adopt rules and policy related to student fees and refunds.	Rule updated and streamlined to move procedural process to College Procedure.	P6Hx23-5.19 Procedural language moved from Rule 6Hx23-5.19, <i>Student Fees—Transfers and Refunds</i> to Procedure
<b>Waiver of Fees and Tuition</b>	<a href="#">6Hx23-5.20</a>	<a href="#">1007.27</a> , <a href="#">1001.64 (10)</a> , <a href="#">1009.21</a> , <a href="#">1009.22</a> , <a href="#">1009.23</a> , <a href="#">1009.25</a> , <a href="#">1009.26</a> , <a href="#">1009.265</a> , <a href="#">1009.27</a> , <a href="#">1007.263</a> , <a href="#">1011.62</a> , <a href="#">1011.82</a> , <a href="#">250.10</a> , <a href="#">110.1099</a> , F.S.; Rule <a href="#">6A-14.054</a>	Board may adopt rules and policy related to student fees and tuition.	Rule updated and streamlined to move procedural provisions to College Procedure.	P6Hx23-5.20 Procedural language moved from Rule 6Hx23-5.20, <i>Waiver of Fees and Tuition</i> to Procedure
<b>Student Related Activity Funds</b>	<a href="#">6Hx23-5.21</a>	<a href="#">1001.64 (8) &amp; (12)</a> , <a href="#">1009.23</a> , F.S.; Rule <a href="#">6A-14.057</a>	Board may adopt rules and policy related to student activities and student services.	Rule updated and consolidated; incorporates provisions from Rule 6Hx23-5.23, <i>Budget Amendments for Student Related Activities</i> and 6Hx23-5.24, <i>Use of Student Related Activity Funds</i> .	
<b>Budget for Student Related Activities</b>	<a href="#">6Hx23-5.22</a>	<a href="#">1001.64 (2) &amp; (4)</a> , F.S.	Board may adopt rules and policy related to student activities and student services.	Rule repealed; Procedural provisions moved to College Procedure.	Procedural language from Rule 6Hx23-5.22, <i>Budget for Student Related Activities</i> moved to College Procedure
<b>Budget Amendments for Student Related Activities</b>	<a href="#">6Hx23-5.23</a>	<a href="#">1001.64 (2) &amp; (4)</a> , F.S.	Board may adopt rules and policy related to student activities and student services.	Rule repealed; Applicable provisions moved to 6Hx23-5.21, <i>Student Related Activity Funds</i> .	

<b><i>BOT RULE</i></b>	<b><i>Citation</i></b>	<b><i>FS Statutory and SBE Authority</i></b>	<b><i>Board's Authority</i></b>	<b><i>College policy and revision</i></b>	<b><i>Corresponding College Procedure</i></b>
<b>Use of Student Related Activity Funds</b>	<a href="#">6Hx23-5.24</a>	<a href="#">1001.64 (2) &amp; (4)</a> , F.S.	Board may adopt rules and policy related to student activities and student services.	Rule repealed; Applicable provisions moved to 6Hx23-5.21, <i>Student Related Activity Funds</i> .	
<b>Grant Restricted Funding Approval</b>	<a href="#">6Hx23-5.25</a>	<a href="#">1001.64 (2), (4) &amp; (12)</a> , <a href="#">1010.02</a> , F.S.; Rule <a href="#">6A-14.075</a>	Board may adopt rules related to institutional budgets, expenditures of funds, in accordance with state law regarding financial accounting.	Rule updated and revised to reflect institutional policies.	
<b>Collection of Financial Obligations and Delinquent Accounts</b>	<a href="#">6Hx23-5.27</a>	<a href="#">1001.64 (2), (4) &amp; (44)</a> , F.S.; Rule <a href="#">6A-14.060</a>	Board may adopt rules and policy related to financial management and accounting.	Rule updated and streamlined to move procedural provisions to College Procedure.	P6Hx23-5.27 Procedural provisions moved to this Procedure.
<b>Photocopying and Printing</b>	<a href="#">6Hx23-5.28</a>	<a href="#">1001.64 (2) &amp; (4)</a> , F.S.	Board may adopt rules related to operational and property management.	Rule repealed as unnecessary.	
<b>Meritorious Service Awards</b>	<a href="#">6Hx23-5.29</a>	<a href="#">1001.64 (2) &amp; (4)</a> , F.S.	Board may adopt rules related to the establishment of personnel policies and procedures.	Rule repealed as obsolete.	

6Hx23-5.10 ADMISSION FEES FOR COLLEGE ACTIVITIES

~~The President is authorized to set fees for admission to the planetarium, athletic events, theatrical productions, and other events sponsored by the college, subject to review annually by the District Board of Trustees. Admission to college activities by college employees free of charge is authorized when approved by the President.~~

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

~~Law Implemented: 240.321, F.S.; SBE Rule 6A-14.261, 6A-14.262, F.A.C.~~

History: Formerly 6Hx23-5-5.03; Adopted 12/18/75; Readopted 10/25/77; Amended, filed, and effective 11/30/81; 5/15/12. To Be Repealed – 5/15/12. Proposed Date To Become Effective – 5/15/12.

6Hx23-5.13 PROPERTY RECORDS

The Board of Trustees authorizes and directs the President to establish procedures:

- I. To record College property, equipment and other tangible property of a non-consumable nature.
- II. To catalog and inventory property annually, pursuant to College procedures.
- III. To dispose of for value, donate, destroy or abandon any property that is categorized as obsolete, or that is uneconomical or inefficient to continue to use, or which serves no useful function, in accordance with the Florida Statutes.

Additional inventories shall be taken whenever it is deemed appropriate by the President or the Board of Trustees, site provost or site administrator.

The President is authorized to accept gifts to the College on behalf of the Board.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Property Records, P6Hx23-5.13.**

- I. *All College property, equipment and other tangible property of a non-consumable nature exceeding \$1000.00 shall be inventoried annually, and all discrepancies shall be traced and reconciled.*
- II. *Additional inventories shall be taken whenever it is deemed appropriate by the President or the Board of Trustees, site provost or site administrator.*
- III. *Unless otherwise directed, the immediate budget supervisor shall be assigned custodianship of equipment and other tangible property of a non-consumable nature exceeding \$1000.00. The plant supervisor of each site shall be the custodian of general classroom property not specifically assigned to another custodian.*
- IV. *The President shall appoint a property Survey Committee. Throughout the year, an office of the Facilities Planning, Moving & Warehouse Services Department will provide the Survey Committee lists of items for review. The Survey Committee shall have the authority to classify as surplus any College property which is obsolete or the continued use of which is uneconomical or inefficient or which serves no useful function. Items approved by the Survey Committee as surplus will be taken to the Board of Trustees by an office of the Facilities Planning, Moving & Warehouse Services Department.*

- V. *Facilities Planning, Moving & Warehouse Services shall, upon authorization of the Board of Trustees, St. Petersburg College, dispose of for value, donate, destroy or abandon any property that is obsolete, or that is uneconomical or inefficient to continue to use, or which serves no useful function. The applicable provisions of Chapter 274, Florida Statutes, shall be used by the Facilities Planning, Moving & Warehouse Services Department as a general guide in discharging these duties. Surplus property having value but not wanted by another governmental entity or Not for Profit agency shall be disposed of in keeping with commercial business practices by utilizing various methods, including but not limited to, live or online auctions and sealed bids, provided however, that procedures are established to assure an ethical and fair disposal process. Surplus property that is obsolete, or that is uneconomical or inefficient or that serves no useful function shall be disposed of in accordance with procedures to be established by the property survey committee and approved by the President.*
- VI. *The Facilities Planning, Moving & Warehouse Services Department shall ensure, whenever surplus property is disposed of for value, that the custodian of the specific property when it is declared surplus shall be prohibited from obtaining such property by participating in the disposal method used. Additionally, in keeping with the spirit of the Florida Code of Ethics for Public Officers and Employees, the Facilities Planning, Moving & Warehouse Services Department shall ensure that a College employee cannot obtain surplus property the value of which exceeds \$1000.*
- VII. *A report of the property declared surplus and disposed of is to be annually reported to the St. Petersburg College Board of Trustees.*
- VII. *At least annually the libraries shall prepare a list of surplus books and other materials which are determined to be obsolete, or which are uneconomical or inefficient to continue to use, or which serve no useful function. The list shall be submitted to the President and upon his approval, The surplus books and other materials shall be disposed of in accordance with College procedures.*

Specific Authority: 1001.64(2) & (4), F.S.  
 Law Implemented: 1001.64(5) & (44), Chapter 274, 1013.28, F.S.

History: ....., 9/25/73, 10/16/75, 10/21/76, 11/30/81, 10/27/82 (effective 12/1/82), 5/24/83, 4/27/89. Filed - 4/27/89. Effective - 7/1/89; 6/20/06. Filed - 6/20/06. Effective - 6/20/06; 1/19/10. Filed - 1/19/10. Effective - 1/19/10; 5/18/10. Filed - 5/18/10. Effective - 5/18/10; 5/15/12. To Be Filed - 5/15/12. Proposed Date To Become Effective - 5/15/12.

6Hx23-5.17 STUDENT FEES

The Board of Trustees authorizes and directs the President or his or her designee to establish, publish, collect, and budget student fees, and to

establish dates for paying such fees. Unless otherwise designated, the effective date shall be prior to the starting date of registration for the term in which the fee is being assessed. Student fee amounts shall be within the limits authorized by Section 6A-14.054, F.A.C., and as provided for in the College's procedures.

All student fees and charges shall be approved by the Board of Trustees. A schedule of student fees and charges shall be updated immediately following Board action and published in the online version of the College catalog for reference by students and College staff.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Student Fees, P6Hx23-5.17.**

*I. The following fees shall be assessed per credit hour/credit hour equivalent:*

*A. Tuition Fee*

*Florida residents and non-residents shall be assessed a tuition fee.*

*B. Out-of-State Fee*

*An enrolled student who does not qualify as a Florida resident shall be charged an out-of-state fee in addition to the tuition fee.*

*C. Other Fees*

*Both Florida residents and non-residents may be required to pay the following fees:*

- 1. Student Activity and Service Fee*
- 2. Student Financial Aid Fee*
- 3. Capital Improvement Fee*
- 4. Technology Fee*
- 5. Distance Learning Fee*
- 6. Security Fee*

*II. Fee Schedules*

- A. In addition to tuition, out-of-state, student activity and service, financial aid, capital improvement, technology, distance learning and security*

*fees, the College Board of Trustees is authorized to establish fee schedules for the following user fees and fines (but not limited to):*

- 1. Laboratory fees and special fees when extraordinary expenses (equipment, personnel, software, etc.) are associated with the course*
- 2. Parking fees and fines*
- 3. Library fees and fines*
- 4. Fees and fines relating to facilities and equipment use or damage*
- 5. Access or identification card fees*
- 6. Duplicating, photocopying, binding, or microfilming fees*
- 7. Standardized testing fees*
- 8. Diploma replacement fees*
- 9. Transcript fees*
- 10. Application fees*
- 11. Graduation fees*
- 12. Late fee related to registration and payment*

*III. The President or his/her designated representative is authorized to establish the necessary procedures for efficient and effective control of the administration of these fees.*

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

Law Implemented: 1001.64(2) & (4), 1001.64(10), 1009.22, 1009.23, 1009.25, 1009.26, 1009.26(7), 1009.27, 1011.83, F.S.; Rules 6A-14.054, 6A-14.0541, F.A.C.

History: ...5/15/12. To Be Filed – 5/15/12. Proposed Date To Become Effective – 5/15/12.

#### 6Hx23-5.171 MISCELLANEOUS CHARGES

The Board of Trustees authorizes and directs the President to establish procedures related to the publication, collection, and budget of miscellaneous charges. All miscellaneous charges shall be approved by the Board of



Trustees. Unless otherwise designated, the effective date shall be prior to the starting date of registration for the term in which the fee is being assessed. A schedule of miscellaneous charges shall be updated immediately following Board action and published in the online version of the College catalog for reference by students and College staff.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's new Procedure on Miscellaneous Charges, P6Hx23-5.171.**

*The following miscellaneous charges apply for students, employees, and others who purchase the listed College services:*

- I. Pay-for-Print Charges*
- II. Duplication of Public and Student Records, per page*
- III. a. Dishonored Check Charge  
b. Credit Card Charge Back*
- IV. Duplication of Employee's Personal Material by Employee*
- V. Unclaimed Check Fee*
- VI. Lost Keys*
- VII. Rekeying Lockset*
- VIII. Learning Resource Center Fines and Assessments*
- IX. Library Borrower's Card for Nonstudents and Nonstaff  
(Board Rule 6Hx23-3.05)*
- X. Student Traffic and Parking Control*
- XI. Dental Hygiene (Teeth Cleaning Charges, including optional bite-wing x-rays)*
- XII. Dental Hygiene - full-mouth x-ray*
- XIII. Withholding of child support payments from employee's salary - initial withholding  
each additional withholding*
- XIV. Charge for testing of non-SPC students, per test  
(e.g. correspondence, on-line or distance courses)*

- XV. *"Stop Payment" of college payroll check*
- XVI. *Reissue W-2 Forms Fee*
- XVII. *Physical Therapy*
- XVIII. *CLEP Testing Fee (waived for Bright Futures\*)*
  - \*Bright Futures includes Florida Merit and Florida Academic Scholars*
- XIX. *Collection Costs on Delinquent Accounts*

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

Law Implemented: 1001.64(2) & (4), 1001.64(10), 1009.22, 1009.23, 1009.25, 1009.26, 1009.27, 1011.83, F.S.; Rules 6A-14.047, 6A-14.0261, 6A-14.054, F.A.C.

History: ...5/15/12. To Be Filed – 5/15/12. Proposed Date To Become Effective – 5/15/12.

#### 6Hx23-5.174 DEFERMENT OF PAYMENT OF FEES

~~When the College has a written promise of payment from a board of trustees approved business, industry, government unit, nonprofit organization, or civic organization, the billing for fees and charges for books and supplies may be deferred up to sixty (60) days from the date of determination of billed amount~~

~~unless the business, industry, government unit, nonprofit organization, or civic organization rules or regulations require additional time, events, or documentation that cannot be completed within the prescribed sixty (60) day period.~~

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

Law Implemented: ~~228.117, 240.301(5), 240.319, 240.325, 240.345, 240.35, F.S.~~

History: Adopted - 4/27/89. Filed - 4/27/89. Effective - 4/27/89; 12/21/93. Filed - 12/21/93. Effective - Session I, 1994-95; 6/14/98. Filed - 6/15/98. Effective - July 1, 1998; 5/15/12. To Be Repealed – 5/15/12. Proposed Date To Become Effective – 5/15/12.

#### 6Hx23-5.19 STUDENT FEES - TRANSFERS AND REFUNDS

- I. The Board of Trustees authorizes and directs the President to establish procedures for an approval process of 100% nonrefundable transfer of tuition fees to subsequent session for documented extenuating circumstances in accordance with College procedures.

- II. In addition, the President shall establish procedures related to refunds for the following:
  - A. Tuition fees prior to the end of the drop-add period, as defined in (III) below.
  - B. Tuition fees for documented extenuating circumstances to students who will be unable to attend the session due to these extenuating circumstances. Such refund is permitted between the end of the drop-add period and the last day to voluntarily withdraw from classes.
  - C. Tuition fees for documented extenuating circumstances to students who will be unable to attend the session due to these circumstances and have requested the refund between the last day to voluntarily withdraw from classes and the last day of the regular session.
- III. The drop-add period for credit courses shall be designated as follows:
  - A. Session I, II, III, and express session(s) courses - the dates specified in the official college calendar.
  - B. Modmester courses – 1 week after the beginning date of courses scheduled to run longer than 1 week. Prior to the second class meeting for courses scheduled to run less than 1 week.
  - C. Open enrollment courses – 1 week after the student's registration or the appropriate dates specified under (1) above, whichever is later.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure P6Hx23-5.19 *Student Fees—Transfers and Refunds*.**

I. *Credit Courses:*

A. *Transfers will be made as follows:*

*The President or designee is authorized to make a 100% nonrefundable transfer of matriculation/tuition fees to the subsequent session for documented extenuating circumstances in accordance with Procedure P6Hx23-5.19. Such transfer is permitted between the end of the drop-add period, as defined in (C) below, and the last day to voluntarily withdraw from classes.*

B. *Refunds will be made as follows:*

1. *The President or designee is authorized to make a 100% refund of matriculation/tuition fees prior to the end of the drop-add period, as defined in (C) below.*
  2. *The President or designee is authorized to make a 100% refund of matriculation/tuition fees for documented extenuating circumstances in accordance with Procedure P6Hx23-5.19 to students who will be unable to attend the session due to these extenuating circumstances. Such refund is permitted between the end of the drop-add period and the last day to voluntarily withdraw from classes.*
  3. *The President or designated appeals committee is authorized to make a 100% refund of matriculation/tuition fees for documented extenuating circumstances in accordance with Procedure P6Hx23-5.19 to students who will be unable to attend the session due to these circumstances and have requested the refund between the last day to voluntarily withdraw from classes to the last day of the regular session.*
- C. *The drop-add period for credit courses shall be designated as follows:*
1. *Session I, II, III, IV, and express session(s) courses - the dates specified in the official college calendar.*
  2. *Modmester courses – 1 week after the beginning date of courses scheduled to run longer than 1 week. Prior to the second class meeting for courses scheduled to run less than 1 week.*
  3. *Open enrollment courses – 1 week after the student's registration or the appropriate dates specified under (1) above, whichever is later.*
- D. *Refunds to eArmy students will be made as follows:*

<i>Before class commences</i>	<i>100%</i>
<i>1—6 Days*</i>	<i>100%</i>
<i>7—13 Days*</i>	<i>50%</i>
<i>14—21 Days*</i>	<i>25%</i>
<i>22 Days or more*</i>	<i>0%</i>

*\*for 16-week classes; days prorated for different term lengths*

II. *Non-credit courses:*

*The President or designee is authorized to make the following refunds:*

- A. *A 100% refund for seminars and institutes (meetings for one day or several successive days) if the request is received prior to the first class meeting.*
  - B. *A 100% refund for non-credit classes (meeting once or twice a week for several weeks) if the request is received prior to the second class meeting.*
  - C. *A 100% refund of matriculation/tuition fees for documented extenuating circumstances in accordance with Procedure P6Hx23-5.19.*
- III. *All registration fees will be refunded in full in cases of College error.*
- IV. *Application fees will be refunded in cases:*
- A. *of College error;*
  - B. *where the class for which the applicant registered is cancelled;*
  - C. *where the class is full.*
- V. *Deduction from authorized refunds will be made for unpaid accounts due the College.*
- VI. *In addition the President, upon the advice of legal counsel, may authorize a transfer or refund of student fees.*
- VII. *Refunds to students will be made only for fees actually paid by or on behalf of the student from a source other than financial aid.*
- VIII. *Refunds of \$5.00 or less will be paid upon request only. When such refunds are not claimed within 1 year, the College may assess an unclaimed refund fee of \$5.00 or the amount of the refund, whichever is less.*

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

Law Implemented: 1001.64(10), 1009.23, F.S.; Rules 6A-14.054, 6A-14.0541, F.A.C.

History: ... 1/27/09. Filed – 1/27/09. Effective – 1/27/09; 5/15/12. To Be Filed – 5/15/12. Proposed Date To Become Effective – 5/15/12.

6Hx23-5.20 FEES AND TUITION, WAIVER OF

The Board of Trustees authorizes and directs the President to approve and implement the waiver of student fees in accordance with federal and state statutes and the Florida Administrative Code. The President shall establish procedures for processing and documenting these waivers.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Waiver of Fees and Tuition, P6Hx23-5.20.**

*The President shall waive fees in the following categories. A list of persons for whom fees are waived shall be kept as a financial record.—*

- A. All students who meet the eligibility requirements as specified in Florida Statutes and the Rules of the State Board of Education.*
- B. Employees and employee dependents – tuition, out-of-state, financial aid, student activities and services, and capital improvement fees (For eligibility, see BOT Rule 6Hx23-2.02).*
- C. Senior citizens (persons 60 years of age or older) who are residents of the state of Florida (as determined by state statute 1009.21 determination of resident status for tuition purposes) shall have tuition, financial aid, student activities and services, and capital improvement fees waived. Fees waived under the provisions of this rule shall be granted only on space available basis for designated classes if such classes are not filled as of two business days prior to the close of registration for any eligible modmester or flexible format classes. Senior citizens who enroll in courses prior to the published dates for senior citizen registration will forfeit their right for the waiver of tuition and fees. Classes that will not be available include Weekend Computer Institute classes, Corporate Training classes, non-credit classes, limited access classes, options for study abroad programs and classes that are within limited access and four-year programs.*
- D. All students required by a Pinellas County Circuit Court order to enroll in "Children and Divorce" classes on a fee waiver basis. (These are recreational and leisure [avocational] non-credit courses.)*
- E. Full-time State employees who qualify under Section 1009.265 of Florida Statutes for a tuition waiver for up to six credit hours on a space available basis for qualifying courses. Full-time State employees who enroll in courses prior to the published dates for State employee registration will forfeit their right for the waiver of tuition and fees.*

Specific Authority: 1001.64(2) & (4), F.S.  
Law Implemented: 1007.27, 1001.64(10), 1009.21, 1009.22, 1009.23, 1009.25, 1009.26, 1009.265, 1009.27, 1007.263, 1011.62, 1011.82, 250.10, 110.1099, F.S.; Rule 6A-14.054, F.A.C.

History: ....11/21/94. Filed - 11/21/94. Effective - 11/21/94; 3/26/02. Filed – 3/26/02. Effective – 3/26/02; 11/18/03. Filed – 11/18/03. Effective – 11/18/03; 8/19/08. Filed—8/19/08. Effective—8/19/08; 5/18/10. Filed –

5/18/10. Effective – 5/18/10; 5/15/12. To Be Filed – 5/15/12. Proposed Date To Become Effective – 5/15/12.

6Hx23-5.21 STUDENT RELATED ACTIVITY FUNDS

A portion of the ~~matriculation~~ registration fee may be used for student related activities and approved by the Board as part of the annual college budget. ~~These funds must be expended in accordance with a budget prepared by students and college personnel and approved by the President.~~



Budgets for student related activities will be submitted to the President for approval, in accordance with College procedures, and State Board of Education Rule 6A-14.057. These funds must be expended in accordance with a budget prepared by students and College personnel.

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

Law Implemented: 1001.64(8) & (12), 1009.23, F.S.; Rule 6A-14.057, F.A.C.

History: ... 11/30/81; Filed and Effective 11/30/81; 5/15/12. To Be Filed – 5/15/12.  
Proposed Date To Become Effective – 5/15/12.

## 6Hx23-5.22 BUDGET FOR STUDENT RELATED ACTIVITIES

~~During the budget cycle, the campus Dean of Student Services or Center Administrator at each campus or center will provide budget forms and instructions to the faculty advisor of each organization which may receive student related activities funds. The faculty advisor and students for each such activity will prepare budget requests for their activity and submit these requests~~

~~to the Dean of Student Services or Center Administrator, who will then schedule a meeting of the campus or center student activities committee responsible for budget. Each campus or center student activities committee responsible for budget will submit recommendations through administrative channels to the President for the allocation of these funds.~~

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

Law Implemented: ~~240.361, 240.363, F.S.; SBE Rule 6A-14.57, F.A.C.~~

History: ... 5/15/12. To Be Repealed – 5/15/12. Proposed Date To Become Effective – 5/15/12.

6Hx23-5.23 BUDGET AMENDMENTS FOR STUDENT RELATED ACTIVITIES

~~Upon written request of the faculty advisor, the President may approve the reallocation of budget funds for an activity.~~

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

~~Law Implemented: 240.363, F.S.; SBE Rule 6A-14.57, F.A.C.~~

History: Formerly 6Hx23-5-12.03; Adopted 7/16/70; Readopted 10/25/77; Amended 11/16/72, 9/17/81; Filed and effective 9/17/81; 5/15/12. To Be Repealed – 5/15/12. Proposed Date To Become Effective – 5/15/12.

6Hx23-5.24 USE OF STUDENT RELATED ACTIVITY FUNDS

~~All laws, rules and regulations governing the use of other moneys of the college shall apply to student related activity funds. Regular college business procedures are to be used including requisitioning purchases through the purchasing department, filing travel authorization request forms, and approving~~

~~invoices for payment. The signature of the faculty advisor will be required for all requests involving the expenditure of student related activity funds.~~

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

~~Law Implemented: 240.363, F.S., SBE Rule 6A-14.57, F.A.C.~~

History: Formerly 6Hx23-5-12.04; Adopted 7/16/70; Readopted 10/25/77; Amended 7/15/71, 11/30/81; Filed and effective 11/30/81; 5/15/12. To Be Repealed – 5/15/12. Proposed Date To Become Effective – 5/15/12.

6Hx23-5.25 GRANTS AND OTHER RESTRICTED FUNDING APPROVAL

- A. Applications for grants and other restricted funding shall be submitted to the Board of Trustees for review and approval. The President may submit a grant application or restricted funding agreement prior to Board approval if necessitated by an application deadline, but such an application will be

subject to the Board's sub-subsequent confirmation at the next possible Board meeting ~~its next regularly scheduled meeting~~.

- B. Grants and other restricted funds that have been approved by a granting agency must be submitted to the Board of Trustees for official acceptance for the College; however, interim expenditures may be incurred by the College prior to acceptance by the Board if, in the opinion of the President, the period of the grant or other restricted funding required immediate implementation.
- C. The President or designee is authorized to execute amendments and extensions of ~~extending the time for performance of grant and~~ restricted fund contracts (this does not pertain to personnel contracts) for up to 18 months, or as otherwise approved by ~~. If the time exceeds 18 months, the contract would return to the Board of Trustees for approval.~~

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

Law Implemented: 1001.64(12), 1010.02, F.S.; Rule 6A-14.075, F.A.C.

History: Formerly 6Hx23-5.13-01. Adopted 7/16/70. Readopted 10/25/77. Amended 7/15/71, 11/30/81, 4/28/88. Filed 4/28/88. Effective 4/28/88; 6/20/06. Filed – 6/20/06. Effective – 6/20/06; 5/15/12. To Be Filed – 5/15/12. Proposed Date To Become Effective – 5/15/12.

6Hx23-5.27 COLLECTION OF FINANCIAL OBLIGATIONS AND DELINQUENT ACCOUNTS

The Board of Trustees shall exert every reasonable effort to collect all delinquent accounts. The Board authorizes and directs the President to establish related procedures regarding collection of financial obligations and

delinquent accounts in accordance with 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 Collection of Financial Obligations and Delinquent Accounts, P6Hx23-5.27.**

- I. *All financial obligations and accounts owing to St. Petersburg College are to be paid when due. Financial obligations include not only amounts due directly to the College, but also loans made or guaranteed by the State of Florida or the federal government and administered by the College. Delinquent student accounts are sufficient cause for cancellation, prevention of registration, or withdrawal from classes. Registration, graduation, granting of credit or release of credit or release of transcripts may be withheld on any student who has an outstanding financial obligation to the College.*
- II. *When a financial obligation is not paid when due or when a check or draft received by the College in payment of a financial obligation, or a check cashed by an employee, is returned by the financial institution on which it was drawn, the President shall attempt collection with due diligence. The President shall establish procedures to carry out such collection. Student will be assessed a collection amount equal to that which is payable to the collection agency if said account is turned over to the collection agency.*
- III. *The President is authorized to assess a \$25 dishonored check charge when appropriate.*
- IV. *Students with an outstanding financial obligation to the College's contracted bookstore will not be permitted to register for classes.*
- V. *When the College offers courses at other colleges or schools and makes arrangements for students to use the library facilities at those institutions at no additional charge to the students, the College may withhold registration, graduation, granting of credit, or release of transcripts for any student who has an outstanding financial obligation to the cooperating institution because of overdue, lost, or damaged books, periodicals or other library materials.*
- VI. *If the student has been withdrawn from classes, subsequently satisfies all financial obligations to the College, and desires to be reinstated, the student must obtain the authorization of the instructor for each course involved, re-register, and pay the late registration/reinstatement charge.*

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

Law Implemented: 1001.64(44), F.S.; Rule 6A-14.060, F.A.C.

History:

Formerly - 6Hx23-7-6.04 and 6Hx23-5-15.01. Adopted - 5/18/72. Readopted - 12/19/74, 10/25/77. Amended - 6/19/75, 11/30/81, 7/24/86, 7/16/87, 3/17/88, 3/16/89. Filed - 3/16/89. Effective - 3/16/89; 10/20/93. Filed - 10/20/93. Effective - 11/1/93; 8/15/00. Filed - 8/15/00. Effective - 8/15/00 except that the fee charge is effective as of the date the increased fee was approved by the Board for Rule 6Hx23-5.171 (7/20/99); 9/18/06. Filed – 9/18/06. Effective 9/18/06; 5/15/12. To Be Filed – 5/15/12. Proposed Date To Become Effective – 5/15/12.

6Hx23-5.28 PHOTOCOPYING AND PRINTING

~~I. The District Board of Trustees from time to time may purchase or lease photocopy machines for use in the support of academic or administrative programs.~~

- ~~II. The use of these machines by employees for personal reasons is discouraged.~~
- ~~III. In the event an employee must do personal copying, a charge of ten cents per copy will be made.~~
- ~~IV. The employee is charged with the responsibility of maintaining accurate records of this use and with depositing the payment for such use with the business office of the site where the usage takes place.~~

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

Law Implemented: ~~240.319(3)(b), F.S.; SBE Rule 6A-14.247(9), F.A.C.~~

History: ... 5/15/12. To Be Repealed – 5/15/12. Proposed Date To Become Effective – 5/15/12.

6Hx23-5.29 MERITORIOUS SERVICE AWARDS

- ~~i. An amount may be budgeted annually for awards to employees whose proposals for eliminating or reducing College expenditures or improving College operations are adopted by the College.~~



- ~~II. All proposals shall be submitted to and evaluated by an evaluation committee appointed by the President. The role of the committee will be to identify those proposals most suited for implementation. The committee's evaluation shall be based upon the amount of savings to be expected if the idea is adopted for implementation.~~
- ~~III. The committee shall not consider any proposal which:~~
- ~~A. is normally a part of the employee's job description;~~
  - ~~B. is under study and review as a result of managerial directives;~~
  - ~~C. involves classification and pay which is a normal function of personnel operations;~~
  - ~~D. involves items under grievance where corrective action is normally expected;~~
  - ~~E. is under audit where remediation is normally expected.~~
- ~~IV. After a proposal has been selected and implemented, the evaluation committee shall assess the savings which have accrued to the College. The committee shall recommend to the President an appropriate award based upon savings actually realized. The amount of any such award shall be 10% of the first year's gross savings, not to exceed a maximum of \$500.~~

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

Law Implemented: ~~240.319(3)(a), F.S.~~

History: Amended, filed and effective - 3/31/81; 5/15/12. To Be Repealed – 5/15/12. Proposed Date To Become Effective – 5/15/12.

May 15, 2012

## MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Resolution of the Board of Trustees related to the Leepa-Rattner Museum of Art (LRMA); and Direct Support Organization (DSO) Collaboration and Agreement between the SPC Foundation, LRMA and St. Petersburg College

### Approval is sought for:

- 1.) **The issuance of a Resolution of the Board to affirm its support of the Leepa-Rattner Museum of Art as an integral part of the mission of St. Petersburg College.** Whereas the accreditation process for the Museum through the American Association of Museums (AAM) requires a statement of support from a parent organization within which the Museum operates, this Resolution, if approved, will be submitted as documentation to support the accreditation process.
- 2.) **A transaction whereby the SPC Foundation, the College and LRMA will enter into an Agreement related to the stewardship and management of the permanent collections by the Museum in accordance with the standards and requirements of the American Association of Museums (AAM).** If approved, the Agreement will be prepared and executed in anticipation of submission to support the Museum's accreditation process through the AAM.

This three party management Agreement will serve to authorize the day-to-day management and stewardship of the permanent collections of the Museum, including but not limited to, the original Leepa-Rattner-Gentile Collection, in accordance with the Museum's established Collections Plan and the corresponding AAM standards. The permanent collection is owned by the SPC Foundation, on permanent loan from the SPC Foundation to the College, and on permanent loan from the College to the Museum.

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

Conferlete Carney, Provost, Tarpon Springs Campus; Frances Neu, Vice President of Institutional Advancement and Executive Director of the SPC Foundation, Inc., and Ann Larsen, Acting Director, Leepa-Rattner Museum of Art, Inc., recommend approval

Attachment  
cc0503121

# *Resolution*

*WHEREAS*, St. Petersburg College desires to declare its commitment to the Leepa-Rattner Museum of Art, a direct support organization of the College certified pursuant to the provisions of the Florida Statutes, 1004.70, and its goal of engaging and inspiring a diverse community of students, scholars and visitors through enhanced opportunities for learning experiences and artistic enlightenment, and

*WHEREAS*, the Leepa-Rattner Museum of Art opened in 2002 to house the Leepa-Rattner-Gentile collection and archival materials, as well as expanded collections of 20<sup>th</sup> and 21<sup>st</sup> century art including donations from individuals, the St. Petersburg College Foundation, Inc., other institutions and entities, and

*WHEREAS*, the Leepa-Rattner Museum of Art is committed to its mission to collect, display and protect the works of art entrusted to its care and stewardship through its exhibitions and programs, and

*WHEREAS*, the Board of Trustees of St. Petersburg College seeks to affirm the importance of the Leepa-Rattner Museum of Art to the fulfilling of its mission and confirms its commitment to faithfully serve as its governing authority, and

*WHEREAS*, the College desires to declare its commitment and resolve to support the accreditation of the Leepa-Rattner Museum of Art in accordance with the curatorial and ethical standards outlined by the American Association of Museums, and further desires to state its commitment to the continued support of the Museum's operation through the provision of facilities, personnel and other resources of the College,

*NOW THEREFORE*, be it resolved that, to the extent permitted by applicable law, and as conditioned by any funding restrictions of the College, the Board of Trustees hereby affirms its commitment, oversight and desire to support the Leepa-Rattner Museum of Art as an integral part of St. Petersburg College. The Board of Trustees of the College further affirms its role as the chief governing body of the Museum, commits itself to meeting all public trust obligations and affirms it shall not consider the Museum's collections as disposable assets. The Board of Trustees further resolves to assist the Museum to uphold the highest of standards related to the acquisition, preservation and public display of its collections and works under its care. St. Petersburg College further affirms that it values the works, programs and educational offerings of the Leepa-Rattner Museum of Art as important components of the purpose and mission of the College.

*IT IS HEREBY RESOLVED* that the undersigned does certify that this Resolution has been adopted by the Board of Trustees of St. Petersburg College pursuant to, and in accordance with, its authority this \_\_ day of May, 2012.

Board of Trustees of St. Petersburg College

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

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

Its: Chairman of the Board