

## **AGENDA**

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
TUESDAY, June 19, 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. Bill Barzen
  - 2. Mary Hearn (not attending)
  - 3. Maggie Knoop (attending)
  - 4. William Nixon (not attending)
  - 5. Susan Reiter (attending)
- B. Recognitions/Announcements
  - 1. Kay Burniston (attending)

### **III. COMMENTS**

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

### **IV. REVIEW AND APPROVAL OF MINUTES**

May 15, 2012 Workshop Minutes

### **V. MONTHLY REPORTS**

- A. Board Attorney – Joseph H. Lang

- B. Acting General Counsel – Suzanne Gardner
- C. Dr. Stan Vittetoe, Provost, Clearwater; Dr. Karen Kaufman White, Provost, St. Petersburg/Gibbs

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

- A. May Retirement Resolutions and Motion for Adoption (*Action*)
- B. Review & Approval of Minutes Board of Trustees’ Meeting of April 17, 2012 (*Action*)
- C. U.S. Department of Labor, Employment & Training Administration - Trade Adjustment Assistance Community College Career Training (TAACCCT) Grant (*Action*)
- D. Verizon Wireless Ground Lease Board Memo (Cell Phone Towers) (*Action*)
- E. 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 (*Action*)
- F. Selection for the Construction Manager at Risk Services for Miscellaneous Projects, College-wide (*Action*)
- G. Personnel Report (*Action*)
- H. Removal of Certain Assets from Property Inventory (*Action*)
- I. 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

- Rule 6Hx23-5.29 – Meritorious Service Awards

J. 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 (*Action*)

## VII. NEW BUSINESS

A. STUDENT SUCCESS AND ACHIEVEMENT - **None**

B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing) - **None**

C. OTHER EXPENDITURES AND CONTRACTS

1. Blackboard Angel (*Action*)
2. Baynard, McLeod, Lang (*Action*)

D. GRANTS/RESTRICTED FUNDS CONTRACTS

1. Application/Acceptance (*Action*)
  - a. U.S. Dept. of Labor TAACCCT-Forsyth Tech (*Action*)
  - b. U.S. Dept. of Labor WorkNet Pinellas YouthBuild (*Action*)
  - c. U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) Community Policing Development – Dispatch Plus Broadcasts (*Action*)
  - d. U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) – Community Policing Development – Officer Suicide Prevention (*Action*)
  - e. U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) –Community Policing Development – Puerto Rico Community Policing (*Action*)
  - f. U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) – Fire Prevention and Safety Activity Grant (FPS) (*Action*)
  - g. Florida Department of Education—Tampa Bay Consortium College Reach Out Program (CROP) (*Action*)
2. Amendment(s)

- a. Continuation of Perkins Grant Funded Personnel (*Action*)
- E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
  - 1. 5-Year Educational Plant Survey 2012-2017 (*Action*)
    - a. Survey Presentation
  - 2. Capital Improvement Program (CIP) (Summary worksheet #2) for FY 2013-2014 through 2017-2018 (*Action*)
    - a. CIP Attachment
  - 3. Review of Schematic Design Documents (Phase I), Project 1707-G-11-16, Construct Midtown Center, Site 16 (*Action*)
  - 4. Board Acceptance of Project 151-G-11-15, Remodel First Floor, Downtown Center (*Action*)
    - a. Midtown Planning Diagram
  - 5. Selection Process for Construction Manager at Risk Services for Midtown Educational Center (*Action*)
- F. AGENCY BILLINGS
  - 1. Agency Billings (*Action*)
- G. ADMINISTRATIVE
  - 1. Human Resources
    - a. Personnel Report (*Action*)
    - b. Annual Contract Recommendations (*Action*)
    - c. Classification and Compensation study update (*Information*)
    - d. Adoption of the 2012-13 Salary (*Action*)
  - 2. Finance
    - a. FY11-12 July 1- May 31 Fund 1 Financial Report (*Information*)
    - b. FY12-13 Tuition and Fees (*Action*)
    - c. Fiscal Year 2012-2013 College Operating Budget (*Action*)

H. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing

- Rule 6Hx23-2.04 Right of the Board to Request Examination
- Rule 6Hx23-2.07 Terminal Pay (Sick, Vacation, DROP)
- Rule 6Hx23-2.08 Requirements of Records for All Employees
- Rule 6Hx23-2.10 Evaluation of College Personnel
- Rule 6Hx23-2.14 Workday and Workweek
- Rule 6Hx23-2.15 Employment – Career Service Personnel
- Rule 6Hx23-2.20 Employment – Administrative/Professional Personnel
- Rule 6Hx23-2.21 Contracts for Instructional Personnel – Continuing

Contracts

- Rule 6Hx23-2.201 Employment – Full-time Instructional Personnel
- Rule 6Hx23-2.202 Determining Equated Credit House (ECH) values
- Rule 6Hx23-2.211 Instructional Contracts other than 12-month
- Rule 6Hx23-2.27 Resignation
- Rule 6Hx23-2.33 Military and National Guard Leave
- Rule 6Hx23-2.35 Family and Medical Leave
- Rule 6Hx23-2.39 Holiday Leave

**VIII. PRESIDENT’S REPORT**

**IX. FUTURE AGENDA ITEMS**

**X. NEXT MEETING DATE AND SITE**

July 17, 2012, Epi Center

**XI. ADJOURNMENT**

*ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING TO IMMEDIATELY FOLLOW – Presenter: Principal Starla Metz (see separate agenda)*

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting June 19, 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: May 18, 2012

Confirmation of Publication

[Notice of meeting](#)



# St. Petersburg College Theater

## 2011-2012 Productions:

*All in the Timing*  
*Stones from God*  
*Godspell*

## By the numbers:

17 Performances  
141 Students  
1258 Attendees

## Coming soon:

*Laramie Project*  
*W;T*  
*Fool for Love*  
*Goodnight Desdemona*  
*Fools*



Celeste Mannerud

# Facilities Services and Security Services Teams ... The College Experience






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.

**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

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.

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

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	iConstructors
Baton-Cook Company	Integra Construction Group
Certus Builders	IROK Construction**
Charles Perry Partners, Inc.	LEMA Construction
Core Construction	MLB Construction Services, LLC
Creative Contractors, Inc.	Peter Brown Construction
Cutler & Associates	Scherer Construction
Eveland Brothers, Inc.	Sierra Construction**
Foresight Construction Group**	The Morganti Group, Inc.
Hennessy Construction Services	Walbridge
Hodge Management	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 *wdl*

**SUBJECT:** Personnel Report

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

<b>HIRE Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
4/9/2012	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

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

4/16/2012	Baker,Susan A	BA Programs/UPC	Dean, Baccalaureate Programs
4/16/2012	Reiter,Gildred B	Counseling & Advisement HC	Generalist, MAP

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

6/23/12 - 7/4/12	Hamacher, Alan	Humanities CL	Instructor - Temporary Credit
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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 World Religions in Italy.

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.

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.

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

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

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

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

**Agenda Item VI - H**

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

St. Petersburg College

**SPC**

Board of Trustees

## *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

June 19, 2012

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Blackboard, Inc.—ANGEL Licensing Agreement

**Approval is sought to renew the Agreement with Blackboard, Inc. whereby Blackboard will continue to provide the ANGEL Learning Management System (LMS) to St. Petersburg College at a cost of \$259,231 for two years, with an option for an additional two years at a cost of \$273,788.**

Under the terms of the current Agreement, the College is licensed to provide access to the ANGEL Learning Management System for credit and noncredit students. ANGEL is the system through which faculty and students access the content and tools necessary for their online and technology-enhanced courses. In addition to delivery of instruction, ANGEL hosts commons for various student cohorts, as well as repositories for materials which are shared across courses. ANGEL is as critical to the completion of online, blended and technology-enhanced course delivery as Peoplesoft Student is to registration and student records management. The Board originally approved the current Agreement for the period of July 1, 2007 through June 30, 2010 with the option for two additional years at our discretion. Those two optional years were approved by the Board, lengthening the agreement through June 30, 2012.

In 2010, a thirty-member LMS Evaluation Committee met to review options for a new LMS in light of the purchase of ANGEL by Blackboard. At that time the expected end-of-life for ANGEL LMS was October 2012. During the course of the Committee's evaluation process, Blackboard announced that ANGEL would be supported until October 2014. The Committee unanimously voted to remain on ANGEL until that time, opting to revisit the decision at a later date recognizing that alternatives that would better meet our needs may well be available by then. The Committee reconvened in February of 2012 to begin the process anew, and in late March Blackboard announced that the ANGEL LMS will be supported "indefinitely." Blackboard is now signing ANGEL contracts for terms as long as five years. The Committee will continue to discuss the future direction of our online and technology-enhanced courses to determine a long-term strategy.


In the meantime, we are seeking a new contract for the term of July 1, 2012 to July 30, 2014 with options for two additional years that would extend the contract to July 30, 2016. Note that the addition of a month to the end of the contract allows us to continue using the product through the summer term. The cost increase year-to-year continues at the rate established in 2004 with ANGEL Learning: 5% per year. Should we elect to exercise the options for one or both of the additional two years, the cost would be \$133,654 in year 3 (2014-15) and \$140,834 in year 4 (2015-16) for a total of \$273,788. This would bring the four-year licensing and support total to \$533,019.

Suzanne L. Gardner, Acting General Counsel; James Olliver, Provost of Seminole and eCampus; and Vicki Westergard, Executive Director of eCampus, Web and Instructional Technology recommend approval.

June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Baynard, McLeod and Lang, PA—Legal Services as Board Attorney

**Authorization is sought to extend the agreement with Baynard, McLeod and Lang, PA to provide the legal services of Joseph H. Lang, Esquire, to continue to serve as the Board attorney, for the period commencing July 1, 2012 and continuing through June 30, 2013.** Under the terms of the Agreement, Mr. Lang will receive a retainer of \$400 per month and an hourly rate of \$250 for services rendered. The Agreement will also provide that Mr. Lang may elect to use other firms, at agreed upon rates, for specialty issues not handled by Mr. Lang's firm. Although the total amount of this Agreement cannot be determined at this time, expenditure approval, for Mr. Lang's firm and other firms used to provide services contemplated herein, is requested for up to the approved budgeted amount for Fiscal Year 2012-13.

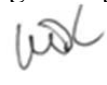
Suzanne L. Gardner, Acting General Counsel, recommends approval.

slg0601121

June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Labor, Employment & Training Administration—Forsyth Technical Community College, 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 Forsyth Technical Community College in partnership with St. Petersburg College for the Trade Adjustment Assistance Community College Career Training (TAACCCT) grant opportunity.** Known as the Community College Consortium for Bioscience Credentials, SPC is part of a multistate consortium of 12 community colleges that will synchronize a recognizable set of core skills and competencies across the biosciences industry, focusing on three key subsectors, including laboratory skills, bio-manufacturing and medical devices. The program will introduce new, stackable and latticed credentials that will assist Trade Adjustment Assistance (TAA)-certified and other displaced workers in getting new jobs. **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 Consortium will employ four complementary strategies to help displaced workers quickly retrain for biosciences jobs and build the community colleges' training capacity to benefit the entire industry. The Consortium's system approach will: 1) Improve and expand recruitment, testing and aptitude assessment for trade-impacted workers in tandem with the public workforce system; 2) Harmonize a set of core skills across the biosciences and embed stackable and latticed, industry-recognized credentials into training for biosciences jobs that will create career pathways for TAA-eligible and other displaced workers; 3) Accelerate completion time in certificate/credentialing programs through improved assessment of prior learning, focused support services, the removal of institutional barriers and development of technology-enhanced instructional materials and the online platform to deliver them; and 4) Build community college capacity for biosciences education and training that meets local, state and national employer needs across subsectors of laboratory skills, bio-manufacturing and medical devices.

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 \$706,448 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 Bradley Jenkins, Program Director, Engineering Technology, recommend approval.

Attachment  
js0604122

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

**Date of BOT Meeting:** June 19, 2012

**Funding Agency or Organization:** U.S. Department of Labor, Employment and Training Administration – Forsyth Technical Community College

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

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

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

**Cabinet Member:** Stan Vittetoe

**Manager:** Bradley Jenkins

**Focus of Proposal:**

The Community College Consortium for Bioscience Credentials will advance a tightly structured program of study that retrains Trade Adjustment Assistance (TAA)-eligible and other displaced workers as quickly as possible for jobs in the biosciences and allows them to earn industry-recognized credentials newly embedded in courses as they move along a defined career pathway. To reach the largest swath of TAA-eligible workers, the focus will be (1) foundational training in core laboratory skills, which reflects surging demand for workers to fill new high-wage jobs in this high-growth area—a majority requiring associate’s degrees or certificates; and (2) translating manufacturing skills to bio-manufacturing and medical devices, which reflects the foundational skills already acquired through legacy jobs that so many displaced workers have been forced to leave. The Consortium will execute aligned and interconnected strategies leading to new stacked and latticed credentials; wider adoption of online and technology-enabled learning and teaching; and greater flexibility in transferring and articulating credits—all grounded in research into how adults learn, what employers want and where community colleges can act to best meet those workforce needs.

SPC will serve as a subcontracted partner with Forsyth Technical Community College (North Carolina) and 10 other community colleges as a nationwide consortium: Alamance Community College (North Carolina); Austin Community College (Texas); City College of San Francisco (California); Ivy Tech Community College (Indiana); Los Angeles Valley College (California); Bucks County Community College (Pennsylvania); Montgomery County Community College (Pennsylvania); Rowan Cabarrus Community College (North Carolina); Madison Area Technical College (Wisconsin) and Salt Lake Community College (Utah).

SPC will assume the role of training provider within the medical device subsector. Specifically, the College will use funds to support direct personnel and fringe, curricula development and



delivery, travel, 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.)

Personnel	\$ 245,000
Fringe	\$ 97,710
Supplies	\$ 3,000
Travel	\$ 45,375
Other – Subject Matter Experts-Curricula	\$ 156,340
Other – Outreach Activities	\$ 37,000
Other – Meeting Coordination	\$ 2,800
Contractual (Workforce)	\$ 55,000
Indirect (9%)	<u>\$ 64,223</u>
Total Budget	\$ 706,448

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$706,448

Total amount from funder: \$706,448

Amount/value of match:	Cash:	N/A
	In-kind:	N/A
Required match or cost sharing:	No	<input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No	<input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A	
Negotiated indirect cost:	N/A	
(Fixed) administrative fee:	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.

Institutional Initiative(s):

1. Develop and implement new academic programs/program tracks in high-demand areas in response to workplace and student demands.

**SPC 7/24 Initiative Addressed:**

Focus:


5. One College  
Workforce and Community Mission

Observable Project:

June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Labor, Employment & Training Administration—WorkNet Pinellas, YouthBuild 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 WorkNet Pinellas in partnership with St. Petersburg College for the YouthBuild Grant.** YouthBuild is a program through the Department of Labor that targets low-income young adults ages 16 to 24, who have either dropped out of high school or are at risk of dropping out, by providing them with full-time training to help them obtain their GEDs or high school diplomas while learning job skills and helping to build affordable housing in their communities. Special emphasis is placed on leadership development, community service, and the creation of a positive mini-community of adults and youth committed to each other's success. At exit, they are placed in college, jobs, or both. **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.**

For the first time ever, YouthBuild is allowing training activities in industries other than construction. WorkNet Pinellas, the grant lead, requested that SPC offer IT training for a cohort of YouthBuild students as a subcontractor on the grant. SPC's role will be to offer a dedicated Experiential Learning Program (ELP) through Corporate Training that provides YouthBuild students with up to 6 months of Microsoft Certification training and mentorship. The ELP program articulates up to 12 credit hours toward an A.S. degree in Business Administration.

The estimated period of performance will be from October 1, 2012 through September 30, 2014. The total project budget is \$1.1 million over two years. Of this amount, the College anticipates receiving approximately \$217,379 for its services over this same two-year period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Stan Vittetoe, Provost, Clearwater Campus; and James Connolly, Director, Corporate Training, recommend approval.

Attachment  
js0604122

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

**Date of BOT Meeting:** June 19, 2012

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

**Name of Competition/Project:** YouthBuild Grant

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

**Grant/Contract Time Period:** **Start:** 10/1/12      **End:** 9/30/14

**Cabinet Member:** Stan Vittetoe

**Manager:** James Connolly

**Focus of Proposal:**

YouthBuild is a program through the DOL that targets low-income young adults ages 16 to 24, who have either dropped out of high school or are at risk of dropping out, by providing them with full-time training to help them obtain their GEDs or high school diplomas while learning job skills and helping to build affordable housing in their communities. Special emphasis is placed on leadership development, community service, and the creation of a positive mini-community of adults and youth committed to each other's success. At exit, they are placed in college, jobs, or both.

SPC's role will be to offer a dedicated Experiential Learning Program (ELP) through Corporate Training that provides YouthBuild students with up to 6 months of Microsoft Certification training and mentorship. The ELP program articulates up to 12 credit hours toward an A.S. degree in Business Administration. Specifically, the College will use funds to support tuition, books and fees, in addition to covering the personnel, fringe, travel and supplies associated with managing the grant.

**Budget for Proposal:**

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

Personnel & Fringe	\$ 97,668
Fringe	\$ 3,950
Other – Tuition & Fees	\$ 86,700
Supplies	\$ 8,800
Travel	\$ 500
Admin (9%)	<u>\$ 19,761</u>
Total Budget	\$ 217,379

**Funding:**

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

\$217,379

Total amount from funder:

\$217,379

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No  Yes

Voluntary match or cost sharing:

No  Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

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.

Institutional Initiative(s):

1. Develop and implement new academic programs/program tracks in high-demand areas in response to workplace and student demands.

**SPC 7/24 Initiative Addressed:**

Focus:

5. One College


Observable Project:

Workforce and Community Mission

June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) – Community Policing Development – Dispatch Plus Broadcasts

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College's Center for Public Safety Innovation (CPSI) to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS), to develop and produce a series of quarterly television broadcasts over the two-year grant phase entitled *Dispatch Plus*. 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 Center for Public Safety Innovation (CPSI) will develop and produce a series of quarterly television broadcasts over the two-year grant phase entitled *Dispatch Plus*. This unique high-definition, digital platform, to be offered through satellite transmission, webcasts, on-demand web pages, and mobile technology – will support our goal of increasing awareness of agencies/individuals about the most effective community policing strategies nationwide.

The period of performance will commence approximately October 1, 2012 and end September 30, 2014. Anticipated revenue to the College will be approximately \$399,523. See attached Information Summary for additional information.

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

Attachment

el0605122

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

**Date of BOT Meeting:** June 19, 2012

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

**Name of Competition/Project:** Dispatch Plus Broadcasts

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

**Grant/Contract Time Period:** **Start:** 10/1/12 **End:** 9/30/14

**Cabinet Member:** James C. Brock

**Manager:** Eileen LaHaie

**Focus of Proposal:**

The Center for Public Safety Innovation (CPSI) will develop and produce a series of quarterly television broadcasts over the two-year grant phase entitled *Dispatch Plus*. This unique high-definition, digital platform, to be offered through satellite transmission, webcasts, on-demand web pages, and mobile technology – will support our goal of increasing awareness of agencies/individuals about the most effective community policing strategies nationwide.

**Budget for Proposal:**

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

Personnel	\$ 190,805
Fringe Benefits	\$ 68,690
Travel	\$ 48,208
Consultants	\$ 48,680
Supplies	\$ 3,600
Printing/Other Cost	\$ 30,000
Indirect Cost	<u>\$ 9,540</u>
Total Budget	\$ 399,523

**Funding:**

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

\$399,523

Total amount from funder:

\$399,523

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No  Yes

Voluntary match or cost sharing:

No  Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

\$9,540 (5% of \$190,805)

(Fixed) administrative fee:

N/A

Other: Grant Accountant

\$6,229 (5% of salaries/benefits)

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

**College Goals and Institutional Initiatives Addressed:**

College Goal:

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

Institutional Initiative(s):

3. Continue to promote SPC as a cultural center of the community through development of new partnerships and initiatives.

**SPC 7/24 Initiative Addressed:**

Focus:

4. Managing with Scarce Resources

Observable Project:


Increase Non-state Resources



June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) – Community Policing Development – Officer Suicide Prevention

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College's Florida Regional Community Policing Institute to the U.S. Department of Justice, COPS Office, to implement the Resources to Address Officer Suicide Program. The project's goal is to increase the awareness of law enforcement officer suicide prevention and intervention strategies. 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 Florida Regional Community Policing Institute (FL RCPI) at St. Petersburg College is proposing to design and implement a project based on the concept that decreasing suicides requires implementing a community approach in which prevention and assistance are focused long before an officer becomes suicidal. FL RCPI will develop and deliver this highly specialized training for law enforcement, in which participants become trainers in specific strategies for suicide prevention and awareness in the law enforcement occupation. The project will utilize and build upon our existing successful suicide prevention program entitled *In Harm's Way: Law Enforcement Suicide Prevention*.

The period of performance will commence approximately October 1, 2012 and end September 30, 2014. Anticipated revenue to the College will be approximately \$200,000. See attached Information Summary for additional information.

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

Attachment

el0605122

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

**Date of BOT Meeting:** June 19, 2012

**Funding Agency or Organization:** U.S. Department of Justice, Office of  
Community Oriented Policing Services  
(COPS) – Community Policing  
Development

**Name of Competition/Project:** Resources to Address Officer Suicide

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

**Grant/Contract Time Period:** **Start:** 10/1/12 **End:** 9/30/14

**Cabinet Member:** James C. Brock

**Manager:** Eileen LaHaie

**Focus of Proposal:**

The Florida Regional Community Policing Institute (FL RCPI) at St. Petersburg College is proposing to design and implement a project based on the concept that decreasing suicides requires implementing a community approach in which prevention and assistance are focused long before an officer becomes suicidal. FL RCPI will develop and deliver this highly specialized training for law enforcement, in which participants become trainers in specific strategies for suicide prevention and awareness in the law enforcement occupation.

**Budget for Proposal:**

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

Personnel	\$ 96,405
Fringe Benefits	\$ 34,705
Travel	\$ 0
Consultants	\$ 24,024
Supplies	\$ 1,200
Printing/Other Cost	<u>\$ 43,666</u>
Total Budget	\$ 200,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$200,000
Total amount from funder:	\$200,000
Amount/value of match:	Cash: N/A In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Other: Grant Accountant	\$6,229 (5% of salaries/benefits)
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A

**College Goals and Institutional Initiatives Addressed:**

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

Focus:	4. Managing with Scarce Resources
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Observable Project:	Increase Non-state Resources
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June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) – Community Policing Development – Puerto Rico Community Policing

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College's FL Regional Community Policing Institute (FL RCPI) to the U.S. Department of Justice, COPS Office, to implement the Puerto Rico Community Policing Project. The project's goal will be to provide training and technical support to expand the quantity and quality of Spanish speaking instructors capable of delivering community policing training in Puerto Rico. 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 Florida Regional Community Policing Institute (FL RCPI) at St. Petersburg College will provide, with its partners in Puerto Rico, training and technical support to expand the quantity and quality of Spanish speaking instructors capable of delivering community policing training. We will also increase the number of relevant community policing resources, translating existing COPS products into Spanish. Using several multimedia platforms (online courses, web pages, e-mail blasts, and podcasts) we will disseminate community policing information and training to improve the professionalism of law enforcement while expanding on the foundations built by earlier community policing efforts.

The period of performance will commence approximately October 1, 2012 and end September 30, 2014. Anticipated revenue to the College will be approximately \$400,000. See attached Information Summary for additional information.

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

Attachment

el0605122

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

**Date of BOT Meeting:** June 19, 2012

**Funding Agency or Organization:** U.S. Department of Justice, Office of  
Community Oriented Policing Services  
(COPS) – Community Policing  
Development

**Name of Competition/Project:** Puerto Rico Community Policing Training

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

**Grant/Contract Time Period:** **Start:** 10/1/12 **End:** 9/30/14

**Cabinet Member:** James C. Brock

**Manager:** Eileen LaHaie

**Focus of Proposal:**

The Florida Regional Community Policing Institute (FL RCPI) at St. Petersburg College will provide, with its partners in Puerto Rico, training and technical support to expand the quantity and quality of Spanish speaking instructors capable of delivering community policing training in Puerto Rico. We will also increase the number of relevant community policing resources, translating existing COPS products into Spanish. Using several multimedia platforms (online courses, web pages, e-mail blasts, and podcasts) we will disseminate community policing information and training to improve the professionalism of law enforcement while expanding on the foundations built by earlier community policing efforts.

**Budget for Proposal:**

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

Personnel	\$ 91,285
Fringe Benefits	\$ 32,863
Travel	\$ 13,324
Consultants	\$ 147,205
Supplies	\$ 1,200
Printing/Other Cost	\$ 104,995
Indirect Cost	\$ 9,128
Total Budget	\$ 400,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$400,000
Total amount from funder:	\$400,000
Amount/value of match:	Cash: N/A In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	\$9,128 (10% of \$91,285)
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

**College Goals and Institutional Initiatives Addressed:**

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

Focus:	4. Managing with Scarce Resources
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Observable Project:	Increase Non-state Resources
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June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) – Fire Prevention and Safety Activity Grant (FPS)

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College's Center for Public Safety Innovation (CPSI) to the Department of Homeland Security to develop and implement the *Courage Under Fire: Firefighters Suicide Prevention Program*. This project is to reduce the risk of suicide and other correlating health concerns by educating firefighters about the warning signs and risk factors inherent in their occupation. 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 Center for Public Safety Innovation (CPSI) will develop and deliver a highly specialized training for fire service staff members, in which participants become trainers in specific strategies for suicide prevention and awareness in fire service occupations. It will utilize key partnerships with the Florida Fire Chiefs Association and the State Fire Marshal Bureau of Fire Standards and Training. The proposed delivery of the Training of Trainers (TOT) method will build upon our already existing successful suicide prevention TOT program entitled *In Harm's Way: Law Enforcement Suicide Prevention*.

The period of performance will commence approximately October 1, 2012 and end September 30, 2013. Anticipated revenue to the College will be approximately \$228,281. See attached Information Summary for additional information.

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

Attachment

el0605122

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

**Date of BOT Meeting:** June 19, 2012

**Funding Agency or Organization:** U.S. Department of Homeland Security  
(DHS) via Federal Emergency Management  
Agency (FEMA)

**Name of Competition/Project:** Fire Prevention and Safety (FP&S) Grants

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

**Grant/Contract Time Period:** **Start:** 10/1/12 **End:** 9/30/13

**Cabinet Member:** James C. Brock

**Manager:** Eileen LaHaie

**Focus of Proposal:**

SPC's Center for Public Safety Innovation will develop and deliver a highly specialized training for fire service staff members, in which participants become trainers in specific strategies for suicide prevention and awareness in fire service occupations. It will utilize key partnerships with the Florida Fire Chiefs Association and the State Fire Marshal Bureau of Fire Standards and Training. The proposed delivery of the TOT method will build upon our already existing successful suicide prevention TOT program entitled *In Harm's Way: Law Enforcement Suicide Prevention*.

**Budget for Proposal:**

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

Personnel	\$ 75,900
Fringe Benefits	\$ 26,172
Travel	\$ 2,600
Consultants	\$ 59,761
Supplies	\$ 300
Printing and Shipping	\$ 25,370
Indirect Cost	\$ 38,178
Total Budget	\$ 228,281



**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$228,281
Total amount from funder:	\$228,281
Amount/value of match:	Cash: N/A In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	\$38,178 (50.3% of \$75,900)
(Fixed) administrative fee:	N/A
Other: Grant Accountant	\$4,080 (5% of salaries/benefits)
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A

**College Goals and Institutional Initiatives Addressed:**

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


Focus:	4. Managing with Scarce Resources
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Observable Project:	Increase Non-state Resources
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June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Florida Department of Education—Tampa Bay Consortium College Reach Out Program (CROP)

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Tampa Bay Consortium College Reach Out Program (CROP).** The goal of CROP is to provide academic support services and enrichment programs to middle and high school students who have the potential to complete college but may not have the skills and/or knowledge necessary to do so without additional support. **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.**

As a regional initiative, CROP provides support and academic services to over 1,000 low income, educationally disadvantaged students in grades 6-12 across Tampa Bay. CROP's goal is to increase the number of such students, particularly minorities, who will qualify for and complete postsecondary education. The Tampa Bay Consortium's CROP, now in its 20th year, consists of the University of South Florida; Hillsborough Community College; State College of Florida, Manatee-Sarasota; and St. Petersburg College. St. Petersburg College serves as the fiscal and tracking agent for the Consortium and oversees the entire funding awarded to the Consortium.

The estimated period of performance will be from September 1, 2012 through August 31, 2013. The total project budget is projected to be \$541,500 over a one-year period. Of this amount, the College anticipates receiving approximately \$136,175 for its services over this same period. See attached Information Summary for additional information.

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

Attachment

js0606122

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

**Date of BOT Meeting:** June 19, 2012

**Funding Agency or Organization:** Florida Department of Education

**Name of Competition/Project:** Tampa Bay Consortium College Reach Out Program (CROP)

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

**Grant/Contract Time Period:** **Start:** 9/1/12      **End:** 8/31/13

**Cabinet Member:** Karen Kaufman White

**Manager:** Linda Hogans

**Focus of Proposal:**

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

**Budget for Proposal:**

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

Personnel	\$ 73,682
Fringe	\$ 1,068
Supplies & Materials	\$ 15,000
Travel	\$ 29,725
Other (Workshops & Fees)	\$ 16,700
Contractual (Consortium Partners)	<u>\$405,325</u>
Total Budget	<u>\$541,500</u>

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$1,231,205
Total amount from funder:	\$541,500
Amount/value of match:	Cash: \$390,548
	(SPC's Contribution - \$68,271)
	In-kind: \$299,157
	(SPC's Contribution - \$90,279)

Required match or cost sharing:	No	Yes	X
Voluntary match or cost sharing:	No	Yes	X
Source of match/cost sharing:	Staff and Program Development funds, other college programs, and SPC Development Foundation scholarships for cash; percent of time for personnel and usage of SPC facilities for in-kind.		
Negotiated indirect cost:	SPC will not recover indirect costs (part of required in-kind contribution.)		
(Fixed) administrative fee:	N/A		
Software/materials:	N/A		
Equipment:	N/A		
Services:	N/A		
Staff Training:	N/A		
FTE:	N/A		
Other:	N/A		

**College Goals and Institutional Initiatives Addressed:**

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

Focus:	2. Increased Public Accountability
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Observable Project:	Community Partnerships
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June 19, 2012

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President *wdl*  
**SUBJECT:** Continuation of Perkins Grant Funded Personnel


Current Perkins funding ends on June 30, 2012. The new funding term covers the period July 1, 2012 through June 30, 2013. Written notification that funding has been awarded for the fiscal year beginning July 1, 2012 has not yet been received. Saint Petersburg College has received notification that the funding for the upcoming fiscal period will be \$1,418,463 or an increase of \$205,413 more than this current year's funding. The application for Perkins Postsecondary funding has been submitted to the Department of Education and is currently pending final approval. This grant application is the fifth year of a five-year application, renewable July 1 of each year.

As in previous years, **Board of Trustee approval is sought for continuation of payment by St. Petersburg College of salary and benefits until official notification for Fiscal Year 2013 has been received from the Florida Department of Education.** Once the written notification is received the funds will be repaid to the college.

Dr. William Law, President; Anne Cooper, Senior Vice President for Academic and Student Affairs; and Stan Vittetoe, Vice President for Workforce and Continuing Education recommend approval.

June 19, 2012

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** 5-Year Educational Plant Survey 2012-2017

**Review and approval is sought from the Board of Trustees for the attached 5-Year Educational Plant Survey for years 2012-2017.**

At least every five years, each Florida school board, including the Board of Trustees for community colleges, colleges and universities, arranges for an Educational Plant Survey pursuant to requirements in Section 9(d) of Article XII of the State Constitution, as amended, and Section 1013.31 Florida Statutes (F.S.). The purpose of the survey is to set in place the formulation of plans for providing sites and facilities, acquiring sites, improving existing facilities and sites for educational programs, student population, faculty, administrators, staff and auxiliary and ancillary services of the college for the next 5-Year period. The process involves a systematic study and evaluation of existing educational plants collegewide and the determination of future needs to provide appropriate facilities for accommodating educational programs and services for students.

The college's current survey expires June 30, 2012. This new survey, once approved by the State Board of Education's Office of Educational Facilities, will be in effect from July 1, 2012, through June 30, 2017. Modifications to the survey can be conducted in the form of amendments called Spot Surveys, or the entire survey can be redone at any time during the 5-Year period.

The findings and recommendations contained in a 5-Year Educational Plant Survey report constitute an instrument enabling the Board of Trustees to adopt long-range master plans for all educational plants and related facilities and is the basis for the development of the annual Capital Improvement Plan (CIP) as part of the college's proposed annual budget. All projects must be on the college's approved Educational Plant Survey before they can be included on the Capital Improvement Plan and before the expenditure of Public Education Capital Outlay (PECO), Facilities Enhancement Challenge Grant (FECG), Student Capital Improvement Fee (SCIF), Capital Outlay & Debt Service (CO&DS), and State Board of Education Bond (SBE Bond) monies.

Also, per Section 1013.31 (1), F.S., the Division of Career and Adult Education shall document the need for additional career and adult education programs and the continuation of existing programs before facility construction or renovation related to career or adult education may be

included in the Educational Plant Survey of the college that delivers such programs. The college's Workforce Training Center has submitted this report and it was approved by the Florida Department of Education on May 14, 2012.

The college's new 5-Year Survey is to be submitted to the State Board of Education's Office of Educational Facilities by June 29, 2012.

The college has completed Master Planning Collegewide as a requirement of the survey and these will be listed as "on file" at the college per State requirements.

The recommendations contained in the attached survey have been developed, reviewed and approved by the following:

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Anne Cooper, Senior Vice President, Academic and Student Affairs; Tonjua Williams, Vice President Academic and Student Affairs; Stan Vittetoe, Provost, Clearwater Campus; Karen Kauffman-White, Provost, St. Petersburg/Gibbs Campus; Jim Olliver, Provost, Seminole Campus; Conferlete Carney, Provost, Tarpon Springs Campus; Phil Nicotera, Provost, Health Education Center; JC Brock, Campus Executive Officer, Allstate Center; Kevin Gordon, Provost, Downtown and Midtown Centers; and Susan Reiter, Vice President, Facilities Planning and Institutional Services.

Attachment

smr0604121

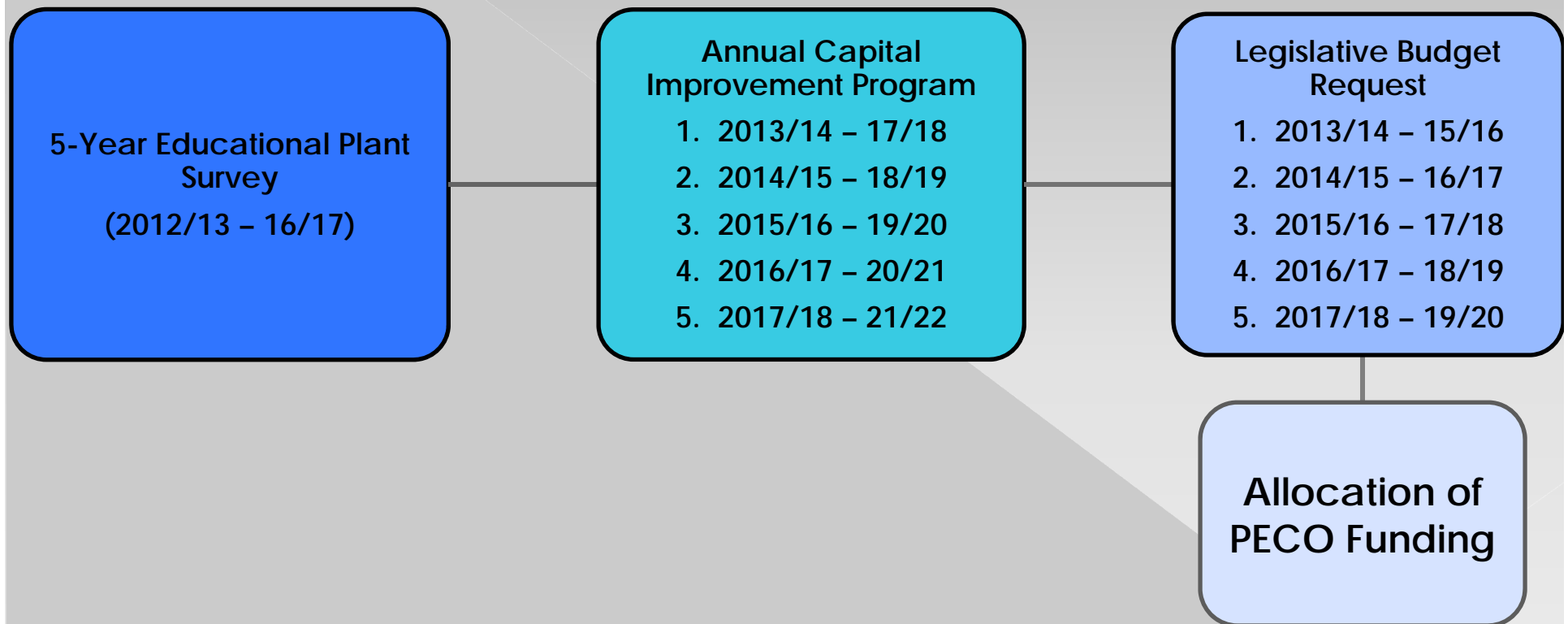
**5-YEAR EDUCATIONAL PLANT SURVEY;  
& MASTER PLANNING**



# Survey Terminology

- Educational Plant Survey
  - › A systematic study of educational and ancillary plants of an educational agency conducted at least every five (5) years to evaluate existing facilities and to plan for future facilities to meet proposed program needs.
- Capital Outlay Full Time Equivalency (COFTE)
  - › Projected FTE numbers based on historical data that predicts growth over a five year period to generate your “out year” FTE to determine fixed capital outlay needs.
- Out Year
  - › The survey covers a five year period with the final (5<sup>th</sup>) year called the out year.
- Facilities Enhancement Challenge Grant (F.E.C.G.)
  - › State match funding provided to strengthen the efficacy of private donation dollars to allow for high priority construction projects to more easily be actualized. All prior year(s) F.E.C.G. monies were asked to be carried forward onto the Survey and CIP by the State Board of Education.
- Capital Improvement Program (CIP)
  - › Prioritized listing of construction projects that require funding from the state. Funding requests are appropriated over a five year period starting with the next fiscal year. Due in July of each year.
- Public Educational Capital Outlay & Debt Service Trust Fund (PECO)
  - › Fund established in 1963 that pledges gross receipts tax revenue from utilities to fund capital outlay projects in the state institutions of higher learning.
- Master Planning
  - › Long-range planning tool to identify buildable spaces on existing sites to aid in the facilities planning process and to conduct the educational plant survey.
- Spot Survey
  - › An amendment to an existing educational plant survey to conduct work on college facilities that is not contained on the existing survey
- Legislative Budget Request (LBR)
  - › Statewide funding requests brought forward to the legislative session for approval.
- Student Capital Improvement Fee (SCIF)
  - › Fee assessed to students per credit hour that is utilized to fund capital improvement projects
- Capital Outlay & Debt Service
  - › Capital Outlay and Debt Service, short for “School District and Community College District Capital Outlay and Debt Service Trust Fund,” which are funds derived from sources authorized by Section 9(d), Article XII of the State Constitution, as amended.
- New Construction
  - › Any construction of a building or unit of a building in which the entire work is new. An addition connected to an existing building is considered new construction. For accounting purposes, a construction project is considered new through the fiscal year in which the project was completed and the first year thereafter.
- Remodeling
  - › The changing of existing facilities by rearrangement of space and/or change of use. Only that portion of the building being remodeled must be brought into compliance with the building and life safety codes unless the remodeling adversely impacts the existing life safety systems and exiting of the building.
- Renovation
  - › The rejuvenation or upgrade of existing facilities by installing or replacing materials and equipment. The use and occupancy of the spaces remain the same. Only that portion of the building being renovated must be brought into compliance with the building and life safety codes unless the renovation adversely impacts the existing life safety systems of the building.
- Project Underway
  - › Projects that are currently in progress that are required to be placed on the Survey in order to have a recommendation applicable to inventory changes that are occurring due to the project. These projects are funded and are only present for administrative purposes

# SURVEY – CIP – LBR: Process Chain



# 5 – Year Educational Plant Survey

## COLLEGE WIDE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATED COST
SR.01	Correct deficiencies relating to safety to life, health, and sanitation as identified in the comprehensive Safety Inspection Report pursuant to §4.4(1) and §5(1) SREF.	\$300,000
SR.02	Necessary modifications for the physically disabled in existing buildings recommended for continued use as provided for in §255.21 F.S.	\$950,000
SR.03	Replacement of roofs at existing facilities as provided in §1.2(55) SREF and §423.12 Florida Building Code.	\$6,808,460
SR.04	Replace or purchase of equipment for existing facilities pursuant to §1.2(55) SREF.	\$1,100,000
SR.05	Provide for sanitation facilities for students, staff, and the public pursuant to §5(1) SREF and §423.2 Florida Building Code.	\$500,000
SR.06	Provide for custodial facilities pursuant to §423.20 Florida Building Code.	\$500,000
	<b>Total :</b>	<b>\$10,158,460</b>

# SITE 1: EPICENTER

SITE RECOMMENDATIONS		
NUMBER	DESCRIPTION	ESTIMATED COST
1.001	Renovate all site lighting	\$150,000
1.002	Renovate HVAC system for entire site, including controls	\$150,000
1.003	Renovate electrical and data distribution system for entire site	\$75,000
1.004	Renovate signage for entire site	\$200,000
1.005	Dispose of real property, consisting of Facility 702, Annex 1-Coliseum, 12,800 GSF; zero student stations; Including site improvements to provide parking on this building's site	Project Underway
	<b>Total :</b>	<b>\$575,000</b>
NEW CONSTRUCTION, REMODEL, RENOVATE		
1.006	Renovate District Office – F.E.C.G.	\$10,000
1.007	Renovate Epi-Annex 2 (JWB-1) – F.E.C.G.	\$2,000,000
	<b>Total:</b>	<b>\$2,010,000</b>

# SITE 2: CLEARWATER

SITE RECOMMENDATIONS		
NUMBER	DESCRIPTION	ESTIMATED COST
2.001	Renovate all site lighting	\$200,000
2.002	Renovate HVAC system for entire site, including controls	\$1,000,000
2.003	Renovate electrical and data distribution system for entire site	\$750,000
2.004	Renovate storm sewer system for entire site	\$175,000
2.005	Renovate sanitary sewer system for entire site	\$175,000
2.006	Renovate security and emergency systems for entire site	\$50,000
2.007	Renovate existing irrigation system for entire site	\$150,000
2.008	Renovate signage for entire site	\$250,000
2.009	Renovate site parking areas	\$1,500,000
	<b>Total :</b>	<b>\$4,250,000</b>
NEW CONSTRUCTION, REMODEL, RENOVATE		
2.010	Construct Library/Student Support Services Building	\$13,859,364
2.011	Construct Ethics & Social Science Building	Project Underway
2.012	Remodel Language Arts Building	\$1,354,699
2.013	Remodel Collaborative Center for Emerging Technologies	Project Underway
2.014	Renovate Business Technologies Building	\$1,227,314
2.015	Renovate Fine Arts Auditorium	\$1,344,296
	<b>Total :</b>	<b>\$17,785,673</b>

# SITE 3: ST. PETERSBURG/GIBBS

SITE RECOMMENDATIONS		
NUMBER	DESCRIPTION	ESTIMATED COST
3.001	Renovate site lighting	\$200,000
3.002	Renovate HVAC system for entire site, including controls	\$50,000
3.003	Renovate electrical and data distribution system for entire site	\$850,000
3.004	Renovate security and emergency systems for entire site	\$50,000
3.005	Renovate irrigation system for entire site	\$25,000
3.006	Renovate signage for entire site	\$100,000
3.007	Renovate site parking areas	\$2,000,000
	<b>Total :</b>	<b>\$3,275,000</b>
NEW CONSTRUCTION, REMODEL, RENOVATE		
3.008	Construct New Student Support Services Building	\$14,975,814
3.010	Renovate the Social Arts Building	\$4,933,431
3.011	Renovate the North wing of the Natural Science Building	\$3,408,612
3.012	Renovate the Student Services Building – F.E.C.G.	\$26,500
	<b>Total :</b>	<b>\$23,344,357</b>

# SITE 4: SEMINOLE

SITE RECOMMENDATIONS		
NUMBER	DESCRIPTION	ESTIMATED COST
4.001	Renovate site lighting	\$100,000
4.002	Renovate HVAC system for entire site, including controls	\$75,000
4.003	Renovate electrical and data distribution system for entire site	\$75,000
4.004	Renovate signage for entire site	\$50,000
4.005	Renovate site parking areas	\$300,000
4.006	Renovate and extend the Wetlands Habitat Trail	\$150,000
	<b>Total :</b>	<b>\$750,000</b>
NEW CONSTRUCTION, REMODEL, RENOVATE		
4.007	Construct Two Science Labs	Project Underway
4.008	Construct New Classroom/Laboratory/Office Building	\$10,772,808
4.009	Remodel/Buildout Library Second Floor	Project Underway
4.010	Remodel Technology Learning Center for Math/Writing Studio	Project Underway
4.011	Remodel portion of University Partnership Center – Enlarge Cafeteria Space	\$154,234
4.012	Remodel portion of Library Space to Provide an Enlarged Bookstore	\$245,791
	<b>Total:</b>	<b>\$11,172,833</b>

# SITE 5: TARPON SPRINGS

SITE RECOMMENDATIONS		
NUMBER	DESCRIPTION	ESTIMATED COST
5.001	Renovate site lighting	\$150,000
5.002	Renovate HVAC system for entire site, including controls	\$300,000
5.003	Renovate electrical and data distribution system for entire site	\$75,000
5.004	Renovate storm sewer system for entire site	\$50,000
5.005	Renovate sanitary sewer system for entire site	\$50,000
5.006	Renovate security and emergency systems for entire site	\$100,000
5.007	Renovate irrigation system for entire site	\$50,000
5.008	Renovate signage for entire site	\$225,000
5.009	Renovate site parking areas	\$1,000,000
	<b>Total :</b>	<b>\$2,000,000</b>
NEW CONSTRUCTION, REMODEL, RENOVATE		
5.010	Construct a New Library/Classroom Building	\$16,610,559
5.011	Construct a New Math & Sciences Building	\$9,173,557
5.012	Remodel the Former Library Space in the Fine Arts Building	\$1,617,455
	<b>Total :</b>	<b>\$27,401,571</b>



# SITE 6: BAY PINES

SITE RECOMMENDATIONS		
NUMBER	DESCRIPTION	ESTIMATED COST
6.001	Construct site identification and signage for entire site	\$50,000
6.002	Dispose of real property, consisting of Facility 77 (Specialized Lab Building); 2,265 GSF, Zero (0) Student Stations	\$100,000
6.003	Dispose of real property, consisting of Facility 78 (Annex Building); 2,265 GSF, Zero (0) Student Stations	\$100,000
6.004	Construct site lighting	\$85,000
6.005	Construct electrical and data distribution for entire site	\$225,000
	<b>Total :</b>	<b>\$560,000</b>
NEW CONSTRUCTION, REMODEL, RENOVATE		
6.006	Construct Marine Science Labs/Classrooms, Site Improvements, & Utilities	\$5,501,629 (Funded - \$2,500,00 & Remaining Balance: \$3,001,629)
	<b>Total :</b>	<b>\$3,001,629</b>

# SITE 8: HEALTH EDUCATION CENTER

SITE RECOMMENDATIONS		
NUMBER	DESCRIPTION	ESTIMATED COST
8.001	Renovate site lighting	\$125,000
8.002	Renovate HVAC system for entire site, including controls	\$625,000
8.003	Renovate electrical and data distribution system for entire site	\$250,000
8.004	Renovate security and emergency systems for entire site	\$50,000
8.005	Renovate signage for entire site	\$150,000
8.006	Dispose of real property, consisting of Facility 62, Caruth Veterinary Technology Building; 20,873 gross square feet; 28 vocational student stations. Construct 80 parking spaces in place of the vacated building footprint	\$300,000
8.007	Renovate site parking areas	\$2,000,000
8.008	Acquire adjacent parcel of land at 7108 66th St. N., Pinellas Park, FL; approx. 88 feet by 158 feet; in accordance with Section 1013.40(2)(3), Florida Statutes, and Section 1.4, State Requirements for Educational Facilities, 1999.	\$350,000
	<b>Total :</b>	<b>\$3,850,000</b>
NEW CONSTRUCTION, REMODEL, RENOVATE		
8.009	Construct a New Building to House Remaining Health Programs	\$15,066,548
8.010	Construct a New Building to House the College of Nursing	\$15,135,442
8.011	Remodel/Buildout HEC Annex Floors 2-4, Phase 1	\$2,800,000
8.012	Renovate the Orthotics and Prosthetics Building – F.E.C.G.	\$8,450
	<b>Total :</b>	<b>\$33,010,440</b>

# SITE 9: ALLSTATE CENTER

SITE RECOMMENDATIONS		
NUMBER	DESCRIPTION	ESTIMATED COST
9.001	Renovate site lighting	\$50,000
9.002	Renovate electrical and data distribution system for entire site	\$350,000
9.003	Renovate security and emergency systems for entire site	\$50,000
9.004	Renovate irrigation system for entire site	\$50,000
9.005	Renovate signage for entire site	\$50,000
9.006	Renovate/replace skid pad and driving track	\$100,000
9.007	Renovate site parking areas	\$2,000,000
	<b>Total :</b>	<b>\$2,650,000</b>
NEW CONSTRUCTION, REMODEL, RENOVATE		
9.008	Renovate the Indoor Firing Range	\$1,200,000
	Program Planning for New Fire Training Facility Under Consideration	
	<b>Total:</b>	<b>\$1,200,000</b>

# SITE 15: DOWNTOWN CENTER

SITE RECOMMENDATIONS		
NUMBER	DESCRIPTION	ESTIMATED COST
15.001	Renovate security and emergency systems for entire site	\$50,000
15.002	Renovate signage for entire site	\$25,000
15.003	Renovate site parking areas	\$250,000
15.004	Renovate electrical and data distribution system for entire site	\$100,000
	<b>Total :</b>	<b>\$425,000</b>
NEW CONSTRUCTION, REMODEL, RENOVATE		
3.009	Remodeling Palladium for ADA & Code Compliance	\$750,000
3.013	Renovate Palladium – F.E.C.G.	\$300
15.005	Remodel First Floor: Bookstore, Foodservice	Project Underway
	Learning Support Center	\$612,475
15.006	Remodel Third Floor for Visual Arts Lab, Dance Studio, & Student Support	\$1,628,851
15.007	Remodel Fourth Floor for Music and Choral Programs	\$1,136,233
	Construct New Midtown Center	\$15,000,000
	<b>Total:</b>	<b>\$18,377,559</b>

# SITE 18: VETERINARY TECHNOLOGY CENTER

SITE RECOMMENDATIONS		
NUMBER	DESCRIPTION	ESTIMATED COST
18.001	Renovate signage for entire site	50,000
	Total :	50,000
NEW CONSTRUCTION, REMODEL, RENOVATE		
18.002	Construct Additional Laboratory Space in Conjunction with University of Florida – Under Consideration	

# MASTER PLANNING – Included in 5-Year Survey

BEFORE  
& AFTER

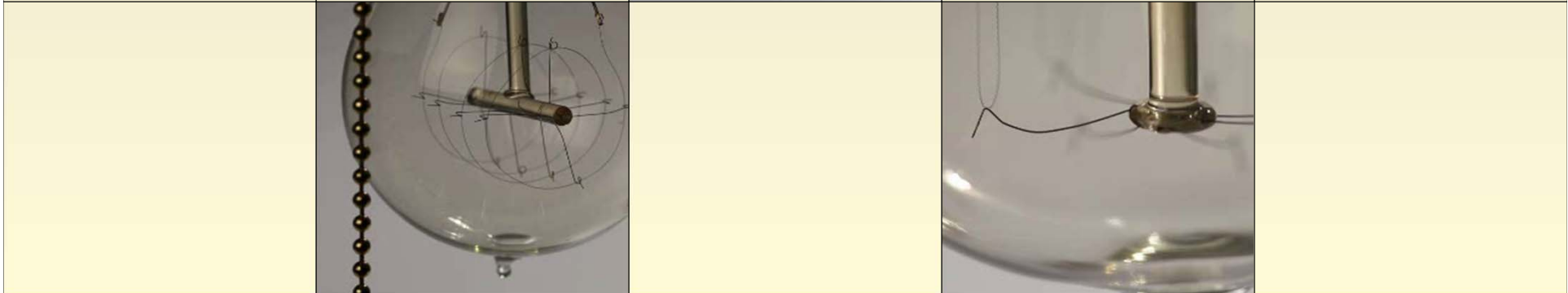


- Up to a 30-Year Projection
- Proposed Identification of Future Buildable Spaces
- Identification of Vehicular & Pedestrian Circulation
- Parking Expansion
- Front Door Identification
- Material Palette
- Master Plan Phasing






# Questions



June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Capital Improvement Program (CIP) (Summary worksheet #2) for FY 2013-2014 through 2017-2018

**Review and approval is sought from the Board of Trustees for the FY 2013-2014 Capital Improvement Program (Summary worksheet #2).**

The Capital Improvement Program (CIP) is the process through which the College requests and receives construction allocations from the Public Education Capital Outlay (PECO) Fund. Each community college, college and university is required to annually submit a five-year plan for its capital outlay needs based upon the 5-year Educational Plant Survey. The first three-year period of the plan is the source from which the State Board of Education prepares its Legislative Budget Request (LBR). This list is submitted to the Legislature annually and if available, construction funding is allocated to the college. This is the first CIP based upon our new 5-Year Educational Plant Survey that was reviewed as part of Agenda item #VII-E.1.

Projects must be recommended and approved by the Board of Trustees and a State-validated Educational Plant Survey or Amendment which is made through the Spot Survey process, to be included on the annual CIP to obtain Public Education Capital Outlay (PECO), Facilities Enhancement Challenge Grant (FECG), Capital Outlay & Debt Service (CO&DS) and State Board of Education Bond (SBE Bond) funding.

The deadline to submit the CIP to the Division of Florida Colleges is July 2, 2012. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the 2013-14 Capital Outlay Legislative Budget Request.

The CIP is divided into three categories:

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



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

1. General Renovation/Remodeling of Roofs, HVAC, ADA, Utilities, Site Improvements – Collegewide - \$6,103,692
2. Construct Student Support Services Building – St. Petersburg/Gibbs Campus - \$1,497,582
3. Construct Marine Science Labs/Classrooms and Site Improvements, Utilities – Bay Pines - \$3,001,629
4. Construct Library/Student Support Services Building, Site Improvements – Clearwater Campus - \$6,236,596 (Partial)

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

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

Attachment

smr0531121

**FINAL  
DIVISION OF COMMUNITY COLLEGES  
CIP - 2 SUMMARY  
Capital Improvement Plan and Legislative Budget Request  
2013 - 2014 to 2017 - 2018**

**COLLEGE: ST. PETERSBURG COLLEGE**

**RENOVATION PROJECTS:**

PRI #	PROJECT DESCRIPTION	2013-14	2014-15	2015-16	2016-17	2017-18	CIP 5YR TERM
1	General Ren/Rem, Roofs, HVAC, ADA, Utilities, Site Improvements - Collegewide	\$5,798,692	\$5,798,692	\$5,798,692	\$5,798,692	\$5,798,692	\$28,993,460
	RenRem Business Technologies Building - Clearwater Campus			\$1,227,314			\$1,227,314
	RenRem Fine Arts Auditorium - Clearwater Campus		\$1,344,296				\$1,344,296
	RenRem Social Arts Building - St Petersburg Gibbs Campus				\$4,933,431		\$4,933,431
	RenRem Natural Science Building North Wing - St. Petersburg Gibbs Campus			\$3,408,612			\$3,408,612
	RenRem Indoor Firing Range - Allstate Center					\$1,200,000	\$1,200,000
	Ren/Rem Palladium Building, Site Imp - St.Petersburg/Gibbs Campus (FECG)	\$300					\$300
	Ren/Rem Orthotics & Prosthetics Building - Site Imp - Health Education Center (FECG)	\$8,450					\$8,450
	Ren/Rem District Office Building, Site Imp - Epi Center (FECG)	\$10,000					\$10,000
	Ren/Rem Student Services Building, Site Imp - St. Petersburg/Gibbs Campus (FECG)	\$26,500					\$26,500
	Ren/Rem Annex 2 Building, Site Imp - Epi Center (FECG)	\$2,000,000					\$2,000,000
<b>TOTAL RENOVATION PROJECTS</b>		<b>\$7,843,942</b>	<b>\$7,142,988</b>	<b>\$10,434,618</b>	<b>\$10,732,123</b>	<b>\$6,998,692</b>	<b>\$43,152,363</b>

**REMODELING PROJECTS:**

PRI #	PROJECT DESCRIPTION	2013-14	2014-15	2015-16	2016-17	2017-18	CIP 5YR TERM
	RemRen Language Arts Building - Clearwater Campus		\$1,354,699				\$1,354,699
	RemRen University Partnership Building to Enlarge Food Services - Seminole Campus				\$154,234		\$154,234
	RemRen Portion of the Library Building to Relocate Bookstore - Seminole Campus				\$245,791		\$245,791
	Rem/Rem Vacated Library Space in Fine Arts Building - Tarpon Springs Campus					\$1,617,455	\$1,617,455
	RemRen the Health Education Center Annex (Phase I) - Health Education Center				\$2,800,000		\$2,800,000
	Rem/Rem First Floor - Relocate Learning Support Center - Downtown Center		\$612,475				\$612,475
	Rem/Rem Third Floor - Add Visual Arts Labs, Dance Studio and Student Support- Downtown Center			\$1,628,851			\$1,628,851
	Rem/Rem Fourth Floor - Add Music & Choral Programs - Downtown Center			\$1,136,233			\$1,136,233
	RemRen Palladium ADA Code Compliance -St. Petersburg/Gibbs Campus		\$750,000				\$750,000
<b>TOTAL REMODELING PROJECTS</b>		<b>\$0</b>	<b>\$2,717,174</b>	<b>\$2,765,084</b>	<b>\$3,200,025</b>	<b>\$1,617,455</b>	<b>\$10,299,738</b>

**NEW CONSTRUCTION PROJECTS:**

PRI #	PROJECT DESCRIPTION	2013-14	2014-15	2015-16	2016-17	2017-18	CIP 5YR TERM
4	Construct Library Building/Student Support Services, Site Improvements - Clearwater Campus	\$6,236,596	\$4,122,768				\$10,359,364
2	Construct Student Support Services and Classroom Building - St. Petersburg/Gibbs Campus	\$1,497,582	\$13,478,232				\$14,975,814
	Construct New Classroom Laboratory Office Building - Seminole Campus			\$1,077,281	\$8,618,246	\$1,077,281	\$10,772,808
	Construct New Library Classroom Building - Tarpon Springs Campus		\$1,661,056	\$13,288,447	\$1,661,056		\$16,610,559
	Construct New Math & Sciences Building -Tarpon Springs Campus			\$917,356	\$7,338,845	\$917,356	\$9,173,557
3	Construct Marine Science Labs/Classrooms and Site Improvements, Utilities - Bay Pines	\$3,001,629					\$3,001,629
	Construct New Building to House the College of Nursing - Health Education Center		\$1,877,346	\$15,018,772	\$1,877,346		\$18,773,464
	Construct New Building to Relocate Remaining Programing at HEC - Health Education Center			\$1,847,764	\$14,782,111	\$1,847,764	\$18,477,639
	Natural Habitat Park and Site Improvements - Seminole Campus (FECG)	\$100,000					\$100,000
<b>TOTAL NEW CONSTRUCTION PROJECTS</b>		<b>\$10,835,807</b>	<b>\$21,139,402</b>	<b>\$32,149,620</b>	<b>\$34,277,604</b>	<b>\$3,842,401</b>	<b>\$102,244,834</b>
<b>GRAND TOTAL OF ALL PROJECTS</b>		<b>\$18,679,749</b>	<b>\$30,999,564</b>	<b>\$45,349,322</b>	<b>\$48,209,752</b>	<b>\$12,458,548</b>	<b>\$155,696,935</b>

General Ren/Rem, Roofs, HVAC, ADA, Utilities, Site Improvements - Collegewide

Requested	2009/10	\$6,602,304
Received	2009/10	\$1,875,773
Variance		\$4,726,531

Requested	2010/11	\$6,726,531
Received	2010/11	\$3,204,180
Variance		\$3,522,351

Projected	2011/12	\$2,722,051
Requested	2011/12	\$6,244,402

June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Review of Schematic Design Documents (Phase I), Project 1707-G-11-16, Construct Midtown Center, Site 16

**Authorization is requested for the following:**

- **To approve the Schematic Design Documents (Phase I).**
- **To approve the architects proceeding with the Design Development Documents (Phase II) which will identify in detail the exterior design of the new center along with the overall site development for the entire project.**

Harvard Jolly Architecture, Inc., in conjunction with College staff, has completed the Schematic Design Documents (Phase I) for Project #1707-G-11-16, Construct Midtown Center, Site 16. This design is based on the Educational Specifications that were developed by College staff and the User Advisory Committee. These documents represent the first step in the development of final Construction Documents (Phase III).

This *Type I Large Construction Project* will consist of a new three-story classroom/student services/joint-use library/community services building with approximately 45,000 square feet which will include the following spaces:

10	40 Student Station Classrooms
3	32 Student Station Lecture/Computer Laboratory Classrooms
2	Science Labs
2	Preparation Room for Science Labs
10	Faculty /Staff Offices
12	Adjunct Office Spaces
1	Admissions/Registration Spaces; Offices for Veterans/Career Service, Advising, Financial Aid, Disability Resources, Associate Provost, Accounts Receivable, Student Government, Student Life and Leadership; Testing Room, Reception, Workroom (Approximately 1,850 Square Feet)

1	First Floor Student Lounge/Study Area
1	Open Lobby Area with Community Use Computers
1	Library/Student Support Service Areas
1	Tutoring Lab - Writing
1	Tutoring Lab - Math
1	Small Children's Library/Joint-use Space with the City of St. Petersburg
1	Community Lecture/ Meeting Room
1	Community Business Office
1	Food Service
1	Bookstore

Construction is scheduled for completion in Fall 2013 with classes starting Spring Semester 2014.

These Schematic Design Documents (Phase I) are presented today for your review and approval. These documents have been reviewed by Dr. Kevin Gordon, Provost, Downtown/ Midtown Center, the User Advisory Committee and Facilities staff.

We will be advertising for Construction Manager @ Risk services within the next month. The anticipated construction cost for this project includes all site development work and has been estimated by the college construction and design team to be approximately \$11,000,000 or \$244 per square foot. A more definitive construction cost estimate in the form of a preliminary Guaranteed Maximum Price (GMP) will be provided by the Construction Manager @ Risk firm.

The Total Project Budget is \$15,000,000.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Dr. Kevin Gordon, Provost, Downtown/ Midtown Center; and Ward Friszolowski, Executive Vice President and Chad Jones, Project Manager, Harvard Jolly Architecture, Inc. recommend approval.

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June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Board Acceptance of Project 151-G-11-15, Remodel First Floor, Downtown Center

**Authorization is requested to approve Project 151-G-11-15 as substantially complete. The Design/Build Contractor, Biltmore Construction Co., Inc. and college personnel have inspected the work on this project and certify that as of May 25, 2012, this project was substantially complete in accordance with the contract documents, subject to the correction of final punch list items, including building code requirements.**

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

The **First Phase** of this project consisted of remodeling a portion of space previously occupied by the Florida International Museum on the ground floor of the main Downtown Center building. This remodeled space will provide a larger and enhanced student intake and support area to accommodate growth at the Downtown Center. This space includes a larger admissions/registrar counter, a student self-serve and computer testing area and new office suite. The new office suite shall accommodate the Associate Provost, Academic and Financial Aid Advisors, Veterans Representative, Disabilities Resource Specialist, and Student Services support staff. Phase 1 Construction was completed during the Spring Session of 2012.

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

The Guaranteed Maximum Price (GMP) for this project is \$1,001,584.19 with a total project budget of \$1,340,621.19. The funding sources for this project are Public Education Capital Outlay (PECO) funds, 2-Year Student Capital Improvement Fee (SCIF) funds, Student Capital Improvement Fee Reserve (SCIF Reserve) funds, and Fund 10.

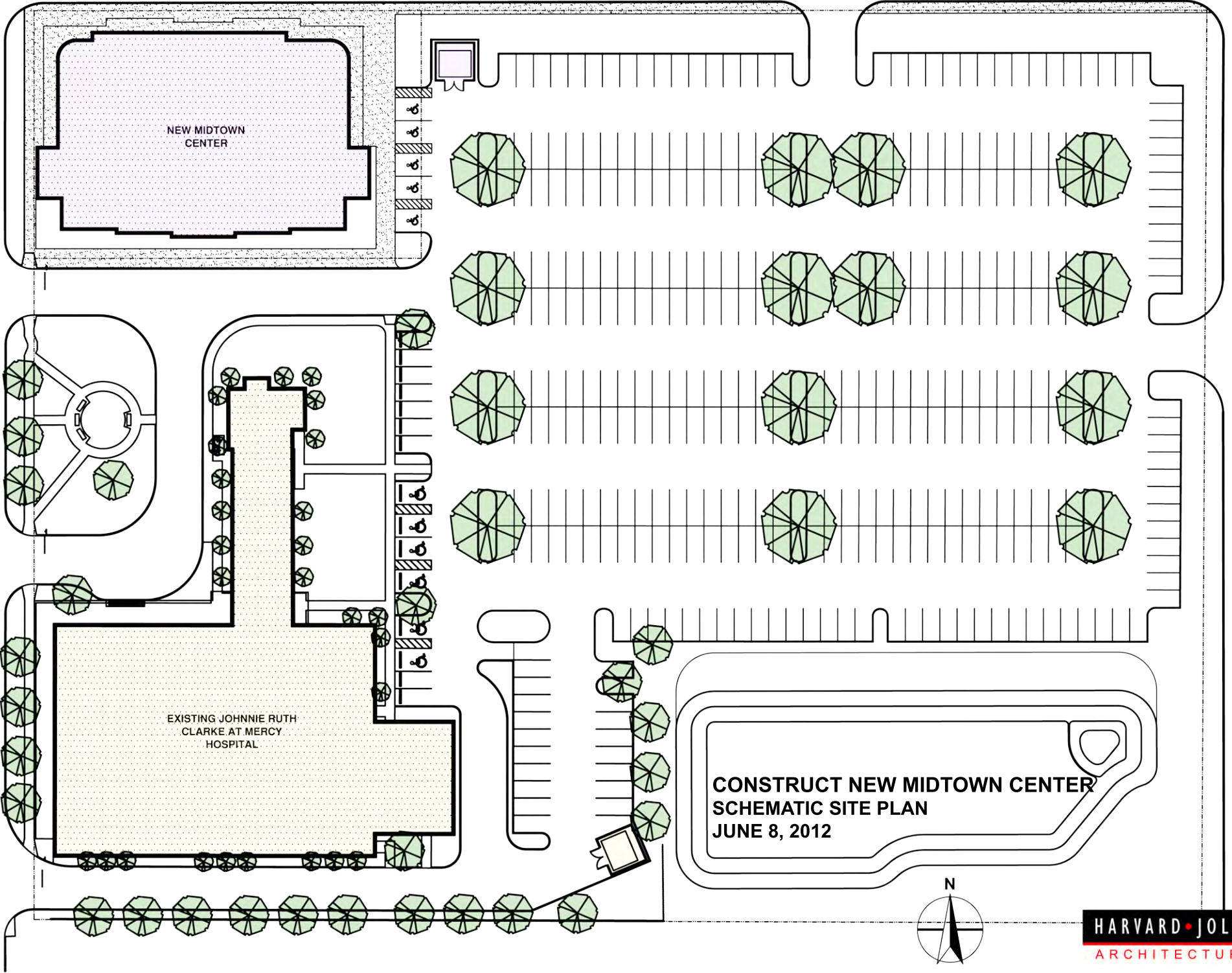
The following reflects the funding sources and values based upon the current total project budget:

Public Education Capital Outlay (PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site 186	\$	847,641.40
2-Year Student Capital Improvement Fee Funds (SCIF)	\$	417,988.46
Student Capital Improvement Fee Reserve Funds (SCIF Reserve)	\$	36,206.44
Fund 10	\$	38,784.89
<b>Total Project Budget:</b>	<b>\$</b>	<b>1,340,621.19</b>

**Authorization is requested to accept this project based on substantial completion referenced above.** Final payment will not be made until all requirements for final completion have been met. The State Requirements for Educational Facilities, 2007, and as amended in 2009, Chapter 4, Section 4.2(3), requires that final payment shall not be made until a certificate of occupancy has been issued, the project has been completed, and the Board of Trustees has accepted the project.

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

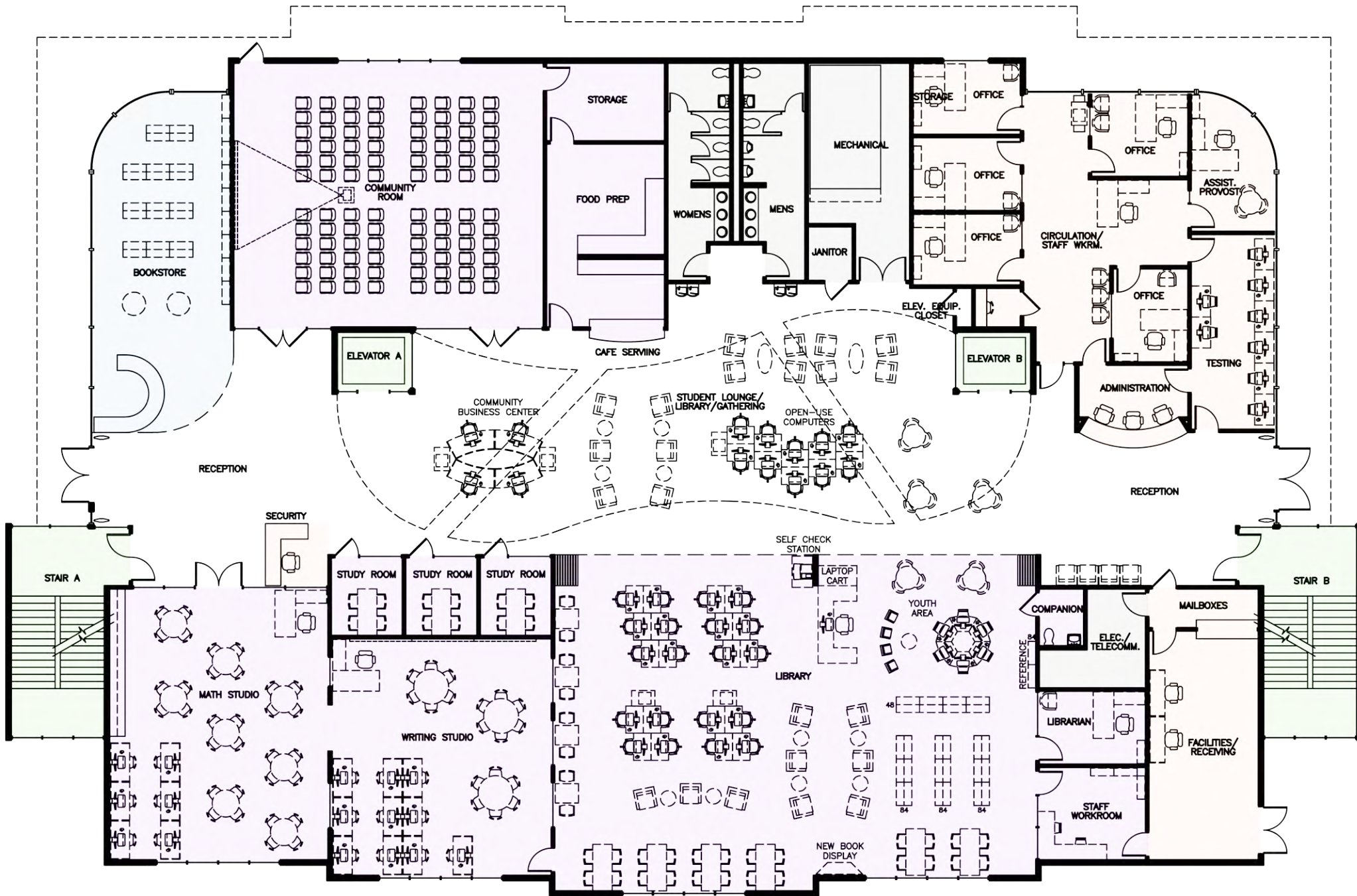
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**CONSTRUCT NEW MIDTOWN CENTER**  
**SCHEMATIC SITE PLAN**  
**JUNE 8, 2012**







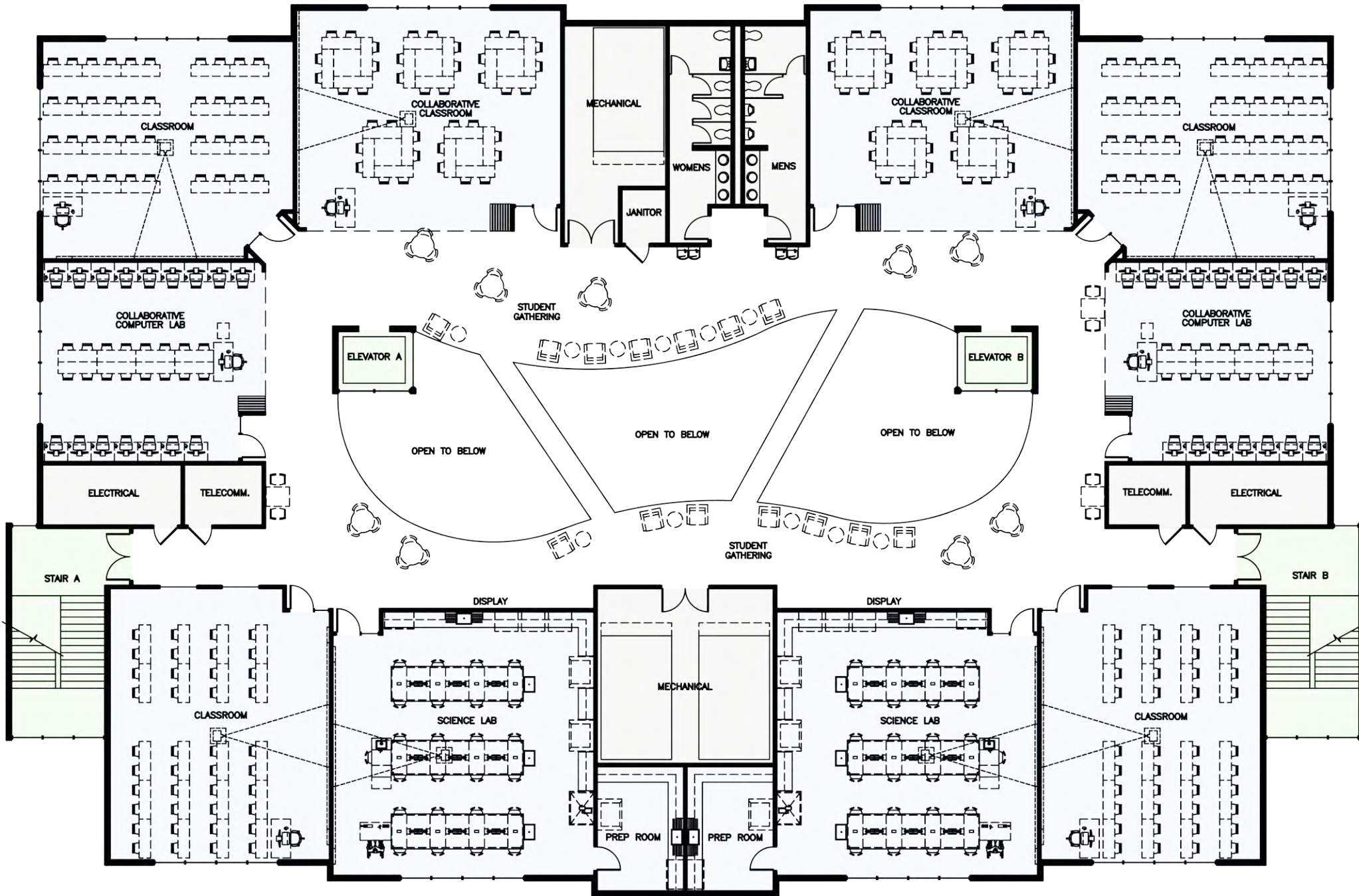
**CONSTRUCT NEW MIDTOWN CENTER**  
**SCHEMATIC FIRST FLOOR PLAN**  
 JUNE 8, 2012





**CONSTRUCT NEW MIDTOWN CENTER**  
**SCHEMATIC COLLABORATIVE SECOND FLOOR PLAN**  
 JUNE 8, 2012






**CONSTRUCT NEW MIDTOWN CENTER**  
**SCHEMATIC COLLABORATIVE THIRD FLOOR PLAN**  
 JUNE 8, 2012

June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Selection Process for Construction Manager at Risk Services for Midtown Educational Center

At its April 18, 2012 meeting the Board of Trustees authorized moving forward with the selection of a contractor using the Construction Manager at Risk process for the construction of the new Midtown Educational Center. The college presently has Rule 6Hx23-6.12 and Procedure P6Hx23-6.12 which outlines the powers granted to the board by the Florida Statutes and the provisions of the State Requirements for Educational Facilities [SREF §4.1(5)] as well as the provisions under the Consultant's Competitive Negotiation Act (§287.055 F.S.). The information contained herein provides a summary of those rules, procedures and laws governing the selection of Construction Manager at Risk Services describing the overall selection process from beginning to end.

**Construction Manager at Risk Selection Processes and Criteria are as follows:**

- I. Request authorization to advertise in the local newspaper via a Request for Qualifications process. This was approved by the Board on April 18, 2012
- II. Facilities Planning & Institutional Services (FPIS) develop a Request for Qualifications (RFQ) packet
  - a. RFQ packet includes:
    - i. Copy of the Public Notice as advertised in a local newspaper(s)
    - ii. Evaluation Procedures
      1. General Instructions
      2. Selection process description
      3. Initial Screening/Shortlisting Criteria and Point Valuation
      4. Presentation/Interview Criteria and Point Valuation
    - iii. Experience Questionnaire
      1. Items requested in this section are chosen based on the project scope and type of work to be completed
      2. Typically Includes:
        - a. General Company information
        - b. Company Ability & Related Experience – completed and current projects
        - c. Scheduling and cost control procedures
        - d. Description of company on-site and office staff
        - e. Minority Business Enterprise participation process and documentation

- f. Letter of Intent for payment and performance bond on insurance surety bonding paper in a format specified by the College
    - g. Insurance, Indemnity and Waiver of Subrogation
- b. RFQ Process Significant Dates:
  - i. Advertisement date – allowance of time from advertisement date to cut-off to request or obtain a full RFQ packet
    - 1. Advertisement Timeframe – as the board deems required for a project
    - 2. In addition, a list of contractors is retained by the FPIS department that have expressed an interest in being notified of all RFQ's advertised by the college. The RFQ packet is sent to these firms at the time the advertisement is run.
  - ii. Last day to pick up RFQ packet
  - iii. RFQ Informational Workshop for all registered firms
  - iv. Cutoff date for submittal of completed packet – the last day that a firm may submit their completed packet to FPIS
  - v. Shortlist notification date – the date by which the firms that submitted an acceptable RFQ packet will be notified of those firms that were shortlisted to be interviewed
  - vi. Anticipated interview date(s) for shortlisted firms
  - vii. Board memo date with final recommended list of firms – minimum of three (3) firms in priority order

### III. Selection Process

- a. Selection Committee – no fewer than five (5) people, and each member must serve on the committee until the selection is completed
  - i. Selection Committee contains a representative group of individuals who offer a stake in the completion of the project (sample members below)
    - 1. Campus Provost
    - 2. Vice President Facilities Planning & Institutional Services
    - 3. Director, Design & Construction Services
    - 4. Interior Designer
    - 5. Site Plant Supervisor
    - 6. Department Chair/Faculty Member
    - 7. Manager of Energy & Maintenance Services
    - 8. Facilities Planner
    - 9. Community Representative, as applicable
  - ii. Selection committee will score the firms based upon criteria established in the RFQ in two separate instances:
    - 1. Score each firm who has successfully completed an RFQ packet generating a shortlist of firms to be interviewed
    - 2. Conduct a formal interview of all shortlisted firms to be tallied and ranked accordingly
    - 3. Interviews will be conducted in accordance with the criteria established and listed with the intent of recommending three (3) firms to the Board

b. Competitive Negotiations

- i. Once an approved selection of firms has been obtained, negotiations shall begin with the first ranked firm
- ii. In the event negotiations fail with the first firm, negotiations should be continued with the next qualified firm until each firm on the list has been exhausted
- iii. If negotiations cannot be confirmed with the selected firms, the overall process should be repeated to generate a new list of firms.

**SREF delineates the following Board responsibilities:**

- Determine project scope, time frame for construction, funding source(s), and project budget.
- Depending on the scope of Construction Manager (CM) contract for services, the board may also have to provide a site survey, educational plant survey or survey update, educational specifications/program, approvals, easements, assessments, coordination with local government, architectural or engineering services, inspection services, drawings, and specifications.
- Provide a project representative with authority to render decisions promptly and furnish information expeditiously.
- Provide the CM with a description of applicable requirements, state and federal laws, board policies and processes, time frames, interface/approvals required, payment policies, change orders, inspections, and approval procedures.

**SREF Competitive Selection Criteria Requires at a Minimum to Include:**

- The company's history, structure, personnel, licenses, and experience
- Related projects similar in scope or amount completed by the company, including name of client or its representative
- Financial information such as balance sheet and statement of operations
- Project management, scheduling, and cost control systems the company uses for similar projects
- Proposed minority business involvement in the project.
- Cost control and value engineering techniques
- Description of litigation, major disputes, contract defaults, and liens in the last five (5) years
- Interview
- Confirmation of references
- The selection committee should, based upon points received during the evaluation process, select no fewer than three (3) firms, in order of preference, deemed to be the most highly qualified to perform the required services. The committee should recommend its selections to the board for action.

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

June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Agency Billings

**Approval is sought to include all “agencies” listed below as approved “agencies” for billing of student fees and charges.**

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

Timberview Pet Clinic  
Community Health Solutions of America  
Florida State Fair Authority  
City of Miami  
AARP Women’s Scholarship Program  
Shee Atika Benefits Trust  
Alaska Community Foundation  
City of Franklin, New Hampshire  
MountainView High School Centreville, VA  
Yelm Dollars for Scholars  
Florida Realtors Education Fund  
Roberts Funeral Home of Dunellon  
The Spring of Tampa Bay

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

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June 19, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Personnel Report

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

<b>HIRE Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
5/7/2012	Afify,Theresa M	Resource Development DO	Administrative Specialist II
6/2/2012	Baldwin,William Matthew	Custodial Services SE	Custodian I
6/4/2012	Ferranti,Kelley J	Academic & Student Affairs	Career Placement Specialist
5/19/2012	Fisher,Lise L	Institutional Advancement DO	Social Media Mktg. Specialist
5/14/2012	Kuhn,Kristi L	Resource Development DO	Administrative Specialist II
4/10/2012	Larsen,Ann	Provost TS	Acting Dir, Museum of Fine Arts
5/29/2012	Mabe,Logan D	SPC-Downtown	Instructional Asst II
5/29/2012	Mortellaro,Denise Ann	SPC-Downtown	Executive Staff Assistant
6/1/2012	Nguyen,Shirley T	Admin Information Systems	Analyst/Programmer/Developer
5/5/2012	Quitter,Michael D.	Provost TS	Technology Resource Specialist

<b>HIRE Temporary/Supplemental</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
5/7/2012	Atmore,Tammy	Resource Development DO	Other Professional- Temporary
6/1/2012	Beane,Angela Marie	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/14/2012	Bedford,Holly E	Veterinary Technology HC	Instructor - Temporary Credit
5/29/2012	Bennett,Lynn J	Course/Curriculum VEA - DO	Non Instr Supplement-ECH Based
5/14/2012	Bonetti,Raeanna S	Health Information Mgmt HC	Instructor - Temporary Credit
6/1/2012	Carlson,Amy L	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
6/1/2012	Cartwright,Julie C	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/30/2012	Coder,Aaron M	District Library DO	OPS Career Level 4
6/1/2012	Colmer,Valerie A	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
6/1/2012	Cool,Christi J	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/30/2012	Davis,Kenneth Reid	District Library DO	OPS Career Level 2
5/21/2012	Davis,Maureen Stacy	District Library DO	OPS Career Level 2
5/7/2012	Dickinson,Danielle M	Dental Hygiene HC	OPS Career Level 5



5/14/2012	Dionne,Nathaniel Albert	Academic & Student Affairs	OPS Career Level 1
5/14/2012	Eldridge,Deborah C	Fine & Applied Arts CL	Supplemental Instr - Credit
6/1/2012	Erickson,Edward R	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/14/2012	Evans,Mark E	Social Science TS	Instructor - Temporary Credit
5/7/2012	Gamble,Latrina T	New Initiative Program - HC	OPS Career Level 5
6/1/2012	Gonzalez,Nancy E	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/21/2012	Gotwald,Joni E	District Library DO	OPS Career Level 4
5/29/2012	Graham Jr.,Gary Wayne	Course/Curriculum VEA - DO	Non Instr Supplement-ECH Based
5/12/2012	Greilick,Thomas G	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/14/2012	Grice,Michele B	Respiratory Care HC	Instructor - Temporary Credit
5/5/2012	Hesting,John P.	Social Science SPG	Supplemental Instr - Credit
5/7/2012	Hoyne,Christopher A	EMS/CME - HC	Other Professional- Temporary
5/14/2012	Karac,Natasa	BA Programs/UPC	Adjunct Bach Prog.
5/14/2012	Kaszuba,Kim L	Clearwater Campus Provost	Adjunct Bach Prog.
5/4/2012	Kurnik,John P	Business Administration CL	Non Instr Supplement-Not ECH
5/8/2012	Langas,Randi M	District Library DO	OPS Career Level 1
5/14/2012	Large,James D	Allstate Center Provost	Adjunct Bach Prog.
6/4/2012	Lariviere,Theresa A	Associate Provost CL	OPS Career Level 1
5/14/2012	Latta,Patricia M	Clearwater Campus Provost	Adjunct Bach Prog.
5/21/2012	Mancuso,Elaine M	Student Support Services - SP	Instructor- Temporary Non-Cred
5/14/2012	Mickelsen,William A	Fine & Applied Arts CL	Instructor - Temporary Credit
5/21/2012	Miller,Laurel A.	Student Support Services - SP	Instructor- Temporary Non-Cred
5/14/2012	Morgan,Renyou Zhang	Natural Science SPG	Instructor - Temporary Credit
5/14/2012	Murphy,Shawn J	Facilities Services DO	OPS Maint/Trades SkilledTrades
6/4/2012	Osorio,Patricia M	Natural Science CL	OPS Career Level 3
5/14/2012	Osovitz,Christopher J	BA Programs/UPC	Adjunct Bach Prog.
5/16/2012	Parker,Anthony Michael	Academic & Student Affairs	OPS Career Level 1
6/1/2012	Rehm,Ginger K	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/14/2012	Reynolds,Jerry L.	Dental Hygiene HC	Instr- Temporary % Load
5/16/2012	Rich,Kelly G.	Distance Learning TV SE	Instructor - Temporary Credit
5/21/2012	Ryan,Ursula B	Student Support Services - SP	Instructor- Temporary Non-Cred
6/1/2012	San Filippo,Jessamyn L	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
6/1/2012	Schlereth,Natalie Nicole	Corporate Training E&SS DO	General Support
6/1/2012	Scott,Jessica M	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/21/2012	Seay,Latasha Baynes	District Library DO	OPS Career Level 4
5/14/2012	Sibley,Susan F	Nursing HC	Instr- Temporary % Load
5/14/2012	Smith,Daniel L	Radiography HC	Instr- Temporary % Load
5/21/2012	Smith,Jeanne	District Library DO	OPS Career Level 4
5/14/2012	Smith,Sandra L	Nursing HC	Adjunct Bach Prog.
5/14/2012	Spiller,Christina	Letters TS	Instructor - Temporary Credit
5/16/2012	Statham,Monique	Academic & Student Affairs	OPS Career Level 1
5/14/2012	Stickrath,Kelli L	BA Programs/UPC	Supplemental Bach Prog.
5/14/2012	Summer,Lindsay K	BA Programs/UPC	Adjunct Bach Prog.
6/1/2012	Sycz,Malgorzata A	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
6/1/2012	Urbanski, Danielle L.	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/7/2012	Valencia,Diego F	Facilities Plan & Inst Svcs	OPS Career Level 3
5/14/2012	Walch,Daniel J	Distance Learning TV SE	Supplemental Instr - Credit

5/28/2012	Wright,Cynthia	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/14/2012	Wu,Xin	Natural Science SPG	Instructor - Temporary Credit

<b>TRANSFER/PROMOTION Budgeted</b>			
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<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
5/7/2012	Barnes,Jonathan A	Fine & Applied Arts CL	Academic Department Chair
5/14/2012	Ervin,Joshua Andrew	Information Systems	Snr. Network/Design & Sec. Eng
5/14/2012	Jolliff-Johnson,Cynthia E	SPC-Downtown	Associate Provost
5/14/2012	Liswith,Audra D.	Academic & Student Affairs	Collegewide Testing Coord.
8/1/2012	Moutsatsos, Basil	Fine & Applied Arts CL	Instructor

<b>FOREIGN TRAVEL</b>			
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<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
5/24/12 - 5/30/12	Lakshminarayan, Rajaram	Mathematics	Instructor

Travel to Beijing, China to give a lecture on "Statistical Aspects of Social Media in Public Health" in the symposium "Biomedical Engineering during Disasters: Health and Crisis Management" at the World Congress on Medical Physics and Biological Engineering in Beijing, China from May 26-31, 2012

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6/17/12 - 6/23/12	Navarro, Rafael	CPSI	Instructor
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Travel to San Salvador, El Salvador to provide for nationally recognized training programs, to keep SPC in compliance with the grant funder, and to fulfill the requirements of the grant project.

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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 Strategic Issue Council members bringing the actions forward, recommend approval.

Ssw0604121

June 19, 2012

**MEMORANDUM**

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

**Approval is sought for the following recommended personnel actions concerning contractual appointments for 2012-2013.**

Recommend appointment to an annual contract (2012-2013) contingent upon the successful completion of satisfactory service in the current year. These individuals are serving in Executive, Administrative, Managerial, and Professional positions.

Contract Dates	Name	Department	Title
7/1/12-6/30/13	Andrews, Paul J.	Criminal Justice AC	Coordinator II, Project
7/1/12-6/30/13	Austin, Elizabeth	Director of Grants DO	Grant Writer
7/1/12-6/30/13	Bagwell, Paula	District Library DO	Information Resources Librarian
7/1/12-6/30/13	Baker, Susan	BA Programs UPC	Dean, Baccalaureate Program
7/1/12-6/30/13	Bawell, Jennifer	District Library DO	Information Resources Librarian
7/1/12-6/30/13	Bell, Dorothy	District Library DO	Archivist Librarian
7/1/12-6/30/13	Bodie, Matthew	District Library DO	Learning Resources Specialist
7/1/12-6/30/13	Boyle, Constance	Provost SPG	Student Success Specialist
7/1/12-6/30/13	Cade, Jerrold R.	SPC Downtown	Student Success Specialist
7/1/12-6/30/13	Davis, Rodrigo	Student Activities CL	Coord. Student Life Leadership
7/1/12-6/30/13	Ervin, Joshua, Andrew	Information Systems	Snr. Network/Design & Sec. Eng
7/1/12-6/30/13	Fisher, Lise L	Institutional Advancement DO	Social Media Mktg. Specialist
7/1/12-9/30/12	Geck, Carolyn	Provost AC	Grant Writer
7/1/12-6/30/13	Gregor, Jennifer L.	District Library DO	Information Resources Librarian
7/1/12-6/30/13	Jolliff-Johnson, Cynthia	SPC-Downtown	Associate Provost
7/1/12-6/30/13	Hartman, Kimberly J.	College of Education	Dean, Baccalaureate Program
7/1/12-6/30/13	Larsen, Ann	Provost TS	Acting Dir. Museum of Fine Arts
7/1/12-6/30/13	Liswith, Audra D.	Academic & Student Affairs	Collegewide Testing Coord.
7/1/12-6/30/13	Malizia, Kelly	District Library DO	Information Resources Librarian
7/1/12-6/30/13	Moran, Cheri J.	Counseling & Advisement TS	Student Success Specialist
7/1/12-7/31/12	Odotola, Adeniji	College of Education	Director, Ctr. Tchr. Transform
7/1/12-6/30/13	Reifler-Alessi, Linda S.	District Library DO	Information Resources Librarian
7/1/12-6/30/13	Rossiter, Carla	Baccalaureate Programs/UPC	Coord. Assessment-BA Programs

7/1/12-6/30/13	Shultz, Kathleen	Director of Grants DO	Grant Writer
7/1/12-6/30/13	Silvers, Stefanie	OSSD - HC	Disability Resource Specialist
7/1/12-6/30/13	Stewart, Matthew	Human Resources	Train&Dev. Design. & Facilitator
7/1/12-6/30/13	Stubbs, Aimee Cekau	OSSD- CL	Disability Resource Specialist
7/1/12-6/30/13	Thompson, Barbara L.	OSSD - TS	Disability Resource Specialist
7/1/12-6/30/13	Vitale, Alisha	Enrollment Management DO	Director, Enrollment MGT
7/1/12-7/31/12	Woods, Katherine	BA Programs/UPC	Act. Progr. Dir. II Health Science

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

<b>Contract Dates</b>	<b>Name</b>	<b>Department</b>	<b>Title</b>
8/1/12-7/31/13	Barnes, Jonathan	Fine & Applied Arts CL	Academic Department Chair
8/1/12-7/31/13	Bartlett, Rachel	Public Policy&Legal Studies CL	Instructor 12 month
8/1/12-7/31/13	Kolonoski, David	Mathematics, SP	Academic Department Chair
8/1/12-7/31/13	Lane, Kathleen	Nursing HC	Instructor 12 month
8/1/12-7/31/13	Louis, Louisiana	Nursing HC	Instructor 12 month
8/1/12-7/31/13	Oakley, Shirley	Letters CL	Academic Department Chair
8/1/12-7/31/13	Risberg, Chrissy	Provost TS	Academic Department Chair
8/1/12-7/31/13	Smith, Christine	Business Technologies CL	Academic Department Chair

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

<b>Contract Dates</b>	<b>Name</b>	<b>Department</b>	<b>Title</b>
8/16/12-7/19/13	Hamilton, Ronald Shane	CCIT, DT	Instructor
8/16/12-7/19/13	Lindsey, Jeffrey T.	Emergency Medical Services HC	Instructor

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

Ssw060412



Fox Lawson & Associates  
a Division of Gallagher Benefit Services, Inc.  
*Compensation and Human Resources Specialists*

# St. Petersburg College

Classification and  
Compensation Study:  
Project Update  
June 19, 2012



Gallagher Benefit Services, Inc.  
t h i n k i n g   a h e a d

# Why a Classification Study?

## ***What are the issues we are trying to address?***

- Internal equity
- Assignment of jobs to the correct pay grade based on duties and responsibilities
- Development of a job evaluation system that is:
  - Transparent to employees
  - Understandable
  - Fair
  - Easy to use
- Determine fair market value of jobs
- Place employees in the right job title and each job title in the right pay grade at the right level of pay

# Study Phases

1. Study Initiation and Administration
2. Job Analysis and Evaluation Study
3. Compensation Study
4. Final Report

# 1. Study Initiation/Pay Strategy

- Meet with employees, management
- Review current systems
- Understand issues and needs
- Define and clarify a consistent classification and compensation strategy

**Status: Completed in August, 2011**



## 2. Job Analysis and Job Evaluation

- Review all current job descriptions
- Request that employees fill out a position questionnaire
- Interview employees to verify job duties
- Recommend any changes necessary, e.g.,
  - Titles
  - Minimum qualifications

**Status: Interviews completed in November, initial draft classification structure and allocations delivered in January, 'working' classification structure and final allocations determined in April**

## 2. Job Analysis and Job Evaluation

- The draft classification structure covered all current Career Service positions
- Career Service classifications reduced from 136 to 61
- The PDQs were continually referenced as the basis for the structure
- We included initial allocation of employees to the draft classification structure based on the provided PDQ
- The classification structure and allocation of employees has been continually reviewed and evaluated per HR and management feedback

## 2. Job Analysis and Job Evaluation

- Apply a job evaluation methodology to all jobs
  - Internal equity
  - Assignment to pay grades
  - Allocate employees to correct job titles and pay grade
- **Status: Completed**

## 2. Job Analysis and Job Evaluation

- Purpose of Job Evaluation
  - Establishes a job value hierarchy
  - Helps to grade a new or changed job
- Evaluate job classifications utilizing Decision Band™ Method
  - Decision making
  - Supervision
  - Complexity and difficulty of job responsibilities
- We worked with SPC Human Resources to apply the Decision Band™ Method to all new classifications

### 3. Compensation Study - Process

- Select benchmarks - **Identified 24 of the 61 classifications**
- Identify labor market - **Higher Ed and local private sector**
- Collect and verify salary data – **Published salary surveys**
- Develop recommended pay plan - **Regression**
- Assign jobs to pay grades – **Job Evaluation**
- Develop transition plans and costs - **Estimation**
- College review of implementation plan – **Currently underway**

### 3. Compensation Study – Market Data

- Detailed comparisons of the market comparisons can be reviewed on the provided benchmark summary.
- The following guidelines are used when determining the competitive nature of current compensation:
  - +/-5% = Highly Competitive
  - +/-10% = Competitive
  - +/-10-15% = Possible misalignment with market
  - >15% = Significant misalignment with market

### 3. Compensation Study – Market Data

Summary of the College’s comparison to the market:

- The chart below provides a general picture of how the College actual salaries and salary range structure compares to the collected market data:

	Salary Range Minimum	Salary Range Midpoint	Salary Range Maximum
Compared to Market	-2.0%	-3.6%	-5.2%

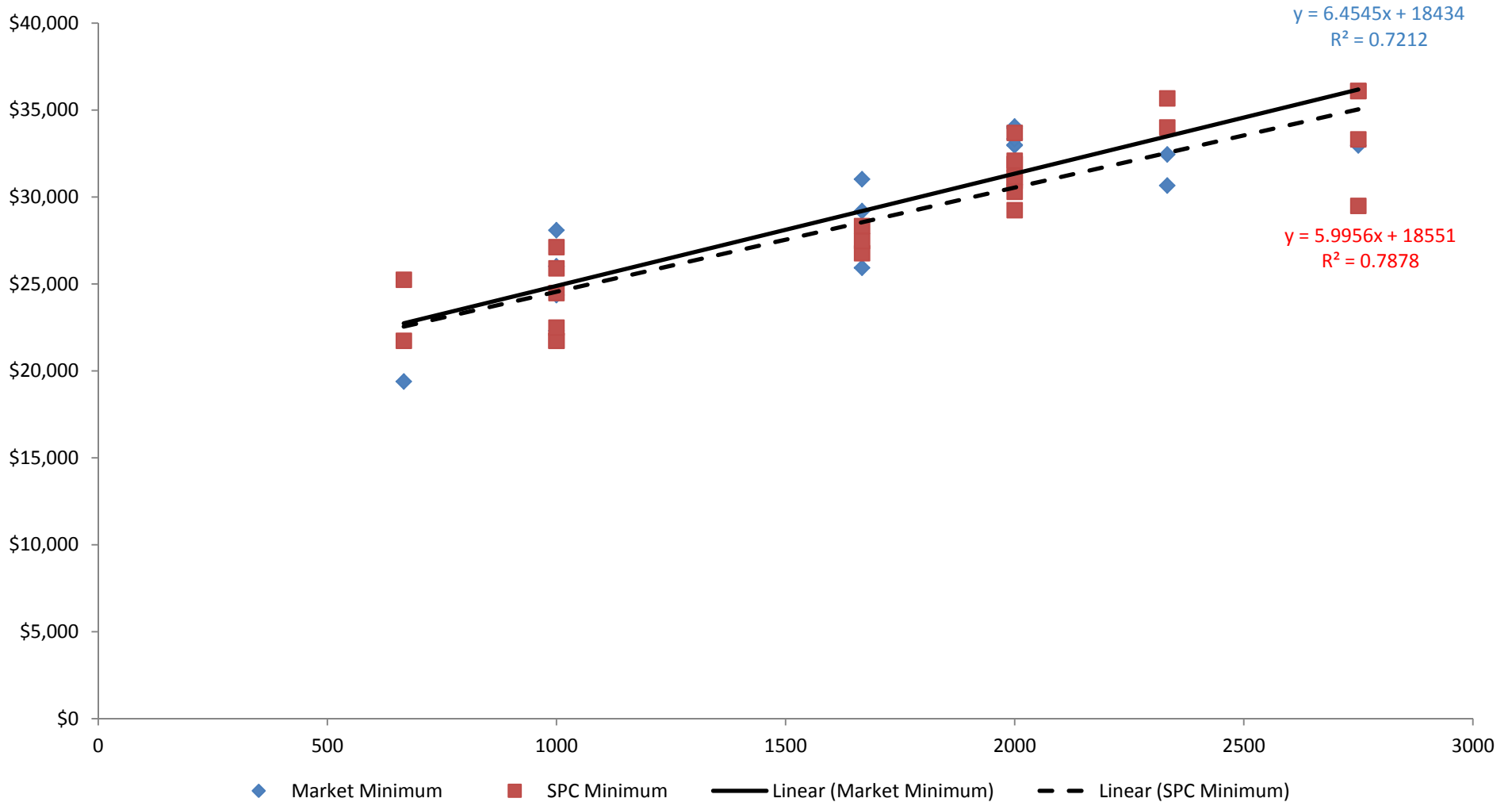
### 3. Compensation Study – Market Data

- According to the previous chart, the College is considered *competitive* with the market using the referenced guidelines:
  - Salary Range Minimum - Highly Competitive
  - Salary Range Midpoint- Highly Competitive
  - Salary Range Maximum- Competitive
- **These percent comparisons are a reference point and DO NOT provide a complete picture of the College comparison to the market.**



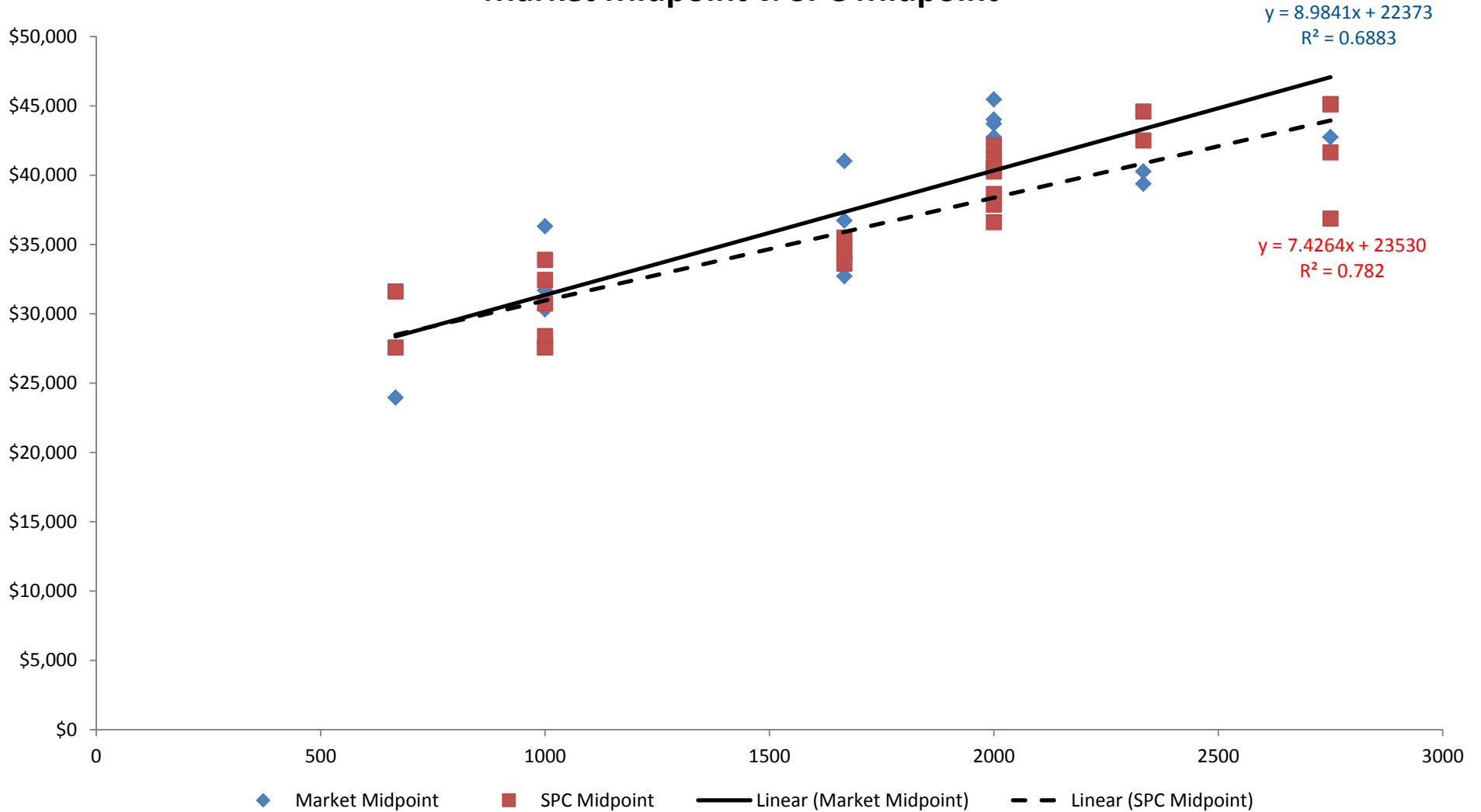
# 3. Compensation Study – Regression

## Market Minimum v. SPC Minimum



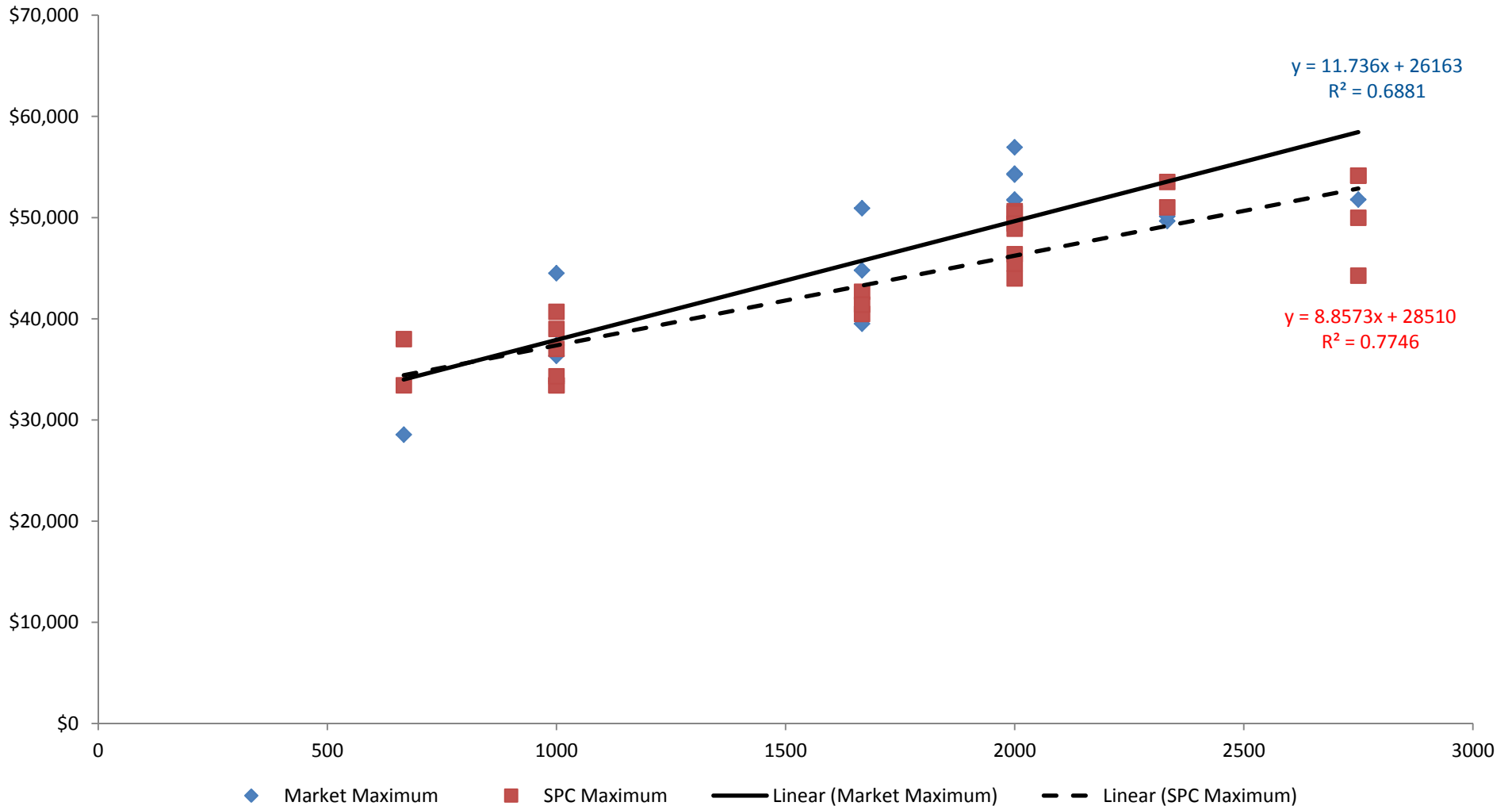
# 3. Compensation Study – Regression

## Market Midpoint v. SPC Midpoint



# 3. Compensation Study – Regression

## Market Maximum v. SPC Maximum

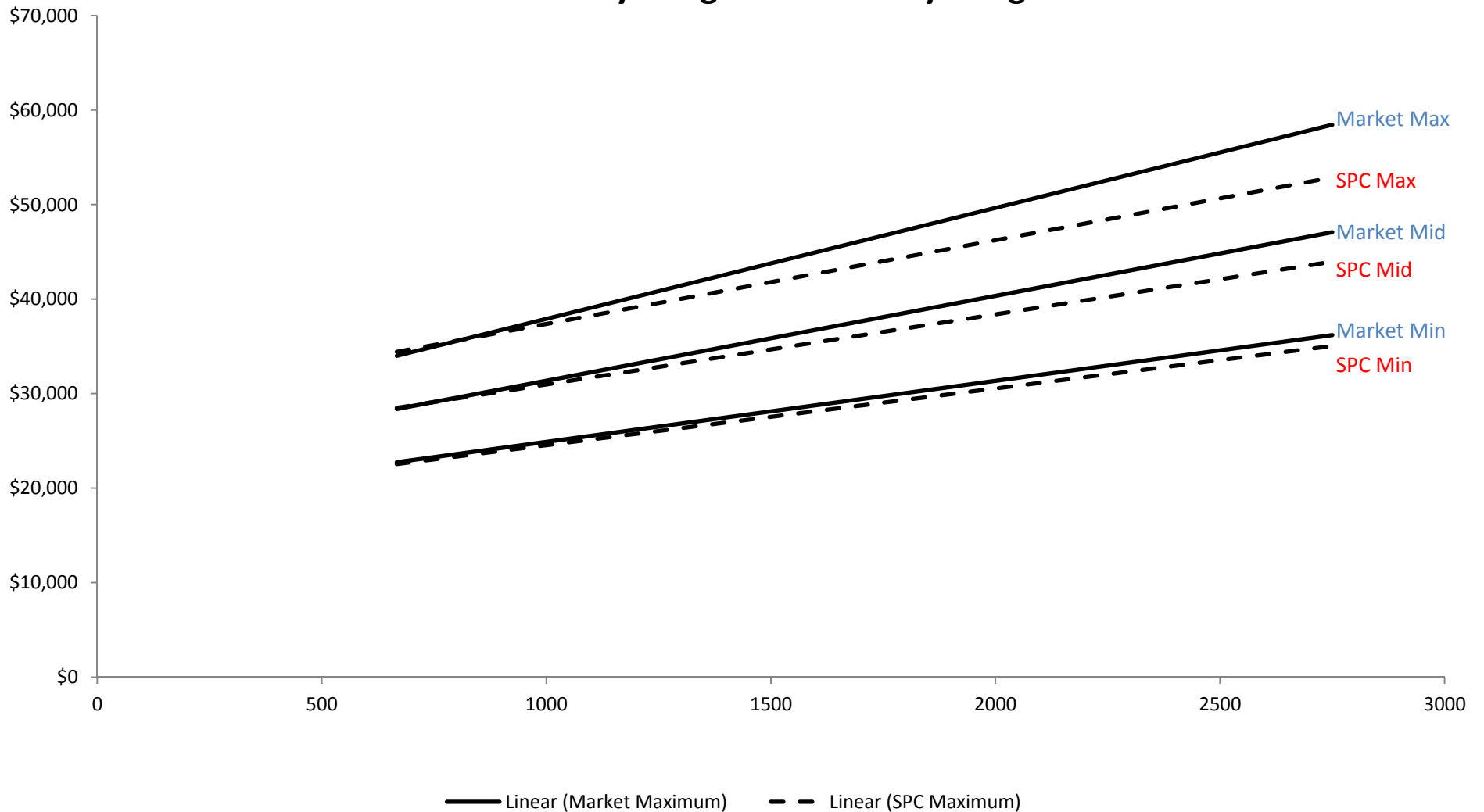


### 3. Compensation Study – Conclusions

- The overall difference between the College and the Market based on the trend lines are similar to the overall comparison of the benchmark jobs.
  - Minimum – 2.4% below the market
  - Midpoint – 4.5% below the market
  - Maximum – 6.3% below the market
- These comparisons confirm the market comparison summary that the current College structure is competitive but below the market.

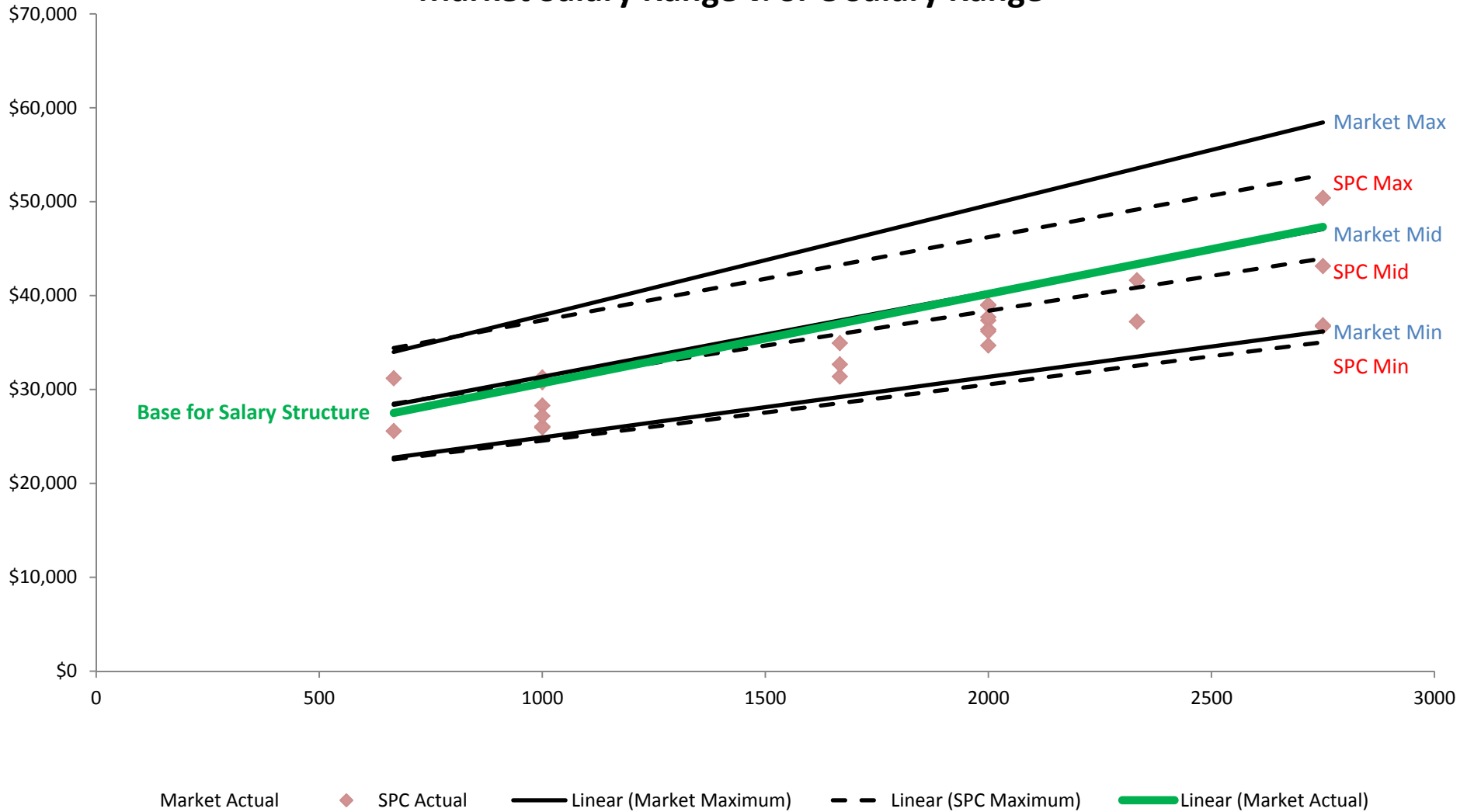
# 3. Compensation Study – Regression

## Market Salary Range v. SPC Salary Range



# 3. Compensation Study – Regression

## Market Salary Range v. SPC Salary Range



# 3. Compensation Study – Conclusions

## Proposed Salary Structure

DBM Evaluation	New Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum
SPC Current Minimum		\$21,736		
A11	1	\$22,446	\$27,496	\$32,546
A12	2	\$25,032	\$30,664	\$36,296
A13	3	\$27,618	\$33,832	\$40,046
B21	4	\$29,846	\$37,009	\$44,172
B22	5	\$32,400	\$40,177	\$47,953
B23	6	\$34,675	\$43,344	\$52,013
B24/B31	7	\$37,849	\$47,311	\$56,773
B25/B32	8	\$41,654	\$52,068	\$62,481
SPC Current Maximum				\$57,759

### 3. Compensation Study – Market Data

With the proposed salary structure the College has improved the competitiveness with the salary range structure of the collected market data:

	Salary Range Minimum	Salary Range Midpoint	Salary Range Maximum
Current v. Market	-2.0%	-3.6%	-5.2%
Proposed v. Market	+1.8%	-1.6%	-4.3%



## 4. Final Report

- Implement selected salary structure:
  - Salaries below new minimum – 90 employees
    - 44 employees between \$1-\$999
    - 21 employees between \$1,000-\$1,999
    - 11 employees between \$2,000-\$2,999
    - 10 employees between \$3,000-\$3,999
    - 2 employees between \$4,000-\$4,999
    - 2 employees between \$5,000-\$5,999
  - Salaries above the new maximum – 12 employees
  - Estimated “increase to the minimum” implementation cost:
    - \$135,497 or 0.5% of current payroll

# 4. Final Report

Number of Salary Increases by Proposed Classification Series

Classification Series	# of Increases	Classification Series	# of Increases
Academic Records	3	Laboratory Support	3
Accounting Support	2	Landscaping	1
Administrative Services	37	Library Services	3
Custodial Services	3	Materials Management	1
Facilities	3	Multimedia Services	1
Human Resources	1	Security	10
IT Support	7	Student Support	8
Instructional Support	5	Veterinary	1
Instructional Technology	1		


## 4. Final Report

- Job evaluation ratings
- Grade assignments
- Pay recommendations
- Transition plan
- System maintenance recommendations

ANY QUESTIONS?

June 19, 2012

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Adoption of the 2012-13 Salary Schedule

**Approval is sought to establish the following 2012-2013 Salary Plan and Schedule, effective July 1, 2012, to include the following:**

1. The Classification & Salary Schedule, including ranges and placement of positions, as published on the College's official Web site.
  - The Career Service portion of the salary schedule includes significant changes recommended by classification and compensation consultant Fox Lawson & Associates. These changes follow a year-long review and use a job evaluation methodology that includes:
    - internal equity
    - market benchmarking
    - assignment to pay grades
    - updated titles and job descriptions
    - fewer Career Service titles, from 136 to 61
  - There are no salary reductions in the Fox Lawson recommendations.
  - The Career Service implementation is effective July 1, with related pay adjustments and related updates (job title, grade, etc.) to official documents reflected in documents and the paychecks no later than August 10, but retroactive to July 1.
  - Following implementation, affected employees may appeal the new classification and compensation structure to Fox Lawson & Associates, which shall be the final arbiter.
2. The General Compensation Information, updated to align with rule changes and other actions approved by the Board of Trustees.

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

Ssw0605122

# CLASSIFICATION & SALARY SCHEDULE 2012-2013


CLASSIFICATION SERIES	CLASSIFICATION TITLE	Minimum	Maximum	
	<b>GRADE 1</b>	\$22,446	\$32,546	<b>Annual</b>
		\$10.79	\$15.65	<b>Hourly</b>
Custodial Services	Custodian			
Landscaping	Landscaper			
Library Services	Library Services Technician			
Print Services	Print Services Technician			
	<b>GRADE 2</b>	\$25,032	\$36,296	<b>Annual</b>
		\$12.03	\$17.45	<b>Hourly</b>
Administrative Services	Administrative Services Assistant			
Accounting Support	Accounting Support Assistant			
Transportation	Bus Operator			
Facilities	Facilities Technician			
Custodial Services	Lead Custodian			
Materials Management	Materials Management Assistant			
Security	Security Officer			
Landscaping	Senior Landscaper			
Student Support	Student Support Assistant			
	<b>GRADE 3</b>	\$27,618	\$40,046	<b>Annual</b>
		\$13.28	\$19.25	<b>Hourly</b>
Administrative Services	Senior Administrative Services Assistant			
Library Services	Senior Library Services Technician			
Security	Senior Security Officer			
	<b>GRADE 4</b>	\$29,846	\$44,172	<b>Annual</b>
		\$14.35	\$21.24	<b>Hourly</b>
Academic Records	Academic Records Specialist			
Accounting Support	Accounting Support Technician			
Administrative Services	Administrative Services Specialist			
Multimedia Services	Multimedia Services Assistant			
Museum	Museum Technician			
Print Services	Senior Print Services Technician			
Sign Language Interpretation	Sign Language Interpreter			
Student Support	Student Support Specialist			
Veterinary	Veterinary Technician			
	<b>GRADE 5</b>	\$32,400	\$47,953	<b>Annual</b>
		\$15.58	\$23.05	<b>Hourly</b>
Accounting Support	Accounting Support Specialist			
Custodial Services	Custodial Supervisor			
Facilities	Facilities Specialist			
Graphic Design	Graphic Designer			
Human Resources	Human Resources Specialist			
Instructional Support	Instructional Specialist			
Instructional Technology	Instructional Technology Specialist			
Laboratory Support	Laboratory Specialist			
Landscaping	Landscaper Supervisor			
Library Services	Library Services Paraprofessional			
Materials Management	Materials Management Specialist			
Multimedia Services	Multimedia Services Specialist			
Performance Support	Performance Support Specialist			
Institutional Research	Research Specialist			
Risk Management	Risk Management Specialist			
Security	Security Supervisor			
Administrative Services	Senior Administrative Services Specialist			
Veterinary	Senior Veterinary Technician			
Information Technology Support	Technology Support Specialist			
Transportation	Transportation Supervisor			

# CLASSIFICATION & SALARY SCHEDULE 2012-2013

CLASSIFICATION SERIES	CLASSIFICATION TITLE	Minimum	Maximum	
<b>GRADE 6</b>		\$34,675	\$52,013	<b>Annual</b>
		\$16.67	\$25.01	<b>Hourly</b>
Sign Language Interpretation	Lead Sign Language Interpreter			
Recruiting	Recruiter			
Custodial Services	Senior Custodial Supervisor			
Facilities	Senior Facilities Specialist			
Instructional Support	Senior Instructional Specialist			
Materials Management	Senior Materials Management Specialist			
Student Support	Student Support Advisor			
Information Technology Support	Senior Technology Support Specialist			
<b>GRADE 7</b>		\$37,849	\$56,773	<b>Annual</b>
		\$18.20	\$27.29	<b>Hourly</b>
Academic Records	Academic Records Supervisor			
Accounting Support	Accounting Support Supervisor			
Administrative Services	Administrative Services Supervisor			
Administrative Services	Executive Administrative Services Specialist			
Information Technology	Information Technology Specialist			
<b>GRADE 8</b>		\$41,654	\$62,481	<b>Annual</b>
		\$20.03	\$30.04	<b>Hourly</b>
Facilities	Facilities Supervisor			
Materials Management	Materials Management Supervisor			
Information Technology Support	Technology Support Supervisor			

June 19, 2012

**MEMORANDUM**

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

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

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

Attachments

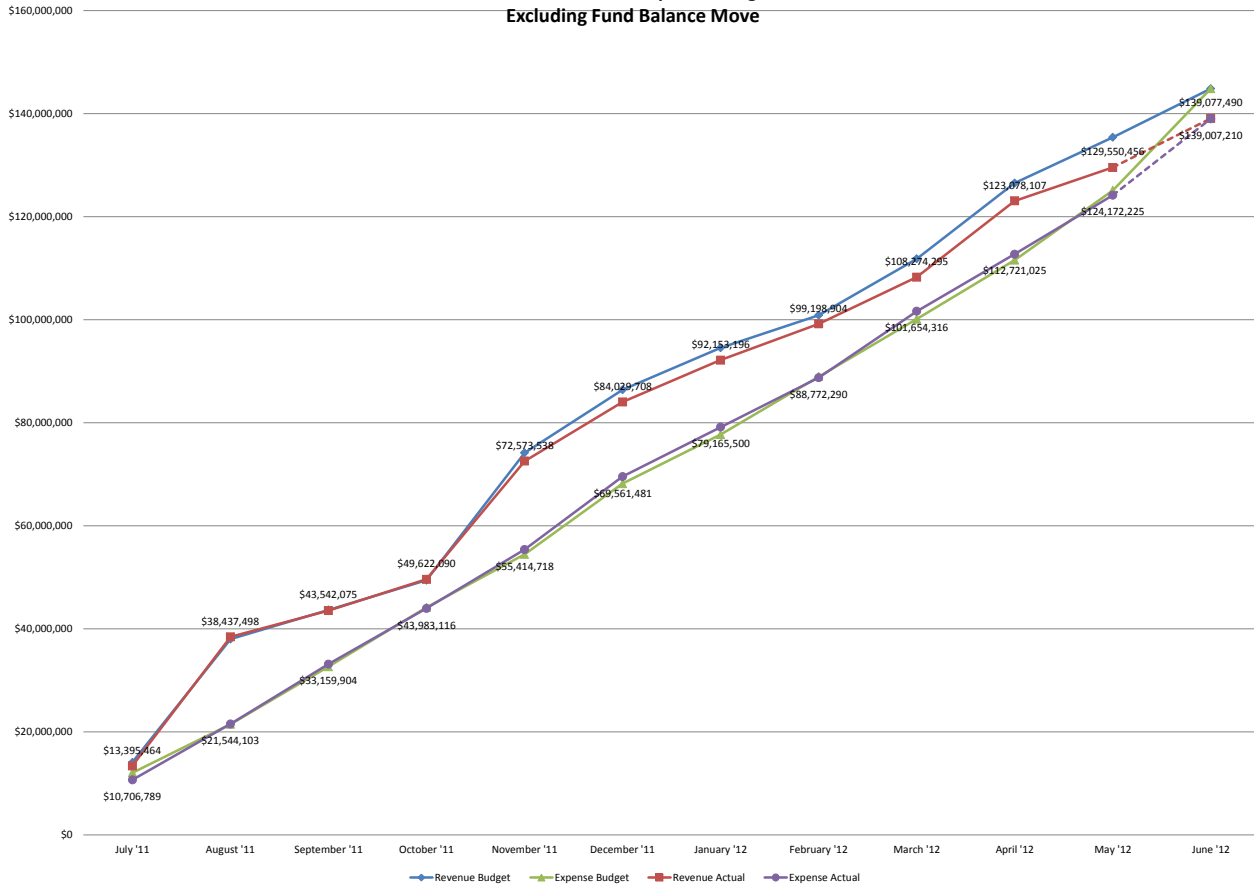
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**St. Petersburg College**  
**Fund Analysis**  
**Unrestricted Current Fund Excluding Fund Balance Move**  
**As of May 31, 2012**

<b>Revenues</b>	<b>FY 2011-12 Budgeted</b>	<b>Projected Revenue for month of May</b>	<b>Actual May Revenue</b>	<b>Difference</b>	<b>Revenue Received Year to Date</b>	<b>YTD as % of Budget</b>	<b>YTD % Expected</b>	<b>Difference</b>	<b>Projected June</b>	<b>YTD Projected June</b>
Student Fees	\$72,321,790	\$424,487	\$227,579	(\$196,908)	\$67,468,323	93%	99%	-6%	\$228,000	\$67,696,323
State Government	\$62,461,446	\$5,810,826	\$6,267,334	\$456,508	\$56,058,246	90%	91%	-1%	\$6,403,200	\$62,461,446
Other Revenues	\$3,900,474	\$151,354	\$270,339	\$118,985	\$3,446,522	88%	89%	-1%	\$320,213	\$3,766,735
Non Revenue Sources	\$6,184,885	\$851,523	\$658	(\$850,865)	\$2,577,364	42%	55%	-13%	\$2,575,622	\$5,152,985
<b>Total Revenues</b>	<b>\$144,868,595</b>	<b>\$7,238,190</b>	<b>\$6,765,910</b>	<b>(\$472,279)</b>	<b>\$129,550,455</b>	<b>89%</b>	<b>93%</b>	<b>-4%</b>	<b>\$9,527,035</b>	<b>\$139,077,490</b>
<b>Expenses</b>										
<b>Expenses</b>	<b>FY 2011-12 Budgeted</b>	<b>Projected Expense for month of May</b>	<b>Actual May Expense</b>	<b>Difference</b>	<b>Expense Year to Date</b>	<b>YTD as % of Budget</b>	<b>YTD % Expected</b>	<b>Difference</b>	<b>Projected June</b>	<b>YTD Projected June</b>
<b>Personnel</b>										
Administrative	\$21,807,449	\$1,791,522	\$1,499,826	(\$291,696)	\$18,419,757	84%	89%	-4%	\$1,399,586	\$19,819,343
Instructional	\$40,285,224	\$3,309,506	\$3,703,163	\$393,658	\$37,662,693	93%	89%	5%	\$4,465,500	\$42,128,193
Non-Instructional	\$23,893,276	\$1,962,877	\$1,756,250	(\$206,627)	\$19,952,706	84%	89%	-5%	\$3,048,500	\$23,001,207
OPS	\$3,157,669	\$259,408	\$235,191	(\$24,217)	\$2,702,017	86%	89%	-3%	\$400,018	\$3,102,035
Personnel Benefits	\$21,537,702	\$1,769,362	\$1,961,486	\$192,124	\$20,436,355	95%	89%	6%	\$2,387,392	\$22,823,747
<b>Total Personnel Costs</b>	<b>\$110,681,320</b>	<b>\$9,092,675</b>	<b>\$9,155,916</b>	<b>\$63,241</b>	<b>\$99,173,527</b>	<b>90%</b>	<b>89%</b>	<b>1%</b>	<b>\$11,700,997</b>	<b>\$110,874,524</b>
<b>Current Expenses</b>										
Services	\$14,341,104	\$1,049,463	\$1,302,991	\$253,528	\$11,532,627	80%	79%	2%	\$975,415	\$12,508,043
Materials and Supplies	\$11,581,149	\$793,533	\$811,405	\$17,872	\$9,207,910	80%	79%	1%	\$775,000	\$9,982,910
Other Current Charges	\$6,017,238	\$475,998	\$503,810	\$27,813	\$2,759,919	46%	79%	-33%	\$1,290,382	\$4,050,301
<b>Total Current Expenses</b>	<b>\$31,939,491</b>	<b>\$2,318,994</b>	<b>\$2,618,206</b>	<b>\$299,213</b>	<b>\$23,500,456</b>	<b>74%</b>	<b>79%</b>	<b>-5%</b>	<b>\$3,040,797</b>	<b>\$26,541,254</b>
<b>Capital Outlay</b>	<b>\$2,247,784</b>	<b>\$110,428</b>	<b>\$109,461</b>	<b>(\$967)</b>	<b>\$1,498,240</b>	<b>67%</b>	<b>71%</b>	<b>-5%</b>	<b>\$93,192</b>	<b>\$1,591,432</b>
<b>Total Expenses</b>	<b>\$144,868,595</b>	<b>\$11,522,097</b>	<b>\$11,883,584</b>	<b>\$361,487</b>	<b>\$124,172,224</b>	<b>86%</b>	<b>86%</b>	<b>-1%</b>	<b>\$14,834,987</b>	<b>\$139,007,210</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 - May 31**

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
<b>Revenue</b>										
Student Tuition & Out-of-State Fees	\$ 55,235,961	\$ 56,894,855	103.0%	\$ 61,777,468	\$ 57,959,638	93.8%		\$ 1,064,784	2%	
State Appropriation - CCPF	\$ 55,674,039	\$ 51,120,391	91.8%	\$ 54,013,658	\$ 49,862,647	92.3%		\$ (1,257,744)	-2%	
Federal Stabilization Funds	\$ 5,180,294	\$ 5,180,294	100.0%	\$ -	\$ -	0.0%		\$ (5,180,294)	-100%	Federal Stabilization Funds ended in FY11
State Appropriation - Lottery	\$ 7,279,093	\$ 5,823,276	80.0%	\$ 8,056,423	\$ 6,195,599	76.9%		\$ 372,323	6%	
Operating Cost for New Facilities	\$ 78,354	\$ -	0.0%	\$ 391,365	\$ -	0.0%		\$ -	0%	
Distance Learning Fee	\$ 3,026,400	\$ 3,124,697	103.2%	\$ 3,147,188	\$ 3,222,172	102.4%		\$ 97,474	3%	
Technology Fee	\$ 2,475,440	\$ 2,759,360	111.5%	\$ 3,059,794	\$ 2,784,553	91.0%		\$ 25,193	1%	
Lab Revenue Fees	\$ 1,971,075	\$ 2,413,217	122.4%	\$ 2,620,549	\$ 1,888,801	72.1%		\$ (524,416)	-22%	Primarily due to reductions the College has made to lab fees
Other Revenues	\$ 3,911,923	\$ 3,433,074	87.8%	\$ 3,900,474	\$ 3,446,522	88.4%		\$ 13,448	0%	
Other Student Fees	\$ 1,821,439	\$ 1,752,309	96.2%	\$ 1,716,792	\$ 1,613,159	94.0%		\$ (139,150)	-8%	
Fund Transfers In	\$ 2,344,940	\$ 2,231,299	95.2%	\$ 2,465,057	\$ 2,577,364	104.6%		\$ 346,065	16%	timing difference of revenue transferred last year vs this year
Revenue Stabilization Reserve	\$ 3,150,500	\$ -	0.0%	\$ 2,150,500	\$ -	0.0%		\$ -	0%	
One-Time Non-Recurring Funds	\$ -	\$ -	0.0%	\$ 1,569,328	\$ -	0.0%		\$ -	0%	
<b>Total Revenue - Fund 1x</b>	<b>\$ 142,149,458</b>	<b>\$ 134,732,772</b>	<b>94.8%</b>	<b>\$ 144,868,595</b>	<b>\$ 129,550,455</b>	<b>89.4%</b>	<b>93%</b>	<b>\$ (5,182,317)</b>	<b>-4%</b>	
<b>Operating Costs</b>										
<b>Personnel &amp; Benefits</b>										
Instructional/Faculty-Full Time	\$ 23,011,520	\$ 20,323,801	88.3%	\$ 25,231,607	\$ 22,047,811	87.4%		\$ 1,724,010	8%	
Administrative	\$ 19,855,262	\$ 18,059,300	91.0%	\$ 21,807,449	\$ 18,419,757	84.5%		\$ 360,457	2%	
Career (Non-Instructional)	\$ 22,055,710	\$ 18,511,882	83.9%	\$ 23,893,276	\$ 19,952,706	83.5%		\$ 1,440,825	8%	
Adjunct/Supplemental/Instr OPS	\$ 12,785,639	\$ 13,811,119	108.0%	\$ 15,053,617	\$ 15,614,881	103.7%		\$ 1,803,762	13%	primarily reflects final summer pay and the increase in adjuncts in Fall
Non-Instructional OPS and Overtime	\$ 2,063,160	\$ 2,201,977	106.7%	\$ 2,657,669	\$ 2,341,868	88.1%		\$ 139,891	6%	
Student Assistants	\$ 500,000	\$ 312,284	62.5%	\$ 500,000	\$ 360,149	72.0%		\$ 47,865	15%	Timing difference of journal entry that transfers student federal work study expense out of the operating budget
Personnel Benefits	\$ 23,222,983	\$ 21,291,231	91.7%	\$ 21,537,702	\$ 20,436,355	94.9%		\$ (854,876)	-4%	
<b>Total Personnel &amp; Benefits</b>	<b>\$ 103,494,273</b>	<b>\$ 94,511,594</b>	<b>91.3%</b>	<b>\$ 110,681,320</b>	<b>\$ 99,173,527</b>	<b>89.6%</b>	<b>89%</b>	<b>\$ 4,661,933</b>	<b>5%</b>	
<b>Current Expense</b>										
Travel	\$ 526,367	\$ 644,511	122.4%	\$ 578,631	\$ 618,272	106.9%		\$ (26,239)	-4%	
Repairs & Maintenance	\$ 1,071,939	\$ 957,842	89.4%	\$ 1,200,032	\$ 998,279	83.2%		\$ 40,438	4%	
Rentals/Leases	\$ 422,541	\$ 344,694	81.6%	\$ 430,012	\$ 266,639	62.0%		\$ (78,054)	-23%	
Insurance (Non-Health)	\$ 2,025,368	\$ 1,780,771	87.9%	\$ 2,025,368	\$ 1,636,939	80.8%		\$ (143,832)	-8%	
Utilities	\$ 6,443,555	\$ 5,087,429	79.0%	\$ 6,255,055	\$ 5,198,620	83.1%		\$ 111,192	2%	
Services and Fees	\$ 4,116,065	\$ 3,193,057	77.6%	\$ 4,430,637	\$ 3,432,150	77.5%		\$ 239,093	7%	
Scholarships/Fee Waivers	\$ 1,110,895	\$ 692,492	62.3%	\$ 1,110,895	\$ 872,434	78.5%		\$ 179,942	26%	
Materials and Supplies	\$ 6,477,920	\$ 5,637,154	87.0%	\$ 6,614,473	\$ 5,491,082	83.0%		\$ (146,072)	-3%	
Tech Expense/Licensing	\$ 1,956,061	\$ 1,208,247	61.8%	\$ 2,126,939	\$ 2,061,672	96.9%		\$ 853,425	71%	increase primarily due to increased maintenance & licensing costs associated with both educational and administrative software
Bad Debt/Unemployment Comp/Misc	\$ 817,625	\$ 15,556	1.9%	\$ 1,170,257	\$ 1,808	0.2%		\$ (13,748)	-88%	
Other Current Expense	\$ 5,950,000	\$ 5,051,485	84.9%	\$ 3,157,455	\$ 1,267,405	40.1%		\$ (3,784,080)	-75%	due to \$3.7M transfer out to Plant Fund in prior year
<b>Total Current Expense</b>	<b>\$ 30,918,336</b>	<b>\$ 24,613,236</b>	<b>79.6%</b>	<b>\$ 29,099,754</b>	<b>\$ 21,845,300</b>	<b>75.1%</b>	<b>79%</b>	<b>\$ (2,767,935)</b>	<b>-11%</b>	
<b>Capital Spending</b>										
Computer Refresh Leases	\$ 2,126,836	\$ 1,631,319	76.7%	\$ 2,839,737	\$ 1,655,156	58.3%	79%	\$ 23,837	1%	
Capital Purchases- Non-Recurring	\$ 1,024,978	\$ 2,362,895	230.5%	\$ 2,247,784	\$ 1,498,240	66.7%	71%	\$ (864,655)	-37%	
Debt Service - Construction Obligations	\$ 4,500,000	\$ -	0.0%	\$ -	\$ -	0.0%		\$ -	0%	
<b>Total Capital Spending</b>	<b>\$ 7,651,814</b>	<b>\$ 3,994,214</b>	<b>52.2%</b>	<b>\$ 5,087,521</b>	<b>\$ 3,153,396</b>	<b>62.0%</b>		<b>\$ (840,817)</b>	<b>-21%</b>	
<b>Total Operating Costs - Fund 1x</b>	<b>\$ 142,064,423</b>	<b>\$ 123,119,043</b>	<b>86.7%</b>	<b>\$ 144,868,595</b>	<b>\$ 124,172,224</b>	<b>85.7%</b>	<b>86%</b>	<b>\$ 1,053,180</b>	<b>1%</b>	
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ 85,035</b>	<b>\$ 11,613,729</b>		<b>\$ (0)</b>	<b>\$ 5,378,232</b>			<b>\$ (6,235,497)</b>	<b>-54%</b>	

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

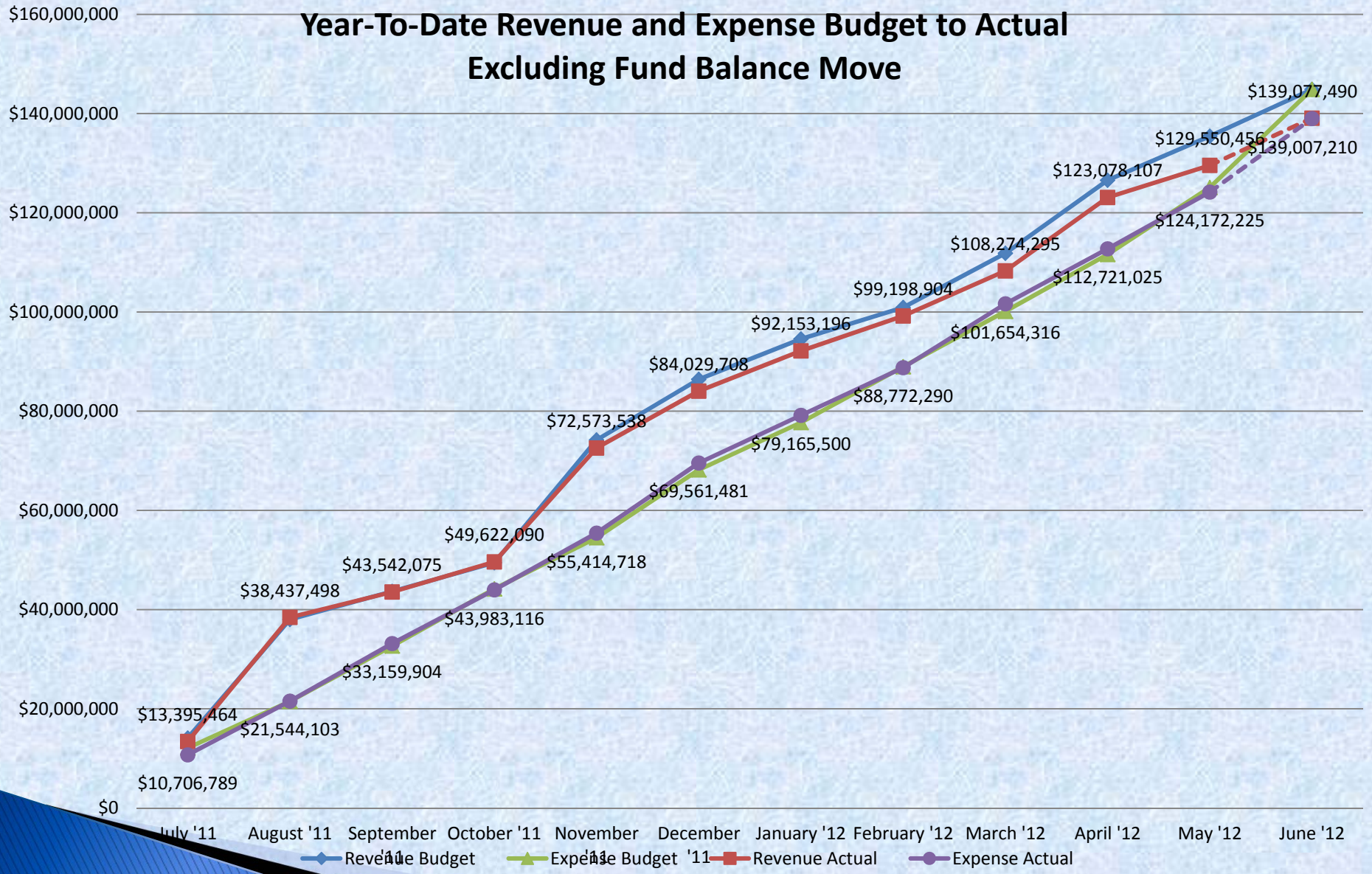


# Board of Trustees Financial Report

June 2012

# St. Petersburg College Operating Budget

## Year-To-Date Revenue and Expense Budget to Actual Excluding Fund Balance Move



**FY2011-2012 FUND 1x BUDGET TO ACTUAL REPORTING: July 1 - May 31**

Revenue	FY11-12 Budget	FY11-12 YTD Actual	% of YTD Budgeted Revenue	Year to Date %	\$ YOY Variance	% YOY Variance	Variance Explanation
<b>Revenue</b>							
Student Tuition & Out-of-State Fees	\$ 61,777,468	\$ 57,959,638	93.8%		\$ 1,064,784	2%	
State Appropriation - CCPF	\$ 54,013,658	\$ 49,862,647	92.3%		\$ (1,257,744)	-2%	
Federal Stabilization Funds	\$ -	\$ -	0.0%		\$ (5,180,294)	-100%	Federal Stabilization Funds ended in FY11
State Appropriation - Lottery	\$ 8,056,423	\$ 6,195,599	76.9%		\$ 372,323	6%	
Operating Cost for New Facilities	\$ 391,365	\$ -	0.0%		\$ -	0%	
Distance Learning Fee	\$ 3,147,188	\$ 3,222,172	102.4%		\$ 97,474	3%	
Technology Fee	\$ 3,059,794	\$ 2,784,553	91.0%		\$ 25,193	1%	
Lab Revenue Fees	\$ 2,620,549	\$ 1,888,801	72.1%		\$ (524,416)	-22%	Primarily due to reductions the College has made to lab fees
Other Revenues	\$ 3,900,474	\$ 3,446,522	88.4%		\$ 13,448	0%	
Other Student Fees	\$ 1,716,792	\$ 1,613,159	94.0%		\$ (139,150)	-8%	
Fund Transfers In	\$ 2,465,057	\$ 2,577,364	104.6%		\$ 346,065	16%	timing difference of revenue transferred last year vs this year
Revenue Stabilization Reserve	\$ 2,150,500	\$ -	0.0%		\$ -	0%	
One-Time Non-Recurring Funds	\$ 1,569,328	\$ -	0.0%		\$ -	0%	
<b>Total Revenues - Fund 1x</b>	<b>\$ 144,868,595</b>	<b>\$ 129,550,455</b>	<b>89.4%</b>	<b>93%</b>	<b>\$ (5,182,317)</b>	<b>-4%</b>	
<b>Operating Costs</b>							
<b>Personnel &amp; Benefits</b>							
Instructional/Faculty-Full Time	\$ 25,231,607	\$ 22,047,811	87.4%		\$ 1,724,010	8%	
Administrative	\$ 21,807,449	\$ 18,419,757	84.5%		\$ 360,457	2%	
Career (Non-Instructional)	\$ 23,893,276	\$ 19,952,706	83.5%		\$ 1,440,825	8%	
Adjunct/Supplemental/Instr OPS	\$ 15,053,617	\$ 15,614,881	103.7%		\$ 1,803,762	13%	primarily reflects final summer pay and the increase in adjuncts in Fall
Non-Instructional OPS and Overtime	\$ 2,657,669	\$ 2,341,868	88.1%		\$ 139,891	6%	
Student Assistants	\$ 500,000	\$ 360,149	72.0%		\$ 47,865	15%	Timing difference of journal entry that transfers student federal work study expense out of the operating budget
Personnel Benefits	\$ 21,537,702	\$ 20,436,355	94.9%		\$ (854,876)	-4%	
<b>Total Personnel &amp; Benefits</b>	<b>\$ 110,681,320</b>	<b>\$ 99,173,527</b>	<b>89.6%</b>	<b>89%</b>	<b>\$ 4,661,933</b>	<b>5%</b>	
<b>Current Expense</b>							
Travel	\$ 578,631	\$ 618,272	106.9%		\$ (26,239)	-4%	
Repairs & Maintenance	\$ 1,200,032	\$ 998,279	83.2%		\$ 40,438	4%	
Rentals/Leases	\$ 430,012	\$ 266,639	62.0%		\$ (78,054)	-23%	
Insurance (Non-Health)	\$ 2,025,368	\$ 1,636,939	80.8%		\$ (143,832)	-8%	
Utilities	\$ 6,255,055	\$ 5,198,620	83.1%		\$ 111,192	2%	
Services and Fees	\$ 4,430,637	\$ 3,432,150	77.5%		\$ 239,093	7%	
Scholarships/Fee Waivers	\$ 1,110,895	\$ 872,434	78.5%		\$ 179,942	26%	
Materials and Supplies	\$ 6,614,473	\$ 5,491,082	83.0%		\$ (146,072)	-3%	
Tech Expense/Licensing	\$ 2,126,939	\$ 2,061,672	96.9%		\$ 853,425	71%	increase primarily due to increased maintenance & licensing costs associated with both educational and administrative software
Bad Debt/Unemployment Comp/Misc	\$ 1,170,257	\$ 1,808	0.2%		\$ (13,748)	-88%	
Other Current Expense	\$ 3,157,455	\$ 1,267,405	40.1%		\$ (3,784,080)	-75%	due to \$3.7M transfer out to Plant Fund in prior year
<b>Total Current Expense</b>	<b>\$ 29,099,754</b>	<b>\$ 21,845,300</b>	<b>75.1%</b>	<b>79%</b>	<b>\$ (2,767,935)</b>	<b>-11%</b>	
<b>Capital Spending</b>							
Computer Refresh Leases	\$ 2,839,737	\$ 1,655,156	58.3%	79%	\$ 23,837	1%	
Capital Purchases- Non-Recurring	\$ 2,247,784	\$ 1,498,240	66.7%	71%	\$ (864,655)	-37%	
Debt Service - Construction Obligations	\$ -	\$ -	0.0%		\$ -	0%	
<b>Total Capital Spending</b>	<b>\$ 5,087,521</b>	<b>\$ 3,153,396</b>	<b>62.0%</b>		<b>\$ (840,817)</b>	<b>-21%</b>	
<b>Total Operating Costs - Fund 1x</b>	<b>\$ 144,868,595</b>	<b>\$ 124,172,224</b>	<b>85.7%</b>	<b>86%</b>	<b>\$ 1,053,180</b>	<b>1%</b>	
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ (0)</b>	<b>\$ 5,378,232</b>			<b>\$ (6,235,497)</b>	<b>-54%</b>	

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




Amount SSH



June 19, 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.

June 19, 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>
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**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

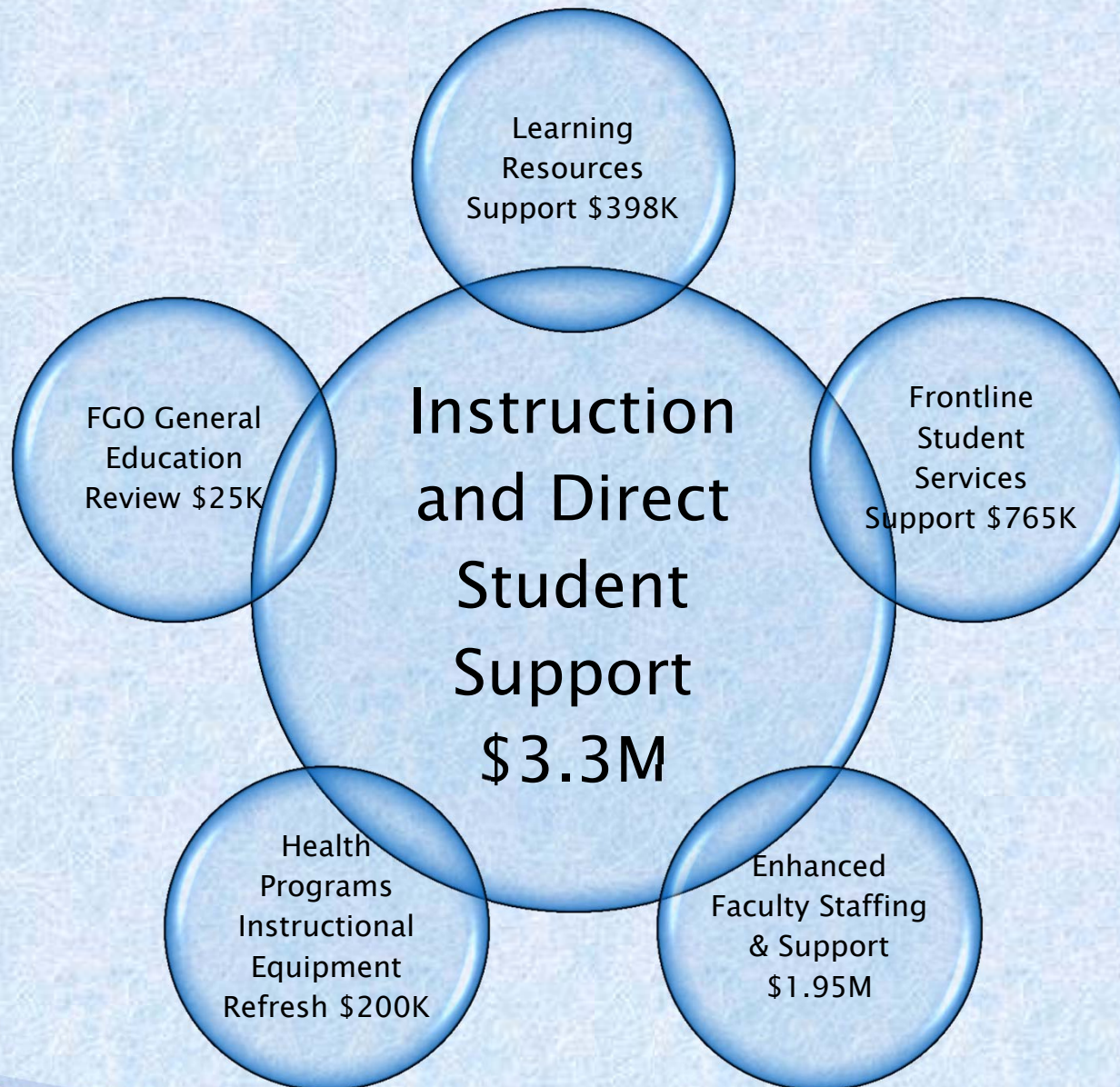
\$185K Career Salary Schedule Adjustments

\$335K Dual Enrollment Expansion

\$127K Adjunct Instruction (hold)

\$150K Facilities Cost Increases

(132,750 sq. feet - Vet Tech, Ethics, HEC Annex etc.)



SSP Early Alert Case  
Management  
Software \$150K  
(\$16K Recurring  
Licensing Fees)

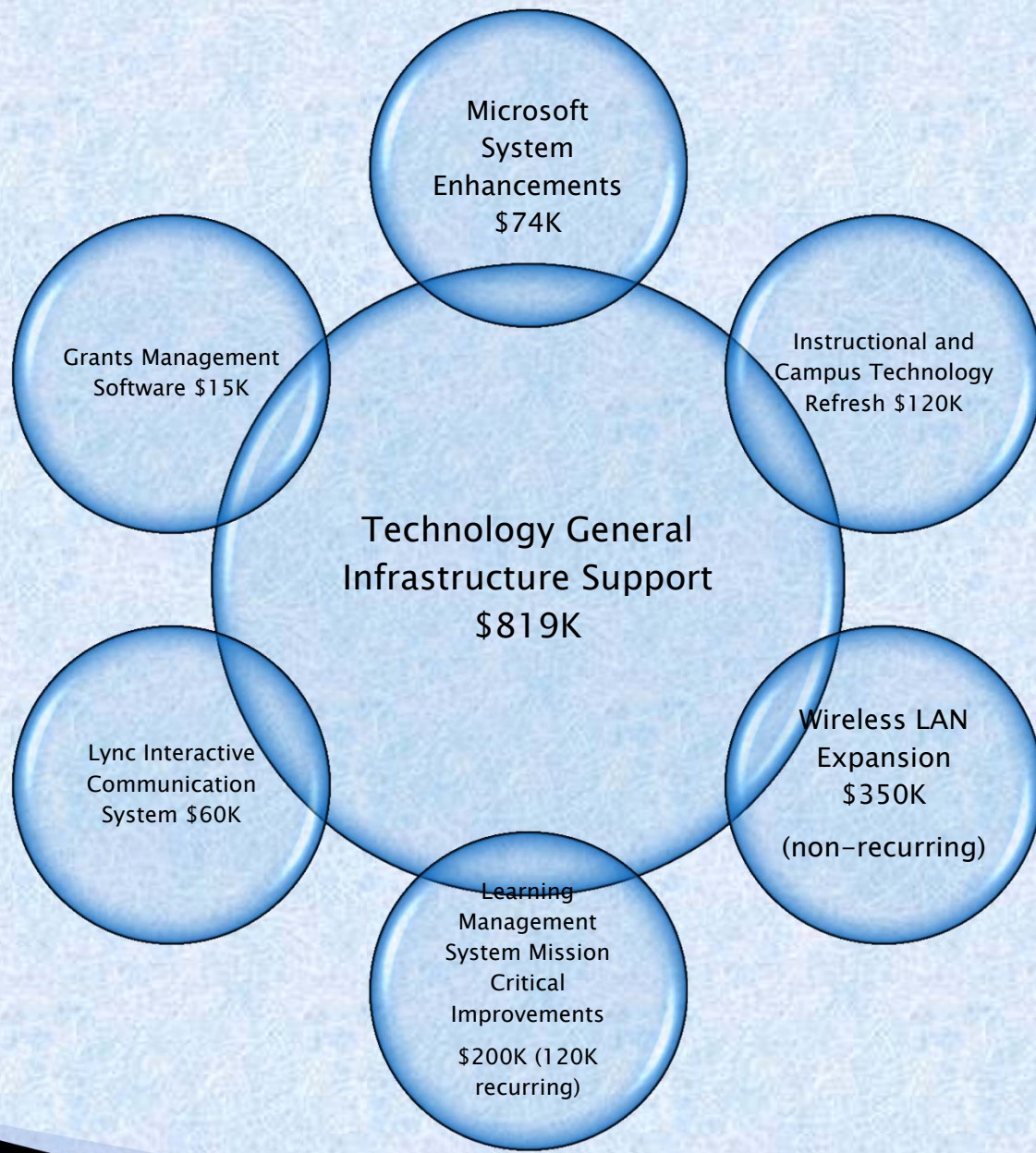
Business Intelligence  
Analysis Support  
\$53K

**College Experience:**  
Student Services  
Portal Learning Plan  
and Graduation  
Status Tools with  
Mobile App  
Enhancements  
\$115K

Technology:  
Productivity Enhancement Tools  
\$391K

Transfer Evaluation  
Module \$21K

Clock Hour Financial  
Aid Automation  
\$52K



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

**Revenue**

**FY12-13 Budget Projection**

**Funds**

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><u>\$141,671,960</u></b>

**Other Sources of Funds**

Revenue Stabilization Reserve	\$2,150,500
One-Time Non-Recurring Funds	\$1,569,328
<b>Total Other Sources of Funds</b>	<b><u>\$3,719,828</u></b>
<b>Total Revenues</b>	<b><u>\$145,391,787</u></b>

Operating Expenses

Personnel & Benefits

Instructional/Faculty-Full Time	\$	27,970,430
Administrative	\$	20,405,375
Career (Non-Instructional)	\$	24,150,492
<b>Total Budgeted Personnel Salaries</b>	<b>\$</b>	<b>72,526,298</b>
LDAdjunct/Supp	\$	11,409,566
UDAdjunct/Supp	\$	3,202,934
Open Campus Adjunct/Supp	\$	560,214
Other Instructional OPS	\$	343,353
Non-Instructional OPS and Overtime	\$	2,950,707
Employee Benefits - Retirement	\$	3,606,315
Employee Benefits - FICA/Medicare	\$	5,517,662
Employee Benefits - Health/Dental/Wellness	\$	12,371,902
Employee Benefits - Other	\$	324,158
Benefit Contingency	\$	-
Student Assistants	\$	500,000
Compensated Absences	\$	209,718
<b>Total Personnel &amp; Benefits</b>	<b>\$</b>	<b>113,522,825</b>

Current Expense & Contingencies

Travel	\$	602,964
Freight/Postage/Communication	\$	683,798
Printing/Copying	\$	192,096
Repairs & Maintenance	\$	1,217,864
Rentals/Leases	\$	474,271
Insurance	\$	1,725,368
Utilities	\$	6,235,055
Services and Fees	\$	4,972,079
Supplies	\$	5,442,804
Scholarships/Fee Waivers	\$	610,895
Transfers Out	\$	500,000
Bad Debt/Unemployment Comp/Misc	\$	1,147,782
Tech Expense/Licensing	\$	2,504,455
<b>Subtotal Current Expense</b>	<b>\$</b>	<b>26,309,431</b>

Contingencies

Operations and Strategic Allocation TBD	\$	-
Distance Fee Contingency	\$	63,187
Technology Fee Contingency	\$	46,212
General Contingency	\$	1,214,976
<b>Subtotal Contingencies</b>	<b>\$</b>	<b>1,324,375</b>
<b>Total Current Expense &amp; Contingencies</b>	<b>\$</b>	<b>27,633,806</b>

Capital Spending

Computer/Technology Refresh Leases	\$	3,254,815
One-Time Capital Purchases	\$	980,341
<b>Total Capital Spending</b>	<b>\$</b>	<b>4,235,156</b>

**Total Current and Capital Expenses** \$ 31,868,962

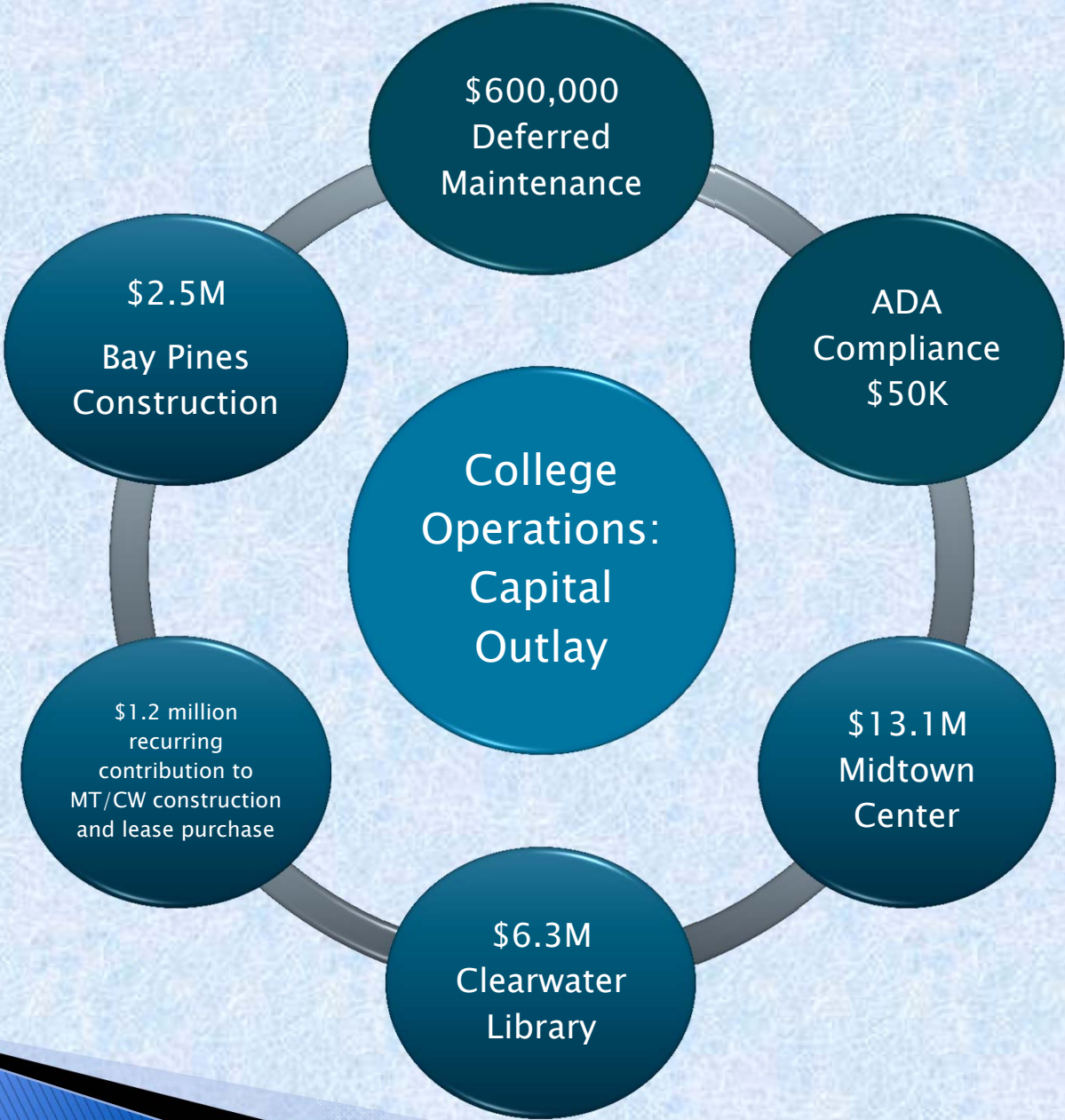
**Total Operating Costs** \$ 145,391,787

**Total Remaining Funds** \$ 0

**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>	<u><u>\$36,257,240.75</u></u>

# 2012-13 Capital Outlay Highlights





<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>	

Questions?

**FY12-13 Funded Strategic Priorities**

Strategic Priorities	Strategic Requests	General Operating	General Operating Reallocatable	Technology	Distance	One-Time Capital Equipment	Capital Improvement Fee	Total	Fund 2x Reallocatable	FY11-12 Current Operating	Allocated Budget
Funds		\$899,897	\$979,309	\$217,421	\$311,299	\$900,023	\$1,829,002	\$5,136,952	\$42,846	\$300,000	\$5,479,798
Instruction and Direct Student Support	College Experience - New Frontline Support Positions	\$297,637						\$297,637			\$297,637
	College Experience - 5 Positions Reallocated for Frontline Support		\$216,652					\$216,652	\$42,846		\$259,499
	Career Development		\$120,443					\$120,443			\$120,443
	Midtown Campus Leadership		\$87,003					\$87,003			\$87,003
	Learning Resource Support	\$35,510	\$332,211				\$30,000	\$397,721			\$397,721
	FGO Resources for GenEd Review	\$25,000						\$25,000			\$25,000
	Health Programs Major Instructional Equipment						\$200,000	\$200,000			\$200,000
Technology: Productivity Enhancement Tools	College Experience -Early Alert	\$87,000		\$42,210	\$20,790			\$150,000		\$150,000	\$300,000
	Student Services Mobile Apps			\$15,000				\$15,000		\$60,000	\$75,000
	BI Reports Specialist		\$52,622					\$52,622			\$52,622
	Transfer Evaluation System from College Source	\$21,000						\$21,000			\$21,000
	Awarding Clock Hour Aid	\$7,289	\$45,000					\$52,289		\$36,309	\$88,598
Technology General Infrastructure Support	Microsoft System Enhancements	\$47,198			\$27,184			\$74,382			\$74,382
	Instructional and Campus Technology Refresh - Allstate			\$2,700				\$2,700			\$2,700
	Instructional and Campus Technology Refresh - Clearwater			\$20,700				\$20,700			\$20,700
	Instructional and Campus Technology Refresh - St. Pete Gibbs			\$23,400				\$23,400			\$23,400
	Instructional and Campus Technology Refresh - EpiCenter			\$10,000				\$10,000			\$10,000
	Instructional and Campus Technology Refresh - Downtown/Midtown			\$6,300				\$6,300			\$6,300
	Instructional and Campus Technology Refresh - Seminole			\$14,400				\$14,400			\$14,400
	Instructional and Campus Technology Refresh - Tarpon			\$14,400				\$14,400			\$14,400
	Instructional and Campus Technology Refresh - Libraries			\$10,000				\$10,000			\$10,000
	Instructional and Campus Technology Refresh - HEC			\$8,100				\$8,100			\$8,100
	Instructional and Campus Technology Refresh - District Office/EpiServices	\$10,000						\$10,000			\$10,000
	Wireless LAN Mgmt/Infrastructure						\$350,000	\$350,000			\$350,000
	Learning Management System Mission Critical Improvements				\$200,138			\$200,138			\$200,138
	Microsoft Lync Roll-Out					\$60,000		\$60,000			\$60,000
Grants Management Database	\$14,500						\$14,500			\$14,500	

Other Funded Priorities	Achieving the Dream	\$50,000						\$50,000			\$50,000
	Interactive Circuit Simulation Software			\$4,000				\$4,000			\$4,000
	Model UN Program	\$40,763						\$40,763			\$40,763
	CETL Staff Assistant		\$28,517					\$28,517			\$28,517
	College Experience - Training	\$30,000	\$96,862					\$126,862			\$126,862
	SVP Academic Affairs Resources for GenEd Review	\$25,000						\$25,000			\$25,000
	Expanded Marketing/Advertising	\$59,000						\$59,000			\$59,000
	ADA						\$50,000	\$50,000			\$50,000
	Deferred Maintenance						\$600,000	\$600,000			\$600,000
	Campus Network Infrastructure						\$0	\$0			\$0
	New Facilities	\$150,000						\$150,000			\$150,000
	Allstate - Tech Equipment					\$15,297		\$15,297			\$15,297
	Clearwater - Tech Equipment					\$117,277		\$117,277			\$117,277
	St. Pete Gibbs - Tech Equipment					\$132,574		\$132,574			\$132,574
	EpiCenter - Tech Equipment					\$50,700		\$50,700			\$50,700
	Downtown/Midtown - Tech Equipment					\$35,693		\$35,693			\$35,693
	Seminole - Tech Equipment					\$81,584		\$81,584			\$81,584
	Tarpon - Tech Equipment					\$81,584		\$81,584			\$81,584
	Libraries - Tech Equipment					\$5,700		\$5,700			\$5,700
	HEC - Tech Equipment					\$45,891		\$45,891			\$45,891
District Office/EpiServices - Tech Equipment					\$5,700		\$5,700			\$5,700	
<b>Remaining Funds</b>		<b>\$0</b>	<b>\$0</b>	<b>\$46,211</b>	<b>\$63,187</b>	<b>\$268,023</b>	<b>\$599,002</b>	<b>\$976,423</b>	<b>\$0</b>	<b>\$53,691</b>	<b>\$4,449,684</b>

**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>
LDAAdjunct/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>\$ 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>\$ 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>\$ 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**

Category 1: One time Academic/Instructional				One-Time Items	Disc Budget	Total Budget		
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>
Category 2: One time Non Academic/Administrative				One-Time Items	Disc Budget	Total Budget		
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>\$ 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**

Category 3: Collegewide Enterprise Systems & Infrastructure Enhancement				Recurring Leases	FY11-12 Disc Budget Not put into Recur Lease as of 3/2012	FY12-13 New Recur Tech Budget	New FY12-13 Disc Budget	Total Budget		
Learning Management Systems				\$ 163,727	\$ 62,791	\$ 119,820	\$ 69,219	\$ 415,557		
Administrative Systems and Programming				\$ 166,128	\$ 192,446	\$ 89,382	\$ -	\$ 447,956		
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>\$ 1,602,601</b>		<b>27.83%</b>
Category 4: Computer/Server Refresh-Lease College wide (Academic and Non Academic)				Recurring Leases	FY11-12 Disc Budget Not put into Recur Lease as of 3/2012	FY12-13 New Recur Tech Budget	New FY12-13 Disc Budget	Total 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	\$ 85,758		
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>\$ 1,652,214</b>		<b>28.69%</b>
Licensing/Maintenance								\$ 2,504,455		43.49%
<b>Total Capital Spending Plan</b>								<b>\$ 5,759,270</b>		

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

	FY12-13 Budget Projection
<b>Projected Sources of Revenue</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>	<u><u>\$36,257,240.75</u></u>
<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>	<u><u>\$ 1,732,740.30</u></u>
<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>	<u><u>\$25,673,937.00</u></u>
<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>	<u><u>\$ 1,200,000.00</u></u>
<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>	<u><u>\$ 1,261,828.66</u></u>
<b>Debt Service - Construction Obligations and Bonds</b>	\$ 3,804,388.00
<b>Total Expenses</b>	<u><u>\$33,672,893.96</u></u>
<b>Total Remaining Funds</b>	\$ 2,584,346.78
<b>Pending Projects for Funding</b>	

**Tuition Revenue Calculation from Guaranteed Schedule**

Tuition FY12-13	% Inc	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	FY12-13 UD Out of State Cap Impr Fee
	5%	\$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	\$ 6.55

		FOR BUDGET						
Performance Factor	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
Total								
LD	7.42	620,431	0	620,431	\$ 50,454,997.13	\$ 4,544,160.47	\$ 54,999,157.60	\$ 54,119,171.08
UD	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

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	205,403	\$2,526,460
\$ 342,203.94	\$ 41,086.84	\$ 383,290.78	54,509	\$804,550
\$ 2,820,850.46	\$ 339,257.03	\$ 3,160,107.49	259,912	\$3,331,010

PSAV	Total Contact Hours	Calculated Tuition Fee	Calculated Out of State Fee	Total Calculated Tuition	Total Calculated Tuition w/Reserve Factor
Fall	22,766	\$ 52,135.06	\$ 4,705.82	\$ 56,840.88	\$ 55,931.42
Spring	45,886	\$ 105,078.17	\$ 9,484.57	\$ 114,562.73	\$ 112,729.73
Summer	22,985	\$ 52,636.76	\$ 4,751.10	\$ 57,387.86	\$ 56,469.65
	91,638	\$ 209,849.99	\$ 18,941.48	\$ 228,791.47	\$ 225,130.81

LD	UD	Calculated Out of State CIF	Total Calculated CIF	Total Calculated CIF w/Reserve Factor
		\$ 5,645,921.78	\$ 315,675.27	\$ 5,961,597.05
		\$ 496,270.58	\$ 14,888.12	\$ 511,158.69
		\$ 6,142,192.35	\$ 330,563.39	\$ 6,472,755.75


Total Credit and PSAV Tuition \$ 61,803,967.62



June 19, 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.**

**6Hx23-2.04 Right of the Board to Request Examination** The proposed change will repeal the Rule as it is no longer necessary since the authority is provided in College Rule 6Hx23-2.02 General Employment Rules. *Submitted by Patty Jones.*

**6Hx23-2.07 Terminal Pay (Sick, Vacation, DROP)** The proposed revisions will streamline the policy statement of the College as well as shift procedural provisions to College procedures. *Submitted by Patty Jones.*

**6Hx23-2.08 Requirements of Records for All Employees** The proposed revisions will state the policy statement of the College as well as shift procedural provisions to the existing College Procedure P6Hx23-2.08 Procedure: Requirements of Records for All Employees. *Submitted by Patty Jones.*

**6Hx23-2.10 Evaluation of College Personnel** The proposed revisions will streamline the Rule as well as shift procedural provisions to College procedures. *Submitted by Patty Jones.*

**6Hx23-2.14 Workday and Workweek** The proposed change will streamline the College's policy statement regarding workday/workweek and shift procedural provisions to College procedures. *Submitted by Patty Jones.*

**6Hx23-2.15 Employment – Career Service Personnel** The proposed change will update provisions related to probationary status and shift procedural provisions, including provisions related to classification of personnel, to College procedures. *Submitted by Patty Jones.*

**6Hx23-2.20 Employment – Administrative/Professional Personnel** The proposed change will streamline the Rule, retain provisions related to policy and shift procedural provisions to College procedures. *Submitted by Patty Jones.*

**6Hx23-2.21 Contracts for Instructional Personnel – Continuing Contracts** The proposed change will revise and streamline the policy regarding awarding continuing contracts pursuant to applicable law, and shift procedural provisions to the existing Procedure P6Hx23-2.21, currently titled Procedure: Administrative Leave From a Continuing Contract, to be retitled, Procedure: Contracts for Instructional Personnel – Continuing Contracts. *Submitted by Patty Jones.*

**6Hx23-2.201 Employment – Full-Time Instructional Personnel** The proposed change will streamline the existing Rule and shift procedural provisions to College procedures. *Submitted by Patty Jones.*

**6Hx23-2.202 Determining Equated Credit Hour (ECH) Values** The proposed change will repeal the Rule and move provisions in their entirety to College procedures. *Submitted by Patty Jones.*

**6Hx23-2.211 Instructional Contracts Other Than 12-Month** The proposed change will streamline the College’s existing policy statement and provide authority to establish and maintain procedures regarding instructional contracts. Procedural provisions will be shifted to existing College Procedure P6Hx23-2.211 Procedure: Instructional Contracts Other Than 12-Month. *Submitted by Patty Jones.*

**6Hx23-2.27 Resignation** The proposed change will streamline the College’s policy statement and shift procedural provisions to College procedures. *Submitted by Patty Jones.*

**6Hx23-2.33 Military and National Guard Leave** The proposed change will streamline the College’s policy statement regarding Military and National Guard leave and move procedural provisions to a new Procedure P6Hx23-2.33 Military and National Guard Leave. *Submitted by Patty Jones.*

**6Hx23-2.35 Family and Medical Leave** The proposed change will streamline the College’s policy statement regarding Family and Medical Leave (FMLA) and shift procedural provisions of the implementation of such policy to College procedures. *Submitted by Patty Jones.*

**6Hx23-2.39 Holiday Leave** The proposed change will update the Rule and delete information that is no longer necessary. *Submitted by Patty Jones.*

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.

ps0607122

<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>Right of the Board to Request Examination</b>	<a href="#">6Hx23-2.04</a>	<a href="#">1001.64 (2) &amp; (4)</a> , F.S.	Board of trustees authorized to adopt rules pursuant to Chapter 120, FS.	Rule repealed; authority already provided in 6Hx23-2.02, <i>General Employment Rules</i> .	
<b>Terminal Pay (Sick, Vacation, DROP)</b>	<a href="#">6Hx23-2.07</a>	<a href="#">1001.64 (2), (4) &amp; (18)</a> , <a href="#">1012.855</a> , <a href="#">1012.865</a> , F.S.	Board of trustees authorized to adopt and revise rules related to vacation and sick leave pursuant to 1001.64(18)FS.	Rule updated and streamlined and procedural provisions moved to College Procedure.	P6Hx23-2.07 Procedural language moved from Rule 6Hx23-2.07, <i>Terminal Pay</i> to new Procedure.
<b>Requirements of Records for all Employees</b>	<a href="#">6Hx23-2.08</a>	<a href="#">1001.64 (2), (4) &amp; (18)</a> , <a href="#">1012.81</a> , <a href="#">1012.855</a> , F.S.; Rule <a href="#">6A-14.047</a> , F.A.C	Board of trustees authorized to adopt and revise rules related to employee records and personnel policy pursuant to 1001.64(18)FS.	Rule updated and streamlined and procedural provisions moved to College Procedure.	P6Hx23-2.08 Procedural language moved from Rule 6Hx23-2.08, <i>Requirements of Records for all Employees</i> to Procedure.
<b>Evaluation of College Personnel</b>	<a href="#">6Hx23-2.10</a>	<a href="#">1001.64 (2), (4) &amp; (18)</a> , <a href="#">1012.855</a> , <a href="#">1008.45</a> , F.S.; Rule <a href="#">6A-14.0261</a> , F.A.C.	Board of trustees authorized to adopt and revise rules related to employee evaluation pursuant to 1001.64(18)FS.	Rule updated and streamlined and procedural provisions moved to College Procedure.	P6Hx23-2.10 Procedural language moved from Rule 6Hx23-2.10, <i>Evaluation of College Personnel</i> to new Procedure.
<b>Workday and Workweek</b>	<a href="#">6Hx23-2.14</a>	<a href="#">1001.64 (2), (4) &amp; (18)</a> , <a href="#">1012.855</a> , <a href="#">1012.865</a> , F.S.	Board of trustees authorized to adopt and revise rules related to personnel matters pursuant to 1001.64(18)FS.	Rule updated and streamlined and procedural provisions moved to College Procedure.	P6Hx23-2.14 Procedural language moved from Rule 6Hx23-2.14, <i>Workday and Workweek</i> to new Procedure.
<b>Employment – Career Service Personnel</b>	<a href="#">6Hx23-2.15</a>	<a href="#">1001.64 (2), (4) &amp; (18)</a> , <a href="#">1012.855</a> , <a href="#">1008.45</a> , F.S.; Rule <a href="#">6A-14.029</a> , F.A.C.	Board of trustees authorized to adopt and revise rules related to personnel matters pursuant to 1001.64(18)FS.	Rule updated and streamlined and procedural provisions moved to College Procedure.	P6Hx23-2.15 Procedural language moved from Rule 6Hx23-2.15, <i>Employment – Career Service Personnel</i> to new Procedure.
<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>Authority</b>			
<b>Employment – Administrative/ Professional Personnel</b>	<a href="#">6Hx23-2.20</a>	<a href="#">1001.64 (2), (4) &amp; (18), 1012.855, F.S.;</a> Rule <a href="#">6A-14.0261</a> , F.A.C.	Board of trustees authorized to adopt and revise rules related to personnel matters pursuant to 1001.64(18) FS.	Rule updated and streamlined and procedural provisions moved to College Procedure.	P6Hx23-2.20 Procedural language moved from Rule 6Hx23-2.20, <i>Employment – Administrative/Professional Personnel</i> to new Procedure.
<b>Contracts for Instructional Personnel – Continuing Contracts</b>	<a href="#">6Hx23-2.21</a>	<a href="#">1001.64 (2), (4) &amp; (18), 1012.83, 1012.855, 1008.45, F.S.;</a> Rule <a href="#">6A-14.0411</a> , F.A.C.	Board of trustees authorized to adopt and revise rules related to personnel contracts pursuant to 1001.64(18)FS.	Rule updated and streamlined and procedural provisions moved to College Procedure.	P6Hx23-2.21 Procedural language moved from Rule 6Hx23-2.21, <i>Contracts for Instructional Personnel – Continuing Contracts</i> to Procedure.
<b>Employment – Full-Time Instructional Personnel</b>	<a href="#">6Hx23-2.201</a>	<a href="#">1001.64 (2), (4) &amp; (18), 1012.81, 1012.855, 1008.45, F.S.</a>	Board of trustees authorized to adopt and revise rules related to personnel matters pursuant to 1001.64(18)FS.	Rule updated and streamlined and procedural provisions moved to College Procedure.	P6Hx23-2.201 Procedural language moved from Rule 6Hx23-2.201, <i>Employment – Full-Time Instructional Personnel</i> to new Procedure.
<b>Determining Equated Credit Hour (ECH) Values</b>	<a href="#">6Hx23-2.202</a>	<a href="#">1001.64 (2) &amp; (4), F.S.</a>	Board of trustees authorized to adopt rules pursuant to Chapter 120, FS.	Rule repealed; All provisions moved to College Procedure.	P6Hx23-2.202 All language moved from Rule 6Hx23-2.202, <i>Determining Equated Credit Hour (ECH) Values</i> to new Procedure.
<b>Instructional Contracts Other Than 12-Month</b>	<a href="#">6Hx23-2.211</a>	<a href="#">1001.64 (2), (4) &amp; (18), 1012.855, 1012.83, F.S.;</a> Rule <a href="#">6A-14.041</a> , F.A.C.	Board of trustees authorized to adopt and revise rules related to personnel contracts pursuant to 1001.64(18)FS.	Rule updated and streamlined and procedural provisions moved to College Procedure.	P6Hx23-2.211 Procedural language moved from Rule 6Hx23-2.211, <i>Instructional Contracts Other Than 12-Month</i> to Procedure.
<b>Resignation</b>	<a href="#">6Hx23-2.27</a>	<a href="#">1001.64 (2), (4) &amp; (18), 1012.855, F.S.</a>	Board of trustees authorized to adopt and revise rules related to personnel matters pursuant to 1001.64(18)FS.	Rule updated and streamlined and procedural provisions moved to College Procedure.	P6Hx23-2.27 Procedural language moved from Rule 6Hx23-2.27, <i>Resignation</i> to new Procedure.
<b><i>BOT RULE</i></b>	<i>Citation</i>	<i>FS Statutory and SBE</i>	<i>Board’s Authority</i>	<i>College policy and revision</i>	<i>Corresponding College Procedure</i>

		<i>Authority</i>			
<b>Military and National Guard Leave</b>	<a href="#">6Hx23-2.33</a>	<a href="#">1001.64 (2), (4) &amp; (18), 115.07, 115.09, 115.14, 250.48, 250.481, 250.482, 121.111, 295.09</a> , F.S.; Rule <a href="#">6A-14.0432</a> , F.A.C.	Board of trustees authorized to adopt and revise rules related to leave policies pursuant to 1001.64(18)FS.	Rule updated and streamlined and procedural provisions moved to College Procedure.	P6Hx23-2.33 Procedural language moved from Rule 6Hx23-2.33, <i>Military and National Guard Leave</i> to new Procedure.
<b>Family and Medical Leave</b>	<a href="#">6Hx23-2.35</a>	<a href="#">1001.64 (2), (4) &amp; (18), 1012.865</a> , F.S.	Board of trustees authorized to adopt and revise rules related to leave policies pursuant to 1001.64(18)FS.	Rule updated and streamlined and procedural provisions moved to College Procedure.	P6Hx23-2.35 Procedural language moved from Rule 6Hx23-2.35, <i>Family and Medical Leave</i> to new Procedure.
<b>Holiday Leave</b>	<a href="#">6Hx23-2.39</a>	<a href="#">1001.64 (2), (4) &amp; (18), 1012.855</a> , F.S.	Board of trustees authorized to adopt and revise rules related to leave policies pursuant to 1001.64(18)FS.	Rule updated and streamlined.	

~~The District Board of Trustees may require an employee to submit to a medical examination (physical or psychiatric) by a qualified physician or physicians to be selected by the employee from a list consisting of not less than three names approved by the Board. The Board shall have the right to receive a copy of the report of this examination. The cost of the examination shall be borne by the Board.~~

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

~~Law Implemented: 240.319, 240.355, F.S.; SBE Rule 6A-14.247, F.A.C.~~

History: Formerly - 6H23.6-2.04; Adopted - 10/25/77; Amended, filed and effective - 9/17/81; 6/19/12. To Be Repealed – 6/19/12. Proposed Date To Become Effective – 6/19/12.

6Hx23-2.07 TERMINAL PAY (Sick, Vacation, DROP)

Terminal pay for unused sick leave accumulated at, or transferred to, the College, as well as unused vacation leave accumulated at the College, will be paid to full-time employees upon termination of employment, or to a designated beneficiary if such service was terminated by death. Employees who have officially enrolled in the DROP (Deferred Retirement Option Program) shall have the option of having vacation leave paid at the beginning of their DROP period or elect to defer payment until the DROP period ends, or earlier based upon actual separation of employment date. The Board of Trustees directs and authorizes the President or a designee to establish College Procedures in compliance with state law and regulations related to the calculation and disbursement of terminal pay.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Terminal Pay (Sick, Vacation, DROP, P6Hx23-2.07.**

- I. *TERMINAL SICK PAY - The Board of Trustees will provide terminal sick pay for accumulated sick leave to a full-time budgeted employees hired prior to July 1, 1995 or the employee's beneficiary, except those employees referred to in paragraphs F. and G. herein, under the following conditions and in an amount determined as follows:*
  - A. *Upon retirement or death during the first 3 years of service at the College, the daily rate of pay multiplied by 35 percent times the number of days of accumulated sick leave, or the daily rate of pay multiplied by 60 days, whichever is less.*
  - B. *Upon retirement or death during the next 3 years of service at the College, the daily rate of pay multiplied by 40 percent times the number of days of accumulated sick leave, or the daily rate of pay multiplied by 60 days, whichever is less.*
  - C. *Upon retirement or death during the next 3 years of service at the College, the daily rate of pay multiplied by 45 percent times the number of days of accumulated sick leave, or the daily rate of pay multiplied by 60 days, whichever is less.*
  - D. *Upon retirement, death, or termination during and after the tenth year of service at the College, the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave, or the daily rate of pay multiplied by 60 days, whichever is less.*
  - E. *Upon retirement, death, or termination after completion of 25 years of service at the College, the daily rate of pay multiplied by 75 percent times the number of days of accumulated sick leave, or the daily rate of pay multiplied by 90 days, whichever is less.*
  - F. *Subject to the eligibility requirements above, employees hired on or after July 1, 1995, the terminal pay provisions shall be limited to*

*one-fourth of all unused sick leave accumulated on or after July 1, 1995; however, terminal pay allowable for such accumulated sick leave shall not exceed a maximum of 60 days of actual payment.*

*G. For executive/managerial employees (State Accounting Code 510000) the Board hereby provides terminal pay for accumulated unused sick leave as set forth below.*

- 1. For unused sick leave accumulated before July 1, 2001, terminal pay shall be made pursuant to rules or policies of the Board of Trustees which were in effect on June 30, 2001.*
- 2. For unused sick leave accumulated on or after July 1, 2001, terminal payment may not exceed an amount equal to one-fourth of the employee's unused sick leave or 60 days of the employee's pay, whichever amount is less.*
- 3. If the employee had an accumulated sick leave balance of 60 days or more on June 30, 2001, sick leave earned after that date may not be accumulated for terminal pay purposes until the accumulated leave balance as of June 30, 2001, is less than 60 days.*

*H. Determination of Daily Rate of Pay*

*1. Daily Rate of Pay - Instructional Staff with 36 ECH Contract*

*The daily rate of pay will be calculated by dividing the total annual salary by 195 based on the contractual duty days.*

*2. Daily Rate of Pay - Instructional Staff with 30 ECH Contract*

*The daily rate of pay will be calculated by dividing the total annual salary stated in the contract by 163.*

*3. Daily Rate of Pay - Twelve-Month Faculty, Administrative, Professional and Managerial, and Senior Career Staff*

*The daily rate of pay for twelve-month faculty exempt employees will be calculated by dividing the annual salary by 243.*

*4. This daily rate of pay shall only be used for calculating an employee's terminal sick leave pay as set forth herein and for calculating an employee's accumulated annual vacation leave pay.*



5. *If the College records reflect accrued hours rather than accrued days, then:*
  - a. *For full-time Instructional Staff, 6 hours shall equal 1 day;*
  - b. *For full-time 12-Month Faculty and salaried (exempt) employees, 8 hours shall equal 1 day; part-time salaried shall be prorated according to the standard hours for the position.*
6. *Employees whose original employment date is after May 1, 2001, who are hired for positions funded through grants and/or contracts included in the restricted fund category, are not eligible for terminal sick leave payments.*

## **II. TERMINAL VACATION PAY**

- A. *The accumulated annual vacation leave payment shall be calculated by using the employee's current daily rate of pay. The daily rate of pay shall be determined as set forth herein.*
- B. *A terminating employee or an employee transferring to a less than twelve (12) month instructional position will be paid for accumulated vacation at the current daily rate of pay; provided, however, such payment shall not exceed an amount equal to thirty (30) days of pay.*
- C. *In the case of death, accumulated vacation leave will be paid to the employee's beneficiary, estate, or as provided by law.*
- D. *In the case of retirement, the employee shall be entitled to an accumulated annual vacation leave payment not to exceed 500 hours. For this purpose, accumulated annual vacation leave includes accumulated vacation leave up to 44 days plus earned unused vacation leave for the current calendar year during the year said employee retires not to exceed a total of accumulated annual vacation leave of 500 hours.*

## **III. TERMINAL VACATION DROP PAY**

- A. *Employees who have officially enrolled in the DROP (Deferred Retirement Option Program) shall have the following options:*
  1. *Accumulated annual vacation leave may be paid in the following ways upon entering DROP:*

- a. *Employee may elect to be paid the total (or a portion) of their accumulated vacation amount at the beginning of their DROP period.*
  - b. *Employee may elect to defer payment until their DROP period ends, or earlier, based upon actual separation of employment date.*
2. *Payments will be calculated up to the date of the commencement of the employee's designated DROP period. In the event the employee chooses to receive their accumulated annual vacation leave payment, the employee will continue to accumulate annual vacation leave during their designated DROP period, to the extent permitted by this Rule, but will not be entitled to receive a second accumulated annual vacation leave payment upon termination, except to the extent the employee has earned additional vacation leave which combined with the original payment does not exceed the maximum lump sum permitted by this Rule. Accumulated annual vacation leave that exceeds the maximum provided by the Rule must be used by the time of the employees scheduled termination or such leave will be forfeited.*
3. *Alternatively, an employee electing to participate in DROP may defer payment of their accumulated annual vacation leave until the end of their designated DROP period. In the event the employee chooses to receive their accumulated annual vacation leave payment at the end of their designated DROP period, the employee will continue to accumulate annual vacation leave during their designated DROP period, to the extent permitted by this Rule, and will receive an accumulated annual vacation leave payment upon termination as provided for in paragraph III. A. 2. above.*
4. *Employees who have officially enrolled in DROP shall have their accumulated annual vacation leave paid in a lump sum that may be deposited in an individually owned 403 (b) tax-deferred account at the beginning of their DROP enrollment period.*
5. *Employees hired after May 1, 2001, for a position funded through grants and/or contracts included in the restricted fund category, are not eligible for an accumulated annual vacation leave payment.*

- B. *The accumulated annual vacation leave payment shall be calculated by using the employee's current daily rate of pay. The daily rate of pay shall be determined as set forth herein.*
- C. *A terminating employee or an employee transferring to a less than twelve (12) month instructional position will be paid for accumulated vacation at the current daily rate of pay; provided, however, such payment shall not exceed an amount equal to thirty (30) days of pay.*
- D. *In the case of death, accumulated vacation leave will be paid to the employee's beneficiary, estate, or as provided by law.*
- E. *In the case of retirement, the employee shall be entitled to an accumulated annual vacation leave payment not to exceed 500 hours. For this purpose, accumulated annual vacation leave includes accumulated vacation leave up to 44 days plus earned unused vacation leave for the current calendar year during the year said employee retires not to exceed a total of accumulated annual vacation leave of 500 hours.*

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

Law Implemented: 1001.64(18), 1012.855, 1012.865, F.S.

History: ..... 11/16/99. Filed - 11/16/99. Effective - 11/16/99; 2/15/00. Filed - 2/15/00. Effective - 4/1/00; 4/17/01. Filed - 4/17/01. Effective - 4/17/01; 4/20/04. Filed - 4/20/04. Effective - 4/20/04; 4/21/09. Filed - 4/21/09. Effective - 4/21/09; 6/19/12. To Be Filed - 6/19/12. Proposed Date To Become Effective - 6/19/12.

6Hx23-2.08 REQUIREMENTS OF RECORDS FOR ALL EMPLOYEES

The Board of Trustees directs and authorizes the President to establish procedures related to required records and the processing of newly hired employees to include, but not limited to, records of background screening as

required and verification of employment authorization. Employment will not be considered finalized until all requirements of the Human Resources Department are complete.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Requirements of Records for All Employees, P6Hx23-2.08.**

*Employment will not be considered finalized until all requirements of the Human Resources Department are complete.*

*Required records will consist of the following:*

- I. A completed online application form.*
- II. Official transcripts and/or other evidence of knowledge in subject area, (where applicable).*
- III. Completion of waiver form for fingerprint background screening.*
- IV. An Official Hiring Packet that includes federal and state mandated documentation.*
- V. A physical and/or psychiatric examination certificate if required by the Board of Trustees pursuant to Rule 6Hx23-2.04 or by the President pursuant to Rule 6Hx23-2.02.*
- VI. A notarized loyalty oath as prescribed by Florida statutes.*
- VII. Copy of social security card, where applicable.*
- VIII. A completed Immigration and Naturalization Service I-9 form.*

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

Law Implemented: 1001.64(18), 1012.81, 1012.855, F.S.; Rule 6A-14.047, F.A.C.

History: Former 6Hx23-6-6.01. Readopted 10/25/77. Amended 7/15/71, 6/15/72, 9/17/81, 8/29/85, 7/16/87. Filed 7/16/87. Effective 7/16/87; 5/19/09. Filed – 5/19/09. Effective – 5/19/09; 6/19/12. To Be Filed – 6/19/12. Proposed Date To Become Effective – 6/19/12.

#### 6Hx23-2.10 EVALUATION OF COLLEGE PERSONNEL

Employees of the College in full-time and part-time budgeted positions shall be evaluated in a manner approved by the President and in accordance with the accompanying College procedures related to evaluations. Each official

evaluation of an employee shall become a part of that employee's personnel file.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Evaluation of College Personnel, P6Hx23-2.10.**

- I. *All College personnel in full-time and part-time budgeted positions shall be evaluated in a manner approved by the President.*
- II. *Each official evaluation of an employee shall become a part of that employee's personnel file.*
- III. *Employees under annual contracts whose contracts have not been renewed need not be evaluated.*

IV. *Non-Teaching Administrative/Professional Progress Report*

*Human Resources distributes the approved evaluation form for all administrative and non-teaching professionals during the first week of July. The evaluation form shall be completed, signed, and returned to Human Resources prior to October 7. The original of this report is filed in the official personnel file; the other copies are distributed to the employee and the supervisor.*

V. *Career Staff*

*Human Resources distributes the approved evaluation form to supervisors during the month prior to the hiring anniversary date of each employee. The evaluation form shall be completed, signed, and returned to Human Resources within 90 days of its receipt. The original of this report is filed in the official personnel file; the other two copies are distributed to the employee and supervisor.*

VI. *Teaching Faculty*

*Full-time instructors at all sites and using all delivery methodologies will be evaluated annually by their program directors who will use as primary bases for their evaluation, information gained from classroom visitations, materials provided to them by the instructors pertaining to their instructional activities during the year, and the results of the Student Survey of Instruction (SSI) or other College-approved standardized forms to collect student feedback on instruction.*

*All full-time instructors will use the Student Survey of Instruction (SSI) or other College-approved forms to collect student feedback from students in all of the classes they teach during the academic year (Sessions I & II).*

*Student feedback during Session III will be collected on a voluntary basis except when directed by the program director or provost.*

*Part-time instructors at all sites and using all delivery methodologies will be evaluated annually by their program directors who will use as primary bases for their evaluation, information gained from classroom visitations, materials provided to them by the instructors pertaining to their instructional activities during the term, the results of the Student Survey of Instruction (SSI) and/or other College- approved standardized forms to collect student feedback.*

*Part-time instructors will use the Student Survey of Instruction (SSI) or other approved forms to collect student feedback from students in all of the classes they teach during the year (Sessions I, II & III).*

*The schedule for administration of the Student Survey of Instruction (SSI) will be established by the provost and approved by the President's Cabinet. The results of the feedback will be distributed to instructors by their respective program directors as soon as possible after grades are submitted, usually during the first few weeks of the subsequent academic term.*

*The evaluation form shall be completed, signed and returned to Human Resources within ninety (90) days of its receipt.*

*VII. Part-time faculty evaluations will be retained in Human Resources after review and signature by the provost.*

*VIII. Administrators of Academic Divisions and Programs*

*Copies of the evaluation form for administrators of divisions and programs are distributed to all faculty members by the provosts. These are filled out anonymously.*

*A faculty member in each division or academic area is to be selected by the associate provost or provost to gather the completed forms, insert the name of the person being evaluated, and checklist individual faculty by means of a double-envelope system to ensure confidentiality.*

*The completed forms will go directly to the provost for analysis and review. This information will then be forwarded to the evaluated administrators so that the feedback information may be used for improving professional effectiveness.*

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

Law Implemented: 1001.64(18), 1012.855, 1008.45, F.S.; Rule 6A-14.0261, F.A.C.

History:

Formerly 6Hx23-6-8.01; Readopted 10/25/77; Amended 6/27/74, 9/17/81, 7/19/84, 3/21/85; Filed and effective 3/21/85; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 6/19/12. To Be Filed – 6/19/12. Proposed Date To Become Effective – 6/19/12.

6Hx23-2.14 WORKDAY AND WORKWEEK

The Board of Trustees directs and authorizes the President to establish policy and accompanying procedures related to the definitions of workweek and workday for the purpose of calculating hours worked, overtime and compensatory time in compliance

with the Fair Labor Standards Act and other applicable law. The President may authorize a change in an employee's schedule as may be deemed necessary to effectuate the efficient operation of the College.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Workday and Workweek, P6Hx23-2.14.**

*I. A workweek and workday for the purposes of payroll processing begins Saturday at 6:01 a.m. and ends the following Saturday at 6:00 a.m.*

*A. Instructional Faculty*

*Instructional faculty on 30 or 36 ECH contracts or the equivalent:*

- 1. During Sessions I and II, except as set forth in paragraph 3 below, the instructional workweek will be thirty (30) hours, averaging six (6) hours a day, not including lunch, to be scheduled for the efficient operation of the College;*
- 2. During Session III, the instructional workweek will be a minimum of eighteen (18) hours, averaging three and six tenths (3.6) hours a day, not including lunch, to be scheduled for the efficient operation of the College (Workweek hours in excess of eighteen (18) hours per week may be assigned to instructional personnel in health related programs during Session III if the curriculum requires the availability of such personnel for clinical responsibilities); and*
- 3. During Sessions I and II, in the year in which a member of the instructional faculty fulfills the thirty-six (36) credit hour or equivalent requirement in Sessions I and II, the instructional workweek will be thirty-six (36) hours, averaging seven and two-tenths (7.2) hours a day, not including lunch, to be scheduled for the efficient operation of the College.*

*B. Administrative, professional and instructional faculty on 12-month contracts, salaried/exempt career service personnel:*

*The workweek in this category will be forty (40) hours, averaging eight (8) hours a day, not including lunch, to be scheduled for the efficient operation of the College. Employees in these categories are not entitled to overtime compensation or compensatory time.*

*C. Full-time hourly career service personnel:*

*The normal workweek will be thirty-seven and one-half (37-1/2) hours (7½ hour day) or forty (40) hours (8 hour day) (part-time career workweek shall be prorated accordingly) not including lunch, to be scheduled for the efficient operation of the College.*



- D. *Workdays during a designated four (4) day work week period shall be adjusted so that the total hours in the work week shall remain the same as the five (5) day work week.*
- E. *The President may authorize a change in employees' schedules as deemed necessary for the efficient operation of the College.*
- F. *The President has the authority to grant time off for employees exempted by the Fair Labor Standards Act where they have modified their work schedules at the College's request.*

II. *Overtime Policy - Non Salaried/Non Exempt Career Service Employees*

- A. *There is no limitation as to the number of hours, either daily or weekly, an employee may work. An employee may work as many hours as are agreed upon with the supervisor, provided overtime compensation is paid for hours worked in excess of forty (40) hours per work week.*
- B. *The regular rate is expressed as a rate per hour as established in the salary schedule.*
  - 1. *"Hours worked" is the time for which an employee is entitled to be compensated. Vacation and sick leave (including personal leave) are not counted as hours worked in computing overtime hours. Designated holidays and hours or days that the College is declared "closed" are considered as hours worked.*
- C. *Employees are to be compensated at a rate not less than one and one-half (1-1/2) times the regular rate of pay for all hours worked in excess of forty (40) hours within a workweek.*
- D. *In certain instances employees may be granted compensatory time in lieu of overtime compensation.*
  - 1. *The compensatory time shall be at a rate of one and one-half (1-1/2) hours for each hour worked beyond forty (40) hours within the workweek.*
  - 2. *Compensatory time must be agreed upon in advance by the employee and the supervisor, both when it is earned and when it is used. All approved compensatory time shall be recorded on the official time sheet and submitted as compensatory overtime to payroll. Compensatory time shall be maintained in the College's official HR payroll information system.*

3. *An employee may not accumulate more than 240 hours of compensatory time.*
4. *The supervisor shall allow the compensatory time to be taken within a reasonable time after a request, unless to do so would be unduly burdensome to the College.*

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

Law Implemented: 1001.64(18), 1012.855, 1012.865, F.S.

History: .....6/19/12. To Be Filed – 6/19/12. Proposed Date To Become Effective – 6/19/12.

#### 6Hx23-2.15 EMPLOYMENT – CAREER SERVICE PERSONNEL

The Board of Trustees directs and authorizes the President to establish procedures related to the hiring and employment of career service personnel including, but not limited to, procedures related to career service performance evaluations, probationary periods and acting appointments. A classification

description shall be developed for each class of career service positions and approved by the President.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Career Service Personnel, P6Hx23-2. 15.**

*I. Position Description Requirement*

*A classification description shall be written for each class of career service positions and approved by the president.*

*II. Performance Evaluations (Performance Appraisal Reports)*

*Every career service employee who has completed a six (6) month probationary period shall be given a performance evaluation report that shall result in one of the following:*

*A. If rated as satisfactory or above, the employee may be placed on non-probationary status.*

*B. If rated as conditional, the employee will be re-evaluated within ninety (90) days; and if rated satisfactory, be placed on non-probationary status.*

*C. If rated as unsatisfactory, the employee will be terminated.*

*III. Overlap*

*If approved by the president, two (2) employees may be employed in the same approved, budgeted, and classified position for up to two (2) weeks for training purposes, unless otherwise extended by the President.*

*IV. Acting Appointment to Fill a Vacant Regularly Established Position*

*When a position is vacant or is expected to be vacant for at least two (2) months due to the resignation or request for leave of an employee or other reason, the president may recommend the appointment of a person on an acting basis, for as long as it is deemed appropriate by the President, who may or may not meet the education or experience requirements of the position.*

*V. Budgeted Part-Time Positions*

*A. A budgeted part-time position, other than Other Personal Services (OPS), is one which requires at least twenty (20) hours per week, but less than 37-1/2 hours per week.*

- B. *All budgeted part-time positions are classified and individuals filling these positions shall meet the qualifications required.*
- C. *An employee in a budgeted part-time position will be paid at the same hourly rate as such employee would be paid in a comparable full-time budgeted position.*

VI. *Classification and Reclassification of Positions*

- A. *A classification study is a formal procedure in which all career service positions within the college are audited or evaluated. This occurs as a result of a major reorganization or major changes in career service personnel functions or assignments. The president may request this study, as required. Career service personnel may appeal to the president concerning Collegewide classification determinations.*
- B. *A reclassification review is a formal procedure of determining whether a new position should be added or a current position(s) should be increased in grade, decreased in grade, left in the existing grade, or eliminated. The reclassification procedure is set forth in District Board of Trustees' Rule 6Hx23-2.023.*
- C. *The president shall approve all titles for College positions.*

VII. *Administration of the Classification System*

- A. *The human resources department has the responsibility for maintaining and updating the classification system. This includes responding to requests for reclassification of present positions, preparing new position classifications, recommending levels of classification, and performing periodic audits of all classifications.*
- B. *A report of the classification work performed by the human resources department will be submitted periodically to the president.*

VIII. *Emergency Work*

*If a non-exempt career service employee is required to come back to perform emergency work for the college, the employee shall be paid for a minimum of four (4) hours. Any hours in excess of forty (40) during the week shall be compensated at one and one-half (1-1/2) the employee's regular hourly rate of pay. Emergency work is defined as a task which, because of its nature, must be performed during a time when employees would not normally be available for work.*

- IX. *A career service employee will not be paid for a holiday(s) unless the employee works or is on an approved leave of absence with pay with*

*respect to the last workday before and the first workday after the holiday(s).*

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

Law Implemented: 1001.64(18), 1012.855, 1008.45, F.S.; Rule 6A-14.029, F.A.C.

History: ...10/19/98. Filed - 10/19/98. Effective - 10/19/98; 6/19/12. To Be Filed – 6/19/12. Proposed Date To Become Effective – 6/19/12.

#### 6Hx23-2.20 EMPLOYMENT – ADMINISTRATIVE/PROFESSIONAL PERSONNEL

The Board of Trustees directs and authorizes the President to establish procedures related to the hiring and employment of administrative and professional personnel including, but not limited to, procedures related to temporary appointments, reassignments of administrative and professional personnel and the administration of the classification system. A classification description shall be developed for each class of administrative and professional position(s) and approved by the President.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Employment – Administrative/Professional Personnel, P6Hx23-2.20.**

*I. Position Description Requirement*

- A. A classification description shall be written for each class of administrative and professional position(s) and approved by the President.*
- B. Requests for new positions must be approved by the President prior to the preparation of classification descriptions.*

*II. Reassignment of Administrative/Professional Personnel*

- A. As part of a reorganization plan the President may reassign personnel to different sites and different positions as needed to provide for the efficient operation of the College.*
- B. When an instructional employee is reassigned to an administrative/professional position as a result of applying for the position, such employee's salary shall be adjusted to an amount within the salary grade approved by the Board.*

*III. Temporary Appointment to Fill a Vacant Position*

*A budgeted position may be filled on an acting basis; however, it must be clear to the appointee that a search will be made in the future if a decision is made to fill the position on a regular basis. Unless there is a compelling business reason, the acting appointment will not last more than one year. If the position is advertised in order to fill it on a regular basis, the acting appointee may apply and compete with others for the position.*

*IV. Classification and Reclassification of Positions*

- A. A classification study is a formal procedure in which all administrative/professional positions within the College are audited and evaluated. This occurs as a result of a major reorganization of administrative functions or assignments. The President may request this review, as required. Administrative and professional personnel may appeal to the President concerning collegewide classification determinations.*
- B. Reclassification review is a formal procedure of determining whether a new position should be added or a current position(s) should be increased in grade, decreased in grade, left in the existing grade, or eliminated. The reclassification procedure is set forth in Board of Trustees' Rule 6Hx23-2.023.*

C. *The President shall approve all titles for College positions.*

V. *Administration of the Classification System*

A. *Human Resources has the responsibility for maintaining and updating the classification system. This includes responding to requests for reclassification of present positions, preparing new position classifications, recommending levels of classification, and performing periodic audits of all classifications.*

B. *A report of the classification work performed by Human Resources will be submitted periodically to the President.*

~~VI. Program Directors' Teaching Load~~

~~The teaching load of program directors is calculated on a point system and is identified in the current Salary Schedule.~~

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

Law Implemented: 1001.64(18), 1012.855, F.S.; Rule 6A-14.0261, F.A.C.

History:

Formerly - 6Hx23-6-3-06. Adopted - 7/21/77. Readopted 10/25/77. Amended - 11/16/78, 9/17/81, 2/20/86. File - 2/20/86. Effective - 2/20/86; 5/29/98. Filed - 5/29/98. Effective - Upon the Board's adoption of this year's Salary Schedule or July 1, 1998, whichever is earlier (Salary Schedule adopted 6/15/98); 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 3/17/09. Filed - 3/17/09. Effective - 3/17/09; 6/19/12. To Be Filed - 6/19/12. Proposed Date To Become Effective - 6/19/12.

6Hx23-2.21      **CONTRACTS FOR INSTRUCTIONAL PERSONNEL – CONTINUING CONTRACTS**

The Board of Trustees directs and authorizes the President to establish procedures related to the awarding of continuing contracts for instructional personnel of the College. No instructional employee may have a continuing contract until he or she has established eligibility on a full-time basis pursuant to the State Board of Education rules and met criteria as set forth in the College's procedures.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Contracts for Instructional Personnel – Continuing Contracts, P6Hx23-2.21.**

- I. *No college employee may have a continuing contract until the employee has established eligibility on a full-time basis pursuant to State Board of Education Rule 6A-14.411, F.A.C.*
- II. *Should a certificated college employee resign during the academic year, be absent from duty, and return the same academic year or thereafter, the employee shall lose continuing contract status.*
- III. *Should a certificated college employee resign at the close of an academic year and be reappointed effective the beginning of the next academic year, a continuing contract could remain in force with the approval of the Board of Trustees.*
- IV. *Pursuant to State Board of Education Rule 6A-14.412, F.A.C., a certificated employee who is otherwise eligible for a continuing contract may be retained on an annual basis, provided the recommendation is made by the president on or before the regular February meeting of the Board of Trustees.*
- V. *Instructional service under a temporary or adjunct contract shall not apply to eligibility for a continuing contract. In addition, a contract for less than the number of days in the optional base contract (30 Equated Credit Hours) shall not apply toward gaining eligibility for a continuing contract.*
- VI. *Administrative leave from a continuing instructional contract.*
  - A. *An employee who holds a continuing contract as an instructor and is assigned to an administrative position shall have the assigned duties reviewed annually by the president. The president may deem it advisable to recommend that said employee be included on the list of administrative personnel submitted to the Board annually for leave from an instructional position to an administrative position. It is the intent of this rule to preserve, as desired, the continuing contract status as instructors for those individuals who have heretofore earned continuing contracts as instructors but who are currently serving as administrators.*
  - B. *For all instructional personnel who are offered an administrative position and who request administrative leave from a continuing contract for the first time in 1985-86 or thereafter, such leave will not be granted for a period in excess of one (1) year and it will not be renewable. Any employee who is granted administrative leave under the above circumstances and who is offered an administrative position for the following year, must elect to return to continuing contract status in order to preserve such status.*



Specific Authority: 1001.64(2) & (4), F.S.  
Law Implemented: 1001.64(18), 1012.83, 1012.855, 1008.45, F.S.; Rule 6A-14.0411, F.A.C.  
History: ... 2/20/86. Filed 2/20/86. Effective 2/20/86; 6/19/12. To Be Filed – 6/19/12. Proposed Date To Become Effective – 6/19/12.

#### 6Hx23-2.201 EMPLOYMENT – FULL-TIME INSTRUCTIONAL PERSONNEL

The Board of Trustees directs and authorizes the President to establish procedures related to the hiring and employment of full-time instructional personnel including, but not limited to, procedures related the filling of faculty vacancies, recruitment and appointment, as well as the reassignment of instructional personnel.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College’s Procedure on Employment – Full-Time Instructional Personnel, P6Hx23-2.201.**

I. *Procedures for Filling Faculty Vacancies*

*The mission of St. Petersburg College is to provide accessible, learner-centered education for students pursuing selected baccalaureate degrees, associate degrees, technical certificates, applied technology diplomas and continuing education within our service area as well as globally in program areas in which the College has special expertise. As a comprehensive, multi-campus postsecondary institution, St. Petersburg College seeks to be a creative leader and partner with students, communities, and other educational institutions to deliver enriched learning experiences and to promote economic and workforce development. A more detailed mission statement is periodically updated and is reflected in Board of Trustees' Rule 6Hx23-1.02.*

*St. Petersburg College fulfills its mission led by an outstanding, diverse faculty and staff and enhanced by advanced technologies, distance learning, international education opportunities, innovative teaching techniques, comprehensive library and other information resources, continuous institutional self-evaluation, a climate for student success, and an enduring commitment to excellence.*

*This mission requires the employment of staff and faculty who possess and share the philosophy and values of a college that is dedicated to excellence and equality of opportunity. In order for St. Petersburg College to serve best the community, it must employ the talents and resources of qualified people representative of diverse segments of its community.*

A. *Initiation of the announcement of a position vacancy*

1. *The appropriate supervisor will initiate the employment process by preparing a Vacant Position Announcement Form for the vacancy and forwarding it through appropriate channels to Human Resources. The supervisor will also review the position description to determine applicability.*
2. *Human Resources will ensure that the budgeted position exists. Ordinarily, no announcement may be made prior to budget confirmation.*

B. *Recruitment as deemed appropriate*

1. *Notify the state applicant pool.*
2. *Contact minority organizations and leaders.*
3. *Advertise in the Blue & White and in local media (including minority publications), national and/or professional publications and journals as necessary.*

4. *Advertise in institutions of higher education whose graduates may have an interest in the position.*
  5. *Employ recruitment strategies that promote staff and faculty diversification.*
  6. *Execute other appropriate efforts and strategies.*
- C. *Development, evaluation and review of the applicant pool*
1. *Based upon the position description, job requirements and the review of applicant credentials, Human Resources will compose a pool. Those candidates who possess at least the minimal qualifications and/or those with unique qualifications, that through the process it has been determined are appropriate, will be included in the pool.*
  2. *The director of Human Resources and the equal access/equal opportunity administrator will review the pool of candidates to determine the appropriateness of the race/sex distribution. When the pool of candidates does not conform to an appropriate race/sex distribution as determined under applicable law, action varies:*
    - a. *If it is determined that minority candidates for the vacancy are scarce, the process may be approved.*
    - b. *The process may be ruled incomplete and Human Resources will repeat certain parts of the procedure as necessary to validate the search.*
- D. *Screening of the applicant pool*
1. *Position vacancies that are subject to a screening committee:*
    - a. *Regular full-time faculty (instructional, counselors, librarians) positions, and*
    - b. *Administrative and professional positions whose primary purpose is that of instruction or student services. The President will periodically certify to Human Resources an updated list of those positions requiring a screening committee.*
  2. *Appointment of a screening committee*
    - a. *Committee structure and organization*

- (1) *Screening committee members shall be appointed by the President. The coordination shall be from Human Resources.*
- (2) *Committee membership shall be composed of College staff in budgeted positions and, in some cases, appropriate persons from the community. The committee must include an appropriate representation of race and gender. Since staff are employed by St. Petersburg College, the committee membership may be representative of the College's service area.*
- (3) *The suggested number of members is six (four faculty and two administrative/professional for faculty vacancies and four administrative/professional and two faculty for administrative/professional vacancies). At least one cabinet level person will be appointed to each screening committee.*
- (4) *The equal access/equal opportunity administrator may serve ad hoc on all screening committees.*

### *3. Committee responsibilities*

- a. *To become familiar with and follow the screening committee guidelines. These guidelines will be presented to the committee separately.*
- b. *To screen applications for the position. The screening will be based upon criteria emanating from the job specifications.*
- c. *To develop a list of recommended finalists in non-preferential order. The committee will be encouraged to include qualified minority and male/female representation. Each committee member will have the right to place at least one candidate on the finalist list.*
- d. *The responsibilities of the committee cease upon the identification of finalists, unless there is a need to reconvene to consider additional finalists.*
- e. *All positions not subject to a screening committee are to be screened by the appropriate supervisor.*

### *E. Screening and Interviews of Finalists*

1. *The director of Human Resources will review the list of finalists to determine that it conforms with search and screen guidelines. When the list of recommended finalists does not conform to search and screening guidelines and job requirements, the process may be repeated at the request of the President.*
2. *If a list of recommended finalists is approved, the appropriate supervisor(s) may begin the interviewing process that in the case of faculty may require a demonstration teaching experience. The demonstration teaching experience may be by video tape or in person. Recommended finalists for administrative and professional positions also may be required to give appropriate demonstrations of certain competencies and skills.*
3. *The provost will forward the list of the top three candidates in alphabetical order to the President.*

*F. Appointment of the Selected Candidate*

1. *The Human Resources director or appropriate designee will complete all reference checks on the recommended finalist(s). The College can make no offer of recommended employment until this process is complete. Salary computations are determined by Human Resources. Human Resources will conduct criminal background checks and verification of past employment.*
2. *Human Resources will review the supervisor's Interview Form to verify that all recommended finalists have been interviewed.*
3. *The President, in conjunction with the provost, will select the final candidate and will transmit recommendation of final candidate to Human Resources on the Personnel Action Recommendation Form.*
4. *Finalists for full-time faculty positions shall be interviewed by appropriate administrators and then, to the extent deemed necessary, finally by the President. Candidates for part-time faculty positions shall be interviewed by program directors or upper-division deans. Each candidate is also required to write several paragraphs on the application describing his or her philosophy of education. During the process of reviewing the application and interviewing the candidates, an assessment will be made of oral and written communication skills.*

5. *Before the final offer is made for a full-time faculty position, approval of the credentialing for that faculty member must be completed.*
6. *When a new faculty member is hired, faculty credentialing information, as part of the employment application, is completed by the program director/upper-division dean and reviewed and approved by the director of Human Resources, provost/campus executive officer, and the senior vice president of Educational and Student Services or the senior vice president of Baccalaureate Programs and University Partnerships or designee. An electronic database is kept to indicate which faculty members are qualified to teach which specific teaching fields. If a faculty member wishes to teach in additional disciplines, the Faculty Credential Evaluation portion of the College application is modified and resubmitted using the same process.*
7. *Human Resources will notify the recommended candidate and all other candidates as well as the screening committee of the College's decision.*
8. *The recommended candidate shall be submitted to the Board of Trustees for approval.*

*G. Acting appointments*

*An acting appointment may be made to a budgeted position; however, it must be clear to the appointee that a search will be made in the future, if a decision is made to fill the position on a regular basis. At that time, the acting appointee may apply and compete with others as an outside candidate for the position.*

*II. Reassignment from Administrative/Professional to Instructional*

*Any administrative/professional employee who is reassigned to an instructional position will be evaluated based upon academic credentials and length of service and placed on the appropriate grade of the instructional salary schedule.*

*III. Special Conditions for Nursing and Other Selective Health Program Faculty*

*A condition of employment would be a physical examination and immunization documentation with an update on the physical examination every 3 years and an annual PPD (Tuberculin test). This would be applicable to nursing and other selective health program faculty.*

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

Law Implemented: 1001.64(18), 1012.81, 1012.855, 1008.45, F.S.

History: .... 9/11/01. Filed – 9/11/01. Effective – 9/11/01; 6/19/12. To Be Filed – 6/19/12. Proposed Date To Become Effective – 6/19/12.

## 6Hx23-2.202 DETERMINING EQUATED CREDIT HOUR (ECH) VALUES

**\*Please note that the Rule is being repealed and the text below in italics will move in its entirety without change or revision to the College’s Procedure on Determining Equated Credit Hours Values, P6Hx23-2.202.**

*Equated Credit Hour (ECH) - This unit of value assigned to instructional or other duties for persons on instructional or supplemental contracts is established on the following basis:*

<i>Type of Instruction</i>	<i>Course Credit Hours</i>	<i>Contact Hours Weekly (16 wks)</i>	<i>ECH</i>
<i>I. College Credit</i>			
<i>A. Lecture/Discussion</i>	<i>1</i>	<i>1</i>	<i>1.000</i>

B. Laboratory (non-health)	1	3	1.875
C. Health Sciences Laboratories	1	2-3	1.5-2.25
D. Combined Lecture/Lab*			
E. Integral Lecture/Lab**			
F. Applied Music	1	.5	.43
	2	1	.86
G. Exceptions/Deviations***			

II. Preparatory Credit

Group/Individualized	1	3	1.875
	3	3	3.000
	4	5	3.000

III. Postsecondary Adult/  
Vocational Credit

*ECH for the corresponding number of contact hours of college credit times  
.75 = ECH for PSAV credit.*

\* *Combined lecture/lab describes courses which have separately scheduled lecture and laboratory periods with the laboratory period scheduled as a "0" credit course. The ECH for combined lecture/lab courses under this definition will be the sum of the ECH which would be generated if the lecture and the lab were separate courses.*

\*\* *Integral lecture/lab describes courses which are scheduled as a single time period with an internal subdivision of lecture and laboratory activity. The ECH for integral lecture/lab courses is generated according to the following formula:*

$$ECH = .25 (\text{course credit hours}) + .625 (\text{contact hours weekly for 16 weeks})$$

\*\*\* *Exceptions/deviations from these definitions are documented in the office of the vice president for Academic & Student Affairs and are captured in the Standard Course Listing (SCL). Exceptions/ deviations include:*

IV. Others

A. Large Lecture

<b>Head Count Enrollment</b>	<b>Average Class Size</b>	<b>ECH</b>
Less than 60	50	3.000
60-90	75	4.500
More than 90	100	6.000

B. Work Experience Seminars



<b>Head Count Enrollment</b>	<b>Average Class Size</b>	<b>ECH</b>
10	10	1.500
<i>(Each enrollment between 10 and 25 = .3 ECH)</i>		
25	25	6.000

C. *Art Studios*

	<b>Course Credit Hours</b>	<b>Contact Hours Weekly (16 wks)</b>	<b>Average Class Size</b>	<b>ECH</b>
<i>Normal</i>	3	6	22	4.500
<i>Adjusted</i>	3	6	18	3.750

D. *Computer Programming Language Classes*

	<b>Course Credit Hours</b>	<b>Contact Hours Weekly (16 wks)</b>	<b>Average Class Size</b>	<b>ECH</b>
<i>Normal</i>	3	4	25	3.250
<i>Adjusted</i>	3	4	32	3.600

E. *Other duties as assigned - ECH value to be determined on the basis of 32 contact hours per ECH for non-teaching activity assigned for administrative (ADM) or curriculum development (CURR) activity.*

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

Law Implemented: ~~1001.64(18), 1001.41, 1001.45, 1012.855, F.S.~~

History: 5/29/98. Adopted - 5/29/98. Effective - Upon the Board's adoption of this year's Salary Schedule or July 1, 1998, whichever is earlier (Salary Schedule adopted 6/15/98); 7/19/05. Filed - 7/19/05. Effective - Session I, 2005-06; 6/16/09. Filed - 6/16/09. Effective - 6/16/09; 6/19/12. To Be Repealed - 6/19/12. Proposed Date To Become Effective - 6/19/12.

6Hx23-2.211 INSTRUCTIONAL CONTRACTS OTHER THAN 12-MONTH

The Board of Trustees directs and authorizes the President to establish procedures related to instructional contracts other than contracts with a term of 12 months including, but not limited to, procedures regarding base contracts, an election of optional base contracts, changes in site locations and determinations as to teaching load in accordance with state law 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 Instructional Contracts Other Than 12-Month, P6Hx23-2.211.**

*I. Base Contract*

*The base contract for full-time members of the instructional personnel in budgeted positions shall be for the period of the full academic year, which shall consist of the number of duty days in Session I, Session II, and*

*Sessions III, IIIA, IIIB, or a combination of Sessions III and IIIA. During this period a minimum of 36 equated credit hours of instruction, or the equivalent, shall be required.*

*II. Rotation Basis Contract*

*Full-time instructional personnel in budgeted positions shall be given the opportunity to fulfill the 36 equated credit hour or equivalent requirement in Sessions I and II during 1 academic year in each 3 academic year period, in accordance with procedures established by the President. Selective admissions programs may be exempted from this provision, if the curriculum requires the availability of faculty during a particular session. Programs which do not include instruction in Session III, IIIA, or IIIB may be exempted from this provision.*

*III. Optional Base Contract*

*Full-time instructional personnel in budgeted positions shall be given the opportunity to elect a contract, which shall be for the number of duty days in Sessions I and II only in accordance with procedures established by the President, during which a minimum of 30 equated credit hours of instruction, or the equivalent, shall be required. Selective admissions programs may be exempted from this provision, if the curriculum requires the availability of faculty during a particular session.*

*IV. When the program curriculum sequence requires modifications to the contract configuration above, the equated credit hour requirement may be fulfilled in accordance with plans approved by the President. Such approved plans must be in compliance with Chapter 240.341, F.S., which requires 15 classroom contact hours per week, and the Workday and Workweek Rule (6Hx23-2.14).*

*V. The site location at which a contract is to be fulfilled may be changed from time to time.*

*VI. The teaching load of an instructor for each session is determined by application of the loading factors as found in the standard course listing.*

*Each full-time instructor must teach a minimum of 15 contact hours, or the equivalent, per week in each of Sessions I and II. An equivalent must be properly documented, and the rationale must be developed for presentation and approval by the provost.*

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

Law Implemented: 1001.64(18), 1012.855, 1012.83, F.S.; Rule 6A-14.041, F.A.C.

History: ..... 6/19/12. To Be Filed – 6/19/12. Proposed Date To Become Effective – 6/19/12.

6Hx23-2.27 RESIGNATION

Instructional, administrative, and professional personnel shall consider a signed contract for employment at the College as binding on the part of both the Board of Trustees and the employee unless the parties agree to a release. The President is authorized to accept resignations on behalf of the Board of Trustees and may request that the employee fulfill his/her contract until such time as a qualified and satisfactory replacement has been secured.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Resignation, P6Hx23-2.27.**

*I. Notice by Instructional Personnel on continuing contract:*

*It is requested that resignations, effective the following academic year, be submitted by February 15th.*

II. *Notice by Instructional and Administrative and Professional Personnel on annual contract:*

*Instructional and Administrative and Professional Personnel on annual contract who submit a resignation for approval are expected to give reasonable notice to the College in writing.*

III. *Notice by Career Personnel:*

*All employees in budgeted positions are requested to notify their immediate supervisor in writing at least two (2) weeks in advance of their resignation date.*

IV. *Exit Interview:*

*An exit interview should be conducted by the supervisor utilizing the ESPAAR form (Employment Separation Personnel Action Authorization Request) and submitted to Human Resources.*

V. *Reimbursement for Extensive Training:*

*Should an employee resign within twelve (12) months after receiving extensive training [One Thousand Dollars (\$1,000) or more per training program], the employee shall reimburse the College for the cost of training including travel, meals, and lodging on a pro rata basis. For example: Training cost: \$1,200, followed by employee resigning one month after training, then in that event, the employee shall reimburse the College \$1,100.*

*The College reserves the right to modify this formula if agreed to by the employee and the College in advance of the training. In considering such an agreement such factors, among others, shall be considered:*

- A. Nature and expense of training.*
- B. Nature of the associated outcomes/deliverables of the training.*
- C. Length of service and previous performance of the employee.*
- D. Such other factors that may be pertinent to the particular situation.*

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

Law Implemented: 1001.64 (4) & (18), 1012.855, F.S.

History: ...3/16/99. Filed - 3/16/99. Effective - 3/16/99; 6/16/09. Filed - 6/16/09. Effective - 6/16/09; 6/19/12. To Be Filed – 6/19/12. Proposed Date To Become Effective – 6/19/12.

6Hx23-2.33 MILITARY AND NATIONAL GUARD LEAVE

The Board of Trustees directs and authorizes the President to establish procedures related to the consideration and approval of military and national guard leave, military reserve and national guard training, leave during extended active duty and reemployment rights pursuant to the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Military and National Guard Leave, P6Hx23-2.33.**

*I. Military Reserve and National Guard Training*

*Military leave shall be granted to employees who are commissioned reserve officers or reserve enlisted personnel in the United States military or are members of the National Guard to engage in active or inactive duty training upon presentation of official orders.*

*For federal active or inactive duty training for the military service, naval service or members of the National Guard, the first seventeen (17) days, whether continuous or intermittent, of such leave in a fiscal year shall be with pay. Such leave for additional periods shall be without pay. For state active duty due to membership in the Florida National Guard, leave not exceeding seventeen days (17) at any one time shall be with pay. Leave beyond the seventeen (17) days at any one time shall be without pay.*

*When possible, the employee applying for such military leave shall make arrangements so as not to interfere with the efficient operation of the College.*

## *II. Extended Active Duty*

### *A. DEFINITIONS:*

- 1. ACTIVE MILITARY SERVICE - Active duty in the Florida defense force or federal service in training or on active duty with any branch of the Armed Forces or Reservists of the Armed Forces, the Florida National Guard, the Coast Guard of the United States and service of all officers of the United States Public Health Service detailed by proper authority for duty either with the Army or the Navy, and shall include the period during which a person in military service is absent from duty on account of sickness, wounds, leave, or other lawful cause.*
- 2. PERIOD OF ACTIVE MILITARY SERVICE - Begins with the date of entering upon active military service, and shall terminate with death or a date 30 days immediately next succeeding the date of release or discharge from active military service, whichever shall occur first.*
- 3. REGULARLY FUNDED POSITION - A position not funded by means of a grant, gift contract, or "soft" or temporary source.*
- 4. ENLIST - A voluntary enlistment or acceptance of a commission in a branch of the U.S. Armed Forces for the duration of a national emergency or wartime condition as declared by the President and Congress.*

### *B. ACTIONS WHEN ORDERED TO ACTIVE DUTY:*

- 1. Employees who enlist or are called to active duty (voluntarily or involuntarily) or are members of a reserve component of the U.S. Armed Forces reserve command recalled to active duty or the National Guard shall be granted Extended Active Duty*

*Military Leave. Copies of orders shall accompany each leave application.*

2. *Employees who are ordered to active duty shall be granted Military Leave of Absence from their respective office and duties and shall receive the following benefits:*
  - a. *Full pay and benefits for the first 30 days.*
  - b. *Entitlement to the same rights and privileges as an employee granted other types of leaves of absences.*
  - c. *All unused leave benefits shall be retained by employees and shall have balances credited to their records upon return to their positions.*
  - d. *Vacation and sick days do not accrue, but the time served on active duty will count toward determining the employee's earning rate upon return from active duty as if they had been continuously employed.*
  - e. *After 30 days, a supplement to their military pay in the amount necessary to bring such employee's total salary, inclusive of base military pay, housing and subsistence allowance, to the level such employee earned at the time of call to active duty.*
3. *Employees covered by this policy are those appointed to regularly funded full-time or part-time positions as defined by the Florida Retirement System.*
4. *Employees occupying positions funded by grants or other temporary sources shall be eligible for Military Leave and reinstatement rights during the term established for their positions by the grant or other source.*
5. *The positions of employees on Military Leave shall not be declared vacant; however, their duties may be performed by temporary employees with substitute status.*

**C. RE-EMPLOYMENT RIGHTS:**

1. *Upon re-employment following active military service the employee will, without prejudice, be returned to the same position, or position of like seniority, status and pay, as that which he/she left prior to the extended leave, in accordance with the re-employment provisions of USERRA and state law.*



2. *The months and days the employee would have served if not called to duty are included in calculations for purposes of determining eligibility under the Family Medical Leave Act upon re-employment.*
3. *The Florida Retirement System requires that a member shall have applied for re-employment with the same employer within 90 days from his date of discharge or separation from active military service or within the time limits set forth by law for hospitalization continuing after discharge, and has to be re-employed by such employer.*

*The employee may receive Florida Retirement System service credit in the membership class to which the employee belonged immediately prior to military service upon meeting the requirements of the Florida Retirement System for such credit.*

4. *Employees discharged or separated under honorable conditions shall be reinstated or re-employed as soon as possible after application for re-employment but not later than one year after the date of separation from the military service or from hospitalization continuing after discharge.*

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

Law Implemented: 1001.64 (18), 115.07, 115.09, 115.14, 250.48, 250.481, 250.482, 121.111, 295.09, F.S.; Rule 6A-14.0432, F.A.C.; and the Uniformed Services Employment and Re-employment Rights Act (USERRA), 38 U.S.C. 4301 et. seq.

History: Formerly 6Hx23-5-7.08. Readopted 10/25/77. Amended 9/17/81, 2/16/84, 11/21/85, 4/17/91. Filed - 4/17/91. Effective - This policy shall be effective retroactive to August 1, 1990; 5/19/09. Filed – 5/19/09. Effective – 5/19/09; 6/19/12. To Be Filed – 6/19/12. Proposed Date To Become Effective – 6/19/12.

6Hx23-2.35 FAMILY AND MEDICAL LEAVE

The Board of Trustees directs and authorizes the President to establish institutional and personnel procedures related to the consideration and approval of leave in accordance with the Family and Medical Leave Act of 1993, as amended, and applicable state law.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Family and Medical Leave, P6Hx23-2.35.**

*The Family and Medical Leave Act of 1993, as amended, is adopted as the policy of St. Petersburg College.*

*I. General Provisions:*

- A. The College will grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees. The 12-month period begins with the first day of leave under the College's Family and Medical Leave policy.*
- B. Family and medical leave (FML) will run concurrently with sick, personal, vacation, or unpaid leave. It may be paid, unpaid or a*

combination of both, depending on whether an employee requests to use accumulated sick and/or vacation leave. FML will always run concurrently with requested sick or vacation leave for an FML-eligible condition, or qualified exigency in the case of military exigency leave. Under no circumstances may an employee choose FML after exhausting sick or vacation leave because of an FML qualifying condition for which they did not apply.

II. Definitions:

- A. *"Incapacity," for purposes of FMLA, is defined as the inability to work, attend school or perform other regular daily activities due to a serious health condition or continuing treatment.*
- B. *"Treatment" includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.*
- C. *A "regimen of continuing treatment" includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar treatments that can be initiated without a visit to a health care provider.*
- D. *The term "active duty" means duty under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of Title 10, United States Code.*
- E. *A covered servicemember as defined in the FMLA is an active member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or on temporary disability, for a serious injury or illness incurred in the line of duty on active duty.*
- F. *The term "next of kin," used with respect to an individual, means the nearest blood relative of that individual.*
- G. *The term "serious injury or illness", in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in the line of duty on active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.*

H. *The term “outpatient status,” with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to:*

1. *A military medical treatment facility as an outpatient; or*
2. *A unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.*

III. *Eligibility:*

*In order to qualify to take family and medical leave, the employee must meet all of the following conditions:*

- A. *The employee must have worked for the College at least 52 weeks. The 12 months need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on approved leave during the week.*
- B. *The employee must have worked at least 1250 hours during the 12-month period immediately before the date when the leave would begin.*
- C. *In the event both spouses are employees of St. Petersburg College, they are eligible for a combined 12 weeks of unpaid leave between them in the case of leave types A and B below, under Type of Leave Covered.*
- D. *In the event both spouses are employees of St. Petersburg College, each is eligible for 12 weeks of unpaid leave to care for a child with a serious health condition, as described in C below, under Type of Leave Covered.*
- E. *In the event an employee requests military exigency leave or servicemember caregiver leave, the College will refer to the Department of Labor Rules and Regulations regarding FMLA. See also Items IV. D and E below.*

IV. *Type of Leave Covered:*

*In order to qualify for family and medical leave, the employee must be taking the leave for one of the reasons listed below:*

- A. *The birth of a child and to care for that child.*
- B. *The placement with an employee of a child for adoption or foster care.*

- C. *To care for a spouse, child, or parent with a serious health condition as defined in the rules and regulations of the Family and Medical Leave Act of 1993, as amended.*
- D. *Because of any qualifying exigency (military exigency leave) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the National Guard and Reserves in support of a contingency operation.*
- E. *An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for a servicemember who is recovering from a serious injury or illness sustained in the line of active military duty. The leave described in this paragraph (servicemember caregiver leave) shall only be available during a single 12-month period.*
- F. *The serious health condition of the employee is defined as follows: A "serious health condition" means an illness, impairment, or physical or mental condition that involves one of the following:*
  - 1. *Hospital Care*

*Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or continuing treatment, in connection with or consequent to such inpatient care.*
  - 2. *Continuing Treatment*
    - a. *A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:*
      - 1. *Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider: or*
      - 2. *Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment, as defined in paragraph II.C. of this rule*

*herein, under the supervision of the health care provider.*

- b. If an employee asserts a serious health condition under the requirement of a period of incapacity of more than three consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition, the employee's first treatment visit must take place within seven days of the first day of incapacity.*
- c. If the employee asserts that the condition involves treatment two or more times, the two visits to a health care provider must occur within 30 days of the first day of incapacity.*

*3. Pregnancy*

*Any period of incapacity due to pregnancy, or for prenatal care.*

*4. Chronic Conditions Requiring Treatments*

*a. A chronic condition which:*

- 1. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;*
- 2. Continues over an extended period of time (including recurring episodes of a single underlying condition); and*
- 3. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).*

*b. Periodic visits for treatment of a chronic serious health condition must occur at least twice a year.*

*5. Permanent/Long-term Conditions Requiring Supervision*

*A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.*

*6. Multiple Treatments (Non-Chronic Conditions)*

*Any period of absence to receive multiple treatments (including a period of recovery therefrom) by a health care provider of health care services under supervision of, or on referral by, a health care provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).*

V. *Employee Status and Benefits During Leave:*

- A. *While the employee is on leave, the College will continue the employee's health benefits and other benefits normally paid by the College during the leave period at the same level and under the same conditions as if the employee had continued to work. The maximum length of coverage at the College's expense shall be 12 weeks (or 26 weeks, in the case of servicemember caregiver leave).*
- B. *If the employee chooses not to return to work for reasons other than a personal continued serious health condition, the College will require reimbursement of the amount it paid for the employee's health insurance premiums during the leave period.*
- C. *Under current College policy, the employee may pay a portion of the health care premium. While on paid leave, the College will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The employee will be notified of the due date. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.*
- D. *If the employee contributes to a life insurance or disability plan, the College will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make these payments, along with the appropriate health care payments. If the employee does not continue these payments, the College will discontinue coverage during the leave period.*

VI. *Employee Status After Leave:*

- A. *An employee who takes leave under the Family and Medical Leave policy is entitled to return to the same job as he or she held when leave commenced, or a job with equivalent status, pay, benefits and other employment terms. The position will be the same or one which*

*entails substantially equivalent skill, effort, responsibility and authority.*

- B. The College is exempt from the requirement as described in Item A. above regarding employees who are salaried and whose earnings place the employee in the top 10% of all employees of the College.*

*VII. Use of Paid and Unpaid Leave:*

- A. If the employee has accrued paid leave the employee may elect to use paid leave first and take the remainder of the 12 weeks (or 26 weeks, in a case involving leave under servicemember caregiver leave) as unpaid leave. However, an employee who is on leave as a result of a Workers' Compensation injury is not entitled to take paid leave.*
- B. The College will consider leave taken as a result of a workers' compensation injury as family and medical leave when the injury results in a "serious health condition" as defined herein.*

*VIII. Intermittent Leave or a Reduced Work Schedule:*

- A. The employee may take family and medical leave in 12 consecutive weeks, (or 26 consecutive weeks, in a case involving leave under servicemember caregiver leave) or may use the leave intermittently (take a day periodically when needed over the year), or under certain circumstances may use leave to reduce the work week or work day, resulting in a reduced number of hours schedule. In all cases, the leave may not exceed a total of 12 weeks (or 26 weeks, in a case involving leave under servicemember caregiver leave) over a 12-month period.*
- B. For the birth, adoption or foster care of a child, the College and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced number of hours schedule.*
- C. If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the College before taking intermittent leave or working a reduced number of hours schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The College may require certification of the medical necessity as defined in Section VI.*
- D. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.*



- E. *The College may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.*

IX. *Certification of a Serious Health Condition:*

- A. *The College may ask for certification of a serious health condition. The employee should try to respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the College's Family and Medical Leave Certification Form.*
- B. *Certification of the serious health condition shall include the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.*
- C. *If the employee plans to take intermittent leave or work a reduced number of hours schedule, the certification must also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced number of hours schedule.*
- D. *The College has the right to ask for a second opinion if it has reason to doubt the certification. The College will pay for the employee or relevant family member to get a certification from a second doctor, which the College will select but who cannot be an employee of the College.*
- E. *If necessary to resolve a conflict between the original certification and the second opinion, the College will require the opinion of a third doctor. The College and the employee will jointly select the third doctor, and the College will pay for the opinion. This third opinion will be considered final and binding upon the employee and employer.*
- F. *When an employee requests servicemember caregiver leave, the employee shall submit a certification from the health care provider of the covered service member as a condition of taking leave.*

X. *Method for Requesting Leave:*

- A. *Except where leave is not foreseeable, all employees requesting leave under the Family and Medical Leave policy of the College must submit the request in writing to their immediate supervisor, with a copy to the Human Resources department.*
- B. *When an employee plans to take leave under the Family and Medical Leave policy of the College, the employee must give the College 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the College's operations.*
- C. *If an employee fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the College receives notice.*
- D. *When an employee requests military exigency leave the employee shall provide a copy of the covered military member's active duty orders and statement outlining the qualifying exigency that is the basis for the requested leave.*
- E. *While on family and medical leave, employees are requested to report periodically to the College regarding the status of the medical condition, or exigency in the case of military exigency leave, that is the basis of leave, and their intent to return to work.*

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

Law Implemented: 1001.64(18), 1012.865, F.S.; Family & Medical Leave Act of 1993, as amended.

History: Formerly - 6Hx23-6-7.09. Readopted - 10/25/77. Amended - 8/17/72, 6/27/74, 3/12/80, 9/17/81, 2/20/86. Filed - 2/20/86. Effective - 2/20/86; Filed - 7/20/93. Effective - 8/5/93; 8/18/97. Filed - 8/18/97. Effective - 8/18/97; 6/14/99. Filed - 6/14/99. Effective - 6/14/99; 4/21/09. To Be Filed – 4/21/09. Proposed Date To Become Effective – 4/21/09; 6/19/12. To Be Filed – 6/19/12. Proposed Date To Become Effective – 6/19/12.

6Hx23-2.39 HOLIDAY LEAVE

- I. The Board of Trustees directs and authorizes the President to establish and implement leave procedures related to ~~H~~oliday and "college closed" days (s) or part thereof: ~~e~~One and one-half (1-1/2) times regular pay will be given to hourly career employees in budgeted positions for all work performed on a designated holiday or on a "college closed" day or part thereof, in addition to pay for the holiday or the "college closed" time. Other Personnel Services (OPS) employees, including student workers will not be paid for any unworked "college closed" hours.
  
- ~~II. Floating holidays designated on the College's Holiday Schedule, as approved by the Board of Trustees, are work days at the direction of the employee's supervisor. Career Service employees shall be paid at their regular pay rate. Should a supervisor direct that a Career Service employee work a certain number of hours on a floating holiday, the Career Service employee shall be allowed time off that equates to the number of hours worked on the floating holiday, which must be taken prior to the end of the College's fiscal year (June 30th) or the floating holiday leave will be lost.~~
  
- ~~III. If a Career Service employee has not used the floating holiday leave and retires, resigns, transfers to a contractual position, or is terminated prior to the end of the fiscal year, the employee shall be paid for any floating holiday leave not used by the end of the fiscal period.~~

Specific Authority: 1001.64 (2) & (4), F.S.  
Law Implemented: 1001.64 (18), 1012.855, F.S.

History: Adopted - 3/17/09. Effective - 3/17/09; 6/19/12. To Be Filed – 6/19/12.  
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