AGENDA

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

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

REGULAR MEETING: 8:30 A.M.

I. **CALL TO ORDER**

    A. Invocation
    B. Pledge of Allegiance

II. **PRELIMINARY MATTERS**

    A. Presentation of Retirement Resolutions and Motion for Adoption

        1. Patricia Carothers (*Attending*)

        2. Mary Lansburg   (*Not attending*)

    B. Recognitions/Announcements –

        1. Presentation of scholarship to the St. Petersburg College Foundation Inc. by the Florida College System Foundation

III. **COMMENTS**

    A. Board Chair
    B. Board Members
    C. President

IV. **REVIEW AND APPROVAL OF MINUTES**

Board of Trustees' Meeting of July 17, 2012

V. **MONTHLY REPORTS**

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

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

  A. Review of Midtown Program Plans* *(Information)*

VII. NEW BUSINESS

  A. STUDENT SUCCESS AND ACHIEVEMENT *(Information)*

  1. Opening Fall Enrollment – Overview & Management Discussion*

  2. Achieving the Dream Program 2012-2013*

  B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing)

  1. The Quarterly Informational Report of Exempt and Non- Exempt Purchases *(Information)*

  C. OTHER EXPENDITURES AND CONTRACTS

  1. City of St. Petersburg—Amendment to Intergovernmental Agreement for the Joint-Use West St. Petersburg Community Library *(Action)*

  2. Big 3 Entertainment, LLC — Lease of DT space to Big 3 for Call Center *(Action)*

  D. GRANTS/RESTRICTED FUNDS CONTRACTS

  1. Application/Acceptance

    a. Florida Department of Education – Carl Perkins *(Action)*

    b. Florida Department of Education – Centers of Excellence *(Action)*

    c. Pinellas County Emergency Medical Services Authority – EMS *(Action)*

    d. U.S. Department of Defense, Technical Support Working Group— Operations and Mission Assurance Training Program—K2Share Subcontract *(Action)*

    e. U.S. Department of Education – Student Support Services TRIO *(Action)*

    f. U.S. Department of Justice, Bureau of Justice Assistance - Violent Gang and Gun Crime Reduction Program - Project Safe Neighborhoods *(Action)*

    g. Workforce Florida – Quick Response Training –Jabil Circuit *(Action)*

E.   CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

1. Acquisition of two (2) properties – Preliminary Consideration - 1048 22nd Street South, St. Petersburg, Florida, the current location of the Midtown Educational Center and 1201 22nd Street South, St. Petersburg, Florida near the current location of the Midtown Educational Center (Action)

F.   AGENCY BILLINGS - None

G.   ADMINISTRATIVE

1.   Human Resources

a. Personnel Report (*Action*)

2.   Finance

a. FY11-12 July 1- June 31 Fund 1 Financial Report (*Information*)

H.   PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing

Rule 6Hx23-1.32 – Accreditation: Reporting of Substantive Changes
- Rule 6Hx23-3.01 – Academic Freedom
- Rule 6Hx23-3.04 – Course Descriptions and College Programs
- Rule 6Hx23-3.05 – Library Borrowing Privileges and Responsibilities
- Rule 6Hx23-3.09 – Out-of-District Course Approval
- Rule 6Hx23-3.908 – Conducting Educational Research
- Rule 6Hx23-3.911 – Release of Complimentary Textbooks
- Rule 6Hx23-4.54 – Requirements of the Dental Hygiene Program
- Rule 6Hx23-4.55 – Requirements of the Emergency Medical Services Program
- Rule 6Hx23-4.57 – Requirements of the Medical Laboratory Technology (MLT) Program
- Rule 6Hx23-4.60 – Requirements of the Physical Therapist Assistant Program
- Rule 6Hx23- 4.61 – Requirements of the Respiratory Care Program
- Rule 6Hx23-4.62 – Requirements of the Human Services Technology Program
- Rule 6Hx23-4.65 – Honor Program
- Rule 6Hx23-4.68 – Requirements of the Radiography Program
- Rule 6Hx23-4.69 – Requirements of the Nursing Program
- Rule 6Hx23-4.70 – Requirements of the Health Information Management Program

- Rule 6Hx23-4.702 – Requirements of the Healthcare Informatics Program
- Rule 6Hx23-4.71 – Requirements of the Funeral Services Program
- Rule 6Hx23-4.72 – College of Education Programs – Special Rules
- Rule 6Hx23-4.721 – College of Education Programs – Academic /School Based Hours Probation, Suspension and Dismissal

   I. CURRICULUM

   1. Credit (*Action*)

   2. Non-credit (*Action*)

VIII.   PRESIDENT'S REPORT

IX.   FUTURE AGENDA ITEMS - None

X.   NEXT MEETING DATE AND SITE

   September 18, 2012, Seminole Campus

XI.   ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting August 21, 2012, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

Items summarized on the Agenda may not contain full information regarding the matter being considered. Further information regarding these items may be obtained by calling the Board Clerk at (727) 341-3241.

*No packet enclosure

Date Advertised: July 20, 2012

Confirmation of Publication
Notice of meeting

My Learning Plan Rollout Pilots
Tarpon Springs Campus and College-wide

My Status | My Financial Aid | My Learning Plan | Register for Classes | Pay For Class | My Email | My Personal Information | My Resources

Tutorials ▶

My Learning Plan

Student ID:	Name:	Catalog Yr: 2010	Date Printed: 08/14/2012
Degree: Associate in Arts Degree	Major: General	Specialize: Biology-AA SUS Transfer	

Year: 2011 - 2012

Fall I			Spring II			Summer III			Yr Cr
Course Title	Course#	#Cr	Course Title	Course#	#Cr	Course Title	Course#	#Cr	4
						Development Reading II	REA 0017		
						Development Mathematics II	MAT 0028		
						The College Experience	SLS 1101	3	
						Faculty-Peer Mentoring Experie	SLS 1126	1	
	Total Credits:			Total Credits:			Total Credits:	4	

Year: 2012 - 2013

Fall I			Spring II			Summer III			Yr Cr
Course Title	Course#	#Cr	Course Title	Course#	#Cr	Course Title	Course#	#Cr	31
Composition I	ENC 1101	3	Intro Speech Communication	SPC 1017	3	Trigonometry	MAC 1114	3	
Intermediate Algebra	MAT 1033	3	Composition II	ENC 1102	3	Humanities (East-West Synthes)	HUM 2270	3	
Western Humanities: Ancient to	HUM 2210	3	College Algebra	MAC 1105	3	Studies in Applied Ethics	PHI 1600	3	
			Introductory Chemistry	CHM 1025	3				
			Introductory Chemistry Lab	CHM 1025L	1				
	Total Credits:	9		Total Credits:	13		Total Credits:	9	

Year: 2013 - 2014

Fall I			Spring II			Summer III			Yr Cr
Course Title	Course#	#Cr	Course Title	Course#	#Cr	Course Title	Course#	#Cr	27
American National Government	POS 2041	3	Calculus w/Analytic Geometry I	MAC 2311	5	Basic Computer & Info Literacy	CGS 1070	1	
Gen Chemistry I	CHM 2045	3	General Chemistry II	CHM 2046	3	Biology I Cellular Processes	BSC 2010	3	
Gen Chem/Qual Analys Lab I	CHM 2045L	1	General Chemistry Lab II	CHM 2046L	1	Biology I Laboratory	BSC 2010L	1	
Pre-Calculus Algebra	MAC 1140	3	General Psychology	PSY 1012	3				
	Total Credits:	10		Total Credits:	12		Total Credits:	5	

Year: 2014 - 2015

Fall I			Spring II			Summer III			Yr Cr
Course Title	Course#	#Cr	Course Title	Course#	#Cr	Course Title	Course#	#Cr	17
Calculus w/Analytic Geometry II	MAC 2312	5	Organic Chemistry II	CHM 2211	3				
Organic Chemistry I	CHM 2210	3	Organic Chemistry Lab II	CHM 2211L	1				
Organic Chemistry Lab I	CHM 2210L	1	Biology II Organisms & Biology	BSC 2011	3				
			Biology II Laboratory	BSC 2011L	1				
	Total Credits:	9		Total Credits:	8		Total Credits:		

	Cumulative Credits	79

PRINT

My Learning Plan Rollout Pilots
Tarpon Springs Campus and College-wide

My Status	My Financial Aid	My Learning Plan	Register for Classes	Pay For Class	My Email	My Personal Information	My Resources

Tutorials ▶

My Learning Plan

Student ID:	Name:	Catalog Yr: 2010	Date Printed: 08/14/2012
Degree: Associate in Arts Degree	Major: General	Specialize: Biology-AA SUS Transfer	

Year: 2011 - 2012

Fall I			Spring II			Summer III			Yr Cr
Course Title	Course#	#Cr	Course Title	Course#	#Cr	Course Title	Course#	#Cr	4
						Development Reading II	REA 0017		
						Development Mathematics II	MAT 0028		
						The College Experience	SLS 1101	3	
						Faculty-Peer Mentoring Experie	SLS 1126	1	
	Total Credits:			Total Credits:			Total Credits:	4	

Year: 2012 - 2013

Fall I			Spring II			Summer III			Yr Cr
Course Title	Course#	#Cr	Course Title	Course#	#Cr	Course Title	Course#	#Cr	31
Composition I	ENC 1101	3	Intro Speech Communication	SPC 1017	3	Trigonometry	MAC 1114	3	
Intermediate Algebra	MAT 1033	3	Composition II	ENC 1102	3	Humanities (East-West Synthes)	HUM 2270	3	
Western Humanities: Ancient to	HUM 2210	3	College Algebra	MAC 1105	3	Studies in Applied Ethics	PHI 1600	3	
			Introductory Chemistry	CHM 1025	3				
			Introductory Chemistry Lab	CHM 1025L	1				
	Total Credits:	9		Total Credits:	13		Total Credits:	9	

Year: 2013 - 2014

Fall I			Spring II			Summer III			Yr Cr
Course Title	Course#	#Cr	Course Title	Course#	#Cr	Course Title	Course#	#Cr	27
American National Government	POS 2041	3	Calculus w/Analytic Geometry I	MAC 2311	5	Basic Computer & Info Literacy	CGS 1070	1	
Gen Chemistry I	CHM 2045	3	General Chemistry II	CHM 2046	3	Biology I Cellular Processes	BSC 2010		
Gen Chem/Qual Analys Lab I	CHM 2045L	1	General Chemistry Lab II	CHM 2046L	1	Biology I Laboratory	BSC 2010L	1	
Pre-Calculus Algebra	MAC 1140	3	General Psychology	PSY 1012	3				
	Total Credits:	10		Total Credits:	12		Total Credits:	5	

Year: 2014 - 2015

Fall I			Spring II			Summer III			Yr Cr
Course Title	Course#	#Cr	Course Title	Course#	#Cr	Course Title	Course#	#Cr	17
Calculus w/Analytic Geometry II	MAC 2312	5	Organic Chemistry II	CHM 2211	3				
Organic Chemistry I	CHM 2210	3	Organic Chemistry Lab II	CHM 2211L	1				
Organic Chemistry Lab I	CHM 2210L	1	Biology II Organisms & Ecology	BSC 2011	3				
			Biology II Laboratory	BSC 2011L	1				
	Total Credits:	9		Total Credits:	8		Total Credits:		

		Cumulative Credits	79

PRINT

My Learning Plan Rollout Pilots
Tarpon Springs Campus and College-wide

Actions Taken

- ❖ Two Pilots: MLP v2
- ❖ Surveys: Faculty, Advisors
- ❖ MLP v3 *In-Service* July 2012
- ❖ Student Focus Groups
- ❖ Shared Information Collegewide

Lessons Learned

- ❖ System works as designed
- ❖ Advisor-to-class assignments
- ❖ Advisor visits to classes
- ❖ Importance of student reminders
- ❖ *"The Success Triangle"*
- ❖ And much more

Next Steps

- ❖ My Learning Plan (MLP) v4: Oct 2012
  - ❖ Improved Navigation
  - ❖ "My Career" Features
  - ❖ My Graduation Status v2
  - ❖ Other key enhancements
- ❖ Student Life Plan (SLP) v1: Jan 2013

My Learning Plan Rollout Pilots
Tarpon Springs Campus and College-wide

St. Petersburg College · ESTABLISHED 1927

My Status | My Financial Aid | My Learning Plan | Register for Classes | Pay For Class | My Email | My Personal Information | My Resources

Tutorials ▶

My Learning Plan

Student ID:	Name:	Catalog Yr: 2010	Date Printed: 08/14/2012
Degree: Associate in Arts Degree	Major: General	Specialize: Biology-AA SUS Transfer	

Year: 2011 - 2012

Fall I — Course Title	Course#	#Cr	Spring II — Course Title	Course#	#Cr	Summer III — Course Title	Course#	#Cr	Yr Cr
						Development Reading II	REA 0017		4
						Development Mathematics II	MAT 0028		
						The College Experience	SLS 1101	3	
						Faculty-Peer Mentoring Experie	SLS 1126	1	
	Total Credits:			Total Credits:			Total Credits:	4	

Year: 2012 - 2013

Fall I — Course Title	Course#	#Cr	Spring II — Course Title	Course#	#Cr	Summer III — Course Title	Course#	#Cr	Yr Cr
Composition I	ENC 1101	3	Intro Speech Communication	SPC 1017	3	Trigonometry	MAC 1114	3	31
Intermediate Algebra	MAT 1033	3	Composition II	ENC 1102	3	Humanities (East-West Synthes)	HUM 2270	3	
Western Humanities:Ancient to	HUM 2210	3	College Algebra	MAC 1105	3	Studies in Applied Ethics	PHI 1600	3	
			Introductory Chemistry	CHM 1025	3				
			Introductory Chemistry Lab	CHM 1025L	1				
	Total Credits:	9		Total Credits:	13		Total Credits:	9	

Year: 2013 - 2014

Fall I — Course Title	Course#	#Cr	Spring II — Course Title	Course#	#Cr	Summer III — Course Title	Course#	#Cr	Yr Cr
American National Government	POS 2041	3	Calculus w/Analytic Geometry I	MAC 2311	5	Basic Computer & Info Literacy	CGS 1070	1	27
Gen Chemistry I	CHM 2045	3	General Chemistry II	CHM 2046	3	Biology I Cellular Processes	BSC 2010	3	
Gen Chem/Qual Analys Lab I	CHM 2045L	1	General Chemistry Lab II	CHM 2046L	1	Biology I Laboratory	BSC 2010L	1	
Pre-Calculus Algebra	MAC 1140	3	General Psychology	PSY 1012	3				
	Total Credits:	10		Total Credits:	12		Total Credits:	5	

Year: 2014 - 2015

Fall I — Course Title	Course#	#Cr	Spring II — Course Title	Course#	#Cr	Summer III — Course Title	Course#	#Cr	Yr Cr
Calculus w/Analytic Geometry II	MAC 2312	5	Organic Chemistry II	CHM 2211	3				17
Organic Chemistry I	CHM 2210	3	Organic Chemistry Lab II	CHM 2211L	1				
Organic Chemistry Lab I	CHM 2210L	1	Biology II Organisms & Ecology	BSC 2011	3				
			Biology II Laboratory	BSC 2011L	1				
	Total Credits:	9		Total Credits:	8		Total Credits:		
							Cumulative Credits		79

PRINT

Career Services

- New Start – Developmental Advising
  - Seven Questions
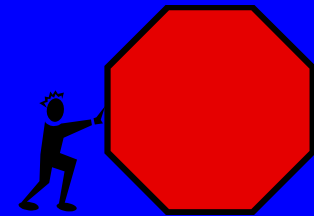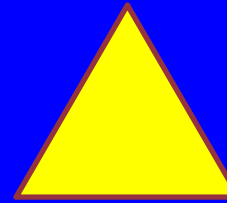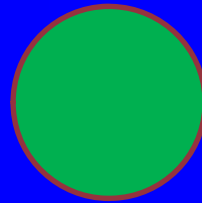
- New Tools
  - Focus 2
  - Optimal Resume

- New Service Model

CAREER SERVICE EMPLOYEE COUNCIL

Accomplishments Year One

- ❖ Finalized the Compensation and Classification Study

- ❖ Resolved Floating Holiday work requirements

- ❖ 723 Budgeted Career Service Employees Completed Professional Development Level 1 Training

- ❖ Presented at All College Day

- ❖ Implemented "Bridging the Gap" (increasing awareness of CSEC)

Goals for Year Two

- ❖ Expand our presence at "All College Day"

- ❖ Formulate a Comprehensive In-House Marketing Strategy

- ❖ Increase Workshops and Professional Development opportunities

- ❖ Establish the "Annual Career Service Emeritus Recognition Ceremony"

- ❖ Develop the New Career Service Employee(s) "Welcome Team"

- ❖ Implement first week of class "Volunteers for Student Success"

Midtown Educational Specifications

August 2012 Board of Trustees Meeting

Presented by Kevin D. Gordon, Ed. D.

August 21, 2012

Overview

Review of:

➢ Student Demographics

➢ Funded buildable space

➢ Est. Capacity

➢ Possible Space

➢ Other considerations

Demographics

Enrollment Status	Midtown	Collegewide
PT	72.3%	76.4%
FT	27.7%	23.6%
Ethnicity	Percent	Percent
Black/African American	69.4%	13.6%
Hispanic/Latino	5.2%	8.3%
White	19.10	68%
*Other	6.4%	10.2%
Age Group	Percent	Percent
21 and Under	24%	36.6%
22-25	17.3%	17.7%
26-35	28.9%	24.6%
36+	29.8%	21.2%
Gender	Percent	Percent
Female	63.3%	58.7%
Male	32.7%	38.1%
Unknown	4%	3.2%

*Other includes Asian, Am. Indian, Hawaiian, and Not Specified

Maximum funded Sq. Ft

➢ 45,000 sq. ft.
➢ 3 stories

Midtown Space Utilization

Percentage of Space Used

- Classrooms (1025 sq. ft. = 40 seats)
- Laboratories
- Library/Learning Support Center
- Food Service, Bookstore, Community Room
- Student Services, Faculty and Staff Offices, Meeting Space
- Sanitation (1.5 NSF/COFTE)
- Custodial Facilities (1.10 NSF/COFTE)
- Electrical, Mechanical, & HVAC (5%)
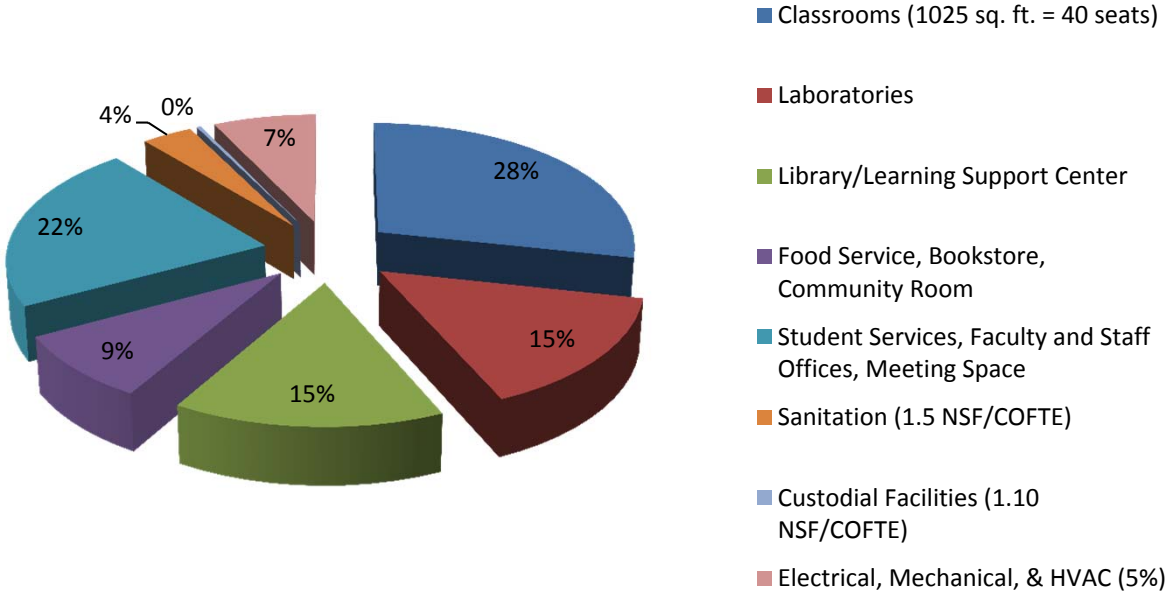
Classrooms/Labs

Library/Learning Space

Student Commons/Gathering area

Student Services

Offices

By the Numbers

Number	Current	Proposed
Square Footage	10000	45000
Classrooms	6	10
Computer Labs	1	3
Science Labs	0	2
Student Stations	152	538
*Capacity (Daily)	904	3201

*Daily capacity is based on 538 seats used 7 times daily at 85% times average student course load.

Next Steps/Questions

➢ Conduct feasibility study to solidify programs of study and space allocation (Business/IT, Health, Human Services)

➢ Coordinate learning resources and out of class support program needs based on space and projected enrollment.

➢ Allocate space based on staffing plan

➢ Ensure community is considered in design and use of the building

➢ Review/Revisit/Revise Plans

Fall 2012
Enrollment Update

Board of Trustees Meeting

August 2012

Fall 2012 Enrollment
Opening Day

-3.0%

-5.5%

Headcount — Fall 2011: 33,359, Fall 2012: 32,354

SSH — Fall 2011: 295,041, Fall 2012: 278,936

Headcount

SSH
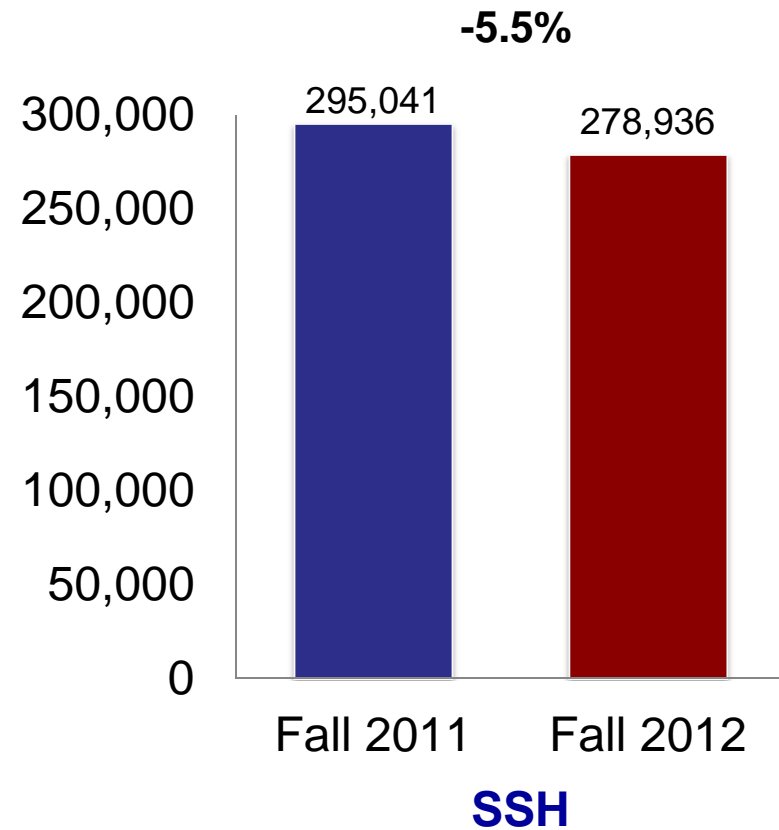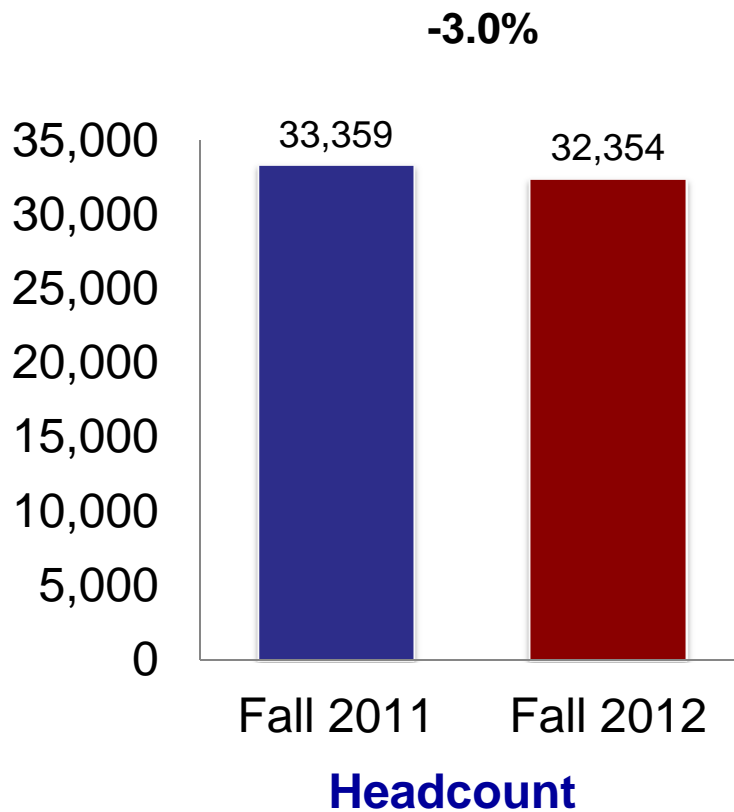
Note: SSH = Student Semester Hours.

Source: BI – Headcount and SSH Enrollment By Day Dashboards, Data Extracted, August 20, 2012
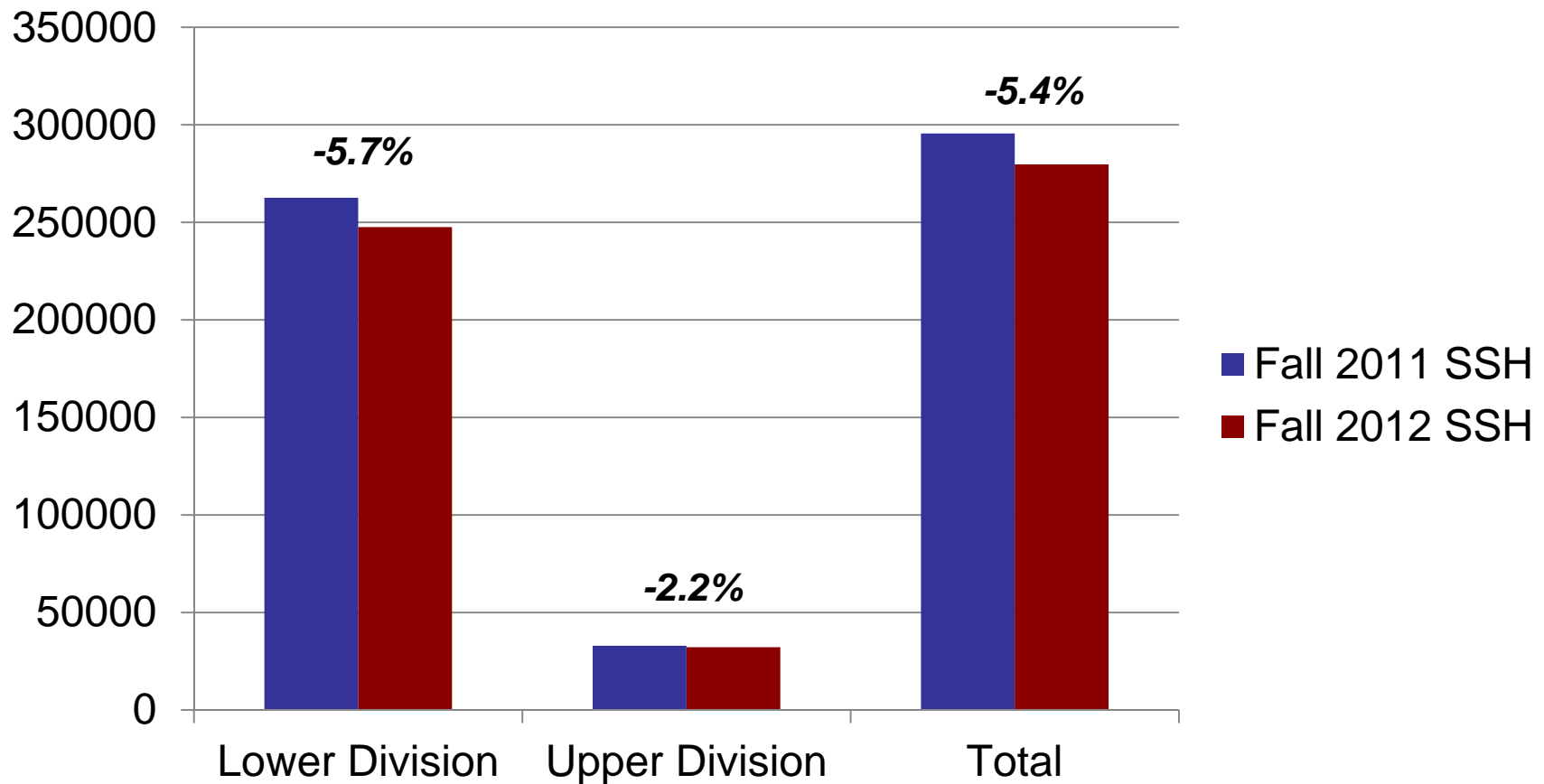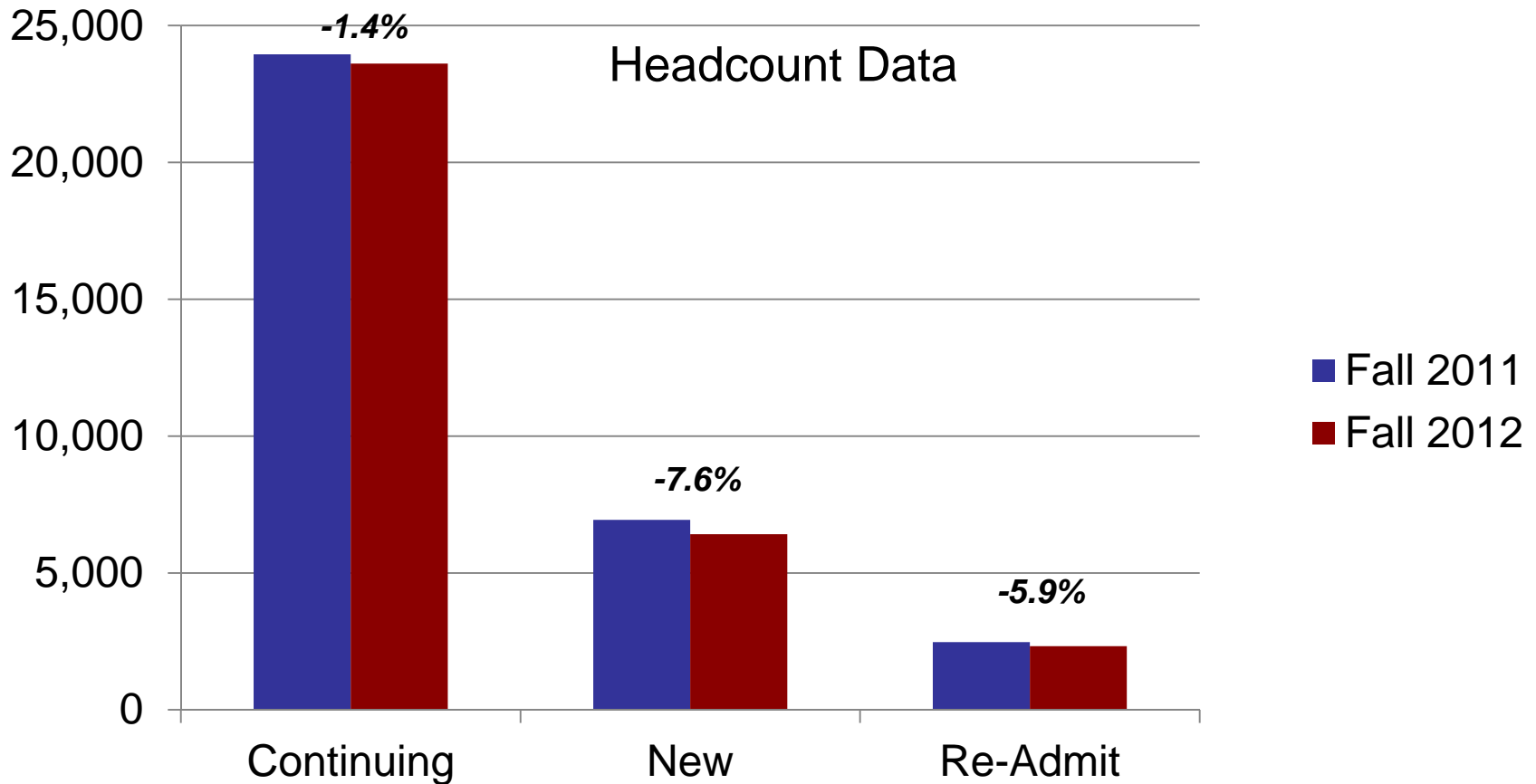
Continuing Student Trend

23,945

23,610

Continuing 2011   Continuing 2012

Source: BI – Headcount Enrollment By Day Dashboard August 20, 2012
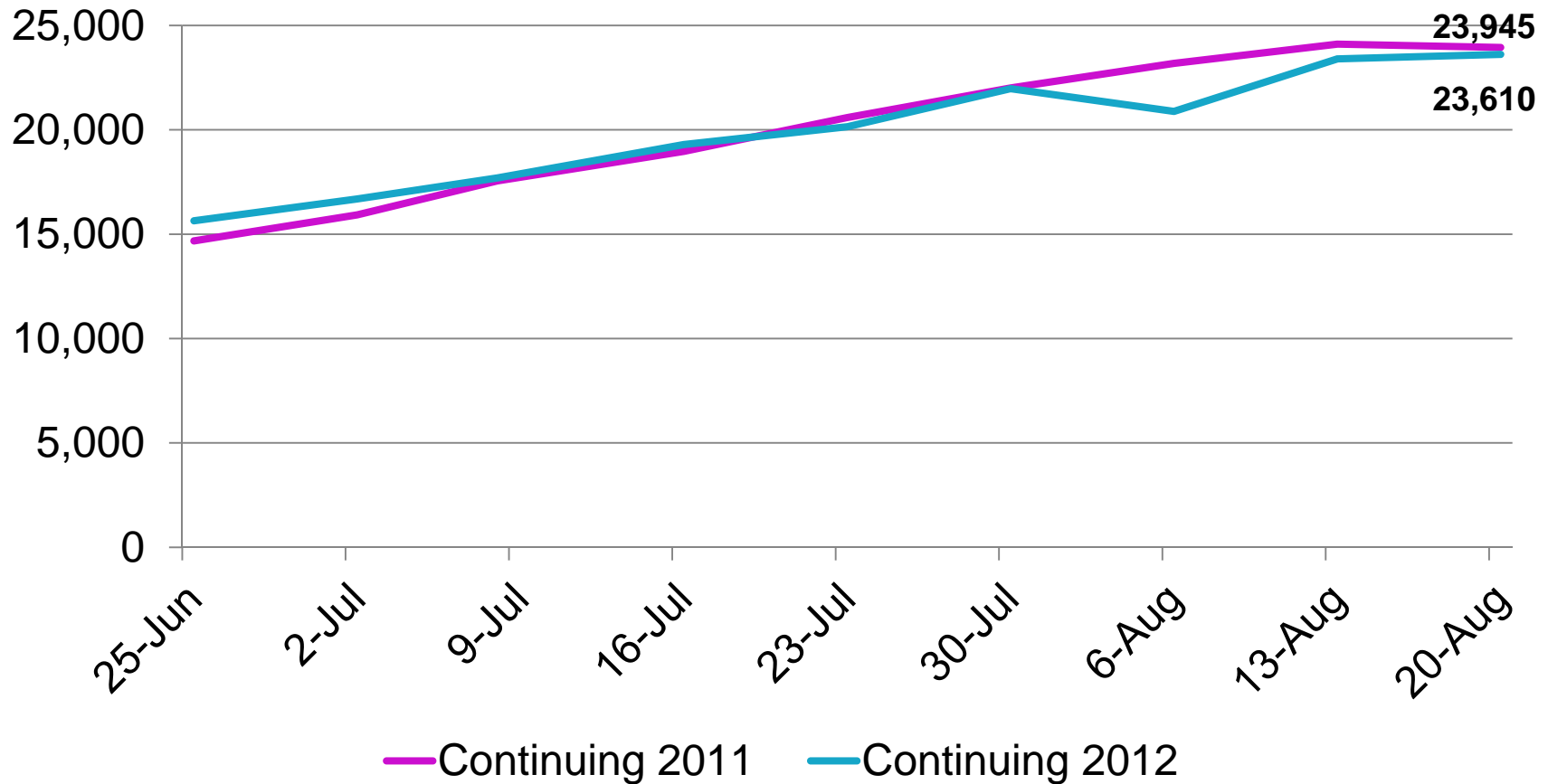
New and Readmit Student Trend
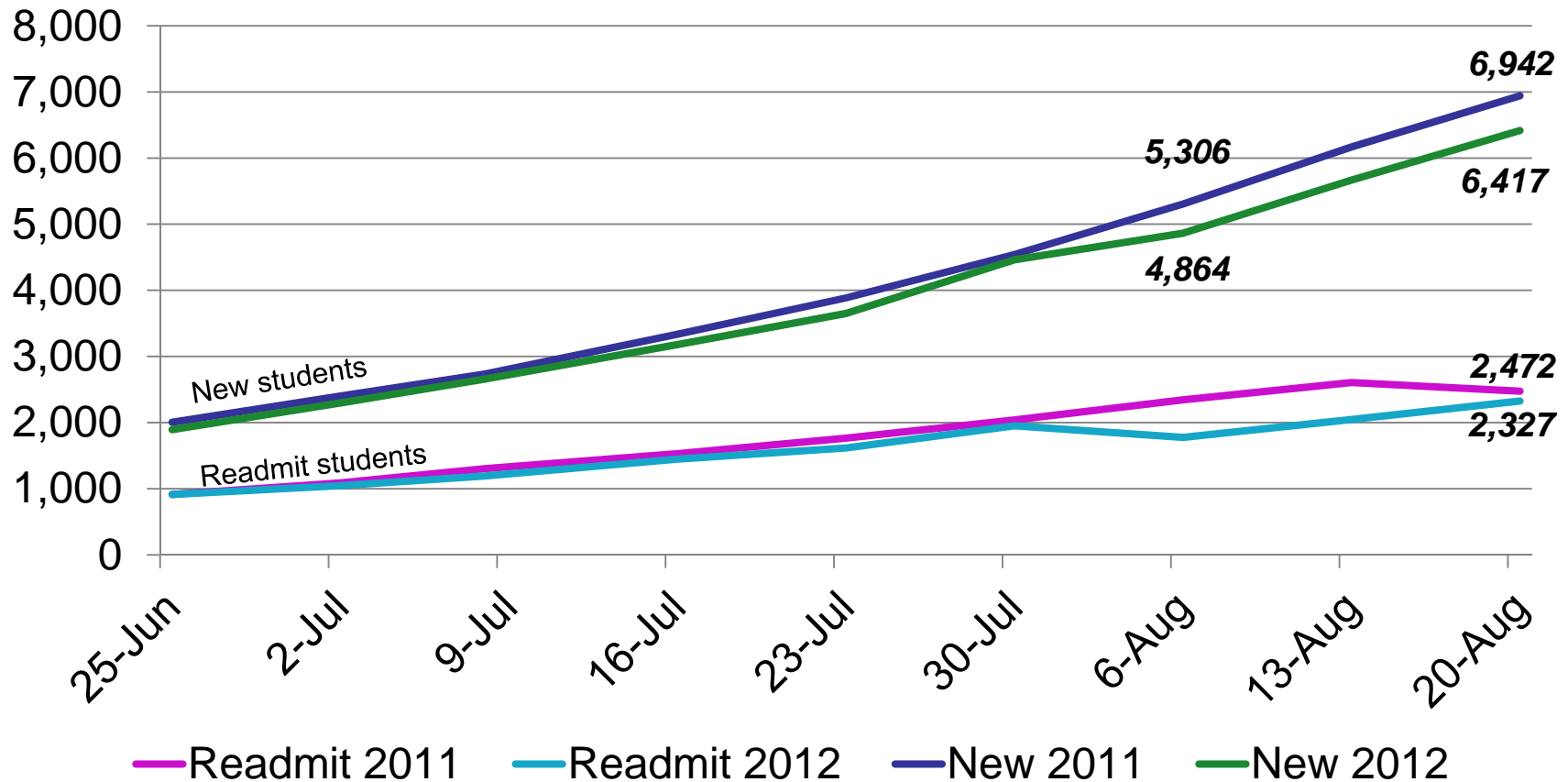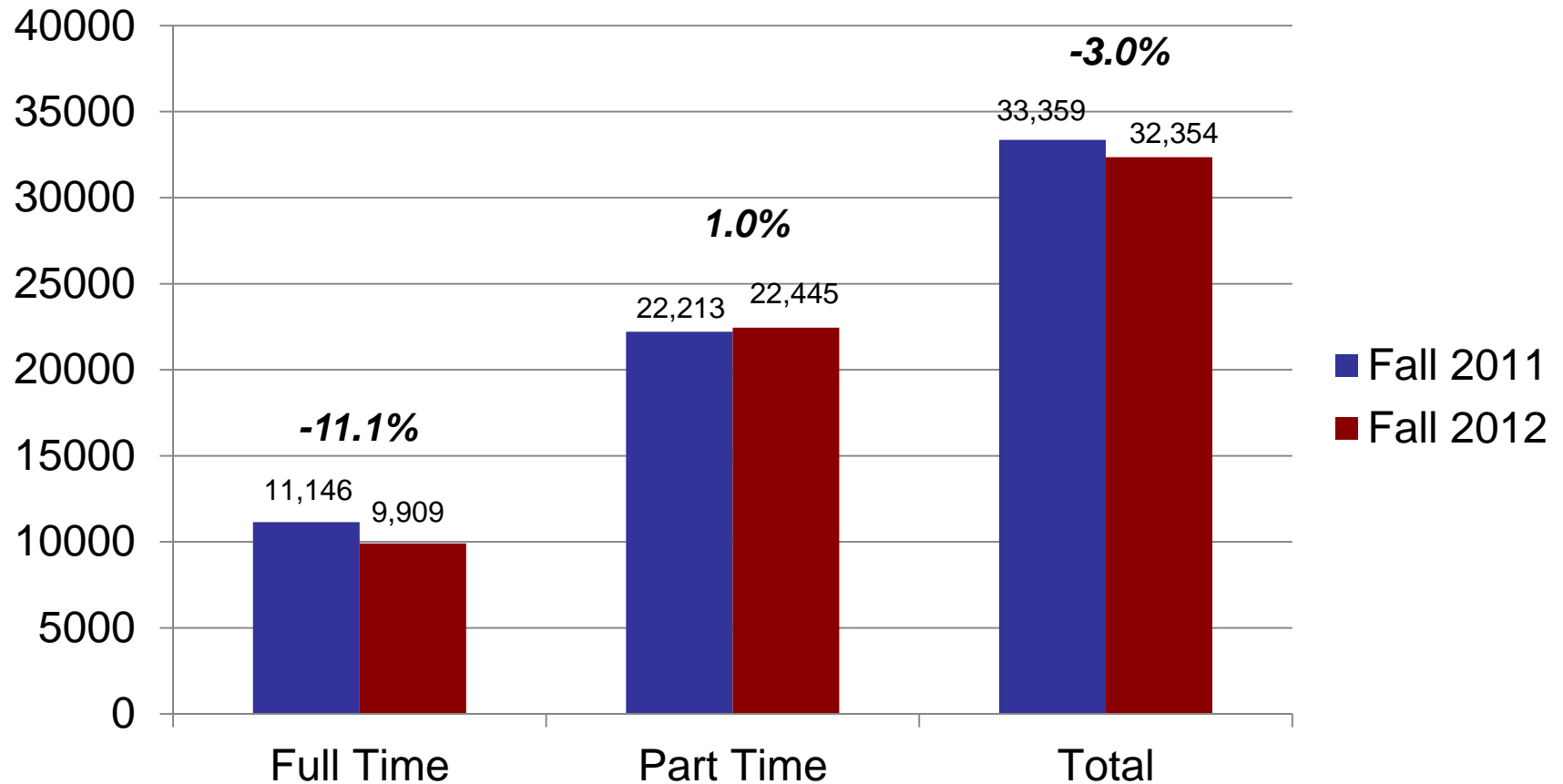
New students

Readmit students

| Readmit 2011 | Readmit 2012 | New 2011 | New 2012 |

Values shown: 6,942 / 5,306 / 6,417 / 4,864 / 2,472 / 2,327

X-axis: 25-Jun, 2-Jul, 9-Jul, 16-Jul, 23-Jul, 30-Jul, 6-Aug, 13-Aug, 20-Aug

Source: BI – Headcount Enrollment By Day Dashboard August 20, 2012

Financial Aid Awards

Fall 2011: Students without Aid 44% — 14,785; Students with Aid 56% — 18,574

Fall 2012: Students without Aid 45% — 14,721; Students with Aid 55% — 17,633

Source: BI Headcount Dashboard. Data extracted August 20, 2012
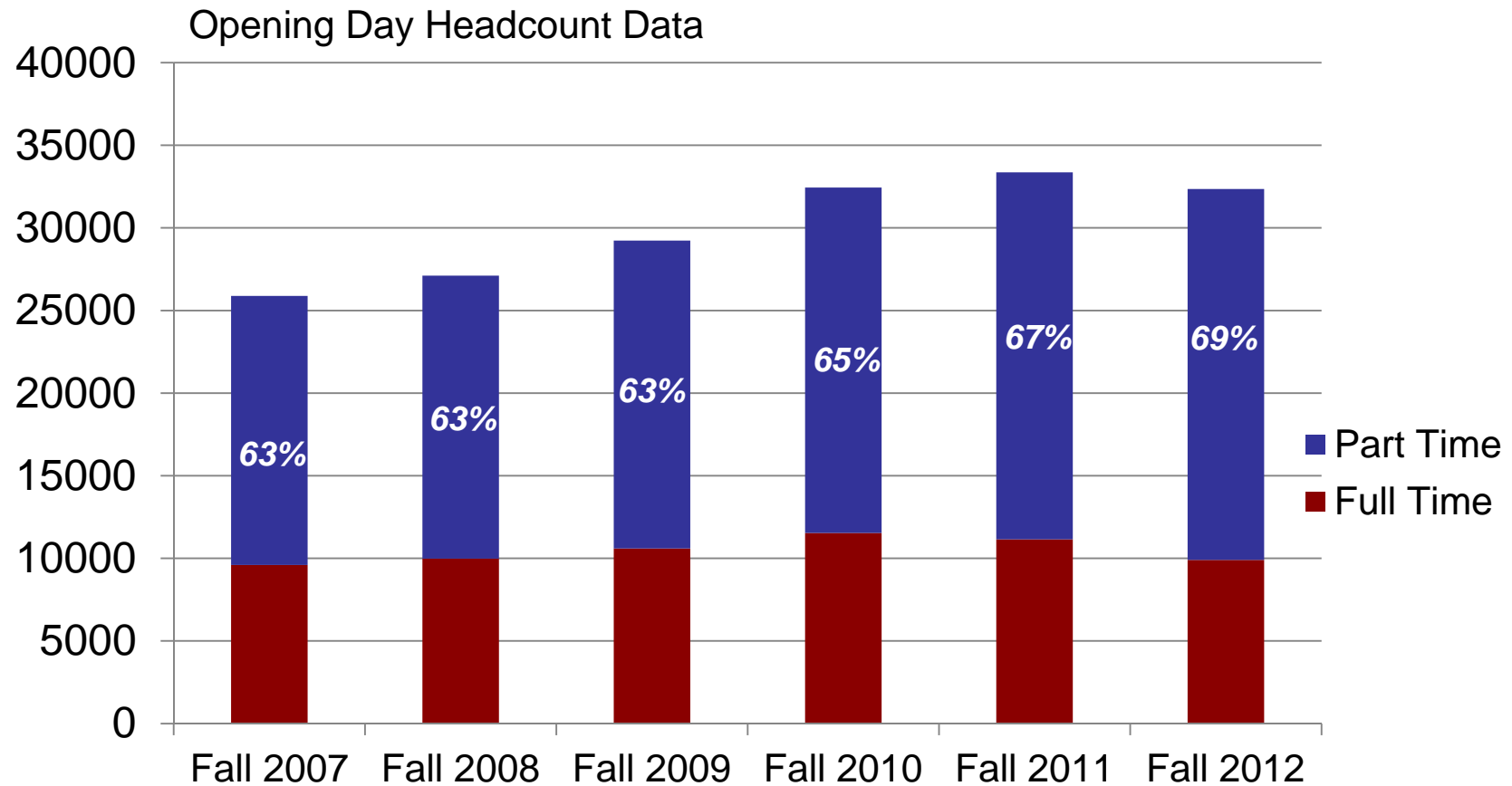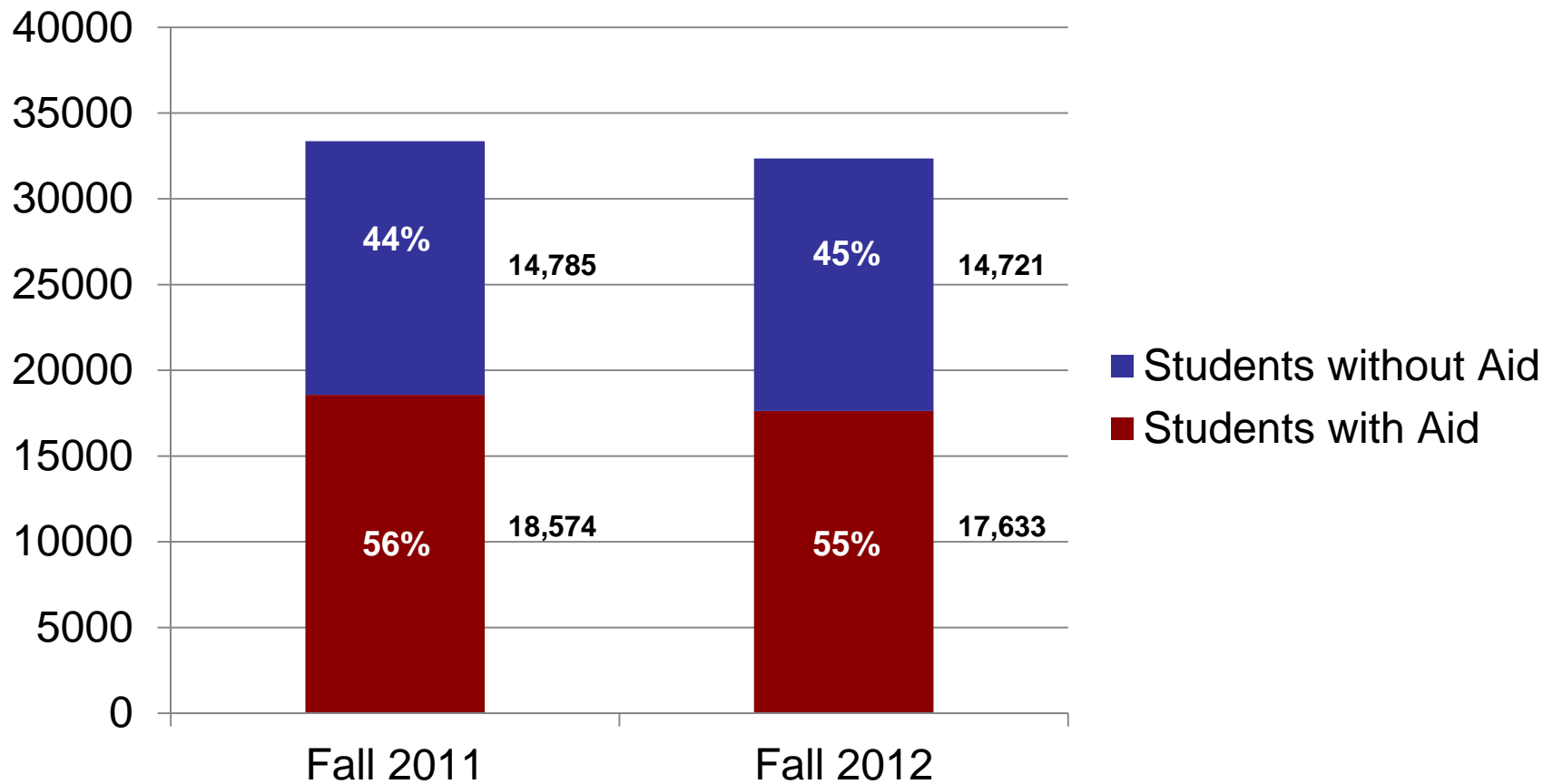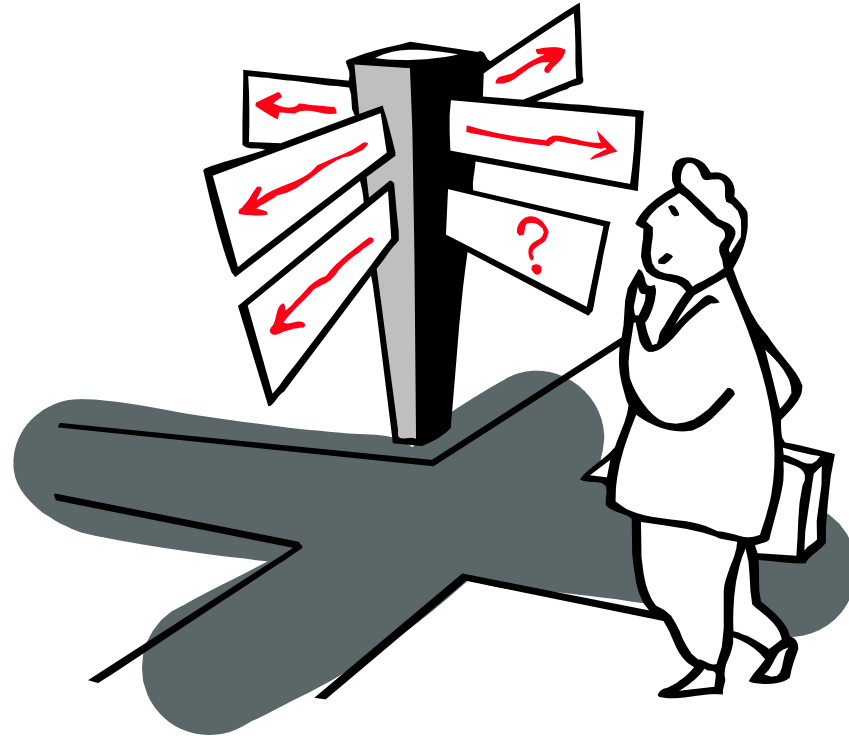
Fall 2012 Enrollment Update

Noteworthy Observations:

- Students taking fewer credit hours
- A 3% proportional increase in Part-Time students
- A decline of 1,237 (11.1%) Full-Time students
- A 2.2% decrease in Upper Division SSH
- A decline of 525 (7.6%) New students
- Slightly lower proportion of students receiving Financial Aid (55% vs. 56% last year)

Questions

Managing Course Enrollment

BOT Meeting

August 2012

- Designed a conservative schedule based on recent enrollment trends

- Monitored enrollment patterns using new tools (e.g., PowerPivot)

- Created a course enrollment survey for student feedback

- Made adjustments by opening sections on an as needed basis

Managing Course Enrollment

Within Reach
St. Petersburg College
SPC

Enrollment Metrics

Metric	Fall 2011	Fall 2012	Difference	Percent Difference
Number of courses	997	1,000	3	0.3%
Number of sections	4,466	4,165	-301	-7%
Percent of Seats Taken[1,3]	90.3%	91.8%	1.6%	---
Actual Equated Credit Hours (ECH)[3]	13,734	12,492	-1,242 [$943,920] [4]	-9%
Performance Metric[2,3]	7.5	7.7	0.2	3%

Note; Data extracted from PeopleSoft Student System on August 20, 2012.
Note[1]: Actual Enrollment divided by Actual Standard Course Load (SCL).
Note[2]: Actual Enrollment divided by Actual Equated Credit Hours (ECH).
Note[3]: Excludes Open Campus course, Corporate Training courses and courses in a temporary (T) status.
Note4: Cost savings estimate based on Adjunct Master's+ 30 Rate ($760) times Actual Estimated Credit Hours (ECH).

An Achieving the Dream Institution

Managing Course Enrollment

Achieving the Dream Update

BOT Meeting

August 2012

A national nonprofit that is dedicated to helping more community college students, particularly low-income students and students of color, stay in school and earn a college certificate or degree.

What is Achieving the Dream?

Achieving the Dream is closing achievement gaps and accelerating student success nationwide by:

- Guiding evidence-based institutional improvement
- Influencing public policy
- Generating knowledge
- Engaging the public

Achieving the Dream

The Achieving the Dream National Reform Network includes:

- nearly 200 colleges,
- 15 state policy teams,
- more than 20 investors, and
- more than 100 coaches and advisors - working throughout 32 states and the District of Columbia

To help 3.75 million community college students have a better chance of realizing greater economic opportunity and achieving their dreams.

By the Numbers…

Achieving the Dream has a set of overarching principles aimed at improving student success.

- Committed Leadership
- Use of Evidence
- Broad Engagement
- Systemic Institutional Improvement
- Equity

Principles

1. Identify and prioritize problems

2. Develop strategies to address priority problems

3. Implement, evaluate and improve strategies

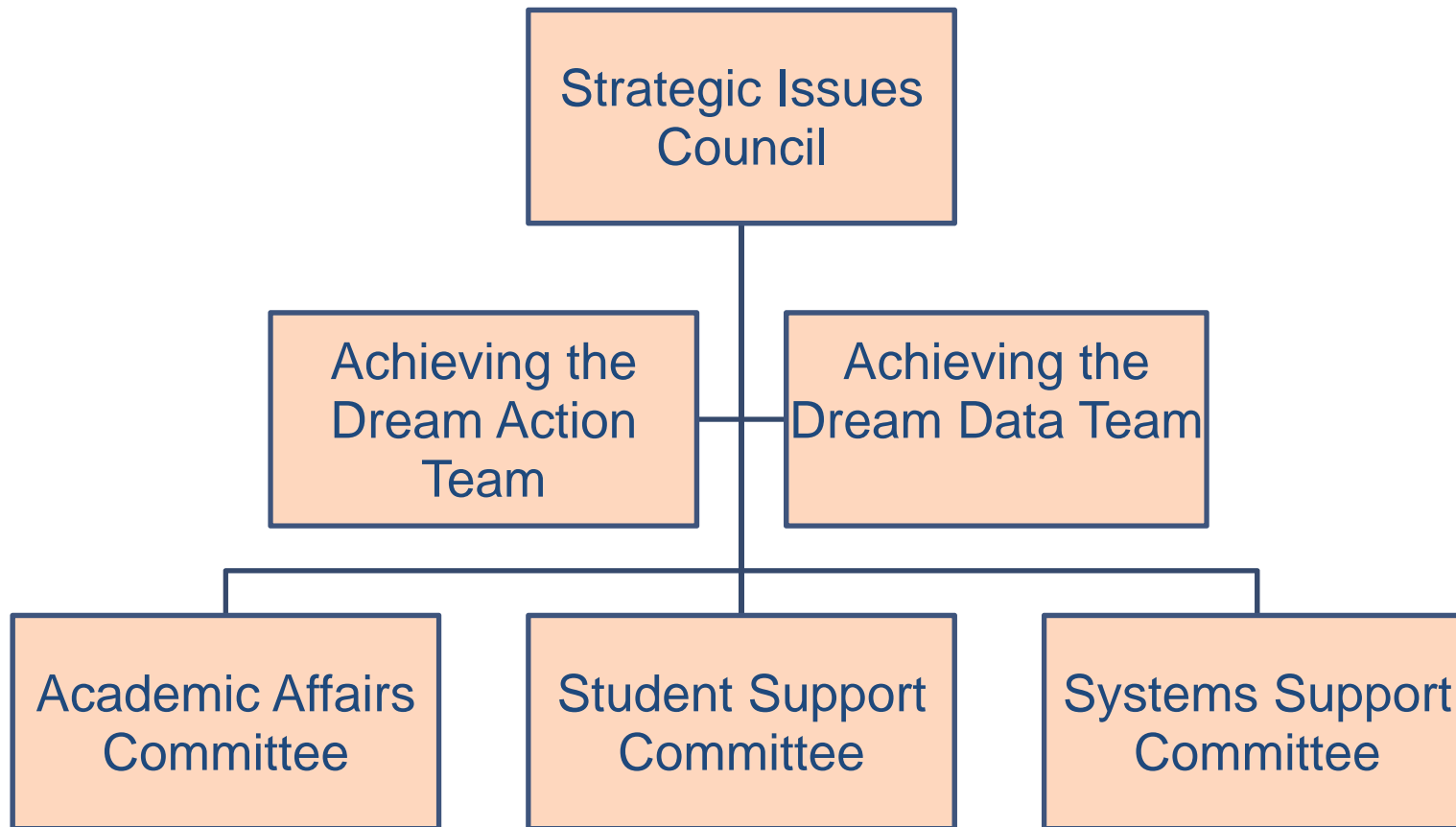4. Institutionalize effective policies and practices

Process

1. Completion of developmental courses

2. Completion of gateway courses

3. Completion of all courses with C or better

4. Fall-to-Spring retention rate

5. Graduation rate

Student Success Measures

Alignment

- Kick-off announced at Fall Faculty Meeting

- New Website: http://www.spcollege.edu/dream/

- Visit from the Leadership and Data Coaches last week; they will return for All College Day

- Campus-based discussions with students, faculty, and staff in October

Achieving the Dream Update
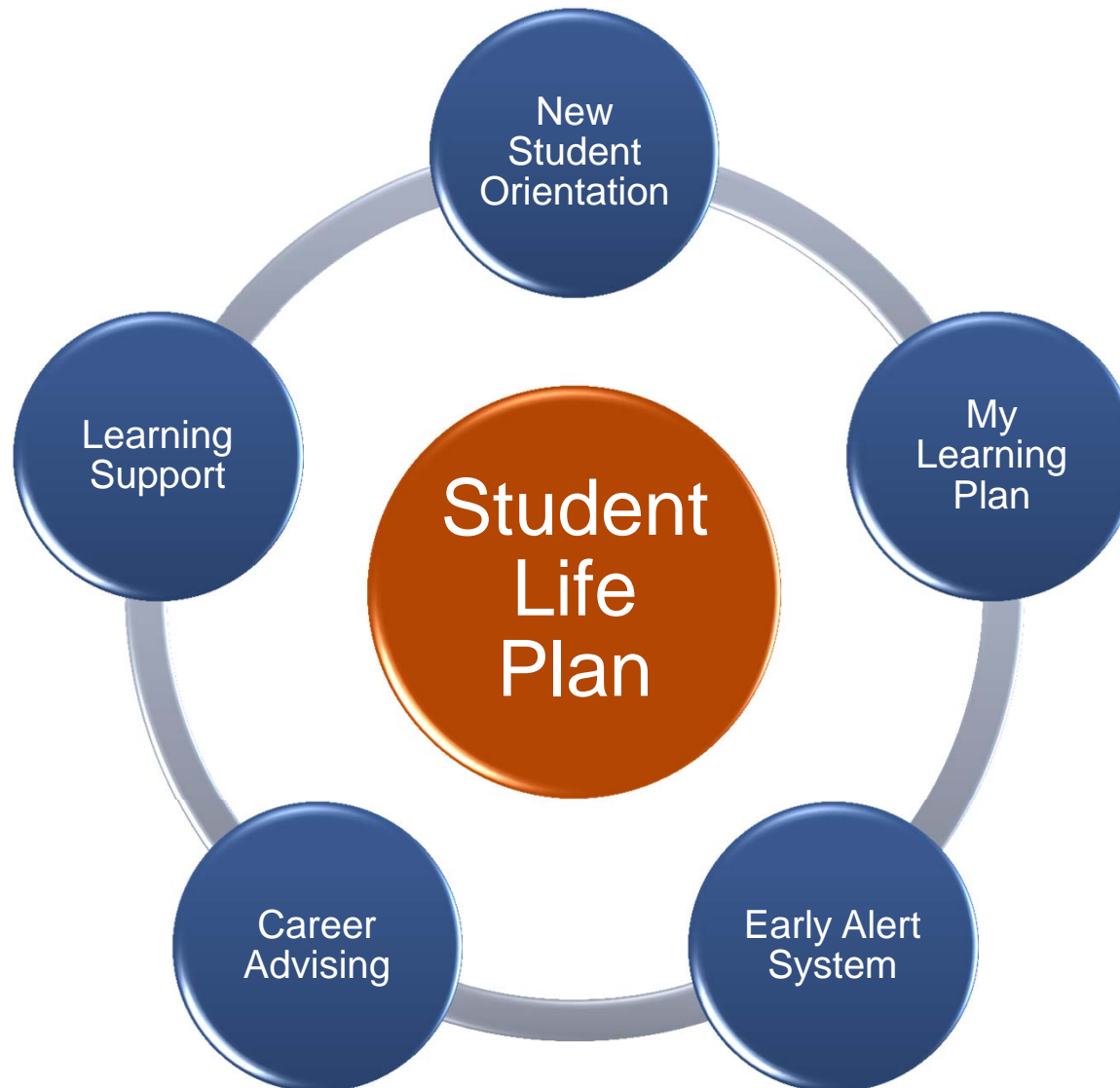
College Experience

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

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

This informational report includes purchases above Category 2 (currently $35,000.) but not exceeding Category 5 ($325,000.) as specified in Board of Trustee's Rule 6Hx23-5.12. These transactions during the preceding quarter have been approved pursuant to established bid procedures as specified by Florida stature. Where permitted by law, exemptions from bidding procedures may have been enacted. (See State Board of Education Procurement Requirements 6A-14.0734.
.
The acronyms "SBE" and "BOT" stand for the State Board of Education and the St. Petersburg College Board of Trustees, respectively.

The listing is by Purchase Order Number:

1. **P.O. #82297 – Audio Visual Innovations –** This is in the amount of **$39,992.41** for audio visual equipment utilized in the Mock Courtroom. **Authority:** SBE & BOT Rule 6Hx23-5.12, D: "Purchases at the unit or contract prices…" R**ecommended** by Stan Vittetoe, Provost Clearwater Campus and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

2. **P.O. #82593 – Geller & Associates –** This is in the amount of **$38,500.00** to provide consultation and professional services at the Law Enforcement Executive Sessions. **This is grant-funded**. **Authority:** SBE & BOT Rule 6Hx23-5.12, G: "Professional services …" **Recommended** by J.C. Brock, Jr., Campus Executive Officer Allstate Center, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.

3. **P.O. #82606– McKeon, Nancy I –** This is in the amount of **$56,000.00** to provide continuation of consultation and professional services at the Law Enforcement Executive Sessions. **This is grant-funded**. **Authority:** SBE & BOT Rule 6Hx23-5.12, G: "Professional services …" **Recommended** by J.C. Brock, Jr., Campus Executive Officer Allstate Center and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.

4. **P.O. #82609 – Dell Marketing LP –** This is in the amount of **$53,840.24** for Sequel Server Enterprise Licenses. **Authority:** SBE & BOT Rule 6Hx23-5.12, H: "Information technology resources…" **Recommended** by Daya Pendharkar, Associate Vice President,

Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

5. **P.O. #82627 – Medical Education Technologies INC –** This is in the amount of **$39,389.00** for Metiman pre-hospital patient simulator. **Authority:** SBE & BOT Rule 6Hx23-5.12, B: **"Educational tests…" Recommended** by Phillip Nicotera, Provost, Health Education Center, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.

6. **P.O. #82825 – Black Box Network Services –** This is in the amount of **$45,850.29** for Enterasys maintenance agreement. **Authority:** SBE & BOT Rule 6Hx23-5.12, H: "Information technology resources…" **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

7. **P.O. #82924 – Semantic Space –** This is in the amount of **$99,360.00** for consultant to assist in development of programming for My Learning Plan 3.0 and 4.0. **Authority:** SBE & BOT Rule 6Hx23-5.12, H: "Information technology resources…" **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

8. **P.O. #82952 – Crossover Distribution.com –** This is in the amount of **$91,255.89** for the Informacast warning alert system loud speakers and mounting equipment. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, H: "Information technology resources…" **Recommended** by Susan Reiter, Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

9. **P.O. #83148 – Ronco Communications & Electronics INC –** This is in the amount of **$78,222.22** for Cisco Smartnet hardware and software which is the infrastructure support of SPC Internet connectivity. **Authority:** SBE & BOT Rule 6Hx23-5.12, H: "Information technology resources…" **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

10. **P.O. #83150 – Dell Marketing LP –** This is in the amount of **$63,705.04** computer and server backup batteries. **Authority:** SBE & BOT Rule 6Hx23-5.12, H: "Information technology resources…" **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

11. **P.O. #83199 – Hartman Integrations INC –** This is in the amount of **$35,590.33** for complete installation and programming of digital media presentation system. **Authority:** SBE & BOT Rule 6Hx23-5.12, H: "Information technology resources…" **Recommended** by Conferlete Carney, Provost, Tarpon Springs Campus, and approved

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

12. **P.O. #83535 – Patterson Medical Supply INC –** This is in the amount of **$210,396.00** for dental chairs. **Authority:** SBE & BOT Rule 6Hx23-5.12, D: "Contract Pricing…" **Recommended** by Phillip Nicotera, Provost, Health Education Center and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

Change orders listed in numeric order:

1. **P.O. #78500 – Follett Higher Education Group:** This change order is in the amount of **$5,500.00** increase (new total is $40,100.00). For additional books needed for the Language Institute. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: "Educational tests, textbooks…" **Recommended** by Stan Vittetoe, Provost, Clearwater, and approved by Anne Cooper, Senior Vice President, Academic and Student Affairs.

2. **P.O. #78693 – Coutts Information Services:** This change order is in the amount of **$15,000** (new total is $75,000.00) increase. This is to allow for additional Library purchases. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption C: "Library books…" **Recommended** by Joseph Leopold, Acting Director, Learning Resources, and approved by Anne Cooper, Senior Vice President, Academic and Student Affairs.

3. **P.O. #79264 – Times Publishing CO:** This change order is in the amount of **$4,997.00** increase. (new total is $39,997.15) To provide a one for one match in advertising space for various events held at the Palladium. **Authority:** SBE & BOT Rule 6Hx23-5.12, F: "Services or commodities available…" **Recommended** by Susan Reiter, Vice President Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

4. **P.O. #79324 – EQ Florida:** This change order is in the amount of **$25,400** increase. (new total is $68,110.00) This is for additional services of hazardous waste removal services. **Authority:** SBE & BOT Rule 6Hx23-5.12, D: "Contract Pricing..." **Recommended** by Susan Reiter, Vice President Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

5. **P.O. #80783 – University of South Florida:** This change order is in the amount of **$8,104.40** increase (new total is $38,182.29). This is funding allocation for College Reach Out expenses. **This is grant-funded. Authority:** SBE & BOT Rule 6Hx23-5.12, G: "Professional services..." **Recommended** by Karen White, Provost, SP/G, and approved by Anne Cooper, Senior Vice President, Academic and Student Affairs.

6. **P.O. #82692 – Audio Visual Innovations:** This change order is in the amount of **$1,157.81** increase. (new total is $51,928.90). This is for the additional transmitter. **Authority:** SBE & BOT Rule 6Hx23-5.12, I: "Single Source procurements…" **Recommended** by Catherine

Kennedy, Associate Vice President, University Partnership Center, SE, and approved by Anne Cooper, Senior Vice President, Academic and Student Affairs.

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

Dell Marketing LP

	P.O. #82609	$53,840.24
	P.O. #83150	$63,705.04
Total		$117,545.28

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

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

The following are exceptions to competitive solicitations:

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

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

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

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

E. Food.

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

G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For

the purposes of this paragraph, "professional services" shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.

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

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

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

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

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

Pas062512

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: City of St. Petersburg—West St. Petersburg Joint-Use Library at the St. Petersburg/Gibbs Campus

Approval is sought to accept the City of St. Petersburg's request for the First Amendment to the Agreement entered into on January 13, 2003 by the City of St. Petersburg and the Board of Trustees, St. Petersburg College. The First Amendment to the Agreement will reduce the designated community use library staff by one full-time library paraprofessional and the corresponding contribution of the City to the staffing budget by forty-eight thousand dollars ($48,000) per year and eliminate the City's obligation to provide library materials and resources for community users.

The City of St. Petersburg and the Board of Trustees, St. Petersburg College entered into an Intergovernmental Agreement on January 13, 2003, in order to design, build and operate a joint-use Library at the St. Petersburg/Gibbs Campus.

Under the terms of the Agreement Paragraph 1.E., the "Community Use Staff" is defined as a level of staffing of seven full-time and one part-time position. The City is requesting a reduction in the City's obligation to contribute to the staffing and operating budget by forty-eight thousand dollars ($48,000) per year resulting in a staffing level of six full-time and one part-time position. The amended contribution to the staffing budget for the Community Use Staff will be two hundred sixty-nine thousand five hundred twenty-nine dollars ($269,529), beginning October 2012 and shall be adjusted annually pursuant to the provisions of Paragraph 9.B. of the Agreement.

Additionally, the City is requesting the elimination of the City's obligation specified in Paragraph 11.D., to provide annually, fifty thousand dollars ($50,000) worth of library materials and resources for community users.

The end date of the Intergovernmental Agreement is January 13, 2053.

Suzanne L. Gardner, Acting General Counsel; Anne Cooper, Senior Vice President, Academic & Student Affairs; and Joseph Leopold, Director of Learning Resources, recommend approval.

jl080812

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: The Big 3 Entertainment, LLC .— Lease Agreement for Space at the Downtown Center.

Approval is sought to enter into a Lease Agreement with The Big 3 Entertainment, LLC, whereby The Big 3 Entertainment, LLC will occupy a portion of the fourth floor (554 square feet) at the Downtown Center. Approval is also sought to extend the Lease as deemed necessary based upon the renewal terms as set forth in the summary below.

St. Petersburg College and The Big 3 Entertainment, LLC have agreed to the following terms and conditions for a lease of space at the Downtown Center in order for Big 3 Entertainment, LLC to conduct business operations including the operation of a Call Center for sales and ticketing related to Big 3 Entertainment, LLC performances and events. This Lease includes 554 square feet of exclusive use space and shall be leased by the tenant for conducting its business. A primary consideration of this Lease Agreement shall be the recruitment and hiring of students by the Big 3 Entertainment, LLC to work in the Call Center.

A summary of the terms are set forth below:

- The exclusive use space is 554 square feet at a rental fee of $7.22 per square foot.
- The rental fee shall be adjusted on an annual basis by an amount not to exceed 5%.
- The initial term of the Lease shall be six (6) months and may be renewed for six (6) additional months. Thereafter, the Lease may be renewed for one-year terms upon mutual agreement of the parties.
- The College shall be responsible for all utilities to include electrical, heating, ventilation and air conditioning.

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) as follows: 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.

Suzanne L. Gardner, Acting General Counsel; Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Kevin Gordon, Provost, Downtown Center, recommend approval.

Attachment

ps0808122

LEASE AGREEMENT
ST. PETERSBURG COLLEGE AND
BIG 3 ENTERTAINMENT, LLC.

THIS LEASE AGREEMENT dated _____ is entered into by and between the Board of Trustees of St. Petersburg College, whose mailing address is P.O. Box 13489, St. Petersburg, Florida 33733, **("College")** and Big 3 Entertainment, LLC., whose principal address is 6090 Central Avenue, St. Petersburg, Florida 33707 **("Big 3")**.

WITNESSETH:

WHEREAS, the Big 3, a limited liability company, desires to lease space from the College to conduct the business operations of a call center including the sales and ticketing related to their performances and events, and

WHEREAS, the Big 3 further desires to employ students of the College to man the call center located on the campus and conduct related business on behalf of the Big 3, and

WHEREAS, the College desires to lease to Big 3, on such terms and conditions as set forth below, a portion of the College's premises located at the Downtown Campus of St. Petersburg College, 244 2nd Avenue, St. Petersburg, as further delineated and described below at Paragraph 2. ("Leased Premises");

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

1. RECITALS. The recitals set forth above are true and correct and are incorporated herein by reference.

2. LEASED PREMISES. The College hereby leases to Big 3, and Big 3 does hereby lease from the College a portion of the fourth floor of the Downtown Campus of the College, 244 2nd Avenue, St. Petersburg, Florida, specifically Room 449, as is more fully set forth on that site plan attached hereto and made a part hereof as Exhibit "A" ("Floor Plan"). Big 3 shall have exclusive use of Room 449, comprised of 554 square feet. The College, Big 3 and other occupants of the campus and the employees and invitees of the aforementioned parties shall have concurrent access at all times to the restroom space, hallways and corridors during the Term or any renewal thereof. The Campus Provost or his/her designee shall coordinate the use of the space on the fourth floor to accommodate the usage of such space by the Big 3 and its employees and business invitees.

3. TERM AND TERMINATION. The initial term of this Lease shall be for a period of six months (" Initial Term"); thereafter, this Lease Agreement may be renewed for six addition months. At the end of the second six month term the Lease may be renewed in one (1) year terms ("Term") upon mutual agreement in writing by the parties hereto. Notice of intent to extend or renew the initial or subsequent terms shall be provided within 60 days of the expiration of the term. At the end of the Initial Term of six months and the subsequent renewal of six months, and once the annual one year Term has commenced, this Lease may be terminated by either party

with sixty (60) days' notice in writing. This Lease Agreement may be terminated by either party in the case of a default pursuant to Paragraphs 11. and 12.

4.   RENT. Big 3 shall pay to the College base rent for the Leased Premises in the amount of $7.22 per square foot annually to be prorated and paid monthly. The rent may be adjusted on an annual basis not to exceed a 5% adjustment annually.

5.   UTILITIES: The College shall provide the Leased Premises with utilities to include electrical, heating, ventilation and air conditioning.

6.   USE OF SPACE AND OBLIGATIONS. The Leased Premises shall be used and occupied by Big 3 for normal business operations, and for no other purposes. Further, the Big 3 agrees that a primary consideration in this Lease Agreement is and shall be the preference for recruiting and hiring College students by the Big 3 to work at the call center at their employ. The College agrees that it shall make every effort to provide the resources and cooperation necessary to facilitate the recruitment and hiring of Big 3 employees at that site from its student body.

7.   HOURS OF USE.   Use of the leased space shall be set by the College in accordance with the hours of operation of the Downtown Campus, as may be modified from time to time, and unless on a case by case basis prior arrangements are made through the Provost's Office for hours of use other than as set forth by the College. The Big 3 and the College shall coordinate with one another with respect to access to the Leased Premises and services provided during official College holidays, weekends and evening hours. The Big 3 shall have access to the Leased Premises at times other than as set forth above through electronic security cards. The Big 3 shall provide the College with a list of those persons in need of electronic security cards before the beginning of the Term.

8.   PARKING. The leased premise does not include any parking accommodations within the College's parking garage.

9.   ALTERATIONS TO THE PREMISES. Big 3 will not, without the College's prior written consent, make any material changes or alterations, additions or improvements in or about the Leased Premises. Such consent shall be subject to the College's building and permitting department in compliance with the Florida Building Code (FBC), Florida Fire Prevention Code (FFPC), and the American's with Disability Act (ADA).

10.   NO FURTHER ENCUMBRANCES. The Big 3 shall not have any right to encumber or mortgage the Leased Premises or otherwise place a lien or judgment upon its leasehold interest or the fee, and shall save the College harmless from any liens, claims judgments and demands, of whatsoever nature, made by any third party, including, but not limited to, any subcontractors, material men and vendors in connection with any work performed upon the Leased Premises by or on behalf of Big 3.

11.   TENANT'S AND LANDLORD'S DEFAULT. "Default" shall be the occurrence of any one or more of the following events which shall permit the College, subject to the cure periods herein stated, to immediately terminate this Lease and take possession of the Leased Premises. A default shall include Big 3's failure to pay any

sums payable to the College which shall be and remain unpaid for more than thirty (30) days after the same are due and payable, and Big 3's material breach of the performance of any of the other covenants, agreements, stipulations or conditions herein provided such breach shall not be cured within a period of thirty (30) days after written notice by the College of such breach.

12.   LANDLORD'S DEFAULT. A material breach by the College in its performance of the covenants, agreements, stipulations or conditions herein shall constitute a default under this Lease, unless the College cures such breach within thirty (30) days after written notice by Big 3 to the College of such breach.

13.   INSTALLATION OF TELECOMMUNICATIONS EQUIPMENT.   Big 3 shall be responsible for the installation of its telecommunications equipment and service.

14**.**   ASSIGNMENT AND SUBLEASE. Big 3 shall not have the right to assign, sublease or otherwise dispose of this Lease or any part thereof, or of its right, title or interest therein or its power to execute this Lease or any amendment or modification thereto, to any person or entity, without the prior written consent of the College, which consent may be withheld in the sole discretion of the College.

15.   INSURANCE. Big 3 shall maintain liability insurance for personal injury and/or bodily injury including death, of not less than $1,000,000 per person, $2,000,000 per occurrence. The College shall be named as additional insured on all liability policies and a certificate of insurance shall be provided to the College prior to occupancy of the Leased Premises. Big 3 shall be required to maintain workers compensation and insurance on its personal property located on or about the Leased Premises.

16.   FUNDING FOR COLLEGE. The College represents that it is a political subdivision existing under the laws of the State of Florida and is funded and relies upon the State for its programs and services. Should legislative appropriations be insufficient, to continue the operation of the Downtown Campus, including the Leased Premises, the College may terminate this Lease with one (1) year notice without further liability to Big 3 or any third party.

19.   THIRD PARTY CLAUSE. This Lease Agreement is for the sole benefit of the Big 3 and the College and not for any third party. Except as expressly provided in this Lease Agreement, there are no third-party beneficiaries of this Lease Agreement.

20.   INDEMNITY.   Big 3 covenants and agrees to indemnify, defend and hold harmless the Board of Trustees of St. Petersburg College and its students, faculty, employees, staff and invitees from and against any and all loss, claims, liabilities, fines, injury and/or damages to persons or property, penalties, suits, attorney's fees, including but not limited to fees incurred for service in trial and appellate courts, and expenses by reason of or arising out of any damage or injury to personal property, real property, or to persons caused by or resulting from Big 3's operation, use or occupancy of the Leased Premises.

21.   DISCRIMINATION.   Neither the College nor Big 3 will discriminate in its employment practices, provision of services to the College's students and the general public or otherwise on the basis of race, color, religion, age, sex, gender identity, sexual orientation, genetic information, marital status or national origin nor will

either discriminate against any qualified person with a disability. The parties agree that sexual harassment constitutes discrimination on the basis of sex.

22.   PUBLIC RECORDS/STUDENT RECORDS. The provisions of Chapter 119, Florida Statutes; Family Educational Rights and Privacy Act (FERPA); and Section 1002.225, Florida Statutes shall apply to this Lease Agreement.

23.   SIGNAGE: The Big 3 shall be permitted to have exterior and/or interior signage; provided however, it complies with the ordinances of the City of St. Petersburg, and is approved by the College.

24.   NOTICES. All notices given to Mahaffey hereunder shall be forwarded to Mahaffey at the following address, until the College is notified otherwise:

Big 3 Entertainment, LLC
6090 Central Avenue
St. Petersburg, Florida 33707

All notices given to the College hereunder shall be forwarded to the College by registered or certified mail, return receipt requested at the following address, until Mahaffey is notified otherwise:

St. Petersburg, College
Downtown Campus, Office of the Provost
P. O. Box 13489
St. Petersburg, FL 33733

25.   CONSTRUCTION OF LEASE. This contract shall be governed by the laws of the State of Florida.

26.   LOSS; DAMAGE; INJURY; DEFECTS. Big 3 shall store its property in and shall occupy the Leased Premises at its own risk. The College shall not be responsible or liable at any time for damage Big 3's merchandise, equipment, fixtures or other personal property of Big 3 or Big 3's business regardless of the cause, unless such damage is due to the College's negligence or wrongful act. The College shall not be responsible or liable to Big 3 for damage to either person or property that may be occasioned by or through the acts or omissions of third parties. Unless due to the College's negligence, wrongful act, or failure to comply with this Lease Agreement, the College shall not be liable for any defect in the Downtown Campus or parking area or any of the equipment therein. The Big 3 shall hold the College harmless from any and all losses or damages incurred by Big 3, its officers, employees, agents, customers and invitees resulting from any interruption in electrical or telecommunication connections and services, whether or not such failure was caused by the College.

27.   COMPLETE AGREEMENT. This Lease constitutes the entire understanding of the parties with respect to the subject matter hereof and may not be modified except by an instrument in writing and signed by the parties.

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

Board of Trustees
St. Petersburg College

Witness as to the College:

By:_____

_____ William D. Law, Jr.
College President and
_____ Secretary to the Board of Trustees
Printed Name

Date:_____

Big 3 Entertainment, LLC.

Witness at to Big 3 Entertainment:

By:_____

_____ Name:_____

_____ Its:_____
Printed Name

Date:_____

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: Florida Department of Education – Carl D. Perkins Vocational and Technical Education Act

Confirmation is sought for a grant proposal, submitted subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College to receive Carl D. Perkins Vocational and Technical Education Act funds to continue Postsecondary Vocational programs.   The grant application is the final and fifth year of a five-year application, renewable July 1 of each year.   Perkins funds are provided to the College on a formula-driven basis.   The funding requested could change when final allocations are awarded by the state.   The number of economically disadvantaged students enrolled in AS degree and Certificate programs also determines the allocation. SPC applied under one category: Postsecondary Vocational (PSV) Programs.   **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 funding for the PSV programs allows the College to provide services to students enrolled in Associate in Science and Associate in Applied Science degrees, Applied Technology Diploma and Certificate programs.   More specifically, the College will use grant funds to provide:

1. Services to assist special population students in identifying, enrolling and succeeding in the College's A.S. degree and Certificate programs.   Special population students include students with disabilities, students who are educationally and economically disadvantaged, single parents, displaced homemakers, single pregnant women, LEP and individuals enrolled in training non-traditional to their gender;

2. Coordinate with Pinellas County Schools to develop a continuous, articulated program of studies from secondary to postsecondary education including transfer to a four-year university; and convert Programs of Study to the state mandated template; and

3. Staff development activities relating to improvement of A.S. degree and Certificate programs, integrating academic and technical education, articulation of technical programs between the Pinellas County Schools and SPC, and improvement of services to special population students and gender equity.

The estimated period of performance will be from July 1, 2012 through June 30, 2013. The College anticipates receiving approximately $1,418,463 over the one year period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Jason Krupp, Director of Workforce Services; and Amy Brush, Career Pathway/Workforce Specialist, recommend approval.

Attachment

js0806122

BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: August 21, 2012

Funding Agency or Organization: Florida Department of Education

Name of Competition/Project: Carl D. Perkins Vocational and Technical
                                      Act

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/12 **End:** 6/30/13

Cabinet Member: Anne Cooper

Manager: Amy Brush

Focus of Proposal:
Under Carl D. Perkins funding, the College applies for funding from the Postsecondary Vocational Programs. This provides funding for services to assist special populations enroll in and/or complete A.S. degree and Certificate programs, enhance A.S. degree and Certificate programs, provide for SPC faculty to participate in a business/industry experiential program as well as training programs related to improving A.S. degree and Certificate programs, and integrating academic and vocational education and cooperating with Pinellas County Schools to develop strategies for a seamless continuum of services and education from secondary through postsecondary education.

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

Personal (Salary & Benefits)	$1,284,392
Travel	$ 8,650
Freight & Postage	$ 2,100
Printing & Duplicting	$ 13,847
Repairs & Maintenance	$ 1,000
Other Services	$ 1,940
Professional Fees	$ 6,500
Materials & Supplies	$ 22,700
Data Software	$ 4,500
Other Materials	$ 8,500
Indirect Cost	$ 13,132
Minor Equipment<1000	$ 47,149
Equipment 1000<5000	$ 4,053
Total	$1,418,463

BOT - 8/21/12 – Information Summary –
Florida Department of Education – Carl D. Perkins Vocational and Technical Education Act

Attachment - Page 1

Funding:

Total proposal budget: (includes amount
requested from funder, cash and in-kind
matches listed below) $1,418,463
Total amount from funder: $1,418,463
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: 1% (For Postsecondary Vocational
                                                        Programs)

(Fixed) administrative fee: N/A
Software/materials: N/A
Equipment: N/A
Services: N/A
Staff Training: N/A
FTE: For registration and retention of students
                                                        with special needs
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 articulated associate in
                                                     science degree programs.

Institutional Initiative(s):   3.   Expand   marketing   of   programs
                                                     college-wide and activities to the
                                                     community to achieve enrollment
                                                     growth   objectives   for   College
                                                     programming   and   to   showcase
                                                     business development services as well
                                                     as other academic credit and noncredit
                                                     programs.

SPC 7/24 Initiative Addressed:

Focus: 2.   Increased Public Accountability

Observable Project: Community Partnerships

BOT - 8/21/12 – Information Summary –
Florida Department of Education – Carl D. Perkins Vocational and Technical Education Act

Attachment - Page 2

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: Florida Education Fund for Higher Education - Center of Excellence Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Education Fund for Higher Education, to continue the Center of Excellence Program (COEP). The goal of the COEP is to intervene in the lives of minority school children at an early age so that they will develop greater interest in education and will continue to succeed in public school as well as in postsecondary education. **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 four primary components of the COEP are: 1) developing Academic Enrichment Centers where students will receive after-school assistance with homework/tutoring to build skills in language arts/communication and mathematics; 2) recognizing high achieving students and inducting them into the National Achievers Honor Society; 3) sponsoring countywide and regional Black History Competition, Culture Brain Bowl, mathematics, and spelling competitions and 4) participating in the Annual Statewide Brain Bowl Competitions and Florida National Achievers Society Summit. Local organizational resources, such as churches and recreation centers, will be enlisted by the College to assist in achieving the program goals. Approximately 200 students will be served by the Center's various activities.

The award funds will be used to support program activities toward goal achievement. Other major expenditures include transportation costs associated with field trips for educational and cultural events; student activity costs; student/parent seminars and meeting expenses; and costs for materials, printing and supplies.

The period of performance will commence approximately July 1, 2012 and end June 30, 2013. Anticipated revenue to the College will be a total of $21,000. See attached Information Summary for additional information.

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

Attachment
ps0806122

BOT/CABINET INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: August 21, 2012

Funding Agency or Organization: Florida Education Fund for Higher Education

Name of Competition/Project: Center of Excellence Program (COEP)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/12 **End:** 6/30/13

Cabinet Member: Karen Kaufman White

Manager: Linda L. Hogans

Focus of Proposal:
The Center of Excellence Program (COEP) utilizes group achievement strategies to increase the pool of African-American and other historically under-represented students who are prepared, motivated, and qualified to enter higher education. The COEP includes 4 components: 1) National Achievers Society; 2) Academic Enrichment Centers; 3) Black History and Culture Brain Bowl and Mathematics Brain Bowl Competition; and 4) an Annual Statewide Brain Bowl Competitions and Florida National Achievers Society Summit.

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.)

Salaries & Benefits (OPS)	$ 1,030
Consultants	$ 400
Printing/Copying	$ 30
Travel	$ 14,500
Student Activities Cost (materials & supplies)	$ 5,040
Total Budget	$ 21,000

Funding:
Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) $21,000
Total amount from funder: $21,000

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: No

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: Future
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.

Institutional Initiative(s):   3.   Increase the percentage of recent
                                                  minority high school graduates
   attending college.

SPC 7/24 Initiative Addressed:

Focus: 2.   Increased Public Accountability

Observable Project: Community Partnerships

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: Pinellas County Emergency Medical Services Authority—Continuing
         Medical Education Program

Confirmation is sought to continue an agreement, subject to Board of Trustees' approval, between St. Petersburg College and the Pinellas County Emergency Medical Services Authority for the Emergency Medical Services Continuing Medical Education (EMS CME) grant opportunity.   The EMS CME program provides Continuing Medical Education and Remedial Training to EMTs, Paramedics, and Registered Nurses of the Pinellas County EMS System under the joint auspices of the Pinellas County EMS Authority and the College. The grant is a three-year contract through Pinellas County that renews every three years. The first year of the new three-year program period is 2012-2013. The program has been in place for the last 20 years. **Permission is also sought to accept funding for this proposal and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The Pinellas County Emergency Medical Services Authority and the College agree to develop an in-service training program which meets the needs of the EMS System and the community. Distance learning methods and skills-based training will include sufficient numbers of classes and training sites in order to maintain the maximum number of available in-service First Responders and Advance Life Support (ALS) Ambulance units. The Agreement sets forth performance standards and monetary penalties that will be incurred if the standards are not met.

The estimated period of performance will be from October 1, 2012 through September 30, 2015. The total project budget for 2012-2013 (Year 1) is projected to be $376,335. The total project budget for the next fiscal period will be determined at a later date, in an amount not to exceed $500,000 for any given year.   The Board will continue to be advised, annually, as to the compensation to be provided to the College by the Pinellas County EMS Authority for the next fiscal period. See attached Information Summary for additional information.

Suzanne L. Gardner, Associate General Counsel; Phil Nicotera, Provost, Health Education Center; and Glenn Davis, CME Program Coordinator, recommend approval.

Attachment
js0806122

BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: August 21, 2012

Funding Agency or Organization: Pinellas County Emergency Medical
                                            Services Authority

Name of Competition/Project: Continuing Medical Education Program

SPC Application or Sub-Contract: SPC Application

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

Cabinet Member: Phil Nicotera

Manager: Glenn Davis

Focus of Proposal:
To continue to provide Continuing Medical Education and Remedial Training to EMTs,
Paramedics, and Registered Nurses of the Pinellas County EMS System under the joint auspices
of the Pinellas County EMS Authority and the College.

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	$279,247.94
Materials & Supplies	$ 16,500.00
Consultants & Professional Services	$ 27,500.00
Travel, Subscriptions & Memberships	$ 4,000.00
Indirect Costs	$ 49,087.19
Total Budget	$376,335.13 (Year 1 Only)

Funding:
Total proposal budget: (includes amount
requested from funder, cash and in-kind
matches listed below) $376,335.13

Total amount from funder: $376,335.13

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: Based on the projected budget above, SPC expects to recover $49,087.19 in indirect costs.
(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.

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: 5.   One College

Observable Project: One Budget: AA/AS – BS – Workforce – E Campus – Community Mission

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: U.S. Department of Defense, Technical Support Working Group – Operations and Mission Assurance Training Program – K2Share

Confirmation is sought for a modification to a proposal that was submitted, subject to Board of Trustees' approval, by K2Share to the U.S. Department of Defense, Technical Support Working Group, with St. Petersburg College named as a prime contractor, with the College's Center for Public Safety Innovation providing specific services in support of training and development.   Permission is also sought to accept the funding for this proposal modification and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Background—Initially, K2Share anticipated subcontracting with St. Petersburg College for the development of one training package to provide military personnel with simulation training for use of the "Raven," an unmanned aerial aircraft system. The amount of that subcontract was expected to be $279,134 and was approved by the Board in June 2011. Subsequently, the subcontract and Task Order for the "Raven" training package was reduced to $145,557.

Based on the availability of additional funding, K2Share, the military contractor and lead applicant on this project, is now requesting that St. Petersburg College also provide military personnel with simulation training for the use of the "Wasp" and the "Puma" unmanned aircraft systems which are used primarily to conduct surveillance in areas of rough and dangerous terrain. As with the "Raven," St. Petersburg College will create the video elements and graphics of the simulation training that will be developed and then sent oversees to train military personnel in theater around the world. The period of performance is approximately February 1, 2012 through January 31, 2013. The additional funding to the College to provide the "Wasp" and "Puma" training packages will be approximately $291,114. Based on the additional funding, the total subcontract amount for all three training packages will be $436,671. 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

el0806122

BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: August 21, 2012

Funding Agency or Organization: U.S. Department of Defense – Technical
                                            Support Working Group via K2Share

Name of Competition/Project: Operations and Mission Assurance Training

SPC Application or Sub-Contract: Sub-Contract

Grant/Contract Time Period: **Start:** 2/1/12 **End:** 1/31/13

Cabinet Member: James C. Brock

Manager: Eileen LaHaie

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

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

Salaries	$ 146,774.96
Fringe Benefits	$ 52,840.47
Travel	$ 45,996.00
Consultants/Contractual	$ 11,600.00
Supplies	$ 20,040.00
Fixed Administrative Fee	$ 13,862.57
Total Budget	$ 291,114.00

Funding:
Total proposal budget: (includes amount
requested from funder, cash and in-kind
matches listed below) $291,114
Total amount from funder: $291,114 (New funding for Wasp and Puma
                                                      Aerial Systems)

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: 5% of contract ($13,862.57)
Software/materials: N/A
Equipment: N/A
Services: N/A
Staff Training: N/A
FTE: N/A
Other: N/A

College Goals and Institutional Initiatives Addressed:

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

Institutional Initiative(s):   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

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: U.S. Department of Education – Office of Postsecondary Education TRIO Student Support Services (SSS) Program

Confirmation is sought to continue a grant proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the U.S. Department of Education, Office of Postsecondary Education, for the TRIO Student Support Services (SSS) Program. The goal of SSS is to increase the college retention and graduation rates of its participants. SSS is one of eight Federal TRIO programs designated to identify and provide services for individuals from disadvantaged backgrounds. SSS is a five-year initiative through the USDOE, currently entering its second year. Permission was sought and approved for the initial program year. **Permission is being sought now for the remaining performance periods through 2016. Permission is also sought to accept funding for this proposal and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

SSS supports 160 low-income, first-generation, and/or disabled students who are academically at-risk each year. The program provides opportunities for academic development, assist students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education. SSS also provides grant aid to current SSS participants who are receiving Federal Pell Grants.

The estimated period of performance will be from September 1, 2011 through August 31, 2016. The total project budget is projected to be $1,407,550 over five years. SPC projects the remaining funds for budget periods 2-5 (9/1/2012 through 8/31/2016) to be $1,126,040. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Anne M. Cooper, Senior Vice President, Academic and Student Affairs; Karen Kaufman White, Provost, St. Petersburg/Gibbs Campus; Stan Vittetoe, Provost, Clearwater Campus, and Linda L. Hogans, Director, Special Programs, recommend approval.

Attachment
js0806122

BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: August 21, 2012

Funding Agency or Organization: U.S. Department of Education – Office of
                                            Postsecondary Education

Name of Competition/Project: TRIO Student Support Services (SSS)
                                            Program

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 9/1/12   **End:** 8/31/16

Cabinet Member: Karen Kaufman White

Manager: Linda L. Hogans

Focus of Proposal:
St. Petersburg College's TRIO Student Support Services (SSS) Program will support 160 low-income, first-generation, and/or disabled students who are academically at-risk. Following a comprehensive assessment of the individual student needs, SSS will provide remedial services, Student Success Plans, College Student Inventory (CSI), tutoring, mentoring, academic progress monitoring, academic advising, career advisement, financial aid/scholarship assistance, four-year college/university tours, transfer workshops/seminars, and cultural activities. As a result, SSS participants will successfully complete their preferred college degree and/or transfer in good academic standing to a college/university; and do so at rates equal to or better than non-SSS-eligible students.

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	$ 738,160
Fringe Benefits	$ 210,376
Scholarships (Grant-Aid)	$ 101,620
Indirect Cost (9%)	$ 75,884
Total Budget	$1,126,040

Funding:
Total proposal budget: (includes amount
Requested from funder, cash and in-kind
matches listed below) $1,490,028

Total amount from funder: $1,126,040

BOT - 8/21/12 – Information Summary –
U.S. Department of Education – Office of Postsecondary Education – TRIO Student Support Services Program

Attachment - Page 1

Amount/value of match: Cash: N/A
                                                In-kind: $363,988
Required match or cost sharing: No X   Yes
Voluntary match or cost sharing: No   Yes X
Source of match/cost sharing: Personnel, Travel, Printing/Duplication,
                                                Office Materials/Supplies, Data Software,
                                                Equipment, Educational Materials/Supplies
Negotiated indirect cost: SPC will recover approximately $75,884 in
                                                indirect costs
(Fixed) administrative fee: N/A
Software/materials: N/A
Equipment: N/A
Services: N/A
Staff Training: N/A
FTE: Future FTE of new and retained students
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.

Institutional Initiative(s):   3.   Increase the percentage of recent
                                             minority high school graduates
                                             attending college.

SPC 7/24 Initiative Addressed:
Focus: 2.   Increased Public Accountability

Observable Project: Community Partnerships

BOT - 8/21/12 – Information Summary –
U.S. Department of Education – Office of Postsecondary Education – TRIO Student Support Services Program

Attachment - Page 2

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: U.S. Department of Justice, Bureau of Justice Assistance – Violent Gang and Gun Crime Reduction Program – FY 12 Project Safe Neighborhoods

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 to the U.S. Department of Justice, Bureau of Justice Assistance (BJA), to develop and deliver gang and gun crime reduction focused training and outreach within this two-year grant. 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 will develop and produce a series of gun crime and gang crime reduction courses to be delivered across the Middle District of Florida over the two-year grant. A major component of this grant will be public outreach to increase awareness. In order to reach both a local and regional audience, Public Service Announcements will be created and broadcast in various media markets within the Middle District of Florida in partnership with and input from the U.S. Attorney's Office and BJA.

The period of performance will commence approximately October 1, 2012 and end September 30, 2014. Anticipated revenue to the College will be approximately $499,830. 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

el0806122

BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: August 21, 2012

Funding Agency or Organization: U.S. Department of Justice, Bureau of
                                            Justice Assistance - Violent Gang and Gun
                                            Crime Reduction Program

Name of Competition/Project: FY 12 Project Safe Neighborhoods

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 gun and gang crime reduction courses to be delivered to local, state, federal law enforcement, prosecutors, and community members across the Middle District of Florida (MDFL) over the two-year grant. Another major component of this grant will be public outreach to increase awareness. In order to reach both a local and regional audience, Public Service Announcements will be created and broadcast in various media markets within the Middle District of Florida in partnership with and input from the U.S. Attorney's Office and BJA.

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	$ 162,467
Fringe Benefits	$ 58,488
Travel	$ 6,852
Consultants	$ 129,462
Supplies	$ 1,200
Other Cost/Outreach	$ 141,361
Total Budget	$ 499,830

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	$499,830
Total amount from funder:	$499,830
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
Other: Grant Accountant	$12,458 (10% of salary/benefits for 2 years)
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

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: Workforce Florida, Inc. – Florida Department of Commerce – Quick Response Training Grant (Jabil Circuit)

Confirmation is sought for a proposal submitted, subject to Board of Trustees' approval, to Workforce Florida, Inc. by St. Petersburg College for the Quick Response Training (QRT) grant on behalf of Jabil Circuit (Jabil). QRT grants provide funding for customized training to new or expanding businesses. Through this industry-driven program, Florida is able to effectively retain and attract businesses creating new high-quality jobs in targeted industries. The grants are structured to be flexible and "respond quickly" to meet the business's training objectives. Businesses are required to apply for QRT grants through a community college, area technical center or state university, in partnership with the local economic development organization and workforce board. Jabil has a strong partnership with SPC's Corporate Training which services Jabil's headquarters in St. Petersburg. **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.**

Funds from this project will cover training, curriculum development, instructional materials, and supplies related to the delivery of leadership and professional development training for new Jabil employees. Jabil will train approximately 317 new employees through its headquarters in St. Petersburg to increase productivity and employee retention, and to reduce the risk of relocation. SPC's Corporate Training Services will serve as the fiscal agent for Jabil in the implementation of the QRT Program. SPC Corporate Training Services will assist Jabil with its monthly reporting to Workforce Florida, Inc. and provide invoicing services. SPC will receive 5% of the grant request to cover these costs. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

The estimated period of performance will be from September 1, 2012 through August 31, 2014. The total project budget is projected to be $86,053.80 over two years. Of this amount, the College anticipates receiving approximately $4,097.80 for its services over this same two-year period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Anne Cooper, Senior Vice President for Academic & Student Affairs; and James Connolly, Corporate Training Director, recommend approval.

Attachment
js0806122

BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: August 21, 2012

Funding Agency or Organization: Workforce Florida, Inc. – Florida
Department of Commerce

Name of Competition/Project: Quick Response Training Program

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 9/1/12 **End:** 8/31/14

Cabinet Member: Anne Cooper

Manager: James Connolly

Focus of Proposal:
St. Petersburg College's Corporate Training Office will serve as the fiscal agent for Jabil Circuit in the implementation of the Quick Response Training Program. Jabil will train approximately 317 of its newly hired employees through its headquarters in St. Petersburg to increase productivity and employee retention, and to reduce the risk of relocation. SPC Corporate Training will assist Jabil with its monthly reporting to Workforce Florida, Inc. and provide invoicing services. SPC will receive 5% of the grant request to cover these costs. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

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

Subcontract to Jabil	$81,956.00
Indirect Cost Recovery	$ 4,097.80
Total Budget	$86,053.80

Funding:
Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	$86,053.80
Total amount from funder:	$86,053.80

Amount/value of match:	Cash:	N/A
	In-kind:	N/A
Required match or cost sharing:	No X	Yes
Voluntary match or cost sharing:	No X	Yes

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

College Goals and Institutional Initiatives Addressed:

College Goal:	III.	Promote the community's economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives.
Institutional Initiative(s):	1.	Expand outreach to new students and business clientele for the use of Non-Credit Continuing Education Programs, including the Collaborative Labs, with the goal of making them financially self-sustaining.

SPC 7/24 Initiative Addressed:

Focus:	5.	One College
Observable Project:		One Budget: AA/BS – Workforce – E Campus – Community Mission

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: Acquisition of two (2) properties – Preliminary Consideration
1. 1048 22nd Street South, St. Petersburg, Florida, the current location of the Midtown Educational Center; and
2. 1201 22nd Street South, St. Petersburg, Florida near the current location of the Midtown Educational Center

Board support is sought to initiate discussions with St. Petersburg Housing Authority officials relative to the potential purchase of the properties located at 1048 22nd Street South, St. Petersburg, Florida <u>AND</u> 1201 22nd Street S, St. Petersburg, Florida.

The College has been given the opportunity to consider for purchase a potential site acquisition of the property the College currently leases at the existing Midtown Center, located at 1048 22nd Street S. This property consists of approximately 1.69 acres with approximately 10,262 square feet of classroom and offices. The property is owned by the Housing Authoritywhich does not wish to hold non-housing assets.

The College has also been given the opportunity to consider for purchase a potential site acquisition of property located near the existing Midtown Center, Site 16. This property is the Midtown Youth & Family Enrichment Center located at 1201 22nd Street S. This property consists of approximately 0.71 acres with approximately 13,369 square feet of improvements (gymnasium, daycare, and offices).

The College is requesting authorization to initiate discussions for potential purchase of the aforementioned properties. In conjunction with this request, the College would initiate due diligence inspections of the sites, including but not limited to additional appraisals, surveys, Phase I, Environmental Site Assessment, Asbestos Survey, Title and Development Order/DRI-related issues to ensure the best interests of the College are reflected in any future recommendations for purchase of the property.

Any recommendations resulting from these discussions would be submitted to the Board for formal discussion and/or approval at a future meeting.

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

ram0802122

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted			
Effect. Date	**Name**	**Department/Location**	**Title**
7/9/2012	Althoff,Paul J	Business Office/Regn AC	Administrative Svcs Supervisor
7/30/2012	Bullard,Derrick L	Provost SE	Student Support Advisor
7/14/2012	Chapin,John M	Academic & Student Affairs	Dean, Lower Division
7/23/2012	Chen,Allison Yi-Hui	Nursing HC	Program Director II
7/9/2012	Cuthbertson,Takita	District Library DO	Instructional Support Spec.
6/26/2012	Flaherty,Brian	Maintenance Services TS	Maintenance Tradesworker
7/7/2012	Green,Theresa L	Maintenance Services TS	Facilities Technician
8/6/2012	Hathcock,April M	District Library DO	Instructional Support Spec.
7/16/2012	Henderson,Darryl J	Instructional Computing SE	Administrative Svcs Specialist
7/23/2012	Johnson,James Thomas	SPC-Downtown	Student Support Advisor
7/30/2012	Kearney,Scott P	Admin Information Systems	Analyst/Programmer/Developer
7/7/2012	Kubler,Susan T	Counseling & Advisement CL	Student Support Advisor
7/23/2012	Nevitt,Shawn C	Landscape Services SE	Landscaper
7/16/2012	O'Donnell,Bridget E	Student Support Services SE	Student Support Advisor
7/5/2012	Palmer,Jennifer G	Associate Provost SP	Student Affairs Generalist
7/21/2012	Peart,Andre S	Counseling & Advisement TS	Student Support Advisor
7/23/2012	Salmon,Diane C	Business Office DO	Administrative Svcs Specialist
7/9/2012	Seay,Latasha Baynes	District Library DO	Instructional Support Spec.
7/17/2012	Seiter,Sondra P	Counseling & Advisement CL	Student Support Advisor
8/1/2012	Siegler,Katherine L.	BA Programs/UPC	Instructor-12 month
8/6/2012	Taylor,Jeffrey P	District Library DO	Sr Instructional Supp Spec.
7/23/2012	Tran,Tam Van	Custodial Services SPG	Custodian
7/30/2012	Turk,Melanie	Corporate Training E&SS DO	Coord.Int'l. Language Institut
7/9/2012	White,Brian N	Facilities Services CL	Facilities Technician
8/6/2012	Ziemak,Kellie Anne	SPC-Downtown	Career Information Specialist

HIRE Temporary/Supplemental			
Effect. Date	**Name**	**Department/Location**	**Title**
8/5/2012	Abaquita,Edwin Villaluna	District Library DO	Other Professional- Temporary
7/16/2012	Blisniuk,Michael A	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred

8/1/2012	Breitenbach,Zachary P	Dual Credit - AC	Instructor - Temporary Credit
8/5/2012	Broadbent,Heather A	District Library DO	Other Professional- Temporary
7/27/2012	Brown,Ragan A.	Fine & Applied Arts SE	Supplemental Instr - Credit
7/16/2012	Bryant,Javonda S	Dual Credit - AC	Other Professional- Temporary
7/27/2012	Bryson,Kathy M	Letters SE	Instructor - Temporary Credit
7/16/2012	Collins,Cassandra Jane	Natural Science SPG	Student Assistant
7/13/2012	Collins,Cherie	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
7/27/2012	Craig,Penelope S	Letters SE	Instructor - Temporary Credit
8/1/2012	Crum,William	Dual Credit - AC	Instructor - Temporary Credit
8/1/2012	Davis,Darlene L	Dual Credit - AC	Contributed Service
8/1/2012	Dowling,Kristie	Dual Credit - AC	Instructor - Temporary Credit
8/1/2012	Ferretjans,Beverly E.	Letters CL	Instructor - Temporary Credit
7/16/2012	Fischer,Kristina M	Dual Credit - AC	Other Professional- Temporary
8/5/2012	Fiske,Eric J	District Library DO	Other Professional- Temporary
6/18/2012	Fresia,JoEllen N	Corporate Training E&SS DO	General Support
8/5/2012	Gagliardotto,Desiree	District Library DO	Other Professional- Temporary
7/30/2012	Gasior,Bozena	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
8/6/2012	Gilmore,Courtney E	Provost SE	Student Assistant
7/6/2012	Gravino,Jenna Leigh	Student Activities SPG	OPS Career Level 4
7/27/2012	Grunz,Patricia L	Fine & Applied Arts SE	Instructor - Temporary Credit
7/25/2012	Hansen,Tiffany M	Enrollment Management DO	OPS Career Level 7
7/9/2012	Hardison,Erica	Provost SPG	Other Professional- Temporary
7/30/2012	Harris,Janet M	Associate Provost SP	Other Professional- Temporary
8/5/2012	Hazel-Wilbur,Kristie Eileen	District Library DO	Other Professional- Temporary
7/9/2012	Hetzel,Daniel A	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
7/10/2012	Howard Jr,James C	Criminal Justice AC	Instructor- Temporary Non-Cred
7/9/2012	Hughes,Jamie Lorraine	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
8/5/2012	Jacobs,Jeri-Lyn	District Library DO	Other Professional- Temporary
7/16/2012	Jones,Patricia F	Dual Credit - AC	Other Professional- Temporary
7/2/2012	Justice,Alexander H	Corporate Training E&SS DO	OPS Career Level 2
7/27/2012	Kerr,Cheryl	Social Science SE	Supplemental Instr - Credit
8/1/2012	King,John J	Dual Credit - AC	Contributed Service
6/25/2012	Koch,Thomas J	Letters CL	Instructor- Temporary Sub
7/30/2012	Lamont,Alison P	District Library DO	OPS Career Level 4
8/1/2012	Leo,Stephen M	Dual Credit - AC	Contributed Service
7/30/2012	Madera,Evelyn	Student Support Services - CL	OPS Career Level 6
7/27/2012	Marckese,Dominick M	Criminal Justice AC	Instructor- Temporary Non-Cred
8/1/2012	Mazurek,Jonathan P	Admin Information Systems	OPS Technical Level 1
8/1/2012	McDougal,Andrea J	Dual Credit - AC	Contributed Service
7/28/2012	McGregor,Anne N	Provost SE	OPS Career Level 7
7/16/2012	Melvin,Janae D	Dual Credit - AC	General Support
6/16/2012	Minnerly,Brigett E	Criminal Justice AC	Instructor- Temporary Non-Cred
7/18/2012	Mitchell,Janae S	Foreign Language SE	Instructor - Temporary Credit
8/1/2012	Mullins-Staker,Toni L	Dual Credit - AC	Contributed Service
8/1/2012	Murphy,Steven F.	Dual Credit - AC	Contributed Service
8/1/2012	Navarro,Rafael	Criminal Justice AC	Instructor- Temporary Non-Cred
8/1/2012	Noyes,Gabrielle I	Dual Credit - AC	Instructor - Temporary Credit
7/23/2012	Paskas II,Michael J	Enrollment Management DO	General Support
7/2/2012	Pawlowicz,Stephanie M	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
8/1/2012	Perkins,Jamil	Dual Credit - AC	Instructor - Temporary Credit
7/30/2012	Regnier,Ralph	Corporate Training E&SS DO	OPS Career Level 2
6/18/2012	Rials,Ashley Ilene	Natural Science SPG	Student Assistant

8/5/2012	Ritchie,William J	District Library DO	Other Professional- Temporary
8/1/2012	Rosengarten,Shelbey C	Dual Credit - AC	Supplemental Instr - Credit
7/16/2012	Scott,Marlin Ricardo	Dual Credit - AC	General Support
6/24/2012	Seay,Dedria D	Corporate Training E&SS DO	General Support
7/21/2012	Smith Jr,Richard L	Counseling & Advisement CL	OPS Career Level 6
8/5/2012	Sponagle,Kenneth F	District Library DO	Other Professional- Temporary
7/8/2012	Stammel,Elizabeth S	District Library DO	OPS Career Level 1
7/8/2012	Taylor,Jeffrey P	District Library DO	OPS Career Level 1
7/16/2012	Taylor,Porsche R	Dual Credit - AC	Other Professional- Temporary
7/9/2012	Tuck,Sasha D.	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
7/21/2012	Van Nostrand,Thomas M.	Counseling & Advisement CL	OPS Career Level 6
7/9/2012	Van Stedum,Kelly R	District Library DO	Student Assistant
7/30/2012	Voye,Matthew J	Institutional Advancement DO	OPS Career Level 5
7/9/2012	Watson,April M.	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
6/30/2012	Williams,Kimberly R	SPC-Downtown	OPS Career Level 3
7/16/2012	Wilson,Sharon E	Dual Credit - AC	Other Professional- Temporary
8/1/2012	Wise,Peggy J	Dual Credit - AC	Contributed Service

TRANSFER/PROMOTION Budgeted			
Effect. Date	**Name**	**Department/Location**	**Title**
7/2/2012	Buck,Maria E.	Provost SE	Student Affairs Generalist
7/9/2012	Chu,Lena Vy	Business Office/Regn AC	Student Support Specialist
7/9/2012	DeCarlo,Sandra L	Provost SE	Outreach Specialist
6/30/2012	Duclos,Belinda Denise	Counseling & Advisement CL	Student Affairs Generalist
7/9/2012	Janson,Sarah Ann	Information Systems - Network	Information Tech Specialist
7/21/2012	Mascenik,Charles E.	Campus Security TS	Sr Security Officer
6/23/2012	Romain,Robert	Maintenance Services CL	Maintenance Tradesworker
7/21/2012	Sofia,Ann O	Counseling & Advisement TS	Student Support Advisor

FOREIGN TRAVEL			
Effect. Date	**Name**	**Department/Location**	**Title**
11/10/12-11/19/12	Gauweiler, Cher	College of Education, TS	Instructor-12 month

The College of Education pre-service teachers work with Jamaican teachers teaching small groups to help improve literacy with Jamaican children through Great Shapes Inc. Program SuperKids. Course EDE 4942 counts towards part of required practicum hours.

_____

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

Ssw080612

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: FY11-12 Year End Financial Summary and the FY 12-13 July 1 – July 31 Fund 1 Financial Report

The following are highlights of the FY 11-12 Fund 1 year-end financial report:

1. Total revenues exceeded total operating costs resulting in a year end surplus of $175,635

2. Total revenues of $140 million were 96.6% of the budgeted amount of $145 million. This was primarily attributable to a decline in projected enrollment. The reduction in revenue necessitated a reduction in spending to $139.8 million, 96.5% of the operating expense budgeted amount of $145 million.

3. Total personnel expense exceeded the budgeted amount by .5% ($568,513)

   o The full-time personnel budget (administrative, faculty and career employees) experienced a $3.7 million surplus while the Adjunct/Supplemental Instructional personnel budget experienced a $2.8 million deficit.
   o A large portion of this was due to additional adjunct/supplemental hiring to offset approximately $1.3 million in unfilled full time faculty positions in support of the course schedule which anticipated a 5% enrollment increase.
   o The remaining amount exceeding budget was primarily due to a mid-year adjustment to the amount of health expense transferred to the College's self-insurance fund.

4. Total current expense was approximately $3.7 million below budget attributable primarily to a large unspent contingency (the contingency contained the budget for the unfilled faculty positions referenced in #3 above).

5. Total capital spending was approximately $1.8 million below budget

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

Attachments

Yvm 080212

ST. PETERSBURG COLLEGE
FY2012-2013 FUND 1x BUDGET TO ACTUAL REPORTING: July 1 - July 31

Revenue	FY11-12 Budget	FY11-12 YTD Actual	% To Budget		FY12-13 Budget	FY12-13 YTD Actual	% of YTD Budgeted Revenue	Year to Date %	$ YOY Variance	% YOY Variance
Revenue										
Student Tuition & Out-of-State Fees	$ 61,777,468	$ 7,526,658	12%		$ 61,326,755	$ 7,251,645	12%		$ (275,013)	-4%
State Appropriation - CCPF	$ 54,013,658	$ 4,552,456	8%		$ 51,927,099	$ 4,363,671	8%		$ (188,785)	-4%
State Appropriation - Lottery	$ 8,056,423	$ -	0%		$ 10,870,305	$ -	0%		$ -	0%
Operating Cost for New Facilities	$ 391,365	$ -	0%		$ 436,949	$ -	0%		$ -	0%
Distance Learning Fee	$ 3,147,188	$ 346,635	11%		$ 3,319,162	$ 327,100	75%		$ (19,535)	-6%
Technology Fee	$ 3,059,794	$ 368,007	12%		$ 3,074,103	$ 358,607	11%		$ (9,399)	-3%
Lab Revenue Fees	$ 2,620,549	$ 251,361	10%		$ 2,062,917	$ 187,713	6%		$ (63,648)	-25%
Other Revenues	$ 3,900,474	$ 72,832	2%		$ 3,962,196	$ 171,454	8%		$ 98,621	135%
Other Student Fees	$ 1,716,792	$ 241,269	14%		$ 1,992,768	$ 194,109	5%		$ (47,160)	-20%
Fund Transfers In	$ 2,465,057	$ 365	0%		$ 2,175,201	$ -	0%		$ (365)	-100%
Revenue Stabilization Reserve	$ 2,150,500	$ -	0%		$ 2,150,500	$ -	0%		$ -	0%
One-Time Non-Recurring Funds	$ 1,569,328	$ -	0%		$ 1,569,328	$ -	0%		$ -	0%
Total Revenues - Fund 1x	$ 144,868,595	$ 13,359,584	9%		$ 144,867,283	$ 12,854,299	9%	10%	$ (505,285)	-4%

Operating Costs	FY11-12 Budget	FY11-12 YTD Actual	% To Budget		FY12-13 Budget	FY12-13 YTD Actual	% of YTD Expense	Year to Date %	$ YOY Variance	% YOY Variance
Personnel & Benefits										
Instructional/Faculty-Full Time	$ 25,231,607	$ 1,664,831	7%		$ 27,970,430	$ 1,960,336	7%		$ 295,505	18%
Administrative	$ 21,807,449	$ 2,265,924	10%		$ 20,405,375	$ 2,280,393	11%		$ 14,469	1%
Career (Non-Instructional)	$ 23,893,276	$ 1,528,603	6%		$ 23,900,492	$ 1,420,974	6%		$ (107,629)	-7%
Adjunct/Supplemental/Instr OPS	$ 15,053,617	$ 1,134,006	8%		$ 15,516,066	$ 1,027,108	7%		$ (106,898)	-9%
Non-Instructional OPS and Overtime	$ 2,657,669	$ 196,397	7%		$ 2,950,707	$ 176,820	6%		$ (19,577)	-10%
Student Assistants	$ 500,000	$ 44,696	9%		$ 500,000	$ 51,140	10%		$ 6,444	14%
Personnel Benefits	$ 21,537,702	$ 1,811,828	8%		$ 21,755,250	$ 2,055,595	9%		$ 243,767	13%
Total Personnel & Benefits	$ 110,681,320	$ 8,646,286	8%		$ 112,998,321	$ 8,972,367	8%	8%	$ 326,081	4%
Current Expense										
Travel	$ 578,631	$ 13,136	2%		$ 602,964	$ 16,873	3%		$ 3,737	28%
Repairs & Maintenance	$ 1,200,032	$ 36,630	3%		$ 1,217,864	$ 63,108	5%		$ 26,477	72%
Rentals/Leases	$ 430,012	$ 25,733	6%		$ 474,271	$ 31,564	7%		$ 5,831	23%
Insurance (Non-Health)	$ 2,025,368	$ 1,027,840	51%		$ 1,725,368	$ 37,308	2%		$ (990,531)	-96%
Utilities	$ 6,255,055	$ 425,422	7%		$ 6,235,055	$ 379,062	6%		$ (46,360)	-11%
Services and Fees	$ 4,430,637	$ 65,913	1%		$ 4,972,079	$ 171,714	3%		$ 105,800	161%
Scholarships/Fee Waivers	$ 1,110,895	$ 724	0%		$ 610,895	$ 40	0%		$ (684)	-94%
Materials and Supplies	$ 6,614,473	$ 217,559	3%		$ 5,442,805	$ 238,220	4%		$ 20,661	9%
Tech Expense/Licensing	$ 2,126,939	$ 70,140	3%		$ 2,504,455	$ 316,257	13%		$ 246,117	351%
Bad Debt/Unemployment Comp/Misc	$ 1,170,257	$ (28,680)	-2%		$ 1,147,782	$ (17,479)	-2%		$ 11,201	-39%
Other Current Expense	$ 3,157,455	$ -	0%		$ 2,700,269	$ -	0%		$ -	0%
Total Current Expense	$ 29,099,754	$ 1,854,418	6%		$ 27,633,806	$ 1,236,666	4%	6%	$ (617,752)	-33%
Capital Spending										
Computer Refresh Leases	$ 2,839,737	$ 188,402	7%		$ 3,254,815	$ 143,518	4%		$ (44,883)	-24%
Capital Purchases- Non-Recurring	$ 2,247,784	$ 14,876	1%		$ 980,341	$ 69,672	7%		$ 54,796	368%
Total Capital Spending	$ 5,087,521	$ 203,277	4%		$ 4,235,156	$ 213,190	5%	4%	$ 9,913	5%
Total Operating Costs - Fund 1x	$ 144,868,595	$ 10,703,981	7%		$ 144,867,283	$ 10,422,223	7%	8%	$ (281,758)	-3%
Total Remaining Funds (Surplus/Deficit)	$ (0)	$ 2,655,603			$ 0	$ 2,432,076			$ (223,527)	-8%

St. Petersburg College
Fund Analysis
Unrestricted Current Fund
As of June 30, 2012

Revenues	FY 2011-12 Budgeted	Projected Revenue for month of June	Actual June Revenue	Difference	Revenue Received Year to Date	YTD as % of Budget	YTD % Expected	Difference
Student Fees	$72,321,790	$228,000	$259,295	$31,295	$67,727,619	94%	100%	-6%
State Government	$62,461,446	$6,403,200	$6,011,835	($391,365)	$62,461,446	100%	100%	0%
Other Revenues	$3,900,474	$320,213	$739,364	$419,151	$4,185,886	107%	100%	7%
Non Revenue Sources	$6,184,885	$2,575,622	$525,153	($2,050,469)	$3,102,517	50%	100%	-50%
Total Revenues	**$144,868,595**	**$9,527,035**	**$7,535,647**	**($1,991,388)**	**$137,477,467**	**95%**	**100%**	**-5%**

Expenses	FY 2011-12 Budgeted	Projected Expense for month of June	Actual June Expense	Difference	Expense Year to Date	YTD as % of Budget	YTD % Expected	Difference
Personnel								
Administrative	$21,807,449	$1,399,586	$1,192,235	($207,351)	$19,611,991	90%	100%	-10%
Instructional	$40,285,224	$4,465,500	$5,107,744	$642,244	$42,770,437	106%	100%	6%
Non-Instructional	$23,893,276	$3,048,500	$2,749,084	($299,417)	$22,701,790	95%	100%	-5%
OPS	$3,157,669	$400,018	$300,847	($99,171)	$3,002,864	95%	100%	-5%
Personnel Benefits	$21,537,702	$2,387,392	$2,726,397	$339,005	$23,162,752	108%	100%	8%
Total Personnel Costs	**$110,681,320**	**$11,700,997**	**$12,076,307**	**$375,309**	**$111,249,833**	**101%**	**100%**	**1%**
Current Expenses								
Services	$14,341,104	$975,415	$1,187,040	$211,625	$12,719,667	89%	100%	-11%
Materials and Supplies	$11,581,149	$775,000	$642,900	($132,100)	$9,850,810	85%	100%	-15%
Other Current Charges	$6,017,238	$1,290,382	$1,521,766	$231,384	$4,281,685	71%	100%	-29%
Total Current Expenses	**$31,939,491**	**$3,040,797**	**$3,351,706**	**$310,908**	**$26,852,162**	**84%**	**100%**	**-16%**
Capital Outlay	**$2,247,784**	**$93,192**	**$225,695**	**$132,503**	**$1,723,935**	**77%**	**100%**	**-23%**
Total Expenses	**$144,868,595**	**$14,834,987**	**$15,653,708**	**$818,721**	**$139,825,931**	**97%**	**100%**	**-3%**

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

$160,000,000			
$140,000,000		$144,868,595	$144,868,595
			$140,001,566
		$135,432,586	$129,637,273
$120,000,000	$126,545,424 $124,165,188	$125,107,353	
		$123,078,107	$117,460,646
	$111,832,064 $112,721,025	$111,585,256	
$100,000,000	$108,274,295 $101,654,316		
	$100,899,387 $99,198,904 $100,120,467		
	$94,554,234 $88,772,290 $88,976,540		
$80,000,000	$86,413,289 $92,153,196		
	$84,029,708 $79,165,500		
$74,195,270	$77,706,314		
	$72,573,538 $69,561,481		
$60,000,000	$68,179,201		
$49,447,060	$55,414,718		
	$54,480,429		
$49,622,090			
$43,668,065 $43,542,075 $43,983,116			
$40,000,000	$38,013,348 $44,153,105		
$38,437,498 $33,159,904			
	$32,660,979		
$21,544,103			
$20,000,000	$21,481,890		
$14,089,421			
$13,395,464 $12,082,116			
$10,706,789			
$0			

July '11 August '11 September '11 October '11 November '11 December '11 January '12 February '12 March '12 April '12 May '12 June '12

Revenue Budget — Expense Budget — Revenue Actual — Expense Actual

ST. PETERSBURG COLLEGE
FY2011-2012 FUND 1x BUDGET TO ACTUAL REPORTING: July 1 - June 30 Proforma
Excluding Fund Balance Move

Revenue	FY11-12 Budget	FY11-12 YTD Proforma Actual	% of YTD Budgeted Revenue	Year to Date %
Revenue				
Student Tuition & Out-of-State Fees	$ 61,777,468	$ 57,987,221	93.9%	
State Appropriation - CCPF	$ 54,013,658	$ 54,013,658	100.0%	
Federal Stabilization Funds	$ -	$ -	0.0%	
State Appropriation - Lottery	$ 8,056,423	$ 8,056,423	100.0%	
Operating Cost for New Facilities	$ 391,365	$ 391,365	100.0%	
Distance Learning Fee	$ 3,147,188	$ 3,214,252	102.1%	
Technology Fee	$ 3,059,794	$ 2,783,254	91.0%	
Lab Revenue Fees	$ 2,620,549	$ 1,894,383	72.3%	
Other Revenues	$ 3,900,474	$ 4,185,886	107.3%	
Other Student Fees	$ 1,716,792	$ 1,848,508	107.7%	
Fund Transfers In	$ 2,465,057	$ 3,102,517	125.9%	
Purchase Order PY carryforward		$ 2,524,099		
Revenue Stabilization Reserve	$ 2,150,500	$ -	0.0%	
One-Time Non-Recurring Funds	$ 1,569,328	$ -	0.0%	
Total Revenues - Fund 1x	$ 144,868,595	$ 140,001,566	**96.6%**	100%

Operating Costs	FY11-12 Budget	FY11-12 YTD Actual	% of YTD Expense	Year to Date %
Personnel & Benefits				
Instructional/Faculty-Full Time	$ 25,231,607	$ 24,917,560	98.8%	
Administrative	$ 21,807,449	$ 19,611,991	89.9%	
Career (Non-Instructional)	$ 23,893,276	$ 22,701,790	95.0%	
Adjunct/Supplemental/Instr OPS	$ 15,053,617	$ 17,852,877	118.6%	
Non-Instructional OPS and Overtime	$ 2,657,669	$ 2,655,980	99.9%	
Student Assistants	$ 500,000	$ 346,884	69.4%	
Personnel Benefits	$ 21,537,702	$ 23,162,752	107.5%	
Total Personnel & Benefits	$ 110,681,320	$ 111,249,833	**100.5%**	100%
Current Expense				
Professional Development/Travel	$ 578,631	$ 761,348	131.6%	
Repairs & Maintenance	$ 1,200,032	$ 1,091,427	90.9%	
Rentals/Leases	$ 430,012	$ 269,215	62.6%	
Insurance (Non-Health)	$ 2,025,368	$ 1,651,636	81.5%	
Utilities	$ 6,255,055	$ 5,714,462	91.4%	
Services and Fees	$ 4,430,637	$ 3,992,927	90.1%	
Scholarships/Fee Waivers	$ 1,110,895	$ 988,212	89.0%	
Materials and Supplies	$ 6,614,473	$ 6,093,730	92.1%	
Tech Expense/Licensing	$ 2,126,939	$ 2,258,184	106.2%	
Bad Debt/Unemployment Comp/Misc	$ 1,170,257	$ 1,237,358	105.7%	
Other Current Expense	$ 3,157,455	$ 1,294,767	41.0%	
Total Current Expense	$ 29,099,754	$ 25,353,267	**87.1%**	100%
Capital Spending				
Computer Refresh Leases	$ 2,839,737	$ 1,498,896	52.8%	100%
Capital Purchases- Non-Recurring	$ 2,247,784	$ 1,723,935	76.7%	100%
Total Capital Spending	$ 5,087,521	$ 3,222,831	63.3%	
Total Operating Costs - Fund 1x	$ 144,868,595	$ 139,825,931	96.5%	100%
Total Remaining Funds (Surplus/Deficit)	$ (0)	$ 175,635		

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: Board of Trustees' Rules

Over the past year, the College has undertaken a comprehensive, methodical review of the Board of Trustees Rules. In part, the College has undertaken this review 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. Equally importantly, significant attention has been given to separating operating procedures from the Board Rules as a means of promoting accessibility and usability by employees and students.   The Rules below are related to Academic Affairs and are the last group to be brought for Board approval under this initiative. All have been through established notification and review processes.

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

Approval is further sought to allow the College administration to make necessary revisions to Board Rules, as they are identified, which are non-substantive in nature and outside of the state rulemaking requirements of Chapter 120, Florida Statutes. This will provide for the correction and/or updating of things such as: typographical and scrivener's errors, formatting and citation issues, federal and state statute citations, the College's name, the Consortium's name, the Florida College System's name, administrative position titles, department titles, and committee names.

The foregoing approval will allow the Board's policies to be more efficiently searched and accurately reflective of current information, thereby further strengthening Board policy and promoting accessibility and usability by the public, employees and students.

6Hx23-1.32 Accreditation—Reporting of Substantive Changes The proposed new Rule will include institutional policy concerning the reporting of substantive changes to the Southern Association of Colleges and Schools Commission on Colleges related to the accreditation of the College. *Submitted by Anne Cooper*

6Hx23-3.01 Academic Freedom The proposed revisions will streamline the policy statement of the College on Academic Freedom as well as shift procedural provisions to a College Procedure. *Submitted by Anne Cooper*

6Hx23-3.04 Course Descriptions and College Programs The proposed revisions will streamline the policy statement of the College as well as shift procedural provisions to a College Procedure. *Submitted by Anne Cooper*

6Hx23-3.05 Library Borrowing Privileges and Responsibilities The proposed revisions will retitle the Rule as Library Borrowing and Use Policy and state the policy statement of the College as well as shift procedural provisions to a College Procedure. *Submitted by Anne Cooper*

6Hx23-3.09 Out-of-District Course Approval The proposed revisions will streamline the Rule as well as shift procedural provisions to retitled College Procedure, Out-of-District Course Approval, P6Hx23-3.09. *Submitted by Anne Cooper*

6Hx23-3.908 Conducting Educational Research The proposed change will streamline the College's policy statement regarding educational research and shift procedural provisions to a College Procedure. *Submitted by Anne Cooper*

6Hx23-3.911 Resale of Complimentary Textbooks The proposed change will update provisions related to the selling of complimentary textbooks and shift procedural provisions to a College Procedure. *Submitted by Anne Cooper*

6Hx23-4.54 Requirements of the Dental Hygiene Program The proposed change will revise and streamline the policy regarding requirements of the Dental Hygiene program and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

6Hx23-4.55 Requirements of the Emergency Medical Services Program The proposed change will revise and streamline the policy regarding requirements of the Emergency Medical Services program and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

6Hx23-4.57 Requirements of the Medical Laboratory Technology (MLT) Program The proposed change will revise and streamline the policy regarding requirements of the Medical Laboratory Technology program and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

6Hx23-4.60 Requirements of the Physical Therapist Assistant Program The proposed change will revise and streamline the policy regarding requirements of the Physical Therapist Assistant program and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

6Hx23-4.61 Requirements of the Respiratory Care Program The proposed change will revise and streamline the policy regarding requirements of the Respiratory Care program and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

6Hx23-4.62 Requirements of the Human Services Technology Program The proposed change will revise and streamline the policy regarding requirements of the Human Services Technology program and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

6Hx23-4.65 Honors Program The proposed change will change the title of the Rule to *Honors College* and revise and streamline the policy regarding the College's Honors program and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

6Hx23-4.68 Requirements of the Radiography Program The proposed change will revise and streamline the policy regarding requirements of the Radiography program and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

6Hx23-4.69 Requirements of the Nursing Program The proposed change will revise and streamline the policy regarding requirements of the Nursing program and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

6Hx23-4.70 Requirements of the Health Information Management Program The proposed change will revise and streamline the policy regarding requirements of the Health Information Management program and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

6Hx23-4.702 Requirements of the Healthcare Informatics Program The proposed change will revise and streamline the policy regarding requirements of the Healthcare Informatics program and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

6Hx23-4.71 Requirements of the Funeral Services Program The proposed change will revise and streamline the policy regarding requirements of the Funeral Services program and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

6Hx23-4.72 College of Education Programs—Special Rules The proposed change will revise and streamline the policy regarding special rules of the College of Education programs and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

6Hx23-4.721 College of Education Programs—Academic/School Based Hours Probation, Suspension and Dismissal The proposed change will revise and streamline the policy regarding probation, suspension and dismissal of students in the College of Education, and shift procedural provisions to a College Procedure. *Submitted by Tonjua Williams*

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.

sg0814121

Rulemaking Revisions Summary; AUGUST BOT Meeting

BOT RULE	*Citation*	*FS Statutory and SBE Authority*	*Board's Authority*	*College policy and revision*	*Corresponding College Procedure*
Accreditation: Reporting of Substantive Changes	6Hx23-1.32	1001.64 (2), (4), (6), (8), (12) & (14), F.S.; SBE Rule 6A-14.060	Board may adopt rules and policy related to accreditation reporting of substantive changes.	New Rule established to provide institutional policy regarding the reporting of substantive changes to SACSCOC.	
Academic Freedom	6Hx23-3.01	1001.64 (2), (4), (6), (8) & (18), 1012.855, F.S.	Board may adopt rules and policy related to academic freedom	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-3.01 Procedural language moved from Rule 6Hx23-3.01, *Academic Freedom* to new Procedure.
Course Descriptions and College Programs	6Hx23-3.04	1001.64 (2), (4), (6), (8) & (18), 1012.855, F.S.; SBE Rule 6A-14.029	Board may adopt rules and policy related to course descriptions and college programs.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-3.04 Procedural language moved from Rule 6Hx23-3.04, *Course Descriptions and College Programs* to new Procedure.
Library Borrowing Privileges and Responsibilities	6Hx23-3.05	1001.64 (2), (4), (4)(b), (8)(f), 1006.47, F.S.; Rule 6A-14.054 (11)	Board may adopt rules and policy related to library borrowing and use.	Rule title changed to *Library Borrowing and Use Policy*. Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-3.05 Procedural language moved from Rule 6Hx23-3.05, *Library Borrowing and Use Policy* to new Procedure.
Out-of-District Course Approval	6Hx23-3.09	1001.64 (2), (4), (6), (8) & (18), 1012.855, F.S.; SBE Rule 6A-14.029	Board may adopt rules and policy related to out-of-district course approval.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-3.09 Procedural language moved from Rule 6Hx23-3.09, *Out-of-District Course Approval* to Procedure.
Conducting Educational Research	6Hx23-3.908	1001.64 (2), (4) & (8), 1002.22, F.S.	Board may adopt rules and policy related to conducting educational research.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-3.908 Procedural language moved from Rule 6Hx23-3.908, *Conducting Educational Research* to new Procedure.

BOT RULE	*Citation*	*FS Statutory and SBE Authority*	*Board's Authority*	*College policy and revision*	*Corresponding College Procedure*
Resale of Complimentary Textbooks	6Hx23-3.911	1001.64 (2), (4), (6), (12) & (18), 112.313, 1004.085, F.S.	Board may adopt rules and policy related to the resale of complimentary textbooks.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-3.911 Procedural language moved from Rule 6Hx23-3.911, *Resale of Complimentary Textbooks* to new Procedure.
Requirements of the Dental Hygiene Program	6Hx23-4.54	1001.64 (2), (4) & (6), 1001.02, 1001.03, 1007.263, F.S.; Rule 6A-14.030, F.A.C.	Board may adopt rules and policy related to academic program requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.54 Procedural language moved from Rule 6Hx23-4.54, *Requirements of the Dental Hygiene Program* to new Procedure.
Requirements of the Emergency Medical Services Program	6Hx23-4.55	1001.64 (2), (4), (6) & (8), 1001.02, 1004.65, 1007.22, 1007.263, F.S.; Rule 6A-14.030, F.A.C.	Board may adopt rules and policy related to academic program requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.55 Procedural language moved from Rule 6Hx23-4.55, *Requirements of the Emergency Medical Services Program* to new Procedure.
Requirements of the Medical Laboratory Technology (MLT) Program	6Hx23-4.57	1001.64 (2), (4), (6), (7), (8) & (17), 1006.69, 1007.22, 1007.25, 1007.263, F.S.; SBE Rule 6A-14.030, F.A.C.	Board may adopt rules and policy related to academic program requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.57 Procedural language moved from Rule 6Hx23-4.57, *Requirements of the Medical Laboratory Technology (MLT) Program* to new Procedure.
Requirements of the Physical Therapist Assistant Program	6Hx23-4.60	1001.64 (2), (4), (4)(b), (6) & (8), 1007.263, F.S.; Rule 6A-14.030, F.A.C.	Board may adopt rules and policy related to academic program requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.60 Procedural language moved from Rule 6Hx23-4.60, *Requirements of the Physical Therapist Assistant Program* to new Procedure.
Requirements of the Respiratory Care Program	6Hx23-4.61	1001.64 (2), (4), (6) & (8), 1007.263, 1001.02, 1001.03, F.S.; Rule 6A-14.030, F.A.C.	Board may adopt rules and policy related to academic program requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.61 Procedural language moved from Rule 6Hx23-4.61, *Requirements of the Respiratory Care Program* to new Procedure.

BOT RULE	Citation	FS Statutory and SBE Authority	Board's Authority	College policy and revision	Corresponding College Procedure
Requirements of the Human Services Technology Program	6Hx23-4.62	1001.64 (2), (4), (6) & (8), F.S.; SBE Rules 6A-14.030, 6A-14.029 F.A.C.	Board may adopt rules and policy related to academic program requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.62 Procedural language moved from Rule 6Hx23-4.62, *Requirements of the Human Services Technology Program* to new Procedure.
Honors Program	6Hx23-4.65	1001.64 (2), (4) & (6), 1000.21, 1001.02, 1001.03, F.S.; Rule 6A-14.030, F.A.C.	Board may adopt rules and policy related to the Honors College.	Rule title changed to *Honors College*. Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.65 Procedural language moved from Rule 6Hx23-4.65, *Honors College* to new Procedure.
Requirements of the Radiography Program	6Hx23-4.68	1001.64 (2), (4), (4)(b) & (6), 1000.21, 1004.68, 1007.263, F.S. Rule 6A-14.030, F.A.C.	Board may adopt rules and policy related to academic program requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.68 Procedural language moved from Rule 6Hx23-4.68, *Requirements of the Radiography Program* to new Procedure.
Requirements of the Nursing Program	6Hx23-4.69	1001.64 (2), (4), (4)(b), (6) & (8), 1007.263, F.S.; Rule 6A-14.030, F.A.C.	Board may adopt rules and policy related to academic program requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.69 Procedural language moved from Rule 6Hx23-4.69, *Requirements of the Nursing Program* to new Procedure.
Requirements of the Health Information Management Program	6Hx23-4.70	1001.64 (2), (4), (4)(b) & (6), 1007.263, 1001.02, 1001.03, F.S.; Rules 6A-14.030, F.A.C.	Board may adopt rules and policy related to academic program requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.70 Procedural language moved from Rule 6Hx23-4.70, *Requirements of the Health Information Management Program* to new Procedure.
Requirements of the Healthcare Informatics Program	6Hx23-4.702	1001.64 (2), (4), (4)(b) & (6), 1007.263, 1001.02, 1001.03, F.S.; Rules 6A-14.030, F.A.C.	Board may adopt rules and policy related to academic program requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.702 Procedural language moved from Rule 6Hx23-4.702, *Requirements of the Healthcare Informatics Program* to new Procedure.

BOT RULE	*Citation*	*FS Statutory and SBE Authority*	*Board's Authority*	*College policy and revision*	*Corresponding College Procedure*
Requirements of the Funeral Services Program	6Hx23-4.71	1001.64 (2), (4), (4)(b) & (6), 1007.263, 1001.02, 1001.03, F.S.; Rules 6A-14.030, 6A-14.054, F.A.C.	Board may adopt rules and policy related to academic program requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.71 Procedural language moved from Rule 6Hx23-4.71, *Requirements of the Funeral Services Program* to new Procedure.
College of Education Programs – Special Rules	6Hx23-4.72	1001.64 (2), (4), (4)(b), (6), (7), (8), (8)(a) & (b), 1004.04, 1007.263, 1007.262, 1012.56, F.S.; SBE Rule 6A-5.066, F.A.C.	Board may adopt rules and policy related to College of Education programs.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.72 Procedural language moved from Rule 6Hx23-4.72, *College of Education Programs—Special Rules* to new Procedure.
College of Education Programs – Academic/School -Based Hours Probation, Suspension and Dismissal	6Hx23-4.721	1001.64 (2), (4), (7), (8) & (8)(b), 1004.04, 1012.56, F.S.; Rules 6A-5.065 & 6A-5.066, F.A.C.	Board may adopt rules and policy related to school-based hours probation, suspension and dismissal of students in College of Education programs.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.721 Procedural language moved from Rule 6Hx23-4.721, *College of Education Programs— Academic/School-Based Hours Probation, Suspension and Dismissal* to new Procedure.

6Hx23-1.32   ACCREDITATION: REPORTING OF SUBSTANTIVE CHANGES **(New Rule)**

The College shall notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of substantive changes as defined under federal regulation and, where required, seek approval prior to the initiation of such changes. The Board of Trustees authorizes and directs the President or a designee to establish a procedure to report substantive changes in a timely fashion.

Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1001.64(6), (8), (12) & (14), F.S.; SBE Rule 6A-14.060

History: 8/21/12. To Be Adopted – 8/21/12. Proposed Date to Become Effective – 8/21/12.

6Hx23-3.01   ACADEMIC FREEDOM

Academic freedom in the collegiate environment is an essential component of teaching and learning. Faculty are afforded the freedom to cultivate a spirit of inquiry in an atmosphere where ideas, opinions and creativity are valued and scholarly analysis encouraged. Faculty are free in their classroom, research and public expression to exercise and embrace academic freedom.

With academic freedom comes academic responsibility. Faculty members shall exercise their academic freedom with integrity, sensitivity, sound judgment, and a conscientious regard for the rights of others and the best interest of the College.

The Board of Trustees authorizes and directs the President or a designee to establish College procedures that facilitate the exercise of academic freedom and responsibility among faculty and students.

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

I.   *The purpose of this statement is to promote understanding and support of the principles of academic freedom for St. Petersburg College.*

   A.   *Faculty members are entitled to full and complete freedom within the framework of established College Rules and Procedures, as set forth below:*

      1.   *in the classroom in presenting and discussing their subjects and other matters relating to it;*

      2.   *in research and publication of results so long as such research does not interfere with the performance of their regular duties; and*

      3.   *in expressing their opinions as citizens, outside the classroom, free from censorship and discipline by administrative officials or the Board of Trustees of the College. When speaking as citizens, faculty members shall indicate clearly that they are not institutional spokesmen.*

   B.   *Faculty members should share in the formulation of the curriculum, the selection of the texts, and the choice of course materials. They should be free to develop their subjects in their classes within the goals and objectives of the curriculum.*

   C.   *Faculty members should participate in the formulation of St. Petersburg College Rules relating to academic matters. They*

should be directly represented by elected members of their own choosing on the Faculty Governance Organization. Also, they should be represented by at least one member on College standing committees.

D. *Faculty members have the right to have access to a procedure for redress in the event of an alleged abridgment of said faculty member's academic freedom. Such instances will be considered by a committee consisting of five nonadministrative faculty representatives who are not directly involved in the case. The faculty member shall petition the vice president of Educational and Student Services in writing. The vice president of Educational and Student Services will call a committee within 14 days of receipt of the petition and will act as an ex-officio member and as ex-officio chairman of the committee. The representatives will be chosen by lot from among the nonadministrative faculty on all campuses. The committee will report its findings and make its recommendations to the President's Cabinet through the vice president of Educational and Student Services.*

E. *Tenure is described in the State Board of Education Rule 6A-14.0411 as a continuing contract.*

F. *Consistent and balanced with the rights of the College, an instructor's teaching within the legitimate rights of academic freedom shall not be grounds for nonrenewal or termination.*

II. *Freedom has its counterpart - responsibility. This means that faculty members will exercise their academic freedom with integrity, sensitivity, taste, judgment, and conscientious regard for the rights of others and to the best interest of the College.*

III. *Students have academic freedom in the classroom in discussing their course topic and in research of their course topic.*

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

Law Implemented: 1001.64(6), (8) & (18), 1012.855, F.S.

History: Formerly 6Hx23-3-1.01. Readopted 10/25/77. Amended 10/16/90. Filed 10/16/90. Effective 10/16/90; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 8/21/12. To Be Filed – 8/21/12. Proposed Date To Become Effective – 8/21/12

6Hx23-3.04   COURSE DESCRIPTIONS AND COLLEGE PROGRAMS

The development of course curriculum and/or programs shall be the responsibility of the faculty and College administrators, and undertaken in the manner outlined in the Curriculum and Instruction Manual, and in accordance with state Board of Education Rules and accreditation standards. Descriptions of courses and programs shall be submitted to the Board of Trustees for final action.

The Board of Trustees authorizes and directs the President or designee to establish College procedures related to course descriptions and college programs.

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

I. *Descriptions of courses and programs shall be submitted to the Board of Trustees for final action and approval by memorandum but shall not be subject to rulemaking procedures since they are curricular matters. The development of curriculum is primarily the responsibility of faculty. Every credit course and/or program is usually developed by faculty and recommended through the curriculum process as defined in the Curriculum and Instruction Manual. The Curriculum and Instruction Committee is composed of representatives from the various disciplines and sites. Committee members are appointed on a 2-year, rotating basis and are responsible to the College President and the vice president of Educational and Student Services. The effective beginning dates of the courses, programs, or changes in same shall be shown.*

    A. *Program descriptions shall include identification of the major or area of concentration, the number of credits needed to complete, and the sequence of courses leading to the major learning outcomes of the program and the standards of student performance required for the award of the certificate or degree.*

    B. *Course description shall describe the content of the course through general statements which delineate major topics to be taught. These descriptions shall be supported by statements of the major learning outcomes of the course which represent its contribution to the program outcomes, and by course objectives stated in performance terms which describe what a student will know or be able to do upon completion of the objective, how the learning will be measured, and what level of performance will be judged satisfactory.*

    C. *Instructors must comply with the approved course content of the courses they teach.*

II. *Waivers of prerequisites may be granted by the appropriate division of the College. Students who feel that they have sufficient training and/or*

experience to warrant a waiver of the prerequisite should consult the program director involved.

III. *The objectives and content of any course offered on more than one campus of the College shall be the same. This is not intended to apply to experimental courses or sections.*

IV. *The College curriculum in effect on October 25, 1977 (previously approved by the Board in Rule form) shall continue as the College curriculum until amended in memorandum form by the Board.*

V. *Any course section may be withdrawn from the schedule if insufficient enrollment or other factors warrant such action as determined by the President.*

VI. *Changes authorized by the Board of Trustees on matters relating to the curriculum and hours of credit shall be effective in the succeeding session unless designated by the Board to the contrary.*

VII. *Any course which is not taught during any term for 5 years and which is not planned to be offered during the next 5 years will be deleted from the College catalog. The President will certify to the Board of Trustees once each academic year that the College has complied with this Rule and State Board of Education Rule 6A-10.0331.*

VIII. *The College's Curriculum and Instruction Committee has established a 3-year review cycle that will ensure that all courses are reviewed for relevancy, appropriateness, and applicability as required by the Commission on Colleges of the Southern Association of Colleges and Schools.*

IX. *All existing Flexible Access Courses will be subject to a cyclical review. As the normal curriculum review process comes due for a course's 3-year review with the Curriculum and Instruction Committee, the Flexible Access Course will use the existing Flexible Access Delivery forms in addition to any requirements for the course itself, following the same procedure.*

X. *The College will periodically conduct an End of Program Assessment for A.S. degrees and an assessment of general educational outcomes for all degrees. In addition, a comprehensive program review will be conducted of all A.S. degrees and Certificate programs.*

XI. *COURSE DESCRIPTIONS AND COLLEGE PROGRAMS*

   A. *In the Spring of each year, courses that were not created or revised within the previous 3 years will be reviewed by the Curriculum and Instruction Committee.*

B.   *The College's Curriculum and Instruction Committee has established a 3-year review cycle that will ensure that all courses are reviewed for relevancy, appropriateness, and applicability as required by the Commission on Colleges of the Southern Association of Colleges and Schools.*

C.   *Program directors/upper-division deans receive notification from the senior vice president of Educational and Student Services of the courses to be reviewed. Program directors/upper-division deans then cause those courses to be carefully reviewed by program faculty and then "certify" as relevant, appropriate, and current or have them revised as needed. These review actions are submitted to the Curriculum and Instruction Committee. The process from Curriculum and Instruction Committee to the Board of Trustees and finally to the Statewide Course Numbering System is followed.*

D.   *Each September, Curriculum Services will submit a Data Processing Report Request to Administrative Information Systems asking for a list of all courses currently in the curriculum that have not been taught within the preceding 5 years. The list will be obtained by comparing courses from the records of all courses taught during the past 5 years (Course History File) with all courses in the curriculum (Standard Course Listing File) excluding "0" credit hour courses and deleted courses.*

E.   *Curriculum Services will then ask the appropriate program directors/upper-division deans to verify that the courses listed have not been taught for the past 5 years and indicate whether they plan to offer the courses within the next 5 years. Courses that have not been taught during the past 5 years and for which there are no firm plans to offer, will be submitted to the Curriculum and Instruction Committee with a recommendation that they be deleted from the curriculum. The process from Curriculum and Instruction Committee to the Board of Trustees and finally to the Statewide Course Numbering System is followed.*

XII. *CHANGING COURSE TITLES, COURSE NUMBERS, COURSE DESCRIPTIONS, CREDIT HOURS OR PROGRAMS; OR ADDING NEW COURSES OR NEW PROGRAMS; OR DELETING COURSES OR PROGRAMS*

A.   *Credit courses offered by the College are recommended by the Curriculum and Instruction Committee, through the senior vice president of Educational & Student Services to the President's Cabinet. The final recommendation is acted upon by the Board of Trustees.*

B. *Responsibilities of faculty/administration in initiating and approving changes and additions:*

1. *Faculty initiators investigate the need for addition or revision of a course or program or deletion of a course or program.*

2. *The person initiating the change checks with the program directors, program coordinators and upper-division deans who use the course for their reactions to the change.*

3. *The originator prepares a full proposal, including a curriculum proposal, course outline, Course Maintenance Form, rationale, program outline and Program Maintenance Form if required and forwards to the program director/upper-division dean.*

4. *The course outline must be written in the correct format as shown in the Curriculum and Instruction Manual and all proposal forms must be filled out completely.*

C. *The program director/upper-division dean considers the change.*

1. *The program director/upper-division dean ascertains if all input data needed to make a decision has been provided.*

2. *If the program director/upper-division dean approves the proposal, the Curriculum and Instructional Proposal Form and all supporting materials will be submitted through channels to the provost, campus executive officer or senior vice president of Baccalaureate Programs and University Partnerships for approval and submission to the curriculum services coordinator.*

3. *The curriculum services coordinator checks the proposal for completeness and correct format. If the proposal is not correct, it will be sent back to the program director/upper-division dean for revisions.*

4. *If approved by the provost, campus executive officer or senior vice president of Baccalaureate Programs and University Partnerships, the form and supporting materials are submitted for approval by the Curriculum and Instruction Committee.*

5. *If approved by the Curriculum and Instruction Committee, the form and materials are submitted for approval by the President's Cabinet.*

6. *If approved by the President's Cabinet, the proposal is placed on the agenda for formal approval by the Board of Trustees. A*

copy of the Board agenda applicable to curriculum changes should be provided to the liaison officer.

D.   *The involved personnel process of the curriculum proposal.*

1.   *The Curriculum and Instruction Committee reviews the proposal.*

a)   *The Curriculum and Instruction Committee evaluates the proposal for established criteria.*

b)   *Any person may send support or rejection comments to the Curriculum and Instruction Committee or present them in person.*

c)   *The Curriculum and Instruction Committee may request modification.*

i.   *Notifies originator.*

ii.   *Notifies appropriate program director/upper-division dean.*

d)   *The Curriculum and Instruction Committee may reject the proposal.*

i.   *Justification sent to originator.*

ii.   *Justification sent to appropriate program director/upper-division dean.*

e)   *The Curriculum and Instruction Committee may approve the proposal.*

i.   *Curriculum Services Office forwards the approval to the President's Cabinet.*

ii.   *If the proposal is approved by the President's Cabinet, then it is forwarded to the Board of Trustees for approval.*

iii.   *Curriculum Services Office forwards the necessary paperwork to the Statewide Course Numbering System (SCNS) for approval.*

f)   *Courses offered through Flexible Access Delivery methods shall be approved by a sub-committee of Curriculum and Instruction and presented to the full*

Curriculum and Instruction Committee for information purposes.

All existing Flexible Access Courses will be subject to a cyclical review. As the normal curriculum review process comes due for a course's 3-year review with the Curriculum and Instruction Committee, the Flexible Access Course will use the existing Flexible Access Delivery forms in addition to any requirements for the course itself, following the same procedure.

E. *Responsibilities of curriculum services coordinator for verifying information and reporting:*

1. *The curriculum services coordinator will be responsible for reviewing new courses or changes in course descriptions that would affect the course number and for determining the appropriate course number in coordination with the Statewide Course Numbering System (SCNS). The curriculum services coordinator is the person responsible for contacting SCNS and requesting assistance in assigning a course number.*

2. *If the Board of Trustees gives formal approval, the curriculum services coordinator will complete the required forms and submit to SCNS.*

3. *SCNS will verify acceptance by returning an Inventory Update Report, which is a detail of the forms submitted by St. Petersburg College. The curriculum services coordinator should review the Inventory Update Report for completeness of forms submitted. If there are any changes in course numbers by SCNS, Curriculum Services will input the corrections into the computer system.*

4. *At least once annually, the curriculum services coordinator should request a printout of all courses for St. Petersburg College from Administrative Information Systems and compare each course number, course name, and course credit hours with the Institution Course Inventory Report by SCNS Course supplied by SCNS.*

F. *Responsibilities for catalog preparation:*

To ensure completeness and accuracy of the St. Petersburg College Catalog, the curriculum services coordinator should coordinate changes, additions, and deletions with computer printouts and the Board of Trustees' minutes.

For specific procedures, see the current St. Petersburg College Curriculum and Instruction Manual.

XIII. CLASSIFICATION OF INSTRUCTIONAL PROGRAMS AND COURSES

Programs or courses authorized for funding shall be classified and defined as:

A. Advanced and professional
B. Vocational
C. Compensatory
D. Community instructional services

The classification of new programs or courses shall be made according to the categories defined by law. This determination shall be made by the program directors/upper-division deans or continuing education coordinators. In the case of the former, the curriculum services coordinator shall check the accuracy of the classification. The provost on open campus or his/her designee will check the accuracy of the classification of continuing education courses. Changes in classification shall follow the same procedures.

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

Law Implemented: 1001.64(6), (8) & (18), 1012.855, F.S.; SBE Rule 6A-14.029

History: Formerly 6Hx23-4-4.00; 6Hx23-4.29(3); Adopted 10/16/75; Readopted 10/25/77; Amended 4/21/77; 11/30/81; 2/18/82 (effective 8/24/82 for Session I, 1982-83), 6/18/87 (effective 8/24/87 for Session I, 1987-88), 3/19/91. Filed 3/19/91. Effective 3/19/91; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 9/11/01. Filed – 9/11/01. Effective – 9/11/01; 8/21/12. To Be Filed – 8/21/12. Proposed Date To Become Effective – 8/21/12.

6Hx23-3.05 LIBRARY BORROWING PRIVILEGES AND RESPONSIBILITIES AND USE POLICY

The Board of Trustees authorizes and directs the President to establish procedures related to the use of the College's libraries by students and the community, and as may relate to library policies and borrowing privileges.

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

I. BORROWING PRIVILEGES

A. *Students, faculty and staff of the College who are in good standing at the College have library borrowing privileges. The College identification card is used as a library card.*

B. *Any resident of Pinellas County who has a valid public library card and is in good standing at any public library participating in the Pinellas County Library Cooperative (Community Borrowers) is granted borrowing privileges.*

C. *Any adult (18 or older) resident of Pinellas County who is not enrolled at SPC or a member of the College staff and does not have a valid public library card may be granted borrowing privileges upon payment of a $15.00 fee per year.*

D. *Students, faculty and staff in good standing at any publicly funded university or community college in Florida have borrowing privileges through a Reciprocal Borrowing Agreement between the colleges and universities.*

E. *Registered volunteers of the College have borrowing privileges during the academic terms they serve as volunteers.*

F. *Retirees from the College have lifetime borrowing privileges.*

G. *Persons who do not meet any of the criteria stated in A-F above may use College resources in the library for reference and research purposes. Limited information may be supplied through the reference desk to telephone inquiries from the community.*

II. *BORROWING RESPONSIBILITIES*

A. *Persons identified in paragraphs I. B. and I. C. above must complete a registration form at the circulation desk at any of the campus libraries. The borrower will be registered for a period of one calendar year from the date of registration. The registrant will be responsible for all items charged.*

B. *Materials and equipment borrowed from the libraries of St. Petersburg College and not returned by the designated due dates will accrue fines as follows (college employees are exempt from Sections II. B. 1. a-d and II. C.).*

   1. *Library fine schedule for overdue items:*

      a) *Books - 15 cents per day; forgiven up to 4 days, $1.00; total book fines are capped at $20.00.*

      b) *Art/sculpture - 15 cents per day.*

c) Equipment - $1.00 per day.

d) Reserve materials used within the library - $1.00 per hour overdue up to a maximum of $5.00 per item. There is no forgiveness of fines.

e) Reserve materials circulated for use outside of the library - $1.00 per day overdue up to a maximum of $5.00 per item. There is no forgiveness of fines.

f) Videotapes - $2.00 per day per videotape.

2. Individuals identified in paragraph I. C. above may be granted borrowing privileges upon payment of a $15.00 fee per year.

3. Faculty may borrow materials for an entire session by making request for a Session Loan at the appropriate library. Lease Collection materials are not eligible for Session Loans.

4. When books, materials, or equipment on loan are lost, the borrower must pay a replacement cost or an estimated cost if the item is not currently available, plus a $2.00 service charge and a $5.00 fine for each lost item in lieu of fines in II. B. 1. above.

a) Books - the price is determined from the most current BOOKS IN PRINT. If the book is out of print, the average cost is determined from the most recent BOWKER ANNUAL.

b) Periodicals - the cost of one issue is doubles, plus a $5.00 fine.

c) Discs and cassettes - the cost is determined from the most recent SCHWANN RECORD CATALOG.

C. When materials or equipment on loan are physically damaged, the borrower is responsible for the cost or repairs. Prior to the loan of equipment and upon completing the personal responsibility form (Form No. 415), borrowers are informed of the replacement cost of such equipment. Such costs are not to exceed the replacement of the materials or equipment.

D. Refund policy after payment in II.C. has been made: The amount representing the value of the item in II.C. will be refunded by the business office if an item for which payment has been made is located and returned to the learning resources center within one year after payment. Fines and service charges will not be refunded.

NOTE: *The official name for the library is the M. M. Bennett Library.*

Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1001.64(4)(b), 1001.64(8)(f), F.S.; Rule 6A 14.054(11)

History: ….2/21/95. Filed - 2/21/95. Effective - 2/21/95; 9/26/95. Filed - 9/26/95. Effective - Session I, 1995-96; 4/18/97. Filed - 4/18/97. Effective - 4/18/97; 9/15/98. Filed - 9/15/98. Effective - 9/15/98; 11/15/05. Filed – 11/15/05. Effective – 11/15/05; 8/21/12. To Be Filed – 8/21/12. Proposed Date to Become Effective – 8/21/12.

6Hx23-3.09 OUT-OF-DISTRICT COURSE APPROVAL

<u>The Board of Trustees authorizes and directs the President or designee to establish procedures related to the approval of out of district courses in accordance with state law and accreditation standards.</u>

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

State Board of Education Rule 6A-14.06 requires that the State Board of Community Colleges approve all courses which are offered outside of a community college's district. Requests for State Board of Community College approval must be approved by the Board of Trustees. The president is authorized to submit a request to the State Board of

Community Colleges so long as the course offering is confirmed by the Board of Trustees prior to the beginning of the course.

Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1001.64(6), (8) & (18), 1012.855, F.S.; SBE Rule 6A-14.029
History: Adopted 4/16/87. Filed 4/16/87. Effective 4/16/87; 8/21/12. To Be Filed – 8/21/12. Proposed Date To Become Effective – 8/21/12.

6Hx23-3.908   CONDUCTING EDUCATIONAL RESEARCH

<u>The Board of Trustees authorizes and directs the President to establish procedures related to the review, approval and monitoring of research studies conducted at the College which may involve students, staff, and institutional resources for the purpose of protecting individual rights and supporting the interests of the College.</u>

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

I.   Purpose And Intent:

To review, approve, and monitor research studies conducted by employees or others outside the College involving students, faculty, staff, alumni, or other College resources for purposes of protecting human rights and supporting the interests of the College.

II.   *Definition of Research Study:*

A.   *Research study at the College is defined as "research" (See Code of Federal Regulations, 45 CFR 46.102 (d)) that involves "human subjects" (See Code of Federal Regulations, 45 CFR 46.102(f)).*

B.   *Research is defined as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" according to the Code of Federal Regulations, 45 CFR 46.102 (d),*

C.   *Human subject is defined as an "individual about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual or identifiable private information" according to the Code of Federal Regulations, 45 CFR 46.102(f).*

III. *Requests to Conduct Research Studies:*

A.   *All requests for conducting educational research must be filed with the Department of Institutional Research and Effectiveness through the submission of a signed Application for Research Study along with the following:*

1.   *Signed Access to Confidential Information agreement;*
2.   *Copy of the research proposal;*
3.   *Copies of any consent forms;*
4.   *Copies of any assessment instruments (tests, surveys, questionnaires, or interview scripts);*
5.   *Copy of the Institutional Research Board (IRB) application, if any, submitted to another institution; and*
6.   *Copy of the IRB approval letter, if applicable.*

In addition to the preceding information and documentation, the Research Review Committee may also request the submission of evidence of participation in a human participant training course, and/or may require additional training in the area of conducting research involving human subjects.

B.   *The Research Review Committee will convene to assess completed application packets (signed by both the applicant(s) and the research sponsor) and will determine whether the application will be approved or denied based on the level of risk to participants and the best*

interests of the College. Research shall not violate any state or federal law pertaining to the protection of privacy and present only a minimal risk to participants.

C. *Minimal risk is defined as the "probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests," according to the Code of Federal Regulations, 45 CFR 46.102 (i).*

D. *The Chair of the Research Review Committee (or designee) will notify the applicant(s) of the approval or rejection of the application. At any time, if further participation in the project is considered to be not in the best interest of the College, the researcher will be notified of the rejection immediately.*

E. *The researcher(s) submitting the application will be required to agree to supply the Institutional Research Officer with a complete, final version of the research report for placement in the central research files.*

F. *An Annual Update Form will be required to be filed by the research applicant with the Department of Institutional Research and Effectiveness. Where the research has not been completed within the allotted twelve months, the applicant(s) may request an extension of time.*

IV. *Exception of Student Course Assignments:*

A. *Student course assignments are generally not considered "research" under the federal definition as these course assignments are not "systematic data collection" efforts intended to "develop or contribute to generalizable knowledge." Therefore, student course assignments generally do not require the Research Review Committee review, approval, and monitoring.*

B. *However, when student course assignments are in fact systematic data collection efforts intended to "develop or contribute to generalizable knowledge," they are considered a research study and are subject to Research Review Committee review, approval, and monitoring.*

C. *One clear example that the activity is a research study is the intent to publish or otherwise disseminate the results of the research activity. Faculty and/or students intending to publish such course assignments must complete an Application for Research Study and*

submit it to the Research Review Committee for review and approval prior to beginning the assignment.

Specific Authority: 1001.64 (2) & (4) F.S.
Law Implemented: 1001.64 (2), (4) & (8); 1002.22, F.S.; Code of Federal Regulations, 45 CFR 46; Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g.
History: Adopted - 11/18/08. Effective – 11/18/08; 8/21/12. To Be Filed – 8/21/12. Proposed Date to Become Effective – 8/21/12.

6Hx23-3.911   RESALE OF COMPLIMENTARY TEXTBOOKS

The buying and selling of marked textbooks which college employees receive as complimentary or desk copies is prohibited by St. Petersburg College. The Board of Trustees authorizes and directs the President or a designee to establish related procedures in accordance with state and federal law.

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

St. Petersburg College subscribes to the recommendations of the Association of American Publishers as defined in their article entitled College Textbooks: A Resource Imperiled by the Sale of Comp Copies," because of ethical considerations and for the protection of the interests of faculty who publish.

Specific Authority:	1001.64(2) & (4), F.S.
Law Implemented:	1001.64(6), (12) & (18), 112.313, 1004.085, F.S.

History:	Adopted 5/23/91. Effective 5/23/91; 8/21/12. To Be Filed – 8/21/12. Proposed Date To Become Effective – 8/21/12.

6Hx23-4.54	REQUIREMENTS OF THE DENTAL HYGIENE PROGRAM

The Board of Trustees authorizes and directs the President or a designee to establish procedures related to registration into the first specialty course of, and progression requirements for, the Dental Hygiene Program.

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

I.	*Progression Requirements:*

Students who are eligible to start the first specialty course in the program must submit a Health Programs Application form to be enrolled in that course. At the time of enrolling in the first specialty course, students must

continue to meet the progression requirements. One class is admitted each year in May. Students to be admitted will be determined by the Health Programs Special Rules, 6Hx23-4.53, Section I.D.

A. *Minimum requirements for registration into the first specialty course are as follows:*

   1. *Completion of all college preparatory course work.*

   2. *A 3.00 grade point average on a 4.00 scale in a minimum of twelve (12) semester hours in dental hygiene general education and support courses.*

   3. *Completion of Anatomy and Physiology I and Anatomy and Physiology I Lab.*

   4. *Completion of sixteen (16) hours of observation, volunteer service, or work experience in dentistry. This must be verified by a signed statement from a dentist or dental hygienist.*

B. *Each student, prior to beginning DEH 1003L (Dental Hygiene I Clinic), must have initiated the Hepatitis B immunization series. In addition, the student must show evidence of immunity to or inoculation against the hepatitis virus prior to beginning DEH 1800L (Dental Hygiene II Clinic). Said immunization series may be waived when medically contraindicated by a physician in writing and a release is signed by the student.*

C. *Students in this program must maintain a valid BLS for Healthcare Providers throughout the program.*

D. *All Progression Requirements for Health Related Programs (6Hx23-4.53) apply to the Dental Hygiene Program.*
E. *Students transferring from another dental hygiene program must be in good standing in such program and satisfactorily demonstrate program competencies (Exceptions will be handled by the Provost's Office at the Health Education Center).*

II. *In addition to SPC graduation requirements, students must meet these special graduation requirements:*

 A. *A grade of "C" or better in all designated specialty courses in this program.*

 B. *Students must satisfactorily complete an end-of-program assessment examination.*

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

Law Implemented: 1001.02, 1001.03, 1001.64(6), 1007.263, F.S.; Rule 6A-14.030, F.A.C.
History: … 5/16/05. Filed – 5/16/05. Effective – Session II, 2005-06; 8/21/12. To
                       Be Filed – 8/21/12. Proposed Date to Become Effective – 8/21/12.

6Hx23-4.55   REQUIREMENTS OF THE EMERGENCY MEDICAL SERVICES PROGRAM

The Board of Trustees authorizes and directs the President or a designee to establish procedures related to registration into the first specialty course of, and progression requirements for, the Emergency Medical Services Program.

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

I.   *Progression Requirements:*

Eligibility to start the first specialty course in the program is based upon the following minimum requirements. Students transferring from another EMS program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).

A. Requirements for Health Related Programs (6Hx23-4.53) apply to the Emergency Medical Services Program.

B. Each student must have a physical examination by a licensed physician or advanced nurse practitioner verifying satisfactory health status. This must include all immunizations, tests, and health verification as specified within contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.

1. EMT candidates' health verification is due within a time period specified by the EMS department not to exceed two (2) weeks into a specific semester.

2. Paramedic candidates' health verification is due prior to the conclusion of the College's established drop/add period in the first semester of course work.

3. Completion of immunization requirement:

a. Tuberculosis (TB) Mantoux Test – a current test is required every 12 months. If the skin test is positive, then a chest x-ray is required to document absence of chest disease, in accordance with CDC guidelines.

b. Tetanus Diphtheria – good for 10 years, but must have had booster within a 5-year period.

c. Measles, Mumps, Rubella (MMR) or Rubella Titer – immunization or titer dated 1969 or later.
d. Varicella Titer – requires immunization if titer does not show immunity.

e. Hepatitis B – said immunization series may be waived when medically contraindicated by a physician in writing and a release is signed by the student, although this may preclude students from participating in a clinical setting, as per the agency contract.

f. Poliomyelitis

II. Admission to the Emergency Medical Services Applied Technology Diploma (ATD) program for Emergency Medical Technician (EMT) program is based upon the following minimum requirements:

A. Completion of I.A. & B.

B.   *Valid American Heart Association Healthcare Provider or American Red Cross Professional Rescuer, or American Safety and Health Institute CPR-Pro with AED cardiopulmonary resuscitation (CPR) card.*

III. *Admission to the Emergency Medical Services Certificate Program for paramedics is based upon the following minimum requirements:*

A.   *Completion of I.A. & B.*

B.   *Successful completion of BSC 1084C or BSC 2085, and BSC 2085L (minimum of "C" grade or better).*

C.   *Emergency Medical Technician (EMT) certification by the Florida Department of Health Bureau of EMS, or eligible for State of Florida EMT certification as outlined in Revised Chapter 64-J2, Florida Administrative Code for enrolled students in the Associate of Science degree program completing EMT competencies. Proof of certification as a Florida certified EMT is required before an EMS student can participate in any paramedic clinicals. Failure to obtain state of Florida EMT certification by the end of the second week of the initial paramedic session, as defined by the current year's catalog, will be cause for withdrawal from the program for that session. Students may reapply for subsequent sessions after meeting this requirement.*

D.   *EMT clinical experience requirement:*

1. *Minimum of six month's experience as an EMT in the pre-hospital emergency medical environment, or*

2. *Minimum of 140 hours documented clinical and pre-hospital emergency medical experience during an EMT's volunteer or employment history, or*

3. *Minimum of 140 hours documented clinical and pre-hospital emergency medical experience during initial EMT education.*

E.   *Satisfactory completion of a basic EMT written and practical competency examination.*

IV. *Special Progress Requirements:*

A.   *Progress meetings with program staff or program director as required.*

B.   *Applied Technology Diploma:*

1. *Emergency Medical Technician (EMT)*

> a. *Maintain a minimum "C" grade on all corequisites and courses in the major in the EMT program for state and national certification eligibility.*

> C. *Certificate Programs:*

>> 1. *Paramedic*

>>> a. *Maintain a minimum "C" grade on all corequisites and courses in the major in the paramedic program for state and national certification eligibility.*

>>> b. *All paramedic candidates must obtain the State of Florida EMT certification before the beginning of the second week in the paramedic program and maintain the EMT certification throughout the paramedic program.*

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

Law Implemented: 1001.02, 1001.64 (6) & (8), 1004.65, 1007.22, 1007.263, F.S.; Rule 6A-14.030, F.A.C.

History: …3/20/03. Filed – 3/20/03. Effective – Session I, 2003-04; 11/18/03. Filed – 11/18/03. Effective – Session II, 2003-04; 11/17/09. Filed – 11/17/09. Effective – 11/17/09; 8/21/12. To Be Filed – 8/21/12. Proposed Date to Become Effective – 8/21/12.

6Hx23-4.57   REQUIREMENTS OF THE MEDICAL LABORATORY TECHNOLOGY   (MLT) PROGRAM

<u>The Board of Trustees authorizes and directs the President or a designee to establish procedures related to registration into the first specialty course of, and progression requirements for, the Medical Laboratory Technology Program.</u>

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

> I. *Progression Requirements:*

> *Eligibility to start the first specialty course in the program is based upon the following minimum requirements.*

>> A. *Requirements for health related programs (6Hx23-4.53) apply to the Medical Laboratory Technology Program.*

B. *Within six months prior to enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests, and health verification as specified within contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.*

C. *Students transferring from another MLT program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).*

D. *Completion of ENC 1101, Mathematics, BSC 2010-2010L and CHM 1025-1025L and satisfaction of the Computer/Information Literacy Competency Requirement.*

E. *MLT students are required to make individual arrangements for receiving the Hepatitis B Vaccine prior to beginning in the first specialty course. Students must provide a record of vaccination and/or proof of positive antibody status. Prior to the first laboratory class, documentation of at least the first injection of the series must be submitted to the Program Director. Said immunization series may be waived when medically contraindicated by a physician in writing and a release is signed by the student.*

F. *MLT students need to obtain a position as a clinical laboratory trainee in one of the College's affiliated clinical laboratories prior to starting the first specialty course.*

II. *Special clinical requirements*

A. *In order to enroll in courses which have clinical assignment, students must meet the eligibility requirements of a "clinical laboratory trainee," as established in Chapter 483, Florida Statutes, if applicable.*

B. *In order to enroll in courses that have clinical assignments, students need to obtain and maintain a position as a clinical laboratory trainee in one of the College's affiliated clinical laboratories.*

III. *In addition to SPC graduation requirements, students must meet these special graduation requirements*

A. *A grade of "C" or better in all courses in this program.*

B. *Students must satisfactorily complete an end-of-program competency assessment examination.*

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

Law Implemented: 1001.64(6), (7), (8), & (17); 1006.69, 1007.22, 1007.25, 1007.263, F.S.; SBE Rule 6A-14.030, F.A.C.

History: … 4/17/07. Filed – 4/17/07. Effective – Session I, 2007-08; 12/16/08. Filed – 12/16/08. Effective – Session I, 2009-10; 8/21/12. To Be Filed – 8/21/12. Proposed Date to Become Effective – 8/21/12.

6Hx23-4.60   REQUIREMENTS OF THE PHYSICAL THERAPIST ASSISTANT PROGRAM

<u>The Board of Trustees authorizes and directs the President or a designee to establish procedures related to registration into the first specialty course of, and progression requirements for, the Physical Therapist Assistant Program.</u>

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

I.   *Progression Requirements*

Eligibility to start the first specialty course in the program is based upon the following minimum requirements:

A.   *Requirements for Health Related Programs (6Hx23-4.53) apply to the Physical Therapist Assistant Program.*

B.   *Completion of:*

1.   *BSC 2085 Anatomy and Physiology I and BSC 2085L Anatomy and Physiology I Laboratory with a grade of "C" or better, ENC 1101, HSC 1531 and the Computer Literacy Competency Requirement.*

2. *A 2.5 grade point average on a 4.0 scale in at least 9 semester hours of Physical Therapist Assistant general education and support courses.*

C. *Students transferring from another physical therapist assistant or other health related program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).*

D. *Completion of a minimum total of 24 hours of observation, volunteer service or work experience in physical therapy departments. This requirement must be completed in at least 2 different types of clinical agencies.*

(Physical therapy experience must be verified by a signed statement from a physical therapist or physical therapist assistant.)

E. *Successful completion of the requirements for a basic rescuer C.P.R. Certificate and basic First Aid Certificate. C.P.R. Certificate from an on-line course is not accepted.*

F. *Within three (3) months prior to enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests, and health verification as specified within contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director.*

II. *Special Progression Requirements*

In order to enroll in any PHT course with prerequisites, a grade of "C" or better must have been earned in all prerequisite PHT courses.

III. *In addition to SPC graduation requirements, students must meet these special graduation requirements*

A. *A grade of "C" or better in all Physical Therapist Assistant courses in this program.*

B. *Students must satisfactorily complete an end of program competency assessment examination.*

– Session II, 2001-02; 12/14/04. Filed – 12/14/04. Effective 12/14/04; 1/27/09. Filed – 1/27/09. Effective – 1/27/09; 8/21/12. To Be Filed – 8/21/12. Proposed Date to Become Effective – 8/21/12.

6Hx23-4.61   REQUIREMENTS OF THE RESPIRATORY CARE PROGRAM

<u>The Board of Trustees authorizes and directs the President or a designee to establish procedures related to registration into the first specialty course of, and progression requirements for, the Respiratory Care Program.</u>

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

I.   Progression Requirements:

Eligibility to start the first specialty course in the program is based upon the following minimum requirements.

A.   Requirements for Health Related Programs (6Hx23-4.53) apply to the Respiratory Care Program.

B.   Within six months of enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests, and health verification as specified within contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.

C. Students transferring from another respiratory care program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).

D. Completion of twelve (12) credits in general education or support courses with a minimum cumulative GPA of 2.5 to include BSC 2085 and BSC 2085L with a grade of "C" or better.

E. Completion of a minimum of four (4) hours of observation, volunteer service, or work experience in a respiratory care department.

F. Students who have been dismissed twice for academic failure of any combination of Respiratory Care Program courses, RET prefix, will be unable to return to the program.

II. For the transitional program for respiratory technicians or students having prior experience or education in respiratory therapy, a two course series, RET 1264 and RET 1485, is specially designed as entry point into the respiratory care program. Students who successfully complete the special program enter the sophomore class, Session I.

A. Minimum requirements for application and admission are as follows:
    1. Completion of I. A., B., C. & D.

    2. Respiratory technicians certified by the National Board for Respiratory Care must submit a notarized copy of their certification.

III. For the Paramedic/EMS transitional program, credit will be granted for RET 1874L and RET 1875L.

A. Minimum requirements for application and admission are as follows:

    1. Completion of I. A., B., C. & D.

    2. Submission of current Florida paramedic certificate.

IV. Special Progress Requirements

In order to enroll in any course within the major with prerequisites, a grade of "C" or better must have been earned in all prerequisite Respiratory Care courses.

V. In addition to SPC graduation requirements, students must meet these special graduation requirements:

A. A grade of "C" or better in each designated specialty course in this program.

B. *Satisfactory completion of an end of program competency assessment examination.*

Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1001.64(6) & (8), 1007.263, 1001.02, 1001.03, F.S.; Rule 6A-14.030, F.A.C.

History: …..1/18/05. Filed – 1/18/05. Effective – Session III, 2004-05. 1/19/10. Filed – 1/19/10. Effective – 1/19/10; 2/22/11. Filed – 2/22/11. Effective – 2/22/11; 9/20/11. Filed – 9/20/11. Effective – Session II, 2011-12; 8/21/12. To Be Filed – 8/21/12. Proposed Date to Become Effective – 8/21/12.

6Hx23-4.62   REQUIREMENTS OF THE HUMAN SERVICES TECHNOLOGY PROGRAM

<u>The Board of Trustees authorizes and directs the President or a designee to establish procedures related to registration into the first specialty course of, and progression requirements for, the Human Services Technology Program.</u>

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

Special graduation requirements:

A grade of "C" or better in all designated specialty courses in this program.

Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1001.64 (6) & (8), F.S.; SBE Rules 6A-14.030, 6A-14.029 F.A.C.
History: … 8/21/12. To Be Filed – 8/21/12. Proposed Date to Become Effective – 8/21/12.

6Hx23-4.65   HONORS ~~PROGRAM~~ <u>COLLEGE</u>

For academically outstanding and motivated students, St. Petersburg College offers specially enriched honors courses. <u>The Board of Trustees authorizes and directs the President or designee to establish a College procedure to outline eligibility and to support the Honors College.</u>

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

HONORS COLLEGE

These specially enriched sections present a more varied and challenging curriculum by which selected students can satisfy some of the general education requirements and achieve and enhance maximum development of their academic ability and talent. Continuation in the Honors College is contingent on maintaining high academic, ethical and service-learning excellence.

I.   *Admission for the high school graduates to the Honors College is based on the following requirements:*

    A.   *be in the top ten percent (10%) of their high school graduating class OR have earned a high school cumulative grade point average of 3.5 or higher on a 4.00 scale; OR*

    B.   *achieved a score of 1200 or higher on the SAT; OR*

C. *achieved a composite score of 26 or higher on the ACT; OR*

D. *achieved a score of no less than 100 on the English and Reading portions and 72 on the college Math portion of the College placement test; AND*

E. *have a satisfactory written essay on the special topic (for both high school students, SPC current and transfer students).*

II. *Admission for the SPC current and transfer students to the Honors College is based on the following requirements:*

A. *have earned college cumulative grade point average of 3.5 or higher with at least 12 credits of college coursework; OR*

B. *be an active member of Phi Theta Kappa (for SPC current and transfer students); OR*

C. *present a recommendation for admission to the Honors Program from a counselor or an instructor who is familiar with their academic work (for SPC current and transfer students); AND*

D. *have a satisfactory written essay on the special topic (for both high school students, SPC current and transfer students).*

III. *Admission of SPC collegiate high school students and early admission high school students to the Honors College is based on the following requirements:*

A. *have earned college cumulative grade point average of 3.5 or higher with at least 12 credits of college coursework; AND*

B. *present a recommendation for admission to the Honors Program from a counselor or an instructor who is familiar with their academic work; AND*

C. *have a satisfactory written essay on the special topic.*

IV. *Continuation in the Honors College is bases on the following requirements:*

A. *have earned a grade point average of 3.3 or greater in honors courses and be enrolled in 3 credit hours of honors courses for each semester;*

B. *have earned college cumulative grade point average of 3.25 or greater by the end of the academic year; AND*

C. *be involved in service-learning projects and/or in one extra-curricular activity each semester.*

Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1000.21, 1001.64(6), 1001.02, 1001.03, F.S.; Rule 6A- 14.030, F.A.C.

History: … Filed – 1/17/06. Effective – 1/17/06; 8/21/12. To Be Filed – 8/21/12. Proposed Date to Become Effective – 8/21/12.

6Hx23-4.68 REQUIREMENTS OF THE RADIOGRAPHY PROGRAM

The Board of Trustees authorizes and directs the President or a designee to establish procedures related to registration into the first specialty course of, and progression requirements for, the Radiography Program.

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

I. *Progression Requirements:*

Eligibility to start the first specialty course in the program is based upon the following minimum requirements.

A. *Requirements for health related programs (6Hx23-4.53) apply to the Radiography Program. Students to be admitted will be determined by the Health Related Programs Special Rules, 6Hx23-4.53, Section I.D.*

B. *Within six months of enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests, and health verification as specified within contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.*

C. *At least 18 years of age (as required by Florida Statute).*

D. *Completion of:*

BSC 1085, BSC 1085L and MAC 1105

All with a grade of "C" or better.

E. *Completion of a minimum of 8 hours of observation, volunteer service, or work experience in a radiology department of imaging center. (Experience must be verified by a signed statement from a radiologist or radiographer.)*

II. *Extended Program Option*

The Radiography Program offers an option for those who wish to complete the Program in 3 years. Students selecting this option usually are those who are unable, for personal, financial or academic reasons, to complete the program in the usual 2 years. The student may request to enter the 3-year track at any time after the 1st semester. In order to be placed in the 3-year track the student must complete the following:

A. *Receive approval from the program director to enter the 3-year track.*

B. *Successfully complete all radiography courses offered during the 1st semester of the 1st year with a "C" or higher grade.*

C. *Complete all courses in the Extended Program Option with a "C" or higher grade in the sequence given. The student is subject to the readmission policy requirements if a grade of less than "C" is received in any RTE course.*

D. *The courses to be completed depend upon which semester the student enters the 3-year track.*

III. *Special Progress Requirements*

A. *Prior to the start of Session III of the freshman year, students in the program must have successfully completed the requirements for a Basic Rescuer CPR Certificate.*

B. *In order to enroll in any RTE Radiography program course with a prerequisite, a grade of "C" or better must have been earned in all prerequisite courses.*

C. *Prior to the start of Session I of the sophomore year, students must have successfully completed a 4-hour Florida Department of Health, Bureau of Radiation Control approved HIV/AIDS class.*

D. *Prior to the start of the freshman year, all students accepted into the program must complete a minimum of 24 hours of observation in the*

Radiology Department of a hospital affiliated with the College's program.

IV.   Readmission

   A.   A student must successfully demonstrate the appropriate level clinical skills to the clinical coordinator prior to returning to the clinical setting after an absence of 1 semester or more.

   B.   A student may request to continue in the program beyond 3 years for financial, health or personal reasons. The following procedure is required:

     1.   The student must submit a Special Application Form to the program director prior to the beginning of the session in which the student wishes to re-enter.

        For Session I - apply by May 1
        For Session II - apply by October 1
        For Session III - apply by February 1

     2.   The student must successfully demonstrate the appropriate level clinical skills to the clinical coordinator.

     3.   If medical conditions were involved, written verification of current good health and ability to function safely in clinical situations is required.

     4.   The decision regarding re-entry will be made by a Faculty Committee on an individual basis and is subject to course sequence and class size.

     5.   The student will be informed in writing of the decision by the program director.

V.   In addition to SPC graduation requirements, students must meet this special graduation requirement:

   A.   A grade of "C" or better must be achieved in all specialty (RTE) courses.

Effective – 3/21/06; 8/21/12. To Be Filed – 8/21/12. Proposed Date To Become Effective – 8/21/12.

6Hx23-4.69   REQUIREMENTS OF THE NURSING PROGRAM

The Board of Trustees authorizes and directs the President or a designee to establish procedures related to registration into the first specialty course of, and progression requirements for, the Nursing Program.

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

I.   *Progression Requirements:*

Students who are eligible to start the first specialty course in the program must submit a Health Programs Application form to be enrolled in that course. Enrolling in the first specialty course, students must continue to meet progression requirements.   Students to be admitted will be determined by the Health Programs Special Rules, 6Hx23-4.53, Section I. D.

A.   *Minimum requirements for registration into the first specialty course are as follows:*

1.   *Completion of all college preparatory course work.*

2.   *Standard (Scaled Score) of 95 on the reading subsection of the Florida College Entry Level Placement Test, equivalent score on other standardized tests as recommended by the nursing faculty and approved by President's Cabinet, or have a Master's degree or higher from a regionally accredited university or college, or earn "C" or better in REA 1105.*

3.   *Candidates who have had previous courses in another registered nursing program must submit a transcript from the school of nursing and a reference from the official head of the program or appropriate designate. An "individual learning plan" will be developed for each transferring in student by the SPC*

Nursing faculty that delineates the completion of the nursing program in order to graduate from SPC.

4. *Completion of a minimum of 11 credits in Nursing pre-entry general education and support courses with a 2.75 minimum grade point average on a 4.00 scale and a 2.75 minimum grade point average on a 4.00 scale in the following courses that are being considered for admission: BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, MCB 2010, and MCB 2010L.*

5. *Computer/Information Literacy Competency (no minimum credit hours required). Computer/Information literacy competency may be demonstrated by completing one of the following:*

   a. *Passing a College approved Basic Computer/Information Skills Competency Test: or*

   b. *Successful completion of at least one of the following:*

      1) *CGS 1070 Basic Computer and Information Literacy.*

      2) *CGS 1100 Microcomputer Applications (as revised in 2002) or LIS 1102, CGS 1510 and OST 1741.*

      3) *EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.*

B. *All pre-entry, general education and support courses must be completed with a minimum grade of "C".*

C. *Each student selected must have a physical examination and required immunizations, titers and/or screenings prior to entrance into the first year of the Nursing Program. These must be updated as required while in the program.*

D. *All progression requirements for health related programs (6Hx23-4.53) apply to the Nursing Program.*

E. *Students must complete the pre-entry science and support course requirements within three attempts.*

F. *Consideration for readmission into the nursing program after having failed or withdrawn from any course in the first session of the Nursing Program will require the student to go through the selective admission process.*

G. *Students transferring from another Nursing program must be in good standing in such program.*

H.	Students must have a valid American Heart Association Health Care Provider CPR Certification prior to entrance into the first year of the Nursing Program. The certification must be kept current throughout the program.

II.	For the transitional program for practical nurses licensed in Florida, a course is specially designed as entry point for licensed practical nurses or other special students. Special students are defined as students who have satisfactorily completed course work deemed to be equivalent to that of an LPN. Students who successfully complete NUR 1001C, Orientation to Technical Nursing Therapy, Clinical Experience and NUR 1001, Orientation to Technical Nursing Therapy, will enter the sophomore class.

A.	Minimum requirements for consideration of licensed practical nurses and special students are the same as I.A., B., C., D., E., F., G. & H. above and in addition:

1.	Be currently licensed in Florida (or eligible for license by transfer of license from out of state).

2.	Completion of the following courses with grades as defined in I.A.:

PSY 1012	--	General Psychology

BSC 2085/2085L	--	Human Anatomy and Physiology and Laboratory I

BSC 2086/2086L	--	Human Anatomy and Physiology and Laboratory II

3.	Additional pre-entry course requirements include:

College approved Humanities elective (Applicants who have earned an Associate in Arts, Baccalaureate, or higher degree from an accredited institution are waived from this requirement.)

4.	For those LPN transitional students entering in May (day schedule), it is recommended they have most, if not all, general education and support courses completed.

III.	For the transitional program for paramedics (evening track), the following are the minimum requirements for consideration as an applicant to the freshman class:

A.	As outlined in I.A., B., C., D., E., F., G. & H. above.

B.   *Additional requirements:*

   1.   *Must have completed 25 pre-entry, general education or support credits.   These MUST include 8 hours of anatomy and physiology, 3 hours of English, and 3 hours of PSY 1012. The other 11 hours are the student's choice from required pre-entry, general education and support curriculum.*

   2.   *Must have received an AS in Emergency Medical Services or have taken equivalent general education/ support courses.*

   3.   *Must be currently a state certified paramedic.*

IV.   *Students who have any combination of two failures in the following nursing courses listed below will be dismissed and unable to return to the program:*

Nursing I NUR 1021C; Nursing II NUR 1211C; Nursing III NUR 2462C; Nursing IV NUR 2731C; Transition to Professional Nursing NUR 1001C; and Nursing Care Management NUR 2811C.

V.   *Classes may be offered during the day or evening schedule depending upon the availability of classes within the program.   Evening is defined as 1:00 p.m. - 11:00 p.m.*

VI.   *In addition to SPC graduation requirements, students must meet these special graduation requirements:*

   A.   *A grade of "C" or better in each of the designated specialty courses in this program.*

   B.   *A grade of "C" or better in all courses in the Nursing Program.*

   C.   *A valid American Heart Association Health Care Provider C.P.R. certificate.*

   D.   *For transfer students, completion of the "individual learning plan."*

   E.   *Students must satisfactorily complete an end of program competency assessment examination in theory and an end of program clinical evaluation.*

Specific Authority: 1001.64 (2) & (4), F.S.
Law Implemented: 1001.64(4)(b), 1001.64 (6) & (8), 1007.263, F.S.; 6A-14.030, F.A.C.

History: … 9/21/04. Filed – 9/21/04. Effective – Session II, 2004-05; 5/16/05. Filed – 5/16/05.   Effective – Session II, 2005-06 for admissions

requirements and Session I, 2005-06 for all other changes. 7/15/08. Filed - 7/15/08.   Effective - Session I, 2008-09; 9/21/10.   Filed – 9/2/10. Effective – 1/1/11; 8/21/12. To Be Filed – 8/21/12. Proposed Date to Become Effective – 8/21/12.

6Hx23-4.70   REQUIREMENTS OF THE HEALTH INFORMATION MANAGEMENT PROGRAM

<u>The Board of Trustees authorizes and directs the President or a designee to establish procedures related to registration into the first specialty course of, and progression requirements for, the Health Information Management Program.</u>

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

HEALTH INFORMATION MANAGEMENT ASSOCIATE IN SCIENCE DEGREE

I.   Progression Requirements:

Eligibility to start the first specialty course in the Health Information Management (HIM) associate in science program is based upon the following minimum requirements.

A.   Requirements for health related programs (6Hx23-4.53) apply to the Health Information Management program.

B.   Within six months prior to enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests, and health verification as specified with contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.

C.   Students transferring from another health information management or other health related program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).

D.   Completion of:

1.   These support courses with grades of "C" or better:

CTS 1101 Basic Computer and Information Literacy or Computer/Information Literacy Competency requirement and

> *HSC 1531 Medical Terminology and BSC 1083 Human Anatomy or BSC 2085, 2085L Anatomy & Physiology I with Lab and BSC 2086, 2086L Anatomy & Physiology II with Lab.*

> 2. *A minimum of 12 semester hours of Health Information Management general education and support courses.*

II. *Special progress requirements:*

    A. *In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in the prerequisite(s) to said course.*

III. *In addition to SPC graduation requirements, students must meet these special graduation requirements:*

    A. *A grade of "C" or better in all H.I.M. courses and in all support courses.*

    B. *Students must satisfactorily complete an end-of-the program competency assessment examination.*

MEDICAL CODER CERTIFICATE

I. *Progression Requirements:*

Eligibility to start the first specialty course in the Medical Coder Certificate program is based upon the following minimum requirements.

    A. *Requirements for health related programs (6Hx23-4.53) apply to the Medical Coder Certificate program.*

    B. *Within six months prior to enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests, and health verification as specified with contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.*

    C. *Students transferring from another medical coder or other health related program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).*

    D. *Completion of these support courses with grades of "C" or better:*

CTS 1101 Basic Computer and Information Literacy or Computer/Information Literacy Competency requirement and HSC 1531 Medical Terminology and BSC 1083 Human Anatomy or BSC 2085, 2085L Anatomy & Physiology I with Lab and BSC 2086, 2086L Anatomy & Physiology II with Lab.

II. *Special progress requirements:*

A. *In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in the prerequisite(s) to said course.*

III. *In addition to SPC graduation requirements, students must meet these special graduation requirements:*

A. *A grade of "C" or better in all Medical Coder Certificate courses and in all support courses.*

B. *Students must satisfactorily complete an end-of-the program competency assessment examination.*

Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1001.64(4)(b) & (6), 1007.263, 1001.02, 1001.03, F.S.; Rules 6A-14.030, F.A.C.
History: …8/21/12. To Be Filed – 8/21/12. Proposed Date to Become Effective – 8/21/12.

6Hx23-4.702   REQUIREMENTS OF THE HEALTHCARE INFORMATICS PROGRAM

The Board of Trustees authorizes and directs the President or a designee to establish procedures related to registration into the first specialty course of, and progression requirements for, the Healthcare Informatics Program.

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

ASSOCIATE IN SCIENCE PROGRAM

I.   Progression Requirements:

Eligibility to start the first specialty course in the Healthcare Informatics associate in science program is based upon the following minimum requirements:

A.   Requirements for health related programs (6Hx23-4.53) apply to the Healthcare Informatics program.

B.   Within six months prior to enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests, and health verification as specified with contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.

C.   Students transferring from another healthcare informatics or other health related program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).

D.   Completion of:

1.   These support courses with grades of "C" or better:

Computer/Information Literacy Competency requirement and HSC 1531 Medical Terminology and BSC 1083 Human Anatomy or (BSC 1085/1085L Anatomy & Physiology I with Lab and BSC 1086/1086L Anatomy & Physiology II with Lab.)

2.   A minimum of 12 semester hours of Healthcare Informatics general education and support courses.

II. Special progress requirements:

A. In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in the prerequisite(s) to said course.

III. In addition to SPC graduation requirements, students must meet this special graduation requirement:

A. A grade of "C" or better in all Healthcare Informatics courses and in all support courses.

CERTIFICATE PROGRAM

I. Progression Requirements:

Eligibility to start the first specialty course in the Healthcare Informatics certificate program is based upon the following minimum requirements:

A. Requirements for health related programs pursuant to Rule 6Hx23-4.53 (except for the minimum G.P.A. requirement listed at Section I.A.) apply to the Healthcare Informatics Certificate program. Students must be in academic good standing.

B. Within six months prior to enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests, and health verification as specified with contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.

C. Students transferring from another healthcare informatics or other health related program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).

D. Completion of:

1. Computer/Information Literacy Competency requirement with grade of "C" or better or passing a college approved Basic Computer/Information Skills Competency Test.

II. Special progress requirements:

A. *In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in the prerequisite(s) to said course.*

III. *In addition to SPC graduation requirements, students must meet this special graduation requirement:*

A. *A grade of "C" or better in all Healthcare Informatics courses and in all support courses.*

Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1001.64(4)(b) & (6), 1007.263, 1001.02, 1001.03, F.S.; Rules 6A-14.030, F.A.C.

History: Adopted – 10/16/07. Effective – 10/16/07; 8/21/12. To Be Filed – 8/21/12. Proposed Date to Become Effective – 8/21/12.

6Hx23-4.71   REQUIREMENTS OF THE FUNERAL SERVICES PROGRAM

<u>The Board of Trustees authorizes and directs the President or a designee to establish procedures related to registration into the first specialty course of, and progression requirements for, the Funeral Services Program.</u>

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

I.   *Progression Requirements:*

Eligibility to start the first specialty course in the program is based upon the following minimum requirements:

A.   *Requirements for Health Related Programs (6Hx23-4.53) apply to the Funeral Services Program.*

B.   *Funeral Services students are required to make individual arrangements for receiving the Hepatitis B Vaccine prior to beginning in the first specialty course in Funeral Services. Students must provide a record of vaccination and/or proof of positive antibody status. Prior to the first laboratory class, documentation of at least the first injection of the series must be submitted to the Program Director. Said immunization series may be waived when medically contraindicated by a physician in writing and a release is signed by the student.*

C.   *Students transferring from another funeral services or other health related program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).*

D.   *Completion of all Funeral Services general education courses.*

E.   *Current accreditation standards mandate that faculty site visits be made to off-campus sites used for education and training purposes. To cover the costs of these visits for students attending a clinical site outside the zone of district travel, special fees will be assessed, according to State Board of Education Rule 6A-14-054. See Board of Trustees' Student Fees Rule 6Hx23-5.17.*

II.   *Special Graduation Requirements*

A.   *A grade of "C" or better in all FSE courses.*

B.   *Students must take the National Board Examination offered by the International Conference of Examining Boards.*

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

Law Implemented: 1001.64(4)(b) & (6), 1007.263, 1001.02, 1001.03, F.S.; Rules 6A-14.030, 6A-14.054, F.A.C.

History: 11/17/92. Adopted 11/17/92. Effective - Session II, 1992-93; 10/20/93. Filed - 10/20/93. Effective - Session I, 1994-95; 11/21/94. Filed - 11/21/94. Effective - Session I, 1995-96; 1/24/96. Filed - 1/24/96. Effective - Session I, 1997-98; 3/19/96. Filed - 3/19/96. Effective - Session I, 1996-97; 4/18/00. Filed - 4/18/00. Effective - 4/18/00; 10/17/01. Filed – 10/17/01. Effective – Session II, 2001-02; 9/21/04. Filed – 9/21/04. Effective – Session I, 2005-06; 11/20/07. Filed – 11/20/07. Effective – Session II, 2007-2008; 12/17/07. Filed – 12/17/07. Effective – Session II, 2007-08; 8/21/12. To Be Filed – 8/21/12. Proposed Date To Become Effective – 8/21/12.

6Hx23-4.72 COLLEGE OF EDUCATION PROGRAMS—SPECIAL RULES

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

INTENT AND PURPOSE

This College of Education (COE) Rule is applicable to certification, non-certification, and non-degree Programs as described below.

I. *Admission to College of Education programs is based on applicants meeting all of the criteria listed below.*

    A. *Undergraduate certification programs*

        1. *Complete both the St. Petersburg College and the COE supplement applications for admission.*

        2. *Complete an A.A. degree or 60 hours of general education requirements leading to the A.A. degree.*

        3. *Submit official academic transcripts from all past post-secondary institutions attended.*

            a. *Transfer credit will be considered on a case-by-case basis.*

            b. *College of Education faculty will determine if transfer credit includes required competencies or if additional assignments are to be submitted.*

        4. *Earn an overall cumulative 2.5 GPA on a 4.0 scale in previous coursework.*

        5. *Demonstrate mastery of general knowledge by passing an appropriate Florida Department of Education examination required for admission into a teacher preparation program.*

        6. *Complete all lower-division common education prerequisites and all Florida mandated prerequisites with final course grades no lower than a "C".*

        7. *Be in good academic and disciplinary standing with all previous education programs attended and be eligible to return.*

    B. *Educator Preparation Institute (EPI) certification programs*

1. *Complete both the St. Petersburg College and the COE supplement applications for admission.*

2. *Submit an official transcript showing a completed bachelor's degree from an accredited college or university approved by the Florida Department of Education (FLDOE).*

   a. *Transfer credit will be considered on a case-by-case basis.*

   b. *College of Education faculty will determine if transfer credit includes required competencies or if additional assignments are to be submitted.*

3. *Submit a valid Official Statement of Status of Eligibility from the FLDOE in an approved EPI certification area.*

4. *Demonstrate mastery of general knowledge by passing an appropriate Florida Department of Education examination required for admission into a teacher preparation program.*

5. *Applicants for middle grades (5-9) or secondary (6-12) certification areas must present passing scores on a Florida Department of Education subject area examination appropriate to their certification area.*

C. *Especially for Canadians*

1. *Complete the International Application to St. Petersburg College.*

2. *Submit an official transcript showing a completed four-year bachelor's degree from an accredited college or university approved by the Florida Department of Education.*

3. *Applicants with a degree from an international institution must present an official course-by course evaluation showing the equivalency of a four year, regionally accredited U.S. college or university degree.*

4. *Present a Statement of Financial Ability and a current bank statement (issued within the last three months).*

5. *Upon receipt of a United States Social Security Number, applicants must present a valid Official Statement of Status of Eligibility from the Florida Department of Education and demonstrate mastery of general knowledge by passing an appropriate Florida Department of Education examination required for admission into a teacher preparation program.*

D. *Undergraduate non-certification programs*

1. *Complete both the St. Petersburg College and the COE supplement applications for admission.*

2. *Complete an A.A. degree or 60 hours of general education requirements leading to the A.A. degree.*

3. *Submit official academic transcripts from all past post-secondary institutions attended.*

4. *Earn an overall cumulative 2.0 GPA on a 4.0 scale in previous coursework.*

5. *Complete the lower-division common education prerequisites with final course grades no lower than a "C".*

E. *Non-degree students must complete the following requirements to register for College of Education courses:*

1. *Professional Preparation to Full Certification*

   a. *Complete the St. Petersburg College application.*

   b. *Submit a valid Official Statement of Status of Eligibility from the Florida Department of Education.*

   c. *Submit a transcript showing a completed bachelor's degree (unofficial transcripts are accepted).*

2. *Certification Renewal and Reinstatement.*

   a. *Complete the St. Petersburg College Application.*

   b. *Present a copy of a teaching certificate (valid or expired).*

   c. *Submit a transcript showing a completed bachelor's degree (unofficial transcripts are accepted).*

3. *Autism Endorsement*

   a. *Complete the St. Petersburg College Application.*

   b. *Submit a copy of a valid teaching certificate, if appropriate.*

   c. *Submit written approval from district supervisor, if appropriate.*

4. *Industrial/Technical Education (ITE)*

    a. *Complete the St. Petersburg College application.*

    b. *Present a copy of a valid vocational teaching certificate or a letter from a school district outlining the industrial/technical courses required for district certification.*

5. *Undergraduate transient students*

    a. *Complete the St. Petersburg College application for admission.*

    b. *Submit either an official transcript from home institution or a signed transient enrollment form from the home institution.*

    c. *Be in good academic and disciplinary standing with home institution.*

II. *Progression through College of Education programs is based on students demonstrating required knowledge, skills, and dispositions while maintaining good moral character, by following the criteria listed below.*

    A. *Knowledge and Skill Requirements*

    1. *Demonstrate mastery on all assignments, activities, and assessments pertaining to state-mandated standards and competencies by earning a grade of "C" or higher.*

        a. *Failure to demonstrate successful mastery on an assignment, activity or assessment pertaining to a state-mandated standard/competency (grade of "C" or higher) will result in the student having to correct and resubmit the assignment, activity, or assessment until mastery is demonstrated (within the time frame specified in the course syllabus). Resubmitted assignments, activities, or assessments cannot receive a grade higher than a "C".*

        b. *Failure to demonstrate successful mastery on an assignment, activity, or assessment pertaining to a state-mandated standard/competency within the specified time frame will result in failure of the course where the assignment, activity, or assessment is given.*

        c. *If academic integrity is breached on an assignment, activity, or assessment related to a state-mandated*

standard/competency, a student will be required to resubmit the assignment, activity or assessment to demonstrate mastery by producing "C" level work as a progression requirement, but will receive a grade of zero on it when the course grade is calculated.

2. *Demonstrate academic integrity on all assignments, activities, and assessments. If an instructor believes that academic integrity was breached, a meeting will be convened with the student and appropriate College of Education personnel. If it is found that the student failed to maintain academic integrity, this will result, at minimum, in the student receiving a failing grade for the assignment, and possibly a failing grade for the course where the infraction occurred. Infractions associated with academic integrity will also be considered a dispositional issue, subject to appropriate action to be discussed in Section II.B, Dispositional Requirements, and Section VI, Process for Deficiencies in Knowledge, Skills, and Dispositions. The campus associate provost will be notified of any infraction and an unrecorded probation may result, pursuant to Board of Trustees (BOT) Rule 6Hx23-4.461, Student Affairs: Academic Honesty Policies.*

3. *Complete applicable field experiences – Field experiences are defined as any component of the COE program that requires students to demonstrate the knowledge, skills and dispositions of the profession while maintaining good moral character in an actual P-12 setting (or working with P-12 students).*

   a. *All students must complete the field experiences associated with a course within the semester's time frame. Failure to complete the required field experience associated with a course within the semester's time frame may result in a failing grade.*

   b. *Where applicable, mastery of state-mandated standards and competencies must be demonstrated on all assignments, activities and assessments not pertaining to the final internship in order to receive permission to begin the final internship.*

4. *Earn a grade of "C" or higher in all COE courses. Failure to earn a grade of "C" or higher in any COE course will result in the student having to retake the course to earn a grade of "C" or higher.*

5. *Certification students must maintain a minimum cumulative GPA of 2.5 on a 4.0 scale, including a 2.5 in all upper division*

coursework. Failure to maintain the 2.5 overall GPA will result in the student being placed on probation. (See Section V, Process for Deficiencies in GPA, for detailed information.) Non-certification students must maintain a minimum cumulative GPA of 2.0 on a 4.0 scale, including a 2.0 in all upper division coursework.

B. *Disposition Requirements*

    1. *A student's professional dispositions are formally evaluated throughout their program of study. Dispositions that are evaluated include, but are not limited to: collaborating and communicating effectively with colleagues and other adults, reflecting on professional decisions and actions, demonstrating emotional maturity, demonstrating initiative, demonstrating commitment to diversity and sensitivity to all students, adhering to professional ethics, demonstrating professional work ethic, adapting to change, and demonstrating a commitment to teaching.*

    2. *When a dispositional issue arises, prompt and appropriate action is taken by the COE. This includes a dispositions conference and the completion of appropriate forms, which may include a dispositions report, statement of concern, and/or teacher assistance plan.*

    3. *Failure to rectify a dispositional issue may result in the student being subject to probation, suspension, or dismissal. (See Section VI, Process for Deficiencies in Knowledge, Skills, and Dispositions, for detailed information.)*

III. *Field Experience Requirements - Field experiences are defined as any component of the COE program that requires students to demonstrate the knowledge, skills and dispositions of the profession while maintaining good moral character in an actual P-12 setting (or working with P-12 students). Eligibility to complete field experiences is governed by the criteria listed below.*

A. *Application – For any semester where a student needs a placement, the student must complete and submit the appropriate application by the stated deadline. Failure to complete and submit the appropriate application by the stated deadline may result in a forfeited placement for that semester.*

B. *Disclosure of Background Information – By the end of the first week of each semester, students must submit a disclosure form electronically to the Office of School Partnerships (OSP). Failure to*

submit the appropriate disclosure form by the end of the first week of the semester may result in a forfeited placement.

1. *All charges, pending litigation, arrests, and convictions must be reported even if records have been sealed or expunged, or occurred when the teacher candidate was a minor.*

2. *If background information is disclosed that will preclude the student from working with P-12 students, the director of School Partnerships (or appropriate designee) will consult with the student. If it is determined that the student would not be able to pass a background check to complete required field experiences, the student will not be able to remain in a College of Education program with field experience components.*

   a. *Failure to disclose background information could result in a student being withdrawn from any and all field experience courses without a refund.*

   b. *If a student properly discloses information that precludes him or her from working with children after registration, he or she may be eligible for a tuition refund, and may continue his or her coursework for the remainder of the semester in non-field experience courses.*

3. *Should an infraction or serious allegation occur after submitting the disclosure form, all students are required to report the incident within 48 hours by completing a new disclosure form The student should also contact the director of School Partnerships (or appropriate designee) within 48 hours of the event.*

C. *Background Check - All students enrolled in courses with field experiences will be required to successfully meet the background check requirements of the districts and/or sites in which they are placed in order to participate in field experiences.*

   1. *All fees associated with the background checks are the responsibility of the student.*

   2. *In the event that a student does not receive background check clearance, it is the student's responsibility to follow up with the district or site to determine which identified infraction precludes him/her from participating in field experiences.*

   3. *Students with unacceptable background check results will be withdrawn from any field experience courses without a refund of*

tuition, and will not be eligible to enroll in any field experience courses until they obtain clearance.

4. *Students who do not meet background check requirements for a public school district within the COE's service area will not be permitted to complete field experiences in private schools.*

5. *Any allegation of misconduct that surfaces about a student enrolled in any COE course with a field experience component may result in the student being removed from all field experiences until all allegations or pending investigations are resolved.*

D. *Field Experience Placement Process – The College of Education reserves the right and will place students in diverse settings that comply with state and local school-district requirements. The College of Education will not be able to guarantee personal preferences when making placements.*

1. *Field experience hours/school-based hours – Field experiences associated with a COE course, but not identified as a practicum or an internship.*

   a. *The Office of School Partnerships is available to assist students in obtaining placements in courses where field experience hours/school-based hours are required.*

   b. *It is the responsibility of the student to follow the procedures established by OSP for the term where field experience hours/school-based hours are needed.*

2. *Practicum (if applicable) – To receive a practicum placement, students must:*

   a. *Submit an application to OSP by the stated deadline.*

   b. *Register for the appropriate course.*

   c. *Complete the disclosure form.*

   d. *Attend appropriate orientation meeting.*

3. *Internship (if applicable) – To receive an internship placement, a student must:*

   a. *Submit an application to OSP by the stated deadline (the application must be approved by appropriate faculty prior to submission).*

b.   *Complete the disclosure form.*

c.   *Complete and submit all assignments, activities, and assessments pertaining to state-mandated standards/competencies that are not part of the internship (undergraduates only),*

d.   *Pass the appropriate sections of a state certification examination outlined in the student's degree plan.*

E.   *Expectations of Students - When completing field experiences, students are expected to demonstrate the knowledge, skills, and dispositions of the profession while maintaining good moral character.*

1.   *Failure to demonstrate the knowledge skills, and dispositions of the profession while maintaining good moral character could result in failure of the field experience course, along with the student being subject to probation, suspension, or dismissal. (See Section VI, Process for Deficiencies in Knowledge, Skills, and Dispositions, for detailed information.)*

2.   *If a student fails to successfully complete a practicum or final internship course after two attempts, the student must request permission to attempt the practicum or final internship for a third time.*

a.   *Students requesting permission to attempt a practicum or final internship for the third time must submit a detailed written request to the director of School Partnerships (or appropriate designee), which will then be forwarded to the dean of the College of Education (or appropriate designee) for approval or denial. The student will be notified in writing of the decision.*

b.   *If the request is denied, a student may appeal following the guidelines outlined in Rule 6Hx23-4.36, Student Grievances and Appeals.*

3.   *An issue consisting of a violation of the Florida Code of Ethics for Educators may result in dismissal from the College of Education. (See Section VI.D, Immediate Suspension or Dismissal, for detailed information.)*

4.   *If a dispositional or ethical concern arises during a field experience, the site and/or COE have the right to ask the student not to return to any field experience site unless approved by the Office of School Partnerships. Students*

dismissed from a site will not be eligible to continue their field experience that term, and will not be eligible to complete any field experience at any site, unless the issue has been resolved and approval is granted by OSP.

IV. *Completion of College of Education undergraduate certification and non-certification programs, and EPI certification programs, is based on students fulfilling all of the criteria listed below. Graduation requirements as set forth in St. Petersburg College's Board of Trustees Rule will also apply. Completion of a COE program of study does not guarantee certification by the Florida Department of Education.*

A. *Pass all courses in COE program of study with no grade lower than a "C". For certification programs, maintain a cumulative GPA of 2.5 or higher, including a 2.5 in all upper division coursework. For non-certification programs, maintain a cumulative GPA of 2.0 or higher, including a 2.0 in all upper division coursework.*

B. *Demonstrate mastery (by earning a grade of "C" or higher) on all assignments, activities, and assessments pertaining to state-mandated standards and competencies.*

C. *Submit a complete electronic portfolio of appropriate assignments, activities, and assessments pertaining to state-mandated standards and competencies by specified deadline. Receive a check-off from appropriate faculty.*

D. *For certification students, pass all sections of an appropriate state certification exam prior to the last day of the term.*

E. *For EPI students, present a valid Official Statement of Status of Eligibility from the Florida Department of Education showing a status of "Eligible" for certification.*

F. *For undergraduates, complete the state mandated foreign language graduation requirement, as outlined in State Statute. See the program office for specific details.*

G. *For undergraduates, complete at least 40 semester hours of courses numbered 3000 level or above. At least 30 of the 40 hours, including the final internship and at least one practicum experience (if applicable to program of study), must be earned at St. Petersburg College.*

H. *For undergraduates, complete the general education requirements for the Associate in Arts degree including any assessment of education outcomes that are required by the College.*

I. *Apply for graduation by SPC's stated deadline.*

V. *Process for Deficiencies in GPA – Any certification student whose GPA falls below a 2.5 will be subject to academic probation, suspension, or dismissal. Teacher candidates receiving VA benefits or other forms of financial assistance may lose some or all of such benefits as a result of probation, suspension, or dismissal. Any non-certification student whose GPA falls below a 2.0 will be subject to SPC's policy outlined in BOT Rule 6Hx23-4.46, Academic Warning, Probation, Suspension, and Dismissal.*

    A. *Academic Probation*

        1. *Teacher candidates who fail to maintain an overall GPA of 2.5 or higher will be placed on academic probation and have an academic registration hold placed on their records. The hold will prohibit the teacher candidate from registering for courses without the permission of appropriate COE personnel.*

        2. *The teacher candidate may remain on probation for one session for the GPA to be brought up to a 2.5.*

    B. *Academic Suspension*

        1. *Teacher candidates who fail to bring their GPA up to a 2.5 in one session after being placed on probation will be suspended. An assistance plan will be developed outlining specific terms that must be met prior to reinstatement.*

        2. *While under academic suspension, the teacher candidate will be ineligible to enroll in any course in a College of Education certification program, and if their GPA is below a 2.0, will be ineligible to enroll in any course in the College of Education. An academic registration hold will be placed on the teacher candidate's records during the duration of the suspension.*

        3. *Following one session of suspension, a teacher candidate may consult with appropriate College of Education admission personnel regarding reinstatement. The student should also consult with appropriate faculty members regarding their assistance plan.*

    C. *Academic Dismissal*

        1. *A teacher candidate who has been suspended for one session, is reinstated, and then fails to maintain a 2.5 overall GPA, will be dismissed from the College of Education certification program.*

2. A teacher candidate who has been academically dismissed will not be eligible to enroll in any course in a College of Education certification program, and if their GPA is below a 2.0, will be ineligible to enroll in any course in the College of Education, for at least one calendar year. An academic registration hold will be placed on the teacher candidate's records during the duration of the dismissal.

3. After one year (12 months) of academic dismissal, a teacher candidate may re-apply for admission to a College of Education certification program.

VI. Process for Deficiencies in Knowledge, Skills, and Dispositions: The College of Education will take action whenever a student fails to demonstrate required knowledge, skills, and dispositions, while maintaining good moral character. Some incidents/deficiencies may be resolved outside of a formal disciplinary process by appropriate COE faculty or staff. Other incidents/deficiencies, including cases of plagiarism, repeated or unresolved dispositional issues, repeated or unresolved knowledge or skill deficiencies, and/or violations of the Florida Code of Ethics for Educators, will subject a student to a disciplinary process that could include probation, suspension, or dismissal. Students receiving VA benefits or other forms of financial assistance may lose some or all of such benefits as a result of probation, suspension, or dismissal.

A. Incident Review - When an incident or deficiency is identified that warrants review for probation, suspension, or dismissal, appropriate COE faculty or staff will notify the director of Curriculum and Student Success (or appropriate designee) in writing, and forward any documentation or supporting evidence.

1. The director of Curriculum and Student Success (or appropriate designee) will convene a meeting with the student and appropriate COE faculty and/or staff. The purpose of this meeting will be to discuss alleged deficiencies, review all evidence, and record the student's responses to the allegations.

a. If a student refuses to attend the meeting, he or she will automatically be subject to probation.

b. If a student has to reschedule a meeting, he or she must notify the director of Curriculum and Student Success in advance of the meeting with a valid and documented reason for rescheduling.

2. Upon reviewing all evidence and testimony, one of the following decisions may be reached:

a. *No action is required.*

b. *The incident/deficiency warrants action, but probation is not the appropriate next step. An assistance plan will be developed and presented to the student with specific terms and monitoring. If the terms of the assistance plan are not met, the student will be subject to probation, and another meeting will be convened with the director of Curriculum and Student Success and appropriate COE personnel to outline the terms of the probation. If the student refuses to sign the plan, he or she will automatically be subject to probation.*

c. *The incident/deficiency warrants probation.*

d. *The incident/deficiency warrants review for immediate suspension/dismissal (see Section VI.D).*

3. *The student will be notified in writing of the decision and a copy of the letter will be forwarded to the dean of the College of Education.*

4. *Depending on the nature of the infraction, appropriate SPC personnel may be notified and the student may be subject to the policy outlined in Board of Trustees' Rule 6Hx23-4.33, Student and Student Organization Regulations, and Rule 6Hx23-4.35, Disciplinary Rule.*

B. *Probation - If it is determined that probation is appropriate, a new assistance plan will be developed. This may either occur at the Initial Review Meeting, or at a separate meeting called after the Initial Review. If the student refuses to attend a probation meeting, he or she will be subject to suspension or dismissal. If the student needs to reschedule the meeting, he or she must contact the director of Curriculum and Student Success in advance of the meeting with a valid and documented reason for rescheduling.*

1. *The new assistance plan will build on any previous plans and will outline specific terms and timeframes of the probation.*

a. *If the student refuses to sign the plan, he or she will still be subject to the terms of the plan, but may appeal following SPC's process outlined in Board Rule 6Hx23-4.36, Section I.F, Student Grievances and Appeals.*

b. *A copy of the form is given to every participant at the meeting and forwarded to the dean.*

2. *A student's progress in improving deficiencies is monitored by an appropriate COE faculty or staff member (determined at the probation meeting). The student will schedule regular meetings to review progress on items outlined in the assistance plan. At any point during probation, the following actions may be recommended:*

   a. *When the student corrects deficiencies in the predetermined knowledge, skills and/or dispositions required by the College of Education within the stated time frame, a letter will be sent to the student indicating that deficiencies have been satisfactorily resolved and the student will be removed from probation status.*

   b. *When the student fails to correct deficiencies in the predetermined knowledge, skills and/or dispositions required by the College of Education within the stated time frame(s), the director of Curriculum and Student Success (or appropriate designee) will convene a meeting with appropriate COE faculty and staff to consider all documentation and testimony, and propose a course of action. This course of action could include a recommendation for suspension or dismissal.*

C. *Suspension/Dismissal*

   1. *When a student is recommended for suspension or dismissal, written notification is sent by certified U.S. mail (with return receipt requested) or personal delivery to the student's last known address setting forth the reasons or grounds for such action. It is the student's responsibility to ensure that SPC has an updated mailing address.*
      a. *The student shall be notified that he or she has ten (10) business days from the date the written notification is sent (not the date it is received) to appeal the suspension or dismissal. The student must submit a request for appeal, in writing, to the campus associate provost. The student shall follow the procedures for an appeal set forth in Board Rule 6Hx23-4.36, Student Grievances and Appeals.*

      b. *The student's failure to appeal pursuant to said procedure within the stated time frame shall result in an automatic suspension or dismissal and shall constitute a waiver and bar of the student's rights.*

      c. *Suspension or dismissal results in an immediate withdrawal from all College of Education courses.*

d.   *During suspension or dismissal, the student is ineligible to enroll in any College of Education course.*

e.   *Any student who is suspended shall be informed of the deficiencies which must be corrected prior to readmission, and may apply and be considered for re-admission to the program after a suspension for one full session. Any student who is dismissed shall be informed of the deficiencies which must be corrected prior to readmission, and may apply and be considered for readmission to the program after one year (12 months).*

f.   *If a student is reinstated into the College of Education after suspension and the deficiency persists, the student will be subject to dismissal.*

D.   *Immediate Suspension or Dismissal. If evidence is presented by COE or school- district/field experience site personnel that a gross infringement of professional standards occurred which poses an immediate threat to the health, safety or welfare of students or others, the College of Education reserves the right to suspend or dismiss a student immediately. This suspension or dismissal will be subject to an expedited meeting with the person bringing the charge(s), and COE and SPC personnel, to determine the disciplinary action that will take place. The student shall have rights to a formal appeal set forth in Board of Trustees' Rule 6Hx23-4.36, Student Grievances and Appeals, and may request an immediate hearing if suspended or dismissed.*

E.   *Students may also be subject to SPC's collegewide disciplinary process, outlined in these Board of Trustees' Rules 6Hx23-4.33, Student and Student Organization Regulations, and 6Hx23-4.35, Disciplinary Rule.*

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

Law Implemented: 1001.64(4)(b), (6), (7), (8), (8)(a) & (b), 1004.04, 1007.263, 1007.262, 1012.56, F.S.; SBE Rule 6A-5.066, F.A.C.

History: Adopted – 4/16/02. Effective – 4/16/02; 8/26/03. Filed – 8/26/03. Effective – Session I, 2003-04; 11/16/04. Filed – 11/16/04. Effective – 11/16/04; 5/23/06. Filed – 5/23/06. Effective – 5/23/06; 1/22/07. Filed – 1/22/07. Effective – 1/22/07; 11/20/07. Filed – 11/20/07. Effective – 11/20/07; 12/16/08. Filed – 12/16/08. Effective – Session II, 2008-09; 1/19/10. Filed – 1/19/10. Effective – 1/19/10; 8/21/12. To Be Filed – 8/21/12. Proposed Date To Become Effective – 8/21/12.

6Hx23-4.721   COLLEGE OF EDUCATION PROGRAMS—ACADEMIC/SCHOOL- BASED HOURS PROBATION, SUSPENSION AND DISMISSAL

The Board of Trustees authorizes and directs the President or a designee to establish special requirements and procedures related academic/school-based hours probation, suspension and dismissal of students in the College of Education.

*Please note that the text below in italics will move in its entirety without change or revision to a College Procedure.

INTENT AND PURPOSE:

Board of Trustees' Rule 6Hx23-4.72 Section III, A. provides that the College has the right to place on probation, suspend or dismiss from the College of Education any student, in school-based environments, who does not exhibit the knowledge, competencies, dispositions or ethics required by the College of Education and

the Educator Accomplished Practices at the pre-professional level determined by the Florida Education Standards Commission.

The College of Education programs of study include both on campus and clinical (school-based) components including the final internship. Therefore, the school-based component is recognized as academic in nature. Therefore, decisions regarding a student's progress within the school-based component are within the professional assessment and judgment of the appropriate faculty member(s). However, in order to provide students, to the degree possible, with an opportunity to correct deficiencies prior to suspension or dismissal from a program, this procedure will be followed.

I.   Preliminary Review/Evaluation

A student's faculty advisor coordinates the review and evaluation process and works with the student to improve identified deficiencies. Therefore, when an issue relating to deficiencies in the predetermined knowledge, competencies, dispositions or ethics required by the College of Education and the Educator Accomplished Practices for pre-professional teachers is identified, the faculty advisor is made aware of the deficiencies and follows the following steps:

A.   The faculty advisor gathers information from appropriate faculty member(s), school district personnel, the Director of School Partnerships, or other parties who have identified or have knowledge of the student's deficiencies.

B.   The faculty advisor arranges a meeting with the student to discuss alleged deficiencies and to record student responses to the allegations.

C.   Depending on the nature of the allegations, and in consultation with the Dean, a decision is made to either proceed to informally resolve the deficiencies with the student and other parties involved or to proceed with a formal recommendation for probation, suspension or dismissal. Any student recommended for probation, suspension or dismissal shall be provided with a copy of this Rule and Rule 6Hx23-4.36.

II.   Probation

A.   When the decision to proceed with the probation is made, written notification is given to the student that sets the date and time of the probation meeting.

B.   At the initial probation meeting, the faculty advisor, appropriate faculty member(s) and the Director of School Partnerships meet with the student to discuss the identified deficiencies and other pertinent information. At that meeting, student responses are recorded and an improvement plan is developed. All members present at the meeting sign and date the Improvement Plan Form. This form lists deficiencies

and remediation strategies, student responses, other pertinent information and appropriate time frame(s) by which the student is expected to comply. At the initial meeting the student is advised that failure to improve within the stated time frame(s) could result in academic suspension or dismissal. A copy of the form is given to every participant at the meeting; a copy of the form is forwarded to the Dean.

C.   *The faculty advisor monitors the student's progress in improving deficiencies.*

1.   *Removal from probation status:*

When the student corrects deficiencies in the predetermined knowledge, competencies, dispositions or ethics as outlined in the Educator Accomplished Practices within the stated time frame(s), the faculty advisor notes that all deficiencies have been satisfactorily resolved on the Improvement Plan Form. A copy of the form is given to the student; a copy of the form is kept by the faculty advisor; a copy of the form is forwarded to the Dean and a copy is maintained in the student's file. The faculty advisor informs all other parties of the satisfactory resolution.

2.   *Recommendation for suspension or dismissal:*

When the student fails to correct deficiencies in the predetermined knowledge, competencies, dispositions or ethics as outlined in the Educator Accomplished Practices within the stated time frame(s), the faculty advisor, in conjunction with the Dean, recommends suspension or dismissal from the program.

III.   *Suspension/Dismissal*

A.   *When a student is recommended for suspension or dismissal, written notification is sent by U.S. mail or personal delivery to the student's last known address setting forth the reasons or grounds for such action. The student shall be notified that he/she has ten (10) business days, from the date of the written notification (not the date it is received), in which to appeal the suspension or dismissal. The student must submit a request for appeal, in writing, to the faculty advisor and to the campus Provost. The student shall follow the procedures for an appeal set forth in Board Rule 6Hx23-4.36, Section, I.F. Formal Resolution of Appeals. The student's failure to appeal pursuant to said procedure within the stated time frame shall result in an automatic suspension or dismissal and shall constitute a waiver and bar of the student's rights.*

B.   *Suspension or dismissal results in an immediate withdrawal from the program.*

C.   *During suspension or dismissal, the student is ineligible to enroll in any additional courses within the College of Education. The student may continue in any courses outside the College of Education, if otherwise qualified.*

D.   *Any student who is suspended shall be informed of the deficiencies, which must be corrected, and may apply for and be considered for re-admission to the program after a suspension for one full session. Any student who is dismissed shall be informed of the deficiencies, which must be corrected, and may apply for and be considered for re admission to the program after one year (12 months) if dismissed.*

IV.   *Immediate Suspension*

If a student is charged by a faculty member, the Director of School Partnerships, the faculty advisor, or the Dean of the College of Education, with a gross infringement of professional standards and poses an immediate threat to the health, safety or welfare of students or others, the College of Education reserves the right to suspend the student immediately, subject to an expedited meeting of the person bringing the charge(s), the Dean and the Senior Vice President of Baccalaureate Programs to consider the extending of such action or taking other action. The student shall have the formal appeal rights set forth in Board Rule 6Hx23-4.36, Section I.F. and may in the case where a suspension is extended, request an expedited hearing.

Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1001.64(7), (8) & (8)(b); 1004.04; 1012.56, F.S.; Rules 6A-5.065 & 6A-5.066, F.A.C.

History: Adopted – 8/26/03. Effective – Session I, 2003-04; 8/21/12. To Be Filed – 8/21/12. Proposed Date To Become Effective – 8/21/12.

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: Credit Curriculum

Approval is sought for the following recommended changes to credit curriculum for the 2012-2013 catalog year(s):

New Courses Effective Term II 2012-2013
Course Development for New Programs
EDF 4442	Assessment in the Curriculum (2 credits)
EDF 4930	EPI Capstone Seminar (1 credit)
EDF 4949	EPI Internship (6 credits)
MUM 2XX1	Practical Music Business (3 credits)
RET 4715	Advanced Neonatal and Pediatric Respiratory Care (4 credits)
RET 4XX1	Advanced Cardiopulmonary Medicine (4 credits)

Course Development for College Initiatives
SLS 2940	Internship (1-3 credits)
SLS 4940	Internship (1-3 credits)

Course Changes Effective Term II 2012-2013
Lower Division

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite / Corequisite Changes	Major Learning Outcome/ Course Objective Changes
BCN 1057		Residential Heating, Ventilating and Air Conditioning (HVAC) Systems		1				X
BCN 1058		Residential Plumbing Systems		1				X
BCN 2052		Masonry Construction Methods		1				X
BCN 2053		Roofing Systems		1				X

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite / Corequisite Changes	Major Learning Outcome/ Course Objective Changes
BCN 2055		Concrete Construction Methods		1				X
BCT 2730		Job Site Su-perintending		3				X
BCT 2762		RCS-96 Hurricane Code		1				X
BCT 2764		SSTD 10-96 "Deemed To Comply"		1				X
COP 2654		iOS App Development		3			X	
ETD 1340C		AutoCAD II		3				X
ETI 1030		Regulatory Environment For Medical Devices		3				X
ETI 1110		Introduction to Quality Assurance		3				X
ETI 2619		Six Sigma Project Management		3				X
FSE 1105		Thanato-chemistry		2			X	
FSE 1150		Cremation History Principles and Practices		2			X	
FSE 1204		Funeral Service Computer Applications		1			X	
FSE 2080		Funeral Law		3			X	
FSE 2100		Embalming I		3			X	
FSE 2101L		Embalming Clinical I		1			X	
FSE 2120		Restorative Art		3			X	
FSE 2120L		Restorative Art Lab		1			X	
FSE 2140		Embalming II		3			X	
FSE 2141L		Embalming Clinical II		1			X	
FSE 2160		Funeral Pathology		3			X	

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite / Corequisite Changes	Major Learning Outcome/ Course Objective Changes
FSE 2201		Funeral Home Management Operations		3			X	
FSE 2202		Funeral Home Management		3			X	
FSE 2930		Funeral Services Professional Review		1			X	
FSE 2946		Professional Practicum		5	3			X
MAT 0028		Developmen-tal Mathe-matics II		4		X		

Upper Division

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite / Corequisite Changes	Major Learning Outcome/ Course Objective Changes
MAN 4741		Innovation, Change, and Agile Projects		3			X	
MAN 4881		Authority, Influence and Projects		3			X	
MAN 4883		Project Manage-ment Spe-cialization		1			X	
MAN 4885		Complex and Advanced Projects		3			X	
PRO 3311C		Lower Extremity Orthotics II		5		X	X	X
PRO 3801L		Orthotics and Pros-thetics Clinical Rotation Practicums I-V	Orthotics and Pros-thetics Clinical Rotation	2-3	2	X		X

Course Number	New Course Number	Title	New Title	Credits	New Credits	Changes in Course Description	Prerequisite / Corequisite Changes	Major Learning Outcome/ Course Objective Changes
PRO 4331C		Transfemoral Prosthetics		4-5	5	X		X
PRO 4350C		Spinal Orthotics		5		X		X

Course Deletions Effective Term II 2012-2013

Lower Division
TAR 2057C   AutoCAD Architectural Desktop (2 credits)

Upper Division
BTE 4412   Instructional Methods For Middle School Business Technology Education With Practicum (2 credits)
BTE 4413   Instructional Methods for Secondary Business Technology Education (3 credits)
BTE 4940   Internship: Business Technology Education, 6-12 (12 credits)
BTE 4946   Instructional Methods for Secondary Business Technology Education Practicum (2 credits)
BTE 4948   Curriculum Overview in Business Education (3 credits)
ETE 3003   Foundations of Technology Education (3 credits)
ETE 3203   Program Management: Technology Education (2 credits)
ETE 3323   Instructional Methods in Middle School Technology Education (3 credits)
ETE 3402C   Materials and Processes With Lab (4 credits)
ETE 3473C   Manufacturing and Transportation With Lab (4 credits)
ETE 3946   Instructional Methods for Middle School Technology Education Practicum (1 credit)
ETE 4333   Instructional Methods in Secondary Technology Education (3 credits)
ETE 4414C   Information and Communication Technology With Lab (4 credits)
ETE 4434C   Energy and Power Systems With Lab (4 credits)
ETE 4444   Technological Design (3 credits)
ETE 4940   Internship: Technology Education, 6-12 (12 credits)
ETE 4947   Instructional Methods for Secondary Technology Education Practicum (1 credit)
PRO 4130   Material Science (2 credits)
PRO 4190   Research Methods (2-3 credits)
PRO 4600   Practice Management In Orthotics And Prosthetics (2 credits)

Course Reactivations Effective Term I 2012-2013

Lower Division
MLT 1022L   Introduction to Clinical Laboratory Science Lab (1 credit)

Program Changes Effective Term II 2012-2013
Lower Division

Program Code	New Program Code	Title	New Title	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
FUNSE-AS		Funeral Services Associate in Science Degree		X				X
MLT-AS		Medical Laboratory Technology Associate in Science Degree		X	X			X

Upper Division

Program Code	New Program Code	Title	New Title	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
HSA-BAS		Health Services Admin-istration Bachelor of Applied Science Degree		X		X		
ORTHO-BAS		Orthotics and Prosthetics Bachelor in Applied Science Degree		X	X			X
TMGT-BAS		Technology Manage-ment Bachelor of Applied Science Degree		X	X	X		X

Program Deletions Effective Term II 2012-2013
Upper Division

BTEED-BS   Business Technology Education (6-12) Bachelor of Science Degree (124 credits)

TECED-BS   Technology Education (6-12) Bachelor of Science Degree (122 credits)

Anne Cooper, Senior Vice President for Academic and Student Affairs, recommends approval.

yml0806121

August 21, 2012

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: Non-credit Curriculum

Approval is sought for the following recommended changes to non-credit curriculum for the 2011-2012 and 2012-2013 catalog year(s):

Course Deletions Effective Term III 2011-2012:
Workforce
CJK 0100   Interpersonal Skills 1
CJK 0101   Interpersonal Skills 2
CJK 0270   Criminal Justice Legal 1
CJK 0280   Criminal Justice Physical Fitness Training
CJK 0285   Criminal Justice Legal 2
CJK 0286   Criminal Justice Communication
CJK 0480   Emergency Preparedness

New Courses Effective Term I 2011-2012:
Workforce
VOT 0902   Computer/Web Programming Analysis (188 hours)
VOT 0903   Computer Networking Sub Plan A (188 hours)
VOT 0904   Technology Management (188 hours)

New Courses Effective Term II 2011-2012:
Workforce
AAP 0101   Pro Tools Upgrade Certification To Version 9 (8 hours)
AAP 0102   Pro Tools 101-Intro to Pro Tools (20 hours)
AAP 0103   Pro Tools 110 - Production I (30 hours)
AAP 0104   Pro Tools 201 - Pro Tools Production II (20 hours)
AAP 0105   ProTools 220 - Operator Certification Update V9 (10 hours)
AAP 0106   Pro Tools 210M - Music Production Techniques (30 hours)
EMP 0532   AHA Heartsaver First Aid CPR-AED (4 hours)
LNG 0855   Chinese for Beginners (15 hours)
LNG 0856   Arabic II (15 hours)
LNG 0857   Greek Heritage (20 hours)
PSP 0890   NFPA 101 2009 Edition Update and State Changes (4 hours)
PSP 0892   225 hour Firefighter I Refresher (225 hours)
PSP 0893   225 hour Firefighter II Refresher (225 hours)

RAP 0149   Comparing Value Types (7 hours)
RAP 0150   Appraisal Regulatory Update (3 hours)
RAP 0151   Residential Cost Analysis (8 hours)

New Courses Effective Term III 2011-2012:
Workforce
LNG 0858   Polish I (16 hours)
LNG 0859   Introduction to Hebrew (15 hours)
PSP 0891   Managing Modern Day Challenges In The Fire Service (8 hours)
PSP 0894   Electric Car Fires & Investigation (4 hours)
PSP 0895   Shipboard Firefighting - Refresher (4 hours)
PSP 0896   Hazardous Materials (HAZWOPER) Refresher (8 hours)
PSP 0897   Hazardous Materials (First Responder) Awareness (8 hours)
PSP 0898   Hazardous Materials Technician (160) (160 hours)

New Courses Effective Term I 2012-2013:
Workforce
AAP 0120   Singer/Songwriter Workshop (23 hours)
HHP 0489   CE Online Selected Topics 2 1/2 hour (2.5 hours)

Course Reactivations Effective Term III 2011-2012:
Recreation and Leisure
CKF 0752   College for Kids - Part I - Pasadena Fundamental (35 hours)

Course Changes Effective Term II 2011-2012:
Workforce

Course Number	New Course Number	Title	New Title	Changes in Course Description	Hours Changes	Fee Changes
PSP 0706		Criminal Justice In-Service Corrections	CJ Inservice - 2 hours	X	X	X
RAP 0103		Professional Appraisal Practice	7-hour USPAP Update	X		X
VOT 0900		Technology Management Program	Business Administration	X		
VOT 0901		Information Security Program	Computer Networking Sub Plan B	X		

Course Changes Effective Term III 2011-2012:
Lifelong Learning

Course Number	New Course Number	Title	New Title	Changes in Course Description	Hours Changes	Fee Changes
AAP 0018		Developmental Math II Readiness		X		
AAP 0028		Intermediate Algebra Readiness		X		
AAP 0033		College Math Readiness		X		

Recreation and Leisure

Course Number	New Course Number	Title	New Title	Changes in Course Description	Hours Changes	Fee Changes
CFK 0765		College for Kids - Part II-Pasadena Fundamental			X	X

Workforce

Course Number	New Course Number	Title	New Title	Changes in Course Description	Hours Changes	Fee Changes
LNG 0525		Conversational German	German I	X	X	
LNG 0857		Greek Heritage	Introduction to Greek	X	X	
PSP 0846		Florida Firefighter Minimum Skills Refresher			X	X

Temporary Course Changes Effective Term II 2011-2012:
Workforce

Course Number	Title	New Title	Hours Changes	Fee Changes
PSP 0626	ASIS Firearms 16 Hours	Private Security Officer Class D Certification Course B (#6008-4)		X
PSP 0626	ASIS Firearms Training 16 Hours	Private Investigation Course C & CC (#5923-3)		X
PSP 0626	ASIS Firearms Training 16 Hours	Private Security Officer Class D Course B (#5786-2)		X
PSP 0627	ASIS Firearms 24 Hours	Private Security Officer Class D Certification Course A (#5785-2)		X

Course Number	Title	New Title	Hours Changes	Fee Changes
PSP 0627	ASIS Firearms 24 Hours	Private Investigation Course A (#5922-3)		X
PSP 0627	ASIS Firearms 24 Hours	Private Security Officer Class D Certification Course A (#6007-4)		X
PSP 0628	ASIS Firearms Training 32 Hours	Private Security Officer Class G Certification (#5930-1)	X	X
PSP 0631	CJ Prac Firearm 4 hours	Private Security Class G Re-qualification (#5995-6)		X
PSP 0704	CJ in Service 40 Hours	Physical Fitness Trainer Course (#5915-9)	X	X
PSP 0876	Personal Defensive Tactics for Fire & EMS Personnel (#6128)		X	X

Temporary Course Changes Effective Term III 2011-2012:
Workforce

Course Number	Title	New Title	Hours Changes	Fee Changes
PSP 0618	Trust Funded Corrections	Forensic Victimology (#2452)		X
PSP 0626	ASIS Firearms 16 Hours	Private Investigation License CC Course B (#2463-1)		X
PSP 0626	ASIS Firearms 16 Hours	Private Security Officer Class D Certification Course B (#2584-2)		X
PSP 0627	ASIS Firearms 24 Hours	Private Security Officer Class D Certification Course A (#2583-2)		X
PSP 0627	ASIS Firearms 24 hours	Private Investigation License C Course A (#2462-1)		X
PSP 0628	ASIS Firearms Training	Private Security Officer Class G Certification (#2556-1)	X	X
PSP 0702	CJ In-Service - 24 Hours	Psychological First Aid (#2464-1)		X
PSP 0847	Size Up/Painting the Picture (#2680)			X

Temporary Course Changes Effective Term I 2012-2013:
Workforce

Course Number	Title	New Title	Hours Changes	Fee Changes
PSP 0626	ASIS Firearms 16 Hours	Private Security Officer Class D Certification Course B (#5292-1)		X
PSP 0627	ASIS Firearms 24 Hours	Private Security Officer Class D Certification Course A (#5291-1)		X
PSP 0704	CJ In-Service - 40 Hours	Physical Fitness Trainer Course (#5024-3)	X	X

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

lgh0814121