

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
TUESDAY, AUGUST 20, 2013

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. Beverly Avren (*Not Attending*)
 - 2. Allan Bohrer (*Not Attending*)
 - 3. Maryann Calandra (*Attending*)
 - 4. Kathy Robey (*Not Attending*)
 - 5. James Rutledge (*Not Attending*)
 - 6. Larry Spicer (*Not Attending*)
- B. Recognitions/Announcements
 - 1. Tampa Bay Veteran's Alliance & Civil Air Patrol
Father Bob Swick, CEO of Tampa Bay Veterans Association (TBVA)
 - 2. State Representative Ed Hooper, SPC 2013 Outstanding Alumnus
- C. Annual Organizational Meeting
 - 1. Election of Chairperson
 - 2. Election of Vice Chairperson
 - 3. Selection of Day for Regular Monthly Board Meetings
 - 4. Selection of Time for Regular Monthly Board Meetings

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

D. Appointment of Board Members to Direct Support Organizations Boards: SPC Alumni Association, Inc.; SPC Foundation, Inc; and Leepa-Rattner Museum of Art, Inc.

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of June 18, 2013
St. Petersburg Collegiate High School Governing Board meeting of June 18, 2013

V. MONTHLY REPORTS

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner
- C. Dr. Karen Kaufman White, Provost, St. Petersburg/Gibbs Campus
Brian Frank, Dean, College of Public Safety Administration
- D. Dr. Richard Mercadante, Faculty Governance Organization President

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

VII. NEW BUSINESS

- A. STUDENT SUCCESS AND ACHIEVEMENT (*Information*)
 - Fall 2013 Enrollment Update*
- B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing)
 - 1. Quarterly Informational Report of Exempt and Non-exempt Purchases (*Information*)
 - 2. Quarterly Information Report on Contract Items (*Information*)
- C. OTHER EXPENDITURES AND CONTRACTS - **None**
- D. GRANTS/RESTRICTED FUNDS CONTRACTS
 - 1. Application/Acceptance

- a. U.S. Department of Justice, Bureau of Justice Assistance – Executive Session: Law Enforcement Leadership Project – Round 3 (*Action*)
- b. U.S. Department of Labor, Employment & Training Administration – Trade Adjustment Assistance Community College Career Training (TAACCCT) Program – Century College, HOPE Careers Consortium (*Action*)
- c. U.S. Department of Labor, Employment & Training Administration – Trade Adjustment Assistance Community College Career Training (TAACCCT) Program – Indian River State College, HITEC Consortium (*Action*)
- d. U.S. Department of Labor, Employment & Training Administration – Trade Adjustment Assistance Community College Career Training (TAACCCT) Program – Valencia College, Florida SHIELD Consortium (*Action*)
- e. U.S. Department of Labor, Employment & Training Administration – Trade Adjustment Assistance Community College Career Training (TAACCCT) Program – Broward College, LINCS Consortium (*Action*)
- f. Florida Department of Education, Office of Domestic Security— Emergency Notification Technology for Public Universities and Colleges Program (*Action*)
- g. Pinellas County Emergency Medical Services Authority – Continuing Medical Education Program (*Action*)

E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

- 1. Final Accounting, Inspection and Project Acceptance, A. D. Morgan Corporation, Project # 1707-L-10-2, Ethics and Social Sciences Building, CL (Building 35) (*Action*)
- 2. Selection for Architectural Services for Library Building, Clearwater (*Action*)

F. AGENCY BILLINGS – None

G. ADMINISTRATIVE

- 1. Human Resources
 - a. Personnel Report (*Action*)

b. Employee Health Insurance - 2013 Update and 2014 Preview
(*Information*)

2. Finance

a. Fund 1 Financial Report for FY12-13 July 1- June 30 (*Information*)

H. ACADEMIC MATTERS

1. Dual Enrollment Agreement and Facilities Joint Use Agreement (*Action*)

2. Credit Curriculum (*Action*)

I. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing

Rule 6Hx23-1.04 – Meetings of the Board of Trustees (*Action*)

VIII. PRESIDENT’S REPORT

IX. FUTURE AGENDA ITEMS

X. PUBLIC SPEAKING FORUM

XI. NEXT MEETING DATE AND SITE

September 17, 2013, Downtown Campus

XII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting August 20, 2013, 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 19, 2013

Confirmation of Publication

[Notice of meeting](#)

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: 2013-2014 Proposed Board of Trustees Meeting Schedule

Approval is sought to schedule the 2013-2014 St. Petersburg College Board of Trustees meetings according to the proposed schedule below.

Proposed meeting dates and locations:

| | |
|--------------------|---|
| August 20, 2013 | Epi Center |
| September 17, 2013 | Downtown Campus |
| October 15, 2013 | Epi Center |
| November 19, 2013 | Epi Center |
| December 10, 2013 | Epi Center, Collaborative Labs (Board Workshop) |
| January 21, 2014 | Epi Center |
| February 18, 2014 | St. Petersburg/Gibbs Campus |
| March 18, 2014 | Epi Center |
| April 15, 2014 | Epi Center |
| May 20, 2014 | Midtown Campus |
| June 17, 2014 | Epi Center |
| July 15, 2014 | Epi Center |

William D. Law, Jr., President, recommends approval.

Attachment

St. Petersburg College

2013-2014 School Calendar

| August 2013 | | | | | | |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| September 2013 | | | | | | |
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| 29 | 30 | | | | | |

| October 2013 | | | | | | |
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| November 2013 | | | | | | |
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| December 2013 | | | | | | |
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| January 2014 | | | | | | |
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| February 2014 | | | | | | |
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| March 2014 | | | | | | |
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| April 2014 | | | | | | |
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| May 2014 | | | | | | |
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| June 2014 | | | | | | |
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| July 2014 | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

 St. Petersburg College
Board of Trustees meeting

Harriet Thompkins
Relay for Life
Reading PAWS
Bank of America
The Florida Orchestra
Fifth Third Bank
Avid

Sam Ash and Randy Rumore
American Cancer Society
Juvenile Welfare Board
Leadership Pinellas Alumni
Dress for Success Tampa Bay
Society of Broadcast Engineers
Gingerbread School & other local schools

City of St. Petersburg
American Stage
Morean Arts Center
88.5 WMNF Radio
Dali Museum
Aphex

PARTNERS

in programming and providing activities
and services for our students

37 and counting...

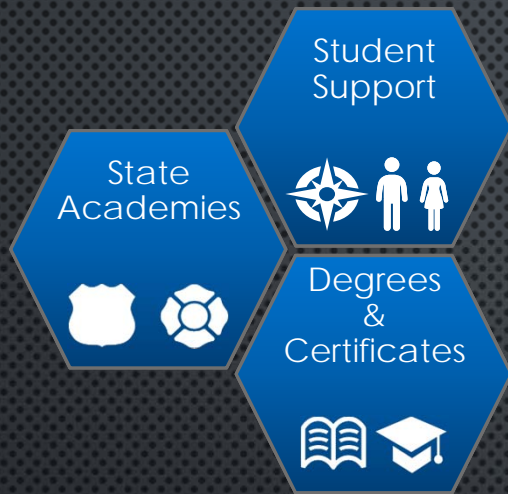
Salvation Army
Toys for Tots
CASA St. Petersburg
Junior Achievement
Radiant Peace Museum

Youth Leadership Pinellas
City of Clearwater Park Cleanups
West St. Petersburg Rotary Club
Ghost Tour of St. Petersburg
State Library of Florida
Ronald McDonald House

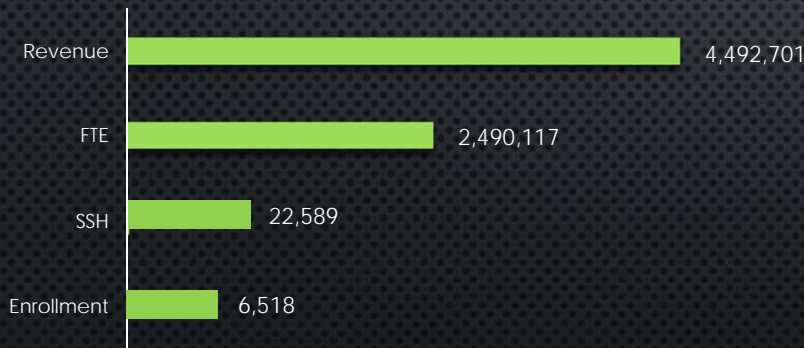
The Art of Living
Habitat for Humanity
Royal Theater
Take Stock in Children

Ruth Eckerd Hall and the Grammy Museum Music Revolution Project
Robin Sibucan/Forward Compatible Group

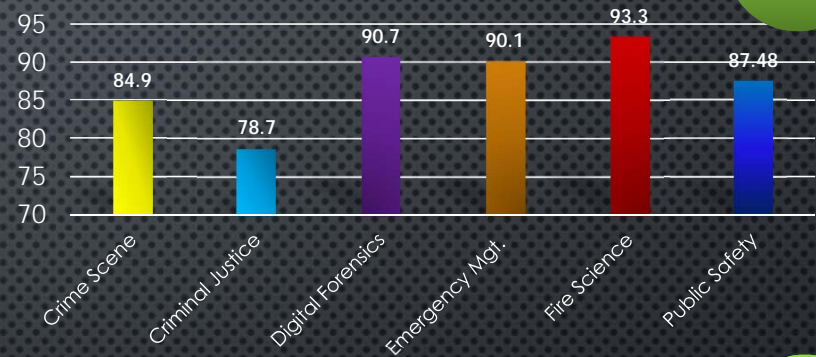
College of Public Safety



Performance



Student Success



WE SERVE

- FLORIDA DEPT. OF LAW ENFORCEMENT
- FLORIDA BUREAU OF FIRE STANDARDS & TRAININGS
- FIRE & EMERGENCY DEPARTMENTS STATEWIDE
- 13 LOCAL LAW ENFORCEMENT AGENCIES

94.3% Exam

Academy Training

Non Credit Training

AS Degree

Probation

Promotion

BAS Degree



FGO


St. Petersburg College

- 1. Faculty accomplishments
 - 2. Legislative changes
 - 3. Goals for upcoming year
-

August 20, 2013

MEMORANDUM

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 by the President’s designee and may be exempt from the bidding procedure pursuant to the State Board of Education Procurement Requirements 6A-14.0734.

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

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. #84378A – SST North America Inc** – This is in the amount of **\$47,104.00** for PeopleSoft consultant to provide technical and functional support for the student administration system. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Technology information...” **Recommended** by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
2. **P.O. #86792 – Biodex Medical Systems Inc** – This is in the amount of **\$42,975.00** for Biodex system 4 pro orthopedic testing and rehabilitation system. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption I: “Single Source procurements...” **Recommended** by Phil Nicotera, Provost Health Education Center and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
3. **P.O. #86989 – Hartman Integration Inc** – This is in the amount of **\$58,971.61** for installation and training of the Digitorium RGB spectrum camera upgrade. **Authority:**

SBE & BOT Rule 6Hx23-5.12, Exemption H: “Contract Prices...” per SPC ITB # 01-12-13. **Recommended** by James Olliver, Provost, SE campus, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

4. **P.O. #87225 – Comm Anti Drug Coalitions of America (CADCA)** – This is in the amount of **\$40,000.00** to showcase Center for Public Safety Innovation (CPSI) training and Multijurisdictional Counterdrug Task Force Training (MCTFT) and other programs at CADCA midyear training institute in Austin, TX. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Services or commodities...” **Recommended** by James Brock, Campus Executive Officer, AC, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.
5. **P.O. #87855 – FARO Technologies Inc** – This is in the amount of **\$54,086.00** for a robotic scanning arm for the Collaborative Center for Emerging Technologies (CCET). **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption I: “Single Source Procurements...”. **Recommended** by Stan Vittetoe, Provost, CL, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.

Change orders listed in numeric order:

1. **P.O. #83016 – Coutts Information Services:** This change order is in the amount of **\$20,000.00** increase (new total is \$90,000.00). To purchase books for the 2- year program as needed for the 2013 fiscal year. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption C: “Library books...” **Recommended** by Joseph Leopold, Director, Learning Resources, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.
2. **P.O. #83035 – Coutts Information Services:** This change order is in the amount of **\$31,200.00** increase (new total is \$41,200.00). For e-books for 2-year programs for the 2013 fiscal year. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption C: “Library books...” **Recommended** by Joseph Leopold, Director, Learning Resources, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.
3. **P.O. #84020 – Gatlin Education Services/Educ to Go:** This change order is in the amount of **\$1200.00** increase (new total is \$36,700.00). For online registrations. **Authority:** SBE & BOT Rule 6Hx23-5.12, G: “Professional services...”. **Recommended** by James Connolly, Director, Corporate Training, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.
4. **P.O. #84534 – EQ Florida Inc:** This change order is in the amount of **\$21,295.94** increase (new total is \$75,795.94). For additional hazardous waste services college wide. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices...” per State Contract Pricing Bid #12-947-367-PB, **Recommended** by Jim Waechter, Associate 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. #86329 – Health and Wellness Professionals Inc:** This change order is in the amount of **\$235.19** increase (new total is \$72,885.19). For health educational materials. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...”, **Recommended** by Patty Jones, Vice President, Human Resources and Strategic Communications, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

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

NA

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.

PAS 062713

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Quarterly Information Report on Contract Items

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

Section A: Program Related Contracts

1. Agreement with **A-dec, Inc./Patterson Dental** whereby the College's Dental Hygiene Program will continue to be provided a loaned Dental Chair and associated equipment for evaluation purposes. The evaluation period, which was initially for approximately 6 months, is being extended through October 2013 or until the new dental chairs are installed. There is no cost to the College associated with this evaluation. The College anticipates receiving and installing 26 new dental chairs and updated equipment in the near future. It is also anticipated that A-dec will donate the loaned chair once the new chairs have been installed. This item was approved by Phil Nicotera on April 22, 2013. Department—School of Dental Hygiene
2. Affiliation Agreement with **Adventist Health System/Sunbelt, Inc. d/b/a Florida Hospital** to provide preceptor and clinical site which will allow RN Refresher/Remediation/Return to Work students in continuing education courses to obtain clinical experience. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on June 3, 2013. Department—CE Health
3. Affiliation Agreement with **Adventist Health System/Sunbelt, Inc. d/b/a Florida Hospital Heartland Medical Center** to allow RN to BSN students to complete Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for the period of four years. There is no cost to the College. This item was approved by Anne Cooper on May 1, 2013. Department—College of Nursing

4. Agreement with **Axzo Press** whereby the College's Corporate Training will use Axzo's *ILT CustomCourse 5.2* software to create and modify Instructor Lead Training Manual(s) that will be used to teach various business/technology courses. The Agreement will commence June 30, 2013 and continue for one year. The cost to the College for this Agreement will be \$10,000. After expenses, the net revenue to the College is anticipated to be approximately \$7,000. This item was approved by Anne Cooper on May 7, 2013. Department—Corporate Training
5. Agreement with **BayCare Health System, Inc.** to expand enrollment in the Nursing Program to assist in alleviating the nursing shortage in the Tampa Bay area. The parties to the Agreement will provide a designated number of qualified candidates (current eligible BayCare employees and if needed, candidates from SPC's applicant pool) for Fall 2013 and Spring/Summer 2014 semesters to obtain an Associate in Science degree in Nursing. In addition, BayCare will coordinate employee work schedules; provide classroom, lab and office space for students and faculty; provide lab equipment and supplies; and provide some faculty and lab facilitation support as part of the initiative. SPC will provide some faculty for instruction; coordinate admissions; reserve slots for students, if needed; schedule initiative classes and skills labs at designated locations; schedule initiative clinical rotations in BayCare facilities; and provide student support and resources. The Agreement will commence as soon as possible and is subject to review and renegotiation annually. There is no added cost to the College (beyond the provision of instructors) associated with entering into this Agreement. This item was approved by Anne Cooper on May 7, 2013. Department—College of Nursing
6. Agreement with **Comprehensive Health Management, Inc.** (CHM) whereby the College will provide CHM with various *Leadership Training* workshops with a certified Developmental Dimensions International instructor. The College will be paid approximately \$21,803 for its services; however, after expenses, the net revenue to the College is expected to be approximately \$9,885. The Agreement will commence as soon as possible and will continue for the period of one year. This item was approved by Anne Cooper on May 28, 2013. Department—Corporate Training
7. Agreement with **Compressed Air Systems, Inc.** to provide inspection and maintenance for the compressor and equipment used in the Orthotics and Prosthetics Program. The Agreement will commence as soon as possible and continue for one year at a cost to the College of \$2,362.40. This item was approved by Anne Cooper on June 7, 2013. Department—Orthotics & Prosthetics
8. Agreement with **The Cooper Institute** to provide instruction and course materials for a law enforcement training course entitled *Law Enforcement Fitness Specialist* for approximately 30 students. The course will be held on September 16-20, 2013 at the Allstate Center. The cost to the College is expected to be \$17,000 for up to 30 students; however, there will be an added cost of \$200 per student for any students over 30 with a maximum of up to 45 students. Based on the foregoing, the maximum added cost would be up to \$3,000. These costs will be offset by student fees. The College will provide classroom space, the necessary equipment for instruction, staff support for copying and

other office assistance. This item was approved by Anne Cooper on April 10, 2013. Department—Center for Public Safety Innovation

9. Agreement with **Robert Entel, MD** to continue to provide services as the Medical Director for the Radiography Program that will help maintain and monitor standards of the Program. The cost to the College for this Agreement will be \$1,500. The Agreement period covers medical direction services for Sessions I, II, and III 2013-14. This item was approved by Anne Cooper on April 5, 2013. Department—Radiography
10. Agreement with the **First Baptist Church of Indian Rocks** to provide the use of its facilities for the College's May 2, 2013 Nursing Pinning Ceremony and reception. The cost for this Agreement will be \$6,825; however, the Student Nurses Association will fund \$1,825 and the College will cover \$5,000. This item was approved by Anne Cooper on April 10, 2013. Department—College of Nursing
11. Affiliation Agreement with **Florida Department of Health – Citrus County** to allow RN to BSN students to complete Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and will automatically renew from year to year unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on May 21, 2013. Department—College of Nursing
12. Agreement with **Gulfcoast North Area Health Education Center, Inc.** whereby the College agrees to incorporate tobacco prevention and cessation content throughout the Respiratory Care curriculum and to participate in the orientation, online training program, Afternoon of Learning and Day of Service at several middle schools in Pinellas County on Tobacco Training and Cessation. Under this agreement, SPC Respiratory Care students will learn about tobacco and develop professional skills necessary to address its use with their patients. Students will also be prepared to educate youth about the dangers of tobacco. The Agreement will commence upon execution and will continue for one year. The College will receive \$25 per student. This item was approved by the Phil Nicotera on June 5, 2013. Department—Respiratory Care
13. Affiliation Agreement with **Healthsouth Corporation** to provide clinical experience to students in the Nursing Program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on May 10, 2013. Department—College of Nursing
14. Agreement with **Hilton Albany** to provide a block of hotel rooms for attendees and meeting space for the Law Enforcement Suicide Prevention Conference to be held June 12-15, 2013. There is no cost to the College associated with entering into this Agreement. Hotel rooms will be paid for directly by attendees and the meeting space will be complimentary based on the volume of participants. This item was approved by JC Brock on May 21, 2013. Department—Center for Public Safety Innovation
15. Agreement with **Infusion Knowledge, Inc. (IK)** to provide IV Therapy related education. The College will provide registration, classroom space for non-clinical courses, AV equipment, supplies as needed and handouts. IK will provide curriculum, certified course instructors, clinical instructors and clinical locations. The College and IK will split the

student fee revenue 50/50 with the exception of clinical course fees. For clinical courses, IK will receive 80% and the College will retain 20% of student fee revenue. Based on the foregoing, the anticipated revenue will be \$70,000 per year; however, after expenses, the annual revenue to the College is anticipated to be approximately \$30,000. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Anne Cooper on June 18, 2013. Department—CE Health

16. Agreement with **Insurance for College Students, LLC** to provide international students with health insurance to comply with the College's policy which requires foreign students in F-1 non-immigrant status to demonstrate that they have adequate medical insurance coverage for illness or accidental injury. The Agreement will commence August 1, 2013 and continue through July 30, 2014. The students will pay for any premiums and there is no cost to the College. This item was approved by Catherine Kennedy on June 25, 2013. Department—Center for International Programs
17. Agreement with **Koresh Dance Company** to perform at the Palladium and participate in various student outreach activities in St. Petersburg from February 18-20, 2014. The cost to the College for this Agreement will be \$15,000. This item was approved by Anne Cooper for Tonjua Williams on June 5, 2013. Department—Palladium
18. Agreement with **Lakeland Regional Medical Center** to allow RN to BSN students to complete Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and will automatically renew from year to year unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on May 21, 2013. Department—College of Nursing
19. Affiliation Agreement with **Manatee County EMS** to provide limited rural field experience to Paramedic and EMT students at no cost to the College. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Phil Nicotera on April 29, 2013. Department—Emergency Medical Services
20. Affiliation Agreement with **Manatee Memorial Hospital** to provide clinical experience for Respiratory Care students at no cost to the College. The Agreement will commence as soon as possible and will continue for a period of two years. This item was approved by Phil Nicotera on April 3, 2013. Department—Respiratory Care
21. Agreement with **Joe A. Nelson, d/b/a Medical Consultants, Inc.** to provide medical direction and accountability for the Emergency Medical Services Program and the Emergency Medical Services Non-Credit Program. The Agreement will commence July 1, 2013 and continue through June 30, 2014 at a cost to the College of \$11,000. This item was approved by Phil Nicotera on June 10, 2013. Department—Emergency Medical Services
22. Affiliation Agreement with **The Nemours Foundation** will allow an RN to BSN student to complete Leadership Practicum hours in the employment setting. The Agreement will commence as soon as possible and continue through the student's completion of the

- required practicum hours. There is no cost to the College. This item was approved by Anne Cooper on May 8, 2013. Department—College of Nursing
23. Affiliation Agreement with **Orlando Health, Inc.** to provide clinical experience to students enrolled in the Nursing Program at no cost to the College. The Agreement will commence as soon as possible and continue for the period of two years. This item was approved by Anne Cooper on April 10, 2013. Department—College of Nursing
 24. Agreement with **Anthony Ottaviani, DO** to provide medical direction for the Respiratory Care Program, which is necessary to meet the requirements for Program accreditation. The Agreement will cover the period commencing July 1, 2013 and continuing through June 30, 2014. The cost to the College will be \$4,400. This item was approved by Anne Cooper on April 5, 2013. Department—Respiratory Care
 25. Agreement with **Physio-Control, Inc.** to provide technical service and support for the LIFEPAK equipment used in the Emergency Medical Services Program. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this period will be \$4,238. This item was approved by Phil Nicotera on April 15, 2013. Department—Emergency Medical Services
 26. Agreement with **Pinellas County School Board (PCSB)** to continue to collaborate to increase literacy rates among struggling readers. Under the terms of the Agreement, the College will provide: 1) a College of Education (COE) instructor to teach early literacy course(s) at Campbell Park Elementary; 2) COE teaching students to tutor and support students in their early literacy development; and 3) Professional Development opportunities for Campbell Park Elementary teachers. PCSB will provide access to classrooms serving K-2 students; allow SPC teaching students to interact with Campbell Park teachers and students; and provide classroom space (including furniture, lighting, ventilation, heat/AC, utilities, maintenance and custodial) for the SPC class held at Campbell Park Elementary. There is no cost to the College associated with entering into this Agreement. The renewal Agreement is anticipated to commence as soon as possible and continue through June 30, 2015. This item was approved by Anne Cooper on April 15, 2013. Department—College of Education
 27. Amendment to the Affiliation with **Sacred Heart Health System, Inc.** to provide clinical experience to students enrolled in Continuing Education Health Nursing programs. The current Agreement is ongoing. **This Amendment, which is co-terminus with the current Agreement, provides that each student will pay Sacred Heart a fee of \$500 as partial reimbursement for the expenses associated with the placement experience.** This item was approved by Anne Cooper on May 28, 2013. Department—CE Health
 28. Interinstitutional Articulation Agreement with **St. Petersburg Catholic High School (SPCHS)** that will allow eligible SPCHS students to obtain articulated credit for certain business or insurance courses upon their enrollment in the College's Business Administration A.S. or Insurance Services A.S. degree program. The Agreement will continue through May 31, 2015. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on May 15, 2013. Department—Career Pathways

29. Agreement with the **University of South Florida, College of Medicine** to provide the services of David A. Solomon, MD whereby Dr. Solomon will provide physician input and related clinical experience regarding pulmonary medicine during Sessions I & II, 2013-14. The cost to the College for this Agreement will be \$2,000. This item was approved by Anne Cooper on April 5, 2013. Department—Respiratory Care
30. Agreement with the **University of Tennessee (UT), College of Veterinary Medicine** to allow SPC Vet Tech students to obtain clinical experience in the UT Veterinary School as part of their requirements for graduation. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on June 19, 2013. Department—Veterinary Technology

Section B: Major Technology Contracts

31. Agreements with **Dell Financial Services, LP** to lease a total of 72 computers for use in various academic and administrative departments collegewide and lease/purchase equipment for the collegewide network infrastructure. The leases are for a period of 48 or 49 months and the lease/purchase for infrastructure equipment is for 60 months. The cost to the College for these agreements is expected to be approximately \$263,010.37. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$4,937.40. Based on the foregoing, the total cost to the College for these agreements will not exceed \$267,947.77. Should funds not be appropriated to continue a lease for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 60 days written notice prior to the end of the current fiscal period. These items are being reported to the Board based on its approval of the 2012-13 Budget on June 19, 2012. — Doug Duncan

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

32. Agreement with **Bachelor Degree Access Strategies, LLC** to continue to provide consulting services and deliverables as agreed to by the parties. Services will include structuring and implementing certificate, two-year, baccalaureate and graduate programs and enhancing opportunities with international institutions. The Agreement will commence July 1, 2013 and continue through June 30, 2013. The cost to the College for this period will not exceed \$168,000 plus travel expenses. This item was approved by the President on April 18, 2013. Department—President's Office
33. Agreement with **NCS Pearson, Inc. d/b/a Smarthinking** to continue to provide one-to-one online tutoring services to students enrolled in various courses for one year commencing April 1, 2013 continuing through March 31, 2014. The cost to the College for an additional 9,625 hours of tutoring services for this period will be \$231,000. The Master agreement with Smarthinking is ongoing; however, individual Statements of Work (SOWs) allow for the increase of tutoring service hours and extension of use timelines. The College has an existing SOW(s) that will continue through June 30, 2013; however, should any tutoring hours remain unused, they will roll forward to this new

SOW for use through the end of the new SOW period. This item was approved by the President on April 17, 2013. Department—District Library

34. Agreement with **TW Telecom** to provide telephone local and long distance voice services to the College. The Agreement provides for a change in technology and the replacement of existing telephone lines and voice services as well as the maintenance of non-customer premise equipment. The cost to the College per year is estimated to be \$69,772. This amount is consistent with the College's current expense for voice services. The Agreement will commence as soon as possible and continue for a period of three years. Based on the foregoing, the total anticipated cost over three years is estimated to be \$209,316. In addition, there may be other incremental charges for unforeseen fees/taxes/tariffs. The Agreement also provides that upon expiration, it may be continued on a month-to-month basis at the same rates, as necessary. This item was approved by the President on June 13, 2013. Department—Network Academic Support

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

35. Agreement with **Allen, Norton & Blue, P.A.** to continue to provide legal services to the College from July 1, 2013 through June 30, 2014. The firm will continue to provide services at an hourly rate of \$225 per hour for attorneys and \$100 per hour for paralegals. This firm provides legal services associated with employment law issues. Although the total amount of this Agreement cannot be determined at this time, the expenditure approval sought is within the College's approved budgeted amount for Fiscal Year 2013-14. This item was approved by the President on July 2, 2013. Department—General Counsel
36. Agreement with **ClearChannel Outdoor** to provide for advertising on two bulletin sized billboards, which will rotate every three months throughout the Tampa Bay area. The Agreement will commence July 1, 2013 and continue through June 30, 2014. The cost to the College for this Agreement will be \$52,000. This item was approved by Doug Duncan on May 30, 2013. Department—Marketing and Public Information
37. Agreement with the **Housing Authority of the City of St. Petersburg** to extend the lease for the Center for Achievement on the Midtown Campus through June 30, 2014. During the extension period, the College will pay \$69,268.50 in annual rent, which is based on \$6.75 per square foot over 10,262 square feet.

The College maintains its interest in purchasing the property where the Center for Achievement is located as well as an adjacent parcel. The College executed a letter of intent to purchase both properties from the Housing Authority in February 2013, and the parties are in the process of negotiating the language for the sale contract. Since negotiations are anticipated to continue beyond the current expiration of the Agreement (June 30, 2013), the lease extension is necessary. If the deal to purchase the properties closes during the extended lease term, the College's leasehold interest will merge with its ownership interest, and the lease will automatically terminate upon the closing of the sale. This item was approved by the President on June 25, 2013. Department—Rental of Facilities - Offsite

38. Agreement with **Ovid Technologies, Inc. d/b/a Wolters Kluwer** to continue the site license for various Ovid electronic products to support the Nursing, Health Services Administration, and Human Services programs through June 30, 2014. The cost to the College for this Agreement will be \$60,741. This item was approved by Anne Cooper on May 21, 2013. Department—District Library
39. Agreement previously approved with **Unicon, Inc.** to provide Student Success Plan (SSP) consulting and cooperative support services at a cost to the College of \$60,250. **The Agreement is being modified to: 1) add a Statement of Work to upgrade the Student Success Plan from v.1.1 to v.2 at a cost of \$6,000; and 2) change the Support Agreement that will extend technical support services, identified as the Open Source Support Program for SSP, for an additional year at a cost of \$15,500. Based on the foregoing, the total cost of the Unicon Agreement, including these two amendments will be \$81,750.** The SOW will continue through December 31, 2013 and the Support Agreement will continue through June 30, 2014. These amendments were approved by Doug Duncan on June 21, 2013 (SOW) and June 27, 2013 (Support Agreement). Departments—Academic Technology/HEC and Information Systems/AIS

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

40. Agreement modification with **American Funding Innovators, Inc.** for the subscription to AFI's online grants management software and technical support. The current Agreement is through July 31, 2013 at an original cost of \$12,000. **This modification will upgrade the agreement to allow for unlimited users of the software at an additional pro-rated cost of \$1,500 through July 31, 2013. Based on the foregoing, the total cost of this Agreement will be \$13,500.** All other terms and conditions of the Agreement will remain as previously advised. This item was approved by Jamelle Conner for Doug Duncan on April 25, 2013. Department—Technology Fees
41. Agreement with **ClearChannel Outdoor** to provide for advertising in the Tampa Bay area on thirteen poster sized billboards, which will rotate based on enrollment periods. The Agreement will commence on July 1, 2013 and continue through June 30, 2014 at a cost to the College of \$25,236. This item was approved by Doug Duncan on May 30, 2013. Department—Marketing and Public Information
42. Agreement with **ClearChannel Outdoor** to provide for advertising in the Tampa Bay area on one electronic rotary billboard, which will rotate based on enrollment periods. The Agreement will commence on July 1, 2013 and continue through June 30, 2014 at a cost to the College of \$14,500. This item was approved by Doug Duncan on May 30, 2013. Department—Marketing and Public Information
43. Agreement with **Films Media Group** to continue to access its Master Academic Collection of streamed video content. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$20,206.35. This item was approved by Anne Cooper on June 10, 2013. Department—District Library

44. Agreement with **Ellen Fontana CPA, LLC** to provide accounting services for the Institute of Strategic Policy. The Agreement will commence as soon as possible and will continue for the period of one year at a cost to the College not to exceed \$10,500. This item was approved by Jim Olliver on April 15, 2013. Department—Institute for Strategic Policy
45. Agreement with **Highpoint Technology Solutions, Inc.** to provide maintenance and support for the HighPoint Mobile for PeopleSoft Campus Solutions product used by the College. This product allows for communications with PeopleSoft via devices such as the Apple iPad, Apple iTough, Motorola DroidX and Blackberry devices. The maintenance renewal will commence May 31, 2013 and continue through May 31, 2016 at a cost to the College of \$37,500. This item was approved by Doug Duncan on April 26, 2013. Department—Administrative Information Systems
46. Agreement with **Killer Tracks** for a license that will allow the College, through its Center for Public Safety Innovation (CPSI), to continue to use selections from the Killer Tracks music library for CPSI programs that are produced through June 30, 2016. The Agreement will commence July 1, 2013 and continue through June 30, 2016. The cost to the College for this period will be \$10,452. This item was approved by Anne Cooper for Tonjua Williams on June 18, 2013. Department—Center for Public Safety Innovation
47. Agreement with the **LYRASIS (formerly Southeastern Library Network) and LexisNexis Academic and Library Solutions, a division of Reed-Elsevier, Inc.** (“Lexis”) to continue to provide access to the Congressional Information Service and other reference materials (“CIS”). LYRASIS is a consortium, which allows schools to obtain access to reference materials such as CIS at a discount. Lexis is the company actually providing access to CIS; therefore, a separate Licensing Agreement with Lexis is also required. The LYRASIS agreement continues to automatically renew unless terminated by either party. The term and termination provisions of the Lexis agreement will coincide with the LYRASIS agreement. There is no cost to the College associated with continuing the LYRASIS agreement. The estimated cost to the College to continue the Lexis agreement (through LYRASIS) through June 30, 2014 is approximately \$18,624. Should the Lexis agreement be renewed to continue beyond June 30 2014, the department will seek additional expenditure approval at that time. This item was approved by the Anne Cooper on June 7, 2013. Department—District Library
48. Agreement with **Mechanical Systems of Central Florida, Inc.** to continue to provide maintenance for the College’s Liebert AC units located at the Allstate Center, EpiCenter, and Seminole State College. The Agreement will commence July 1, 2013 and continue through June 30, 2014 at a cost to the College of \$10,502.84. This item was approved by Doug Duncan on June 28, 2013. Department—Facilities Services Contracts
49. Agreement with **Simon Capitol GP, a Delaware general partnership – Tyrone Square** to provide a banner (8x14); a bulk head wrap in the food court area; window graphics at the food court entrance; floor clings leading to a satellite unit; and use of a satellite unit to promote St. Petersburg College during enrollment. The Agreement will commence on July 1, 2013 and continue through August 15, 2013. The cost to the College will be

\$20,325. This item was approved by Doug Duncan on May 23, 2013. Department—Marketing & Public Information

50. Agreement with **Times Publishing Company d/b/a Tampa Bay Times** to provide a one-for-one match in advertising space for various events held at the Palladium. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this Agreement will not exceed \$35,000. This item was approved by Doug Duncan on June 19, 2013. Department—Palladium at SPC
51. Agreement with **TW Telecom** to provide T1 links for Telephone voice and data traffic between District Office and the Fire/EMS facility (5005 126th Ave N.) in Clearwater. The Agreement will commence as soon as possible and continue for a period of three years. The cost to the College for the three-year period is estimated to be \$12,561. This item was approved by Doug Duncan on June 10, 2013. Department—Unallocated Communications Expense

Section F: Contracts below \$10,000

52. Agreement with **Academic Works** to continue to provide online scholarship application and selection software for use by the SPC Foundation. The renewal Agreement will commence July 13, 2013 and continue for the period of one year at a cost to the College of \$9,450. This item was approved by Frances Neu on May 1, 2013. Department—SPC Foundation
53. Agreement with **Arts Center Association, Inc. d/b/a Morean Arts Center** whereby the College will lease space for classes during Sessions I & II, 2013-14. The cost to the College for this Agreement will be \$4,000. This item was approved by Doug Duncan on April 8, 2013. Department—Facilities Rental
54. Agreement with the **American Society of Composers, Authors and Publishers (ASCAP)** to continue the Music Licensing Performance Agreement for an additional year through June 30, 3014. The cost to the College to continue this Agreement for this period is estimated to be approximately \$7,600. This item was approved by Tonjua Williams on April 24, 2013. Department—Student Activities Royalties
55. Agreement with **Broadcast Music, Inc. (BMI)** to continue the Music Licensing Performance Agreement for an additional year through June 30, 3014. The cost to the College to continue this Agreement for this period is estimated to be approximately \$7,800. This item was approved by Tonjua Williams on April 24, 2013. Department—Student Activities Royalties
56. Agreements with **Common Ground Adventures** to provide team building programs for the Leadership for Life group and the Student Mentor Club on July 27, 2013 at a cost to the College of \$560. This item was approved by Anne Cooper on June 15, 2013. Departments—Provost Office, CL and Student Activities
57. Agreement with **Compendium Library Services, LLC** to continue to provide a web-based Desk Tracker service for tracking and reporting statistics by multiple library

- service points in order to maximize end-user support. The renewal Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$1,195. This item was approved by Anne Cooper on May 20, 2013. Department—District Library
58. Agreement with **Competitive Edge Software, Inc.** to continue to provide security reporting, vehicle registration and dispatch software for use by Security Services. The Agreement also includes software service and technical support. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$9,360. This item was approved by Doug Duncan on April 22, 2013. Department—Security Services
 59. Agreement with **Courtesy Valet Corporation** to provide valet service for an event at the Palladium on April 20, 2013. There is no cost to the College associated with this Agreement. This item was approved by Doug Duncan on April 11, 2013. Department—Downtown Palladium
 60. Agreement with **DaySpring Episcopal Conference Center** to provide rooms, meals and use of its New Pavilion Conference Center facilities and equipment for the collegewide student Leadership Development Conference to be held June 20-21, 2013. The cost to the College for this Agreement is expected to be approximately \$3,395.20. This item was approved by Anne Cooper for Tonjua Williams on June 18, 2013. Department—Student Life & Leadership
 61. Agreement with **DaySpring Episcopal Conference Center** to provide rooms, meals and use of meeting space for the College’s Men Achieving Excellence (MAX) Club to hold a student leadership retreat on June 28-30, 2013. The cost to the College for this Agreement is expected to be approximately \$1,296. This item was approved by Tonjua Williams on May 13, 2013. Department—Student Life & Leadership
 62. Agreement with **DaySpring Episcopal Conference Center** to provide rooms, meals and use of meeting space for the College’s Student Mentor Club to hold a student leadership retreat on July 26-28, 2013. The cost to the College for this Agreement is expected to be approximately \$2,205. This item was approved by Tonjua Williams on May 13, 2013. Department—Student Life & Leadership
 63. Agreement with the **Development Institute, Inc.** to provide the consulting services of Dr. Katherine German who will work with the College in the development of a competitive Title III application to be submitted to the Department of Education. The Agreement will continue through June 3, 2013 at a cost to the College not to exceed \$6,000. This item was approved by the President on May 21, 2013. Department—Grants
 64. Agreement with **EBSCO Publishing** for a license to access the Harvard Business Review for Coursework which allows users to download and print content for course and research use. The Agreement will commence as soon as possible and will continue for the period of one year at a cost to the College of \$3,500. This item was approved by Anne Cooper on June 5, 2013. Department—District Library

65. Agreement with **Elsevier B.V.** to continue to access the Science Direct College Edition of the Health & Life Sciences Journal collection. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$2,806.51. This item was approved by Anne Cooper on April 10, 2013. Department—District Library
66. Agreement with **Extravaganza Productions, Inc.** to provide AV equipment and services for the College's Fall Faculty event to be held at the Coliseum on August 15, 2013. Extravaganza Productions will provide equipment set-up on August 14th and AV services on August 15th during the Fall Faculty event. The cost to the College for this Agreement will be \$3,180, plus any additional event related expenses (anticipated not to exceed \$500). This item was approved by Anne Cooper on June 25, 2013 and on July 23, 2013. Department—Instruction & Academic Programs
67. Agreement with **First Baptist Church of Indian Rocks** to provide the use of its facilities for the College's July 20, 2013 graduations ceremonies. The Agreement will also include providing a continental breakfast for approximately 100 guests. The total cost to the College associated with this Agreement will be \$5,875. This item was approved by Tonjua Williams on June 24, 2013. Department—Graduation
68. Agreement with **Karst Research Group at the University of South Florida** to provide basic caving skills instruction to the Natural Science Adventurer's Club on September 14, 2013. The cost to the College for this Agreement will be \$160. This item was approved by Tonjua Williams on June 24, 2013. Department—Student Activities
69. Agreement with the **Library of Congress** to continue to provide the Classification Web access for use in the College's libraries. The renewal period will commence as soon as possible and will continue for the period of one year. The cost to the College will be \$525. This item was approved by Anne Cooper on April 18, 2013. Department—District Library
70. Agreement with **Ovid Technologies, Inc. d/b/a Wolters Kluwer** to continue the site license to Clin-eguides. The renewal subscription is from April 15, 2013 through October 15, 2014 at a cost to the College of \$7,639. This item was approved by Anne Cooper on April 12, 2013. Department—District Library
71. Agreement with **Pathfinder, Inc.** to provide a one-day Low Ropes/High Ropes course on June 29, 2013 at the student retreat for the Men Achieving Excellence (MAX) Club. The cost to the College for this Agreement is expected to be approximately \$440. This item was approved by Tonjua Williams on May 29, 2013. Department—Student Life & Leadership
72. Agreement with **Primal Pictures, Inc.** to continue the license for web access to Anatomy.TV for ten concurrent users. The course materials are used for Physical Therapist Assistant, Orthotics & Prosthetics and Chiropractic instruction. The Agreement will commence June 1, 2013 and continue for the period of one year. The

- cost to the College for this period will be \$8,800. This item was approved by Anne Cooper on May 16, 2013. Department—District Library
73. Agreement with **Rittenhouse** to continue the subscription to R2 Digital Library for the period of one year. The cost to the College for this Agreement will be \$400. This item was approved by Anne Cooper on April 12, 2013. Department—District Library
 74. Agreement with **Scantron Corporation** to loan the College a Scantron scoring machine for use at the Downtown Center. Although there is no cost for the machine, the loan requires that the College agree to purchase a minimum of \$750 in Scantron forms per year, plus any costs for shipping/handling. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Kevin Gordon on April 18, 2013. Department—SPC Downtown
 75. Agreement with **SimplexGrinnell, LP** to provide fire alarm system monitoring services at various sites/buildings college-wide. The cost to the College for the foregoing will be a total of \$7,690. The Agreement will commence on July 1, 2013 and continue through June 30, 2014. This item was approved by Doug Duncan on June 12, 2013. Department—Access Control
 76. Agreement with the **Society of European Stage, Authors and Composers (SESAC)** to continue the Music Licensing Performance Agreement for an additional year through June 30, 2014. The cost to the College to continue this Agreement for this period is estimated to be approximately \$3,000. This item was approved by Tonjua Williams on April 24, 2013. Department—Student Activities Royalties
 77. Agreement with **Siteimprove, Inc.** to provide a hosted service that will crawl the College's website every 5 days to provide an up-to-date overview of quality issues. The Agreement will commence April 15, 2013 and continue through June 30, 2014. The cost to the College for this period will be \$9,546.95. This item was approved by Doug Duncan on April 3, 2013. Department—Human Resources
 78. Agreement with **Tampa Bay Times (TBT)** whereby TBT agrees to co-sponsor six events for the Institute of Strategic Policy Solutions during the fiscal year at a cost to the College of \$5,000. TBT will provide at least three promotional ads per event. The Institute will provide: recognition of TBT's co-sponsorship in its marketing materials; opportunities for TBT staff to interview guest speakers; and inclusion of TBT staff on panels as appropriate. This item was approved by Jim Olliver on May 2, 2013. Department—Institute of Strategic Policy
 79. Agreement with **Taylor Publishing Company d/b/a Balfour** to provide for the publication of the 2013-14 Yearbook for the St. Petersburg Collegiate High School. The cost to the College for the Agreement will be \$4,860. This item was approved by Anne Cooper on June 5, 2013. Department—Collegiate High School
 80. Agreement with the **University of South Florida** that will allow approximately 35 students to participate in USF's Riverfront Park Ropes course on June 14, 2013. The course helps to build and/or enhance leadership skills, self-confidence, critical thinking,

communication and teamwork. The cost to the College for this Agreement will be \$1,050. This item was approved by Tonjua Williams on April 22, 2013. Department—Student Life & Leadership

81. Agreement with the **University of South Florida** that will allow approximately 20 Summer of Success students to participate in USF's Riverfront Park Ropes course on June 21, 2013. The course helps to build and/or enhance leadership skills, self-confidence, critical thinking, communication and teamwork. The cost to the College for this Agreement will be \$600. This item was approved by Tonjua Williams on June 10, 2013. Department—Special Programs
82. Agreement with **WealthEngine, Inc.** to continue to provide the use of its FindWealth Online-DM online research software for the College's Foundation. The Agreement will commence July 1, 2013 and continue through June 30, 2014. The cost to the College for this Agreement will be \$2,500. This item was approved by Frances Neu on June 3, 2013. Department—SPC Foundation
83. Agreement with **WEDU Corp.** whereby WEDU agrees to co-sponsor at least four events for the Institute of Strategic Policy Solutions during the fiscal year at a cost to the College of \$3,000. WEDU will provide at least 10 air promotional spots per event. The Institute will provide things such as: recognition of WEDU's co-sponsorship in its marketing materials; opportunities for WEDU staff to interview guest speakers; and provide WEDU video/audio of major events that can be edited to fit desired WEDU formats. This item was approved by Jim Olliver on May 7, 2013. Department—Institute for Strategic Policy
84. Agreement with **Workforce Florida, Inc.** to provide the College with a nonexclusive license to use the WFI Banner Center for Advanced Manufacturing curricula in support of the Florida TRADE Grant to train Florida's workforce for new jobs in Florida's manufacturing sector. The Agreement will commence upon execution and continue for the period of one year. There is no cost to the College. This item was approved by Anne Cooper on April 29, 2013. Department—Florida TRADE Consortium


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

Suzanne Gardner, Acting General Counsel, recommends approval.

ps0606131

August 20 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: U.S. Department of Justice, Bureau of Justice Assistance – Executive Session:
Law Enforcement Leadership Project – Round 3

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice, Bureau of Justice Assistance (BJA) by St. Petersburg College's Center for Public Safety Innovation (CPSI) to continue the national Executive Session on Law Enforcement Leadership project. 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.

This funding will allow CPSI to continue this highly visible, national law enforcement leadership project intended to identify the skill sets necessary for the next generation of law enforcement leaders to be successful in this changing world. Working closely with nationally recognized project directors, William Geller and Darrel Stephens, CPSI is responsible for all the logistics involved in bringing 25 nationally recognized leaders to a series of summits, each building on the work accomplished at previous meetings. Funds from this grant will allow for the testing of leadership assumptions developed in prior grant work; the creation of an integrated set of work group papers, products, and e-tools; and the dissemination and implementation of leadership products and tools to the law enforcement community.

The period of performance will commence approximately October 1, 2013 and end on September 30, 2015. The anticipated revenue to the College will be up to \$300,000. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Tonjua Williams, Senior Vice President, Student Services; James C. Brock, Provost; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el0702132

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

Date of BOT Meeting: August 20, 2013

Funding Agency or Organization: U.S. Department of Justice, Bureau of Justice Assistance (BJA)

Name of Competition/Project: BJA Executive Session: Law Enforcement Leadership project – Round 3

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 10/1/13 **End:** 9/30/15

Administrator: James C. Brock

Manager: Eileen LaHaie

Focus of Proposal:

The Center for Public Safety Innovation (CPSI) is proposing a continuation of funding for its national Executive Session on Law Enforcement Leadership project. Working closely with nationally recognized project directors, William Geller and Darrel Stephens, CPSI will be responsible for all the logistics involved in bringing 25 nationally recognized leaders to a series of summits, each building on the work accomplished at previous meetings. Funds from this grant will allow for the testing of leadership assumptions developed in prior grant work; the creation of an integrated set of work group papers, products, and e-tools; and the dissemination and implementation of leadership products and tools to the law enforcement community. Deliverables will include an integrated set of products which will be available through a mix of media including written, video, and audio and will be available for multiple audiences across the country. These deliverables will also include the development of a content specific website to promote the products to law enforcement.

Budget for Proposal:

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

| | |
|-----------------------|--------------|
| Personnel & Benefits | \$ 86,045 |
| Travel | 41,262 |
| Consultants/Contracts | 163,300 |
| Other Costs | 8,193 |
| Materials/Supplies | <u>1,200</u> |
| Total Budget | \$300,000 |

Funding:

| | | | |
|---|-----------|--|-----|
| Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) | \$300,000 | | |
| Total amount from funder: | \$300,000 | | |
| Amount/value of match: | Cash: | | N/A |
| | In-kind: | | N/A |
| Required match or cost sharing: | No | X | Yes |
| Voluntary match or cost sharing: | No | X | Yes |
| Source of match/cost sharing: | N/A | | |
| Negotiated indirect cost: | N/A | | |
| (Fixed) administrative fee: | N/A | | |
| Software/materials: | N/A | | |
| Equipment: | N/A | | |
| Services: | N/A | | |
| Staff Training: | N/A | | |
| FTE: | N/A | | |
| Other: Grant Accountant | \$8,873 | (5% of grant accountant's salaries/benefits for 24 months) | |

College Values, Strategic Initiatives and Activities Addressed:

| | |
|--------------------------|---------------------------------|
| Value(s): | Partnerships |
| Strategic Initiative(s): | Outreach |
| Strategic Activity(ies): | College Experience Enhancements |

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Labor, Employment & Training Administration – Trade Adjustment Assistance Community College Career Training (TAACCCT) Program – Century College, HOPE Careers

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Labor, Employment and Training Administration, by Century College in partnership with St. Petersburg College for the Trade Adjustment Assistance Community College Career Training (TAACCCT) grant opportunity. 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 goal of the national Orthotic, Prosthetic & Pedorthic (O&P) Careers Consortium, known as HOPE Careers, is to expand and improve the ability of institutions to deliver O&P education and training that increases attainment of degrees and credentials that match the skills needed by sector employers. The program will target workers who have lost their jobs, or are at risk of losing their job, as a result of foreign trade (Trade Adjustment Assistance eligible workers), as well as veterans, dislocated and incumbent workers. Led by Century College in Minnesota this consortium consists of five partner institutions: Baker College of Flint, MI; Oklahoma State University, OK; Spokane Falls Community College, WA and St. Petersburg College, FL.

This project will improve upon current O&P education programs using stacked and latticed credentials, multiple entry and exit points for participants and options to earn stand-alone certificates and degrees that can be completed in two years or less. The proposed program is a cohesive, multi-layer initiative that incorporates all five of the DOL's targeted core elements: 1) evidence-based design; 2) stacked and latticed credentials; 3) online and technology-enabled learning; 4) transferability and articulation; and 5) strategic alignment. The framework is intended to provide an articulated, accelerated pathway of training that acknowledges and awards credit for previous learning and allows students to build a portfolio of portable, standardized, industry-recognized credentials.

The estimated period of performance will be from October 1, 2013 through September 30, 2017. The total project budget is projected to be \$11,177,142 over a four-year period. Of this amount, the College anticipates receiving approximately \$2,014,445 for its services over this same period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Anne Cooper, Senior Vice President, Academic Affairs; Phil Nicotera, Provost; and Arlene Gillis, Director, Orthotics & Prosthetics Program, recommend approval.

Attachment
js0702132

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

Date of BOT Meeting: August 20, 2013

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

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

SPC Application or Sub-Contract: Sub-Contract

Grant/Contract Time Period: **Start:** 10/1/13 **End:** 9/30/17

Administrator: Phil Nicotera

Manager: Arlene Gillis

Focus of Proposal:

The HOPE Careers Program is a national consortium comprised of Baker College, MI; Century College, MN; Oklahoma State University, OK; Spokane Falls Community College, WA and St. Petersburg College, FL. Consortium members will collaborate with business and industry partners in the field of Orthotics, Prosthetics and Pedorthics (O&P) to develop and deliver new career education and training opportunities, preparing workers with skills suitable for entry and middle level employment. This career pathway will reflect the profession’s advancements in technology and patient care, while aligning with national industry standards. The Consortium will utilize online technology to enhance current curriculum delivery and expand access to trainings across the country.

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 | \$ 912,045 |
| Fringe | \$ 303,382 |
| Equipment | \$ 464,200 |
| Supplies & Materials | \$ 122,099 |
| Travel | \$ 54,238 |
| Contractual (Subject Matter Experts) | \$ 17,550 |
| Indirect Cost (10%) | <u>\$ 140,931</u> |
| Total Budget | \$2,014,445 |

Funding:

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

\$ 2,366,773

Total amount from funder:

\$ 2,014,445

Amount/value of match:

Cash: N/A

In-kind: \$ 352,328

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

Unrealized indirect costs (HHS negotiated rate of 35% claiming 10%) – less equipment & contracts greater than \$25,000.

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 Values, Strategic Initiatives and Activities Addressed:

Value(s):

1. Academic Excellence
2. Partnerships
3. Innovation

Strategic Initiative(s):

1. Instructional Support
2. Outreach
3. Student Support


Strategic Activity(ies):

1. Accelerated Degree Programs
2. Expanded Workforce Offerings and Improved Placement Tracking
3. Revitalization of Distance Learning

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Labor, Employment & Training Administration – Trade Adjustment Assistance Community College Career Training (TAACCCT) Program – Indian River State College, HITEC Consortium

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Labor, Employment and Training Administration, by Indian River State College (IRSC) in partnership with St. Petersburg College for the Trade Adjustment Assistance Community College Career Training (TAACCCT) grant opportunity. 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 goal of the statewide Florida Health Information Technology Education Consortium (HITEC) is to provide training for students in the high-tech, high demand area of Healthcare Information Technology to improve the skills of new and existing healthcare workers to address the needs of healthcare providers to meet their requirement of transitioning to electronic medical records systems. This program will primarily focus on TAA-eligible workers, veterans, and other adult student populations balancing work and family needs.

Led by IRSC, this 12 college consortium will create a pathway of education and training in health information technology around specific industry credentials connected to employment services that will result in job obtainment and career advancement in a shorter timeframe. Florida HITEC will work with employer partners from across the state of Florida to identify credentials most desired for new and incumbent workers. The colleges will work together within the consortium and with other institutions in Florida to align certificates and degree programs to create a uniform educational program that will ensure seamless transitions between institutions of higher education. This program will be offered in a blended and/or online format to provide accelerated and low cost training.

The estimated period of performance will be from October 1, 2013 through September 30, 2017. The total project budget is projected to be \$11,177,142 over a four-year period. Of this amount, the College anticipates receiving approximately \$1,379,303.29 for its services over this same period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Anne Cooper, Senior Vice President, Academic Affairs; Phil Nicotera, Provost; and Sheila Newbery, Program Director, Health Information Management, recommend approval.

Attachment
js0702132

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

Date of BOT Meeting: August 20, 2013

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

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

SPC Application or Sub-Contract: Sub-Contract

Grant/Contract Time Period: **Start:** 10/1/13 **End:** 9/30/17

Administrator: Phil Nicotera

Manager: Sheila Newbery

Focus of Proposal:

Florida HITEC will work with employer partners from around the state of Florida to identify credentials most desired for new and incumbent workers. The consortium develop and provide new education and training pathways in health information technology around specific industry credentials connected to employment services that will result in job obtainment and career advancement in a shorter timeframe.

Led by Indian River State College, the Florida HITEC statewide consortium is comprised of Broward College, Edison State College, Florida State College at Jacksonville, Lake-Sumter State College, North Florida Community College, Pasco-Hernando Community College, Pensacola State College, Seminole State College, St. Johns River State College, St. Petersburg College and Tallahassee Community 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 | \$ 747,600.09 |
| Fringe | \$ 234,160.26 |
| Equipment | \$ 19,000.00 |
| Supplies & Materials | \$ 116,785.00 |
| Travel | \$ 49,719.00 |
| Contractual (Subject Matter Experts) | \$ 34,625.00 |
| Other (Outreach and Marketing) | \$ 60,000.00 |
| Other (Equipment Warranty) | \$ 2,500.00 |

| | |
|---------------------|----------------------|
| Indirect Cost (10%) | <u>\$ 114,913.94</u> |
| Total Budget | \$1,379,303.29 |

Funding:

| | |
|---|---|
| Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) | \$ 1,681,025.63 |
| Total amount from funder: | \$ 1,379,303.29 |
| Amount/value of match: | Cash: N/A In-kind: \$ 301,722.34 |
| Required match or cost sharing: | No <input checked="" type="checkbox"/> Yes |
| Voluntary match or cost sharing: | No Yes <input checked="" type="checkbox"/> |
| Source of match/cost sharing: | Unrealized indirect costs (HHS negotiated rate of 35% claiming 10%) – less equipment & contracts greater than \$25,000. |
| 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 Values, Strategic Initiatives and Activities Addressed:

| | |
|--------------------------|---|
| Value(s): | <ol style="list-style-type: none"> 1. Academic Excellence 2. Partnerships 3. Innovation |
| Strategic Initiative(s): | <ol style="list-style-type: none"> 1. Instructional Support 2. Outreach 3. Student Support |
| Strategic Activity(ies): | <ol style="list-style-type: none"> 1. Accelerated Degree Programs 2. Expanded Workforce Offerings and Improved Placement Tracking 3. Revitalization of Distance Learning |

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Labor, Employment & Training Administration – Trade Adjustment Assistance Community College Career Training (TAACCCT) Program – Valencia College, Florida SHIELD Consortium

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Labor, Employment and Training Administration, by Valencia College in partnership with St. Petersburg College for the Trade Adjustment Assistance Community College Career Training (TAACCCT) grant opportunity. 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 goal of the statewide Florida SHIELD program, comprised of 22 Florida Colleges, is to address a critical statewide need for first responders, cyber security technicians, and related workers in the Public Safety and Homeland Security occupational areas. Florida SHIELD will target training to over 8,000 veterans, trade impacted individuals, dislocated workers, and others resulting in credentials needed for high-wage, high-skill employment, meeting the Florida's demand for a skilled public safety network.

Led by Valencia College, this consortium will focus on education and training programs leading to certificates and employment in Public Safety and Homeland Security. In addition to providing core services and the expansion of individual partner college's training programs, a statewide framework will be developed through: 1) use of innovative Technology advancements through development of high impact simulation activities and exercises made available in an open access format; 2) integration of cross-discipline critical/systems thinking educational activities to provide individuals with key competencies to address the critical needs of homeland security; 3) clearly defined latticed and stackable pathways to provide individuals with seamless movement through the educational system that will have multiple entry and exit points to further employment/educational opportunities; and 4) the exploration of competency-based modular courses. SPC's role will be to provide non-credit and credit training in the areas of police, fire, security, digital forensics and Emergency Medical Technician. SPC will also serve in the lead role for coordinating veteran services to students under the program as a statewide initiative.

The estimated period of performance will be from October 1, 2013 through September 30, 2017. The total project budget is projected to be \$24,989,497 over a four-year period. Of this amount, the College anticipates receiving approximately \$959,638 for its services over this same period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Anne Cooper, Senior Vice President, Academic Affairs; JC Brock, Campus Executive Director; and Eileen LaHaie, Executive Director Center for Public Safety Innovation, recommend approval.

Attachment
js0703132

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

Date of BOT Meeting: August 20, 2013

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

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

SPC Application or Sub-Contract: Sub-Contract

Grant/Contract Time Period: **Start:** 10/1/13 **End:** 9/30/17

Administrator: JC Brock

Manager: Eileen LaHaie

Focus of Proposal:

Valencia College (VC) and a statewide consortium of 22 Florida Colleges are collaborating to address a critical statewide need for first responders, cyber security technicians, and related workers in the Public Safety and Homeland Security occupational areas. Florida SHIELD will fill identified gaps in a coordinated way that both provides clear paths to employment for workers and addresses critical safety concerns in a state recognized as the top tourism destination in the world. Through the Florida SHIELD program, veterans, displaced TAA eligible individuals, dislocated workers, and other valuable potential worker populations will gain access to high quality training opportunities and earn credentials needed for high-wage, high-skill employment, meeting the Florida’s demand for a skilled public safety network.

Key partners include: Valencia College (Lead), St. Petersburg College, North Florida Community College, Brevard Community College, Northwest Florida State College, Chipola College, Palm Beach State College, Daytona State College, Pasco-Hernando Community College, Florida Gateway College, Pensacola State College, Florida State College at Jacksonville, Polk State College, Gulf Coast State College, Santa Fe College, Hillsborough Community College, South Florida State College, Indian River State College, St. Johns River State College, Lake-Sumter State College, Miami Dade College, State College of Florida, Manatee-Sarasota, Workforce Florida, Inc., Florida Department of Education, Jobs for the Future, SRI International, Florida Domestic Security Council Regional Domestic Taskforces and ICF International.

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 | \$ 474,836.34 |
| Fringe | \$ 164,512.72 |
| Equipment | \$ 100,000.00 |
| Supplies & Materials | \$ 5,000.00 |
| Travel | \$ 18,685.00 |
| Contractual | \$ 105,800.00 |
| Other (Outreach & Marketing) | \$ 20,000.00 |
| Indirect Cost (10%) | <u>\$ 70,803.41</u> |
| Total Budget | \$ 959,637.47 |

Funding:

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

\$ 1,136,645.99

Total amount from funder:

\$ 959,637.47

Amount/value of match:

Cash: N/A

In-kind: \$ 177,008.52

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

Unrealized indirect costs (HHS negotiated rate of 35% claiming 10%) – less equipment & contracts greater than \$25,000.

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 Values, Strategic Initiatives and Activities Addressed:

Value(s):

1. Academic Excellence
2. Partnerships
3. Innovation

Strategic Initiative(s):

1. Instructional Support
2. Outreach
3. Student Support


Strategic Activity(ies):

1. Accelerated Degree Programs
2. Expanded Workforce Offerings and Improved Placement Tracking
3. Revitalization of Distance Learning

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Labor, Employment & Training Administration – Trade Adjustment Assistance Community College Career Training (TAACCCT) Program – Broward College, LINCS Consortium

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Labor, Employment and Training Administration, by Broward College in partnership with St. Petersburg College for the Trade Adjustment Assistance Community College Career Training (TAACCCT) grant opportunity. 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 goal of the national Leveraging, Integrating, Networking, Coordinating Supplies (LINCS) Consortium is to develop and deliver an innovative educational and training program in Supply Chain Management that will enable unemployed and underemployed citizens to enter or advance in their supply chain careers, meeting pressing levels of demand in this industry, and directly impacting the competitiveness of American businesses. The program will target workers who have lost their jobs, or are at risk of losing their job, as a result of foreign trade (Trade Adjustment Assistance eligible workers), as well as veterans, dislocated and incumbent workers.

Led by Broward College, this consortium consists of twelve college and university institutions. The LINCS Consortium will develop and deliver an innovatively delivered, latticed and laddered Supply Chain curriculum for entry and middle-level workers, enabling upward mobility from entry level worker certificates all the way to the Master's in Business Administration (MBA). The proposed program is a cohesive, multi-layer initiative that incorporates all five of the DOL's targeted core elements: 1) evidence-based design; 2) stacked and latticed credentials; 3) online and technology-enabled learning; 4) transferability and articulation; and 5) strategic alignment. The framework is intended to provide an articulated, accelerated pathway of training that acknowledges and awards credit for previous learning and allows students to build a portfolio of portable, standardized, industry-recognized credentials.

The estimated period of performance will be from October 1, 2013 through September 30, 2017. The total project budget is projected to be \$25,000,000 over a four-year period. Of this amount, the College anticipates receiving approximately \$1,525,666.92 for its services over this same period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Anne Cooper, Senior Vice President, Academic Affairs; and Greg Nenstiel, Dean, College of Business, recommend approval.

Attachment
js0702132

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

Date of BOT Meeting: August 20, 2013

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

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

SPC Application or Sub-Contract: Sub-Contract

Grant/Contract Time Period: **Start:** 10/1/13 **End:** 9/30/17

Administrator: Greg Nenstiel

Manager: Patricia Hanranhan

Focus of Proposal:

The national LINCS Consortium will develop and deliver a set of eight latticed and laddered Supply Chain credentials in alignment with and on behalf of the National Council for Supply Chain Management Professionals (NCSCMP) targeting training for entry and middle-level workers, enabling upward mobility from entry level worker certificates all the way to the MBA. The curriculum will rapidly expand training opportunities and reduce vacancies in supply chain jobs through alignment of the resources and partnerships among 8 community colleges and 7 universities representing eight states, the national Urban League, Goodwill Industries, and the AFL-CIO, working with local workforce boards, veterans' groups, and local industry associations in the nation's key trade hubs. Industry approved internships, apprenticeships and on-the-job training will be included. SPC's role will be to assist in new curriculum development while setting the national certification standards for NCSCMP; training delivery; program implementation; and specifically to lead the articulation effort between institutions.

In addition to the partners mentioned above, Consortium members include: Broward College, St. Petersburg College, Florida State College at Jacksonville, Northwestern University, Chicago, IL; Long Beach Community College, Long Beach, CA; Georgia Technology Institute, Atlanta, GA; Harper College, Palatine, IL; Rutgers University, Newark, NJ; Essex County College, Newark, NJ; Union Community College, Cranford, NJ; Columbus State Community College, Columbus, OH; and San Jacinto Community College, Pasadena, TX.

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 | \$ 857,446.82 |
| Fringe | \$ 280,996.39 |

| | |
|--------------------------------------|----------------------|
| Equipment | \$ 19,000.00 |
| Supplies & Materials | \$ 61,785.00 |
| Travel | \$ 77,719.00 |
| Contractual (Subject Matter Experts) | \$ 29,250.00 |
| Other (Outreach & Marketing) | \$ 60,000.00 |
| Other (Equipment Warranty) | \$ 2,500.00 |
| Indirect Cost (10%) | <u>\$ 136,969.72</u> |
| Total Budget | \$1,525,666.92 |

Funding:

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

\$ 1,868,091.22

Total amount from funder:

\$ 1,525,666.92

Amount/value of match:

Cash: N/A

In-kind: \$ 342,424.30

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

Unrealized indirect costs (HHS negotiated rate of 35% claiming 10%) – less equipment & contracts greater than \$25,000.

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 Values, Strategic Initiatives and Activities Addressed:

Value(s):

1. Academic Excellence
2. Partnerships
3. Innovation

Strategic Initiative(s):


1. Instructional Support
2. Outreach
3. Student Support

Strategic Activity(ies):

1. Accelerated Degree Programs
2. Expanded Workforce Offerings and Improved Placement Tracking
3. Revitalization of Distance Learning

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Florida Department of Education, Office of Domestic Security— Emergency Notification Technology for Public Universities and Colleges Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education (FLDOE), Office of Domestic Security by St. Petersburg College for the Emergency Notification Technology for Public Universities and Colleges program continuation funds. 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 purpose of the Emergency Notification Technology for Public Universities and Colleges program is to purchase and distribute portable dual band radio devices that communicate institutionally and also with local police and emergency personnel to improve communication and response timeliness to incident reports. SPC has received funding to support various phases of its Emergency Notification Plan since 2008. The Emergency Notification Technology project was originally awarded in 2010 through the FLDOE's State Homeland Security Grant. As an amendment to this project, additional carry-over funds are available to be spent prior to July 17, 2013.

SPC has complied with federal mandates by the National Incident Management System (NIMS) by establishing both a College Emergency Response Committee and campus emergency response teams. The radios will be assigned to site security staff to enhance information flow, allowing for more efficient and effective response from the campus response teams and first responders simultaneously. The requested two-way radios are in addition to the radios approved for purchase in June 2013 at a lower quantity for security supervisors only. The additional radios will arm a greater number of security personnel at the College.

The estimated period of performance will be from July 1, 2013 through July 17, 2013. The total project budget is projected to be \$129,312 over the project period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Daniel Barto, Director of Collegewide Security Services, recommend approval.

Attachment
js0702132

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

Date of BOT Meeting: August 20, 2013

Funding Agency or Organization: Florida Department of Education, Office of Domestic Security

Name of Competition/Project: Emergency Notification Technology for Public Universities and Colleges Program

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/13 **End:** 7/17/13

Administrator: Doug Duncan

Manager: Dan Barto

Focus of Proposal:

SPC has complied with federal mandates by the National Incident Management System (NIMS) by establishing both a College Emergency Response Committee and campus emergency response teams. Through the Emergency Notification Technology for Public Universities and Colleges program, SPC will be able to purchase and distribute portable dual band radio devices. The APX 7000 radios are fully compliant with P25 operations and can be programmed by the vendor with frequencies approved by local police and emergency personnel. Once programmed and assigned, the radios will be maintained by SPC Collegewide Security. The radios will be assigned to site security staff to enhance information flow, allowing for more efficient and effective response from the campus response teams and first responders simultaneously.

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.)

| | |
|----------------------------|-------------------|
| Equipment – Portable Radio | <u>\$ 129,312</u> |
| Total Request | \$ 129,312 |

Funding:

| | |
|---|------------|
| Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) | \$ 129,312 |
|---|------------|

| | |
|---------------------------|------------|
| Total amount from funder: | \$ 129,312 |
|---------------------------|------------|

| | |
|------------------------|-----------|
| 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 Values, Strategic Initiatives and Activities Addressed:

| | |
|--------------------------|---|
| Value(s): | <ol style="list-style-type: none"> 1. Outstanding Service 2. Innovation |
| Strategic Initiative(s): | <ol style="list-style-type: none"> 1. Faculty and Staff Development 2. Improved Processes |
| Strategic Activity(ies): | Comprehensive Staff Training |

August 20, 2013

MEMORANDUM

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 for a proposal that was submitted, subject to Board of Trustees' approval, to the Pinellas County Emergency Medical Services Authority by St. Petersburg College for the Emergency Medical Services Continuing Medical Education (EMS CME) grant opportunity. 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 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 Pinellas County EMS Authority and the College agree to deliver 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 grant is a three-year contract through Pinellas County that renews every three years. 2013-2014 is the second year of the current three-year program period. The program has been in place for the last 20 years.

The estimated period of performance will be from October 1, 2012 through September 30, 2015. The total project budget for 2013-2014 (Year 2) is projected to be \$453,773.90. 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, Acting General Counsel; Anne Cooper, Senior Vice President, Academic Affairs; Phil Nicotera, Provost, Health Education Center; and Glenn Davis, CME Program Coordinator, recommend approval.

Attachment

js0807132

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

Date of BOT Meeting: August 20, 2013

Funding Agency or Organization: Pinellas County Emergency Medical Services Authority

Name of Competition/Project: Emergency Medical Services Continuing Medical Education Program

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 10/1/13 **End:** 9/30/14 (Year 2)

Administrator: Phil Nicotera

Manager: Glenn Davis

Focus of Proposal:

To continue to provide EMS 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 | \$ 345,086.00 |
| Materials & Supplies | \$ 18,000.00 |
| Consultants & Professional Services | \$ 27,500.00 |
| Travel, Subscriptions & Memberships | \$ 4,000.00 |
| Indirect Costs | <u>\$ 59,187.90</u> |
| Total Budget | \$ 453,773.90 (Year 2 Only) |

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 453,773.90

Total amount from funder: \$ 453,773.90

Amount/value of match: Cash: N/A
In-kind: N/A

Required match or cost sharing: No Yes

Voluntary match or cost sharing: No Yes

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


College Values, Strategic Initiatives and Activities Addressed:

| | |
|--------------------------|--|
| Value(s): | <ol style="list-style-type: none"> 1. Professional Development 2. Partnerships 3. Outstanding Service |
| Strategic Initiative(s): | <ol style="list-style-type: none"> 1. Outreach 2. Student Support |
| Strategic Activity(ies): | <ol style="list-style-type: none"> 1. Expanded Workforce Offerings and Improved Placement Tracking |

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Final Accounting, Inspection and Project Acceptance, A. D. Morgan Corporation, Project # 1707-L-10-2, Ethics and Social Sciences Building, CL (Building 35)

Authorization is requested to approve the Final Accounting, Inspection and Project Acceptance, for Construction Manager at Risk, A. D. Morgan Corporation, Project #1707-L-10-2, Construct New Ethics and Social Sciences Building, CL (Building 35).

This *Type I Large Construction Project (up to \$35 Million)* consists of a three-story classroom building with approximately 60,145 square feet which includes the following spaces:

| | |
|----|---|
| 1 | 100 Student Station Classroom (replacing Teaching Auditorium) |
| 2 | 60 Student Station Classrooms |
| 13 | 40 Student Station Classrooms |
| 4 | 36 Student Station Classrooms |
| 4 | 30 Student Station Classrooms |
| 2 | 24 Student Station Classrooms |
| 2 | Faculty/Adjunct/Staff Office Suites |
| 1 | Student Lounge and Gathering Spaces (Approximately 6,500 Square Feet) |
| 1 | Food Service Space |

This project was substantially complete on November 9, 2012.

Change Order #4 provides for the deduction of the contingencies from the overall project totaling (\$79,120.74). Please note that the total Sales Tax Savings achieved through the Direct Purchase Program on this Project was \$161,658.86 of which \$161,162.19 was incorporated back into the project cost. Figures for all project funds returned to the college are detailed below:

| | |
|--|-------------------------|
| Original GMP: | \$10,565,643.00 |
| Change Order #1: | \$1,030,230.00 |
| Change Order #2: | \$0.00 |
| Change Order #3: | \$0.00 |
| Owner Contingency: | (\$42,717.28) |
| Project Contingency (Buy-out): | (\$35,906.79) |
| Total Achieved Sales Tax Savings (Not Spent) | (\$496.67) |
| Change Order #4: | (\$79,120.74) |
| Less Direct Purchase: | (\$2,667,647.37) |
| Final Cost: | \$8,849,104.89 |

The Certificate of Final Inspection and Final Acceptance are presented today for your review and approval.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; Phillip Trezza, Principal, Harvard Jolly Architecture, Inc., recommend approval.

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Selection for Architectural Services for Library Building, Clearwater

Authorization is requested to approve the selection for Architectural Services for Library Building, Clearwater, pursuant to the Request for Qualifications released December 2, 2012 and the Consultants' Competitive Negotiation Act, F. S. 287.055.

The College received thirteen (13) submittals. The Selection Committee reviewed these submittals and of these submittals, five (5) firms were shortlisted. The Selection Committee was comprised of the following members: Barbara Pickell, Library Director with the City of Clearwater; Scott Rice, Assistant Engineering Director with the City of Clearwater; Maria Edmonds, Community Member; Andrea Kelly, Professor, College of Education; Kim Wolff, Library Program Director; Joseph Leopold, Director of Learning Resources; Stan Vittetoe, Provost, Clearwater Campus. On March 22, 2013, these five (5) firms were interviewed by the Selection Committee.

In accordance with the approved selection process, the Selection Committee recommends in order of preference the following firms:

1. Canerday, Belfsky & Arroyo
2. Rowe Architects
3. Hoffman Architects

Authorization is specifically requested for the following:

- To approve the Selection Committee's recommendation and to proceed with contract negotiations with the #1 ranked firm;
- Should the negotiations not result in a satisfactory contract deemed to be fair, competitive and reasonable, negotiations will be undertaken with the second most qualified firm and thereafter, if necessary, with the third.

William D. Law, Jr., President; Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, recommend approval.

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

| HIRE Budgeted | | | |
|----------------------|----------------------|-------------------------------|-----------------------------------|
| Effect. Date | Name | Department/Location | Title |
| 8/1/2013 | Moore,Joy B | Mathematics SPG | Academic Department Chair |
| 8/1/2013 | Loureiro,Roberto V | Social Science SPG | Academic Department Chair |
| 7/8/2013 | Webster,Michelle | Accounting Services | Accounting/Financial Analyst |
| 7/29/2013 | Flansburg,Jill D | Natural Science CL | Coordinator I, Project |
| 7/8/2013 | Crapple,Charles C | Custodial Services CL | Custodian |
| 6/10/2013 | Huynh,Tien V | Custodial Services SPG | Custodian |
| 6/11/2013 | Kanyock,Steven M | Custodial Services SPG | Custodian |
| 6/17/2013 | Brennecke,Michael E. | Custodial Services CL | Custodian |
| 7/1/2013 | Rodriguez,Joseph L | Custodial Services DO | Custodian |
| 7/8/2013 | Terrana,John H | Resource Development DO | Development Specialist |
| 7/22/2013 | Sabino,Diana | Institutional Advancement DO | Executive Administrative Director |
| 7/24/2013 | Rivera,Darren C | Director of Grants DO | Grant Writer |
| 6/22/2013 | Linder,Laura de | Human Resources Ben Support | Human Resources Specialist |
| 6/10/2013 | Kleiner,Derek Marc | Human Resources | Human Resources Specialist |
| 7/8/2013 | Ibarra,Jenica A | District Library DO | Information Resource Librarian |
| 7/8/2013 | Chen,Ming-Shin | Admin Info Sys - Student | Information Technology Analyst |
| 8/5/2013 | Burns,Alison Hofley | District Library DO | Instructional Supp Specialist |
| 8/1/2013 | Briggs, Jeffrey | Nursing HC | Instructor |
| 7/8/2013 | Shuler,Tashumbi D | District Library DO | Library Services Technician |
| 7/15/2013 | Lewis,Mary E | Nursing HC | Nursing Skills Facilitator |
| 8/5/2013 | Mosna Jr,Edward M | Campus Security TS | Security Officer |
| 6/5/2013 | Palacios,Lisa M | Academic Effective & Assessmt | Sr Administrative Svcs Assist |
| 6/10/2013 | Raisor,Shannon M | Provost CL | Sr Administrative Svcs Assist |
| 7/8/2013 | Duncan,Barbara D | Nursing HC | Sr Administrative Svcs Speclst |
| 7/22/2013 | Begetis,Dimitrios | Mathematics TS | Sr InstructionlSupp Specialist |
| 6/17/2013 | Greene,Sean D | Campus Security - SE | Sr Security Officer |
| 8/5/2013 | Prophet,Kimberly D | Provost SE | Student Support Advisor |

| | | | |
|-----------|------------------|----------------------------|---------------------------|
| 7/8/2013 | McGregor,Anne N | Provost SE | Student Support Advisor |
| 8/5/2013 | Pipitone,Rosaria | Academic & Student Affairs | Student Support Counselor |
| 6/10/2013 | Hamm,Wayne W | Associate Provost CL | Student Support Counselor |

| HIRE Temporary/Supplemental | | | |
|------------------------------------|--|--|--|
|------------------------------------|--|--|--|

| Effect. Date | Name | Department/Location | Title |
|---------------------|-----------------------|-------------------------------|--------------------------------|
| 8/1/2013 | Lasher,Andrew | Dual Credit - AC | Contributed Service |
| 8/1/2013 | Lovelady,Douglas C | Dual Credit - AC | Contributed Service |
| 8/1/2013 | Schuck,Gail L | Dual Credit - AC | Contributed Service |
| 8/1/2013 | Schuster,Deirdre L | Dual Credit - AC | Contributed Service |
| 8/1/2013 | Lasher,Andrew | Business Administration SP | Instructor, Temporary Credit |
| 7/8/2013 | Petty,Eric Douglas | Business Technologies CL | Instructor, Temporary Credit |
| 8/1/2013 | Prairie,Dina M | Social Science TS | Instructor, Temporary Credit |
| 7/18/2013 | Rissler,Michael D | Fine & Applied Arts SE | Instructor, Temporary Credit |
| 8/1/2013 | Ross,Lakeshia | Dual Credit - AC | Instructor, Temporary Credit |
| 6/10/2013 | Johnson,Amanda | Social Science CL | Instructor, Temporary Credit |
| 6/13/2013 | Lacerte,Serge E | Business Technologies CL | Instructor, Temporary Credit |
| 7/18/2013 | Coward,Stephen B | Fire Science AC | Instructor, Temporary Non-Cred |
| 7/29/2013 | White,Kristen L | Criminal Justice AC | Instructor, Temporary Non-Cred |
| 6/19/2013 | Adamson,Patrick E | Criminal Justice AC | Instructor, Temporary Non-Cred |
| 6/10/2013 | Golden,Christopher M | Corporate Training E&SS DO | Instructor, Temporary Non-Cred |
| 6/10/2013 | Hatch,Michael A | Criminal Justice AC | Instructor, Temporary Non-Cred |
| 6/24/2013 | Laurenzi,Steven L | NTPI/WMD Grant - AC | Instructor, Temporary Non-Cred |
| 6/10/2013 | Lloyd,Rebecca L | Corporate Training E&SS DO | Instructor, Temporary Non-Cred |
| 7/1/2013 | Taylor,Gregory S | Emergency Medical Services HC | Instructor, Temporary Non-Cred |
| 7/25/2013 | Bailey,Richard S | Landscape Services TS | OPS Career Level 1 |
| 7/8/2013 | Kugeares,Christina | Natural Science SPG | OPS Career Level 1 |
| 7/30/2013 | Wilson,Sean R | Landscape Services HEC | OPS Career Level 1 |
| 8/5/2013 | Dorman-Perry,Eula M | Business Technologies SP | OPS Career Level 2 |
| 8/5/2013 | Roach,Timothy Wade | Fire Science AC | OPS Career Level 2 |
| 8/5/2013 | Torr,Robert Michael | Fire Science AC | OPS Career Level 2 |
| 6/10/2013 | O'keeffe,Shayla | Allstate Center Provost | OPS Career Level 3 |
| 6/17/2013 | Malone,Susan M | Provost SE | OPS Career Level 4 |
| 7/1/2013 | Pellissier,Deborah M | Provost SE | OPS Career Level 4 |
| 6/17/2013 | Eli,Megan Lynn | SPC-Downtown | OPS Career Level 5 |
| 6/24/2013 | Kivlin,Michael F | Admin Information Systems | OPS Career Level 5 |
| 6/24/2013 | Smith,Benjamin P | Admin Information Systems | OPS Career Level 5 |
| 6/12/2013 | Thurber,Maria Daniela | President | OPS Career Level 5 |
| 7/22/2013 | Hill,Steven Joseph | Provost SE | OPS Career Level 6 |
| 7/1/2013 | Dillon,Betsy A | Registration CL | OPS Career Level 7 |

| | | | |
|-----------|-------------------------|------------------------------|-------------------------------|
| 6/11/2013 | Drexler,Amy | Corporate Training E&SS DO | OPS Career Level 7 |
| 7/8/2013 | Beinart,Lori S | Nursing HC | Other Professional- Temporary |
| 7/8/2013 | Brannon,Brandi L | Nursing HC | Other Professional- Temporary |
| 7/17/2013 | Wilson,James L | College Reach Out Program DO | Other Professional- Temporary |
| 6/17/2013 | Bennett,Lynn J | Academic & Student Affairs | Other Professional- Temporary |
| 6/17/2013 | Callahan,Thomas J. | Academic & Student Affairs | Other Professional- Temporary |
| 6/10/2013 | Fields,Yata D | Provost SPG | Other Professional- Temporary |
| 6/17/2013 | Graham Jr.,Gary Wayne | Academic & Student Affairs | Other Professional- Temporary |
| 6/17/2013 | Greenberg,Cynthia Marie | Academic & Student Affairs | Other Professional- Temporary |
| 6/17/2013 | Munyon,Pamela J | Academic & Student Affairs | Other Professional- Temporary |
| 6/17/2013 | Richardson,Tamela T. | Academic & Student Affairs | Other Professional- Temporary |
| 7/1/2013 | West,Lori A | College Reach Out Program DO | Other Professional- Temporary |
| 7/24/2013 | Beck,Sandra K | Business Technologies SP | Supplemental Instr - Credit |
| 7/18/2013 | Hall,Nicole Shalonda | Social Science SE | Supplemental Instr - Credit |
| 7/24/2013 | Hamilton,Ronald Shane | Business Technologies CL | Supplemental Instr - Credit |

| |
|------------------------------------|
| TRANSFER/PROMOTION Budgeted |
|------------------------------------|

| Effect. Date | Name | Department/Location | Title |
|---------------------|------------------------|----------------------------|-------------------------------------|
| 8/1/2013 | Williams,Sharon | Letters SPG | Academic Department Chair |
| 7/1/2013 | Bain,Gabrielle | Fire Science AC | Acting Academic Program Coordinator |
| 6/17/2013 | Autry,Courtney C. | Counseling & Advisement CL | Acting Student Support Advisor |
| 7/15/2013 | Mendoza,Damaris | Academic & Student Affairs | Executive Admin Svc Specialist |
| 6/24/2013 | Staney,Timothy P | Business Services | Information Technology Manager |
| 6/10/2013 | Gardner,Daniel L | Institutional Research | Institutionl Effectivness Dir |
| 8/1/2013 | Boeheme, Linae | Natural Science CL | Instructor |
| 7/29/2013 | Perez,,Jorge Enrique | District Library DO | Library Program Director |
| 6/10/2013 | Reynolds,Karen R | Purchasing | Materials Management Manager |
| 6/10/2013 | Larsen,Ann | Provost TS | Museum Director |
| 6/24/2013 | Moody,Rachella W | Associate Provost CL | Sr Administrative Svcs Assist |
| 7/22/2013 | Bates,Matthias Stinett | Asset Management | Sr Materials Mgmt Specialist |
| 6/10/2013 | Cole,Angela J | International Center - CL | Sr Student Support Counselor |
| 7/8/2013 | Buck,Maria E. | Provost SE | Student Activities Coordinator |

| |
|---|
| FOREIGN TRAVEL - Foreign travel requests undergo a detailed review and are funded by departments indicated below. Costs covered by the college include travel, lodging, meals and registration fees if applicable. |
|---|

| Effect. Date | Name | Department/Location | Title |
|---------------------|--------------------|----------------------------|--------------|
| 07/12/13-7/21/13 | Morelli-White, Nan | Communications DT | Instructor |

To attend the Literary London Conference in the UK: London in Crisis and Disorder, which will examine the role played by the city, its people in history during war and other critical events in the 20th and early 21st centuries from an interdisciplinary perspective. This conference will benefit me not only in my teaching of ENL2012 and British Literature II, but also in most every class I teach at SPC. Because English Literature and History are part of IDS, Humanities, World Literature, and even Composition II, I will be able to make extensive use of the learning I gain from attending this conference.

Funded by the Communications Department. Total estimated cost to the College is \$1,526.23

7/21/13-8/2/13 Wallis, Jim Biological Science TS Faculty

To visit San Ignacio Cayo, Belize and to offer St. Petersburg College students an educational opportunity to introduce them to rainforest and Central American ecology by combining lectures, labs and discovery-oriented investigative experiences of the rainforest and coastal environments of Belize.

To meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the Biological Science Department. Total estimated cost to the College is \$ 3,243.00

7/29/13-8/8/13 Fernandez, Roberto Business Technology TS Academic Department Chair

Faculty leader teaching students, while studying in Costa Rica, a firsthand experience on how to do business in Latin American countries through the Intercultural Relations in Business course.

This academic program will directly benefit the College by meeting the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the Business Technology Department. Total estimated cost to the College is \$2,381.80

09/24/13-09/29/13 Rajaram, Lakshiminara Mathematics TS Instructor

To give a workshop in Seville, Spain on the applications of survival analysis (statistical methodology) techniques to chronic disease database. It will help me develop professionally through the interaction with highly accomplished professionals globally but also provide me a unique opportunity to present St. Petersburg College at this high scientific level international conference being held every three years.


Funded by the Mathematics Department. Total estimated cost to the College is \$ 1,300.00.

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

Ssw080713

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Employee Health Insurance - 2013 Update and 2014 Preview

On Jan. 1, 2013, St. Petersburg College added deductibles for employees on our most utilized plan. Here is an update on how this has impacted our claims costs as well as what we are considering implementing Jan. 1, 2014. I will bring specific recommendations for Board consideration in September, which will give us the necessary lead time for any changes.

Year-to-date claims trends

When comparing claims incurred and paid January-June 2012 to those January-June 2013:

- The total medical and pharmacy claims paid by the college dropped almost 13%, from nearly \$6-million to about \$5-million;
- Plan members (employees and their dependents) stayed with in-network providers more frequently (about 96% of the time this year versus about 95% of the time a year ago); and
- Utilization of generic medications over brand medications rose by 4%.

St. Petersburg College continues to collaborate with consultant Brown & Brown on ways to keep our plan design as competitive as possible while helping the College manage related expenses.

For the 2012 plan year, the cost per member for the traditional plan (Select) was \$10,312 while the cost per member for the HSA plan was \$5,338. It is estimated that at least half of the lower cost per member is attributable to member participation in the selection of medical care options related to higher out of pocket costs.

The significantly lower claims cost per member of the HSA plan provides a basis for the following recommendation:

- For new employees starting Jan. 1, 2014 or later, offer only the Aetna Open Access with High Deductible Health Plan [better-known as the Health Savings Account (H.S.A.) model].

Based on a new hire rate of approximately 140 employees per year, we estimate a recurring annual claims savings of \$200-300K based on the new hire HSA plan only option.

Other recommendations for the plan year:


- No increase in employee premiums;
- No increase in co-pays;
- Implement \$100 Wellness Incentive for employees who complete Health Risk Assessment and biometric screening in 2013.
- St. Petersburg College is in the midst of reviewing options for management of our pharmacy benefit. Currently, this is administered by Aetna. Other potential vendors will be presenting their proposals by the end of August. Our goal is to recommend the option that is the least disruptive and the most cost-effective.

The Board will be asked to take official action on the Health Care plan at its September meeting.

William D. Law, Jr., President and Doug Duncan, Senior Vice President,
Administrative/Business Services & Information Technology, , recommend approval.

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: FY12-13 Year End Fund 1 Financial Report

Attached for information is the Year End Fund 1 financial report for FY12-13.

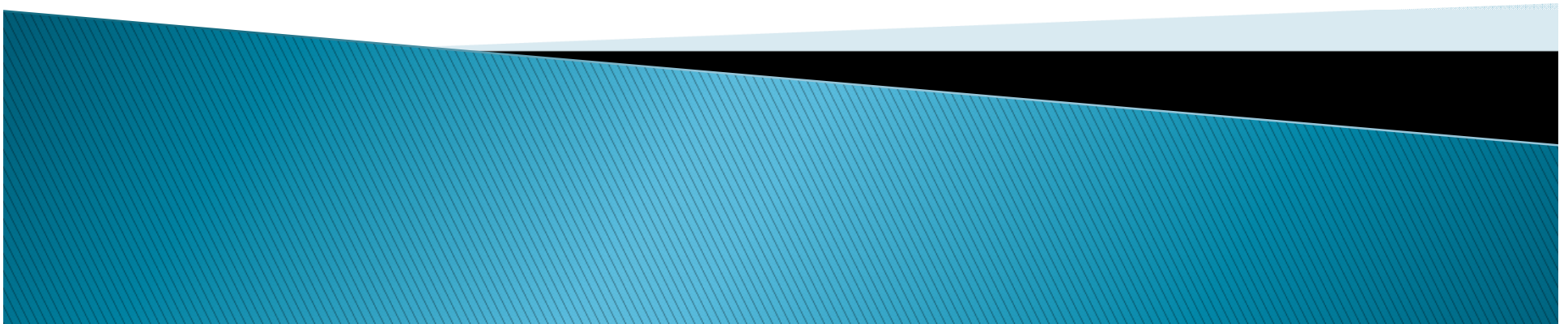
Financial Report Highlights:

- Due to the enrollment decline experienced this year, student tuition and fees revenue ended \$1.6M down year over year and 8% under budget.
- Costs were monitored throughout the year to ensure actual expenses aligned with actual revenues generated:
 - Total personnel expenses are 2% under budget primarily due to lapse from open positions offset by adjuncts utilized to cover open faculty positions.
 - Total current and capital expenses are 19% under budget primarily due to managed spending.
- As costs were managed to adjust for the unanticipated enrollment decline, Fund 1 ended with \$167k positive balance of revenue over expenses for the fiscal year.

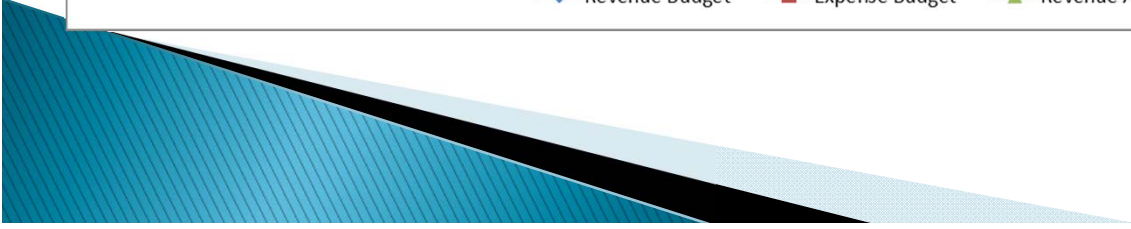
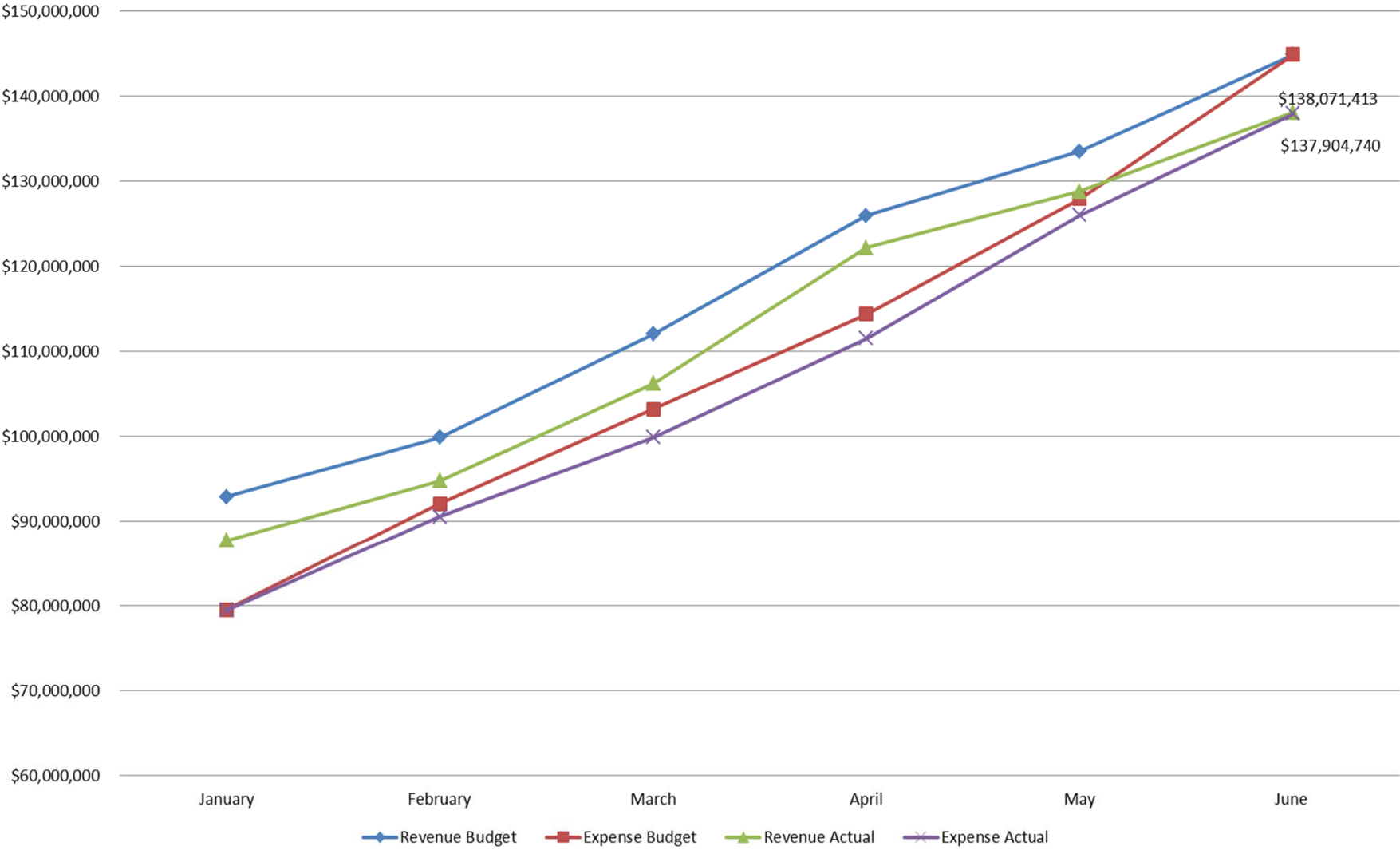
Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, Jamelle Conner, Associate Vice President, Planning, Budget and Compliance, recommend approval.

Board of Trustees Financial Report

August 2013



St. Petersburg College FY12-13 Fund 1 Budget to Actuals Year End




ST. PETERSBURG COLLEGE
FY2012-2013 FUND 1x BUDGET TO ACTUAL REPORTING: July 1 -June 30 YEAR END

| Revenue | FY12-13 Budget | FY12-13 Year End | % of Budgeted Revenue |
|--|-----------------------|-----------------------|-----------------------|
| Revenue | | | |
| Student Tuition & Out-of-State Fees | \$ 61,326,755 | \$ 56,474,263 | 92% |
| State Appropriation - CCPF | \$ 51,927,099 | \$ 51,927,099 | 100% |
| State Appropriation - Lottery | \$ 10,870,305 | \$ 10,870,305 | 100% |
| Operating Cost for New Facilities | \$ 436,949 | \$ 436,949 | 100% |
| Distance Learning Fee | \$ 3,319,162 | \$ 3,174,949 | 96% |
| Technology Fee | \$ 3,074,103 | \$ 2,778,211 | 90% |
| Lab Revenue Fees | \$ 2,062,917 | \$ 1,883,519 | 91% |
| Other Revenues | \$ 3,962,196 | \$ 3,983,637 | 101% |
| Other Student Fees | \$ 1,992,768 | \$ 1,741,705 | 87% |
| Fund Transfers In | \$ 2,175,201 | \$ 3,231,449 | 149% |
| Revenue Stabilization Reserve | \$ 2,150,500 | \$ - | 0% |
| One-Time Non-Recurring Funds | \$ 1,569,328 | \$ 1,569,328 | 100% |
| Total Revenues - Fund 1x | \$ 144,867,283 | \$ 138,071,413 | 95% |
| Operating Costs | | | |
| | FY12-13 Budget | FY12-13 Year End | % of Budgeted Revenue |
| Personnel & Benefits | | | |
| Instructional/Faculty-Full Time | \$ 27,970,430 | \$ 26,668,293 | 95% |
| Administrative | \$ 20,405,375 | \$ 19,379,748 | 95% |
| Career (Non-Instructional) | \$ 23,900,492 | \$ 22,706,588 | 95% |
| Adjunct/Supplemental | \$ 15,172,713 | \$ 15,805,102 | 104% |
| Other Academic | \$ 539,935 | \$ 237,071 | 44% |
| Non-Instructional OPS and Overtime | \$ 2,754,125 | \$ 2,619,909 | 95% |
| Student Assistants | \$ 500,000 | \$ 340,257 | 68% |
| Personnel Benefits | \$ 21,755,250 | \$ 23,092,283 | 106% |
| Total Personnel & Benefits | \$ 112,998,321 | \$ 110,849,252 | 98% |
| Current Expense | | | |
| Travel | \$ 602,964 | \$ 876,585 | 145% |
| Repairs & Maintenance | \$ 1,217,864 | \$ 1,127,449 | 93% |
| Rentals/Leases | \$ 474,271 | \$ 279,866 | 59% |
| Insurance (Non-Health) | \$ 1,725,368 | \$ 1,660,930 | 96% |
| Utilities | \$ 6,235,055 | \$ 5,467,236 | 88% |
| Services and Fees | \$ 4,972,079 | \$ 3,951,230 | 79% |
| Scholarships/Fee Waivers | \$ 610,895 | \$ 861,998 | 141% |
| Materials and Supplies | \$ 5,442,805 | \$ 6,147,974 | 113% |
| Tech Expense/Licensing | \$ 2,504,455 | \$ 2,206,870 | 88% |
| Other Current Expense | \$ 2,870,526 | \$ 1,318,186 | 46% |
| Total Current Expense | \$ 26,656,281 | \$ 23,898,324 | 90% |
| Capital Spending | | | |
| Computer Refresh Leases | \$ 3,254,815 | \$ 1,362,854 | 42% |
| Capital Purchases- Non-Recurring | \$ 980,341 | \$ 680,741 | 69% |
| Total Capital Spending | \$ 4,235,156 | \$ 2,043,595 | 48% |
| Total Operating Costs - Fund 1x | \$ 143,889,758 | \$ 136,791,171 | 95% |
| Total Remaining Funds (Surplus/Deficit) | \$ 977,525 | \$ 1,280,242 | |
| Less Revenue Write-off | \$ 977,525 | \$ 1,113,569 | |
| Revenue Over Expense | \$ 0 | \$ 166,673 | |

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Dual Enrollment Agreement and Facilities Joint Use Agreement

The 2013-2014 Dual Enrollment Articulation Agreement is attached for informational purposes. Further, approval is sought to enter into a Facilities Joint Use Agreement with the Pinellas County School Board to delineate cost sharing responsibilities related to use of college and school board property for instructional purposes and associated usage. Further, approval is sought to enter into any amendments, extensions, or renewals as necessary, within the original intent and purpose of this agreement.

The Florida Statutes, §1007.271, authorizes the Florida College System to participate in dual enrollment programs whereby an eligible secondary student may enroll in a postsecondary course creditable toward high school completion and toward a college degree.

The law provides that each District School Superintendent and Florida College System President shall develop a comprehensive Dual Enrollment Articulation Agreement which shall be reviewed and updated each year and submitted by the college to the Department of Education on or before August of each year. The Agreement must include a delineation of courses and programs available to students, eligibility requirements, and responsibilities of each entity, including a funding provision that delineates costs incurred by each entity.

Florida Statutes governing dual enrollment were amended during the 2013 legislative session necessitating revisions to the existing Dual Enrollment Articulation Agreement between St. Petersburg College and the Pinellas County School Board for the 2013-2014 year. These revisions include:

- College Placement Testing. The Agreement has been amended to reflect that the first College Placement Test (CPT) is free, however, dual enrollment applicants will pay \$15.00 for each subsequent CPT.
- Career Dual Enrollment. The Agreement has been amended to reflect that the terminology is changed from “technical” to “career” dual enrollment, and that dual enrollment career courses must lead to industry certification.

- Responsibilities for Cost Sharing. The Agreement has been amended to reflect the provisions of Senate Bill 1514, Chapter 2013-45, Laws of Florida, that mandates that district school boards pay the standard tuition (\$71.98 per credit hour for the 2013-2014 year) directly to colleges for students attending dual enrollment classes on a college campus, and that the board pay for costs associated with instruction, salary and benefits for dual enrollment courses taught on a high school campus by college faculty, and for instructional costs associated with dual enrollment where courses are taught on the high school campus by its faculty. The Agreement will also be revised to provide that the college is responsible to reimburse the board for agreed upon costs and expenses to include, but not be limited to, the proportional costs of student support staff, guidance counselors, teaching materials, as well as the operational cost of facility usage where instruction and associated services are provided on board property.

In order to appropriately facilitate the cost sharing responsibilities related to facility usage the current Joint Use Agreement between St. Petersburg College and Pinellas County School Board is being revised to provide a mechanism through which to identify and calculate facility usage and associated costs. Activities and programs covered under the Joint Use Agreement requiring payment by the college to the school board include use of classrooms for instruction, lab rentals, internships and practicum courses, as well as fees for usage of board property for college fairs and conferences, FAFSA nights, testing centers, office space for counselors, and on-site recruiting efforts held on school board property.

Dr. Anne Cooper, Senior VP Academic Affairs

**2013-2014 Dual Enrollment Articulation Agreement
Between the Pinellas County School Board and the
St. Petersburg College District Board of Trustees**

THIS AGREEMENT is entered into by and between the District Board of Trustees of St. Petersburg College, hereafter referred to as the College, and the School Board of Pinellas County, hereafter referred to as the Board; and

WHEREAS, the Commissioner of Education has encouraged enhanced Dual Enrollment articulation agreements among public schools, community colleges, and universities and has provided comprehensive guidelines for such agreements; and

WHEREAS, the Board and the College have a long history of cooperation, dating back to 1927 and the establishment of the college under the leadership of Captain George M. Lynch, who served as the first President and as the Superintendent of Public Instruction; and

WHEREAS, Section 1007.235, Florida Statutes, specifies that articulation agreements pertaining to acceleration programs (dual enrollment) shall be executed between community college boards of trustees and district school boards within each community college district; and

WHEREAS, the 1992 Legislature repealed Sections 228.073, 228.074, 228.075, and 228.076. F.S., which related to regional coordinating councils; and

WHEREAS, the 2008 Legislature enacted SB 1908, which amended F.S. 1008.30 to require the Department of Education to purchase or develop assessments to be used by high schools in evaluating the college readiness of selected students prior to grade 12, beginning with the 2008-2009 school year; and WHEREAS the State Board of Education must establish by rule the minimum test scores a student must achieve to demonstrate readiness; and WHEREAS students achieving the minimum scores, and enrolling in a community college within 2 years, will not be required to enroll in remediation courses; and WHEREAS high schools, to the extent practicable, must provide 12th grade students scoring below the minimum scores with access to remedial instruction prior to graduation; and

WHEREAS, the Board and the College desire to continue to enjoy a harmonious working relationship and voluntarily continue to enhance articulation between the two entities to improve educational opportunities for students who are served by the two entities; and

NOW, THEREFORE, BE IT RESOLVED that the Board and the College agree to the following:

A. Pinellas Education Articulation Committee: The Board and the College agree to continue the functions of the Pinellas Education Articulation Committee with equal membership from each entity to monitor the activities established by this agreement, to recommend enhancements and other changes, and to generally promote articulation between the public schools and the

college. See Exhibit A for further details including the charge and membership of the committee.

B. Acceleration Programs: The Board and the College agree to provide acceleration opportunities for Pinellas County students through the Dual Enrollment (Academic Dual Enrollment and Technical Dual Enrollment, and Early Admission), Advanced Placement, International Baccalaureate, the Early College Program and the Fast Track (Three-Year Baccalaureate) Programs. Complete details of the agreements for each of the programs are provided in Exhibit B. Advising and counseling services will be provided to students in order for them to take advantage of acceleration opportunities for which they are qualified.

C. Joint Use Agreement: The Board and the College maintain a Joint Use Agreement for facilities usage by both entities and that agreement allows the college to recognize financial burdens placed on the Board when the College uses the Board's facilities.

D. Strategies for reducing the incidence of postsecondary remediation:

1 The College will make available to 10th grade students attending Pinellas County Schools one or more assessment tools for diagnostic purposes.

2. The Board will develop an academic plan with individualized strategies for improvement for those students taking the exam and obtaining a score below those identified as college ready.

3. The Board will provide all 8th grade students with career information designed to assist students in course selection and career planning.

4. The Board and the College have developed a plan that meets the requirements for HB 1255: The College Readiness Initiative in Exhibit C.

E. Delineation of Programs and Courses Not Part of the Agreement. The Board and the College agree that either institution may offer new programs authorized under current legislation or administrative rule. However, both parties agree to notify the other prior to implementation of any new programs.

F. General Articulation Efforts. The Board and the College agree to work toward articulation agreements that will reduce duplication, share resources, and otherwise enhance the activities and opportunities for each entity in areas such as Staff and Professional Development, Faculty to Faculty Articulation, Counselor to Counselor Articulation; Research and Management Information, and Testing. The Pinellas Education Articulation Committee is responsible for exploration of potential areas of cooperation and encouragement of formulation of appropriate agreements in each of these areas. Specifically, the Board and the College have developed a plan, required by the 1999 legislature, for joint development of a teacher preparation program for improving the preparation of elementary, middle and high school teachers and for joint in-service staff development.

G. Student Records. Pinellas County School Board and St. Petersburg College agree to share student data consistent with the restrictions imposed by state and federal laws and statutes. The purpose of this sharing will be to inform students of educational opportunities, monitor academic achievement and college readiness, measure program effectiveness and facilitate on-going research. Each organization agrees to treat such shared student information as confidential, and agrees not to release personally identifiable information to third parties, except as permitted by law. Technical details of data sharing will be determined by mutual agreement of the data processing departments of both the Pinellas County School Board and St. Petersburg College. The parties may provide personally identifiable student records to each other in the performance of this agreement, including, but not limited to, academic transcripts and disciplinary records. Such records are provided pursuant to Section 1002.221 and 1002.225, Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.221 and 1002.225, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records. The Articulation Committee, composed of representatives of both organizations and described above, will monitor, control and review all data sharing.

H. Pinellas County School Board and St. Petersburg College agree to work cooperatively to improve the readiness of students for postsecondary education. Activities such as Discipline-to-Discipline articulation on general education, College Readiness, Advising and Career Awareness activities, CPT/PERT Testing and Evaluation, Bright Futures Evaluations and other strategic advising and counseling sessions will be utilized to increase the success of students graduating with a standard high school diploma and matriculating at postsecondary institutions.

I. This agreement shall continue in full force and effect unless terminated by notice of one party to the other at least 180 days in advance of the termination date. However, hereafter, it may be amended on an annual basis through a Letter of Understanding accepted by both parties. With the exception of fundamental changes to the agreement, the President and Superintendent shall have the authority to modify the agreement in order to carry out its intent.

LETTER OF UNDERSTANDING TO AMEND THE 2012- 2013 DUAL ENROLLMENT AGREEMENT FOR THE 2013-2014 SCHOOL YEAR.

Members of the Pinellas Education Articulation Committee conducted an annual review of the Dual Enrollment Agreement between the Pinellas County School Board and the St. Petersburg College District Board of Trustees. The agreement has been updated and modified in order to carry out its intent.

Approvals:

Michael A. Grego, Ed.D., Superintendent

Date

Approved as to Form:

School Board Attorney

William D. Law, College President
And Secretary to the Board of Trustees

Date

Approved as to Form and Content:

General Counsel

Approved by: _____

On: _____

LIST OF EXHIBITS

EXHIBITS

TITLE

| | |
|-----------|---|
| Exhibit A | Pinellas Education Articulation Committee |
| Exhibit B | Acceleration Programs (AP, Dual Enrollment, Early College, Early Admission, IB, CLEP) |
| Exhibit C | Strategies for Reducing Remediation |
| Exhibit D | Early Admissions to College Counseling Guide |
| Exhibit E | Index of Academic Support |
| Exhibit F | College Credit Dual Enrollment |

EXHIBIT A

PINELLAS EDUCATION ARTICULATION COMMITTEE

- I. The Board and the College agree to establish the Pinellas Education Articulation Committee with equal membership from each entity to monitor the activities established by this agreement, to recommend enhancements and other changes, and to generally promote articulation between the schools and the college.

- II. Members will be appointed, or re-appointed, to the Committee during the spring of each year to serve the following Fiscal Year, July 1 to June 30. There are no limitations on the number of terms individuals may serve. The Committee will elect its own chairperson, vice chairperson, and secretary at the last meeting of the year, usually alternating the chairperson between representatives of the Board and the College.

- III. Committee members shall be as follows:

From the College

Associate Vice President Academic Affairs & Partnerships
Executive Director Institutional Research, Effectiveness
Director of Recruitment Services
One Provost
One Associate Provost
One Academic Dean
Director/Coordinator for Dual Enrollment/Early College/Early Admission Programs
Director of Scholarships and Student Financial Assistance
Collegiate High School Principal or Designee
College Placement Testing Coordinator
Career Pathways/Workforce Specialist

From the Board

Associate Superintendent, K-12 Curriculum
Assistant Superintendent, Technology Information Systems
Executive Director, High School Education
Director, Advanced Studies and Academic Excellence
Two High School Principals
Specialist, K-12 Guidance Services
Two Assistant Principals for Curriculum
Director of Career, Technical, and Adult Education
Financial Aid/Admissions Advisor
Two High School Guidance Counselors

IV. The Committee will meet every other month during the school year (September through May) and other times as needed and will submit reports, through the President of the College and the Superintendent of Schools, to the respective boards, as needed.

EXHIBIT B

ACCELERATION PROGRAMS

- I. The Board and the College agree to provide acceleration opportunities for Pinellas County students through the Dual Enrollment (Academic Dual Enrollment, Career Dual Enrollment, and Early Admission), Advanced Placement, International Baccalaureate, Early College Program, Advanced International Certificate of Education and the Fast Track (Three-Year Baccalaureate) Programs. These programs allow qualified students to earn credits toward their high school diplomas and college degrees at the same time through special allowances authorized by the Legislature and the State Board of Education. Students participating in Dual Enrollment, Early Admission, the Early College Program or Fast Track Baccalaureate programs must demonstrate sufficient pre-collegiate preparation on a college placement test that assesses basic computation and communication skills. The Early College Program Agreement approved by the Board on April 10, 2007 shall be amended periodically for program enhancement and efficiency.

- II. Dual Enrollment Programs
 - A. The Academic and Career Dual Enrollment Programs provide for college level courses to be offered in the high schools so that students can pursue the college courses with minimum difficulty. Dual Enrollment Programs are only intended for high school students seeking a standard high school diploma.
 1. Academic Dual Enrollment: To be eligible for participation in the Program, a student must be a junior or senior, attending a public high school within the Board's district, who has demonstrated prior academic achievement by attaining at least a 3.0 unweighted grade point average or at least a cumulative 3.0 unweighted grade point average in a particular field of study, and who has otherwise demonstrated that he/she is prepared for the dual enrollment experience.
 2. Career Dual Enrollment: To be eligible for participation in the Program, a student must be a junior or senior, attending a public high school within the Board's district, who has demonstrated prior academic achievement by attaining an overall cumulative 2.0 unweighted grade point average or at least a cumulative 2.0 unweighted grade point average in a particular field study, and who has otherwise demonstrated that he/she is prepared for the dual enrollment experience.
 3. To maintain eligibility in academic dual enrollment, students must maintain a 2.0 GPA in all college courses and a cumulative unweighted 3.0 high school GPA; for career dual enrollment, students must maintain a cumulative unweighted 2.0 high school GPA. Students who fall below these eligibility standards may be considered for continued dual enrollment with the approval of PCS and SPC on an individual student basis. When non-academic dual enrollment courses are specific to Pinellas County Schools magnet program and/or academy, a cumulative unweighted GPA of 2.0 or higher will be acceptable to meet eligibility criteria.

4. Students disruptive to the learning environment may be denied dual enrollment opportunities. All dual enrollment students must agree to abide by all SPC policies and procedures including, but not limited to the Pinellas County School Board Code of Student Conduct. Students understand that if they violate any items in either the SPC or Pinellas County School Board Codes of Student Conduct, they may be denied participation in dual enrollment on both SPC campuses and PCS high school campuses.
5. Special requirements include:
 - a. The courses offered for each academic year shall be approved each year and are included in Exhibit B1. Additional Career Dual Enrollment courses may be included in Exhibit B1 once the Postsecondary Industry Certification Funding List is finalized. In addition, courses may be added or deleted at other times by the mutual agreement of the College President and the Board Superintendent. PCS students who are participating in dual enrollment shall be limited to six college-level courses per term. These courses shall include both dual enrollment and advanced placement and/or a combination of the two.
 - b. The Board shall assure that the courses offered in the Program do not unnecessarily duplicate any courses already contained in the high school curriculum and that the courses offered within the Program complement the high school curriculum.
 - c. The Board shall designate an individual at each public high school who will serve as the dual enrollment liaison. Development of the dual enrollment course schedule and notification to the College of that schedule shall be in accordance with Exhibit B1a. In addition, the College Dual Enrollment Program Coordinator will be available prior to and during each term at each high school within the school board district at times to be designated. Students enrolled in the St Petersburg College charter high school or Early College Program will be permitted to take any course offered by SPC that meets high school graduation requirements and the dual enrollment provisions of 1007.271 F.S. All of the charter high school students will be pursuing an AA degree. The staff at the charter high school and program directors for these courses will assist the student in making selections that parallel their educational interest. Students who are enrolled in St. Petersburg Collegiate High School who take an art, music, photography or dance course through St. Petersburg College will be awarded a high school fine arts designation for the performing arts course completed on the high school transcript.

The College Dual Enrollment Program Coordinator is responsible for supervising the program including, coordinating deadlines (Exhibit B1a.) and performing duties outlined in item (e.) below.

- d. Academic and Career Dual Enrollment students may only enroll in full term SPC courses. PCS students may not drop or withdraw from a dual enrollment course after the second calendar week of the SPC class. All drops/withdrawals for dual enrollment students must be authorized by the SPC dual enrollment office after communication with the school/district. If a student does withdraw from a course during the second week of the SPC class, the student will receive a grade of “W.” Students who drop/withdraw must enroll in another high school course to maintain a full schedule and complete all make up coursework in the high school class. A student who withdraws after the College’s published withdrawal date will receive a “WF” grade for the course. A “WF” grade counts as an “F” in the college and high school GPA.
- e. Prior to enrolling in an online dual enrollment course, academic dual enrollment students must demonstrate success in dual enrollment coursework, evidenced by a college GPA of 3.0 or higher. Special exceptions may be made for second semester seniors who have not yet satisfied their online course requirements for graduation.
- f. A student may not repeat a dual enrollment course for which a grade of “C” or higher has been earned. When students choose to repeat a dual enrollment course to improve a grade of “D” or “F”, the specific Policies and Rules of the Board and College apply as to the treatment of the repeated course grades, transcript reporting, and GPA/credit determination.
- g. In addition to the responsibilities set forth above, the Board shall:
 - (1) make space available for the courses offered within the Program,
 - (2) assist the College in the distribution of promotional information, including the display of information in each school’s course description guide of dual enrollment opportunities, the educational benefits of the Program and the requirements for participation,
 - (3) make reasonable efforts to avoid conflicts in scheduling and curriculum,
 - (4) identify the Board's qualified instructional personnel, who would be available for teaching in the Program,
 - (5) assure that the appropriate high school credit will be awarded to students participating in the Program,
 - (6) identify the students qualified for participation in the Program,
 - (7) provide counseling services regarding the College's educational programs to students participating in the Program,
 - (8) monitor student performance in accordance with Exhibit B1.
 - (9) make space available for the dual enrollment and early college programs at the county-wide program fairs, and

- (10) provide students and parents information regarding college-level course expectations
 - (11) ensure that in the absence of a credentialed instructor teaching a dual enrollment course, the substitute teacher must be a credentialed faculty member within the same discipline.
- h. In addition to the responsibilities set forth above, the College shall:
- (1) provide course content,
 - (2) select and supervise instructional personnel,
 - (3) select instructional materials,
 - (4) mail information out to rising juniors and seniors,
 - (5) advertise the dual enrollment opportunities on the College website,
 - (6) annually publish a dual enrollment opportunity booklet,
 - (7) schedule annual dual enrollment/early college/early admission information sessions to be located on an SPC campus and/or PCS campus.
 - (8) ensure timely transmission of Dual Enrollment grades in conjunction with the Board to be reflected on both the high school and college transcripts
- i. Responsibilities for Cost: In accordance with Fla. Statutes §1007.271, subsection (21)(n), the College and the Board agree to the following cost-sharing responsibilities:
- I. The Board shall pay the College the standard tuition rate per credit hour for dual enrollment students enrolled in courses when such instruction takes place on the College campus.
 - II. The Board shall pay the College for costs associated with instruction, salary and benefits for dual enrollment courses taught on a high school campus by College faculty.
 - III. The Board shall pay the College for instructional costs associated with dual enrollment courses taught on the high school campus by Board faculty.
 - IV. The College shall be responsible to reimburse the Board for agreed upon costs and expenses to include, but not be limited to, the proportional costs of student support staff, guidance counselors, teaching materials, as well as the operational cost of facilities usage where instruction and associated services are provided on Board property. Cost sharing responsibilities related to facilities usage shall be calculated pursuant to a Joint Use Agreement between the College and the Board.

- j. Students participating in the Program shall not be assessed fees if they are enrolled in courses through which they earn credit toward both a high school diploma and an associate degree.
- k. Students who wish to participate in the Program must submit a completed St. Petersburg College Application for Admission form, excluding the application fee. Students who wish to participate in General Education courses must take the common placement test (CPT) and /or SAT or ACT examinations and attain scores prescribed by the College in order to participate in the program. Students who meet the eligibility requirements must obtain a Dual Enrollment Permission Form from their high school guidance counselor, including all required signatures prior to registering for classes. Students who satisfactorily complete the requirements of the courses within the Program shall receive both high school and college credit. Students no longer participating in the Program who wish to enter St. Petersburg College must comply with all admission requirements of the College.
- l. If fewer than 15 students are enrolled in a course, the College may elect to hold such course at a St. Petersburg College site. In such event, the Students shall be responsible for providing their own transportation. Finally in instances where eligible students opt to enroll in courses on an SPC campus the students are responsible for providing their own transportation.
- m. The College and the School Board will implement procedures to encourage high schools to utilize the services provided by the Florida Virtual Campus (FLVC), to include college search, admissions applications, career portfolio, application for financial assistance and degree shopping. Links have also been created on the College website that encourages students to review dual enrollment course history.
- n. All adjunct faculty teaching Dual Enrollment courses must meet SACS requirements/guidelines for postsecondary instructors in the course/discipline regardless of the location of the class (i.e., college campus, high school campus, or satellite site). For dual enrollment courses offered on the high school campuses, the College shall be responsible for the selection and continuation of instructional personnel. When the College provides instructors to teach Dual Enrollment courses on the high school campus, the College will provide the Board's Office of Human Resources written verification of the instructors' successful passage of a Level 2 background screening within the last five (5) years. Instructors shall be rescreened as necessary to comply with applicable law and policy.
- o. The College will:

- (1) Provide a copy of the College's current faculty or adjunct faculty handbook to all faculty members teaching a dual enrollment course
- (2) Provide a copy of the College's current student handbook
- (3) Designate an individual to observe all faculty members teaching a dual enrollment course
- (4) Use the same criteria to evaluate faculty members teaching a dual enrollment course
- (5) Provide course plans and objectives to all faculty members teaching a dual enrollment course
- (6) Ensure the following curriculum standards for content, syllabi, examination, and grades apply to college credit dual enrollment:
 - a. Dual enrollment courses taught on a high school campus must meet the same competencies required for courses taught on the College campus
 - b. Instructional materials used in dual enrollment courses must be the same as or comparable to those used in courses offered by the College
 - c. Course requirements, such as tests, papers or other assignments, for dual enrollment students must be at the same level of rigor or depth as those for all non-dual enrollment postsecondary students
 - d. Registration policies for dual enrollment courses shall be determined by the College
 - e. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course

p. The Board will ensure that each faculty member providing instruction in College credit dual enrollment courses must:

- (1) Meet the qualifications required by the College
 - (2) Provide the College with a copy of his or her postsecondary transcript
 - (3) Provide the College with a copy of the current syllabus for each course taught prior to the start of the term
 - (4) Provide the College with a copy of the student attendance and final exams for each course
 - (5) Require completion of the Student Survey of Instruction (SSI) for each course
 - (6) Adhere to the professional rules, guidelines, and expectations stated in the College's adjunct faculty handbook
 - (7) Adhere to the rules, guidelines, and expectations stated in the College's student handbook
- (Please see Exhibit F for College Credit Dual Enrollment)

q. As an integral part of the ECP experience, SPC and PCSB shall permit dually enrolled students, both full-time (ECP, EA, SPCHS) and part-time (DE), to participate in SPC Student Government and class-related field trip activities. Such

class-related trips may include those requiring out-of-town travel and overnight stays; provided, however in the opinion of the principal, or designee, the activities do not conflict with any high school coursework. SPC will obtain the necessary consents and releases in the case of any minor DE student. In such cases, SPC shall have supervisory responsibility over DE students, and shall provide adult supervision of ECP/DE students during such experiences.

- B. The Early Admission Program provides qualified students an opportunity to enroll full-time at the college during their senior year in high school. The program is intended to serve students in grade 12 with a cap of 40 students per participating SPC campuses, not to exceed 160 students college-wide.
1. To be eligible for participation in the Program, a student must:
 - a. submit a high school transcript that indicates he or she has satisfactorily completed three full years of high school with a minimum of 18 credits earned in grades 9-12 and has reached the minimum level of achievement on the Florida Comprehensive Assessment Test;
 - b. complete the Board's Application for Early Admission to College form which is signed by the high school principal or designee, parent and student;
 - c. complete all of the above plus all other general admission requirements no later than February 10. Special consideration will be given to applicants seeking spring term entrance into specialized workforce related programs.
 - d. provide his or her college course schedule to the high school principal so that he or she may be scheduled as a dually enrolled student in the Pinellas County School System.
 2. During the student's enrollment in the Early Admissions Program, he or she must complete a minimum of 15 credit hours per semester and maintain a grade point average of 2.0 on a 4.0 scale.
 3. Students participating in the Early Admissions Program must meet certain criteria to graduate from high school.
 - a. The student must have earned all required credits and achieved proficiency on all must pass state assessments for graduation from a Pinellas County high school before a diploma will be granted. Those requirements include: four English credits, three science credits, four mathematics credits, three social studies credits including one credit of American history, one credit of world history, one-half credit of economics and one-half credit of American government, one fine or practical arts credit and one credit in physical education/health to be Health Opportunities through Physical Education in Pinellas.
 - b. An overall unweighted 2.0 GPA is required for high school graduation.
 - c. The student may be awarded a high school diploma at the time of the regularly scheduled graduation ceremonies, or at a time convenient to the principal,

provided all of the above conditions are met. To participate in such ceremonies the student must be aware of the school graduation procedures and shall follow all such procedures in proper sequence or the diploma cannot be issued.

- d. An early admission student is not included in high school class rank computations for consideration for valedictorian or salutatorian status.
 - e. An early admissions student may not withdraw from any college credit course without permission of his/her high school principal or designee. Failure to notify the school could jeopardize graduation from high school and may result in the student having to attend the adult evening high school program or dual enrollment summer term to complete required credits for high school graduation.
- C. Requirements for maintaining student records are similar for all Dual Enrollment Programs. Dual Enrollment students are full-time registered students in high school and in St. Petersburg College and thus shall have tuition waived by SPC and books paid for by Pinellas County Schools. Instructors complete both high school and college attendance records and grade records. At the close of Terms I, II, and III attendance and grade records are submitted to the appropriate high school records office.
- D. Accounting for dual enrollment instructional materials for all Dual Enrollment programs shall be accomplished as follows:
- 1. For the purpose of this Agreement, the term “instructional materials” means the required core materials assigned for use within dual enrollment courses as defined in Sec. 1006.28, F.S., but does not include supplemental materials, supplies, or equipment including laboratory supplies, calculators, computers, or other electronic devices.
 - 2. Inventory and Recovery of Dual Enrollment classroom sets - The liaison at each high school participating in the dual enrollment program will be responsible for inventory control of instructional materials used at that school. Their responsibilities will include accounting for the distribution and recovery of all materials as well as storage of materials not in use.
 - 3. All dual enrollment materials are to be purchased by and are the property of the Board.
 - 4. Reuse and Resale - Purchase of, distribution of, and accounting for all instructional materials are the responsibility of the board. Instructional materials shall be reused whenever possible. If the shortage occurs at a participating high school, materials will be transferred whenever possible from another participating school in the county. Obsolete instructional materials will be sent to Walter Pownall Service Center for appropriate disposal.

5. St. Petersburg College will be responsible for organizing student data files and providing such files to the bookstore for the creation of individualized student textbook accounts for the Dual Enrollment, Early College, and Early Admission programs.
- III. The Advanced Placement Program is an effective acceleration mechanism whereby students can earn high school and college credit through a special program of the College Board. Students enroll in the Advanced Placement courses at their high schools and upon successful completion of the end of course examinations may earn credits at the College.
 - A. Students who successfully complete the Advanced Placement examinations with a score of 3 or higher will be granted credit toward an Associate degree at St. Petersburg College. Credits granted by SPC for Advanced Placement courses are transferable among Florida institutions of higher education.
 - B. An official record of the examination score(s) is required and must be received directly from the College Board or provided by the participating high school. Awarded credit will appear on the student's permanent record as earned credit only without any indication of grades or quality points.
 - C. Credits that will be awarded by the College for the Advanced Placement may be accessed at <http://www.fl DOE.org/articulation>.
 - IV. The International Baccalaureate Diploma Program is a program of studies comparable to a comprehensive Advanced Placement curriculum and the International Baccalaureate Program Diploma is awarded only if the students meet curricular, service and thesis requirements and examinations.
 - A. Students who successfully complete the International Baccalaureate examination with a score of 4 or better will be granted credit toward an Associate degree at St. Petersburg College.
 - B. Credits for the International Baccalaureate program are awarded by the college following receipt of an official record of the examination scores. Awarded credit will appear on the student's permanent record as earned credit only without any indication of grades or quality points.
 - C. Credits that will be awarded for the International Baccalaureate Program may be accessed at <http://www.fl DOE.org/articulation>.
 - V. The Advanced International Certificate of Education (AICE) is an academically rigorous, internationally used; specialized, English language curriculum offered to students in the higher levels of high school intended to prepare them for an honors program during post-secondary education.
 - A. The curriculum is overseen by Cambridge International Examinations, who first implemented the AICE in 1994.
 - B. It includes classes in the subject areas of mathematics and science; languages; and arts and humanities with two levels of difficulty Advanced Subsidiary level and Advanced level with Advanced level being more challenging.

C. It is mandatory for a student to have taken and passed a subject on the Advanced Level.

VI. The SPC Fast Track Baccalaureate Program is a cooperative arrangement among the Pinellas County School System and St. Petersburg College that permits students to develop a planned program toward earning a baccalaureate degree within two or three years of graduation from high school.

A. Participants in the Fast Track Baccalaureate Program must participate in the Dual Enrollment, Early Admission, Early College, Advanced Placement, and/or International Baccalaureate Programs offered through the Pinellas County School System. They must be excellent students who are prepared to make extra effort in their studies and they must meet the specific admissions criteria for those programs. Students may enter the Fast Track Baccalaureate Program in their sophomore (in identified high school programs only), junior or senior year to be able to complete a sufficient number of college level credits before graduating from high school.

B. Students who enroll in the Fast Track Baccalaureate Program may receive counseling while in high school to ensure that their course choices provide appropriate options upon entry at St. Petersburg College. The specific selection of courses in the various acceleration options will vary from school to school and some of the offerings needed to complete the program may not be available in all of the high schools.

C. The model programs in 11 different majors that are available are designed to present a preferred sequence of courses. Except for a few of the education majors the model programs show that the work after high school may be completed in four to six semesters with no work required in the summers. Students may choose to take additional elective courses, spread the work from the fall and spring terms, or accelerate their completion even more by enrolling in courses each summer.

D. Each of the model programs is based on the assumption that at least two years of a foreign language (two years in the same language) will be completed in high school. If not, electives listed for the years at SPC will need to be devoted to completion of the foreign language requirements. All baccalaureate majors must prove competency in a foreign language as a program exit requirement so if the language is not completed in Advanced Placement or other college credit options in the high school it will need to be completed in the year at SPC.

E. SPC Fast Track Baccalaureate programs are available in:

Natural Sciences

Biology

Business

Business Administration

Education

| | |
|-------------------------------|--------------------------------|
| Elementary Education | |
| Educational Studies | Secondary Mathematics |
| Exceptional Student | Secondary Science/Biology |
| Middle Grades General Science | Secondary Business Technology |
| Middle Grade Mathematics | Secondary Technology Education |

Policy and Legal Studies

Public Policy and Administration

VII. The Early College Program provides qualified students an opportunity to enroll full time at the College during their Junior and Senior years leading to simultaneous completion of the high school diploma and the Associate in Arts degree.

A. Eligibility requirements for the Early College Program mirror those of academic dual enrollment noted in Exhibit B, Section II., A., 1.

B. Responsibility for Screening and Monitoring Dually Enrolled ECP Students.

a. All ECP students must provide required documentation for enrollment in SPC and PCSB.

b. SPC shall advise ECP students concerning college courses, coordinate their registration, and monitor their academic performance. PCSB shall monitor and advise ECP students on information regarding all high school graduation requirements.

c. Except as otherwise provided by law or in this agreement, students enrolled in the ECP shall be subject to SPC's rules, policies and procedures to the same extent as any other student enrolled at SPC, including, but not limited to, those governing student conduct, academic honesty and grade appeals. Nothing in this agreement shall preclude PCSB from addressing the same student issue or conduct addressed by SPC in accordance with PCSB rules, policies and procedures; however, such determinations made or discipline instituted by PCSB shall be independent of, and shall have no effect on, determinations made or discipline instituted by SPC.

d. SPC shall have supervisory responsibility over students enrolled in the ECP while they are on the SPC campus, or engaged in SPC sponsored events, to the same extent as other SPC students.

C. Specific requirements for maintaining eligibility in the Early College Program are outlined in the Principles of Participation in Exhibit B3.

D. Students in the Early College Program are not included in high school class rank computations for consideration for valedictorian or salutatorian status.

VIII. Credit Equivalents will be calculated as follows:

A. English, Math, Foreign Language and Science courses equals one full high school credit and all additional three college semester hour courses equals one-half high school credit. High School credit may be granted in other instances, however, by agreement of the Vice President of Academic and Student Affairs and the Assistant Superintendent for K-12 Curriculum if course outcomes are mastered.

B. Credit equivalents for dual enrollment courses are identified in Exhibit B1.

C. Credit-by-Exam equivalencies for Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), DSST Examination Program, and Excelsior College Examinations are set by the state Articulation Coordinating Committee (ACC) and can be accessed at <http://www.fl.doe.org/articulation>.

IX. Strategies for Reduction of Remediation of High School Students to increase the readiness of students to participate in college level work are included in Exhibit C.

X. Alternative Methods for Meeting the College Foreign Language Entrance Requirement were approved by the 1996 Legislative amendment to F.S., and shall provide for the following:

A. The student shall complete two sequential years of a foreign language.

B. The student may demonstrate competency in her/his native language via

--standardized examination (i.e. CLEP)

--internally developed institutional examination

--secondary or post-secondary transcript indicating competence in communications/grammar/literature

XI. Articulated Equity Plans

Both the College and Board have established Equity Plans to increase the minority enrollment of students in dual enrollment courses. Pilot initiatives to enhance the enrollment of underrepresented populations may be approved by the Pinellas Education Articulation Committee (PEAC).

EXHIBIT B1

Approved Courses for Dual Enrollment Students

**St. Petersburg College/Pinellas County School Board
Approved Courses for Dual Enrollment Students
Effective fall 2013**

*NOTE: All dual enrollment students will receive honors quality points for any course on this list. Dual enrollment courses are weighted the same as Advanced Placement and IB courses.

| Course | Description | High School Graduation Subject Area Requirement Satisfied | HS Credit Awarded | Special Arrangement/Location |
|------------------|--|--|-------------------|----------------------------------|
| ACG 2021 | Financial Accounting | Elective | 0.5 | Q – CDE |
| ACG 2071 | Managerial Accounting | Elective | 0.5 | Q – CDE |
| ACG 2450 | Microcomputer Accounting | Elective | 0.5 | Q - NEHS – AF & CHS – CAICC, CDE |
| | | | | |
| AMH 1091 | African American History | Elective | 0.5 | Q |
| AMH 2010 | History of the United States I | American History (with AMH 2020) | 0.5 | Q |
| AMH 2020 | History of the United States II | American History (with AMH 2010) | 0.5 | Q |
| | | | | |
| AML 1600 | African American Literature | Elective | 0.5 | Q |
| AML 2010 | American Literature to 1865 * | English | 1.0 | Q |
| AML 2010H | Honors American Literature I* | English | 1.0 | Q-SPC |
| AML 2020 | American Literature from 1865 to Present * | English | 1.0 | Q |
| AML 2020H | Honors American Literature II* | English | 1.0 | Q-SPC |
| | | | | |
| ANT 2000 | Introduction to Anthropology | Elective | 0.5 | Q |
| ANT 2003 | Survey of Anthropology | Elective | 0.5 | Q |
| ANT 2410 | Cultural Anthropology | Elective | 0.5 | Q |
| | | | | |
| ARC 1301 | Architectural Design I | Performing Fine Arts | 0.5 | Q |
| ARC 1701 | Architectural History | Performing Fine Arts | 0.5 | Q |

| Course | Description | High School Graduation Subject Area Requirement Satisfied | HS Credit Awarded | Special Arrangement/Location |
|-------------------|---|--|--------------------------|-------------------------------------|
| ARH 1000 | Understanding Art | Performing Fine Arts | 0.5 | Q |
| ARH 2050 | Art History: Ancient to Gothic | Performing Fine Arts | 0.5 | Q |
| ARH 2051 | Art History: Renaissance to Contemporary | Performing Fine Arts | 0.5 | Q |
| | | | | |
| ART 1330C | Drawing II | Performing Fine Arts | 0.5 | Q |
| ART 1751C | Ceramics II | Performing Fine Arts | 0.5 | Q |
| ART 2501 C | Painting II | Performing Fine Arts | 0.5 | Q |
| | | | | |
| ASL 1140C | Basic American Sign Language w/Lab* | Elective | 1.0 | Q |
| ASL 1150C | Intermediate American Sign Language w/Lab* | Elective | 1.0 | Q |
| ASL 1160C | Advanced American Sign Language w/Lab* | Elective | 1.0 | Q |
| ASL 1430 | Finger spelling | Elective | 0.5 | Q |
| ASL 1510 | Introduction to Deaf Culture | Elective | 0.5 | Q |
| | | | | |
| AST 1002/L | Universe: The Infinite Frontier – AST 1002 - Lecture with AST 1022L – Lab* | Science | 1.0 | Q |
| AST 1003 | The Solar System - Lecture | Elective | 0.5 | Q |
| | | | | |
| BSC 1005/L | Biological Science – BSC 1005 - Lecture with BSC 1005L – Lab* | Science | 1.0 | Q |
| BSC 2010/L | Biology I - Cellular Processes - BSC 2010 - Lecture with BSC 2010L – Lab* | Science | 1.0 | Q |
| BSC 2011/L | Biology II - Organisms and Ecology – BSC 2011 - Lecture with BSC 2011L - Lab* | Science | 1.0 | Q |
| BSC 2085/L | Human Anatomy & Physiology I - BSC 2085 - Lecture with BSC 2085L - Lab* | Science | 1.0 | Q |
| BSC 2086/L | Human Anatomy & Physiology II – BSC 2086 – Lecture with BSC 2086L – Lab* | Science | 1.0 | Q |
| | | | | |
| BSC 2250C | Field Biology of Florida – BSC 2250C Lecture and Lab Combined* | Science | 1.0 | Q |
| | | | | |

| Course | Description | High School Graduation Subject Area Requirement Satisfied | HS Credit Awarded | Special Arrangement/Location |
|-------------------|--|--|-------------------|------------------------------|
| | | | | |
| BUL 2131 | Legal Environment of Business | Elective | 0.5 | Q |
| BUL 2241 | Business Law I | Elective | 0.5 | Q |
| | | | | |
| CCJ 1020 | Introduction to Criminal Justice | Pract. Arts Career Ed. | 0.5 | Q - PPHS – CJA, CDE |
| | | | | |
| CGS 1000 | Introduction to Computers and Programming | Elective | 0.5 | Q - CDE |
| CGS 1100 | Computer Applications | Elective | 0.5 | Q |
| | | | | |
| CHM 1025/L | Introduction to Chemistry – CHM 1025 – Lecture with CHM 1025L – Lab* | Science | 1.0 | Q |
| CHM 2045/L | General Chemistry I – CHM 1045 – Lecture with CHM 1045L – Lab* | Science | 1.0 | Q |
| CHM 2046/L | General Chemistry II – CHM 1046 – Lecture with CHM 1046L – Lab* | Science | 1.0 | Q |
| CHM 2210/L | Organic Chemistry I – CHM 2210 – Lecture with CHM 2210L – Lab* | Science | 1.0 | Q |
| CHM 2211/L | Organic Chemistry II – CHM 2211 – Lecture with CHM 2211L – Lab* | Science | 1.0 | Q |
| | | | | |
| CJL 2062 | Constitutional Laws and Rules of Evidence | Pract. Arts Career Ed. | 0.5 | Q - PPHS – CJA, CDE |
| | | | | |
| CLT 2373 | Ancient Greek Mythology | Elective | 0.5 | Q |
| | | | | |
| CRW 2001 | Creative Writing | Elective | 0.5 | Q |
| | | | | |
| DAA 1100 | Modern Dance I | Performing Fine Arts | 0.5 | Q |
| | | | | |
| DIG 2030 | Survey of Digital Video | Elective | 0.5 | Q - CDE |
| DIG 2040 | Survey of Game Development | Elective | 0.5 | Q |
| DIG 2109 | Digital Imaging Fundamentals | Elective | 0.5 | Q - CDE |
| DIG 2200 | Basic Video Camera | Elective | 0.5 | Q - CDE |
| DIG 2205 | Basic Video Editing | Elective | 0.5 | Q - CDE |
| | | | | |
| | | | | |
| | | | | |

| Course | Description | High School Graduation Subject Area Requirement Satisfied | HS Credit Awarded | Special Arrangement/Location |
|-------------------|--|--|-------------------|---------------------------------------|
| ECO 2000 | Introduction to Economics | Economics | 0.5 | Q – ECP & EA |
| ECO 2013 | Principles of Macroeconomics | Economics | 0.5 | Q |
| ECO 2013H | Honors Macroeconomics | Economics | 0.5 | Q-SPC |
| ECO 2023 | Microeconomics | Economics | 0.5 | Q |
| ECO 2023H | Honors Microeconomics | Economics | 0.5 | Q-SPC |
| EDF 1005 | Introduction to Education | Elective | 0.5 | Q |
| EDF 2085 | Teaching Diverse Populations | Elective | 0.5 | Q |
| EET 1084C | Introduction to Electronics | Elective | 0.5 | Q – ELHS-AE,& DHS-AA & BT- CDE -SPC |
| EME 2040 | Introduction to Educational Technology | Elective | 0.5 | Q |
| EMS 1059C | Emergency Medical Responder | Elective | 0.5 | Q – PHUHS & BCHS CWMP - & PPHS-FR CDE |
| ENC 1101 | Composition I* | English | 1.0 | Q |
| ENC 1102 | Composition II* | English | 1.0 | Q |
| ENC 1121H | Honors Composition I* | English | 1.0 | Q-SPC |
| ENC 1122H | Honors Composition II* | English | 1.0 | Q-SPC |
| ENC 2210 | Technical Writing | English | 0.5 | Q |
| ENL 2012 | British Literature I (to 1800)* | English | 1.0 | Q |
| ENL 2012H | Honors British Literature I (to 1800)* | English | 1.0 | Q-SPC |
| ENL 2022 | British Literature II (since 1800)* | English | 1.0 | Q |
| ESC 1000/L | Earth Science – ESC 1000 – Lecture with ESC 1000L – Lab* | Science | 1.0 | Q |
| ETD 1320C | Introduction to Cad | Pract. Arts Career Ed. | 0.5 | Q - CDE |
| ETD 1340C | Auto Cad II | Pract. Arts Career Ed. | 0.5 | Q - CDE |

| Course | Description | High School Graduation Subject Area Requirement Satisfied | HS Credit Awarded | Special Arrangement/Location |
|-------------------|---|--|--------------------------|-------------------------------------|
| ETI 1110 | Introduction to Quality Assurance | Elective | 0.5 | Q - ELHS-AE,CDE - SPC |
| ETI 1420 | Manufacturing Processes and Materials I | Elective | 0.5 | Q - ELHS-AE,CDE - SPC |
| ETI 1701 | Industrial Safety | Elective | 0.5 | Q - ELHS-AE, CDE,- SPC |
| | | | | |
| ETM 1010C | Mechanical Measurement and Instrumentation | Elective | 0.5 | Q - ELHS-AE,CDE - SPC |
| | | | | |
| EUH 1000 | Development of Western Civilization I | Elective | 0.5 | Q |
| EUH 1001 | Development of Western Civilization II | Elective | 0.5 | Q |
| | | | | |
| EVS 1001 | Introduction to Environmental Sustainability | Science | 0.5 | Q |
| | | | | |
| FIN 2000 | Principles of Finance | Elective | 0.5 | Q |
| | | | | |
| FRE 1120 | Elementary French I* | Elective | 1.0 | Q |
| FRE 1121 | Elementary French II* | Elective | 1.0 | Q |
| FRE 2200 | Intermediate French I | Elective | 0.5 | Q |
| FRE 2201 | Intermediate French II | Elective | 0.5 | Q |
| | | | | |
| GEA 2172 | Geography of the Developing World | Elective | 0.5 | Q |
| GEA 2174 | Geography of the Developed World | Elective | 0.5 | Q |
| | | | | |
| GEB 1011 | Introduction to Business | Pract. Arts Career Ed. | 0.5 | Q |
| | | | | |
| GLY 2010/L | Physical Geology – GLY 2010 - Lecture with GLY 2010L - Lab* | Science | 1.0 | Q |
| | | | | |
| HIM 1005 | Healthcare Informatics Project Management | Elective | 0.5 | Q - PHUHS & BCHS CWMP- CDE |
| HIM 1102 | Introduction to Healthcare Informatics | Elective | 0.5 | Q - PHUHS & BCHS CWMP- CDE |
| HIM 1212 | Data and Workflow Management | Elective | 0.5 | Q - PHUHS & BCHS CWMP- CDE |
| HIM 2003 | Healthcare Informatics and Practicum | Elective | 0.5 | Q - PHUHS & BCHS CWMP- CDE |
| | | | | |

| Course | Description | High School Graduation Subject Area Requirement Satisfied | HS Credit Awarded | Special Arrangement/Location |
|------------------|---|--|-------------------|-------------------------------|
| HIM 2652 | Electronic Health/Medical Record Systems | Elective | 0.5 | Q - PHUHS & BCHS CWMP- CDE |
| HLP 1080 | Personal Wellness | PE (Personal Fitness) | 0.5 | Q - SPCHS |
| HSA 1100 | Healthcare Delivery Systems | Elective | 0.5 | Q - PHUHS & BCHS CWMP- CDE |
| HSA 1102 | Current Issues in Health | Elective | 0.5 | Q - PHUHS & BCHS CWMP |
| HSC 2100 | Personal and Community Health | Elective | 0.5 | Q |
| HUM 2210 | Western Humanities (Ancient to Renaissance) | Elective | 0.5 | Q |
| HUM 2210H | Honors Western Humanities (Ancient to Renaissance) | Elective | 0.5 | Q-SPC |
| HUM 2233 | Western Humanities (Baroque to Contemporary) | Elective | 0.5 | Q |
| HUM 2233H | Honors Western Humanities (Baroque to Contemporary) | Elective | 0.5 | Q-SPC |
| HUM 2270 | Humanities (East-West Synthesis) | Elective | 0.5 | Q |
| HUM 2270H | Honors Humanities (East-West Synthesis) | Elective | 0.5 | Q-SPC |
| HUN 1201 | Science of Nutrition | Elective | 0.5 | Q |
| INR 2002 | International Relations | Elective | 0.5 | Q |
| INR 2002H | Honors International Relations | Elective | 0.5 | Q-SPC |
| JOU 2100 | Journalistic Writing and Reporting | Elective | 0.5 | Q |
| LIT 2090 | Contemporary Literature | English | 0.5 | Q |
| LIT 2110 | World Literature I (Ancient World Through Renaissance) * | English | 1.0 | Q |
| LIT 2110H | Honors World Literature I (Ancient World Through Renaissance) * | English | 1.0 | Q-SPC |
| LIT 2120 | World Literature II (Renaissance to the Present) * | English | 1.0 | Q |
| LIT 2120H | Honors World Literature II (Renaissance to the Present) * | English | 1.0 | Q-SPC |

| Course | Description | High School Graduation Subject Area Requirement Satisfied | HS Credit Awarded | Special Arrangement/Location |
|------------|---|--|-------------------|------------------------------|
| MAC 1105 | College Algebra* | Mathematics | 1.0 | Q |
| MAC 1114 | Trigonometry* | Mathematics | 1.0 | Q |
| MAC 1140 | Pre-Calculus Algebra* | Mathematics | 1.0 | Q |
| MAC 1147 | Pre-Calculus Algebra/Trigonometry* | Mathematics | 1.0 | Q |
| MAC 2233 | Applied Calculus I* | Mathematics | 1.0 | Q |
| MAC 2311 | Calculus with Analytic Geometry I* | Mathematics | 1.0 | Q |
| MAC 2311H | Honors Calculus with Analytic Geometry I* | Mathematics | 1.0 | Q-SPC |
| MAC 2312 | Calculus with Analytic Geometry II* | Mathematics | 1.0 | Q |
| MAC 2313 | Calculus with Analytic Geometry III* | Mathematics | 1.0 | Q |
| | | | | |
| MAN 2021 | Principles of Management | Pract. Arts Career Ed. | 0.5 | Q - BETA |
| | | | | |
| MAP 2302 | Differential Equations* | Mathematics | 1.0 | Q |
| | | | | |
| MAR 1142 | Global Marketing | Pract. Arts Career Ed. | 0.5 | Q – SPC Int. Studies |
| | | | | |
| MAS 2103 | Linear Algebra* | Mathematics | 1.0 | Q |
| | | | | |
| MAT 1033 | Intermediate Algebra | Mathematics | 0.5 | Q |
| | | | | |
| MCB 2010/L | Microbiology - MCB 2010 – Lecture with MCB2010L -Lab* | Science | 1.0 | Q |
| | | | | |
| MET 2010 | Introductory Meteorology-MET 2010-Lecture | Science | 0.5 | Q |
| | | | | |
| MGF 1106 | Mathematics for Liberal Arts I* | Mathematics | 1.0 | Q |
| MGF 1107 | Mathematics for Liberal Arts II* | Mathematics | 1.0 | Q |
| MGF 1108H | Honors Mathematical Ideas & Explorations* | Mathematics | 1.0 | Q |
| | | | | |
| MMC 2000 | Introduction to Mass Communications | Elective | 0.5 | Q |
| MMC 2100 | Writing for the Mass Media | Elective | 0.5 | Q |
| MMC 2700 | The Popular Arts in America | Elective | 0.5 | Q |
| | | | | |
| MUH 1110 | Introduction to Music | Performing Fine Arts | 0.5 | Q |
| | | | | |

| Course | Description | High School Graduation Subject Area Requirement Satisfied | HS Credit Awarded | Special Arrangement/Location |
|-------------------|--|--|--------------------------|-------------------------------------|
| MUL 1010 | Introduction to Music History | Performing Fine Arts | 0.5 | Q |
| MUN 1310 | College Chorus | Performing Fine Arts | 0.5 | Q - PCCA |
| MUO 1001 | Musical Theater Workshop | Elective | 0.5 | Q - PCCA |
| MUT 1001 | Fundamentals of Music | Performing Fine Arts | 0.5 | Q - PCCA |
| OCB 1000C | Biology of Marine Life – OCB 1000C- Lecture and Lab combined* | Science | 1.0 | Q |
| OCE 2001/L | Introduction to Oceanography – OCE 2001 – Lecture with OCE 2001L – Lab* | Science | 1.0 | Q |
| PGY 2401C | Photography I | Performing Fine Arts | 0.5 | Q |
| PGY 2800C | Digital Photography | Performing Fine Arts | 0.5 | Q |
| PHH 1603 | 20th Century Trends in Philosophy | Elective | 0.5 | Q |
| PHI 1010 | Introduction to Philosophy | Elective | 0.5 | Q |
| PHI 1010H | Honors Introduction to Philosophy | Elective | 0.5 | Q |
| PHI 1600 | Studies in Applied Ethics | Elective | 0.5 | Q |
| PHI 1602H | Honors Studies in Applied Ethics | Elective | 0.5 | Q-SPC |
| PHI 1631 | Studies in Professional Ethics | Elective | 0.5 | Q |
| PHI 2635 | Health Care Ethics Applied | Elective | 0.5 | Q – PHUHS & BCHS CWMP - |
| PHI 2649 | Applied Ethics in Public Safety Professions | Elective | 0.5 | Q – PPHS – CJA, & PPHS – FR |
| PHY 1053/L | General Physics I – PHY 1053 – Lecture with PHY 1048L – Lab * | Science | 1.0 | Q |
| PHY 1054/L | General Physics II – PHY 1054 – Lecture with PHY 1049L – Lab * | Science | 1.0 | Q |
| PHY 2048/L | Physics I - PHY 2048 – Lecture with PHY 1048L – Lab* | Science | 1.0 | Q |

| Course | Description | High School Graduation Subject Area Requirement Satisfied | HS Credit Awarded | Special Arrangement/Location |
|-------------------|---|--|--------------------------|-------------------------------------|
| PHY 2049/L | Physics II – PHY 2049 – Lecture with PHY 1049L – Lab* | Science | 1.0 | Q |
| PLA 1003 | Introduction to Para legalism | Elective | 0.5 | Q |
| POS 2041 | American National Government | American Government | 0.5 | Q |
| POS 2050H | Honors American Government | American Government | 0.5 | Q-SPC |
| POS 2112 | State and Local Government | Elective | 0.5 | Q |
| PSY 1012 | General Psychology | Elective | 0.5 | Q |
| PSY 1020H | Honors General Psychology | Elective | 0.5 | Q-SPC |
| REA 1105 | Critical Reading and Thinking | Elective | 0.5 | Q |
| REL 2300 | World Religions | Elective | 0.5 | Q |
| SLS 1101 | The College Experience | Elective | 0.5 | Q |
| SLS 1264 | Leadership Development Seminar | Elective | 0.5 | Q - EIP |
| SLS 1301 | Career and Life Planning | Elective | 0.5 | Q - EIP |
| SPC 1065 | Business and Professional Speaking | Performing Fine Arts | 0.5 | Q |
| SPC 1017 | Introduction to Speech Communication | Performing Fine Arts | 0.5 | Q |
| SPC 1017H | Honors Introduction to Speech Communication | Performing Fine Arts | 0.5 | Q-SPC |
| SPC 1608 | Public Speaking | Performing Fine Arts | 0.5 | Q |
| SPC 1608H | Honors Public Speaking | Performing Fine Arts | 0.5 | Q |
| SPN 1120 | Elementary Spanish I* | Elective | 1.0 | Q |
| SPN 1120H | Honors Elementary Spanish I* | Elective | 1.0 | Q |

| Course | Description | High School Graduation Subject Area Requirement Satisfied | HS Credit Awarded | Special Arrangement/Location |
|-----------|--|--|-------------------|------------------------------|
| SPN 1121 | Elementary Spanish II* | Elective | 1.0 | Q |
| SPN 1121H | Honors Elementary Spanish II* | Elective | 1.0 | Q |
| SPN 2200 | Intermediate Spanish I | Elective | 0.5 | Q |
| SPN 2201 | Intermediate Spanish II | Elective | 0.5 | Q |
| SPN 2240 | Spanish Conversation and Composition I | Elective | 0.5 | Q |
| | | | | |
| STA 2023 | Elementary Statistics* | Mathematics | 1.0 | Q |
| STA 2023H | Honors Elementary Statistics* | Mathematics | 1.0 | Q-SPC |
| | | | | |
| SYG 2000 | Introduction to Sociology | Elective | 0.5 | Q |
| SYG 2010 | Social Problems | Elective | 0.5 | Q |
| | | | | |
| WOH 2040 | The 20th Century | Elective | 0.5 | Q |
| WOH 2040H | Honors 20th Century | Elective | 0.5 | Q-SPC |
| | | | | |

Key to Special Arrangements:

BETA = Gibbs High School Business Economic Technology Academy

CDE = Career Dual Enrollment

CHS – CAICC = Clearwater High School Career Academy for International Commerce and Culture

PHUHS & BCHS CWMP = Palm Harbor University High School & Boca Ciega High School Center for Wellness and Medical Professions

DHS = Dunedin High School Academy of Architectural Design and Business Technologies

EA = Early Admission

ECP = Early College Program

EIP = Executive Internship Program

ELHS-AE = Eastlake High School Academy of Engineering

INT STUDIES = International Studies Programs with SPC Study Abroad Programs
(summer only)

LHS = Largo High School

LKHS - ESA = Lakewood High School Environmental Science Academy

NEHS - AF = Northeast High School Academy of Finance

PPHS - CJA = Pinellas Park High School Criminal Justice Academy

PPHS – FR = Pinellas Park High School First Responder

PCCA = Gibbs High School Pinellas County Center for the Arts

Q = Quality Point

SPC = Course available only on a St. Petersburg College Campus

SPCHS = St. Petersburg Collegiate High School

SVEC = Seminole Vocational Education Center

TSHS = Tarpon Springs High School

*This is a one semester postsecondary course generating one full high school credit through Dual Enrollment.

EXHIBIT B1a.

SCHEDULE OF DEADLINES FOR OFF SITE DUAL ENROLLMENT COURSES

| | TERM I | TERM II |
|---|--------------------------------------|-------------------------------------|
| Copy of Course Syllabus & Final Exam Due | One week prior to term | One week prior to term |
| Classes Begin | First day of term | First day of term |
| Course Requests Due | Prior to summer break | First week of November |
| Final Class Rosters Due | Fifth day of fall term classes | Fifth day of spring term classes |
| Projected Course Offerings for Next Academic Year | January 30 | January 30 |
| Confirmation of Course Offerings For Next Term Due | Third Friday in October (for spring) | First Friday in May (for fall) |
| Completed Student Evaluations (SSI) Due | One week prior to last day of term | One week prior to last day of term |
| Final Semester Grades Due | One week following last day of term | One week following last day of term |
| Completed, Scored Exams And Attendance Rosters Due | One week following last day of term | One week following last day of term |

EXHIBIT B2

St. Petersburg College ADJUNCT FACULTY EVALUATION AND PROFESSIONAL DEVELOPMENT PLAN

| | | | |
|-------------|---------------------|----------------------------|----------------------|
| | | | |
| Name | Employee ID# | Program/Campus/Site | Academic Year |

If you wish, you may attach to this form a description of your activities and appropriate supporting materials related to this evaluation. The supporting materials will be returned to the Faculty Member. As the first step of the annual evaluation process, the Faculty Member will complete a self-assessment of each item and propose goals for the coming year. The supervisor will then evaluate the Faculty Member and discuss the professional development of each item and propose goals for the coming year. The supervisor will then evaluate the Faculty Member and discuss the professional development plan. Below are the evaluation scales.

| FACULTY SELF-ASSESSMENT SCALE | | SUPERVISOR'S SCALE | |
|-------------------------------|--|--------------------|---|
| ST | = This is a real strength of mine. | EE | = Exceeds Expectations. Performance which always meets and exceeds the high standards of SPC faculty. |
| P | = I am proficient in this area. | ME | = Meets Expectations. Performance which generally meets the high standards of SPC faculty. |
| NP | = Not as proficient as I would like to be. | BE | = Below Expectations. Performance in some area(s) is below what is normally expected of SPC faculty. Improvement is required. |
| NA | = Not Applicable. | U | = Unsatisfactory. Performance does not meet the expectations of SPC faculty. |

| A. Effectiveness as a Faculty Member | Self Assessment | Supervisor Assessment | Supporting Comments |
|--|-----------------|-----------------------|---------------------|
| 1. Reviews and updates course content to make it current for each new session for classroom and online courses. | | | |
| 2. Develops organized course materials and presentations. | | | |
| 3. Is available outside of class to help students. For online instructors, responds to students within 24 to 48 hours. | | | |
| 4. Uses current teaching techniques appropriate for meeting the course objectives. | | | |
| 5. Incorporates course materials/activities to promote listening, speaking, writing and higher order thinking skills. | | | |
| 6. Demonstrates enthusiasm for learning. | | | |
| 7. Demonstrates current knowledge of academic discipline. | | | |
| 8. Demonstrates advanced planning and preparation for instruction. | | | |
| 9. Keeps accurate records (i.e., grades, attendance rosters, test scores, etc.) | | | |
| 10. Demonstrates a respect for individual and socio-cultural differences. | | | |
| 11. Uses current, appropriate technology, materials and tools when available. | | | |
| 12. Shows consideration for the needs of students. | | | |
| 13. Encourages active learning. | | | |
| 14. Maintains academic standards appropriate to the course. | | | |
| 15. Maintains professional rapport with students. | | | |
| 16. Encourages students to pursue appropriate Learning Support Services | | | |
| Supervisor's Evaluation: | | | |
| Comments: | | | |
| | | | |
| B. Contribution to College Effectiveness | Self Assessment | Supervisor Assessment | Supporting Comments |
| 1. Is professional in working with faculty, staff, and administrators. | | | |
| 2. Completes College responsibilities, assignments, and administrative responsibilities effectively and on time including: attendance, grades, and correspondences from deans, academic chairs, and program directors. | | | |
| 3. Is prompt in keeping appointments with students, arriving at work, and attending meetings. | | | |
| 4. Is flexible and adaptable in meeting program needs. | | | |
| 5. Follows and keeps current on College and program policies and procedures. | | | |
| Supervisor's Evaluation: | | | |
| | | | |

| |
|--|
| Comments: |
| C. Professional Development |
| <ul style="list-style-type: none"> ▪ Seminars, workshops, conferences, lectures |
| <ul style="list-style-type: none"> ▪ HR compliance training (i.e., harassment, security, etc.) |
| <ul style="list-style-type: none"> ▪ Excellence in Adjunct Instruction |
| <ul style="list-style-type: none"> ▪ Pathways to eLearning (list completed levels) |
| <ul style="list-style-type: none"> ▪ Licensure and certifications (other professional skills training) |
| <ul style="list-style-type: none"> ▪ Work promotions |
| <ul style="list-style-type: none"> ▪ Engaged in community service activities that reflect goals or directions of the College, e.g., serve on the Advisory Board of the City of St. Petersburg's Weed and Seed Committee, with prior approval of the program director or supervisor, or other activities |

| | |
|----------------------------------|------|
| Instructor's comments: | |
| Academic Supervisor's comments: | |
| Instructor's signature: | Date |
| Academic Supervisor's signature: | Date |
| Dean's signature: | Date |

EXHIBIT B3

St. Petersburg College & Pinellas County Schools’ Early College Program Principles of Participation 2013-2014

As an element of the admissions process, each parent and student of the Early College Program must sign an agreement committing their adherence to the following principles of participation:

1. I understand that as an Early College Program (ECP) student, the course work taken on the college level will have the same depth, breadth, rigor and pace for all students regardless of age or grade placement.
2. I understand that Early College Program students in college level courses are subject to the same standards, policies, and responsibilities as other college students unless otherwise restricted by federal, state or local requirements.
3. I understand that curriculum content, evaluation, and selection of appropriate instructional materials are the prerogative of the college instructor and will not differ for dual enrolled Early College Program students from that presented for traditional college students.
4. I understand that St. Petersburg College (SPC) is an open campus and that I will be attending classes with non-high school aged students and that I may encounter students of various ages and backgrounds while on the SPC campus.
5. I understand that the Early College Program counselor(s) or the Coordinator of the Early College Program are the first point of contact for parents who wish to discuss academic progress in a college course or request information about school or classroom activities. I understand that my parents do not have direct access to my college instructors or to my academic records.
6. I understand that high academic standards are expected of all students. Students entering the 11th grade must have met all required scores on the College Placement Test or provide qualifying test scores on the SAT/ACT. Students entering the 11th or 12th grade must have an un-weighted high school GPA of at least 3.0 and maintain a 2.0 GPA in all college course work.
7. I understand that if my college GPA falls below a 2.0, and/or my high school GPA falls below a 3.0, and/or my high school graduation requirements and/or my Bright Futures eligibility is jeopardized, and/or the Associate in Arts Degree cannot be completed, I may be removed from the program. Continued eligibility in the program will be based upon a review of academic standing on an individual student basis at the conclusion of each academic term. Any student who is withdrawn from the Early College Program, or chooses to leave voluntarily, must immediately contact their assigned high school to maintain continuous full time enrollment in high school.
8. If a student wishes to withdraw from a course due to extenuating circumstances prior to the 60% point in the term, the ECP and PCS program staff will determine if the circumstances of the withdraw warrant a grade of “W” and will determine the most appropriate course of action. If a student would withdraw from a course prior to the 60% point, they would, earn a “W”, and need to enroll in another course to maintain a full schedule. Students not actively participating in class after the 60% point in the term will automatically receive a grade of ‘WF’ on both transcripts, which has the same impact on the GPA as a final grade of “F”.

9. I agree to abide by all SPC policies and procedures including, but not limited to the Pinellas County School Board *Code of Student Conduct*.
10. Early College Program students may participate in athletics and other extra-curricular activities of their high school but must abide by the Student Code of Conduct. "Extra-curricular" activities shall be defined as those activities that occur before or after the school day and do not require participation in a course that supports the activity. If an Early College student violates the Student Code of Conduct, participation in future high school activities may be restricted.
11. I understand that if I violate any items in either the SPC or Pinellas County School Board Codes of Student Conduct, I may be required to leave the Early College Program and return to my assigned high school.
12. I understand that completion of high school graduation requirements does not guarantee completion of an AA degree. To receive an AA degree, I understand that I must meet all program requirements identified in the SPC Catalog at the time of my initial admission.
13. I understand I am responsible for the return of the textbooks at the conclusion of each term. I understand that lost or damaged textbooks are the financial responsibility of the student.
14. I agree to attend school regularly and I understand that I must be enrolled in a minimum total of six (6) courses per semester as outlined in the agreement between St. Petersburg College and Pinellas County Schools.
15. I understand that I cannot meet the high school World History or HOPE (Physical Education) PCS graduation requirement through college coursework and that I must either complete this requirement prior to attending Early College or take and pass the World History and/or HOPE class through Florida Virtual School.
16. Because the St. Petersburg College campuses are open campus environments, should I choose to leave campus for any reason, I fully understand that SPC, its officers, trustees, employees and agents are released from all liability, claims of demands for any damage, loss, or injury to me, my property, or parent's property in connection with my actions.
17. I understand and agree to attend and fully participate in one mandatory high school course during each semester to provide ongoing academic support to ensure student success in the Early College Program.
18. I understand that once I choose to enter the Early College Program, I am no longer eligible to qualify for the valedictorian or salutatorian honors within my assigned high school nor may I request being excused from the last semester of high school if all graduation requirements have been completed.
19. I understand that once I choose to enter the Early College Program and courses have begun, I am obligated to remain in the program for a minimum of one term.
20. I understand that if I am disruptive to the learning environment, I may be denied participation in the Early College Program.

.....
Please return this bottom portion by the end of the Early College Program Orientation

I hereby agree to and accept all of the terms listed in the Early College Program's Principles of Participation.

Date _____ Student ID # _____

Student's Name (Print) _____

Student's Signature _____

Parent or Guardian's Signature _____

Exhibit C

Strategies for Reducing Remediation and Determining Dual Enrollment Eligibility Purpose

The purpose of this exhibit is to establish formal strategies and joint initiatives for the implementation of a program to reduce the incidence of postsecondary remediation in math, reading and writing for first time in college recent high school graduates and determining Dual Enrollment eligibility. Pursuant to Section 1007.235, F.S., the Pinellas Educational Articulation Committee (PEAC), will work to formally adopt strategies and mechanisms for reduction of remediation, and will during its regular meeting cycle, analyze and assess the effectiveness of the mechanisms toward the reduction of remediation needs.

Program Specifications

I. Administration of the College Placement Test to High School Students.

SPC will make the college placement test available to all high school students who have applied to SPC's dual enrollment, early admissions, or early college programs. Students with a complete referral card from a high school counselor/administrator may take the college placement test at one of SPC's test centers on a walk-in basis. SPC advising staff will work with high school counselors to provide test-interpreting sessions for students, which will facilitate more appropriate high school course registration.

1. Purpose

The purpose of this section is to establish guidelines for the implementation of a testing program as stated in the provisions set for by Rule 6A-10.0315, FAC, and Section 240.117, FS between St. Petersburg College and The Pinellas County School Board.

2. Administration of the Test by SPC

- a) SPC will purchase the necessary units or test materials for administration of the college placement test to students who have applied to SPC's dual enrollment, early admissions, or early college programs.
- b) Test administrations will be computerized unless special accommodations require paper-and-pencil.
- c) Testing will occur primarily at SPC test centers. Student transportation to test centers will not be provided by SPC.
- d) Testing may also be administered at a high school or when special arrangements are made between PCS and SPC.

e) Coordination of testing at a high school will occur between one SPC staff member and one high school staff member who share ultimate responsibility of exam administration logistics on test days.

f) If the test is offered at a high school site, the high school will provide testing locations conducive to secure and standardized testing.

g) SPC will provide test accommodations to students with disabilities such as paper-and-pencil, large print or quiet environment upon the request of the high schools. More extensive accommodations such as Braille, a reader, or text zoom software may be provided to students at an SPC test center through coordination between the student, student guardian, SPC Disability Resources staff, and SPC test center staff.

h) SPC will maintain the security of the college placement test using standard professional testing procedures. Paper-and-pencil and other alternative versions will be stored at the college. SPC is responsible for administering, scoring and reporting results for college placement testing administered by the college.

3. Test Dates

Applicants may take the CPT at any SPC test center on a walk-in basis by way of a referral from their high school guidance counselor. Specific test administration dates for testing at a high school may be arranged by SPC testing staff and each high school. Test administration dates may include partial administration (until entire battery is given) of the test or complete battery administration.

4. Students to be Tested

Applicants to SPC's dual enrollment, early admissions, or early college programs will have one free attempt at the College Placement Test. For any additional attempts of the College Placement Test, applicants are responsible for a \$15.00 retake testing fee.

Additional group testing opportunities, may occur at the high schools based upon special agreement between SPC and PCS or the high school. The high schools will be responsible for informing students about the test.

5. Costs for the Administration of the Placement Test

The costs for administration of the placement test will include the purchase of test units, alternative format tests, and reporting of results plus expenses incurred for materials and additional staff to administer the test. The total cost will depend on the number of students tested and the vendor contract.

6. Payment of Costs

The cost of test administration for first time applicants to SPC's dual enrollment, early admissions, and early college programs will be paid from college wide testing funds.

SPC may ask PCS to share the costs associated with purchasing and administering the college placement test at high schools.

7. Reporting Test Results

SPC testing and advising staff will provide training workshops to high school counselors so that they will understand the nature of the test results and can convey this information to the students participating in the testing program. This training will not exceed two hours. Training times will be arranged between the high school counseling staff and the college's testing and advising staff. High school counselors will be responsible for reporting test results to the students.

II. College Success Pathway

In conjunction with House Bill 1255, the College and the Board faculty will participate in ongoing collaboration with regard to curriculum for these courses to insure the successful transition of students from the high school setting to the college setting:

Mathematics for College Readiness (1200700)
English IV: Florida College Prep (10014005)
Student Life Skills, SLS 1101

III. Faculty-to-Faculty Discipline Meetings in English, Mathematics and Reading

School Board and College discipline faculty will conduct a series of on-going discipline meetings aimed at joint professional development and articulation of major core competencies for successful post-secondary matriculation. Feedback on success of students matriculating at the College with respect to success in college level courses in the identified disciplines will be provided to the School Board representatives on both an individual school and system wide basis. In addition, placement test data on deficiencies in skill areas will be shared.

IV. High School Counselor Articulation Workshops

Each year representatives from the College and the Board will conduct a minimum of one articulation workshops for high school guidance counselors and college student support staff to update them on changes to academic and student support policies. Data on (1) the rate of articulation of students from the PCSB to SPC, and (2) the success of students after matriculation will be shared.

V. College Reach Out Programs

The college is the grantee for the College Reach-Out Program for high school and middle school students in targeted schools. Activities include academic enrichment, cultural and educational field trips and career and life planning for disadvantaged youth. Annual reports are run to track the success of program participants' entrance into postsecondary education in college in general and St. Petersburg College in particular.

VI. Progress Monitoring Plans

High school students who are lacking a 2.00 GPA, English or Math credits needed for graduation or FCAT scores below state requirements will receive a progress monitoring plan. The progress monitoring plan will assist students by identifying strategies to help students meet college entrance requirements.

VII. Community Outreach Programs

Specific SLS dual enrollment course offerings may be considered by the Board and the College in an effort to provide college readiness opportunities to targeted at-risk high school students participating in community-based programs. Exceptions to the 3.0 GPA may also be considered with the approval of SPC and PCS.

EXHIBIT D
Early Admission to College Counseling Guide
2013-2014

The graduation requirements listed below apply to high school students who entered 9th grade in the 2010-2011 school year and subsequent years and are in 12th grade during the 2013-2014 school year.

Eligibility requirements:

- a. Has satisfactorily completed three full years of high school with 18 credits earned in grades 9-11
- b. Has a cumulative grade point average of 3.0 on 4.0 scale (unweighted) for all high school work attempted
- c. Has reached the minimum acceptable level of achievement on all state assessments required for graduation
- d. Has achieved an acceptable score for college-level courses on the college placement test, SAT or ACT
- e. Has completed 1.0 high school credit in Health Opportunities through Physical Education (HOPE) course
- f. Has completed 1.0 high school credit in World History course
- g. Meet all admissions requirements by the last day of 11th grade school year for the Fall Term and apply by the February 10th deadline. There are 40 seats available at each campus. If there are more than 40 qualified applicants, a random selection process will be applied to the applicant pool and wait lists will then be established.

| If a student needs this to graduate, | Enroll the student in this SPC course. |
|--|--|
| <p><u>English:</u> 1 high school credit of English IV</p> | <p>ENC 1101 Composition I (1.0) 3 college credits or ENC 1121 Honors Composition I (1.0) 3 college credits or one of the following: (ENL 2012 preferred) ENL 2012 British Literature I (1.0) 3 college credits ENL 2022 British Literature II (1.0) 3 college credits LIT 2110 World Literature I (1.0) 3 college credits LIT 2120 World Literature II (1.0) 3 college credits or ENC 1102 Composition II (1.0) 3 college credits or ENC 1122 Honors Composition II (1.0) 3 college credits</p> <p>Note: In the event that Composition I was taken to satisfy English III, the Composition II, Honors Composition II or a College Literature course may be taken to satisfy the English IV requirement.</p> |
| <p><u>Social Studies:</u> 1 high school credit of American History</p> <p style="text-align: center;">* * * * * *</p> <p>½ high school credit of Economics</p> <p style="text-align: center;">* * * * * *</p> <p>½ high school credit of American Government</p> <p style="text-align: center;">* * * * * *</p> | <p>AMH 2010 History of the US I (.5) 3 college credits and AMH 2020 History of the US II (.5) 3 college credits</p> <p style="text-align: center;">* * * * * *</p> <p>ECO 2013 Principles of Macroeconomics (.5) 3 college credits or ECO 2023 Principles of Microeconomics (.5) 3 college credits</p> <p style="text-align: center;">or</p> <p>ECO 2000 Intro to Economics (.5) 3 college credits</p> <p style="text-align: center;">* * * * * *</p> <p>POS 2041 American National Government I (.5) 3 college credits</p> |

Early Admission to College Counseling Guide 2013-2014
Continued

The graduation requirements listed below apply to high school students who entered 9th grade in the 2010-2011 school year and subsequent years and are in 12th grade during the 2013-2014 school year.

| | |
|--|---|
| <p><u>Math:</u> Students must complete a total of 4 credits in mathematics to graduate high school. Early admission students should be enrolled in a dual enrollment math course unless they have already earned 4 high school math credits.</p> | <p>The college counselor will place the student using a CPT score or the math program director will determine the placement if the student has an SAT score of 440 or above or an ACT score of 19 or above. The student must be enrolled in a college level math course.</p> |
| <p><u>Science:</u> Students must complete a total of 3 credits in science to graduate high school. Early admission students should be enrolled in a dual enrollment science course unless they have already earned 3 high school science credits.</p> | <p>The college counselor will place the student based on the course recommendation of the high school counselor. Note: The science course selected should appear on the district's approved dual enrollment list or the approved state list.</p> |
| <p><u>Fine Arts:</u> 1.0 high school credit</p> <p>Includes Fine Arts or Performing Arts, Speech and Debate, or a Practical Arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination.</p> | <p>If 1.0 high school credit in fine arts is not earned, then two (2) fine arts courses (6 college credits) must be taken to earn 1 full high school credit.</p> <p>Please refer to the current list of approved Courses for Dual Enrollment Students to identify those Courses meeting the Performing Fine Arts subject area requirements.</p> |
| <p><u>Physical Education/Health:</u> 1.0 high school credit. In PCS this must be met through the Health Opportunities through Physical Education (HOPE) course prior to 12th grade to be eligible for Early Admission</p> | <p>A student who needs 1.0 credit of physical education/health is not eligible for early admission to college since this requirement cannot be met through dual enrollment.</p> |

NOTE: Early Admission to College Students must only be enrolled in specific courses shown on the state's Dual Enrollment Course Equivalency List in order to meet high school graduation requirements.

EXHIBIT E

Index of Academic Support

St. Petersburg College provides services to support the academic success of middle and high school students through the following programs.

Center of Excellence (COE)

Dr. Linda Hogans 341-3537

<http://www.spjc.edu/spg/osp>

Annual Programming for:

- National Achiever Society
- Believers
- Brain Bowl Competition
- Academic Enrichment Centers (tutoring)
(community based programming and activities)
- COE Sites
 - Citizen Alliance for Progress – Tarpon Springs
 - KAPPA Male Institute – St. Petersburg

Career Pathways Academy: – A Career Institute for 10th & 11th Graders

Amy Brush 341-3198

One week during the summer (programming at the Health Education Center)

College for Kids

Cecelia O’Dowd 341-3184

Summer program for K-5; located at eight elementary schools in Pinellas County

<http://www.spcollege.edu/ac/c4k/>

Class Listing by School:

- Brooker Creek Elementary
- Fuguitt Elementary
- Garrison-Jones Elementary
- Perkins Elementary
- Pasadena Fundamental
- Sexton Elementary
- Leila Davis Elementary

College Reach Out Program (CROP)

Lacrecia Wright 341-4376

<http://www.spcollege.edu/osp>

Programming includes:

- Mentoring
- Tutoring
- Summer Residential Program
- Cecil B. Keene Summer Enrichment Program
- College tours
- Workshops
- Academic and career counseling
- Cultural and Education Field Trips
- CROP Sites:
 - Azalea Middle
 - Bay Point Middle School
 - Boca Ciega High School
 - Clearwater High School
 - Dunedin High
 - Gibbs Senior High School
 - John Hopkins Middle
 - Lakewood High
 - Largo High
 - Pinellas Park Middle
 - Tarpon Springs High

Early Admissions

Yulonder Betts – SPG 341-4285
Jeff Cesta – Clearwater 791-5970
Clayton Snare – Tarpon 712-5281
Judy Colson – Seminole 394-6164

Dual Enrollment/Early College/Early Admission Program

Jeff Cesta 791-5970

<http://www.spcollege.edu/central/de>

SPC Dual Enrollment courses are free of charge to qualified public high school students in grades 11 and 12. The Early College Program offers students entering grades 11 and 12 in Pinellas County High Schools an opportunity to earn both high school and college credit simultaneously. The Early Admission Program provides qualified public high school students an opportunity to enroll full-time at the college during their senior year in high school.

Dr. Mac J. Williams Senior Excellence Awards Program

Lolita Brown 341-3516

(6th –12th grade) Students in the Pinellas County School System are recommended by their schools to be recognized for their academic excellence during the school year. Students are invited to an awards program held on the campuses of St. Petersburg College during the month of February.

Disability Resources

Peg Connell 341-3398

<http://www.spcollege.edu/dr/>

The College and the District will comply with the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and other applicable law, to the extent such laws are applicable to them in the education of students pursuant to this Agreement, including, but not limited to, education of students through dual enrollment courses.

PEAC – Pinellas Education Articulation Committee

Jeff Cesta 791-5970

Judith Vigue 588-6079

St. Petersburg Collegiate High School

Starla Metz 341-4368

<http://www.spcollege.edu/spchs/>

A three year curriculum (grades 10 – 12) allows serious students the opportunity to simultaneously complete the requirements of a high school diploma and varying credits of college course work toward an associate’s degree

Summer of Success

George Carbart 341-3527

<http://www.spcollege.edu/webcentral/resource/sos.htm>

Six week summer bridge program for recent high school graduates

Exhibit F

6A-14.064 College Credit Dual Enrollment.

(1) To be eligible to receive college credit through dual enrollment:

(a) Students must meet the grade point average (GPA) requirements, as specified in Section 1007.271, F.S., for the degree or certificate program selected. Procedures for determining exceptions to the GPA requirements on an individual student basis must be noted in the District Interinstitutional Articulation Agreement as required by Section 1007.235, F.S.

(b) Students must satisfy the college preparatory testing requirements of Section 1008.30(4)(a), F.S. and Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in Rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.

(c) For joint dual enrollment and Advanced Placement (AP) courses, as authorized in Section 1007.272, F.S., students must comply with the add/drop policies and deadlines of the postsecondary institution. A student who elects to enroll in an AP course that is jointly offered with a dual enrollment course may not earn postsecondary credit for that course through dual enrollment.

(d) In order to remain eligible for college credit coursework, students must maintain the high school grade point average required for initial eligibility unless otherwise noted in the District Interinstitutional Articulation Agreement.

(e) Participation of exceptional student education (ESE) students must be in accordance with statutory eligibility requirements and with the procedural

guidelines and district-college responsibilities delineated in the District Interinstitutional Articulation Agreement.

(f) Districts and colleges may agree to extend dual enrollment participation in Student Life Skills (designated as SLS course prefix in the Statewide Course Numbering System) courses to students who do not meet the statutory eligibility requirements, if alternate eligibility requirements are delineated in the District Interinstitutional Articulation Agreement.

(g) In order to be considered a full-time dual enrollment early admission student, the student must enroll in a minimum of twelve (12) college credit hours but may not be required to enroll in more than fifteen (15) college credit hours.

(2) The following requirements shall apply to faculty providing instruction in college credit dual enrollment courses:

(a) All full-time or adjunct faculty teaching dual enrollment courses must meet Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2010 Edition, section 3.7.1, for postsecondary instructors in the course and discipline, which is hereby incorporated by reference. The document may be accessed at <http://www.sacscoc.org/pdf/2010principlesofaccreditation.pdf>. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. The postsecondary institution awarding credit shall ensure faculty teaching dual enrollment courses meet these qualifications.

(b) Postsecondary transcripts of all full-time or adjunct faculty teaching dual enrollment courses must be filed with the postsecondary institution, regardless of who employs or pays the faculty member's salary. For dual enrollment courses taught on high school campuses, the faculty transcripts must be submitted to the postsecondary institution for filing.

(c) The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of the current faculty or adjunct faculty handbook. Faculty shall adhere to the professional guidelines, rules, and expectations therein. Any exceptions to such requirements must be noted in the District Interinstitutional Articulation Agreement.

(d) The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a current student handbook detailing information that includes, but is not limited to, add/drop and withdrawal policies, student code of conduct, grading policies, and critical dates. Faculty shall adhere to the guidelines, rules, and expectations therein that apply to faculty. Any exceptions to such requirements must be noted in the District Interinstitutional Articulation Agreement.

(e) The postsecondary institution shall provide all adjunct faculty teaching dual enrollment courses with a full-time faculty contact or liaison in the same discipline.

(f) All full-time and adjunct faculty teaching dual enrollment courses, regardless of location of instruction, shall be observed by a designee of the college president and evaluated based on the same criteria used for all other full-time or adjunct faculty delivering college courses at that institution.

(g) The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of course plans and objectives for the college course they are teaching. In addition, faculty shall be provided with information on additional requirements related to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies must be included in the course plan and covered per the syllabus during the term.

(h) All full-time and adjunct faculty teaching dual enrollment courses shall file a copy of their current course syllabus with the college's discipline chair or department chair prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at that institution.

(3) The following curriculum standards for content, syllabi, exams, and grades shall apply to college credit dual enrollment:

(a) Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, the institution granting postsecondary credit shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes in accordance with the Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2010 Edition, sections 2.7.4 and 3.5.1, which are hereby incorporated by reference. The document may be accessed at <http://www.sacscoc.org/pdf/2010principlesofaccreditation.pdf>. Assessments shall be provided to the high school campus dual enrollment course instructor by the college in a timely manner to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to the postsecondary institution and held on file for a period of one (1) year.

(b) Textbooks and instructional materials used in dual enrollment courses must be the same or comparable with those used with other postsecondary courses at the postsecondary institution with the same course prefix and number. The postsecondary institution will advise the school district of instructional material requirements as soon as that information becomes available, but no later than one term prior to a course being offered.

(c) Course requirements such as tests, papers, or other assignments for dual enrollment students must be at the same level of rigor or depth as those for all non-dual enrollment postsecondary students. All full-time and adjunct faculty teaching dual enrollment courses must observe postsecondary institution procedures and

deadlines for submission of grades in the appropriate format. All faculty will be advised of postsecondary institution-wide grading guidelines prior to teaching a dual enrollment course.

(d) Policies relating to dual enrollment course withdrawals and repeats shall be determined by the college and must be clearly delineated in the District Interinstitutional Articulation Agreement.

(4) The following environmental standards shall apply to college credit dual enrollment:

(a) Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of instructional time. A student shall lose eligibility to participate in dual enrollment if the secondary institution where a course is being offered determines that a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered.

(b) Dual enrollment courses may not be combined with other high school courses, except in accordance with Section 1007.272, F.S.

(c) A formalized process between the high school counselor and the college must be delineated in the District Interinstitutional Articulation Agreement for informing students and parents or guardians of college course-level expectations, including, but not limited to the following:

1. Any letter grade below a “C” will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student’s GPA and will appear on their college transcript.

2. All grades, including “W” for withdrawal, become a part of the student’s permanent college transcript and may affect subsequent postsecondary admission.

3. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

4. The selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.

5. The inclusion of dual enrollment course plans in their Electronic Personal Educational Planner (ePEP) using the online student advising system known as Florida Academic Counseling and Tracking for Students at the Internet website FACTS.org, as required by Section 1003.413(3)(i), F.S., to minimize enrollment in a random selection of college courses.

(5) The following accountability and assessment standards shall apply to college credit dual enrollment:

(a) Postsecondary institutions shall analyze student performance in dual enrollment to ensure that the level of preparation and future success is comparable with non-dual enrollment postsecondary students. Analyses and recommendations shall be shared and reviewed with the principal and local school district.

(b) High schools shall analyze course and instructor evaluations for dual enrollment courses on the high school campus. Analyses and recommendations shall be shared and reviewed by both the college and the high school.

(c) Any course-, discipline-, college-, or system-wide assessments that a postsecondary institution requires in non-dual enrollment sections of a course shall also be used in all dual enrollment sections of the course.

(d) Colleges shall compare student performance, to include final grade and exam, of dual enrollment course offerings on high school campuses and college campuses to ensure that results are comparable to non-dual enrollment sections. Results will be made available to the principal, local school district, the college president, and the Department of Education.

Rulemaking Authority 1001.02(2), (6), 1007.271(3), (9) FS. Law Implemented 1007.271 FS. History—New 6-22-10.

FACILITIES JOINT USE AGREEMENT

Between

St. Petersburg College

And

School Board of Pinellas County

THIS AGREEMENT made and entered into this ____ day of _____, 2013, by and between the BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE, FLORIDA, herein referred to as the "COLLEGE," and the SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA, herein referred to as the "SCHOOL BOARD."

W I T N E S E T H:

WHEREAS, the School Board desires to use various college-owned facilities for meetings and educational programs; and

WHEREAS, the College desires to use various school facilities owned by the School Board, for meetings and educational programs; and

WHEREAS, both parties desire to enter into an agreement to delineate the process and procedures for facilitating the shared use of the facilities of each, and that the parties agree that this Agreement supersedes the joint use agreement between the parties dated on or about August 21, 2012, and that the 2012 agreement is terminated by mutual assent;

NOW, THEREFORE, in consideration of the covenants herein contained and other good and valuable consideration, the School Board and the College mutually agree to use their respective facilities under the following terms and conditions:

1. RECITALS.

The recitals are true and correct and are incorporated herein by reference.

2. TERM AND TERMINATION.

The term of this Agreement shall be for a period of one year beginning July 1, 2013, and ending June 30, 2014. Said Agreement may be extended in one year increments under the same terms and conditions set forth herein, upon written Agreement and approval by the School Board and the College.

This Agreement shall remain in effect unless terminated by either party as follows:

a) Upon breach of this Agreement by a party, the other party shall give written notice specifying the claimed breach and the action required to cure breach. If the breaching party fails to cure the breach within five (5) days from receipt of said notice, then this Agreement shall terminate ten (10) days from receipt of the written notice;

b) Either party may terminate this Agreement by giving written notice to the other party that this Agreement will terminate ninety (90) days from the receipt of said notice by the other party.

3. FACILITY USAGE.

It is the intent of this Agreement that the parties make their facilities available for joint use where such arrangement may benefit the College and School Board, promote cost savings and

efficiency, and support the institutional mission of each entity. Unless otherwise provided herein, or under separate agreement or contract, or pursuant to Exhibit “A”, attached herein, the College and School Board agree to make facilities available to the other without rental charges and usage fees when the use thereof does not interfere or conflict with the regularly scheduled school program of the entity extending the use. Facility usage may be scheduled and facilitated by either party subject to the joint approval of the Superintendent and the College President, or their respective designees, pursuant to Facility Use Authorization Form, and as outlined in Paragraph 4.

4. FACILITY USE AUTHORIZATION:

A Facility Use Authorization Form will be prepared by the Board’s Real Estate Department for uses of Board facilities as contemplated in Paragraph 3, except for those recurring uses described on Exhibit “A”, which shall be billed by the School Board to the College each semester. For the use of College facilities by the School Board as contemplated in Paragraph 3, the Facility Use Authorization Form shall be prepared by the campus provost or site administrator, or their designees, for the location which is being requested. The Facility Use Authorization Form, a sample of which is attached as Exhibit “B,” will specify the facility location and conditions of use; including, but not limited to, dates, times, contact names and costs, if any. Direct and indirect costs may be incurred in certain circumstances, and in the discretion of the entity providing the facility, where additional personnel time and equipment usage is required and related expenses accrued. In such case, the facility representative will send an invoice with the Facility Use Authorization Form for the identified direct or indirect costs. Further, use of the College’s Music Center, St. Petersburg/Gibbs campus; Arts Auditorium, Clearwater campus; and

Digitorium and Conference Center, Seminole campus, shall be subject to established rental policies and usage fees pursuant to each venue's operating procedures.

The terms and conditions of this Agreement shall continue to apply to any and all Facility Use Authorization Forms that are executed during the term of this Agreement for terms which do not expire until after termination of the Agreement; provided, however, that if this Agreement is renewed upon termination, the terms and conditions of the renewal Agreement shall apply instead.

5. HOURS OF USE.

The shared use of facilities shall take place when the College and School Board are in session as delineated on their respective yearly calendars ("school hours"), and shall not commence earlier than 8:00 a.m. nor operate later than 10:45 p.m. for outdoor use and not later than 12:00 midnight for indoor use. If one party desires to use the other party's facilities at a time other than when the school or campus is normally open, that party will be required to pay the direct costs incurred for such use. Notwithstanding the foregoing, the hours and dates of use may be extended outside of school hours pursuant to written agreement by the parties outlining the facility use and the additional usage fees to be assessed.

6. SCHOOL BOARD FACILITIES – RENTAL AND USAGE FEES

Certain facility usage and related services provided by the School Board to the College shall be subject to established rental and/or facility usage fees described on Exhibit "A", attached and incorporated herein. The terms of Exhibit "A" shall be negotiated by the Superintendent of School Board and the College President on or before July 1 of each year as part of the renewal of this Agreement, and include a list of School Board facilities and related services subject to rental

and usage fees to be agreed upon by the Superintendent of School Board and the College President, as well as an approximated total cost for the upcoming school year. The School Board shall invoice the College for such approximated costs and fees each semester.

7. EXCEPTIONS.

a.) The use of the College's Palladium Theater, located in St. Petersburg, and Collaborative Labs at St. Petersburg College's Epi-Center, and Leepa-Rattner Museum of Art located on the Tarpon Springs campus of the College, shall not be subject to the terms and conditions of this Agreement. Use by the School Board of the College's Palladium Theater, Collaborative Labs, and Leepa-Rattner Museum shall be subject to the scheduling and authorization procedures and terms and conditions established by each of these venues.

b.) In addition to the use of the facilities at Career Academies of Seminole, f/k/a Seminole Vocational Education Center (CAS) by the College's Veterinary Technology Program, program usage shall also include boarding and facilities for College animals, to be identified by CAS staff. The College will provide funding for the care, and additional feeding beyond grazing, of its animals on CAS property. CAS students will be allowed use of College's animals for educational purposes including feeding and routine care.

8. STANDARDS OF CARE.

Each party will use the other party's facilities and surrounding area in a clean and sanitary manner and will leave the facility in a good and clean condition after use by their employees, agents, volunteers, or invitees. The College, its employees, agents, volunteers and invitees will

abide by all Board policies regarding the use of Board facilities, including policies which state that the consumption of tobacco products or alcoholic beverages on Board property, including any outside areas, is prohibited. The Board, its employees, agents, volunteers and invitees will abide by all College policies regarding the use of College facilities.

9. LIABILITY AND INDEMNIFICATION.

Each party agrees to be fully responsible for its own acts of negligence, or its respective officers', agents', and employees' acts of negligence when acting within the scope of their agency or employment and for the acts of each party's invitees, and agrees to be responsible for any damages resulting from said negligence subject to the limitations and defenses provided under § 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by the Board or the College. Nothing herein shall be construed as consent by the Board or the College to be sued by third parties in any manner arising out of this Agreement. Each party shall provide its own personnel for the supervision of the programs it conducts.

10. CANCELLATION.

If a scheduled event is cancelled, in the sole discretion of the party making the facility available, due to rain, wind, other inclement weather, or acts of God, or the threat of same, the other party shall not be required to pay any fee, rent, or charge for the use of the premises. If the user has submitted a deposit, and the event is cancelled as provided herein, then such party shall be entitled to a refund of the amount of the deposit.

11. MISCELLANEOUS.

The School Board and the College shall not assign this Agreement nor sublet the premises

or any part thereof without the written consent of the other party. The School Board and the College agree that each party and its officers, agents, and servants shall have the right to enter and inspect the facilities and the operations being conducted thereon at reasonable times.

The School Board and the College agree that in the event of unforeseen questions arising out of the use of the said facilities or questions of use, questions shall be settled in writing between the Superintendent of the School Board and the College President or their specified designees.

REMAINDER OF PAGE INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of
the day and year first above written.

BOARD OF TRUSTEES OF
ST. PETERSBURG COLLEGE,
FLORIDA

THE SCHOOL BOARD OF
PINELLAS COUNTY, FLORIDA

BY: _____

BY: Carol Laak

Attest: _____

Attest: Michael Grejo
Superintendent

JUL 30 2013

APPROVED AS TO FORM

APPROVED AS TO FORM

BY: _____
General Counsel

BY: David Kaprielian
School Board Attorney

EXHIBIT “A”

COLLEGE USE OF SCHOOL BOARD FACILITIES

2013-2014 School Year

The following uses of School Board property shall be subject to established rental charges and related service fees:

To be billed at the current Florida state facility rental rate, prorated based on number of courses, classrooms and labs:

Dual Enrollment Classroom Rental
Dual Enrollment Lab Rental

To be billed at a rate set by the Superintendent and the College President:

College Fairs and Conferences
AVID (Counselors)
Testing Centers and Classrooms
College Information Sessions
FAFSA Nights on School Board Property
Recruiter On-Site Activities
Internships/Practicums in School Board Classes

The School Board shall invoice the College each semester for approximated rental and facility usage. **The approximated cost of facility usage listed above for the 2013-2014 school year is \$610,000.**

EXHIBIT "B"

FACILITY USE AUTHORIZATION FORM

Date:
To: Agency
Subject: Facility Use Request under the Agreement Between the School Board
of Pinellas County and Agency effective x/x/xx

Requestor:
Description of Use:
Facility(ies):
Dates & Times:
Supervision By:

Coordinator (& Phone #) for School Board:
Coordinator (& Phone #) for Agency:

The following estimated costs will be incurred as a result of the said use:

Wages: \$
Direct Costs \$
Other (List) \$
\$ _____

Total \$

The facility owner/representative _____ will invoice _____ for the above-described costs, which may vary if the actual use of facilities differs from that shown above. This form, when executed by the authorized representative for the School Board and the authorized agency representative, will be authorization to use the above described facility on the dates and times set forth herein. This additional use is granted under the terms and conditions of the above said Agreement.

Additional conditions, if any:

St. Petersburg College

School Board of Pinellas County, Florida

Authorized Representative Date
for Agency

Authorized Representative Date
for School Board
11111 S. Belcher Rd., Largo, Fl 33773


With copies to: Superintendent of Schools
Director, Accounting
Director, Auditing

Area (1-4) Superintendent
School Representative
School Bookkeeper
Pam Smith, General Counsel's Office, St. Petersburg College

RPC #

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Credit Curriculum

Approval is sought for the following recommended changes to credit curriculum for the 2013-2014 catalog year(s)

Program & Course Updates Effective Spring 2014

A. College of Business

Program Updates

- Program Review:
 - *Program Minor Modification: ACCOUNTING APPLICATIONS (ACTAP-CT)*
 - Rationale: College of Business (COB) Advisory Board and accounting faculty reviewed program and determined that a taxation course was needed for employment. Accounting faculty proposed the new course addition (TAX 2020) to the certificate.
 - *Program Minor Modification: BUSINESS ADMINISTRATION (BUS-AS)*
 - Rationale: Addition of Federal Individual Income Taxation (TAX 2020) course to accounting sub-plan.
 - *Program Minor Modification: INSURANCE SERVICES (INSVS-AS)*
 - Rationale: We have revised the program to better align with insurance industry requirements; added new courses:
 - *Social Media Marketing (MAR 2101)*
 - *Personal Finance (FIN 1100)*
 - *Personal Selling (MAR 2410)*
 - *Elementary Statistics (STA 2023).*
 - *Program Minor Modification: INTERNATIONAL BUSINESS (INTBUS-BAS)*

- Rationale: We are taking out the Organizational Communication (COM 3120) course and replacing it with a new course, Business Communication for Professional Effectiveness (GEB 3213), which will better meet the professional needs of our students.

Course Updates

- Advisory Board Recommendation:
 - *New Credit Courses:*
 - Rationale: The following courses were previously approved as part of the Insurance Services AS (INSVS-AS); submitted now as fully developed.
 - *Personal Insurance (RMI 2117), 3 credits*
 - *Commercial Insurance (RMI 2211), 3 credits*

- College Initiative:
 - *New Credit Course: Federal Individual Income Taxation (TAX 2020), 3 credits*
 - Rationale: This course is needed in the Accounting Applications Certificate and Business Administration Associate of Science degree subplan to prepare students for tax preparation job related responsibilities.

- Course Review:
 - *New Credit Course: Business Communications (GEB 2214), 3 credits*
 - Rationale: This course will replace Professional Communication Skills (OST 2335). OST 2335 was part of an office management program that had become very out-dated.
 - *Major Modification: Principles of Property and Liability Insurance (RMI 1201)*
 - Rationale: The course is being refreshed as part of the Insurance Services AS (INSVS-AS) program. The major learning outcomes were adjusted to fit the appropriate level for the lower division.

 - *Course Deactivation: Professional Communication Skills (OST 2335)*
 - Rationale: This course will be replaced with Business Communications (GEB 2214).

 - *Course Deactivation: Personal Insurance (RMI 3117)*
 - Rationale: This course was never developed. It is being deactivated and a similar course will be offered at the AS level.

B. College of Computer & Information Technology

Program Updates

- Program Review:
 - *New Program: MICROSOFT CERTIFIED SERVER ADMINISTRATOR (MCSA-CT), 18 credits*
 - Rationale: Microsoft has updated its curriculum and, as a Microsoft academy we must offer the latest industry requirements.

 - *Program Major Modifications:*
 - Rationale: The following programs have had course additions and updates made in order to keep up with changing industry standards.
 - *COMPUTER NETWORKING (COMPNET-AS)*
 - *INFORMATION TECHNOLOGY SECURITY (ITSC-AS)*
 - *LINUX SYSTEM ADMINISTRATOR (LINUXSA-CT)*
 - *OPEN SOURCE DEVELOPMENT (OPNSRC-CT)*

 - *Program Major Modification: WEB DEVELOPMENT SPECIALIST (WEBDS-CT)*
 - Rationale: Course updates and deactivations were the result of an IT GAP analysis performed for the Tampa Bay area. The results of this survey indicated industry recruiters in the IT field are looking for Java programmers and web developers with a major emphasis on Big Data Analytics.

 - *Program Deactivation: COMPUTER/WEB PROGRAMMING SPECIALIST (CWPS-CT)*
 - Rationale: Recognizing current workforce demands and employability, we have modified our certificates to 18 credit hours to give students the opportunity to earn two programming language certificates rather than the one, 35 credit CWPS-CT.

Course Updates

- Course Development for New Program:

- *New Credit Course:SQL Database Design & Programming (CTS 2433), 3 credits*
- Rationale: This course will provide students with a comprehensive understanding of SQL programming in support of the business process and prepare them for future database courses.

- Course Review:

- *New Credit Course:C++ Programming with DirectX (COP 2001), 3 credits*
- Rationale: Current commercial animation is written in C++ and created using an animation engine. Addressing both of these key elements, this course provides a complete, up-to-date introduction to animation programming.

- *Major Modifications:*

- Rationale: The following courses are being updated in order to stay current and provide students with courses that match the industry standard.
 - *Configuring Advanced Windows Server Services (CTS 1303)*
 - *Configuring and Administering MS Windows Client (CTS 1327)*
 - *Major Modification:Installing & Configuring Windows Server (CTS 1328)*
 - *Major Modification:Administering Windows Servers (CTS 1334)*

- *Course Deactivations:*

- Rationale: The following courses have been deactivated in order to maintain current industry standards in the Web Design program.
 - *E-Commerce Site Designer I (CGS 1172)*
 - *Web Graphics Design II (CGS 1827)*
 - *Advanced Web Page Creation (COP 2823)*
 - *E-Commerce Site Designer II (CGS 2173)*

C. College of Education

Program Updates

- Program Review:

- *Program Major Modifications:*

- Rationale: The following programs have had Psychology of Adolescence (DEP 3305) removed and replaced with Student Development and Learning Principles K-12 (EDF 3214). These changes will allow for more robust numbers in the latter course, EDF 3214.

- *MIDDLE GRADES MATHEMATICS EDUCATION (5-9) (MGMED-BS)*
- *MIDDLE GRADES GENERAL SCIENCE EDUCATION (5-9) (MGSED-BS)*
-

Course Updates

- Course Review:
 - *Major Modification: Measurement, Evaluation and Assessment in Education K-12 (EDF 4430)*
 - Rationale: Major learning outcomes and course objectives were updated to reflect national and state assessment requirements.
 - *Major Modification: Professional Techniques for Child Development (EDG 1319)*
 - Rationale: The number of topics has been reduced to include only the three necessary for the state-mandated articulation agreement.
 - *Course Deactivations:*
 - Rationale: The following courses are being deactivated as they no longer meet the Department of Children and Families requirements and/or have not been offered in several years.
 - *Behavioral Observation and Screening in Child Care (EEC 1602)*
 - *Child Development Overview (EEC 2500)*
 - *Child Care Regulations (EEC 2521)*
 - *Course Deactivation: In-service Training: Preparation for National CDA (EEC 2943)*

D. College of Health Sciences

Program Updates

- Program Review:
 - *Program Minor Modification: HEALTH SERVICES ADMINISTRATION (HSA-BAS)*
 - Rationale: Previously approved program. Course additions and deactivations, along with the removal of Subplan D: Emergency Medical Services, included in this submission reflect advisory committee recommendations.

Course Updates

- Course Development for New Program:
 - *New Credit Course: Inter-professional Team Based Health Care (HSA 2104), 2 credits*
 - Rationale: This course was added as a result of creating the HSA-AS program.
 - *New Credit Course:*
 - Rationale: The following courses have been developed for the previously approved RET subplan in HSA-BAS.
 - *Evidence Based Medicine in Respiratory Care (RET 3050), 3 credits*
 - *Advanced Cardiopulmonary Pathophysiology (RET 4494), 4 credits*
- Course Review:
 - *Major Modification:*
 - Rationale: The following courses have been updated to include current modes of treatment necessary to meet workforce expectations. major learning outcomes were also edited to reflect these updates.
 - *Dental Hygiene II Clinic (DEH 1800L)*
 - *Dental Hygiene III Clinic (DEH 2802L)*
 - *Dental Hygiene IV Clinic (DEH 2804L)*
 - *Dental Hygiene V Clinic (DEH 2806L)*
 - *Dental Hygiene IV (DEH 2812)*
 - *Course Deactivations:*
 - Rationale: Due to low enrollment, the Emergency Medical Services subplan and its associated courses are being deactivated.
 - *Advanced EMS Administration (EMS 4314)*
 - *Analytical Approaches to Emergency Medical Services (EMS) Systems (EMS 4315)*
 - *EMS Injury Prevention and Public Health (EMS 4316)*

E. College of Nursing

Program Updates

- N/A

Course Updates

- Accreditation Requirements:
 - *New Credit Course:*
 - Rationale: The following courses are being added in order to meet changes in the American Association of Colleges of Nursing (AACN) accreditation standards.
 - *Informatics and Clinical Reasoning (NUR 3874), 2 credits*
 - *Evidence-Based Research Utilization (NUR 4169), 3 credits*

F. College of Policy and Legal Studies

Program Updates

- N/A

Course Updates

- Accreditation Requirements:
 - *Course Deactivations:*
 - Rationale: The following courses are being deactivated in accordance with the Southern Association of Colleges and Schools (SACS) recommendation that all similar content courses be offered under an identical course number. They will be offered in Studies in Applied Ethics (PHI 1600) as topics.
 - *Studies In Professional Ethics (PHI 1631)*
 - *Health Care Ethics Applied (PHI 2635)*
 - *Applied Ethics in Public Safety Professions (PHI 2649)*
- New State Requirements:
 - *Major Modification: Studies in Applied Ethics (PHI 1600)*
 - Rationale: In order to comply with SACS recommendations this course will add discipline specific topics replacing the individual courses that are being deactivated.

G. College of Public Safety Administration

Program Updates

- Advisory Board Recommendation:
 - *Program Major Modification: FIRE SCIENCE TECHNOLOGY (FIRE-AS)*
 - Rationale: Based on an advisory board recommendation and requirements by the FL Fire Board of Standards and Training, the technical writing and computer literacy requirements for this program are being modified.

- New State Requirements:
 - *Program Minor Modification: PUBLIC SAFETY ADMINISTRATION (PSA-BAS)*
 - Rationale: Addition of new fire code administrator courses in order to comply with the FL Fire Board of Standards and Training.
 - *Political & Socio-Economic Impact of Gangs (PAD 4014)*
 - *Fire Prevention Organization and Management (FES 4585)*
 - *Political and Legal Foundations for Fire Protection (FES 3003)*

Course Updates

- Advisory Board Recommendation:
 - *New Courses:*
 - Rationale: The following internship courses were added in order for students to become more efficient and deliberate in attaining their educational goals.
 - *Criminal Justice Internship (CJE 2940), 1-3 credits*
 - *Fire Science Internship (FFP 2940), 1-3 credits*
 - *Public Safety Internship (PAD 4940), 1-3 credits*

H. Communications Department

Program Updates

- N/A

Course Updates

- New State Requirements:
 - *Minor Modification: Writing Improvement: My Bridge to Success (ENC 0055)*
 - Rationale: The Florida Department of Education State Course Numbering System (SCNS) issued a course number and credit hour change. ENC 0990, 1-3 credits changed to ENC 0055, 1 credits.

I. Fine Arts/Humanities Department

Program Updates

- College Initiative:
 - *Program Minor Modification: DIGITAL ARTS, MEDIA AND INTERACTIVE WEB DESIGN (DIG-AS)*
 - Rationale: The Digital Arts Advisory Committee recommended the addition of an internship to the current A.S. program as an elective.

Course Updates

- College Initiative:
 - *New Courses:*
 - Rationale: The following internship courses were added in order for students to become more efficient and deliberate in attaining their educational goals.
 - *Visual Arts Internship (ART 2940), 1-3 credits*
- *Digital Arts Internship (DIG 2940), 1-3 credits*
- *Humanities Internship (HUM 2940), 1-3 credits*
 - *Theater Internship (THE 2940), 1-3 credits*

J. Health Science Department

Program Updates

- Program Review:
 - *Program Major Modification: MEDICAL CODER (MEDCD-CT)*
 - Rationale: Changes to the Coding program are relevant to those made in the AS program in HIM. The state of Florida is assigning an additional 3 cr. hours for the HIM programs.
 - *Program Major Modification: HEALTHCARE INFORMATICS (HCINF-CT)*
 - Rationale: The state is replacing the Healthcare Informatics AS (HCINF-AS) program. Courses were updated to align with the new HIT-AS program.
 - *Program Deactivation: HEALTHCARE INFORMATICS (HCINF-AS)*
 - Rationale: Due to low enrollment numbers, the program is being deactivated.

- New State Requirements:
 - *Program Major Modification: HEALTH INFORMATION TECHNOLOGY (HIT-AS)*
 - Rationale: Due to changes in the coding classification systems used in the U.S., the state of Florida created a new framework and added three (3) additional credit hours. This program will replace the Healthcare Informatics AS (HCINF-AS) and the Health Information Management AS (HIM-AS) programs, which are being closed by the state.

Course Updates

- Course Development for New Program:
 - *New Course: Pharmacology for HIM Professionals (HIM 1442), 2 credits*
 - Rationale: Changes to credit hours, contact hours, course descriptions, major learning outcomes, course objectives, and required textbooks due to modifications in the HIM curriculum.
 - *Major Modification/Course Reactivation: Health Services Management Concepts (HSA 2182)*
 - Rationale: Course was put to history (2004) but will be reactivated under a new title and used for the new program HSA-AS.

- Course Review:

- *New Courses:*
 - Rationale: The following courses were added in order to reflect changes in coding classifications.
 - *Health Data Analysis (HIM 2217), 2 credits*
- *ICD-CM Coding (HIM 2722), 2 credits*
- *ICD-PCS Coding (HIM 2723), 2 credits*

- *New Course: Credentialing Exam Review (HIM 2930), 1 credit*
 - Rationale: Due to a decline in national test scores, a review class was added to the program to help students prepare for the exam.

- *Major Modification:*
 - Rationale: The following courses were updated in order to meet changes in the state requirements for the HIT-AS curriculum.
 - *Introduction to Health Information Management (HIM 1000)*
 - *Healthcare Informatics Project Management (HIM 1005)*
 - *Introduction to Healthcare Informatics (HIM 1102)*
 - *Standard Healthcare Practices (HIM 1110)*
 - *Data and Workflow Management (HIM 1212)*
 - *Principles of Disease (HIM 1430)*
 - *Professional Practice Experience I (HIM 1800)*
 - *Health Law Concepts and Practices (HIM 2012)*
 - *Healthcare Statistics and Research (HIM 2214)*
 - *Basic ICD Coding (HIM 2222)*
 - *Intro to Coding and Reimbursement Systems (HIM 2223)*
 - *Basic CPT Coding (HIM 2253)*
 - *Organization and Supervision (HIM 2500)*
 - *Quality and Performance Improvement (HIM 2510)*
 - *Electronic Health/Medical Record Systems (HIM 2652)*
 - *Professional Practice Experience II (HIM 2810)*
 - *Professional Practice Experience III (HIM 2820)*
 - *General Pharmacology for Health Professionals (HSC 1149)*
 - *Medical Terminology I (HSC 1531).*

- *Course Deactivation:*
 - Rationale: The following courses were deactivated as a result of the reconstruction of the HIM-AS program.
 - *Health Information Technologies (HIM 1211).*
 - *Healthcare Informatics Practic (HIM 2003)*
- *Healthcare Informatics Capstone (HIM 2004)*

- *Advanced ICD Coding and Reimbursement (HIM 2234)*
 - *Healthcare Delivery Systems (HSA 1100)*
 - *Advanced CPT Coding & Reimbursement (HIM 2283)*

K. Mathematics Department

Program Updates

- N/A

Course Updates

- Course Review:
 - *Minor Modification: Honors Elementary Statistics (STA 2023H)*
 - Rationale: Updates were made to align the course objectives and learning outcomes with the STA 2023 course.

L. Natural Science Department

Program Updates

- N/A

Course Updates

- College Initiative:
 - *New Course: Directed Independent Research (BSC 2910), 1-3 credits*
 - Rationale: This elective course provides lower division science students the opportunity to design and implement research.

- Course Review:

- *Major Modification: Biochemistry & Molecular Biology (BCH 4024)*
- Rationale: In order to balance coverage of the core curriculum and ensure the appropriate depth of coverage within this course, a portion of the content has been transferred to another course in the program.

M. Social and Behavioral Sciences Department

Program Updates

- N/A

Course Updates

- Course Review:

- *Major Modification: Introduction to Educational Technology (EME 2040)*

Rationale: This course will prepare educators to make effective use of the various technologies that enhance and extend contemporary learning environments.

August 20, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President



SUBJECT: Board of Trustees' Rules

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

6Hx23-1.04 Meetings of the Board of Trustees The proposed changes will update the Rule and bring the Rule into compliance with new legislation, which becomes effective October 1, 2013, regarding public meetings. *Chapter 2013-227, Laws of Florida*, requires each state board to permit citizens to be heard at a public meeting during the decision making process in advance of the board taking official action on a proposition.

The proposed change will further bring the Rule into compliance regarding the scheduling of the Board of Trustees' annual organizational meeting at its first regular meeting after July 1 of each year, in accordance with Florida Statutes, 1001.61.

In addition to the foregoing, also attached for your information is the associated College Procedure which describes the College's process for members of the public seeking an opportunity to be heard on a proposition before the Board.

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

slg0808131

Attachments

6Hx23-1.04 MEETINGS OF THE BOARD OF TRUSTEES

I. The Board of Trustees, at its annual organizational meeting held in accordance with 1001.61(4), Florida Statutes ~~each July~~, shall establish a schedule for its regular meetings for the College's fiscal year, including day, time and location. Regular meetings shall be held each month in accordance with this schedule, unless otherwise rescheduled. Special and emergency meetings shall be called and conducted in accordance with Chapter 120, Florida Statutes.

II. All meetings and workshops of the Board of Trustees can be conducted and attendance of Board members provided for by means of communications media technology. If it is known in advance that the meeting or workshop will be conducted by means of communications media technology, the notice of the meeting or workshop shall so state. Any action taken at a meeting or workshop presented by communications media technology will be afforded full force and effect.

Trustees may participate in meetings telephonically under the following conditions:

- A. That a quorum must be physically present at the regular, special or emergency meeting; and
- B. That there be some extraordinary circumstance preventing the Board member from being physically present at the regular, special, or emergency meeting of the Board. Extraordinary circumstances would include matters which are out of the ordinary, exceed the usual or normal, or are not customary.

III. The Board of Trustees delegates to the President the establishment of procedures, in accordance with Florida Statutes, which govern and provide members of the public a reasonable opportunity to be heard by the Board in advance of it taking official action on a matter.

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

Law Implemented: 1001.64, 1001.61, 286.0114, F.S.

History: Formerly - 6Hx23-2-1.02. Adopted - 12/23/69. Readopted - 10/25/77. Amended - 7/16/70, 7/15/71, 12/19/74, 2/15/79, 9/17/81, 3/20/90, 12/18/90. Filed 12/18/90. Effective - 12/18/90; 10/22/97. Filed - 10/22/97. Effective - 10/22/97; 10/17/11. Filed - 10/17/11. Effective - 10/17/11; 8/20/13. To Be Filed - 8/20/13. Proposed Date To Become Effective - Upon Board Approval.

PROCEDURE

| | | |
|------------------------|--|-----------------------|
| SUBJECT | PROCEDURE: BOARD OF TRUSTEES' MEETINGS—PUBLIC COMMENT | PAGE |
| | | P1.04-1 |
| LEGAL AUTHORITY | P6Hx23-1.04 | Revision #13-8 |

P6Hx23-1.04 PROCEDURE: BOARD OF TRUSTEES' MEETINGS—PUBLIC COMMENT

- I. St. Petersburg College recognizes and respects the right of a member of the public to be given a reasonable opportunity to be heard before the Board of Trustees before it takes official action on a proposition. Accordingly, the College has established procedures to facilitate public comment and maintain appropriate decorum conducive to the orderly conduct of its Board meetings.

- II. Procedure to Facilitate Public Comment
 - A. The Board shall provide notice as to where the public comment opportunity appears on the Board agenda. Unless otherwise extended by the Board Chair, the total time for public comment during a regular meeting shall be 30 minutes. Groups and organizations are encouraged to speak through a representative whenever feasible. There will be a three (3) minute time limit on individual speakers and presentations.

 - B. Individuals or representatives of groups who desire to speak before the Board must register their name and the specific proposal or matter to be addressed by filling out and submitting a Public Comment Card to the Board Clerk at the staff table in advance of the Public Comment period on the meeting agenda. The opportunity to be heard need not occur at the same meeting at which the Board takes official action on the proposition if the opportunity occurs during the Board's decision making process within reasonable proximity in time to the meeting at which official action shall be taken.

 - C. Speakers will be called by name to address the Board from the meeting podium. The Board Chair may inquire as to whether the person making a public comment is there to speak for, or represent, an organization, group, or third party. The Board Chair may decline to hear any matter determined by the President and Chair not to relate to a particular agenda item or that is outside the Board's jurisdiction, or because it is not practicable for a particular meeting.

 - D. The requirements of this Procedure do not apply to:
 1. Meetings exempt from s. 286.011;

PROCEDURE

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| LEGAL AUTHORITY | P6Hx23-1.04 | Revision #13-8 |

2. Emergency meetings where decisions are determined to affect the public health, welfare or safety, if compliance would cause an unreasonable delay;
3. Ministerial acts of the Board, including, but not limited to approval of minutes and ceremonial proclamations;
4. Personnel or student matters for which an individual administrative remedy is available and has not been fully exhausted, or the subject of litigation or administrative claim pursuant to state or federal law; or
5. Meetings at which the Board is acting in a quasi-judicial capacity.

In regard to the latter two, these provisions do not affect the right of a person who otherwise has a right to be heard by law.

III. Public Comment and the Orderly Conduct of the Meeting

- A. Members of the public wishing to speak shall be advised to make their public comment concise and to the point, identifying the decision or proposal which is the subject of the comment and presenting any information they wish the Board to consider. All remarks should be addressed to the Board as a body and not to any one member.
- B. Any person who becomes disorderly or who fails to confine remarks to the identified subject shall be cautioned by the Board Chair and given the opportunity to conclude his or her remarks in a courteous manner, mindful of the established time limits. If an individual is declared out of order by the Chair, that person may be requested to leave the podium.
- C. No signs, placards or banners will be allowed in the Board Meeting. Disrespectful behavior or distractions such as clapping, cheering, heckling, and outbursts in support or opposition to a speaker’s comments, is discouraged and may subject a person to warning by the Chair, as well as expulsion from the meeting should the behavior continue and the warning of the Chair remain unheeded.