

# MINUTES OF THE SEPTEMBER 17, 2013 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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The Board of Trustees of St. Petersburg College met on Tuesday, September 17, 2013 at the St. Petersburg College Downtown Campus, 244 2<sup>nd</sup> Avenue North, St. Petersburg, Florida. The following Board members were present: Chairman Deveron M. Gibbons, Bob Fine, Vice Chair, and Bridgette Bello. Dale Oliver joined the meeting by phone at 9:30 a.m. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

## NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 8:30 a.m. on Tuesday, September 17, 2013, at the Downtown Campus, Room DC 210, 244 2<sup>nd</sup> Avenue North, St. Petersburg, FL. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

A copy of the agenda may be obtained within seven (7) days of the meeting on the [SPC Board of Trustees website](#) at [www.spcollege.edu](http://www.spcollege.edu), or by calling the Board Clerk at (727) 341-3241.

Members of the public are given the opportunity to provide public comment at meetings of the Board of Trustees concerning matters and propositions on the agenda for discussion and Board action. At the Board meeting, in advance of the time for public comment on the agenda, individuals desiring to speak shall submit a registration card to the Board Clerk, Ms. Lara Holmes, at the staff table. Policy and procedures regarding public comment can be found on the [SPC Board of Trustees website](#) at [www.spcollege.edu](http://www.spcollege.edu)

If any person wishes to appeal a decision made with respect to any matter considered by the Board, he or she will need a record of the proceedings. It is the obligation of such person to ensure that a verbatim record of the proceedings is made. Section 286.0105, Florida Statutes.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency five business days before the meeting by contacting the Board Clerk at 727-341-3241. If you are planning to attend the meeting and are hearing impaired, please contact the agency five business days before the meeting by calling 727-791-2422 (V/TTY) or 727-474-1907 (VP).

**13-163.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

## AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES

**MINUTES OF THE SEPTEMBER 17, 2013 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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**TUESDAY, SEPTEMBER 17, 2013**  
DOWNTOWN CAMPUS  
ROOM DC 210  
244 2<sup>nd</sup> AVENUE NORTH  
ST. PETERSBURG, FL

**SPECIAL 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. Sherry Armstrong (*Attending*)
  - 2. Jan Rioux (*Attending*)
- B. Recognitions/Announcements
  - 1. Presentation of State Board Foundation Checks from Helios, Florida Blue and Bank of America

**III. COMMENTS**

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

**IV. REVIEW AND APPROVAL OF MINUTES**

Board of Trustees' Meeting of August 20, 2013 (*Action*)

**V. MONTHLY REPORTS**

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner
- C. Dr. Phil Nicotera, Provost, Health Education Center;  
Dean Rebecca Ludwig, College of Health Sciences

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D. Carol Brandt, Chair Career Service Council

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

A. Selection of Day for Regular Monthly Board Meetings (*Action*)  
Selection of Time for Regular Monthly Board Meetings (*Action*)  
Designation of Location for Special Board Meetings Held at Locations Other than  
the Epi Center (*Action*)

B. Appointment of Board Members to Direct Support Organizations Boards:  
SPC Alumni Association, Inc.; SPC Foundation, Inc; Institute for Strategic Policy  
Solutions; and Leepa-Rattner Museum of Art, Inc. (*Action*)

**VII. NEW BUSINESS`**

A. STUDENT SUCCESS AND ACHIEVEMENT (*Information*)  
**None**

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

C. OTHER EXPENDITURES AND CONTRACTS – **None**

D. GRANTS/RESTRICTED FUNDS CONTRACTS

1. Application/Acceptance

a. Florida Education Fund - Center of Excellence Program (*Action*)

b. National Science Foundation—Scholarships in Science, Technology,  
Engineering, and Mathematics (S-STEM) Program (*Action*)

E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND  
CONSTRUCTION

1. Selection for Construction Manager at Risk Services, Construct Midtown  
Center, Site 16 (*Action*)

F. AGENCY BILLINGS – **None**

G. ADMINISTRATIVE MATTERS

1. Human Resources

**MINUTES OF THE SEPTEMBER 17, 2013 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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a. Personnel Report (*Action*)

2. Finance

a. Fund 1 Financial Report for FY12-13 July 1- October 31 (*Information*)

H. ACADEMIC MATTERS

1. Scholarship and Budget Overview\* (*Information*)  
(Dr. Duncan, Dr. Williams, Mrs. Neu & Mr. Bennett)

I. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing

**None**

**VIII. PRESIDENT’S REPORT**

**IX. FUTURE AGENDA ITEMS**

**X. PUBLIC SPEAKING FORUM**

**XI. NEXT MEETING DATE AND SITE**

October 15, 2013, Epi Center

**XII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting September 17, 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: September 6, 2013

Confirmation of Publication

[Notice of meeting](#)

**MINUTES OF THE SEPTEMBER 17, 2013 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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**Amended AGENDA**

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
TUESDAY, SEPTEMBER 17, 2013  
DOWNTOWN CAMPUS  
ROOM DC 210  
244 2<sup>nd</sup> AVENUE NORTH  
ST. PETERSBURG, FL

**SPECIAL 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. Sherry Armstrong (*Attending*)
  - 2. Jan Rioux (*Attending*)
- B. Recognitions/Announcements
  - 1. Presentation of State Board Foundation Checks from Helios, Florida Blue and Bank of America
  - 2. Presentation of Tampa Bay Business Journal Award to St. Petersburg College as a Finalist for the 2013 Healthiest Employer

**III. COMMENTS**

- A. Board Chair
- B. Board Members
- C. President
- D. Public Comment

**IV. REVIEW AND APPROVAL OF MINUTES**

**MINUTES OF THE SEPTEMBER 17, 2013 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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Board of Trustees' Meeting of August 20, 2013 (*Action*)

**V. MONTHLY REPORTS**

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner
- C. Dr. Phil Nicotera, Provost, Health Education Center;  
Dean Rebecca Ludwig, College of Health Sciences
- D. Carol Brandt, Chair Career Service Council

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

- A. Selection of Day for Regular Monthly Board Meetings (*Action*)  
Selection of Time for Regular Monthly Board Meetings (*Action*)  
Designation of Location for Special Board Meetings Held at Locations Other than  
the Epi Center (*Action*)
- B. Appointment of Board Members to Direct Support Organizations Boards:  
SPC Alumni Association, Inc.; SPC Foundation, Inc; Institute for Strategic Policy  
Solutions; and Leepa-Rattner Museum of Art, Inc. (*Action*)

**VII. NEW BUSINESS`**

- A. STUDENT SUCCESS AND ACHIEVEMENT (*Information*)  
Scholarship and Budget Overview\* (*Information*)  
(Dr. Duncan, Dr. Williams & Mrs. Neu)
- B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing) - None
- C. OTHER EXPENDITURES AND CONTRACTS – **None**
- D. GRANTS/RESTRICTED FUNDS CONTRACTS
  - 1. Application/Acceptance
    - a. Florida Education Fund - Center of Excellence Program (*Action*)
    - b. National Science Foundation—Scholarships in Science, Technology,  
Engineering, and Mathematics (S-STEM) Program (*Action*)
- E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND  
CONSTRUCTION

# MINUTES OF THE SEPTEMBER 17, 2013 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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1. Selection for Construction Manager at Risk Services, Construct Midtown Center, Site 16 (*Action*)

F. AGENCY BILLINGS – **None**

G. ADMINISTRATIVE MATTERS

1. Human Resources
  - a. Personnel Report (*Action*)
2. Finance
  - a. Fund 1 Financial Report for FY12-13 July 1- August 31 (*Information*)

H. ACADEMIC MATTERS

**None**

I. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing

**None**

**VIII. PRESIDENT’S REPORT**

**IX. FUTURE AGENDA ITEMS**

**X. NEXT MEETING DATE AND SITE**

October 15, 2013, Epi Center

**XI. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting September 17, 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.

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**13-164. Under Item I, Call to Order**

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

**13-165. Under Item II, Preliminary Matters**

Dr. Law recommended adoption of a retirement resolution for Ms. Sherry Armstrong and Ms. Jan Rioux. Ms. Armstrong and Ms. Rioux were in attendance and, joined by colleagues, received their resolutions as presented by Chairman Gibbons and President Law.

**13-166. Under Item II-B, Recognitions/Announcements**

Presentation of State Board Foundation Checks from Helios, Florida Blue and Bank of America

Mr. Kenneth P. Cherven, Chairman, St. Petersburg College Foundation Board of Directors, presented checks from Helios, Florida Blue and Bank of America for scholarships for St. Petersburg College students.

Dr. Tom Furlong, Board member of the State Board Foundation, explained that the Bank of America and Helios scholarships target first generation college students, while the Florida Blue scholarships provide funding for nursing and allied health students. Mr. Joseph Lang, St. Petersburg College Board Attorney, welcomed Dr. Furlong to the Foundation Board.

Dr. Law introduced Steven Malla, Wellness Coordinator, St. Petersburg College. Mr. Malla presented a plaque to Dr. Law which the College received in recognition as a finalist in the Tampa Bay Business Journal's 2012 Healthiest Employers Awards. The College has been named a finalist in each of the last four consecutive years.

**13-167. Under Item III, Comments**

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

Chairman Gibbons offered congratulations to Mrs. Frances Neu for her work with the Foundation and the successful Innovation luncheon held last week. He commented that people are becoming more aware of the Foundation throughout Pinellas County.

**13-168. Under Item IV, Review and Approval of Minutes**



## MINUTES OF THE SEPTEMBER 17, 2013 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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The minutes of the August 20, 2013 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Mr. Fine moved approval of the minutes as submitted. Ms. Bello seconded the motion. The motion passed unanimously.

### **13-169. Under Item V, Monthly Reports**

Under Monthly Reports, Chairman Gibbons requested a report of any new business from Mr. Joseph Lang, Board Attorney and Ms. Suzanne Gardner, Acting General Counsel. Mr. Lang had no report. Ms. Gardner had no report.

Chairman Gibbons called upon Dr. Phil Nicotera, Provost, Health Education Center; Dean Rebecca Ludwig, College of Health Sciences and Carol Brandt, Chair Career Service Council to share their monthly reports.

Dr. Nicotera presented information regarding the College's response to the Affordable Health Care Act and its effect on students of St. Petersburg College's health programs. He commented that the Act ushers in a holistic approach to patient care which will require caregivers to interact with a variety of practitioners. Dr. Nicotera explained that a program was started three years ago outside the curriculum with three goals. First, faculty from one health discipline now lecture to other disciplines. Secondly, guest speakers, both locally and nationally, are asked to present to students. Thirdly, team-based nursing scenarios are used to provide hands-on experience. Several months ago, a simulation was conducted where a "patient" in the dental clinic had a mock heart attack and was moved to the nursing clinic for treatment.

Dr. Rebecca Ludwig presented additional information on the five programs in the College of Health Sciences. She commented that even though enrollment was down 9% this academic year, success rates have increased. Dr. Ludwig stated that the Health Sciences staff made 286 outreach contacts to students, which were either face-to-face or phone calls. They also provided 287 hours of tutoring. Dr. Ludwig noted the following highlights of the five programs:

The Dental Hygiene online program is the largest degree completion program of its kind in the nation.

The Dental Hygiene Associate in Science Degree program is celebrating its 50<sup>th</sup> anniversary this year. There will be an open house this coming spring to celebrate. This face-to-face program currently has 12 military students enrolled. In addition, a new sealant project is starting with funding support from the Rotary Club of Pinellas.

The Radiography program is another face-to-face program. Since its beginning, only two students have failed to find employment within six months of graduation. Local employers rate St. Petersburg College's graduates of this program extremely highly.

The Associate in Science in Health Sciences program was recently approved by the Board of Trustees. There are 102 students and there is movement of students from provisional programs

**MINUTES OF THE SEPTEMBER 17, 2013 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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into this program. Dr. Ludwig commented that if a student does not matriculate into a specific discipline, they can still work towards an Associate in Science in Health Sciences or go into the Health Services Administration program.

Ms. Carol Brandt, Chair of the Career Service Council, presented information regarding the effects of the career development training initiative. She stated that those at the College who do not teach have a responsibility to help students get to class in the best condition for learning. The first impression students have is of the campus. She shared that maintenance and security staff wore special T-shirts on the first day of classes that clearly identified them to students so they could help them find their way and answer questions. (Each Board member was given a T-shirt.) In the Advising area, advisors help students create their Learning Plans, support the Early Alert initiative, and help students with their Life Plans. Ms. Brandt commented that career specialists have moved to the lobby in order for students to have better access to them and to better prepare them for their meetings with advisors. In new student orientation sessions, students are taken to the Learning Support Centers to meet the instructional support specialists so they are more comfortable going to the Centers should they need help.

Ms. Brandt also described how the technical support specialists perform critical work in keeping classroom and building systems running. Finally, she described the face-to-face and phone interactions staff members have with students to provide what the students need and to follow up on any questions that the students may have. This focus on professional development supporting student success will continue.

Ms. Bello commented that the T-shirt idea was a good one and she wished she had that assistance when she was starting in school.

The chairman opened the public comment section per Item III – D. No comments were offered by the public and Chairman Gibbons closed the public comment section.

Mr. Lang referred back to Item III. D on the Agenda: Public Comments. He asked for more information and Ms. Suzanne Gardner described the change to the process. She explained that if a member of the public wishes to comment at a Board of Trustees meeting, they will need to complete a blue registration card before the meeting. The Chairman would then invite them to the podium during this portion of the agenda and the speaker would have a maximum of three minutes to comment. Any materials that they provide would be included into the meeting record. Chairman Gibbons commented that the College is making this change to comply with changes made at the State level and asked that public commenters be greeted at the door when they attend.

**13-170. Under Item VI, Old Business**  
Under Old Business,

## MINUTES OF THE SEPTEMBER 17, 2013 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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- A. Selection of Day for Regular Monthly Board Meetings (*Action*)  
Selection of Time for Regular Monthly Board Meetings (*Action*)  
Designation of Location for Special Board Meetings Held at Locations Other than the Epi Center (*Action*)
- B. Appointment of Board Members to Direct Support Organizations Boards:  
SPC Alumni Association, Inc.; SPC Foundation, Inc; Institute for Strategic Policy Solutions; and Leepa-Rattner Museum of Art, Inc. (*Action*)

Chairman Gibbons asked for a motion to approve Items A and B under Item VI, Old Business. Mr. Fine moved approval; Ms. Bello seconded the motion and the motion passed unanimously.

**13-171. Under Item VII-A, Student Success and Achievement** (Information)  
Scholarship and Budget Overview (Information): Dr. Duncan, Dr. Williams and Mrs. Neu.

Dr. Law addressed the Board and explained that in interactions with the community, it is likely that Board members will be approached with questions regarding scholarships. He asked that an update be provided to the Board.

Dr. Duncan informed the Board that the current scholarship budget is \$63M of which \$53M is Pell Grants. The rest of the funding comes from a variety of scholarships and awards. The largest part of these, 51%, is State-funded scholarships.

Dr. Williams gave the Board an overview of the Scholarship pages on the College's website. They are accessed from the Financial Aid section of the website and provide information on applications, requirements and timelines. She informed the Board that \$6.2M supported Bright Futures and 1<sup>st</sup> Generation scholarships. Last year, 1,855 students received Bright Futures scholarships. Over 700 students received Johnnie Ruth Clark and Presidential scholarships. Athletic scholarships were approximately \$543,000.

Dr. Williams explained that, this year, scholarship waivers are \$1.2M and the goal is to reach 300 this year.

Mrs. Neu presented information regarding Foundation scholarships. Over 170 scholarships are available for a total of \$21M. The Foundation's website is also linked to the Scholarship page of the College's website. There are a many types of scholarships available and the Foundation's site describes them in detail and provides application information. In addition to completing the online form, applicants must provide two letters of recommendation. The selection committee chooses applicants who are then reviewed by the Financial Aid office to verify eligibility.

Mrs. Neu shared that information about the Foundation's scholarships is also available on the College's website home page. She said the Foundation reaches out to potential students who might be considering attending St. Petersburg College.

**MINUTES OF THE SEPTEMBER 17, 2013 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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Mr. Fine asked if all the scholarship funds are used and Mrs. Neu answered that there are always more applicants than funds. She said that this year they awarded funding to 535 students from an applicant pool of approximately 1,200.

Dr. Law explained that the funding formula has changed and will be discussed further in the December meeting. He commented that the timing of scholarship information is being adjusted so that students who are making college choices in the spring will have the information they need at that time.

**13-172.**            **Under Item VII-B, Bids, Expenditures and Contracts**  
None

**13-173.**            **Under Item VII-C, Other Expenditures and Contracts**  
None

**13-174.**            **Under Item VII-D, Grants/Restricted Funds Contracts**  
The Board considered Items VII-D.1a-, Applications for and Acceptance of Grants/Restricted Funds (if awarded). Mr. Fine moved approval. Ms. Bello seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

1. Application/Acceptance
  - a. Florida Education Fund - Center of Excellence Program (*Action*)
  - b. National Science Foundation—Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Program (*Action*)

NOTE: This section was considered out of order so Mr. Oliver could be conferenced in by phone.

**13-175.**            **Under Item VII-E, Capital Outlay, Maintenance, Renovation, and Construction**

The Board considered Capital Outlay, Maintenance, Renovation, and Construction Items VII-E.1. Mr. Oliver moved approval of Items VII-E.1. Mr. Fine seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

1. Selection for Construction Manager at Risk Services, Construct Midtown Center, Site 16 (*Action*)

## **MINUTES OF THE SEPTEMBER 17, 2013 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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Mr. Oliver joined the meeting via conference call at 9:30 a.m. Chairman Gibbons commended Dr. Law for having a Board member on the committee to help with the selection of the construction manager for the Midtown project. Chairman Gibbons said that the reengineered process for Capital Outlay will be documented and followed going forward. He also recommended having a community representative chairing the process in the future.

Mr. Oliver commented that he believed the process worked and should be applied going forward so that the result would be without question and remove any bias. Chairman Gibbons asked that he would like comments from this process be shared with the Board and that perhaps it can be discussed further at December's meeting.

Dr. Law added that Mr. Oliver's assistance, with his extensive background in construction, was very helpful. He also reminded the Board that this project is high-visibility and has a large impact on the community. The Clearwater Library project is coming up for approval and will be a similar theme. Dr. Law noted that when the selection committee got to the final selection, there were four very accomplished firms. Although the original criteria called for 30% local impact in the community, the four finalists suggested that they could have as much as 40% -50% involvement at the local level. This was not the sole criteria for selection, however. There was a screening committee of community representatives and chaired by Mr. Oliver. The screening committee provided from eight qualified applicants four firms for further consideration. Each of the four finalists then came to the selection committee, comprised of Mr. Oliver and Dr. Law, and made their best pitch. The selection committee selected the top three ranked firms for presentation to the Board and recommended Lema Construction for Construction Manager at Risk Services for the Midtown project.

Mr. Oliver moved that the College move forward with negotiations with Lema Construction on the Midtown project. Mr. Fine seconded the motion and the Board unanimously approved the action. After the Board voted its approval, Chairman Gibbons amended the motion and added that the Board would like to keep Gilbane and A.D. Morgan in their respective places until the final negotiations with Lema have been completed. All Board members agreed and the motion passed unanimously.

**13-176. Under Item VII-F, Agency Billings**

None

**13-177. Under Item VII-G, Administrative**

The Board considered Personnel Items VII-G.1a. Ms. Bello moved approval. Mr. Fine seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

1. Human Resources

**MINUTES OF THE SEPTEMBER 17, 2013 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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a. Personnel Report (*Action*)

2. Finance

a. Fund 1 Financial Report for FY12-13 July 1- October 31 (*Information*)

Dr. Law shared the list of part-time adjunct faculty with the Board for approval. He commented that he recently welcomed them back and talked to them regarding the Affordable Care Act.

Dr. Duncan reviewed the Financial Report with the Board. He commented that enrollment was trending flat year-over-year and revenue was down about \$1M from the projected trend. He explained that some of this was due to the allocation of Lottery funds which will not be received until April. He noted that expenses have also been reduced and this reduction would happen earlier in the year, rather than later. The Lottery revenue was adjusted from \$10M to \$12M. Year-over-year revenue is down approximately \$40K. There has been a year-over-year administrative expense reduction of \$60K. There have been reduced administrative costs that reflect the drop in the number of adjunct faculty and supplemental services tied to a reduction in enrollment. Dr. Duncan shared that there is a \$15M budget surplus at this time.

**13-178. Under Item VII-H, Academic Matters**

None

**13-179. Under Item VII-I,  
Under Item VII-I, Proposed Changes to BOT Rules Manual**

None

**13-180. Under Item VIII, Presentation from the Public**

None

**13-181. Under Item IX, President's Report**

Under the President's Report, Dr. Law discussed the following:

Dr. Law commented that the Express Semester this year was successful. It allowed students to begin classes later and to take a 12-week semester versus a 16-week semester. The Express Semester began after the public schools started in the fall, which allowed attending students at St. Petersburg College to prepare their own families for the school year before beginning their own classes.

Dr. Law expressed his praise of the developmental education initiatives undertaken by Dr. Williams and her staff. He also shared that the College is looking at a replacement of the current learning management system and commented that this will be a fundamental change to the College.

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Dr. Law also shared that he will be going to Tallahassee on October 16, 2013 to share information about what developmental education looks like at the local level. He expressed that he did not agree with allowing students to choose the level at which they would begin their college career.

Chairman Gibbons commented that the College has worked hard to put a system in place to ensure student success. He shared that he has been talking about keeping the program that is in place with state administrators and will continue to do that.

Chairman Gibbons commended Jeff Cavanaugh and his efforts in a project with the Housing Authority to put out a bid for Veterans' housing. The Victory House would provide housing for up to 50 wounded veterans.

**13-182. Under Item X, Future Agenda Items**

None

**13-183. Under Item XI, Next Meeting Date and Site**

The Board confirmed its next meeting date and site as Tuesday, October 15, 2013, 8:30 a.m., at the Epi Center.

**13-184. Under Item XII, Adjournment**

Having no further business to come before the Board, Chairman Gibbons adjourned the meeting at 9:41 a.m.

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**William D. Law, Jr.**

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

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**Deveron Gibbons**

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

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

**Board of Trustees Meeting**  
**September 17, 2013**



## MEMORANDUM

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**TO:** Dr. Bill Law

**FROM:** Frances Neu

**DATE:** September 17, 2013

**RE:** Florida College System Foundation Check Presentation

At the September 17 Board of Trustees meeting, Tom Furlong, Chairman of the Florida College System Foundation (FCSF), and FCSF Board member Joe Lang with present the College and SPC Foundation Chair, Ken Cherven, with a checks totaling \$47,030 representing scholarship support from the following partners:

- Helios Foundation for First Generation Scholarships
- Florida Blue (Blue Cross Blue Shield) for Nursing and Allied Health Scholarships
- Bank of America for First Generation Scholarships

**BACKGROUND:** The Florida College System Foundation was established in 1994. Its mission is to promote Florida's Colleges to be the nation's leading advocate for postsecondary educational opportunity, access, and student success while respecting and protecting the autonomy and local support of the individual colleges. FCSF has provided over \$900,000 to State Colleges this year to award scholarships during the 2013-2014 academic year.

# Interdisciplinary Teaching and Learning

- Provide students with knowledge and experience of working as an interdisciplinary team to care for the patient.
- Faculty Academic Leadership, Student Activities championed the program.
- Activities
  - Defining Interdisciplinary Education
  - Treating Patient's with Alzheimer's
  - Mental Health
  - Team Based Learning Scenario – EMS, Dental, Nursing and Respiratory.
  - August – Dr. Erik Black, University of Florida, College of Medicine, Department of Pediatrics

## Upcoming Events

- January – Dr. Shelly Konrad, University of New England, Center for Excellence in Interprofessional Education
- Case Study Experiences in collaboration with the University of Florida
  - October – Medical Ethics
  - February – Medical Errors

# SPC St. Petersburg College

COLLEGE OF HEALTH SCIENCES



# SPC St. Petersburg College

## COLLEGE OF HEALTH SCIENCES

Orange Online	Enroll F12	Enroll F13	Success Rate 2011	Success Rate 2012	Grads 2011	Grads 2012	Engage: Each One Reach One	Engage: Tutor Hours
Health Services Administration BAS	428	391	85%	88%	100	137	140	107
Dental Hygiene BAS	111	100	98%	99%	49	53	50	NA
Dental Hygiene AS	68	66	98%	99%	17	18	96	180
Radiography AS	39	35	100%	96%	32	30	NA	NA
New! Health Sciences AS	NA	102	NA	NA	NA	NA	NA	NA

# Career Service Employee Council



## Student Services

Academic Advising  
Career Center  
Veterans Services  
Financial Aid  
Business Office & Registration

## Learning Support Commons

(Out of Classroom Support)

Instructional Support Specialists

**Those of us who do not teach have the responsibility to help students get to class in the best condition for learning.**

## Administrative Support


Technology Support Specialists  
Administrative Services Specialists

## Facilities

Custodial  
Landscaping  
Maintenance  
Security

September 17, 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, DC 210
October 15, 2013	Epi Center
November 19, 2013	Tarpon Springs, BB 212
December 10, 2013	Epi Center, Collaborative Labs (Board Workshop)
January 21, 2014	Epi Center
February 18, 2014	Clearwater Campus, ES 104
March 18, 2014	Epi Center
April 15, 2014	Epi Center
May 20, 2014	Midtown Campus, MT 107
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						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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

September 17, 2013

**MEMORANDUM**

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

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

**SUBJECT:** Appointment of Board Members to Direct Support Organizations Boards: SPC Alumni Association, Inc.; SPC Foundation, Inc; Institute for Strategic Policy Solutions and Leepa-Rattner Museum of Art, Inc.

**Authorization is requested to confirm trustee appointments to the four direct support organizations.**

At the recommendation of Chairman Gibbons, each trustee has selected the direct support organization board on which they prefer to serve as follows:

St. Petersburg College Foundation board - Robert Fine

St. Petersburg College Alumni Foundation board - Bridgette Bello

Institute for Strategic Policy Solutions board - Dale Oliver

Leepa Rattner Museum of Art board - Deveron Gibbons

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



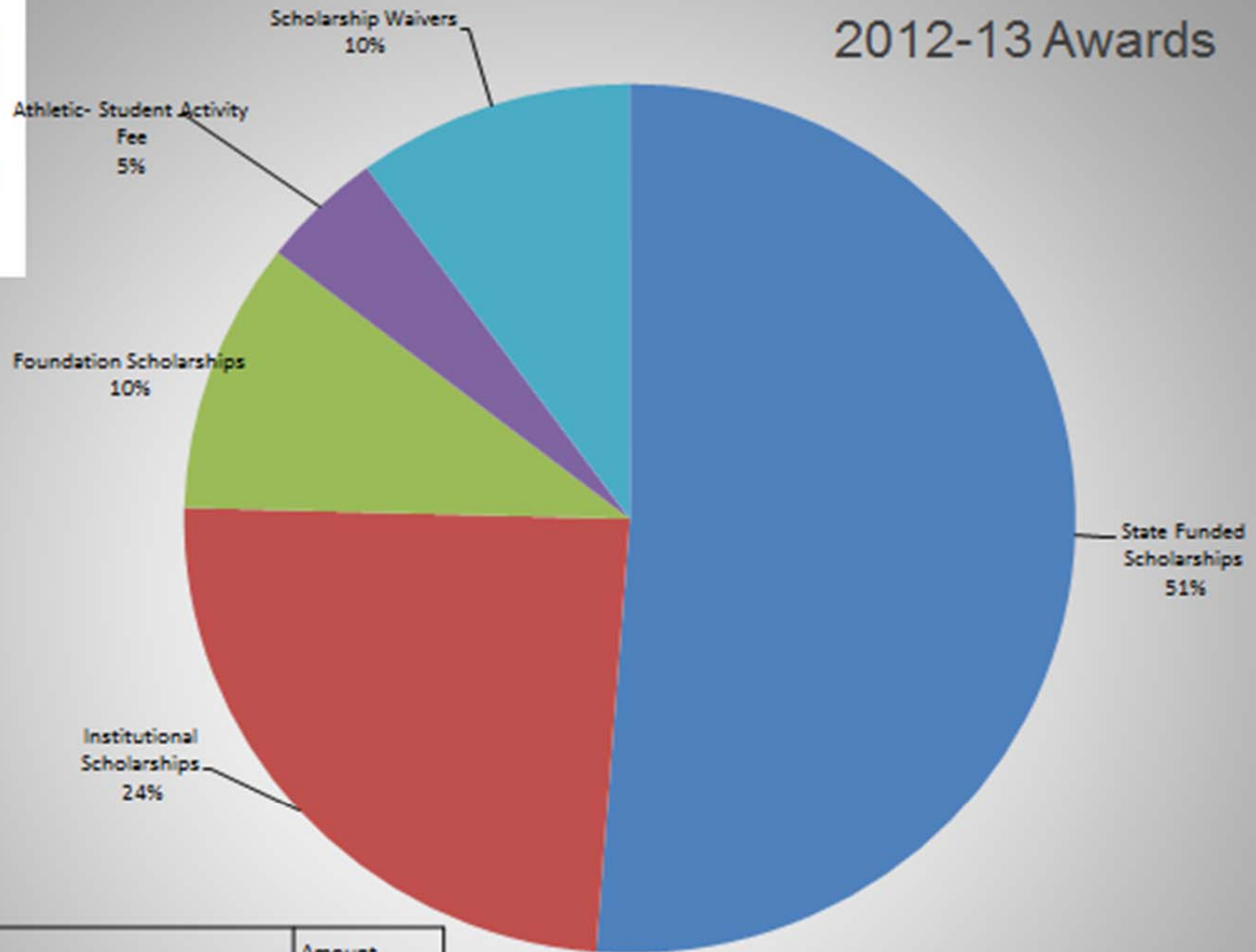
# Saint Petersburg College Student Scholarship Programs Overview

Board of Trustees Meeting  
September 17, 2013



	7/1/2013-6/30/2014 Annual Budget
<b>Scholarship Fund 5X</b>	
Beginning Financial Aid Fee Fund Balance July 1	\$ 49,069
Beginning Other Scholarships Fund Balance July 1	\$ 5,200
	<u>\$ 54,269</u>
<b>Revenues:</b>	
Student Financial Aid Fees Collected	\$ 2,685,824
Federal PELL and SEOG Grants	\$ 53,157,882
Various Florida State Scholarship Grants	\$ 6,309,061
Various SPC Foundation and Other Scholarship Grants	\$ 997,645
<b>Total Revenues</b>	<u>\$ 63,204,681</u>
<b>Expenses:</b>	
Financial Aid Fee Scholarships awarded:	
Student Incentive Grant Scholarships	\$ 1,518,428
Johnnie Ruth Clark Scholarships	\$ 469,800
SPC Presidential Scholarships	\$ 299,064
Fine Arts, Visual Art, Associate to Baccalaureate, Honors College, Misc. Scholarships	\$ 414,794
	<u>\$ 2,702,086</u>
Federal PELL & SEOG Grants Awarded	\$ 53,157,882
State of Florida Scholarships	\$ 6,309,061
Various SPC Foundation and Other Scholarships	\$ 997,645
<b>Total Expenses</b>	<u>\$ 63,166,674</u>
<b>Excess of Revenues Over Expenses</b>	\$ 38,007

## 2012-13 Awards



Category	Amount
State Funded Scholarships	\$ 6,251,121
Institutional Scholarships	\$ 2,954,522
Foundation Scholarships	\$ 1,230,872
Athletic- Student Activity Fee	\$ 543,252
Scholarship Waivers	\$ 1,227,284
	\$ 12,836,544

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**Financial Aid Basics**

- [Tuition](#)
- [Grants](#)
- Scholarships**
  - [Scholarships Overview](#)
  - [Florida Bright Futures](#)
  - [SPC Foundation Scholarships](#)
  - [SPC Institutional Scholarships](#)
  - [Private Donor Scholarships](#)
  - [Scholarship Searches](#)
- [Waivers and exemptions](#)
- [Student Employment](#)
- [Loans](#)
- [Forms](#)
- [Parents](#)
- [Money Management](#)
- [Frequently Asked Questions](#)
- [Financial Aid Contacts](#)

Stay on track!

Tips for keeping your financial aid

SPC » Financial Aid » Scholarships » Scholarships

## Scholarships

[Facebook](#) [Twitter](#) [LinkedIn](#)

**Need money for college? Apply by Sept. 27**

Apply by Sept. 27 for Foundation Scholarships for the spring term. Letters of recommendation are due by Oct. 11. If you previously submitted a 2013-2014 application, you don't need to apply again.

Scholarships can reward you for academic excellence, talent and achievement in a variety of areas, such as the arts or athletics. Best of all, they don't need to be repaid.

Criteria, amounts and application processes for scholarships vary depending on the scholarship. Each scholarship requires its own application separate from the FAFSA and may require an essay and/or letters of recommendation. You are encouraged to research and apply for all scholarships you may qualify for.

We recommend you complete the FAFSA, as the individual donor determines if a scholarship is need-based.

### Scholarship opportunities

- Florida Bright Futures
- SPC Foundation scholarships
- SPC institutional scholarships
- Private donor scholarships
- Scholarship searches
- Study Abroad scholarships

### Scholarships

1. What is a scholarship?

2. Where can I look for a scholarship?

3. How can I prioritize my scholarship search?

[Apply for Financial Aid](#)

[Check your status](#)

[Contact Financial Aid](#)

#### Financial aid dates

2013-14 financial aid dates

DATE	EVENT
8/13	First refunds for fall Regular and First 5-Week Mod classes
8/19	Last day to withdraw with a grade of "W" for fall 1st 5-Week Mod classes
9/20	Last day to drop a class with a refund for fall Express classes
9/20	First day to withdraw from fall 1st 5-Week Mod classes without incurring repayment of financial aid funds
9/20	First refunds for 1st-5wk, 1st-year borrowers for fall Regular and 1st 5-Week Mod classes

[See more financial aid dates](#)

#### Related Resources

- [How to Write a Thank You Letter](#)

# SPC Scholarships Financial Aid and Auxiliary Fees

## State Funded Scholarships - \$6.2M

- Bright Futures Merit
- 1<sup>st</sup> Generation

## Institutional Scholarships- Financial Aid and Auxiliary Fees- \$2.9M

- Johnnie Ruth Clark
- Presidential Scholar
- Fine Arts Music
- Honors College

## Student Activity Fee – Athletic \$543K

## Scholarship Waivers - \$1.2M

- Athletic Supplemental
- State Employee
- Dept of Education

<http://www.spcollege.edu/pages/dynamic.aspx?id=754>



# SPC Foundation Scholarships

## \$1.2M

### Application Process

- \$21million representing 270+ distinct scholarships
- Common Application
- Award cycles
- Selection Committees

### Student Eligibility

- Degree Objective: Certificate – Baccalaureate
- Scholarship Criteria
  - Academic Program/major
  - Cumulative GPA
  - Financial Need

### Scholarship Awards

- 1693 Scholarships awarded in 2012-13 Academic Year
- 535 scholarships awarded for Fall 2013 Term
- Awards range from \$100 - \$2,000

### Advertisement and Outreach

- <http://www.spcollege.edu/foundation/instructions.htm>

# Questions



September 17, 2013

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President *WDL*  
**SUBJECT:** Florida Education Fund - Center of Excellence Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Education Fund by St. Petersburg College for the Center of Excellence Program (COEP) grant opportunity. Permission is sought to accept an estimated \$26,834.13 in funding over one year for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

Previously known as the McKnight Programs in Higher Education, the Florida Education Fund's mission is to strengthen the larger community by creating and implementing programs and services that lead to institutional enhancement and greater educational advancement for historically underrepresented groups. In furthering this mission, Centers of Excellence Programs (COEP) were established statewide to engage the community by intervening in the lives of minority school children at an early age so that they will not lose interest in education and will continue to succeed in public school as well as in postsecondary education.

The four primary components of the COEP are: 1) developing Academic Enrichment Centers where students will receive after-school assistance with homework/tutoring to build skills in language arts/communication and mathematics; 2) recognizing high achieving students and inducting them into the National Achievers Honor Society; 3) sponsoring countywide and regional Black History Competition, Culture Brain Bowl, mathematics, and spelling competitions and 4) participating in the Annual Statewide Brain Bowl Competitions and Florida National Achievers Society Summit. Local organizational resources, such as churches and recreation centers, will be enlisted by the College to assist in achieving the program goals. Approximately 200 students will be served by the Center's various activities.

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

The estimated period of performance will be from July 1, 2013 through June 30, 2014. The total project budget is projected to be \$26,834.13 over a one-year period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Tonjua Williams, Senior Vice President, Student Services; and Linda L. Hogans, Executive Director, Special Programs, recommend approval.

Attachment



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

**Date of BOT Meeting:** September 17, 2013

**Funding Agency or Organization:** Florida Education Fund

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

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

**Grant/Contract Time Period:** **Start:** 7/1/13 **End:** 6/30/14

**Administrator:** Tonjua Williams

**Manager:** Linda L. Hogans

**Focus of Proposal:**

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

**Budget for Proposal:**

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

Salaries & Benefits (OPS)	\$ 1,910.00
Consultants	\$ 400.00
Printing/Copying	\$ 200.00
Travel	\$ 13,930.00
Student Activities Cost (materials & supplies)	<u>\$ 10,394.13</u>
Total Budget	<u>\$ 26,834.13</u>

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 26,834.13
Total amount from funder:	\$ 26,834.13

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


Required match or cost sharing:	No	X	Yes
Voluntary match or cost sharing:	No	X	Yes
Source of match/cost sharing:	N/A		
Negotiated indirect cost:	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"> <li>1. Student Focus</li> <li>2. Academic Excellence</li> <li>3. Outstanding Service</li> <li>4. Diversity</li> </ol>
Strategic Initiative(s):	<ol style="list-style-type: none"> <li>1. Outreach</li> <li>2. Student Engagement</li> <li>3. Student Support</li> </ol>
Strategic Activity(ies):	<ol style="list-style-type: none"> <li>1. Student Success and Out of Classroom Support</li> </ol>

September 17, 2013

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** National Science Foundation—Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the National Science Foundation by St. Petersburg College for the Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Program grant. Permission is sought to accept an estimated \$795,340 in funding over five years for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

Known as 'Tampa Bay Scholarships in Education & Employment Development in STEM' (Tampa Bay SEEDS), SPC proposes to provide \$6,500 scholarships to 80 academically talented and financially needy students pursuing an education in Science, Technology, Engineering, Math or related fields. The goal of the Tampa Bay SEEDS program is to strengthen the STEM skills of Tampa Bay's future workforce by supporting academically talented and financially disadvantaged students through to graduation and employment in STEM fields. Scholarship funds will support students enrolled full-time in select STEM related Associate of Science (AS) degree, General Education Associates in Arts (AA) degree and Bachelor of Science (BS) degree programs. Tampa Bay SEEDS will focus recruitment through SPC's student body, Pinellas County Schools' Academies of Pinellas and adult learners interested in STEM fields, targeting women, veterans, minorities and low-income students.

SEEDS will maximize SPC's existing College Experience initiatives and will also provide dedicated individualized academic support services, peer group activities and mentoring. Additionally, SEEDS scholars will receive hands-on career development and placement activities such as job shadowing, career coaching and internship opportunities.

The estimated period of performance will be from July 1, 2014 through June 30, 2019. The total project budget is projected to be \$795,340 over five years. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; John Chapin, Dean, Natural Science; Jimmy Chang, Dean, Math; Sharon Setterlind; Dean; Computer and Information Technology and Bill Hemme, Math Department Chair, recommend approval.

Attachment

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

<b>Date of BOT Meeting:</b>	September 17, 2013	
<b>Funding Agency or Organization:</b>	National Science Foundation	
<b>Name of Competition/Project:</b>	Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Program	
<b>SPC Application or Sub-Contract:</b>	SPC Application	
<b>Grant/Contract Time Period:</b>	<b>Start:</b> 7/1/14	<b>End:</b> 6/30/19
<b>Administrator:</b>	John Chapin	
<b>Manager:</b>	Bill Hemme	

**Focus of Proposal:**

The foundation of Tampa Bay SEEDS is to open doors to education and careers in STEM for students, with an emphasis on providing opportunities to students from populations that are underrepresented in STEM fields, such as racial/ethnic minorities and women. This will be accomplished by establishing cohorts of scholars that will be taught, mentored and supported by an interdisciplinary team of STEM faculty and student support personnel, including academic advisors, financial aid staff and career development center staff. This holistic approach will be coordinated across SPC's multiple campuses and managed by Campus Faculty Champions (CFCs), STEM faculty who also serve as Co-PIs. SPC has a strongly held shared vision for student success among all of its campuses, enabling CFCs to streamline and customize institutional academic, financial and career support services, establishing the foundation to help SEEDS scholars reach their academic potential.

The following five SEEDS program objectives were developed in response to local need and the goals of NSF's S-STEM program:

1. Improve educational opportunities for students by providing \$6,500 scholarships to 80 students over the five-year grant period
2. Increase retention of students to degree achievement by leveraging institutional support services such as My Learning Plan, Early Alert System and Out-of-Class support
3. Improve student support programs by tailoring them to meet unique needs of SEEDS scholars, e.g. conducting a SEEDS orientation that builds on what scholars learn in the general new student orientation and organizing experiential learning activities
4. Increase numbers of well-educated and skilled employees for in-demand STEM fields by providing employment-centered education to 80 academically talented SEEDS scholars during the grant period
5. Strengthen partnerships with STEM industry by developing and/or strengthening cooperative working relationships with local STEM employers and industry associations through the STEM Advisory Council.

**Budget for Proposal:**

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

Personnel & Fringe	\$ 53,746
Travel	\$ 4,325
Participant Support Costs (Scholarships)	\$ 520,000
Materials and Supplies	\$ 4,929
Student Activities	\$ 8,000
Consultant Services (Evaluation)	\$ 7,000
Indirect Costs	<u>\$ 197,340</u>
Total Budget	\$ 795,340

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 795,340
Total amount from funder:	\$ 795,340

Amount/value of match:	Cash: N/A
	In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

**College Values, Strategic Initiatives and Activities Addressed:**

Value(s):	1. Student Focus 2. Academic Excellence 3. Diversity
Strategic Initiative(s):	1. Outreach 2. Student Engagement 3. Student Support
Strategic Activity(ies):	1. College Experience Enhancements 2. Expanded Workforce Offerings and Improved Placement Tracking 3. Student Success and Out of Classroom Support

September 17, 2013

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President *wdl*  
**SUBJECT:** Selection for Construction Manager at Risk Services, Construct Midtown Center, Site 16

Pursuant to the Requests for Qualifications approved by the Board of Trustees at its April 16, 2013, the college received eight submissions for consideration for Construction Manager at Risk Designation. Please recall that the Board's action separated the screening of the proposals from the interview and selection of the recommended firms.

The Screening Committee was comprised of the following members: Mr. Dale Oliver, Board Member and Board Appointed Chairperson; Mr. Ken Burke, Board Appointee and Community Member; Mr. Askia Muhammad Aquil, Board Appointee and Community Member; and Dr. Kevin Gordon, College Appointee and Provost, Downtown/Midtown Center. The Screening Committee reviewed all submissions and forwarded four names (unranked) to the Selection Committee for presentations and interviews. The Selection Team comprised of Trustee Oliver and President Law interviewed the four unranked firms on August 27, 2013. The meetings of both the Screening Committee and the Selection Team were held pursuant to the Florida Open Meetings Act.

Based upon the Board-adopted Request for Qualifications and the several public discussions by the Board of credentials and weighting of the responses by the firms, the Selection Committee provides the following recommendation to the Board in order of preference:

1. Lema Construction
2. Gilbane Building Company
3. A. D. Morgan Corporation

Authorization is specifically requested for the following:

- To approve the Selection Team'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 and competitive, negotiations will be undertaken with the second most qualified firm and thereafter, if necessary, with the third.

It is our intention to bring the details of a complete contract and project timeline to the Board at its meeting of October 15, 2013.

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

September 17, 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:**

<b>HIRE Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
8/19/2013	Andres-Kuhlman,Margie	Accounting Services	Accounting/Financial Analyst
8/29/2013	Berden,Amanda S	Human Resources Emp Support	Administrative Svcs Specialist
8/12/2013	Carreiro,Flavia V	College of Education	Administrative Svcs Specialist
8/19/2013	Creft,Susana C	SPC-Downtown	Administrative Svcs Specialist
8/6/2013	Banchs,Henry J	Custodial Services SPG	Custodian
8/26/2013	Brooks,Marcus A	Resource Development DO	Development Officer
8/19/2013	Drexler,Amy	Corporate Training E&SS DO	Information Tech Specialist
8/19/2013	Pate,Durwood L	Information Systems - Network	Information Tech Specialist
8/19/2013	Clark,Lauren E	District Library DO	Instructional Supp Specialist
8/15/2013	Cross,William C.	Business Technologies CL	Instructor
8/15/2013	Keleske,Allison Marie	Nursing HC	Instructor
8/15/2013	Mistretta,Jennifer Lee	Nursing HC	Instructor
8/15/2013	Banks,Ian M	Baccalaureate Programs/UPC	Instructor (Acting)
8/15/2013	Downing,Carol L.	Interpreter Training CL	Instructor (Acting)
8/26/2013	Nguyen,Thao	Natural Science TS	Laboratory Specialist
8/14/2013	Robinson Jr,James C	Special Programs/Intl Educ DO	Project Manager
8/19/2013	Sharp,Melissa D.	Nursing HC	Sr Administrative Svcs Speclst
8/19/2013	Alderman,Gina E	Provost CL	Sr Tech Support Specialist
8/5/2013	Fryer,Jamie L	Enrollment Management DO	Student Support Advisor
8/19/2013	Regnier,Ralph	International Center - CL	Student Support Specialist
8/19/2013	Norwood,Sheryll	Human Resources	Train & Dev Design Facilitator



**HIRE Temporary/Supplemental**

<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
8/19/2013	Archibald,Amy V	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Belcher,Sherry M	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Belvis,Renee M	College of Education	Adjunct Bach Prog.
8/19/2013	Bogue,Karin L	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Corsmeier,Joseph A	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Dimarco,Charles J	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Dozier,Priya D	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Dupuis,Gregory L	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Gardner,Daniel L	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Gomez-Torres,J. Miguel	BA Programs/UPC	Adjunct Bach Prog.
8/26/2013	Hernly,Patrick M.	College of Education	Adjunct Bach Prog.
8/19/2013	Holmes,Lara L	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Jackson,Everton S	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Jagoo,Nigel	College of Education	Adjunct Bach Prog.
8/19/2013	Kirkley,Cara D	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Lacerte,Serge E	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Magnetico,Jaime L	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Marmo,Alana	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Mazzant,Thomas A	Nursing HC	Adjunct Bach Prog.
8/19/2013	McClarty,Bridgette L	Nursing HC	Adjunct Bach Prog.
8/19/2013	McGinnis,Robert E	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Meyer,Jared James	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Ness,David e	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Noel,Nicole M	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Parran,Carl J	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Poshi,Marjeta	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Pryor,Michele A	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Rector,Jennifer D	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Robinson,Sabrina J	Nursing HC	Adjunct Bach Prog.
8/19/2013	Suedmeyer,Nathan P	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Wilson,Kiana L	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Wolford,Michael T	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Yancey,LorAnn M	BA Programs/UPC	Adjunct Bach Prog.
8/19/2013	Hartranft,Susan	Nursing HC	Associate Adjunct
8/19/2013	Householder,Kevin L	Nursing HC	Associate Adjunct
8/17/2013	Lanham,Valerie	Letters TS	Associate Adjunct
8/19/2013	Nousiainen,Robin M	Dental Hygiene HC	Associate Adjunct
8/19/2013	Aliberto,Kylie N	Dual Credit - AC	Contributed Service
8/19/2013	Anderson,Rhonda J	Nursing HC	Contributed Service
8/19/2013	Conley,Bryan P	Dual Credit - AC	Contributed Service
8/19/2013	Harrison,Hannah E	Dual Credit - AC	Contributed Service
8/19/2013	Hilder,Janet L.	Dual Credit - AC	Contributed Service

8/19/2013	Kiernan,Nancy C	Dual Credit - AC	Contributed Service
8/19/2013	Newman,Sarah B	Dual Credit - AC	Contributed Service
8/19/2013	Correa Blanco, Fernanda	Enrollment Management DO	General Support
9/3/2013	Semmons,Meredith N	Enrollment Management DO	General Support
8/19/2013	Andrews,Claire L	Fine & Applied Arts SPG	Instructor, Temporary Credit
8/19/2013	Arick,Christopher T	Natural Science SE	Instructor, Temporary Credit
8/19/2013	Arner,Joseph N	Fine & Applied Arts CL	Instructor, Temporary Credit
8/19/2013	Arthur,Catherine G	Veterinary Technology HC	Instructor, Temporary Credit
8/19/2013	Ayers,Amelia	Speech - Letters CL	Instructor, Temporary Credit
8/19/2013	Baker,Robert E	Social Science SPG	Instructor, Temporary Credit
8/19/2013	Ballenger,Kimberly	Letters SE	Instructor, Temporary Credit
8/19/2013	Benton-Kapshuck,Anisa D	Letters TS	Instructor, Temporary Credit
8/19/2013	Bergamotto,Vivian	Social Science SE	Instructor, Temporary Credit
8/19/2013	Blackshaw,Angela X	Business Technologies CL	Instructor, Temporary Credit
8/19/2013	Boone,Mikaela P	Letters SPG	Instructor, Temporary Credit
8/19/2013	Braddock,Landis E	Letters SPG	Instructor, Temporary Credit
8/19/2013	Bradley,Mary Kathleen	Letters SPG	Instructor, Temporary Credit
8/19/2013	Bridges,Sherronda Y	Social Science CL	Instructor, Temporary Credit
8/19/2013	Brightman,Beth Lilessie G	Interpreter Training CL	Instructor, Temporary Credit
8/19/2013	Briley,Arlin A	Natural Science TS	Instructor, Temporary Credit
8/19/2013	Britton,Todd M	Mathematics TS	Instructor, Temporary Credit
8/19/2013	Brown,Debra A	Letters TS	Instructor, Temporary Credit
8/19/2013	Budden,Stacy L	Letters SPG	Instructor, Temporary Credit
8/19/2013	Bunn,Jared R	Mathematics TS	Instructor, Temporary Credit
8/19/2013	Caesar,Nicole O	Distance Learning TV SE	Instructor, Temporary Credit
8/19/2013	Canary,Jett R	Fine & Applied Arts CL	Instructor, Temporary Credit
8/19/2013	Cantrell,Tiffany	Business Technologies CL	Instructor, Temporary Credit
8/19/2013	Capparelli,Adam C	Social Science SPG	Instructor, Temporary Credit
8/19/2013	Carlson,Frederick R	Business Technologies CL	Instructor, Temporary Credit
8/19/2013	Carlson,Jeannie	Letters SPG	Instructor, Temporary Credit
8/19/2013	Catsikis,Basil D	Natural Science TS	Instructor, Temporary Credit
8/19/2013	Cheskidov,Petr A	Mathematics SPG	Instructor, Temporary Credit
8/19/2013	Christian,Gezime I	Distance Learning TV SE	Instructor, Temporary Credit
8/19/2013	Clement,Laurence	Letters SPG	Instructor, Temporary Credit
8/19/2013	Collins,Jennifer	Distance Learning TV SE	Instructor, Temporary Credit
8/19/2013	Contino,Kristina M	Business Technologies CL	Instructor, Temporary Credit
8/19/2013	Corbin,Adam C	Business Technologies CL	Instructor, Temporary Credit
8/19/2013	Covin,Sandra A	Foreign Language CL	Instructor, Temporary Credit
8/19/2013	Crawford Jr,Nathaniel	Ethics CL	Instructor, Temporary Credit
8/19/2013	Cross,Debra L	Social Science SE	Instructor, Temporary Credit
8/19/2013	Cusmano,Heather J	Dual Credit - AC	Instructor, Temporary Credit
8/19/2013	Dalessio,Cristin Marie	Letters SPG	Instructor, Temporary Credit
8/19/2013	DeHart,Michael R	Business Technologies SP	Instructor, Temporary Credit
8/19/2013	Dutertre,Pierre M	Fine & Applied Arts CL	Instructor, Temporary Credit
8/19/2013	Easley,Regina A	Natural Science TS	Instructor, Temporary Credit
8/19/2013	Eginli,Ilknur	Letters CL	Instructor, Temporary Credit

8/19/2013	Estlund,Amber L	Letters CL	Instructor, Temporary Credit
8/19/2013	Fay,Robert H	Mathematics SPG	Instructor, Temporary Credit
8/19/2013	Fonseca,Cristian I	Business Technologies CL	Instructor, Temporary Credit
8/19/2013	Francis,Bonnie	Dental Hygiene HC	Instructor, Temporary Credit
8/19/2013	Frangione,Mark L	Natural Science CL	Instructor, Temporary Credit
8/19/2013	Frantzis,Theodosios G	Natural Science TS	Instructor, Temporary Credit
8/19/2013	Fredricks,Jessica M.	Mathematics SE	Instructor, Temporary Credit
8/19/2013	Garcia,Carmen	Interpreter Training CL	Instructor, Temporary Credit
8/19/2013	Gelsheimer,Stacey	Social Science CL	Instructor, Temporary Credit
8/19/2013	Gillham,Michael A	Social Science SE	Instructor, Temporary Credit
8/19/2013	Gillia,Francesco	Fine & Applied Arts CL	Instructor, Temporary Credit
8/19/2013	Gloger,Kenneth R	Social Science SE	Instructor, Temporary Credit
8/19/2013	Goodacre,Vera	Business Technologies SP	Instructor, Temporary Credit
8/19/2013	Graham,Christina J	Business Technologies CL	Instructor, Temporary Credit
8/19/2013	Griffiths Jr,Valton E	Business Technologies SP	Instructor, Temporary Credit
8/19/2013	Grime,Emily H	Ethics CL	Instructor, Temporary Credit
8/19/2013	Gwyn,Wanda P	Ethics TS	Instructor, Temporary Credit
8/19/2013	Hampton,Sonnia	Foreign Language CL	Instructor, Temporary Credit
8/19/2013	Hanna,Sterling G	Business Technologies SP	Instructor, Temporary Credit
8/19/2013	Harper,Heather L.	Dental Hygiene HC	Instructor, Temporary Credit
8/19/2013	Haumschild,Mary S	Emergency Medical Services HC	Instructor, Temporary Credit
8/19/2013	Henkel,Gary D	Letters SE	Instructor, Temporary Credit
8/19/2013	Himelhoch,Luz	Foreign Language TS	Instructor, Temporary Credit
8/19/2013	Holton,Timothy G	Mathematics SE	Instructor, Temporary Credit
8/19/2013	Howard,Deborah L	Natural Science CL	Instructor, Temporary Credit
8/19/2013	Jankowiak,Kinga	Natural Science CL	Instructor, Temporary Credit
8/19/2013	Jasper,Ashley B	Letters SPG	Instructor, Temporary Credit
8/19/2013	Johansen,Paul	Social Science SPG	Instructor, Temporary Credit
8/19/2013	Jorgensen-Zidar,Nikole S	Natural Science TS	Instructor, Temporary Credit
8/17/2013	Joyner,Tyree A	Interpreter Training CL	Instructor, Temporary Credit
8/19/2013	Just,John N	Business Technologies CL	Instructor, Temporary Credit
8/19/2013	Kadera,Dahomey	Mathematics SE	Instructor, Temporary Credit
8/19/2013	Kaiser,Ronald Kent	Dual Credit - AC	Instructor, Temporary Credit
8/19/2013	Kakoullis,James	Natural Science CL	Instructor, Temporary Credit
8/19/2013	Katsouris,Amy	Fine & Applied Arts SE	Instructor, Temporary Credit
8/19/2013	Kerlin,Marcella A	Social Science SE	Instructor, Temporary Credit
8/19/2013	Kerr,Christopher K.	Human Services HC	Instructor, Temporary Credit
8/19/2013	Klaus Smith,Susan R	Building Arts CL	Instructor, Temporary Credit
8/19/2013	Kotula,Nadia M	Letters SPG	Instructor, Temporary Credit
8/19/2013	Kowasic,Priscilla L	Letters TS	Instructor, Temporary Credit
8/19/2013	Kuliyeva,Lynette K	Letters CL	Instructor, Temporary Credit
8/19/2013	Labay,Heather	Letters TS	Instructor, Temporary Credit
8/19/2013	Land,John	Letters SPG	Instructor, Temporary Credit
8/19/2013	Legare,Timothy B	Natural Science CL	Instructor, Temporary Credit
8/19/2013	Leonberger,Travis D	Respiratory Care HC	Instructor, Temporary Credit

8/17/2013	Lieberz,Vanessa C	Foreign Language CL	Instructor, Temporary Credit
8/19/2013	Lindsey,Meghan M	Natural Science CL	Instructor, Temporary Credit
8/19/2013	Loring-Grey,Michele L	Letters SPG	Instructor, Temporary Credit
8/19/2013	Lupfer,Lindsey R	Speech - Letters CL	Instructor, Temporary Credit
8/19/2013	Macaraeg,Patrick G	Mathematics TS	Instructor, Temporary Credit
8/19/2013	Macogay,Eugene	Respiratory Care HC	Instructor, Temporary Credit
8/17/2013	Mallory,Ann L.	Letters CL	Instructor, Temporary Credit
8/19/2013	Martin Jr,John W	Natural Science TS	Instructor, Temporary Credit
8/19/2013	Martin,Brett R	Natural Science SE	Instructor, Temporary Credit
8/19/2013	Martin,James J	Social Science SE	Instructor, Temporary Credit
8/19/2013	Martins,Ananda O	Distance Learning TV SE	Instructor, Temporary Credit
8/19/2013	Matiya,Alissa A	Interpreter Training CL	Instructor, Temporary Credit
8/19/2013	Mayo,Christopher D	Respiratory Care HC	Instructor, Temporary Credit
8/19/2013	McGhee,Sarah T	Distance Learning TV SE	Instructor, Temporary Credit
8/19/2013	Mckenna,Christopher M	Dual Credit - AC	Instructor, Temporary Credit
8/19/2013	Melendez,Elsa	Letters TS	Instructor, Temporary Credit
8/19/2013	Mirkovic,Alexander	Fine & Applied Arts SE	Instructor, Temporary Credit
8/19/2013	Moaney,Ruby S	Letters TS	Instructor, Temporary Credit
8/19/2013	Moses,Louise E	Fine & Applied Arts SE	Instructor, Temporary Credit
8/19/2013	Myers,Breanna Marie	Natural Science CL	Instructor, Temporary Credit
8/19/2013	Nebrich,Jennifer C	Letters TS	Instructor, Temporary Credit
8/19/2013	Nevins,Mary A	Letters TS	Instructor, Temporary Credit
8/19/2013	Ostovar,Cyrus K	Natural Science SPG	Instructor, Temporary Credit
8/19/2013	Papadopoulos,Anthony	Natural Science TS	Instructor, Temporary Credit
8/14/2013	Patrick,DeJuan J	Social Science CL	Instructor, Temporary Credit
8/19/2013	Pearson,Donald T	Social Science SE	Instructor, Temporary Credit
8/19/2013	Perez,Juan C	Letters CL	Instructor, Temporary Credit
8/19/2013	Phillips,Latoya Chanel	Social Science SPG	Instructor, Temporary Credit
8/19/2013	Prakash,Jaya	Natural Science SE	Instructor, Temporary Credit
8/19/2013	Prins,Melita	Foreign Language SE	Instructor, Temporary Credit
8/19/2013	Radabaugh,Kara	Natural Science CL	Instructor, Temporary Credit
8/19/2013	Reed,Ashley B	Letters SPG	Instructor, Temporary Credit
8/19/2013	Reick,Charles	Letters SPG	Instructor, Temporary Credit
8/19/2013	Reshamwala,Gaurav M	Natural Science TS	Instructor, Temporary Credit
8/19/2013	Reyes,Sherri M	Social Science CL	Instructor, Temporary Credit
8/19/2013	Richards,Christen E	Letters SPG	Instructor, Temporary Credit
8/19/2013	Richmond,Arthur W	Letters SPG	Instructor, Temporary Credit
8/19/2013	Riggs,Nicholas A	Letters SPG	Instructor, Temporary Credit
8/19/2013	Rinaldi,Nicholas G	Fine & Applied Arts CL	Instructor, Temporary Credit
8/19/2013	Rivero,Trymain C	Mathematics TS	Instructor, Temporary Credit
8/19/2013	Robello,Ariel	Letters CL	Instructor, Temporary Credit
8/19/2013	Robinson,Zanetta K	Letters SPG	Instructor, Temporary Credit
8/19/2013	Roussos,Evelynn J	Health Information Mgmt HC	Instructor, Temporary Credit
8/19/2013	Salerno,Stephanie A	Letters SPG	Instructor, Temporary Credit
8/19/2013	Salvage,Joyce G	Letters SPG	Instructor, Temporary Credit

8/19/2013	Schiemann, Laurence M	Fine & Applied Arts CL	Instructor, Temporary Credit
8/19/2013	Serrao, Patrick G	Letters SPG	Instructor, Temporary Credit
8/19/2013	Sheehy, Franca Verocian	Letters CL	Instructor, Temporary Credit
8/19/2013	Short, Travis S	BA Programs/UPC	Instructor, Temporary Credit
8/19/2013	Siegfried, Travis L	Business Technologies CL	Instructor, Temporary Credit
8/19/2013	Sisson, Anamarie D	Social Science SE	Instructor, Temporary Credit
8/19/2013	Slawsky, Melissa M	Fine & Applied Arts SE	Instructor, Temporary Credit
8/19/2013	Sloan, Brett A	Natural Science SPG	Instructor, Temporary Credit
8/19/2013	Staden, Charlene M	Speech - Letters CL	Instructor, Temporary Credit
8/19/2013	Suprenand, Paul M	Natural Science SPG	Instructor, Temporary Credit
8/19/2013	Szewczyk, Antonia Marie	Letters SPG	Instructor, Temporary Credit
8/19/2013	Tenzer, Laurie E	Fine & Applied Arts SE	Instructor, Temporary Credit
8/19/2013	Todd, Maryann	Natural Science SE	Instructor, Temporary Credit
8/19/2013	Torres, Marie-Louise	Speech - Letters CL	Instructor, Temporary Credit
8/19/2013	Trentinella, Rosemarie	Fine & Applied Arts TS	Instructor, Temporary Credit
8/19/2013	Turbee, Michele A	Letters SPG	Instructor, Temporary Credit
8/19/2013	Van Brunt, Susanne T	Fine & Applied Arts CL	Instructor, Temporary Credit
8/19/2013	Verdeja, Anthony W.	Interpreter Training CL	Instructor, Temporary Credit
8/19/2013	Walsh, MaryLou	Social Science SE	Instructor, Temporary Credit
8/19/2013	Walter, Amanda M	Letters SPG	Instructor, Temporary Credit
8/9/2013	Waterkeyn, Carter J	Social Science CL	Instructor, Temporary Credit
8/19/2013	Weeks, Patricia A	Social Science SPG	Instructor, Temporary Credit
8/19/2013	Wei, Youching	Natural Science SE	Instructor, Temporary Credit
8/19/2013	Weinzettle, Joseph R	Fine & Applied Arts SE	Instructor, Temporary Credit
8/19/2013	Whitehurst, Karen M	Social Science SPG	Instructor, Temporary Credit
8/19/2013	Woods, Nancy J	Social Science SE	Instructor, Temporary Credit
8/19/2013	Dizona, Jill S.	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
8/19/2013	Hegh, Carol H	Health CE - AC	Instructor, Temporary Non-Cred
8/19/2013	Iarkova, Klavdia	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
8/19/2013	Lamar, Monica T	Criminal Justice AC	Instructor, Temporary Non-Cred
8/19/2013	Stewart Jr, James M	Criminal Justice AC	Instructor, Temporary Non-Cred
8/19/2013	Stinson, Robert A.	Criminal Justice AC	Instructor, Temporary Non-Cred
8/19/2013	Barnes, Matthew Ryan	Provost CL	OPS Career Level 1
8/12/2013	McCool, Robert Michael	Academic & Student Affairs	OPS Career Level 1
8/19/2013	Smith, Andrew Robert	Academic & Student Affairs	OPS Career Level 1
8/19/2013	Ago, Adela	SPC-Downtown	OPS Career Level 2
8/27/2013	Woodard, Sylvia W	Corporate Training E&SS DO	OPS Career Level 2
8/12/2013	Crane, John J	Human Resources	OPS Career Level 5
8/26/2013	Smith, Franklin C	Interpreter Training CL	OPS Career Level 5
8/19/2013	Pantelides, Sherry Kelley	Provost SE	OPS Career Level 6
8/19/2013	Russo, Deanna J	Provost SE	OPS Career Level 6
8/29/2013	Rutan, Mary Claire	Academic & Student Affairs	OPS Career Level 6
8/19/2013	Fitts, Sandra L	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
9/3/2013	Shockley, Joy L	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
8/19/2013	Speidel, Laurie C	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
8/19/2013	Branson, David A.	District Library DO	Other Professional- Temporary

8/28/2013	Caruso,Katharine E	Corporate Training E&SS DO	Other Professional- Temporary
8/19/2013	Bowman,Margaret	BA Programs/UPC	Supplemental Bach Prog.
8/19/2013	Coraggio,James T	BA Programs/UPC	Supplemental Bach Prog.
8/19/2013	Molinaro,Kimberly L	BA Programs/UPC	Supplemental Bach Prog.
8/19/2013	Williams,Tonya J	BA Programs/UPC	Supplemental Bach Prog.
8/19/2013	Fisher,Lasilas C	Social Science CL	Supplemental Instr - Credit
8/19/2013	Gomez,Julie D	Social Science CL	Supplemental Instr - Credit
8/12/2013	Italia,Mark P	Natural Science CL	Supplemental Instr - Credit
8/19/2013	Marks,Alice M.	Letters SPG	Supplemental Instr - Credit
8/19/2013	Monroe,David M	Ethics SPG	Supplemental Instr - Credit
8/19/2013	Seetharaman,Shyam	Social Science SPG	Supplemental Instr - Credit
8/19/2013	Smith,Patricia M.	Letters SE	Supplemental Instr - Credit


<b>TRANSFER/PROMOTION Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
8/15/2013	Matthews,Mark L	Fine & Applied Arts SPG	Academic Department Chair
8/5/2013	Hardt,Steven P.	Respiratory Care HC	Academic Program Director
8/26/2013	Salmon,Diane C	Corporate Training E&SS DO	Administrative Svcs Specialist
8/19/2013	Banchs,Harry	Custodial Services SE	Custodial Supervisor
8/5/2013	Creamer,David V.	IT Networking Telecom	Executive Administrative Dir
8/5/2013	Stanisic,Zoran	Admin Information Systems	Executive Administrative Dir
8/19/2013	Heyward,Leslie	Human Resources Emp Support	Human Resources Specialist
8/5/2013	Deshpande,Avinash A.	Admin Information Systems	Information Technology Direct
8/5/2013	Bobowski,Sharon A.	Admin Information Systems	Information Technology Manager
7/22/2013	Phoenix,Teresa L.	Admin Information Systems	Instructional Tech Analyst
8/15/2013	Sibbio,Ralph A	Emergency Medical Services HC	Instructor
9/2/2013	Scites,Jessica L	Institutional Research	Research Analyst
8/31/2013	Donnelly,Cynthia E.	BA Programs/UPC	Sr Administrative Svcs Speclst
8/19/2013	Lovely,Marilyn L.	College of Education	Sr Administrative Svcs Speclst
8/19/2013	Hester,James G	Admin Information Systems	Sr Information Tech Analyst
8/19/2013	Parker,Jeremy Russel	Admin Information Systems	Sr Information Tech Analyst
7/8/2013	Drew,Maria	Central Records DO	Student Support Asst Director, Admissions
7/8/2013	Gray,Kathy W.	Central Records DO	Student Support Asst Director, Records

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.

Ssw090613

September 17, 2013

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** FY13-14 July 1 – August 31 Fund 1 Financial Report

Attached for information is the Fund 1 financial report for FY13-14 July 1 – August 31 time period.

Financial Report Highlights Through August 31:

- Due to the enrollment decline experienced this Fall, student tuition and fees revenue is currently \$1.4M below budget expectations.
- Total current expense is currently 3% under budget primarily due to the timing of consultant billings and inter-fund transfers.
- Overall, both revenue and expense are 1% under original projected budget through August; however, the expense budget trend line has been adjusted to account for reduced instruction expenses as a result of the reduced enrollment.

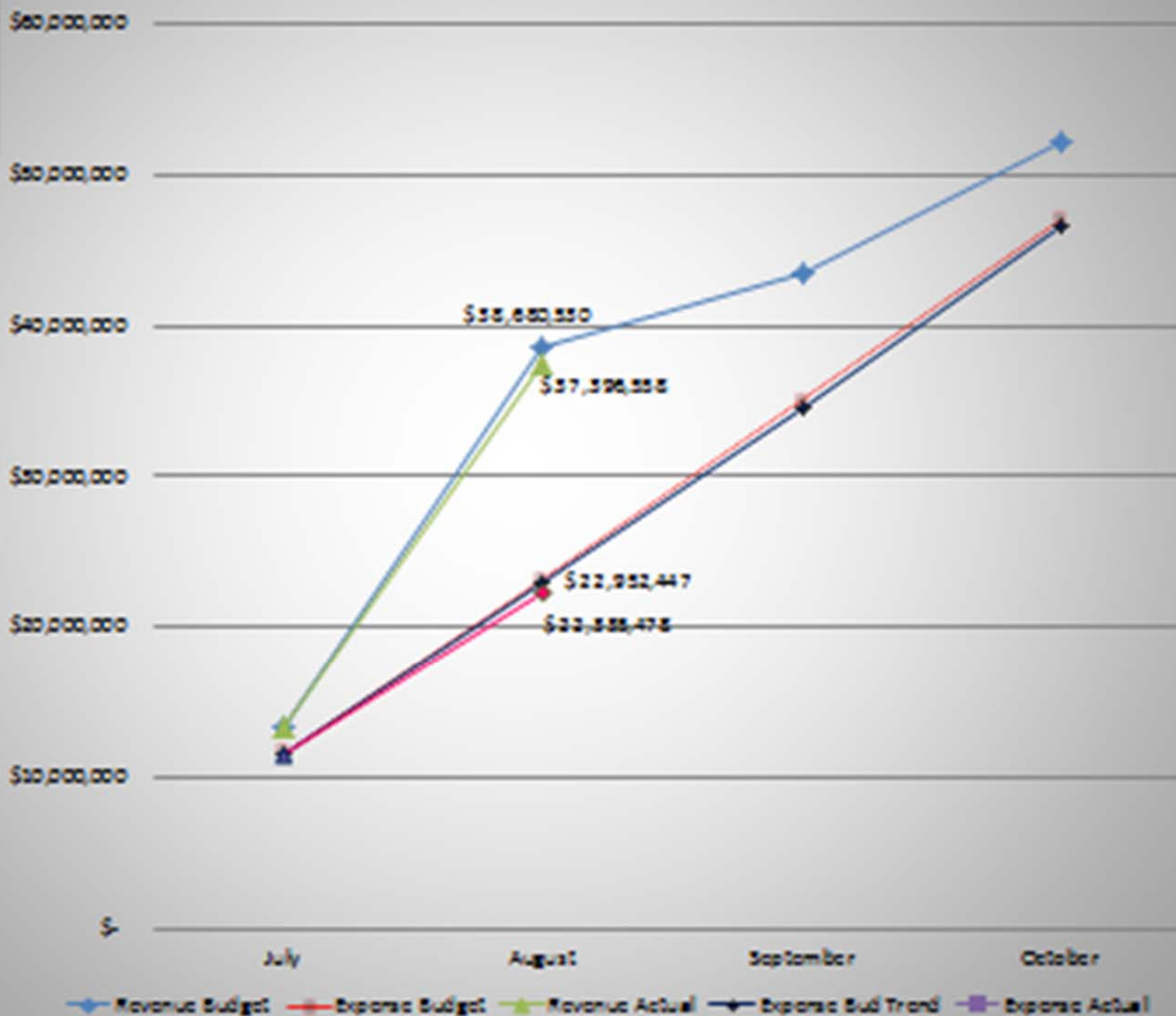
Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, Jamelle Conner, Associate Vice President, Strategic Execution and Systems Support, recommend approval.



**Board of Trustees**  
**Financial Report**  
September 2013



### St. Petersburg College FY13-14 Fund 1 Budget to Actuals





ST. PETERSBURG COLLEGE  
FY2013-2014 COURSING OPERATING BUDGET TO ACTUAL REPORTING July 1 - August 31

REVENUE	FY13-14 Budget	FY13-14 YTD Actual	% To Budget	FY13-14 Budget	FY13-14 YTD Actual	% of YTD Budgeted Revenue	Variances	% YOY Variance
<b>Revenue</b>								
Student Tuition & Out-of-State Fees	\$ 24,326,750	\$ 24,537,600	100%	\$ 24,326,750	\$ 24,537,600	101%	\$ 210,850	1%
Learning Support Account Fee	\$ -	\$ -	0%	\$ 1,200,000	\$ 200,000	17%	\$ -1,000,000	-83%
State Appropriation - CCB	\$ 21,997,700	\$ 21,717,300	99%	\$ 21,997,700	\$ 21,717,300	99%	\$ -280,400	-1%
State Appropriation - Legacy	\$ 10,070,300	\$ -	0%	\$ 10,070,300	\$ -	0%	\$ -10,070,300	-100%
Operating Cost for Invt. Activities	\$ 2,000,000	\$ -	0%	\$ 2,000,000	\$ -	0%	\$ -2,000,000	-100%
Distance Learning Fee	\$ 1,129,100	\$ 1,193,370	106%	\$ 1,129,100	\$ 1,193,370	106%	\$ 64,270	6%
Technology Fee	\$ 2,014,100	\$ 1,814,000	90%	\$ 2,014,100	\$ 1,814,000	90%	\$ -200,100	-10%
Lab Revenue Fee	\$ 2,000,000	\$ 2,000,000	100%	\$ 2,000,000	\$ 2,000,000	100%	\$ -	0%
Other Revenue	\$ 3,000,000	\$ 2,411,000	80%	\$ 3,000,000	\$ 2,411,000	80%	\$ -589,000	-20%
Other Student Fees	\$ 1,999,000	\$ 2,000,000	100%	\$ 1,999,000	\$ 2,000,000	100%	\$ 1,000	0%
Fund Transfers In	\$ 2,170,000	\$ -	0%	\$ 2,170,000	\$ -	0%	\$ -2,170,000	-100%
Revenue Stabilization Reserve	\$ 2,150,000	\$ -	0%	\$ 2,150,000	\$ -	0%	\$ -2,150,000	-100%
One-Time Non-Recurring Funds	\$ 1,500,000	\$ -	0%	\$ 1,500,000	\$ -	0%	\$ -1,500,000	-100%
<b>Total Revenue - Fund Yr</b>	<b>\$ 44,007,000</b>	<b>\$ 47,409,000</b>	<b>108%</b>	<b>\$ 44,007,000</b>	<b>\$ 47,409,000</b>	<b>108%</b>	<b>\$ 3,402,000</b>	<b>8%</b>
<b>Operating Costs</b>								
<b>Personnel &amp; Benefits</b>								
Instructional Faculty Full Time	\$ 27,970,000	\$ 27,970,000	100%	\$ 27,970,000	\$ 27,970,000	100%	\$ -	0%
Administrative	\$ 20,000,000	\$ 20,000,000	100%	\$ 20,000,000	\$ 20,000,000	100%	\$ -	0%
Career (Non-Instructional)	\$ 23,000,000	\$ 23,000,000	100%	\$ 23,000,000	\$ 23,000,000	100%	\$ -	0%
Adjunct/Supplemental	\$ 15,170,000	\$ 15,170,000	100%	\$ 15,170,000	\$ 15,170,000	100%	\$ -	0%
Other Academic	\$ 2,000,000	\$ 2,000,000	100%	\$ 2,000,000	\$ 2,000,000	100%	\$ -	0%
Non-Instructional ODT and Overtime	\$ 2,125,000	\$ 2,125,000	100%	\$ 2,125,000	\$ 2,125,000	100%	\$ -	0%
Student Assistance	\$ 200,000	\$ 200,000	100%	\$ 200,000	\$ 200,000	100%	\$ -	0%
Personnel Benefits	\$ 21,700,000	\$ 21,700,000	100%	\$ 21,700,000	\$ 21,700,000	100%	\$ -	0%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 112,200,000</b>	<b>\$ 112,200,000</b>	<b>100%</b>	<b>\$ 112,200,000</b>	<b>\$ 112,200,000</b>	<b>100%</b>	<b>\$ -</b>	<b>0%</b>
<b>Current Expense</b>								
Travel	\$ 600,000	\$ 500,000	83%	\$ 600,000	\$ 500,000	83%	\$ -100,000	-17%
Repairs & Maintenance	\$ 1,017,000	\$ 1,017,000	100%	\$ 1,017,000	\$ 1,017,000	100%	\$ -	0%
Books & Lease	\$ 474,000	\$ 474,000	100%	\$ 474,000	\$ 474,000	100%	\$ -	0%
Insurance (Non-Health)	\$ 1,200,000	\$ 1,200,000	100%	\$ 1,200,000	\$ 1,200,000	100%	\$ -	0%
Utilities	\$ 2,000,000	\$ 2,000,000	100%	\$ 2,000,000	\$ 2,000,000	100%	\$ -	0%
Services and Fees	\$ 4,000,000	\$ 4,000,000	100%	\$ 4,000,000	\$ 4,000,000	100%	\$ -	0%
Scholarships Fee Waivers	\$ 410,000	\$ 410,000	100%	\$ 410,000	\$ 410,000	100%	\$ -	0%
Books and Supplies	\$ 2,200,000	\$ 2,200,000	100%	\$ 2,200,000	\$ 2,200,000	100%	\$ -	0%
Tech Expense/Printing	\$ 2,500,000	\$ 2,500,000	100%	\$ 2,500,000	\$ 2,500,000	100%	\$ -	0%
End User Acceptance/Compliance	\$ 1,100,000	\$ 1,100,000	100%	\$ 1,100,000	\$ 1,100,000	100%	\$ -	0%
Other Current Expense	\$ 3,000,000	\$ 3,000,000	100%	\$ 3,000,000	\$ 3,000,000	100%	\$ -	0%
<b>Total Current Expense</b>	<b>\$ 21,200,000</b>	<b>\$ 21,200,000</b>	<b>100%</b>	<b>\$ 21,200,000</b>	<b>\$ 21,200,000</b>	<b>100%</b>	<b>\$ -</b>	<b>0%</b>
<b>Capital Spending</b>								
Computer Refresh Lease	\$ 3,200,000	\$ 3,200,000	100%	\$ 3,200,000	\$ 3,200,000	100%	\$ -	0%
Capital Purchases Non-Recurring	\$ 800,000	\$ 800,000	100%	\$ 800,000	\$ 800,000	100%	\$ -	0%
<b>Total Capital Spending</b>	<b>\$ 4,000,000</b>	<b>\$ 4,000,000</b>	<b>100%</b>	<b>\$ 4,000,000</b>	<b>\$ 4,000,000</b>	<b>100%</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Operating Costs - Fund Yr</b>	<b>\$ 144,007,000</b>	<b>\$ 144,007,000</b>	<b>100%</b>	<b>\$ 144,007,000</b>	<b>\$ 144,007,000</b>	<b>100%</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ 0</b>	<b>\$ 14,901,000</b>		<b>\$ -</b>	<b>\$ 14,901,000</b>		<b>\$ 14,901,000</b>	