# AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
**TUESDAY, JANUARY 21, 2014**

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

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

## I.   CALL TO ORDER

   A.   Invocation
   B.   Pledge of Allegiance

## II.   PRELIMINARY MATTERS

   A.   Presentation of Retirement Resolutions and Motion for Adoption

      1.   Ronalee Klase – *Attending*

      2.   Diana Gatz – *Not Attending*

   B.   Recognitions/Announcements - None

## III.   COMMENTS

   A.   Board Chair
   B.   Board Members
   C.   President
   D.   Public Comment pursuant to §286.0105 FS

## IV.   REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of November 19, 2013 *(Action)*

Board of Trustees' Meeting of December 10, 2013 *(Action)*

## V.   MONTHLY REPORTS

   A.   Board Attorney – Joseph H. Lang
   B.   Acting General Counsel – Suzanne Gardner
   C.   Dr. Jim Olliver, Provost, Seminole Campus; Dr. Susan Demers, Dean, College of

Policy Ethics and Legal Studies

D.    Ms. Carol Brandt, Chair, Career Service Council

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

A.    Follow-up to Planning Meeting

    1.    Modification to Board of Trustees Agenda

**VII.    NEW BUSINESS**

A.    STUDENT SUCCESS AND ACHIEVEMENT (*Information*)

    1. Fall 2013 Course Success Rates *(Presentation)*

    2. Spring 2014 Who's Here *(Presentation)*

    3.  Developmental Education Update *(Presentation)*

B.    GRANTS/RESTRICTED FUNDS CONTRACTS

    1. Grants Update *(Presentation)*

C.    CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

    1.    Midtown Update/Progress Report *(Information)*

D.    ADMINISTRATIVE

    1.    Human Resources

        a.    Personnel Report *(Action)*

        b.    Update of the 2013-2014 Salary Schedule *(Information)*

    2.    Finance

        a.  FY13-14 July 1- December31 Fund 1 Financial Report *(Information)*

    3.    Bids, Expenditures, and Contracts

        a.  Lease of Xerox color printer (*Action*)

b.  Lease of Library and Learning Support Commons Pay For Print Copiers/Printers (*Action*)

4.  Informational Reports

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

b.  Quarterly Informational Report of Contract Items (*Information*)

c.  Quarterly Informational Report of Construction Contract Approvals Not Exceeding $325,000 (*Information*)

5.  Agency Billings – None

6.  Other - None

E.  ACADEMIC MATTERS

1.  Academic Calendar (*Action*)

2.  Letter of Intent to Initiate the Baccalaureate Approval Process (*Action*)

3.  Update of Online Revitalization *(Information)*

F.  PROPOSED CHANGES TO BOT RULES MANUAL – **Public Hearing** - None

## VIII.  PRESIDENT'S REPORT

A.  Legislative Update

## IX.  FUTURE AGENDA ITEMS

## X.  NEXT MEETING DATE AND SITE

February 18, 2014, Clearwater Campus

## XI.  ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting November 19, 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:  October 18, 2013

<u>Confirmation of Publication</u>

[Notice of meeting](#)

- <u>History and Mission</u>

- <u>Activity Spheres</u>
  - Educational Programming
    * Forums     * The Village Square
  - Partnership Activities
  - Special Projects
  - Annual Dinner

- <u>In the Future…</u>

St. Petersburg College

# SPC

*Board Of Trustees Meeting*                    *January, 2014*

# College of Policy, Ethics and Legal Studies

Three programs approved by the American Bar Association

  Associate in Science

  Bachelor of Applied Science

  Post-baccalaureate Certificate

Ethics-PHI 1600 required of all students in the College.

Public Policy and Administration-Bachelor of Science

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# Questions?



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## SPC

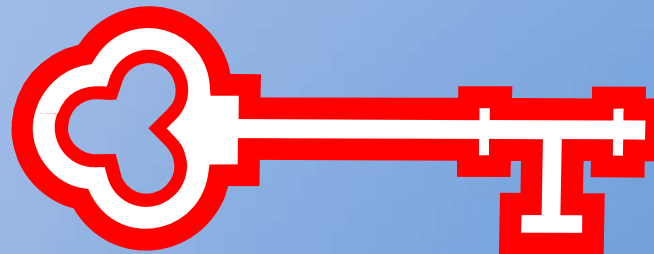![St. Petersburg College SPC logo]

# CAREER SERVICE EMPLOYEE COUNCIL

**8 sites/centers**

| | |
|---|---|
| AC | SE |
| DT/MT/Pal | Epi/DO |
| SP/G | CL |
| HEC/VT | TS |

**3 reps per site/center**
Facilities Services
Student Services
Admin. Support

**24 Steering Committee Members**

## COMMUNICATION

BOT

President

Executive
Leaders

Staff

Students

January 21, 2014

**M E M O R A N D U M**

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

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

**SUBJECT:**   December Planning Follow-up

At our December planning workshop, there was a brief discussion indicating an interest in making changes to our monthly meetings to afford the Board more time to analyze and discuss the important strategic issues that will affect our college operations. There was a strong sentiment that we can refocus the monthly meetings to fulfill the fiduciary responsibilities (contracts, personnel, rules, etc) more expeditiously while allowing more time on key 'drivers.'

With your permission, we will reformat the board agenda beginning next month along the following lines:

**Part One: Standing Items (one hour as needed)**
- Preliminary matters          20 minutes
- Consent agenda               5 minutes
- Non-consent items            15 minutes
  (Includes President's Report)
- Facilities                   20 minutes

**Part Two: Fiduciary and Strategic Items (One Hour)**
- Strategic Priorities         20 minutes
- Budget/Finance               20 minutes
- Student Success items        20 minutes

I will work more diligently to manage the flow of key items to the Board toward the end of having meetings that last about two hours. Clearly, not every topic will appear each month (Facilities, for instance, is sporadic; non-consent items occasionally will include some things like Presidential Evaluation that will consume some additional time.)

The planning workshop also provided strong guidance to the efforts we are undertaking at present and will continue to make a priority for the 2014-15 year. This guidance includes the following:
- Develop a 'granular' enrollment growth plan to outline with specificity how SPC can achieve 3% growth annually; give particular attention to the opportunities and challenges of online education; expand workforce as a priority within the growth;

- Develop, present and implement a refocused marketing and information campaign to support new enrollment opportunities for Pinellas citizens; focus on emergent, non-traditional media; focus as well on family decisionmaking (spouses, parents, etc.);
- Implement the Online Revitalization plan;
- Continuation of the "College Experience" student success initiative in its several parts toward the end of improved student course completion; expand focus to encompass the entire entry-to-exit experience of students; develop additional quick response activities to maintain student continuity;
- Design and implement revised faculty continuing contract evaluation methodologies in response to State Board of Education rules;
- Expand and implement the college's career centers to strengthen graduate placement; improve documentation of student placement; maintain/ expand efforts related to job readiness;
- Identify and expand out-of-class student learning opportunities and experiential education;
- Develop and implement stronger, definitive steps to reduce student loan default rates;
- Revisit and revise existing processes for awarding college scholarships; focus on timeliness, retention, and early communication of opportunities;
- Focus on continued employee professional development and compensation.

The Real Time Record of the planning workshop has been distributed to you and if any key, strategic topics are not being addressed in the summarized listing, above, please let me know. From your guidance and efforts we will pull together a strategic plan for the coming year to be adopted along with the college budget that implements the planning initiatives.

As always, you have my thanks for your commitment to this critical part of your role. I am happy to have your comments, questions, and suggestions.

# Fall 2013 Course Success

*Board Of Trustees Meeting*

*January, 2014*

*The Course Success Rate is the number of A, B, and C letter grades divided by the overall number of grades.*

$$\frac{A, B, C}{A, B, C, D, F, W, WF, I}$$

| Fall | Number of Grades | Success Rate |
|---|---|---|
| Overall Fall 2011 | 101,214 | 74.4% |
| Overall Fall 2012 | 95,961 | 74.8% |
| Overall Fall 2013 | 92,120 | 76.3% |

# Course Success Rates

*Source: Business Intelligence System , Campus Success Rates dashboard, Data extracted January 12, 2014.*

| | Fall 2012 Success Rate | Fall 2013 Success Rate | Difference |
|---|---|---|---|
| Overall SPC | 74.8% | 76.3% | 1.5% |
| Allstate Center | 88.4% | 88.8% | 0.4% |
| Clearwater Campus | 74.4% | 76.1% | 1.7% |
| Downtown/Midtown | 68.7% | 69.3% | 0.6% |
| Electronic Campus | 70.8% | 71.1% | 0.3% |
| EpiCenter | 83.7% | 87.3% | 3.6% |
| Health Education Center | 89.7% | 89.3% | -0.4% |
| Open Campus | 93.3% | 90.1% | -3.2% |
| Seminole Campus | 70.6% | 73.3% | 2.7% |
| St Petersburg/Gibbs Campus | 72.6% | 74.4% | 1.8% |
| Tarpon Springs Campus | 72.1% | 75.5% | 3.4% |

*Note: Excludes Pass/Fall Grading basis courses and audits*

# Fall Comparison

*Source: Business Intelligence System , Campus Success Rates dashboard, Data extracted January 12, 2014.*
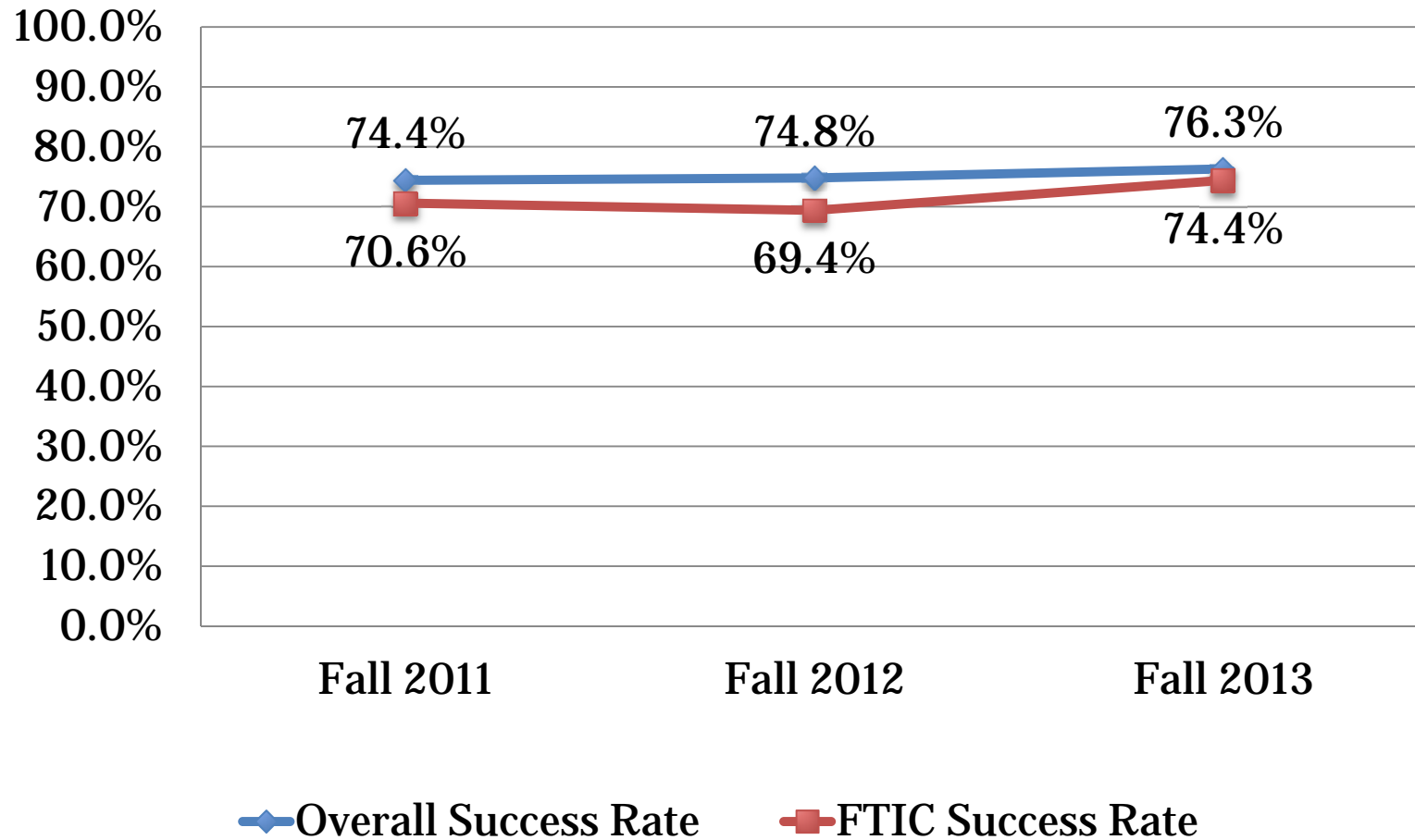
Note: Excludes Pass/Fail Grading basis courses and audits.
Note: FTIC refers to students who are First-Time-in-College (FTIC).

# Fall Trend Comparison

Source: Business Intelligence System , Campus Success Rates dashboard, Data extracted January 12, 2014.

| | Fall 2012 Success Rate | Fall 2013 Success Rate | Difference |
|---|---|---|---|
| **Overall FTIC** | **69.4%** | **74.4%** | **5.0%** |
| **Gender** | | | |
| Female | 74.1% | 77.7% | 3.6% |
| Male | 64.3% | 70.4% | 6.1% |
| **Ethnicity** | | | |
| Black/African American | 57.5% | 67.0% | 9.5% |
| Hispanic/Latino | 70.3% | 77.7% | 7.4% |
| White | 71.3% | 74.9% | 3.6% |

*Note: Excludes Pass/Fail Grading basis courses and audits.*
*Note: FTIC refers to students who are First-Time-in-College (FTIC).*

# FTIC Comparison

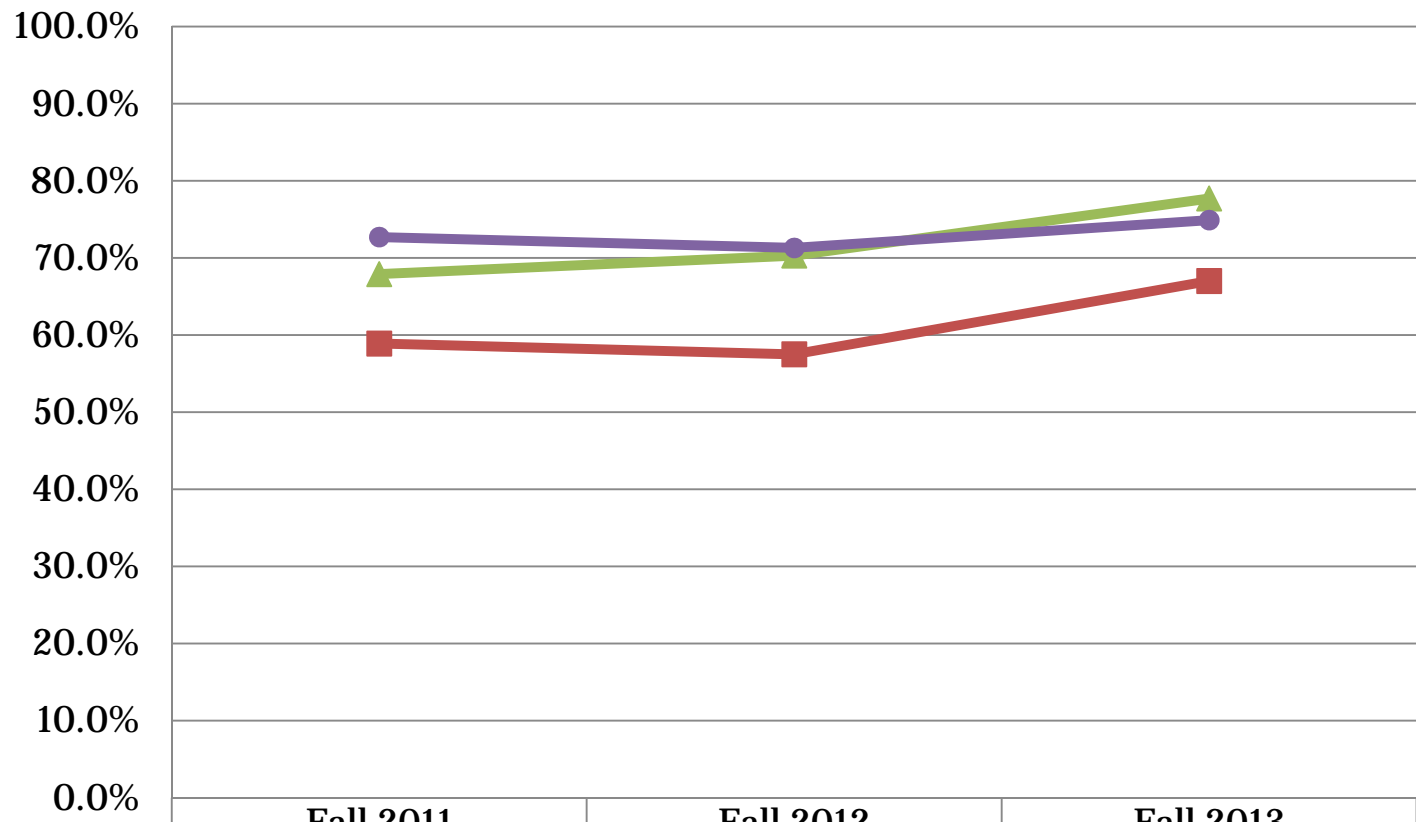*Source: Business Intelligence System , Campus Success Rates dashboard, Data extracted January 12, 2014.*

| | Fall 2011 | Fall 2012 | Fall 2013 |
|---|---|---|---|
| Black/African American | 58.9% | 57.5% | 67.0% |
| Hispanic/Latino | 67.9% | 70.3% | 77.7% |
| White | 72.7% | 71.3% | 74.9% |

# FTIC Ethnicity Trend Comparison

*Source: Business Intelligence System , Campus Success Rates dashboard, Data extracted January 12, 2014.*

| | Fall 2012 Success Rate | Fall 2013 Success Rate | Difference |
|---|---|---|---|
| Black/African American males | 51.2% | 65.0% | 13.8% |
| Hispanic/Latino males | 66.2% | 72.7% | 6.5% |
| White males | 65.4% | 70.4% | 5.0% |

*Note: Excludes Pass/Fail Grading basis courses and audits*

# FTIC Male Comparison

*Source: Business Intelligence System , Campus Success Rates dashboard, Data extracted January 12, 2014.*
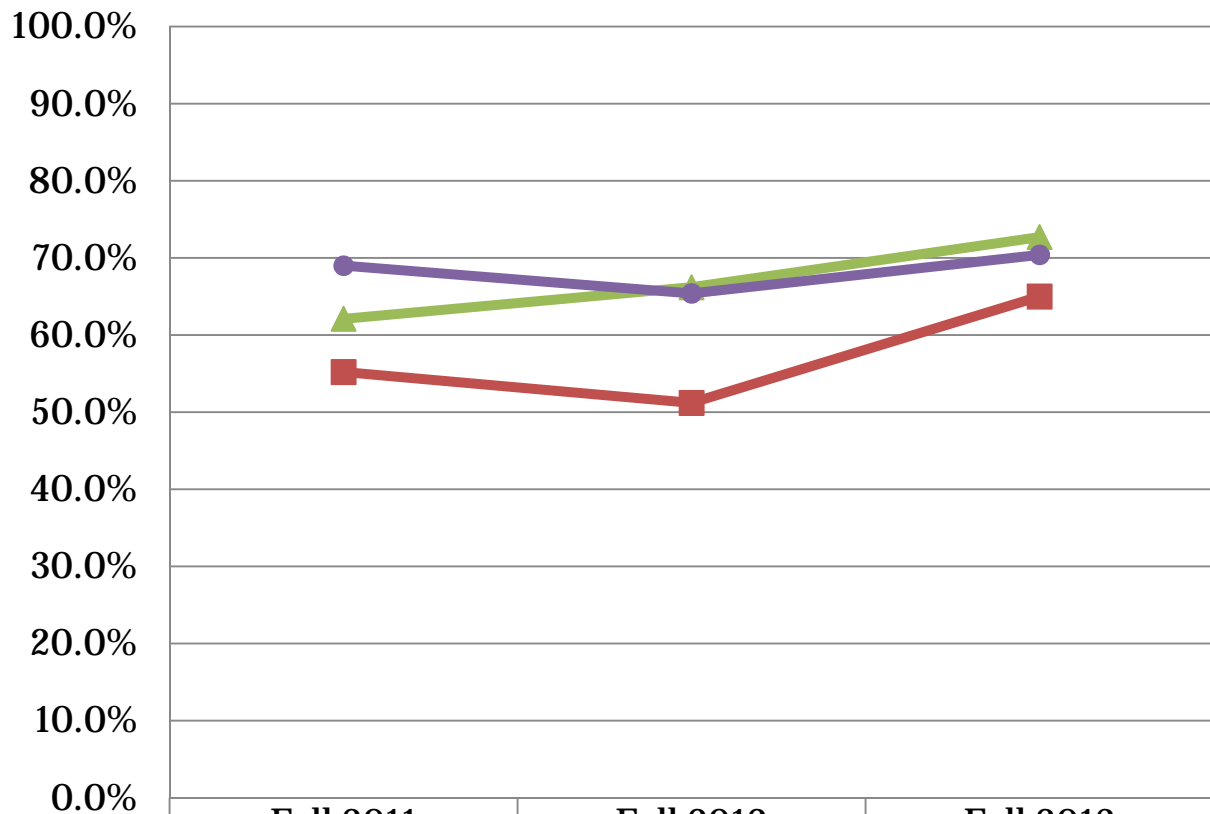
| | Fall 2011 | Fall 2012 | Fall 2013 |
|---|---|---|---|
| Black/African American male | 55.2% | 51.2% | 65.0% |
| Hispanic/Latino male | 62.1% | 66.2% | 72.7% |
| White male | 69.0% | 65.4% | 70.4% |

# FTIC Male Trend Comparison

*Source: Business Intelligence System , Campus Success Rates dashboard, Data extracted January 12, 2014.*

| Developmental Courses | Fall 2012 Success Rate | Fall 2013 Success Rate | Difference |
|---|---|---|---|
| All FTIC | 65.3% | 70.2% | 4.9% |
| Male | 60.1% | 66.4% | 6.3% |
| African American | 56.5% | 64.4% | 7.9% |
| African American Male | 51.4% | 60.6% | 9.2% |
| Hispanic | 70.5% | 75.9% | 5.4% |
| Hispanic Male | 63.6% | 73.2% | 9.6% |

*Note: Excludes Pass/Fail Grading basis courses and audits*

# FTIC Developmental Courses

*Source: Business Intelligence System , Campus Success Rates dashboard, Data extracted January 12, 2014.*

| Gateway Courses | Fall 2012 Success Rate | Fall 2013 Success Rate | Difference |
|---|---|---|---|
| All FTIC | 67.5% | 73.7% | 6.2% |
| Male | 61.7% | 68.6% | 6.9% |
| African American | 58.7% | 68.4% | 9.7% |
| African American Male | 49.1% | 67.0% | 17.9% |
| Hispanic | 69.8% | 76.9% | 7.1% |
| Hispanic Male | 64.3% | 70.9% | 6.6% |

*Note: Excludes Pass/Fail Grading basis courses and audits*

# FTIC Gateway Courses

*Source: Business Intelligence System , Campus Success Rates dashboard, Data extracted January 12, 2014.*

- Three Consecutive Terms of Success Rate Increases
- FTIC Cohort increased 5.0%
- In all courses, FTIC Black/African American students increased 9.5% and FTIC Hispanic/Latino students increased 7.4%
- In all courses, FTIC Black/African American males increased 13.8% and FTIC Hispanic/Latino males increased 6.5%
- Minority Students and minority male students had increases in developmental and gateway courses

# Noteworthy Observations

# Questions?

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# SPC

# Who's Here Spring 2014
*Board Of Trustees Meeting*                                     *January, 2014*

# Enrollment Planning

- Scheduled designed by Deans to meet student needs
- Spring 2014 Academic Schedule

| | Student Semester Hours |
|---|---|
| Actual Enrollment (opening day) | 262,147 |
| Budgeted Enrollment | 268,193 |

*Source: BI Pulse, Course Enrollment dashboard, Data extracted January 14, 2014.*

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# Enrollment Management

## Spring 2014 Opening Day

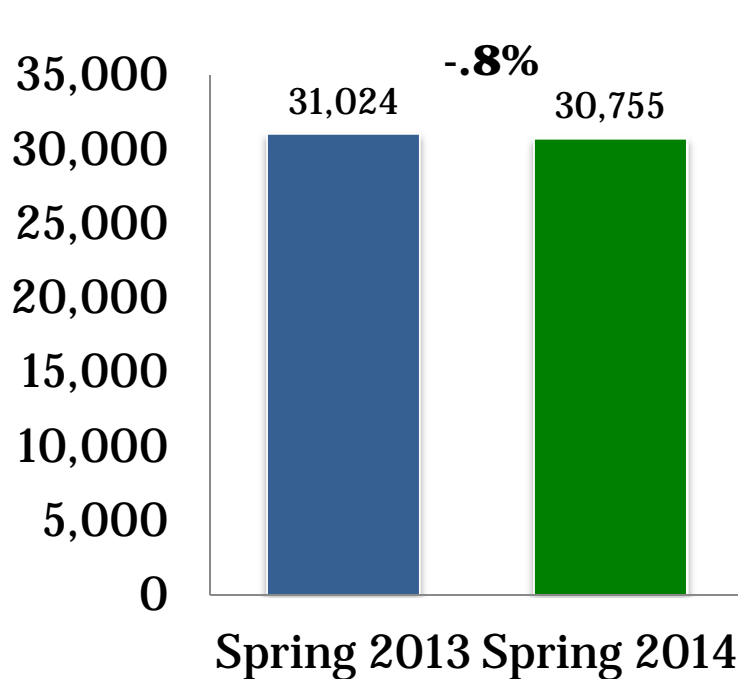|  | **Student Semester Hours** |
|---|---|
| Actual Enrollment (opening day) | 262,147 |
| Available Enrollment | 290,671 |

- Active sections are 'guaranteed' for students
- 48 Sections are still in 'tentative' for later sessions

*Source: BI Pulse, Course Enrollment dashboard,*
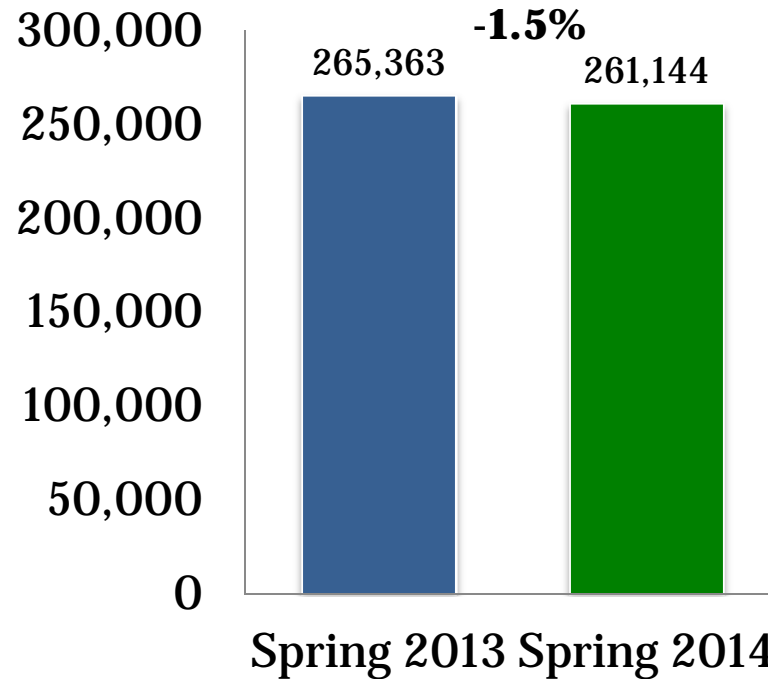*Data extracted January 13, 2014.*

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# Opening Day Enrollment



Note: SSH = Student Semester Hours.

Source: BI, Pulse – Headcount and Enrollment By Day Dashboards, January 13, 2014

# Baccalaureate Enrollment

- 7.7% growth from last Spring

- Nursing +18%

- Business Administration +13%

- Education +4%

## Baccalaureate Enrollment as a Percent of Opening Day Enrollment

| Spring 2009 | Spring 2010 | Spring 2011 | Spring 2012 | Spring 2013 | Spring 2014 |
|---|---|---|---|---|---|
| 9.5% | 10.5% | 11.1% | 11.8% | 11.9% | 13.1% |

*Source: BI, Pulse Daily Enrollment Trends extracted 1/13/14*

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# Enrollment Type

## Student Headcount

| | Continuing | | | New | | | Readmitted | | |
|---|---|---|---|---|---|---|---|---|---|
| | Spring 2013 | Spring 2014 | % change | Spring 2013 | Spring 2014 | % change | Spring 2013 | Spring 2014 | % change |
| AA Degree | 9731 | 9544 | -1.9% | 903 | 952 | 5.4% | 525 | 548 | 4.4% |
| AS Degree | 8235 | 7250 | -12.0% | 991 | 860 | -13.2% | 510 | 469 | -8.0% |
| BAS Degree | 2050 | 1950 | -4.9% | 46 | 67 | 45.7% | 63 | 100 | 58.7% |
| BS Degree | 2084 | 2333 | 11.9% | 93 | 114 | 22.6% | 118 | 147 | 24.6% |
| All others | 4613 | 4940 | 7.1% | 801 | 993 | 24.0% | 528 | 657 | 24.4% |
| **Total** | 26713 | 26017 | -2.6% | 2834 | 2986 | 5.4% | 1744 | 1921 | 10.1% |

*AA = Associate in Arts; AS= Associate in Science*
*BAS = Bachelors of Applied Science; BS= Bachelor of Science*

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# Developmental Education Enrollment

Developmental Education Reform - Senate Bill 1720  Implications

- Developmental Education Enrollment down 23% (SSH)

| Developmental Education Subject | Course | # of Students |
|---|---|---|
| Writing | Composition I | 175 |
| Reading | Composition I | 223 |
| Math | Intermediate Algebra | 235 |
| Writing | Other College-Level Courses* | 152 |
| Unduplicated Count | | **473** |

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*SSH= Student Semester Hours*

*\*Ethics, Humanities, Psychology, Speech, World Religion*
*Source: SQL data extracted January 13, 2014*

# Noteworthy Observations

- 2.2% Decrease in Actual vs. Budgeted Enrollment
- 7.7% Increase in Baccalaureate Enrollment
- 2.6% Decline in Continuing Students
- 5.4% Increase in New Students
- 23% Decline in Developmental Education
- Nearly 500 students enrolled in College Level courses who will need additional support
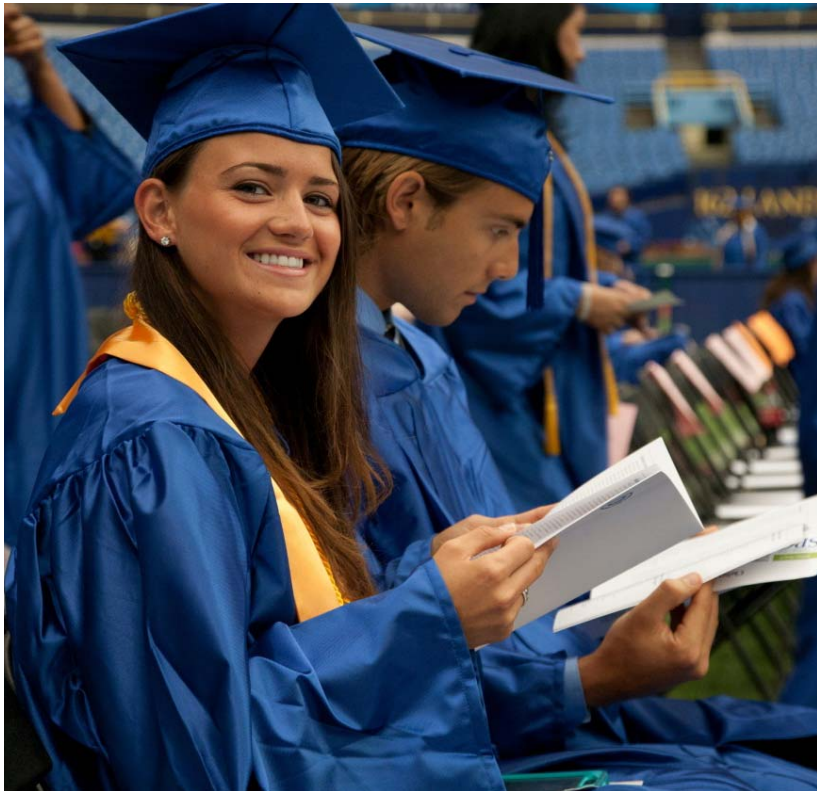
**St. Petersburg College**
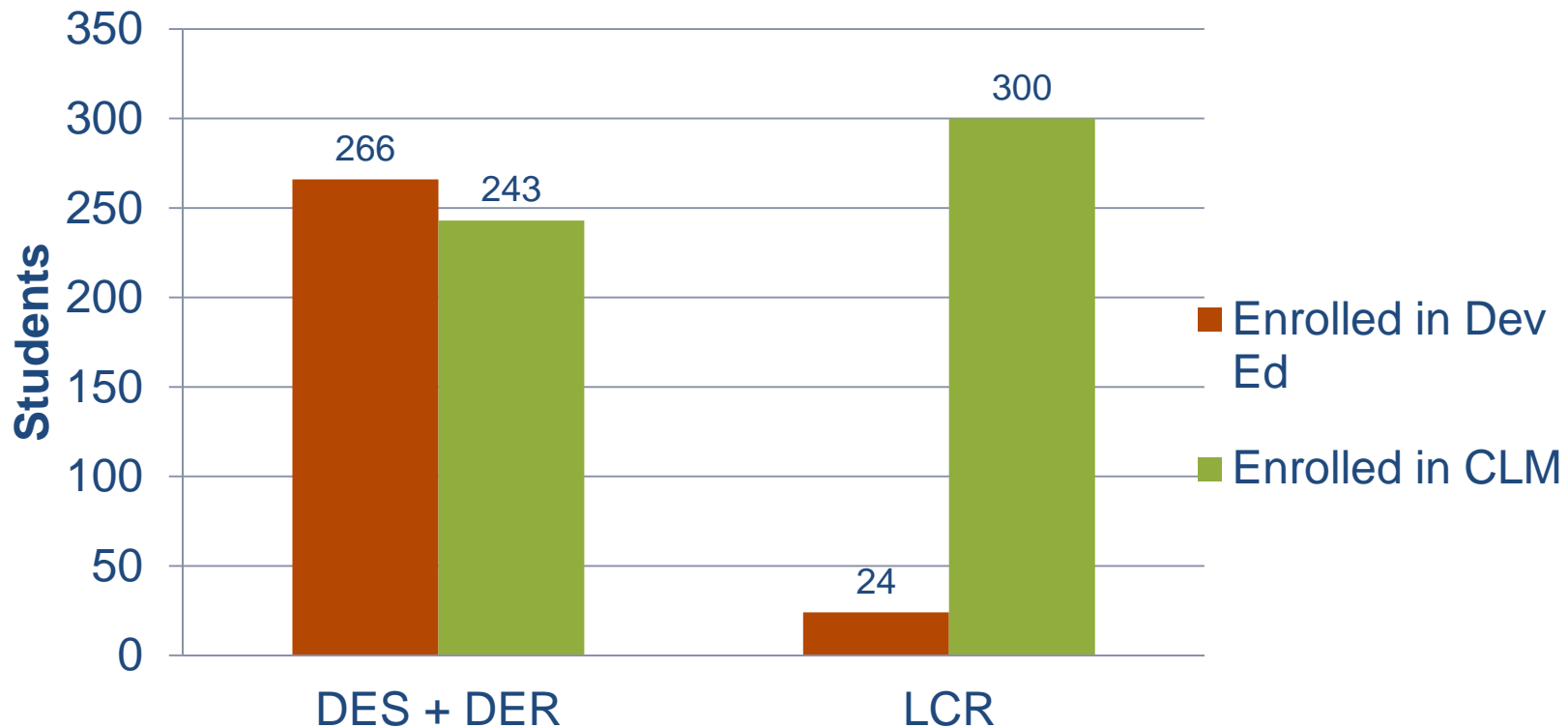
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# Questions?



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# Developmental Education Reform Update

Spring 2014
Data as of
01/13/14

# Developmental Education Math Predictions

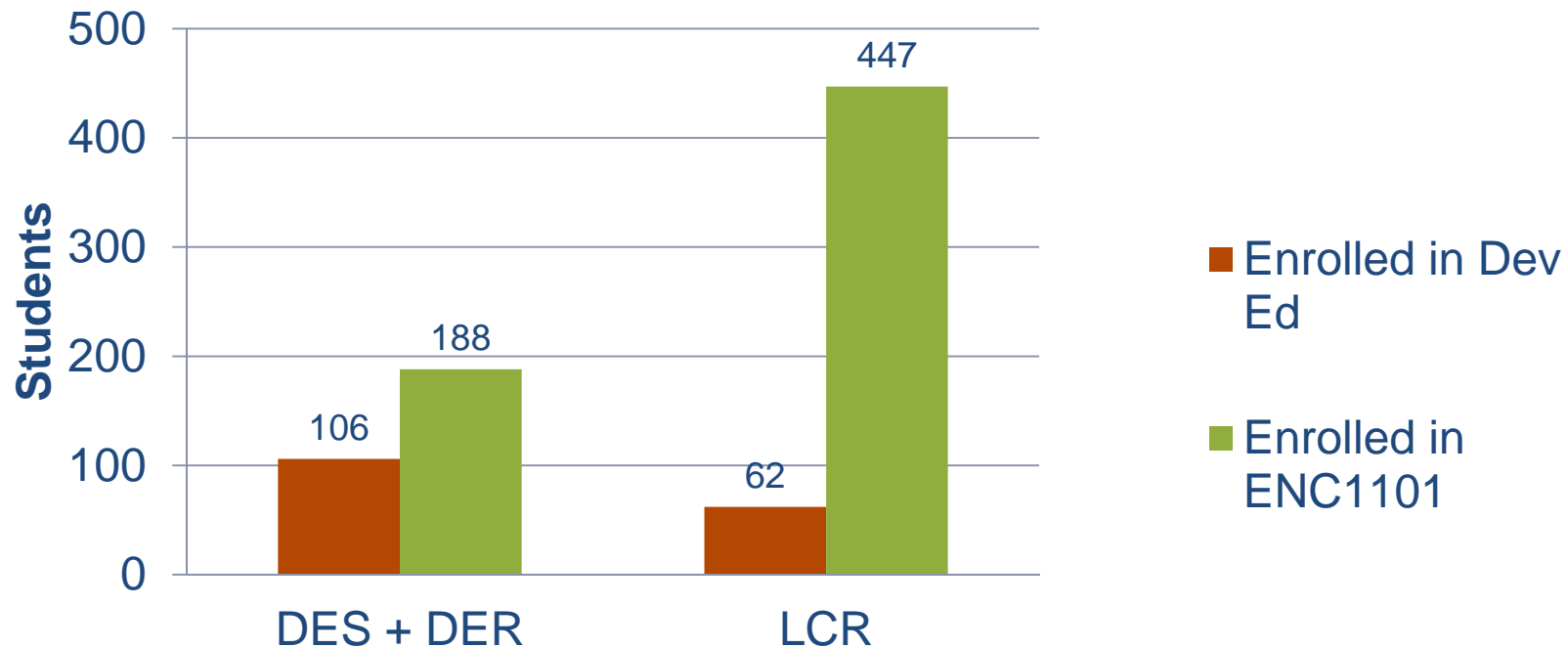## Flexible Placement Enrollment (Spring 2014)



- 833 Flexible Placement students are enrolled in a Math course
- 509 of Flex Students were recommended to take a Dev Ed math course

**DES=** Dev Ed Strongly Recommended **DER=** Dev Ed Recommended **LCR**= Likely College Ready

2

# Developmental Education Writing Predictions

**Within Reach**

**St. Petersburg College**

**SPC**

## Flexible Placement Enrollment (Spring 2014)



Legend:
- Enrolled in Dev Ed (orange)
- Enrolled in ENC1101 (green)

Bar chart data:
- DES + DER: Enrolled in Dev Ed = 106, Enrolled in ENC1101 = 188
- LCR: Enrolled in Dev Ed = 62, Enrolled in ENC1101 = 447
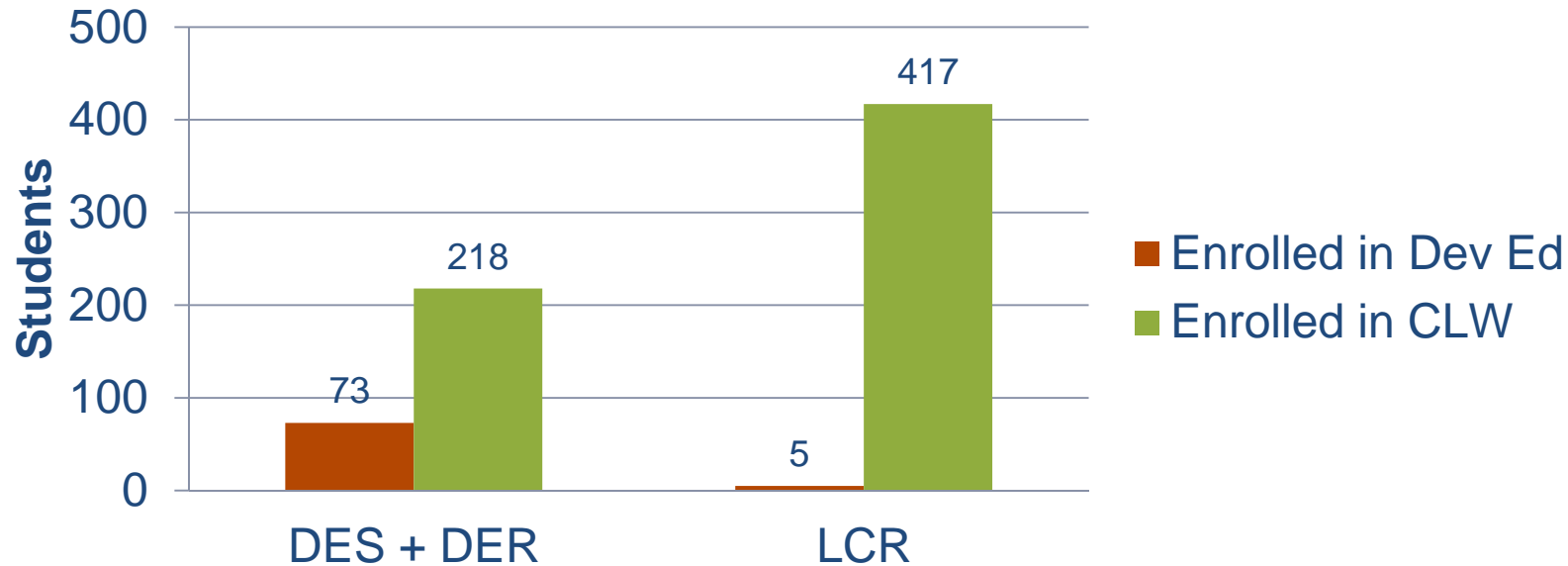
Y-axis: Students (0 to 500)

- 803 Flexible Placement students enrolled in a Writing course
- 294 of Flex Students were recommended to take a Dev Ed writing course

**DES=** Dev Ed Strongly Recommended **DER=** Dev Ed Recommended **LCR**= Likely College Ready

An Achieving the Dream Institution

Within Reach

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# Developmental Education Reading Prediction

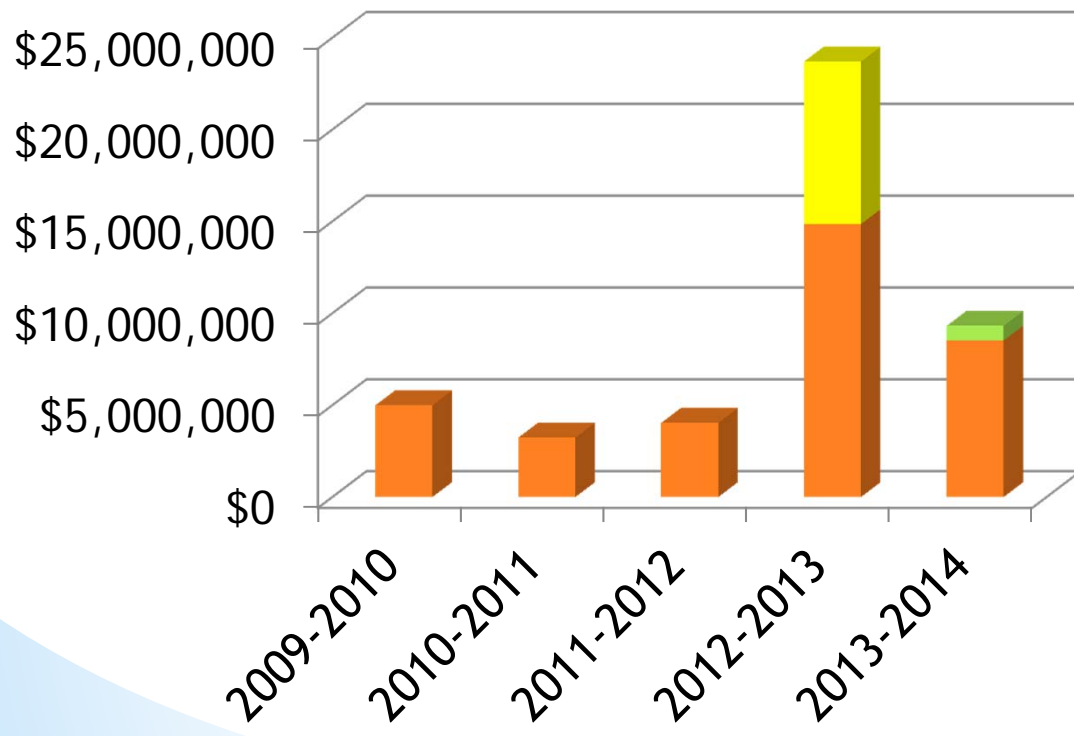## Flexible Placement Enrollment (Spring 2014)



- 713 students enrolled in Dev Ed Reading or ENC1101
- 291 Flexible Placement students were recommended to take a Dev Ed Reading course

**DES=** Dev Ed Strongly Recommended **DER=** Dev Ed Recommended **LCR=** Likely College Ready

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4

St. Petersburg College
SPC GRANTS

| | |
|---|---|
| $25,000,000 | |
| $20,000,000 | |
| $15,000,000 | |
| $10,000,000 | |
| $5,000,000 | |
| $0 | |

2009-2010  2010-2011  2011-2012  2012-2013  2013-2014

- Awaiting Announcement
- Award-Florida Trade Partners
- Awarded

SPC GRANTS

\* HIGHLIGHTS

- **$2.24 million**: USDOE – Title III, Strengthening Institutions Program

- **$2-3 million**: NSF – Improving Undergraduate STEM Education

- **$475,750**: USDOE (Energy) – Green Living Demonstration Center

Grants Department
*Opportunities within reach*
www.spcollege.edu/grants

# Grant Highlights: January 2014

## GRANT AWARD HIGHLIGHTS

<mark>U.S. Department of Education – Title III, Strengthening Institutions Program</mark>

The Title III Strengthening Institutions Program (SIP) provides an opportunity for institutions to expand and strengthen academic and student services programs to better serve low-income and academically at-risk students.  Known locally as The College Experience, this project identifies the systems, services, best practices and supports necessary to successfully guide students from enrollment to graduation. The overall goal of The College Experience is to increase student success and institutional effectiveness by developing a cohesive, enriching and supportive environment for students and staff.  This goal will be reached by incorporating three key components necessary for students to be successful during their college career and as they graduate from SPC:

1. **Comprehensive Enrollment Strategies** including a refocused student orientation, an expanded Student Life Skills Course and integrating career and academic advising.
2. **Enhanced Teaching and Learning** through the use of active learning strategies as a part of newly developed modularized toolkits for Gateway Courses, those with highest enrollment and lowest success rates, paired with faculty training on those toolkits.  These Active Learning Toolkits will be housed in a comprehensive Virtual Learning Commons for access by all students as an out-of-class support.
3. **Integrating Support Services** by implementing a thorough business process review, incorporating a Customer Relationship Management system for **improved communication**, and instituting an intensive **multi-service faculty and staff training model**.

**Funding: $2,238,734 (10/1/13 – 9/30/18)        SPC's portion: $2,238,734**
**Program Manager: Linda Hogans            Supervisor: Tonjua Williams**
**Primary Strategic Initiative & Activity: Student Support (Student Success and Out of Classroom Support)**

<mark>U.S. Department of Energy – Green Living Demonstration Center</mark>

A congressionally directed grant through Congressman C.W. 'Bill' Young, the purpose of the Green Living Demonstration (GLDC) is to exhibit green building techniques, alternative energy initiatives and technologies that reduce energy consumption.  SPC proposes to design, build and maintain an estimated 2,500 sq. ft. facility that is residential in appearance, but will serve as an energy efficient model for development and redevelopment technologies and observation. Programmatic activities will encourage LEED (Leadership in Energy and Environmental Design) practices and showcase green building initiatives and sustainable resource implementation.  The project is expected to involve partnerships with local and regional builder associations and green builders, as well as students and community members.  The project promotes urban sustainability and supports Florida Statutes related to mitigation of the effects of climate change.  The GLDC furthers the objectives of the U.S. Department of Energy's Building Technology Program by demonstrating the commercial viability of technologies, techniques, and tools for making buildings more energy efficient, productive, and affordable.  The grant is a transfer project from the Pinellas County Board of County Commissioners.

**Funding: $475,750 (est. 2/1/14-9/30/16)        SPC's portion: $475,750**
**Program Manager: Amanda Gilleland      Supervisor: John Chapin**
**Primary Strategic Initiative & Activity: Outreach; Student Engagement (Student Success and Out of Classroom Support)**

<mark>U.S. Department of Labor – Employment and Training Administration: Trade Adjustment Assistance Community College Career Training (TAACCCT) Grants</mark>

TAACCCT programs provide employment and training services that target workers who have lost their jobs, or are at risk of losing their job, as a result of foreign trade, as well as veterans, dislocated and incumbent workers.  Each program focuses on a cohesive, multi-layer concept that incorporates all five of the DOL's targeted core elements: 1) evidence-based design; 2) stacked and latticed credentials; 3) online and technology-enabled learning; 4) transferability and articulation; and 5) strategic alignment. Through the alignment of each consortium's vast resources and community and business partnerships, the programs will offer wide access to training to help address the growing skilled workforce shortage faced by the industries

targeted under the program.  The proposed framework of each program 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.

**Primary Strategic Initiative & Activity: Improved Processes (Expanded Workforce Offering Improved Placement Tracking)**

### HOPE – Orthotics and Prosthetics (O&P)

The **HOPE Careers Program** is a national consortium led by Century College in Minnesota that 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 over 1,700 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.  The project addresses the country's urgent need for more workers qualified to serve the rapidly growing population of individuals living with limb loss or disabilities due to chronic disease or war-related injury.

**Funding: $11,177,142 (10/1/13 – 9/30/17)     SPC's portion: $2,014,445**
**Program Manager: Arlene Gillis                   Supervisor: Phil Nicotera**

### LINCS – Supply Chain Management

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 3,000 unemployed and underemployed citizens to enter or advance in supply chain careers. Led by Broward College in Florida, the consortium consists of twelve college and university institutions. The national LINCS Consortium will develop and deliver a set of eight Supply Chain credentials in alignment with and on behalf of the national Council for Supply Chain Management Professionals (CSCMP), targeting training for entry and middle-level workers and enabling upward mobility from entry level worker certificates all the way to the MBA. A recent survey by CSCMP of senior level managers projects that there will be 6,000 job openings in logistics and supply chain management in the next few years. And those executives said that there currently aren't any training programs specifically designed to prepare entry level and middle level workers in the area.

**Funding: $24,513,413.65 (10/1/13 – 9/30/17)     SPC's portion: $1,525,666.92**
**Program Manager: Patricia Hanrahan                 Supervisor: Greg Nenstiel**

**Bill & Melinda Gates Foundation Scaled Models for Certificate Delivery**

The Bill & Melinda Gates Foundation seeks to take advantage of the present momentum around sub-baccalaureate credentialing  and engage interested public-private partnerships in designing a business plan/proposal  for the scaled delivery of industry-validated certificates/certifications  in a manner that leverages technology  to deliver shared content, instruction, and credentials with high-touch wrap-around student supports offered amongst multiple colleges and educational providers. The Scaled Models grant will allow the Florida TRADE Consortium to develop a business plan that will establish a sustainability blueprint beyond the funded program period. The plan will also outline opportunities for scaling to other colleges and industries.  The Florida TRADE Consortium proposes to facilitate and accelerate the business planning and decision-making process by hiring an independent expert in business start-ups, known as an Entrepreneur in Residence (EIR), to engage industry partners, leadership and key personnel from each of the consortium colleges, and members of the TRADE Steering Committee in a three-tiered business planning process: 1) Assessment and Analysis, 2) Business Plan Development, and 3) Business Plan Finalization.  The business plan will focus on topics including: the benefits and costs of using NTER as a shared content delivery system; industry's needs and credentials; internship expansion; enhanced student support; curriculum development and updating; licensing; partnership structure and governance; accreditation and regulatory issues; revenue and cost sharing models relative to course type (credit or non-credit); and delivery format (asynchronous online, synchronous online, hybrid, face-to-face).

**Funding: $100,000 (11/1/13 – 3/31/14)          SPC's portion: $100,000**
**Program Manager: Patricia Hanrahan             Supervisor: Greg Nenstiel**
**Primary Strategic Initiative & Activity: Improved Processes (Accelerated Degree Programs; Expanded Workforce Offering Improved Placement Tracking)**

# GRANTS UNDER DEVELOPMENT

**Florida Board of Governors - Targeted Educational Attainment (TEAm) Grant Program**
State University System Board of Governors – Targeted Educational Attainment (TEAm) Grant
The TEAm grant is designed to increase the number of Bachelor's degree-prepared students in the field of Computer and Information Technology through targeted recruitment, admissions/articulation, retention, internship and job placement activities. The lead applicant must be a member of Florida's State University System. Accordingly, Florida Polytechnic University will partner with SPC, Polk State College and Southeastern University to develop activities that synergistically develop/expand pathways for A.S. and A.A. degree-seeking students to pursue one of six IT-related Bachelor's degrees at Florida Poly.

**Funding: est. $2.5 million (est. 1 yr)           SPC's portion: est. $267,000**
**Program Manager: TBD                  Supervisor: Sharon Setterlind**
**Primary Strategic Initiative & Activity: Outreach; Instructional Support (Expanded Workforce Offerings and Improved Placement Tracking; Student Success and Out of Classroom Support)**


**National Science Foundation (NSF) – Improving Undergraduate STEM Education (IUSE)**
The mission of the IUSE competition is to increase the number of highly qualified STEM graduates, including STEM teachers that are crucial to the Nation's health and economy.  The NSF is investing in IUSE as research-based and research-generating approaches to understanding STEM learning; to designing, testing, and studying curricular change; to wide dissemination and implementation of best practices; and to broadening participation of individuals and institutions in STEM fields.  In a three-pronged approach, SPC's core strategies are to: 1) develop and maintain a STEM student badging (transcript)  system to track student engagement in STEM activities, both in-school and out of school targeting K-20 students; 2) redesign STEM course delivery at SPC to incorporate a learning community model blended with active-learning strategies, including project-based learning; and 3) provide education and professional development training for STEM instructors at all levels in non-traditional teaching and learning techniques.

**Funding: est. $2-3 million (est. 3-4 yrs)           SPC's portion: est. $2-3 million**
**Program Manager: TBD                  Supervisor: John Chapin**
**Primary Strategic Initiative & Activity: Student Engagement; Instructional Support (Expanded Workforce Offerings and Improved Placement Tracking)**

**U.S Department of Labor H-1B Youth Career Connect**
The Youth Career Connect (YCC) grant is designed to provide high school students with education and training that combines rigorous academic and technical curricula focused on specific in-demand occupations and industries for which employers are using H-1B visas to hire foreign workers.  Program models must extend beyond high school and/or include programming that ensures participants' engagement results in academic credit toward a credit-bearing post-secondary degree. Led by Pinellas County Schools (PCS), this collaboration will include SPC, the Pinellas Education Foundation and WorkNet Pinellas.  SPC is proposing to hire two Articulation Coordinators to act as dedicated liaisons between the high and the College, whereby improving the career pathway bridge between secondary and post-secondary education.  The Articulation Coordinators will develop and disseminate information about articulation opportunities at SPC, as well as work with H-1B designated students interested in receiving certificates, certifications or college-credit while in high school.

**Funding: est. $7 million (4 yrs)           SPC's portion: est. $500,000**
**Program Manager: Jason Krupp           Supervisor: Anne Cooper**
**Primary Strategic Initiative & Activity: Outreach; Improved Processes (Accelerated Degree Programs; Expanded Workforce Offerings and Improved Placement Tracking)**

January 21, 2014

**MEMORANDUM**

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

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

**SUBJECT:**   Midtown Update/Progress Report

The following is a status report on the progress of the Midtown Center construction project:

1.  Pre-design phase:
    - ✓ Step 1- Approval of:
        i.    Project scope,
        ii.   time frame for construction,
        iii.  funding source(s) and;
        iv.   project budget
    - ✓ Step 2 Site survey or spot survey approved

2.  Design phase*:
    - ✓ Step 3- Architectural Services Request for Qualifications authorization
    - ✓ Step 4- Recommendation to award Architectural Services approval
    - ✓ Step 5- Construction Manager at Risk Request for Qualifications authorization
    - ✓ Step 6- Recommendation to award Construction Manager at Risk services approval

3.  Construction phase*:
    - ✓ Step 7 Project updates and cost change orders in excess of statutory financial thresholds
        *Phase one of the site development was awarded and work began in early December. The Masonry/Concrete and Structural Steel packages were awarded last week, as those two trades are on the project critical path. The next scopes to be awarded are Mechanical, Electrical and Plumbing trades.*

        ___Step 8- Final project completion and accounting approval

*State Requirements for Educational Facilities 4.1(5) Construction Management/Total Program Manager (CM/TPM) provides: "To expedite project workflow and efficiently manage this type of contract, it is recommended that, where CM/TPM contracts are utilized, boards delegate project decision-making authority to the college president pursuant to Sections 1013.371(1)© and 1013.48, F.S., for survey approved projects including: submission of project documents for approval; award of contracts consistent with board pre-approved project time, scope, and budget; and approval of change orders within pre-established amounts".

January 21, 2014

**M E M O R A N D U M**

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

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

**SUBJECT:**　　Personnel Report

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

| HIRE Budgeted | | | |
|---|---|---|---|
| **Effect. Date** | **Name** | **Department/Location** | **Title** |
| 11/23/2013 | Panov,Sharon B. | Business Office SPG | Accounting Support Assistant |
| 11/12/2013 | Rossewey,Kara Marie | Accounting Services DO | Accounting Support Specialist |
| 11/12/2013 | Carcich,Michael J. | Maintenance Services DO | Facilities Technician |
| 1/6/2014 | Burgess,Diana L | Nursing HC | Faculty - full-time |
| 1/6/2014 | Concepcion,Iris N. | Nursing HC | Faculty - full-time |
| 1/6/2014 | Pels,Marguarite L | Nursing HC | Faculty - full-time |
| 11/25/2013 | Carson,Debbie L | Palladium Theater DT | Marketing/Communcation Manager |
| 1/2/2014 | Ignarski,Lorenda S | Nursing HC | Nursing Skills Facilitator |
| 1/2/2014 | Murphy,Hallie M | Nursing HC | Nursing Skills Facilitator |
| 11/11/2013 | Angle,James S. | Fire Science AC | PublicSftyTrain&CareerDev Dir |
| 12/2/2013 | Roldan,Carissa M | Business Office CL | Sr Administrative Svcs Assist |
| 12/16/2013 | Cambridge,Rita F | District Library DO | Sr Library Svcs Technician |
| 11/4/2013 | Gregorich,Amy A | Business Services DO | Strategic Execution Proj Mgr |
| 10/14/2013 | Gonzalez,Alexander H | Registration SPG | Student Support Advisor |
| 11/24/2013 | Mazurek,Jonathan P | Help Desk Technical Support DO | Technology Support Specialist |

| HIRE Temporary/Supplemental | | | |
|---|---|---|---|
| **Effect. Date** | **Name** | **Department/Location** | **Title** |
| 12/12/2013 | Ayers,Amelia | Speech - Letters SE | Faculty - credit adjunct |
| 11/19/2013 | Ballenger,Kimberly | Letters SE | Faculty - credit adjunct |
| 12/28/2013 | Baptista,Gail M | College of Education TS | Faculty - credit adjunct |
| 1/3/2014 | Carr,Caroline Satterfield | College of Education TS | Faculty - credit adjunct |

| | | | |
|---|---|---|---|
| 1/2/2014 | Hanak,Donna W. | Letters SE | Faculty - credit adjunct |
| 11/18/2013 | Hargiss,John V. | Business Administration SP | Faculty - credit adjunct |
| 11/19/2013 | Hubbard,Barbara A | Fine & Applied Arts SE | Faculty - credit adjunct |
| 1/2/2014 | Lupfer,Lindsey R | Letters SE | Faculty - credit adjunct |
| 1/2/2014 | Maddrey,James D | Foreign Language TS | Faculty - credit adjunct |
| 1/6/2014 | Marking,Lorraine F | Nursing HC | Faculty - credit adjunct |
| 12/21/2013 | Maynes,Timothy A | Business Technologies SP | Faculty - credit adjunct |
| 11/18/2013 | Pagano,Christy A | Business Administration SP | Faculty - credit adjunct |
| 1/2/2014 | Pearson,Donald T | Social Science SE | Faculty - credit adjunct |
| 1/6/2014 | Reyes,Jennifer May | Nursing HC | Faculty - credit adjunct |
| 1/2/2014 | Roghaar,Lisa A | Letters TS | Faculty - credit adjunct |
| 1/2/2014 | Cappleman,Tammy | Ethics SPG | Faculty - supplemental |
| 12/18/2013 | Grano,Barbara S. | Social Science SE | Faculty - supplemental |
| 11/7/2013 | Moore,Joy B | Mathematics CL | Faculty - supplemental |
| 12/2/2013 | Bertels,Shannon Marie | Student Activities SE | General Support |
| 12/2/2013 | Palmer,Peter L | District Library DO | OPS Career Level 1 |
| 11/18/2013 | Tremain,Joyce A | District Library DO | OPS Career Level 1 |
| 12/6/2013 | Tretter,Cydnie J | Associate Provost CL | OPS Career Level 1 |
| 11/9/2013 | Ingargiola,Dominick J | Campus Security DO | OPS Career Level 2 |
| 12/9/2013 | Newman,George A | Associate Provost SP | OPS Career Level 2 |
| 11/18/2013 | Anderson,Eric D | Admin Information Systems DO | OPS Career Level 5 |
| 11/24/2013 | Schadt,Michael D | Admin Information Systems DO | OPS Career Level 5 |
| 12/2/2013 | Vazquez,Vidal | Admin Information Systems DO | OPS Career Level 5 |
| 11/4/2013 | Matthes,Elise Marie | Student Activities HC | OPS Career Level 6 |
| 1/6/2014 | Carlevatti,Jennifer L | Leepa/Rattner Museum - DO | OPS Professional |
| 11/4/2013 | Marsters,Sylvia B. | District Library DO | OPS Professional |
| 12/4/2013 | Mateus,Jazmine S | Acad Effective & Assessmt DO | OPS Professional |
| 12/7/2013 | Olausen,Caroline S | Veterinary Technology HC | OPS Professional |
| 1/6/2014 | Russo,Maria | Nursing HC | Percent-of-load |
| 12/2/2013 | Hallas,Kelly Marie | Counseling & Advisement HC | Student Support Advisor |

## TRANSFER/PROMOTION Budgeted

| Effect. Date | Name | Department/Location | Title |
|---|---|---|---|
| 11/9/2013 | Wortock,Jacob C. | BA Programs/UPC | Coord, Collegewide Wkfrc Intrn |
| 11/4/2013 | Patrick,Kenny A. | Maintenance Services AC | Facilities Technician |
| 11/30/2013 | Kanyuck,Julie B | Accounting Services DO | Grants Accountant |
| 12/7/2013 | Hardt,Steven P. | Respiratory Care HC | Program Director II |
| 11/9/2013 | Panagiotacos,James A. | Human Resources Training DO | Sr HR AdministrativeSpecialist |

| TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES | | | |
|---|---|---|---|
| **Effect. Date** | **Name** | **Department/Location** | **Title** |
| 12/01/13-12/6/13 | Kirsch, Ramona | International Programs SPG | Director International Programs |

To attend the Academic Trade Mission in Managua, Nicaragua. The benefit to the College is online course capability building in both countries and development of faculty exchanges/collaborations.

Funded by the Florida Consortium of International Education (FCIE).

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| | | | |
|---|---|---|---|
| 01/23/14-02/02/14 | Gillis, Arlene | Orthotics and Prosthetics HC | Academic Program Director |

To attend the Pacific Rim Conference in Waikoloa Beach, Hawaii. The benefit to the College is national recognition and promoting the Orthotics and Prosthetics program.

Funded by the National Commission on Orthotic and Prosthetic Education (NCOPE).

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|---|---|---|---|
| 03/07/14-03/18/14 | Wolter, Tim | Humanities SPG | Instructor |

To visit Rome, Italy, and to offer St. Petersburg College students an educational opportunity to introduce the humanities curriculum within the Italian culture. There will be excursions to religious and historical sites - the students will be traveling to these sites following the changes in history over the various periods of time.

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| | | | |
|---|---|---|---|
| 05/08/14-05/18/14 | Copeland, Jacqueline | Mathematics SPG | Instructor |

To visit Athens, Greece, and to expose students to ancient Greek studies while visiting Greece. These courses examine the general characteristics of religion, culture, society, art, history, math and literature of ancient Greece. Students will see how ancient Greece still contributes to Western societies and cultures today.

Funded by the Mathematics Department. Total estimated cost to the College is $3,988.

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|---|---|---|---|
| 05/08/14-05/17/14 | Modrakovic, Janet | Veterinary Technology HC | Instructor |
| 05/08/14-05/17/14 | Gorham, Tricia | Veterinary Technology HC | Instructor |

To visit Playa Blanca, Costa Rica, to offer St. Petersburg College students the educational opportunity to compare the duties of veterinary technicians in the US vs. Costa Rica, and to provide service learning to students. The benefit of this study abroad program is to contribute to the international education of students by providing opportunities that encourage global awareness and perspectives.

Funded by the Veterinary Technology Department. Total estimated cost to the College is $4,425.

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|---|---|---|---|
| 06/01/14-06/12/14 | Jahosky, Michael | Humanities/Fine & Appl Arts SPG | Instructor |
| 06/01/14-06/12/14 | Jones, Chuck | Humanities/Fine & Appl Arts SPG | Instructor |

To visit Jerusalem, Israel. The primary goal of this study abroad program is to expose students to ancient Judeo-Christian history, religion, literature, and art while studying in Jerusalem and other sites in Israel. It will allow the professor to lead a study abroad program in Israel for SPC students.

Funded by the Humanities and Fine & Applied Arts Department. Total estimated cost to the College is $9,189.02

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06/28/14-07/20/14     Levin, Roxana          Communications TS          Instructor

To visit Salamanca, Spain, and to offer St. Petersburg College students an opportunity to learn the Spanish foreign language and cultural experience with Spain. The benefit of this study abroad program is to contribute to the international education of students by providing opportunities that encourage global awareness and perspectives.

Funded by the Communications Department. Total estimated cost to the College is $5,879.13.

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06/21/14-07/01/14     Hesting, John          Collegiate High School SPG          Instructor

To visit Rome, Italy, and to offer St. Petersburg College dual enrollment, collegiate high school and early college students an opportunity to apply the humanities and fine arts culture of Italy to the study of International Relations in Italy. The benefit of this study abroad program is to contribute to the international education of students by providing opportunities that encourage global awareness and perspectives.

Funded by the Collegiate High School. Total estimated cost to the College is $4,586.09.

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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.

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Ssw0109142

January 21, 2014

# M E M O R A N D U M

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

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

**SUBJECT:**   Update of the 2013-2014 Salary Schedule

**Approval is sought for an amendment to the 2013-2014 Administrative and Professional Classification & Salary Schedule**

Following the review of classification appeals pertaining to the A&P salary schedule study, it became apparent that grades E/F and G/H had disproportionately lower percentage differentials between the minimum rates of the respective salary grades (4.2%-6.4% respectively, compared to the schedule average of 8.5%). Individual reviews with employees indicated perceived internal inequities among classifications in these pay grades.

It was subsequently determined that the pay grade differential amounts did not adequately distinguish the levels of responsibility for positions within those ranges and thus a difference in classification pay levels.

After considerable discussion and review of classification details, it was agreed to consolidate grades E with F, and grades G with H, which increases the differential amounts by 13.3%-12.5% respectively between the grades and thus enhances competitive recruitment efforts and internal equity among classifications.

The eleven remaining grades have been renumbered with Roman numeral grade designations I-XI to create more clarity for the career levels (attached).

| Current | | | | New | | | |
|---|---|---|---|---|---|---|---|
| | Min | Max | % Step | | Min | Max | % Step |
| E | $59,355.80 | $83,098.11 | 9.5% | | | | |
| F | $61,937.62 | $92,906.43 | 4.2% | V | $61,937.62 | $92,906.43 | 13.3% |
| G | $66,203.13 | $99,304.70 | 6.4% | | | | |
| H | $70,762.40 | $106,143.60 | 6.4% | VI | $70,762.40 | $106,143.60 | 12.5% |

The schedule ammendment will result in the adjustment of twenty (20) employee's salary to the minimum of the new range.

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.

| Grade Level | Minimum | Maximum | Classification Title | Position Title |
|---|---|---|---|---|
| I | $43,247.95 | $60,547.13 | Academic Program Coordinator | · College-wide Workforce Internship Coordinator<br>· EMS Program Support Coordinator<br>· Museum Education Coordinator<br>· School Partnership Liaison |
| | | | Assistant Curator | · Museum Collections Manager |
| | | | Curriculum Developer | · Curriculum Development Specialist<br>· Language Institute Project Coordinator |
| | | | Development Specialist | · Development Specialist |
| | | | Human Resources Coordinator | · Employment Coordinator<br>· Wellness Coordinator |
| | | | Laboratory Coordinator | · Laboratory Manager |
| | | | Media Services Coordinator | · Audio/Visual Services Coordinator |
| | | | Multimedia Content Developer | · Social Media Marketing Specialist<br>· Multimedia Content Developer |
| | | | Performance Operations Manager | · Performance Operations Manager |
| | | | Range Master | · Range Master |
| | | | Research Analyst | · Research Analyst |
| | | | Risk Management Coordinator | · Risk Management Coordinator |
| | | | Student Activities Coordinator | · Student Life  & Leadership Coordinator |
| | | | Student Support Counselor | · Career Development Specialist<br>· Career Outreach Specialist<br>· College Support Coordinator<br>· Project Coordinator I<br>· Scholarship & Student Financial Assistance Officer<br>· Student Support Coordinator |
| | | | Videographer | · Videographer |
| II | $46,226.34 | $64,716.88 | Accounting and Financial Analyst | · Budget Specialist<br>· Facilities Accounting Manager<br>· Fiscal and Business Analyst<br>· Grants Accountant<br>· Staff Accountant |
| | | | Business Development Representative | · Client Account Representative |
| | | | College Archivist | · College Archivist |
| | | | Emergency Management Coordinator | · Emergency Management Director |
| | | | Facilities Coordinator | · Facilities Project Coordinator<br>· Planning Coordinator |
| | | | Head Coach | · Athletic Coach |
| | | | Human Resources Trainer | · Instructional Designer/Facilitator |
| | | | Instructional Support Coordinator | · College Placement Testing Coordinator<br>· Nursing Skills Facilitator<br>· Special Services Specialist |
| | | | Legal Services Coordinator | · Legal Services Coordinator |
| | | | Project Manager | · Institutional Strategic Project Coordinator |
| | | | Refernce & Instruction Librarian | · Reference & Instruction Librarian |
| | | | Senior Academic Program Coordinator | · Academy Coordinator II<br>· International Language Institute Coordinator<br>· Internships Program Director<br>· Lifelong Learning/CFK Coordinator<br>· Public Safety Training Coordinator II |
| | | | Senior Student Support Counselor | · Career Services Support Coordinator<br>· Disability Resource Specialist<br>· Early College/Dual Enrollment Coordinator<br>· Education Specialist - Impact<br>· International Students Services Representative<br>· Project Coordinator II<br>· Senior Student Support ***Coordinator***<br>· Student Success Specialist |

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|---|---|---|---|---|
| III | $49,409.85 | $69,173.79 | Curator | · Museum Curator |
| | | | Development Officer | · Development Officer |
| | | | | · Palladium Community Relations Coordinator |
| | | | Grant Writer | · Grant Writer |
| | | | Graphic Design Manager | · Graphic Design Manager |
| | | | Human Resources Manager | · Benefits Manager |
| | | | | · Payroll Manager |
| | | | Institutional Effectiveness Coordinator | · Accreditation & Baccalaureate Assessment Coordinator |
| | | | | · Assessment Baccalaureate Program Coordinator |
| | | | | · Curriculum Services Coordinator |
| | | | | · Institutional Research & Reporting Coordinator |
| | | | Instructional Technology Analyst | · Instructional Technology Analyst |
| | | | | · Systems Operations Coordinator |
| | | | Marketing/Communications Manager | · Academic Program Support Coordinator |
| | | | | · Marketing Manager |
| | | | Materials Management Manager | · Purchasing Manager |
| | | | Producer | · Public Safety Training Producer |
| | | | Senior Accounting and Financial Analyst | · Budget Support & Development Coordinator |
| | | | | · Business Office Coordinator |
| | | | | · Business Systems & Accounting Manager |
| | | | | · Project Administrative Services Manager |
| | | | | · Senior Accountant |
| | | | Senior Facilities Coordinator | · Building Code Administrator |
| | | | | · Environmental Services Coordinator |
| | | | | · Institutional Services Coordinator |
| | | | Senior Performance Operations Manager | · Palladium Production Manager |
| IV | 53,707.34 | 75,190.28 | Facilities Manager | · Custodial & Landscape Services Manager |
| | | | Human Resources Manager | · Professional Development Manager |
| | | | Grant Management Coordinator | · Grants Management Coordinator |
| | | | Information Technology Analyst | · Analyst/Programmer |
| | | | | · Information Technology Analyst |
| | | | | · Project Technologist |
| | | | | · Network/Design & Security Engineer |
| | | | | · Web Analyst/Programmer |
| | | | | · Technology Applications & Support Coordinator· |
| | | | Instructional Support Manager | · Learning Resources Specialist |
| | | | | · Project Technologist |
| | | | Instructional Technology Coordinator | · Instructional Technology Coordinator |
| | | | Performance Operations Director | · Palladium Operations Coordinator |
| | | | Security Director | · Safety & Security Director |
| | | | Senior Development Officer | · Senior Development Officer |
| | | | Senior Instructional Technology Analyst | · Course Delivery Manager |
| | | | | · Senior Instructional Technologist |
| | | | | · Strategic Project Execution Manager |
| | | | Student Support Manager | · Academic Projects Coordinator |
| | | | | · Electronic Center Coordinator |
| | | | | · Scholarship & Student Financial Assistance Assistant Director |
| | | | | · Student Success Manager |
| | | | | · Student Support Manager |
| | | | | · Student Support Services TRIO Coordinator |
| | | | | · Veteran Affairs Coordinator |
| | | | | · Women on the Way Coordinator |

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|---|---|---|---|---|
| **V** | **$61,937.62** | **$92,906.43** | Academic Program Manager | · Academic Department Coordinator |
| | | | | · Curriculum & Program Management Director |
| | | | | · Curriculum Services Director |
| | | | | · Honors College Director |
| | | | | · QEP & Accreditation Services Director |
| | | | | · Program Director I |
| | | | | · Public Safety Training Manager |
| | | | Assistant Marketing/Communications Director | · Marketing & Public Information Assistant Director |
| | | | Broadcast Services Manager | · Broadcast Services Manager |
| | | | Business Development Officer | · Business Development Officer – Collaborative Labs |
| | | | Institutional Effectiveness Director | · Assessment Director |
| | | | | · Institutional Research Director |
| | | | Library Program Director | · Library Program Director |
| | | | Materials Management Director | · Procurement/Asset Management Director |
| | | | Museum Director | · Museum of Fine Arts Director |
| | | | Senior Information Technology Analyst | · Enrollment Services Operations Coordinator |
| | | | | · Senior Analyst/Developer |
| | | | | · Senior Analyst/Programmer |
| | | | | · PeopleSoft Student System Development Manager |
| | | | | · Senior Developer |
| | | | | · Senior Network/Design & Security Engineer |
| | | | | · Senior Web Analyst/Programmer |
| | | | | · Strategic Project Execution Manager |
| | | | | · Student Information Systems Support Manager |
| | | | | · Systems Analyst |
| | | | | · Systems Analyst – Learning Management System |
| | | | Student Support Assistant Director | · Assistant Director, Admissions |
| | | | | · Assistant Director, Records |
| **VI** | **$70,762.40** | **$106,143.60** | Academic Program Director | · Multi Media Coordinator |
| | | | | · Program Director II - FL Trade Grant |
| | | | | · Program Director II |
| | | | | · Public Safety Training Director |
| | | | | · Workforce Coordinator |
| | | | | · Workforce Services Director |
| | | | Accounting and Financial Director | · Accountant/Business Manager |
| | | | | · Accounting Services Director |
| | | | Chief of Staff | · Chief of Staff |
| | | | Executive Performance Operations Director | · Palladium Executive Director |
| | | | Facilities Director | · Design & Construction Services Director |
| | | | | · Facilities Services Director |
| | | | Human Resources Operations Director | · Human Resources Operations Director |
| | | | Information Technology Manager | · Enterprise Systems Programming Manager |
| | | | | · Microsoft Systems Applications, Coordinator |
| | | | | · Network System & Security Operations Manager |
| | | | | · Systems Administration Manager |
| | | | | · Web Program & Support Manager |
| | | | Instructional Technology Director | · Learning Management Systems & Web Systems Support Director |
| | | | Student Support Director | · Admissions & Records Director |
| | | | | · Business Systems & Student Accounting Director |
| | | | | · Disability Resources Director |
| | | | | · International Program Director |
| | | | | · Recruitment Services Director |

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|---|---|---|---|---|
| VII | $85,006.50 | $127,509.76 | Administrative Director | · Associate General Counsel |
| | | | | · Corporate Training Director |
| | | | | · Government Relations Director |
| | | | | · Institutional Strategic Policy Solutions Executive Director |
| | | | Associate Dean | · Associate Dean |
| | | | Associate Provost | · Associate Provost |
| | | | | · eCampus, Web & IT Executive Director |
| | | | Executive Institutional Effectiveness Director | · Institutional Research Effectiveness Executive Director |
| | | | Executive Student Services Director | · Retention Programs Executive Director |
| | | | | · Scholarship & Student Financial Assistance Director |
| | | | Information Technology Director | · Network Systems & Security Director |
| | | | | · New Systems Development Director |
| | | | | · Systems Administration Director |
| | | | Senior Academic Program Director | · Early College/Dual Enrollment Director |
| VIII | $98,763.47 | $148,145.20 | Executive Academic Program Director | · Collaborative Labs Executive Director |
| | | | | · Collegiate HS Principal |
| | | | | · Learning Resources Executive Director |
| | | | | · Public Safety Training Executive Director |
| | | | Executive Administrative Director | · General Counsel |
| | | | | · Grants Development Executive Director |
| | | | | · Marketing & Public Information Executive Director |
| | | | | · Enterprise Systems Senior Director |
| | | | | · Network Systems & Telecommunications Senior Director |
| IX | $105,565.09 | $158,347.64 | Associate Academic Vice President | · AVP, Institutional Effectiveness, Research & Grants |
| | | | | · AVP, Academic Affairs & Partnership |
| | | | Associate Administrative Vice President | · AVP, Facilities Planning & Institutional Services |
| | | | | · AVP, Financial & Business Services |
| | | | | · AVP, Information Technology |
| | | | | · AVP, Strategic Project Planning and Execution |
| | | | Associate Student Services Vice President | · AVP, Enrollment Services |
| | | | | · AVP, Financial Assistance Services |
| | | | Dean | · Dean, College of Business |
| | | | | · Dean, College of Computer & Information Technology |
| | | | | · Dean, College of Education |
| | | | | · Dean, College of Health Sciences |
| | | | | · Dean, College of Nursing |
| | | | | · Dean, Communications |
| | | | | · Dean, Humanities and Fine Arts |
| | | | | · Dean, Mathematics |
| | | | | · Dean, Natural Science |
| | | | | · Dean, Public Policy & Legal Studies |
| | | | | · Dean, Public Safety |
| | | | | · Dean, School of Veterinary Technology |
| | | | | · Dean, Social & Behavioral Sciences |
| | | | Provost | · Provost |
| X | $114,746.78 | $172,120.17 | Administrative Vice President | · VP, Human Resources |
| | | | | · VP, Institutional Advancement & Foundation Executive Director |
| XI | $126,814.80 | $190,222.20 | Senior Academic Vice President | · SVP, Instruction & Academic Programs |
| | | | Senior Administrative Vice President | · SVP, Administrative/Business Services & Information Technology |
| | | | Senior Student Services Vice President | · SVP, Student Services |

January 21, 2014

**M E M O R A N D U M**

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

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

**SUBJECT:** FY13-14 July 1 – December 31 Fund 1 Financial Report and FY14-15 Budget
             Preparation Update

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

Financial Report Highlights Through December 31:

- Overall revenue is $500K under budget projections attributable to lower student tuition
  and fee revenue than anticipated.


- Total Operating Cost is currently 1% under budget primarily due to management of
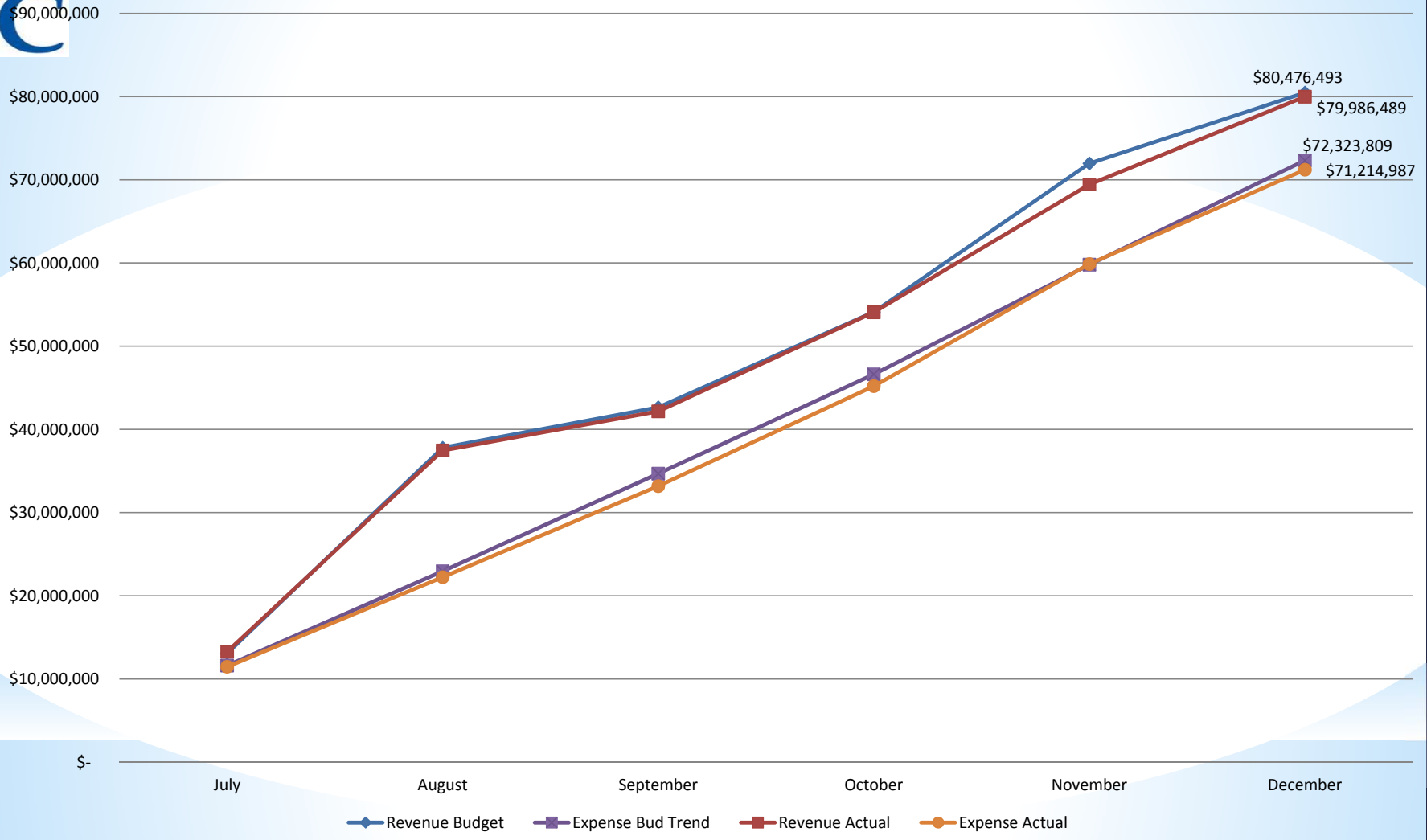  current expenses implemented early in the year.


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

January 2014

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

**ST. PETERSBURG COLLEGE**
**FY2013-2014 RECURRING OPERATING BUDGET TO ACTUAL REPORTING: July 1 -December 31**

| Revenue | FY13-14 Budget | FY13-14 YTD Actual | % of YTD Budgeted Revenue | Year to Date % | $ YOY Variance | % YOY Variance |
|---|---|---|---|---|---|---|
| **Revenue** | – | – | | – | | |
| Student Tuition & Out-of-State Fees | $ 58,654,324 | $ 44,511,240 | 76% | | $ (1,162,995) | -3% |
| Learning Support Access Fee | $ 1,289,004 | $ 747,232 | 58% | | $ 747,232 | 0% |
| State Appropriation - CCPF | $ 52,970,253 | $ 26,550,437 | 50% | | $ 368,544 | 1% |
| State Appropriation - Lottery | $ 12,517,061 | $ - | 0% | | $ - | 0% |
| Operating Cost for New Facilities | $ 106,159 | $ - | 0% | | $ - | 0% |
| Distance Learning Fee | $ 3,284,455 | $ 2,387,090 | 73% | | $ (50,058) | -2% |
| Technology Fee | $ 2,906,697 | $ 2,185,318 | 75% | | $ (66,353) | -3% |
| Lab Revenue Fees | $ 2,232,165 | $ 1,418,076 | 64% | | $ 10,825 | 1% |
| Other Revenues | $ 3,492,617 | $ 1,464,131 | 42% | | $ (161,278) | -10% |
| Other Student Fees | $ 1,723,979 | $ 722,965 | 42% | | $ (61,458) | -8% |
| Fund Transfers In | $ 2,942,481 | $ - | 0% | | $ - | 0% |
| Revenue Stabilization Reserve | $ 2,173,009 | $ - | 0% | | $ - | 0% |
| One-Time Non-Recurring Funds | $ 1,569,328 | $ - | 0% | | $ - | 0% |
| **Total Revenues - Fund 1x** | $ 145,861,532 | $ 79,986,489 | 55% | 55% | $ (375,540) | 0% |

| Operating Costs | FY13-14 Budget | FY13-14 YTD Actual | % of YTD Expense | Year to Date % | $ YOY Variance | % YOY Variance |
|---|---|---|---|---|---|---|
| **Personnel & Benefits** | | | | | | |
| Instructional/Faculty-Full Time | $ 28,454,115 | $ 14,075,134 | 49% | | $ 674,103 | 5% |
| Administrative | $ 21,007,244 | $ 10,745,982 | 51% | | $ 144,976 | 1% |
| Career (Non-Instructional) | $ 24,054,680 | $ 11,098,214 | 46% | | $ (61,055) | -1% |
| Adjunct/Supplemental | $ 15,050,760 | $ 7,406,327 | 49% | | $ (172,842) | -2% |
| Other Academic | $ 356,937 | $ 98,139 | 27% | | $ (29,584) | -23% |
| Non-Instructional OPS and Overtime | $ 2,883,895 | $ 1,162,081 | 40% | | $ (149,102) | -11% |
| Student Assistants | $ 500,000 | $ 221,924 | 44% | | $ 32,238 | 17% |
| Personnel Benefits | $ 22,370,182 | $ 13,407,256 | 60% | | $ 1,271,414 | 10% |
| **Total Personnel & Benefits** | $ 114,677,813 | $ 58,215,056 | 51% | 51% | $ 1,710,149 | 3% |
| **Current Expense** | | | | | | |
| Travel | $ 602,964 | $ 279,681 | 46% | | $ 3,290 | 1% |
| Repairs & Maintenance | $ 1,017,864 | $ 498,375 | 49% | | $ (101,209) | -17% |
| Rentals/Leases | $ 478,271 | $ 184,052 | 38% | | $ 36,226 | 25% |
| Insurance (Non-Health) | $ 1,725,368 | $ 1,193,114 | 69% | | $ 79,714 | 7% |
| Utilities | $ 6,075,055 | $ 2,688,777 | 44% | | $ (59,265) | -2% |
| Services and Fees | $ 5,446,079 | $ 1,614,066 | 30% | | $ (347,774) | -18% |
| Scholarships/Fee Waivers | $ 1,510,895 | $ 469,115 | 31% | | $ (61,362) | -12% |
| Materials and Supplies | $ 6,208,402 | $ 2,724,242 | 44% | | $ 119,311 | 5% |
| Tech Expense/Licensing | $ 2,280,033 | $ 1,099,023 | 48% | | $ (74,144) | -6% |
| Bad Debt/Unemployment Comp/Misc | $ 1,147,782 | $ (45,101) | -4% | | $ (12,728) | 39% |
| Other Current Expense | $ 1,409,697 | $ 686,721 | 49% | | $ (205,966) | -23% |
| **Total Current Expense** | $ 27,902,410 | $ 11,392,065 | 41% | 48% | $ (623,907) | -5% |
| **Capital Spending** | | | | | | |
| Computer Refresh Leases | $ 2,400,968 | $ 1,203,945 | 50% | | $ 170,037 | 16% |
| Capital Purchases- Non-Recurring | $ 880,341 | $ 403,921 | 46% | | $ 91,835 | 29% |
| **Total Capital Spending** | $ 3,281,309 | $ 1,607,866 | 49% | 56% | $ 261,871 | 19% |
| | | | | | | |
| **Total Operating Costs - Fund 1x** | $ 145,861,532 | $ 71,214,987 | 49% | 50% | $ 1,348,113 | 2% |
| | | | | | | |
| **Total Remaining Funds (Surplus/Deficit)** | $ - | $ 8,771,503 | | | | |

# FY13-14 Trends

| FY2013-14 | Budget |
|---|---|
| Revenue | |
| Tuition | $58,654,324 |
| State Funding | $65,593,473 |
| Other Student Fees | $11,436,300 |
| Other Revenue Sources (Includes $2.15M Stabilization Reserve) | $10,177,435 |
| **Total Revenue** | **$145,861,532** |
| Operating Expenses | |
| Personnel | $114,677,813 |
| Expense | 27,902,410 |
| Capital | 3,281,309 |
| **Total Operating Expenses** | **$145,861,532** |
| **Surplus/Deficit** | **$0** |

| FY2013-14 | Trend Impact |
|---|---|
| Revenue | |
| Tuition | $57.5M |
| State Funding | $65.6M |
| Other Student Fees | $9.6M |
| Other Revenue Sources (excludes utilization of $2.15M Stabilization Reserve) | $8M |
| **Total Revenue** | **$140.7M** |
| Operating Expenses | |
| Personnel | $112.1M |
| Expense | $25.2M |
| Capital | $3.1M |
| **Total Operating Expenses** | **$140.4M** |
| **Surplus/Deficit** | **$300K** |

# Key Dates

| Date | Activity |
|------|----------|
| February 2nd | Governor's Budget Due |
| March 4th | Legislative Budget Session Starts |
| March 6th | SPC Budget Presentation Day |
| May 2nd | Legislative Budget Session Ends |
| May | BOT Budget Workshop |
| June 30th | SPC Budget Due to State |

Questions?

January 21, 2014

**M E M O R A N D U M**

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

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

**SUBJECT:**  Lease of Xerox Printing Equipment

**Approval is sought to enter into an Agreement with Xerox Corporation to provide for the lease of printing equipment to be used in the print shop.**

The Xerox equipment in the print shop is in need of replacement due to project changes and due to the over usage of the digital color printer beyond the set limitations of the machine, which is causing the machine to be in repair too often.  The Agreement will provide a larger digital color press and replace the black and white press with one that is more in line with the drop in volume of black and white print requests received by the print shop.  The Agreement will also provide an updated Fierv Server that will be able to handle print jobs on the new machine.

The Agreement is for a five-year period and will continue through December 31, 2018.  The net monthly cost per month is set minimally at $14,850.60 and additional impression charges will be per the meter-pricing plan.  Based on the foregoing, the total cost to the College for this Agreement over the five-year period is anticipated to be approximately $891,036 plus costs for impression charges.

Suzanne L. Gardner, General Counsel; Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Diana Sabino, Executive Director of Marketing and Public Information, recommend approval. ds0109141

January 21, 2014

**M E M O R A N D U M**

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

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

**SUBJECT:**    Lease of Library and Learning Support Commons Pay For Print Copiers/Printers

**Approval of 5 year Lease of Library and Learning Support Commons Copiers/Printers**


Approval is sought to enter into a 5 year lease with Ricoh Americas Corporation to lease 31 MFPs (Multi-Function Printers)  commencing approximately February 2014 through January 2019. This equipment will be placed in all College Libraries and Learning Support Commons. This will replace the expiring 5 year Ricoh lease of the 21 MFPs currently in use. With this new equipment, students and patrons will now be able to order print jobs from College Library and Learning Support Commons computers as well as personal laptops, tablets and smartphones. The new software technology will also allow the print release option of picking up your print job at another Library/Learning Support Commons MFP at another Campus.

 The cost for the monthly equipment and software lease will be $6, 600.52 or $79,206.24 per year or $396,031.20 over the 5 year period of the lease. This amount includes installation, set up and configuration, ongoing training, all toner, parts, staples and onsite service. The previous lease agreement cost $310,924.72 over the 5 years- not including per copy charges.

 The Cost per impression from Ricoh will be $.0.0059 for B/W (Black and White) and $0.045 per impression for full color. The cost to the student/patron will remain at $0.10 for single copy B/W $0.15 for duplex and $0.50 for full color copy and $0.85 for duplexed color. The College does not charge for scanning. The income from the pay to print program has historically covered the lease/copy expense and with the price per impression being reduced from $0.009 B/W and $0.075 for color, we anticipate this to continue.

 The College is utilizing the University of South Florida Master Agreement Contract # USF-1972-40 for pricing, terms and conditions.

Joesph Leopold, Director of Learning Resources, Doug Duncan, Senior Vice President Administration, Business Services and Information Technology, Theresa Furnas, Associate Vice President of Financial and Business Services and Paul Spinelli, Director of Procurement and Asset Management, recommend approval.

January 21, 2014

**M E M O R A N D U M**

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

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

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

**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. #88974 – Benjamin Solutions Group/Orange Theory –** This is in the amount of **$91,663.00** to provide strategic digital marketing communications needs in branding, web presence, and recruitment efforts from 8/1/2013 – 6/30/2014.  **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: **"**Professional services …" **Recommended** by Diana Sabino, Executive Director of Marketing and Public Information, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

1. **P.O. #89233 – Lawmen's and Shooters –** This is in the amount of **$38,100.24** for ammunition and less-lethal products for FDLE and other training classes at the Allstate Center. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: "Contract prices…" per State Contract #680-050-12-1. **Recommended** by Brian Frank, Dean, Public Safety, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.

1. **P.O. #89400 – Hunt Optics and Imaging Inc –** This is in the amount of **$40,660.45** for dissecting microscopes for science department. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption I: "Single source…" **Recommended** Karen Kaufman White, Provost, SP/Gibbs Campus, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.

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

N/A

## 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, Asset Management and Auxiliary Services.

PAS121613

January 21, 2014

**M E M O R A N D U M**

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

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

**SUBJECT:**    Quarterly Informational Report of 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 and are being reported to the Board pursuant to Board of Trustees' Rule 6Hx23-5.903.

<u>**Section A:**  Program Related Contracts</u>

1.      Affiliation Agreement with **Adventist Health System d/b/a Florida Hospital Wesley Chapel** to provide clinical experience for RN to BSN Nursing students to complete their Leadership Practicum hours.  The Agreement will commence as soon as possible and continue for the period of two years.  This item was approved by Anne Cooper on November 20, 2013.  Department—College of Nursing

2.      Agreement with **Carrington College California (CCC)** to admit graduates of CCC's AS degree in Veterinary Technology into SPC's BAS Veterinary Technology Program.  The Agreement will commence as soon as possible and will continue for a period of three years.  There is no cost to the College associated with entering into this Agreement.  This item was approved by Jesse Coraggio for Anne Cooper on October 10, 2013. Department—Veterinary Technology

3.      Agreement with **Clinicalmatchmaker, LLC** to provide workshops for nursing students on "How to Interview for a Nursing Position."  The company will provide two workshops including a job search strategy session.  The sessions will be held on November 14th and November 22, 2013.  The cost to the College for this Agreement will be $1,000.  This item was approved by Anne Cooper on October 21, 2013.  Department—College of Nursing

4.      Agreement with **Covidien Sales, LLC** to provide maintenance on equipment used in the Respiratory Care Program.  The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of $1,692.  This item was approved by Doug Duncan on December 16, 2013.  Department—Respiratory Care

5.      Agreement with **Drager** to provide preventive maintenance services on the Evita XL Drager equipment used in the Respiratory Care Program.  The Agreement will commence

as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be $1,885.08. This item was approved by Doug Duncan on October 25, 2013. Department—Respiratory Care

6.  Agreement with **First Baptist Church of Indian Rocks** to provide the use of its facilities for the College of Nursing Pinning Ceremony to be held December 12, 2013. The total cost associated with this Agreement will be $6,825. Of this amount, the College will pay $5,000 and the Student Nurses Association will pay $1,825. This item was approved by Anne Cooper on October 1, 2013. Department—College of Nursing

7.  Agreement with **Gulfcoast North Area Health Education Center, Inc.** whereby the College agrees to incorporate tobacco prevention and cessation content throughout the Nursing 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 Nursing 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 Anne Cooper on October 1, 2013. Department—College of Nursing

8.  Agreement with **Harland Technology Services, a division of Scantron**, to provide continued maintenance services for SCANMARK equipment used in the College of Nursing. The total cost to the College for the Agreement will be $1,142. 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 November 21, 2013. Department—College of Nursing

9.  Affiliation Agreement with **HCA Blake Medical Center** to provide clinical experience to students enrolled in the Respiratory Care Program at no cost to the College. The Agreement will commence as soon as possible and is anticipated to continue for the period of three years. This item was approved by Phil Nicotera on December 10, 2013. Department—Respiratory Care

10. Affiliation Agreement with **HCA GalenCare, Inc. d/b/a Brandon Regional Hospital** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program at no cost to the College. The Agreement will commence as soon as possible and will continue for the period of two years. This item was approved by Phil Nicotera on October 17, 2013. Department—Physical Therapist Assistant

11. Affiliation Agreement with **HCA GalenCare, Inc. d/b/a Brandon Regional Hospital** to provide clinical experience for RN Refresher/Remediation/Return-to-Work Continuing Education Health students at no cost to the College. The Agreement will commence as soon as possible and will continue through February 2016. This item was approved by Anne Cooper on November 7, 2013. Department—CE Health

12. Affiliation Agreement with **HCA Plantation General Hospital Limited Partnership d/b/a Plantation General Hospital** 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 is anticipated to continue for the period of three years. This item was approved by Anne Cooper on November 7, 2013. Department—College of Nursing

13. Agreement with **i3 Advisors, LLC** whereby the College and i3 Advisors will partner to offer online i3 Advisors courses through Corporate Training. The College will administer registration of students, provide access for i3 to place its courses online, assist in marketing the courses and pay 50% of the revenues received (less instructor compensation and technical support fees). Based on the foregoing, the net revenue is anticipated to be approximately $5,000 over a one-year period. The Agreement will commence upon execution and continue for the period of one year. Thereafter, the Agreement will automatically continue for one-year periods unless terminated by either party. This item was approved by Anne Cooper on November 25, 2013. Department—Corporate Training

14. Agreement with **Ivy Tech Community College** (ITCC) whereby SPC, as a member of the Center for Medical Device Education and Training consortium (CMDET), will partner with ITCC to provide services under the National Science Foundation Advanced Technological Education planning grant. The NSF initiative is to survey the medical device industry and colleges nationally to develop best practices in curriculum sharing. If awarded, SPC's Associate Dean of Engineering Technology and Building Arts will attend strategic planning meetings and workshops and participate in the development and review of surveys and survey feedback from industry partners. ICC as the lead consortium member, ITCC will pay the College for travel expenses as needed for attending meetings and for meeting expenses such as food, materials/supplies for meetings conducted by CMDET at any of SPC's campuses. The Agreement will commence as soon as possible and will continue for the period of three years. This item was approved by Anne Cooper on October 24, 2013. Department—Engineering Technology

15. Agreement with **Maquet Cardiovascular U.S. Sales, LLC dba Maquet Medical Systems, USA** to provide preventive maintenance services on equipment used in the Respiratory Care Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be $1,695. This item was approved by Doug Duncan on October 25, 2013. Department—Respiratory Care

16. Agreement with **Microsoft Corporation** whereby the College will continue to be a member of the Microsoft IT Academy Program allowing the College to teach Microsoft Official Curriculum which will be taught by Microsoft Certified Trainers. The Agreement will commence January 1, 2014 and continue for the period of one year. The cost to the College for this period will be $1,711.05. This item was approved by Anne Cooper on October 29, 2013. Department—College of Computer & Information Technology

17. Agreement with **Morton Plant Mease Health Care** to expand enrollment in the Nursing Program, through the "Earn as You Learn" Program, to assist in alleviating the nursing shortage in the Tampa Bay area. The parties to the Agreement will provide qualified candidates (current eligible BayCare employees and if needed, candidates from SPC's applicant pool) each semester commencing January 2014 and continuing through December 2014 to obtain an Associate in Science degree in Nursing. In addition, Morton Plant 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 coordinate admissions, reserve slots for students, if needed, schedule initiative classes and skills labs at SPC; schedule initiative clinical rotations in BayCare facilities as available. The Agreement will commence as soon as possible and is subject to review and renegotiation annually. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on November 21, 2013. Department—College of Nursing

18. Agreement with **Murray State College (MSC)** to admit graduates of MSC's AS degree in Veterinary Technology into SPC's BAS Veterinary Technology Program. The Agreement will commence as soon as possible and will continue for a period of three years. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on October 8, 2013. Department—Veterinary Technology

19. Agreement with the **National Aviation Academy (NAA)** that will allow NAA students who have completed NAA's Aviation Maintenance and Technology course requirements to receive articulated college credit towards the completion of SPC's AS degree in Aviation Maintenance Management. The Agreement will commence as soon as possible and is anticipated to continue for a period of three years. There is no cost to the College. This item was approved by Anne Cooper on December 13, 2013. Department—Career Pathways Program

20. Affiliation Agreement with **District School Board of Pasco County** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program. The Agreement will commence as soon as possible and continue through June 30, 2014. There is no cost to the College associated with entering into this Agreement. This item was approved by Phil Nicotera on April 8, 2013. This item is being included on this Quarterly Report as it did not appear on the previous report. Department—Physical Therapist Assistant

21. Agreement with **Pasco-Hernando Community College (PHCC)** to allow PHCC students, who have completed general education courses at PHCC, to transfer to SPC's AS Veterinary Technology program. Upon completion of SPC's AS Veterinary Technology Program, students may continue in SPC's BAS Veterinary Technology Program. The Agreement will commence as soon as possible and will continue for a period of three years. There is no cost to the College associated with entering into this Agreement. This item was approved Anne Cooper on November 7, 2013. Department—Veterinary Technology

22.     Affiliation Agreement with the **School Board of Pinellas County** that will allow students enrolled in the Physical Therapist Assistant Program to obtain clinical experience at no cost to the College. The Agreement will commence as soon as possible and will continue unless terminated by either party. This item was approved by Phil Nicotera on November 1, 2013. Department—Physical Therapist Assistant

23.     Agreement with **Platt College (PC)** to admit graduates of PC's AS degree in Veterinary Technology into SPC's BAS Veterinary Technology Program. The Agreement will commence as soon as possible and will continue for a period of three years. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on October 8, 2013. Department—Veterinary Technology

24.     Agreement with **Stautzenberger College (SC)** to admit graduates of SC's AAS degree in Veterinary Technology into SPC's BAS Veterinary Technology Program. The Agreement will commence as soon as possible and will continue for a period of three years. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on November 7, 2013. Department—Veterinary Technology

25.     Agreement with **Workforce Institute of Lorain County (WFI)** whereby WFI will provide funding for education of eligible individuals within the Workforce Investment Act, and the Trade Adjustment Assistance Act or other funding from public/private sources. The College will serve as the Training Agent and receive payment of tuition, fees, materials, supplies, etc. The College will provide the training to eligible individuals sent to SPC by Ohio One-Stop System partners. The Agreement will commence as soon as possible and is anticipated to continue for three years. The revenue associated with this Agreement at this time is expected to range from $23,000 to $33,000 per eligible Veterinary Technology distance learning student. This item was approved by Anne Cooper on October 24, 2013. Department—Veterinary Technology


**Section B:** Major Technology Contracts

26.     Agreements with **Dell Financial Services, LP** to lease a total of 740 computers, 3 servers and computer equipment for use in various academic and administrative departments collegewide. The leases are for a period of 49 months. The cost to the College for these leases is expected to be approximately $764,623.64. 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 $88,495.97. Based on the foregoing, the total cost to the College for these lease agreements will not exceed $853,119.21. Should funds not be appropriated to continue the leases 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 2013-14 Budget on May 21, 2013. — Doug Duncan

27.     Agreement with **Hillsborough Community College (HCC)** whereby HCC will engage neighboring communities located in Hillsborough County in transforming the Dr. Martin Luther King, Jr. holiday into a day of citizen action volunteer service in honor of Dr. King.  The College will serve as the fiscal and tracking agent of the funding appropriated by the legislature for this program.  The funding amount for HCC is $210,000.  This item was approved by the President on October 24, 2013.  Department—Retention Services

28.     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 as soon as possible.  The cost to the College for an additional 9,300 hours of tutoring services for this period will be $223,200.   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 March 31, 2014; 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 December 6, 2013.  Department—District Library

29.     Agreement with the **State College of Florida (SCF)** whereby SCF will engage neighboring communities located in Hillsborough County in transforming the Dr. Martin Luther King, Jr. holiday into a day of citizen action volunteer service in honor of Dr. King.  The College will serve as the fiscal and tracking agent of the funding appropriated by the legislature for this program.  The funding amount for SCF is $210,000.  This item was approved by the President on October 10, 2013.  Department—Retention Services

30.     Agreement with **Xerox** to provide a centralized print services printer solution that includes document production, advanced digital printing technology, and workflow and applications such as print on demand, web-to-print, and 1:1 marketing.  In addition to the equipment and any necessary software, the Agreement provides for things such as on-site training, analyst services, support services, store flow, and application training and installation.  The Agreement will commence December 1, 2013 and continue through November 30, 2018.  The anticipated cost to the College for this Agreement is a monthly rental cost of $3,667.40 plus a monthly impressions cost of approximately $100 for a total expected cost over 60 months of $226,044.  This item was approved by the President on December 4, 2013.  Department—Marketing & Public Information

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

31.     Agreement with **Elam Leadership Institute** whereby Dr. Elam will serve as the lead subject matter expert for the Common Core State Standards grant project, which is a consortium of 13 Florida institutions, led by Indian River State College, that will create and provide professional development training for K-12 teachers and administrators.  This Agreement will commence as soon as possible and will continue for the period of one year.  The cost to the College for this Agreement is anticipated to be $69,000.  This

item was approved by Anne Cooper on October 21, 2013.  Department—FDOE Common Core State Standards Grant

32.　　Agreement with **West, a Thomson Reuters business**, to obtain 250 passwords for use of the Westlaw online legal research database by students in the College's Paralegal Professional Studies Program.  The Agreement will commence as soon as possible and continue for a period of three years.  The cost to the College for year one will be $18,559.20.  The cost for years two and three will not exceed 5% over the cost of the previous year.  Based on the foregoing the cost associated with this Agreement over three years is estimated to be $58,507.88.  This item was approved by Anne Cooper on November 7, 2013.  Department—District Library

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

33.　　Agreement with **Copperhead Charities, Inc.** for the use of the Tarpon Springs Campus parking lots on March 13-16, 2014 during the Valspar Championship Golf Tournament held at Innisbrook Resort and Golf Club.  The College will receive $6,000 for the use of its parking area and to cover any associated expenses.  Under a separate Agreement with the SPC Foundation, Copperhead Charities, Inc. will make a contribution in the amount of $34,000 to be used for student scholarships.  This item was approved by Doug Duncan on October 30, 2013.  Department—Golf Tournament Operations

34.　　Agreement with **Maria Nieves Edmonds** to provide consulting services associated with the Hispanic Community in Pinellas County that will focus on the development and implementation of programs and services impacting Hispanic SPC students.  The Agreement will commence January 1, 2014 and continue for the period of one year.  The cost to the College for this period will be $20,000.  This item was approved by Tonjua Williams on October 28, 2013.  Department—Provost, CL

35.　　Agreement with **First Baptist Church of Indian Rocks** to provide the use of its facilities for the College's December 14, 2013 graduation ceremonies.  The Agreement will also include providing breakfast and lunch for 100 guests.  The total cost to the College associated with this Agreement will be $10,550.  This item was approved by Tonjua Williams on September 30, 2013.  This item is being included on this Quarterly Report as it did not appear on the previous report.  Department—Graduation

36.　　Agreement with **Johnson Controls** to provide maintenance service on Boiler Units collegewide.  The Agreement will commence as soon as possible and continue for the period of three years.  The cost to the College for this Agreement will be $18,330 over the three-year period.  This item was approved by Doug Duncan on November 25, 2013.  Department—Facilities Services Contracts

37.　　Agreement with **McCann Associates** for the purchase of 25,000 online college placement test units for students for enrollment purposes. The cost to the College for this Agreement will be $23,500.  The Agreement will commence as soon as possible and

continue for a period of one year. This item was approved by Tonjua Williams on December 9, 2013. Department—Enrollment Services – Testing

38. Agreement with **John Morrow** to provide consulting services as the Entrepreneur-in-Residence, who will be responsible for leading the evaluation of early-stage technologies and policies under the Florida TRADE grant. Morrow will develop a strategic business plan for scaling the technologies and advise the Florida TRADE Consortium on opportunities for future revenue generation. The cost to the College for this Agreement will be up to $30,000. The Agreement will commence as soon as possible and continue through March 31, 2014. This item was approved by Jesse Coraggio for Anne Cooper on October 15, 2013. Department—Florida TRADE

39. Agreement with **Orange Theory** to provide strategic marketing and management consulting services for the Collaborative Labs which will include creative services; production planning and oversight; digital marketing; and account management. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be $34,008. This item was approved by Anne Cooper on November 20, 2013. Department—Collaborative Labs

40. Agreement with **Ovid Technologies, Inc.** to provide electronic Ovid products (medical journals) to support Nursing and Dental Hygiene programs as well as University Partnership Center health science partnerships. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of $33,048. This item was approved by Anne Cooper on November 7, 2013. Department—District Library

41. Agreement with **Ovid Technologies, Inc.** to provide licenses for access to updated editions of various electronic books to support the Nursing Program. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. The cost to the College for this Agreement will be $2,987. This item was approved by Anne Cooper on November 7, 2013. Department—District Library

42. Agreement with **Ovid Technologies, Inc.** to provide a license(s) for access to the Veterinary Science Database to support the Veterinary Technology 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 Agreement will be $12,567. This item was approved by Anne Cooper on November 7, 2013. Department—District Library

43. Agreement with **Ricoh Americas Corporation** to lease 4 MP 3352 Ricoh Print/Scan/Fax/Copy machines for use in the Provost Office at the Seminole Campus. The Agreement will commence as soon as possible and continue for the period of five years. The lease cost to the College for this Agreement period will be $23,786.40 plus copy charges (black and white copies only), which are estimated to be $6,000 over five years. This item was approved by Doug Duncan on November 19, 2013. Department—Provost, SE

44.  Agreement with **Transworld Systems** to provide pre-collections services at a cost of $8.99 per account. The College anticipates approximately 2,500 accounts during the agreement period. The cost to the College will be $22,475; however, Transworld provides a 200% performance guarantee up to $44,950 and will pay the College the difference if collections do not meet the required threshold. The Agreement will commence as soon as possible and will continue for the period of two years. This item was approved by Doug Duncan on October 10, 2013. Department—Collections

45.  Agreement with **WorkNet Pinellas** whereby WorkNet will provide the services of a part-time recruiter to recruit and place eligible students/participants under the U.S. Department of Labor, Trade Adjustment Assistance Community College and Career Training, Community College Consortium for Biosciences Credentials (TAACCCT C3BC) grant program. The Agreement will commence as soon as possible and continue through September 30, 2015. The cost to the College for this Agreement, which is funded by USDOL grant funds, will be $50,000. This item was approved by Jesse Corragio for Anne Cooper on October 16, 2013. Department—Forsyth Tech – TAACCCT Grant

**Section F:** Contracts below $10,000

46.  Agreement with **aha! Process, Inc.** whereby Dr. Ruby Payne will present a workshop/training program on the topic: "Understanding and Engaging Students of Color" at the Downtown Center on January 30, 2014. The cost to the College for this Agreement will be $5,000. This item was approved by Tonjua Williams on November 1, 2013. Department—SPD, Student Services

47.  Agreement with **Baker & Taylor, Inc.** to continue the College's online access to Title Source 3 on the Web. The Agreement is ongoing unless terminated by either party; however, since costs vary each year, approval is sought on an annual basis. The renewal will include a change to the Agreement to reflect that the College's access to Title Source 3 will be at the Silver level rather than the Gold level. The cost to the College to continue the Agreement with this change for another year through August 31, 2014 will be $1,090. This item was approved by Anne Cooper on September 25, 2013. This item is being included on this Quarterly Report as it did not appear on the previous report. Department—District Library

48.  Agreement with **EnvisionWare, Inc.** to continue the maintenance/support associated with the PC Reservation Enterprise software used in the College's libraries, which allows students and library patrons the use of library computers via their student or library ID number. Users are limited to a 90-minute session for research. The software also provides management and reporting capabilities for library computers. The renewal period is through October 31, 2014 at a cost to the College of $1,278.75. This item was approved by Anne Cooper on September 25, 2013. This item is being included on this Quarterly Report as it did not appear on the previous report. Department—District Library

49. Agreement with **Foundation Center** whereby the College will participate as a Funding Information Network partner with the Foundation Center to provide access to Foundation Directory Online Professional and other core collection materials. 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 $995. This item was approved by Anne Cooper on December 10, 2013. Department—District Library

50. Agreement with **IBM Corporation** for a license to the IBM SPSS Statistics Base Academic for 15 concurrent users. The license will also include support for the period of 12 months at a total cost of $5,594.48. The Agreement will commence as soon as possible and will continue for the period of one year. This item was approved by Doug Duncan on November 13, 2013. Department—University Partnership Center

51. Amendment to Agreement with **Massachusetts Higher Education Assistance Corporation d/b/a American Student Assistance (ASA)** to provide Debt Management Services for former and current students such as debt management, default prevention, borrower advocacy, financial literacy and similar services. The Amendment will allow students who have defaulted on their Federal student loans and are in the first 3 years of repayment to receive proactive education debt management services from ASA. There is no additional cost to the College for this Amendment. The Agreement will continue through June 30, 2014. This item was approved by Tonjua Williams on October 9, 2013. Department—Financial Assistance Services

52. Agreement with **Natural Standard Corporation** whereby the College will continue to have access to the Natural Standard Integrative Medicine online database. The database covers herbals, dietary supplements, vitamins, minerals and other natural remedies. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of $1,200. This item was approved by Anne Cooper on November 25, 2013. Department—District Library

53. Agreement with the **National Employers Council, Inc. d/b/a PeopleSystems** to provide services to audit unemployment claims and monitor refunds from the state. 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 $4,800. This item was approved by Doug Duncan on December 17, 2013. Department—Human Resources

54. Agreement with **Ovid Technologies, Inc.** to provide a license(s) for access to the Biosis Previews 2014 to support the Biology and Health Sciences programs. 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 be $3,851. This item was approved by Anne Cooper on December 17, 2013. Department—District Library

55. Agreement with **Perceptive Software** for the purchase of equipment, software and licensing that will give the College the capability of scanning and storing SPC international student files. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be

$3,369. This item was approved by Anne Cooper on December 3, 2013. Department—Center for International Programs

56.     Agreement with the **School Board of Pinellas County** whereby School Board's Tarpon Springs High School and the College's Tarpon Springs Campus will partner to provide mentoring, education attainment and learning environments for teachers and students on both campuses. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will continue unless terminated by either party. This item was approved by Anne Cooper on November 4, 2013. Department—Provost Office, TS

57.     Agreement with **Pipo's The Original Cuban Café** that will allow Pipo's to sell catered food to students and staff at the Health Education Center during the 2013-14 spring term. There is no anticipated cost or revenue to the College associated with this Agreement. Pipo's will bring in prepared food items Monday through Thursday each week that will be available for purchase by students and staff from 10:30 am to 2:00 pm. This item was approved by Tonjua Williams on December 13, 2013. Department—Provost, HEC

58.     Agreement with **ProQuest, LLC** for the renewal of the College's online subscription to Wall Street Journal. The Agreement will commence as soon as possible and continue through December 31, 2014 at a cost to the College of $9,481. This item was approved by Anne Cooper on December 3, 2013. Department—District Library

59.     Agreement with **Ricoh Americas Corporation** to lease 1 MPc 4503 Ricoh Print/Scan/Fax/Copy machine for use in the Provost Office at the Seminole Campus. The Agreement will commence as soon as possible and continue for the period of five years. The lease cost to the College for this Agreement period will be $6,375 plus copy charges (for black and white and color copies), which are estimated to be $2,500 over five years. This item was approved by Doug Duncan on November 19, 2013. Department—Provost, SE

60.     Agreement with **Safari Books Online, LLC** for a subscription to its online Corporate Bookshelf that will provide needed training and technical reference materials for information technology staff. The subscription will give staff access to technical materials such as Microsoft Exchange, Windows Server, SharePoint, Lync, SQL and an extensive library of technical training videos. 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 $2,969. This item was approved by Doug Duncan on October 21, 2013. Department—Information Technology

61.     Agreement with **Sensors Unlimited, Inc.** whereby the College agrees not to disclose any proprietary information without the consent of Sensors Unlimited. The College and Sensors Unlimited are considering entering into a business relationship and as part of that consideration and review, the College is being asked to execute this Proprietary Information Agreement. The Agreement is for the period of five years. There is no cost

to the College associated with entering into this Agreement.  This item was approved by James Brock on October 15, 2013.  Department—Center for Public Safety Innovation

62.  Agreement with the **City of St. Petersburg** for the use of its Coliseum Ballroom for the Fall Faculty event to be held August 14, 2014.  The approximate cost to the College for this Agreement is anticipated to be $3,525.  This item was approved by Anne Cooper on October 30, 2013.  Department—Provost, DO

63.  Agreement with **TW Telecom (TWT)** whereby TWT will convert from the current SIP Beta testing plan to the production SIP plan.  The service, known as Enterprise SIP Trunking, provides IP based connectivity to TWT's network.  The Agreement will commence as soon as possible will be coterminous with the Agreement previously approved with TWT to provide these services.  There is no additional cost to the College associated with entering into this Agreement.  This item was approved by Doug Duncan on December 17, 2013.  Department—Network Academic Support

64.  Agreement with **VaxCare Corporation** to provide flu vaccinations for College employees at the All College Day event to be held on October 22, 2013.  SPC employees will receive the shots at no charge to them.  The cost for the shots will be covered by Aetna for insured employees and by the College for non-insured employees.  The estimated cost to the College for non-insured employees is $4,950.  This item was approved by Doug Duncan on October 9, 2013.  Department—Human Resources/Wellness

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

Suzanne Gardner, General Counsel, recommends approval.

ps0109141

January 21, 2014

**M E M O R A N D U M**

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

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

**SUBJECT:**  Quarterly Informational Report of Construction Contract Approvals Not Exceeding $325,000

1. **Approval was received for Change Order #1, for CORE Construction, Inc., Project #0DUKE0413, Duke Energy SunSense Project, Seminole and Clearwater Campuses.**

   This *Type II Miscellaneous Construction Manager at Risk Services, (up to $1 Million)* project consists of designing and installing a 28-degree slope ground mounted 50 KW Thin-Film Photovoltaic System on SPC's Seminole Campus and a 50 KW Mono-Crystalline Photovoltaic System to be mounted on the 7-degree sloped roof of steel structure walkways on SPC's Clearwater Campus.

   This Change Order was an increase in the amount of $105,192.87, which is the difference between the Grant amount and CORE Construction, Inc. GMP.

2. **Approval was received for Permission to Authorize Contracts and enter into an Owner Direct Purchase (ODP) Agreement.**

   At the November 19, 2013 meeting, the Board approved the Midtown Update/Progress Report addressing the delays in identifying a contractor and that the normal construction management process had to be modified, placing a good deal more upfront work on the construction manager.  With this concern in mind, this memo requested authorization to open a Purchase Order with LEMA Construction in the amount of $325,000 for site-work contracts and enter into an Owner Direct Agreement (ODP) for early site bid packages and to open all necessary Purchase Orders (PO's).

   This scope for work will not exceed the existing approval authority of the president presently at $325,000.  In the event that any items arise during the semester break that are necessary to keep the project moving in excess of that authority, the Board has approved the President to execute the steps to authorize the necessary work, upon consultation with the Chairman of the Board.  Any such decisions will be brought to the Board for ratification at the January 21, 2014 meeting.

This information is provided by Doug Duncan, Senior Vice President, Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; pursuant to Board of Trustees Rules 6Hx23-6.09 and 6Hx23-6.10.

jw0113141

January 21, 2014

**M E M O R A N D U M**

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

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

**SUBJECT:**  Proposed Academic Calendar for 2014-2015

**Approval is sought for the 2014-2015 Academic Calendar:**

The proposed calendar was developed considering State Board Rules and Calendar Committee guidelines.

F.A.C. 6A-10.019, Required Annual Calendar for Schools and Colleges for Schools and Colleges, defines common calendars for colleges and universities, requires the following common starting dates:

(a) The first three (3) weekdays after August 22;
(b) The first three (3) weekdays after January 4;
(c) The first three (3) weekdays after May 5.

As approved by the Board of Trustees the previous year, the College will again seek approval for an early exception to begin Term I classes on Monday, August 18, a late exception to begin Term II classes on Monday, January 12 and a late exception to begin Term III classes on Monday, May 18.

The primary change in the academic calendar format is moving the start of the Spring semester by one week in order to improve student success. This provides an additional week for student advising, registration and financial activity before classes begin. This change will provide students the opportunity to be better prepared on the first day of classes. This is similar to when the college had previously placed a week between the Spring and Summer semesters.

By starting the Spring semester a week later, the summer semester will shift by a week as well. This later Summer semester start date will provide additional opportunities for recent high school graduates to begin their education earlier by attending the summer semester.

Anne Cooper, Senior Vice President for Academic and Student Affairs, and Tonjua Williams, Vice President for Academic and Student Affairs, recommends approval.

# ST. PETERSBURG COLLEGE
# 2014-2015 ACADEMIC CALENDAR

## FALL 2014       TERM 1 – 2014 – 0490– AUGUST 18 – DECEMBER 12, 2014

| | |
|---|---|
| April 23 | General Registration |
| August 14-15 | Faculty Report |
| **August 18** | **Classes Begin** |
| September 1 | Labor Day Holiday – College Closed |
| October 22 | All College Day – No Classes |
| November 11 | Veterans Day Holiday – College Closed |
| November 26 - November 30 | Thanksgiving Holidays – College Closed |
| December 8 - 11 | Exam Days |
| **December 12** | **Approved Grades due in PS by 4:00pm** |
| December 13 | Commencement |
| December 20 – January 4 | Winter Break – College Closed |

## SPRING 2015       TERM II – 2015- 0495- JANUARY 12 – MAY 8, 2015

| | |
|---|---|
| October 29 (2014) | General Registration |
| January 9 | Faculty Report |
| **January 12** | **Classes Begin** |
| January 19 | Martin Luther King, Jr. Holiday – College Closed |
| March 8 - 14 | Spring Break Holiday – College Closed |
| April 3 | Spring Holiday – College Closed |
| May 4 - 7 | Exam Days |
| **May 8** | **Approved Grades due in PS by 4:00pm** |
| May 9 (venue contingent) | Commencement |

## SUMMER 2015       TERM III –2015- 0500 - MAY 18 – JULY 24, 2015

| | |
|---|---|
| March 25 | General Registration |
| May 18 | Faculty Report |
| **May 18** | **Classes Begin** |
| May 25 | Memorial Day Holiday – College Closed |
| July 3 | Independence Day Observed – College Closed |
| July 22-23 | Exam Days |
| **July 24** | **Approved Grades due in PS by 4:00pm** |
| July 25 (venue contingent) | Commencement |

DRAFT Last Revised 1/6/14

January 21, 2014

**M E M O R A N D U M**

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

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

**SUBJECT:**    Letter of Intent to Initiate the Baccalaureate Approval Process

**Approval is sought to initiate the State of Florida approval process to offer a new baccalaureate level education program.**

The College seeks to submit the following Letter of Intent (LOI) {pursuant to 6A-14.095, Florida Administrative Code (F.A.C.)}. The LOI initiates the approval process to offer a Bachelors of Applied Science (BAS) in Arts and Entertainment Technology.

The BAS in Arts & Entertainment Technology is *a professional workforce degree program*, serving multiple technological and arts focus areas. It is focused on teaching "real world" entrepreneurial skills through high quality practical curriculum, and flexible project-based collaborative experiences.  The scope of participating Fine Arts departments will unify a diverse, multi-campus, set of college programs into single cooperative arts educational model.

Additional supportive information is available and will be presented to the Board of Trustees in the formal approval proposal in November 2014.

Anne Cooper, Senior Vice President for Instruction and Academic Programs, and Jesse Coraggio, Associate Vice President, Institutional Effectiveness, Research and Grants recommends approval.

Randall W. Hanna
Chancellor, Division of Florida Colleges
325 West Gaines Street, Room 1544
Tallahassee, FL 32399-0400

January 21, 2014

Dear Chancellor Hanna,

St. Petersburg College (SPC) respectfully submits the following as a Letter of Intent per 6A-14.095, Florida Administrative Code to initiate the process of approval to offer baccalaureate level education.

SPC proposes to offer Pinellas County residents the opportunity to earn a Bachelor of Applied Science in Arts and Entertainment Technology, a degree that compliments the traditional workforce emphasis of baccalaureate programs in state colleges by offering upward mobility into leadership/management for two-year graduates who are working locally in fields such music industry, digital media, film & video, stage and touring performance, and photography.

## Program Description/Key Skills/Career Path and Employment

*Title/Degree type*: Bachelors of Applied Science degree in Arts and Entertainment Technology (BAS-AET) with concentrations in music industry/recording arts; digital media; photography; film & video technology; and stage, touring & performance technology. The proposed BAS-AET degree program at SPC intends to serve all of the aforementioned areas by not only preparing our students to operate effectively in the technological area of the entertainment industry, but to have the cognizance to employ emerging technologies and common practices in their chosen career path.

The 120 credit hour program consists includes:
- 36 credit hours of general education courses
- 46 credit hours of lower division specialized courses
- 38 credit hours of upper division courses
  - 30 credits of a common core
  - 12 credits of courses in a chosen concentration

*Key Skills of Graduates*: The Bachelors of Applied Science degree in Arts and Entertainment Technology (BAS-AET) with concentrations in music industry/recording arts; digital media; photography; film & video technology; and stage, touring & performance technology. The degree is intended to provide students with the skills and knowledge necessary to enter the workforce in a leadership, mid-level management positions and as entrepreneurs in the field of Arts and Entertainment. Graduates will be prepared for careers within public, private and non-profit services. The college will follow its long standing tradition of making learning relevant through real world applications of theory; integrating skills and abilities with academic expertise for students to learn.

*Career Path or Potential Employment:* Bachelors of Applied Science degree in Arts and Entertainment Technology (BAS-AET) creates a seamless career path for students, including dual enrolled high school students, currently pursuing Associate in Science Degrees in career and technical programs at SPC.

**Central Florida Arts & Entertainment Jobs Currently Posted as of 10/02/2013\*\* (http://www.careershift.com/)**

| JOB TITLE | AVAILABILITY | AVERAGE SALARY | BACHELORS REQUIRED? |
|---|---|---|---|
| Video Editor | 11 | $45,490.00 | Yes |
| Videographer | 4 | $45,490.00 | Yes |
| Game Developer | 14 | $81,192.00 | Yes |
| Music Director | 1 | $45,970.00 | Yes |
| Photographer | 22 | $29,130.00 | No |
| Web Designer | 114 | $75,660.00 | Yes |
| Film/creative Producer | 5 | $68,440.00 | Yes |
| Stage Technician | 8 | $22,000-$93,000 | No |
| Entertainment Tech/ Lighting Programmer | 3 | $19,000.00-$40,000.00 | No |
| Radio Talent | 1 | $27,010.00 | No |
| Broadcast Producer | 9 | $39,870.00 | No |
| **Total Jobs:** | **192** | | |

The program prerequisites will include an earned Associate in Science or Associate in Arts degree.

**Summary of Discussions with state university and Florida College's service district**

The University of South Florida is the only state university in our service area. St. Petersburg College enjoys a strong relationship with them as well as the private colleges (primarily Eckerd College and Clearwater Christian College) and The University of Tampa. SPC arts students have experienced seamless transitions into their upper division programs; providing multiple upper-division options for our students. None of these have a bachelor's degree program in Arts and Entertainment technology, nor have they indicated plans to do so, although the University of Tampa has expressed interest in developing a music technology program.

St. Petersburg College has conducted semi-annual Advisory Committees for the A.S. degree programs in Digital Arts, Music Industry Recording Arts, and Photographic Technology. Since 2011, the concept of a bachelor's program in arts technology has been discussed in these semi-annual committee meetings, each time with full enthusiasm expressed by members of these committees, who represent the industries and some of the education providers involved in these industries.

Finally, in September of 2012, SPC conducted a focus group in our Collaborative Labs to consider collegiate certification for students participating in Ruth Eckerd Hall's Technical Theater Training program, designed to fill the gap for qualified employees and provide work opportunities for students interested in the field of theater and entertainment technology support. In this full-day session, SPC's interest in building a program to meet this need was received with enthusiasm by representatives of Ruth Eckerd Hall and others in attendance.

**Expected Term/Year of Enrollment**

The college proposes to offer first term enrollment for the Bachelor of Applied Science Degree in Art and Entertainment Technology in Fall 2015.

**Startup Costs**

The current administrative structure and facilities can accommodate the new BAS program. The primary expense will be in new personnel. The proposed plan is for one new full-time faculty member, with a stipend to serve in administrative capacity, adjunct instructors, and one part-time laboratory support staff.

The focus areas are modeled to take advantage of existing programs, courses, facilities, and shared assets.  It supports the "One College" model by unifying three distinct areas of study into one cooperative area of study utilizing every campus in the SPC network. Existing courses in music/recording arts, digital arts, photography, will comprise most of the lower division course work. New courses will be developed to support the interdisciplinary arts content, the entrepreneurial studies, the project work, and the capstone courses in the upper division program. Concerning resources, existing labs, studios, classrooms and performance venues will provide much of the start-up needs for this program. Upon launch, the college plans to pursue other sources of funding through corporate partnerships, grants, and other industry-related initiatives.

The information provided in this letter of intent to begin the approval process to offer baccalaureate level education at St. Petersburg College. Additional supportive information is available and will be presented in the formal approval proposal in November 2014.

Sincerely,


Dr. Bill Law
President
St. Petersburg College

# Baccalaureate Approval Process
*Board Of Trustees Meeting*                    *January, 2014*

# Program Developmental Timeline

| Dates | Review/Approval | |
|---|---|---|
| October 3, 2013 | Provost/Dean Council | ✓ |
| October 31, 2013 | Academic Affairs Committee | ✓ |
| November 13, 2013 | Executive Leadership | ✓ |
| End of November | President's Review and Final recommendation | ✓ |
| December 10, 2013 | Strategic Board Meeting | ✓ |
| January 21, 2014 | **BOT Approval – Letter of Intent** | |
| February 3, 2014 | Deadline to submit Letter of Intent to State | |
| June 2014 | Finalize Full State Proposal | |
| July 2014 | Begin Curriculum Development | |
| November 2014 | **BOT Approval of Full Proposal** | |
| January 2015 | State Approval Received | |
| August 2015 | New Program Implemented | |

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# New Program Highlights

- Bachelor of Applied Science in Arts and Entertainment Technology (BAS-AET)

  o Focus on Employability

  o Project-Based Experiential Learning Curriculum

  o Entrepreneurial Studies Embedded

  o Serving the Artist as well as the Technologist

  o Close Integration with Partners and Community-Based Initiatives

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# Questions?

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# Online Migration and Revitalization
*Board Of Trustees Meeting*                                   *January, 2014*

**Steering Committee**
2 – SVP
2- Deans
2- Provosts
1- AVP
1- Executive Director
7 Faculty
2 Instructional D.S.

**Anne Cooper**
SVP, Instr. & Academic Programs

*New* AVP, Online Learning & Services

- Strategic program growth/development & evaluation of instruction quality
- Strategic planning & evaluation of online student services
- Member of Executive Committee

**Chief Technology Officer**

- Deployment of Learning Management System and related tools
- Programming integrations, data transfer, backup & security
- Technology help desk for faculty

**Ex. Dir. Instructional Design & Dev.**

- Instructional design & development
- Faculty professional development
- Interactive tools development & support

*New* **Ex. Dir. Academic Integration/Support & Student Success**

- Online student success tracking & retention
- Assists with planning/scheduling
- Facilitates adjunct evaluation
- Online student readiness

# LMS Transition & Course Revitalization Budget Summary

| | | 2013-14 | 2014-15 | 2015-16 |
|---|---|---|---|---|
| LMS Support | | $ 54,900 | $ 36,600 | $ 36,600 |
| | | | | |
| Memberships/Subscriptions | | $ 7,270 | $ 7,270 | $ 7,270 |
| | | | | |
| Professional Development | | $ 48,220 | $ 22,620 | $ 14,430 |
| | | | | |
| Personnel | | $ 263,564 | $ 527,126 | $ 527,126 |
| | | | | |
| Supplemental Assignments | | $ 49,056 | $ 147,168 | $ 220,752 |
| | | | | |
| Totals | | $ 423,010 | $ 740,784 | $ 806,178 |

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# Next steps – Spring 2014

| Date | Action |
|---|---|
| **January 28** | Online Education Steering Committee<br>• course standards<br>• faculty certification |
| **January 31** | Online Revitalization Committee<br>• review progress<br>• UCF guest speaker |
| **February** | Professional Development<br>• online pedagogy<br>• course migration to Desire2Learn |
| **Mid-February** | • configuration of Desire2Learn<br>• connection to SPC systems |
| **May** | Begin Desire2Learn pilot of initial migrated courses |

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January 21, 2014

# Questions?



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January 21, 2014