

MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, January 21, 2014 at the St. Petersburg College EpiCenter, 13805 – 58th Street N., Largo, Florida. The following Board members were present: Chairman Deveron M. Gibbons, Bob Fine, Vice Chair, Bridgette Bello and Lauralee Westine. Dale Oliver was absent. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 8:30 a.m. on Tuesday, January 21, 2014, at the EpiCenter, Room 1-453, 13805 58th Street North, Largo, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

14-001. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

**MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

AGENDA

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

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

REGULAR MEETING: 8:30 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. 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

MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

- 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*)

MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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

MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting January 21, 2014, 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: January 10, 2014

Confirmation of Publication

[Notice of meeting](#)

14-002. Under Item I, Call to Order

The meeting was convened by Chairman Gibbons at 8:35 a.m. The invocation was given by Chairman Gibbons and was immediately followed by the Pledge of Allegiance.

14-003. Under Item II, Preliminary Matters

Dr. Law recommended adoption of retirement resolutions for Ms. Ronalee Klase and Ms. Diana Gatz. Ms. Klase was in attendance and, joined by colleagues, received her resolution as presented by Chairman Gibbons and President Law. Mr. Fine moved to adopt the resolutions. Ms. Westine seconded the motion. The motion passed unanimously.

14-004. Under Item II-B, Recognitions/Announcements

None

14-005. Under Item III, Comments

Opportunity was given for comments from the Board Chair, Board Members, the President and the public. There were no comments.

14-006. Under Item IV, Review and Approval of Minutes

The minutes of the November 19, 2013 and December 10, 2013 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Ms. Westine moved approval of the minutes as submitted. Mr. Fine seconded the motion. The motion passed unanimously.

14-007. Under Item V, Monthly Reports

MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Under Monthly Reports, Chairman Gibbons requested a report of any new business from Mr. Joseph Lang, Board Attorney and Ms. Suzanne Gardner, Acting General Counsel.

There were no reports from Mr. Lang or Ms. Gardner.

Chairman Gibbons called upon the designated provost, dean and the Career Service Council Chair to share their monthly reports.

Dr. Jim Olliver, Provost, Seminole Campus

Dr. Olliver shared information with the Board regarding the Institute for Strategic Policy Solutions. He explained that the Institute is a community resource funded by the Florida Legislature formed to address real-world problems through four activities: Educational Programming, Partnership Activities, Special Projects and an Annual Dinner. The educational programs address local, regional, state and national issues. The forum series have each had over 500 attendees. Another forum, The Village Square, with 200 attendees, provides a relaxed setting for civics conversations. The Annual Dinner features a distinguished service award presentation for outstanding public service, the first of which will be presented to Senator Dennis Jones next month.

Dr. Olliver explained that future plans include expansion and retooling The Village Square to be more interactive, formation of partnerships with the Tampa Bay Times, Bay News 9 and the AARP, and Congressional Debate. The debate is scheduled to be held Monday evening, February 3rd, beginning at 7:00pm at the Seminole Campus, Digitorium, 9200 113th Street N, Seminole, FL 33772. The debate, called a "Conversation with the Candidates," will feature Republican David Jolly and Democrat Alex Sink.

Dr. Law added that partners from Tallahassee will be visiting next month to work with St. Petersburg College on the "Project for Accountable Justice." Some joint meetings have already been held on this topic.

Ms. Westine commented that she is the Chairperson for the Pinellas County Local Planning Agency. She reported that they recently used the Seminole Campus Digitorium for a meeting and complimented Dr. Olliver and his staff for their efficient support of this event.

Dr. Susan Demers, Dean, College of Policy Ethics and Legal Studies

Dr. Demers presented information regarding the College of Policy, Ethics and Legal Studies. She explained that three Paralegal Studies programs offered at St. Petersburg College have been approved by the American Bar Association: an Associate in Science, a Bachelor of Applied Science and a Post-baccalaureate Certificate. Of the three offerings, the Certificate program is the fastest growing. Dr. Demers explained that the Ethics-PH1600 course is required of all degree-seeking students attending St. Petersburg College. The course provides many applications

MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

to real-life dilemmas. She added that the College has won the Regional Ethics Bowl competition and is competing in the National competition. In addition, the College is hosting the public school debate next month on the Seminole campus. Dr. Demers added that there is a new Bachelor of Science degree in Public Policy and Administration. She commented on the many internships available locally to students. She invited the Board members to attend an upcoming talk by Derrick Brooks on community involvement to be held at the Palladium on January 21, 2014.

Dr. Law commented that Dr. Demers also has a career in theatre and Dr. Demers added that she is currently directing an upcoming production of “The Imaginary Invalid” showing at the Clearwater Campus on April 2-6, 2014 and invited the trustees to this event.

Ms. Carol Brandt, Chair, Career Service Council

Ms. Brandt presented information on the Career Service Employee Council to the Board. Ms. Brandt explained that the Council was created three years ago. The Steering Committee has 24 members representing the College’s eight sites plus the Learning Centers. Members of facilities services, student services and administration form the representative body. The purpose is to build communication with Dr. Law, College administrators and the Board of Trustees. She mentioned that the Steering Committee met last month with the College’s executive team.

Ms. Brandt explained the Committee began their work by surveying career service employees to get their input on the questions they most wanted to ask. The survey was conducted through email and online. Results of the survey were shared afterwards with employees. The survey also asked what employees liked most about working at the College and the top three themes were: working with and helping students, appreciation of co-workers and the benefits the College provides. Ms. Brandt thanked the Board for their dedication to maintaining the benefits provided. Other positive responses included the feeling of being appreciated, the friendly work environment, the beautiful campuses, and employee development opportunities.

Ms. Westine asked Ms. Brandt to share the employees’ top concerns. Ms. Brandt said that communication with the College and the Steering Committee was one concern and another was the long lines that occur during the registration process.

Dr. Law added that he meets with the Steering Committee every month and twice a year the College Vice Presidents join the meeting.

14-008 Under Item VI, Old Business

Under Old Business,

A. Follow-up to Planning Meeting

Modification to Board of Trustees Agenda

MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Dr. Law shared that an output of the Board's planning session in December was a request that the Board members spend more time discussing strategic issues. He proposed that the Board meetings allow approximately 20 minutes each on topics such as strategic priorities, budget and finance, and student success topics. Dr. Law stated that he has begun to develop a six-month calendar to include those topics in the agenda. He stated that the staff will be addressing and signing off on this and the proposed changes will then be submitted to the Board for their approval.

Chairman Gibbons agreed that this was a topic raised and that he believed 20 minutes would be reasonable. Dr. Law reported that he had reviewed the Real-Time Record for the planning session and synthesized the topical areas they would address. These items would be tied to the budget process and linked to specific dollars and priorities. He added that the Board would soon be presented with a strategic plan for adoption.

14-009 Under Item VII-A, Student Success and Achievement

Under New Business, the president called upon Dr. Jesse Coraggio, Associate Vice President, Institutional Effectiveness, Research, and Grants; Dr. Patrick Rinard, Associate Vice President, Enrollment Services; and Dr. Anne Cooper, Senior Vice President, Instruction and Academic Programs, who presented information under Item VII-A, Student Success and Achievement.

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

Dr. Coraggio reported data to the Board on Course Success Rates for the previous three years. He then presented campus results for 2012 and 2013 as well as trend and percentage results for student success rates fall over fall by gender and ethnicity. He was pleased to report increasing retention and success rates over the past three consecutive terms. Highlights include: First Time In College (FTIC) cohort increased 5%, FTIC Black/African American students increased 9.5%, FTIC Hispanic/Latino students increased 7.4%, FTIC Black/African American males increased 13.8%. FTIC Hispanic/Latino males increased 6.5%, with minority and minority male student increases in developmental and gateway courses.

Chairman Gibbons commented that everyone at the College should be proud of the progress in this area. He also asked that a copy of these results be shared with former Board member Ken Burke because of his dedication to improving these results during his tenure on the Board.

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

Dr. Patrick Rinard shared information on the demographics of the student population as of the opening day of the Fall term. He began with an explanation of the enrollment planning process which yields a schedule designed by the Deans to meet the needs of students. Dr. Rinard shared that Student Semester Hours on opening day were 262,147 compared to a budgeted enrollment of 268,193. He explained that this number changes and for the last spring semester an additional 2000 hours were built into the semester. He also explained that as part of managing the schedule,

MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

some courses are not offered initially, but added later as registrations increase. Once a course is deemed active, it becomes guaranteed for students regardless of final enrollment. Fifteen courses have been added since initial enrollment began.

Dr. Law clarified with an example. He explained that the budget might allow for 40 sections of a course, but initially 30 might be scheduled. Other sections are added as registrations fill the initial offerings and more sections are required.

Dr. Rinard then shared year over year enrollment information. There has been a .8% decline in opening day enrollment from spring 2013 to spring 2014 and a decline of 1.5% in student semester hours for that same timeframe. He compared these numbers to other colleges in the Florida system and cited a decrease of 9% in one college and an increase of 3% at Polk, a high-growth area.

Dr. Rinard reviewed enrollment data by degrees offered. The baccalaureate degrees have increased overall by 7.7%. Nursing was up 18%, Business Administration was up 13% and Education was up 4%. There have been shifts in student headcount by type – continuing, new and readmitted students. Dr. Rinard highlighted that there have been increases in new and readmitted students and a decline in continuing students. He explained that this may be attributed to some shifts in degrees and cohort models.

Dr. Rinard shared enrollment data in the developmental education courses. As a result of Senate Bill 1720, students are no longer required to test for and be required to enroll in developmental courses. The implications of this are reflected in the 23% reduction in enrollment in these courses. He cited that 473 students who would have been required to enroll in developmental courses last year are in general education courses this year. Dr. Coraggio stated that their progress is being monitored closely. Dr. Rinard mentioned that these students will most likely need more support services from the College.

Dr. Law added that that the College is concentrating on the dynamics of the students as they are completing their coursework. The Learning Plan system was implemented in January of 2013. As a result, he felt students have a revised expectation around course completion and the impact of not performing well by being forced to reduce the number of hours they can take in a semester. He stated that 2,000 students were notified at the end of December that they would require intervention. There were 1,000 students that opted not to return. For the remaining 1,000 students, a supportive supplemental plan has been developed. Dr. Law reinforced the College's commitment to this course of action, with an emphasis on enrollment and qualitative growth.

3. Developmental Education Update (*Presentation*)

Dr. Anne Cooper presented an update on the Developmental Education Reform Bill and its effect on the College. Dr. Law commented that we will begin to see the reality of this Bill as student's progress in their courses over the next several weeks. Dr. Cooper reiterated that there has been a

MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

23% decrease in developmental education courses. Since the students no longer test for readiness, the College is using high school records to advise them. She stated that of the 509 students who were identified and advised to take developmental math, 266 enrolled in developmental courses. She added that only one-third of the students who were advised to take a developmental writing course enrolled in those courses. For developmental reading, of the 300 students advised to take this course, only 73 followed that advice.

Dr. Cooper shared that the Deans and CETL (Centers for Excellence in Teaching and Learning) are working closely with the faculty to ensure success strategies are embedded in the college level courses. In addition, support is provided through the Massive Open Online Courses (MOOC) courses in math and writing and through the Learning Centers. Dr. Law commented that he believes hundreds of students are misplaced.

Ms. Westine commented that she would like to see this data shared with the Pinellas County School Board. Dr. Cooper shared that the College deans are working with leads in math, reading and writing. The placement tests given to high school juniors are helping to identify support for high school seniors. These tests were implemented in 2011.

Chairman Gibbons stated that many school systems are in the same situation and St. Petersburg College's Early Alert System will help identify the students who need additional support. Dr. Cooper added that the Early Alert System is being used for the gateway courses and that faculty are encouraged to use the system well.

Dr. Cooper shared assistance will be provided to students who find themselves struggling and want to reconsider their decision to skip developmental courses. In addition, express sessions, 8-week modules, are available as additional preparation. Chairman Gibbons asked who notifies students who have been identified through Early Alert. Dr. Cooper explained that the faculty are the first line, then success coaches reach out to students who need additional contact. Chairman Gibbons stated that he wanted to be sure that parents are not coming back to the College with complaints about a lack of notification and support.

Ms. Westine asked for additional statistics as they become available and Dr. Law stated that there should be more information available by mid-semester.

Ms. Bello questioned the origin of the Bill. Dr. Law explained that the cut-off scores were examined to determine whether students would succeed, but that those numbers are imprecise in that they do not account for larger deviations from those scores or a number of other success factors. He felt the Learning Plan and Early Alert systems put in place by the College are advantageous, but that there is a need to expand them to support more students. Ms. Westine expressed that there may be a need for some "tough love" for students who may have been previously successful in high school, but are now struggling. Chairman Gibbons agreed and added that his biggest concern is the shortness of the window for the students to adjust to college. He added that he felt many students do not connect the financial implications to their

MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

failure to perform well in college. Chairman Gibbons asked Mr. Lang if he had ever seen any legislature like this in the past and Mr. Lang replied that there has always been a concern, but that the issue has never been solved. Dr. Law commented that this is the toughest challenge he has had to face in 25 years, but stated that the College is committed to supporting students and would keep the Board informed as the College goes forward beyond this first semester under the new rules.

14-010. Under Item VII-B, Grants/Restricted Funds Contracts

Under New Business, the president called upon Ms. Jackie Skryd, Executive Director of Grants Development, who presented information under Item VII-B, Grants.

Ms. Skryd presented a mid-term report on grants. She reported that the College has been awarded \$8.5M in the first six months of this fiscal year. The projection for the year is \$12M, compared to \$24M last year. Ms. Skryd noted that last year's amount included a \$15M grant. She highlighted three current year grants in particular: \$2.24M United States Department of Education (USDOE) Title III, Strengthening Institutions Program; \$2.3M National Science Foundation (NSF), Improving Undergraduate Science, Technology, Engineering and Mathematics (STEM) Education; and \$475,750 USDOE (Energy), and the Green Living Demonstration Center. Chairman Gibbons commented that he would like to see a STEM grant for the Collegiate High School and one for baccalaureate programs.

14-011. Under Item VII-C, Capital Outlay, Maintenance, Renovation, and Construction

The Board considered Items VII-C.1 Capital Outlay, Maintenance, Renovation, and Construction. Item VII-C.1 was accepted as information only.

Information regarding these items is as follows:

Midtown Update/Progress Report (*Information*)

Mr. Jim Waechter, Associate Vice President, Facilities Planning & Institutional Services, presented an update on the Midtown Campus construction project. He shared photographs of the site work that has begun. He said that the substructure work should be complete in the next few weeks and the foundation is scheduled to be laid in mid-February. Dr. Law commented that a groundbreaking ceremony is being planned for March 1, 2014.

14-012. Under Item VII-D, Administrative

The Board considered Items VII-D.1a-, **Administrative**.

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

Information regarding these items is as follows:

1. Human Resources

MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

- a. Personnel Report (*Action*)
- b. Update of the 2013-2014 Salary Schedule (*Information*)

Ms. Patty Jones, Vice President of Human Resources, presented an update on the revised Administrative & Professional (A&P) Classification and Salary Schedule. The updates come nearly a year after the Board approved more comprehensive changes to this portion of the salary schedule; those earlier changes resulted from work with an external consultant. Since then, it became clear that the difference in starting pay for some grades was too small. As a result, some grades (E and F, and G and H) are being combined and all A&P grades are being converted from a lettering system to Roman numerals. Of the 59 employees moving to the newly consolidated grades, 20 are receiving salary adjustments that total approximately \$34K. Dr. Law added the College should be able to hire new employees at or near the entry level of the grades.

2. Finance

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

Dr. Doug Duncan, Senior Vice President Administrative/Business Services and Information Technology, presented the Financial Report to the Board, noting that both revenues and expenses are tracking very close to the budgeted predictions. He noted that revenue is down about 3% as of the first two weeks of January, but he expects that to increase. He added that there is an \$8.7M surplus that will be used during the remainder of the year. There was a reduction in adjunct faculty cost of \$200K, or 2%. Dr. Duncan noted that spending is being adjusted to reflect revenue adjustments.

Ms. Jamelle Connor, Associate Vice President, Business Services, reviewed the budget process for the Board. She explained that there is a preliminary review of end-of-year expectations and the next fiscal year's budget is built from those expectations. She noted key dates leading to the final budget submission at the State level on June 30th. Dr. Law added that the College's budget will be submitted to the Board in May to allow time for some final adjustments before State approval.

3. Bids, Expenditures, and Contracts

- c. Lease of Xerox color printer (*Action*)
- d. Lease of Library and Learning Support Commons Pay For Print Copiers/Printers (*Action*)

MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board considered Items VII-D.3a and b. Ms. Westine moved approval. Mr. Fine seconded the motion. The motion passed unanimously.

4. Informational Reports
 - d. Quarterly Informational Report of Exempt and Non-Exempt Purchases (*Information*)
 - e. Quarterly Informational Report of Contract Items (*Information*)
 - f. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000 (*Information*)
5. Agency Billings – None
6. Other - None

14-013. Under Item VII-E, Academic Matters

The Board considered Academic Matters Items VII-E.

Mr. Fine moved approval of Items VII-E.1 Ms. Westine seconded the motion. The motion passed unanimously.

Ms. Westine moved approval of Items VII-E.2 Ms. Bello seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

1. Academic Calendar (*Action*)

Dr. Anne Cooper presented the proposed Academic Calendar for approval, noting that the additional time added between the fall and spring semesters will be repeated in the new calendar.

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

Dr. Anne Cooper explained to the Board that a letter of intent for a new Bachelors of Applied Science in Arts and Entertainment Technology has been developed and is ready to be submitted to the Board and the State for approval. She noted that this degree is a project-based, interdisciplinary program that will provide internship opportunities for real-world experience. Partners such as The Palladium, American Stage and Ruth Eckerd Hall have been identified for these internships. She noted that since many of the graduates in this new field will likely be self-employed, there is a focus on entrepreneurial skills as well. A full proposal will be presented to

MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

the Board for approval in November of 2014. The program is scheduled for implementation in 2015.

Dr. Law invited Mr. Mark Mathews to address the Board to add information about his experience with a similar approach to the music program. Mr. Mathews explained that there are many job opportunities for individuals who provide technical support for music, visual and radio productions. He thanked Dr. Law for his support in developing these programs.

3. Update of Online Revitalization (*Information*)

Dr. Anne Cooper updated the Board on the status of the online systems migration and revitalization initiative. She shared that over 100 staff members of the College formed committees to garner input from faculty and staff on their priorities. Dr. Cooper presented a change in staff infrastructure to support this effort. The technical support area would be shifted to report under the Academic Programs area and a new Associate Vice President of Online Learning & Services position would be hired to lead these changes. A steering committee comprised of deans, associate vice presidents, provosts, faculty and others would support the effort as well. Dr. Cooper stated that a large number of courses are being offered online and felt they need to meet a high standard and become part of a key strategy for the College. Two existing areas would be reporting to the new AVP position: the Chief Technology Officer, and the Executive Director of Instructional Design & Development. A new position, Executive Director of Academic Integration/Support & Student Services would also be added and be responsible for the integration of the student success initiatives into the online learning area.

Mr. Fine asked about the projected timeline for this initiative and Dr. Law responded that the Board would be presented with a preliminary budget for approval next month and the initiative would be operational in the following month. A pilot group of faculty would participate over the coming summer with a transition throughout the College over the next year. Over 1,500 courses will be added to the new system. In all, two leadership and four staff positions will be needed to support this initiative.

Dr. Cooper reviewed the proposed budget summary for this project for the next three years: \$423,010 for 2013-14, \$740,784 for 2014-15, and \$806,178 for 2015-16. She stated that once the system is in place, the staff support would most likely decrease. Dr. Cooper reviewed the projected timeline for the next steps in the implementation of this project.

14-014. Under Item VII-F, Proposed Changes to BOT Rules Manual
Under Item VII-F, Proposed Changes to BOT Rules Manual
 None

14-015. Under Item VII, President's Report
 Under the President's Report, Dr. Law discussed the following:

**MINUTES OF THE JANUARY 21, 2014 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

Dr. Law reported to the Board that he was in Tallahassee last week and expected that the Governor's budget for Florida's colleges will include allocations based on college performance metrics. He informed the Board that the Florida College System budget is approximately \$1B.

Dr. Law noted that there was a focus on Technical Center education at the K-12 level in an effort to start students on a career ladder earlier. He added that there is potential confusion for the community around the naming conventions for Technical Centers versus Technical Colleges.

14-016. Under Item IX, Future Agenda Items

Under Future Agenda Items,

14-017. Under Item X, Next Meeting Date and Site

The Board confirmed its next meeting date and site as Tuesday, February 18, 2014, 8:30 a.m., at the Clearwater Campus.

14-018. Under Item XI, Adjournment

Having no further business to come before the Board, Chairman Gibbons adjourned the meeting at 10:31 a.m.

William D. Law, Jr.

Secretary, Board of Trustees
St. Petersburg College
FLORIDA

Deveron Gibbons

Chairman, Board of Trustees
St. Petersburg College
FLORIDA

Attachments
Board Memos and
Supplemental Materials

Board of Trustees Meeting
January 21, 2014

V – C.1 Monthly Report Olliver

SPC St. Petersburg College
INSTITUTE FOR STRATEGIC
POLICY SOLUTIONS



- History and Mission
- Activity Spheres
 - Educational Programming
 - * Forums * The Village Square
 - Partnership Activities
 - Special Projects
 - Annual Dinner
- In the Future...



V-C.2 Monthly Report Demers

St. Petersburg College
SPC



Board Of Trustees Meeting *January, 2014*

College of Policy, Ethics and Legal Studies

Three Paralegal Studies 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

January 21, 2014



Questions?



January 21, 2014



V-D.1 Monthly Report Brandt

St. Petersburg College

SPC

**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

MEMORANDUM

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.

VII – A.1 Fall 2013 Course Success Rates

St. Petersburg College
SPC



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.

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.

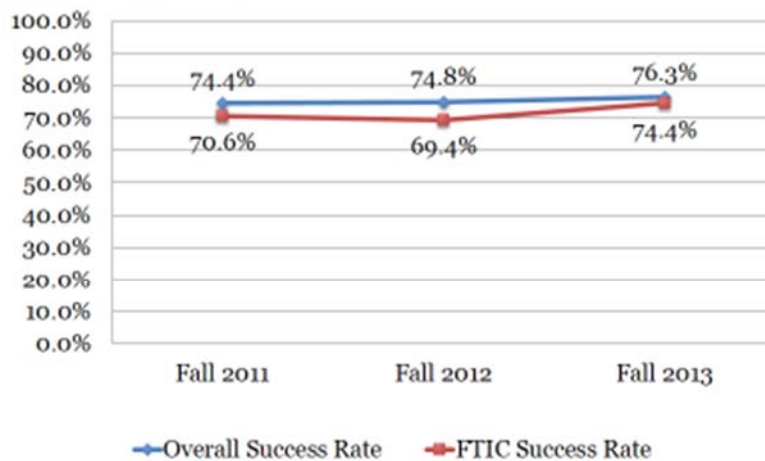
	Fall 2012 Success Rate	Fall 2013 Success Rate	Difference
Overall SPC	74.8%	76.3%	1.5%
Allstate Center	88.4%	88.8%	0.4%
Clearwater Campus	74.4%	76.1%	1.7%
Downtown/Midtown	68.7%	69.3%	0.6%
Electronic Campus	70.8%	71.1%	0.3%
EpiCenter	83.7%	87.3%	3.6%
Health Education Center	89.7%	89.3%	-0.4%
Open Campus	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/Fail Grading basis courses and audits

Fall Comparison

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

5



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.

7

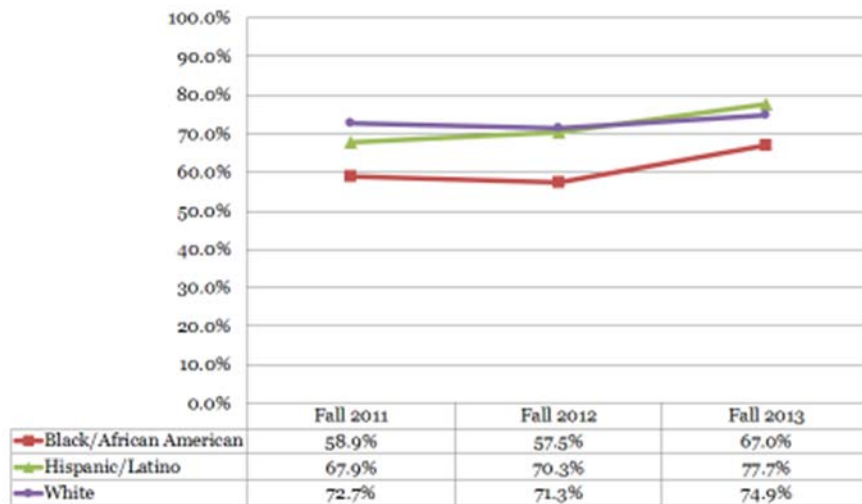
	Fall 2012 Success Rate	Fall 2013 Success Rate	Difference
Overall FTIC	69.4%	74.4%	5.0%
Gender			
Female	74.1%	77.7%	3.6%
Male	64.3%	70.4%	6.1%
Ethnicity			
Black/African American	57.5%	67.0%	9.5%
Hispanic/Latino	70.3%	77.7%	7.4%
White	71.3%	74.9%	3.6%

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.



FTIC Ethnicity Trend Comparison

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

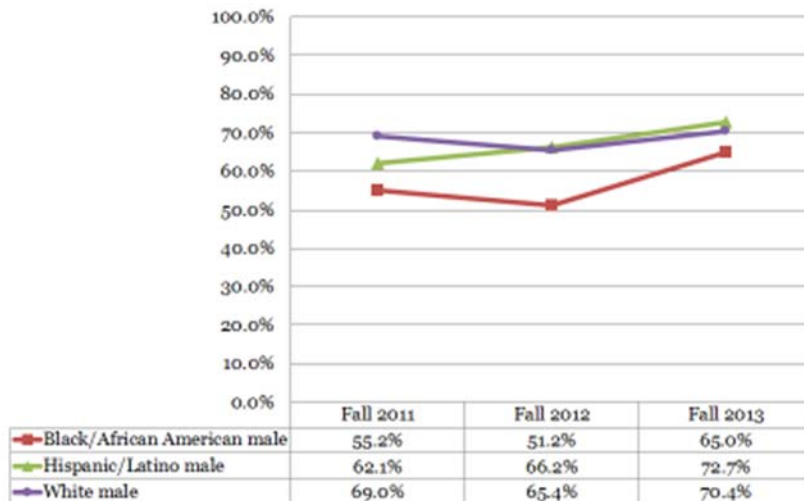
	Fall 2012 Success Rate	Fall 2013 Success Rate	Difference
Black/African American males	51.2%	65.0%	13.8%
Hispanic/Latino males	66.2%	72.7%	6.5%
White males	65.4%	70.4%	5.0%

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.

13



FTIC Male Trend Comparison

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

15

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 ¹⁷

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 ¹⁹

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

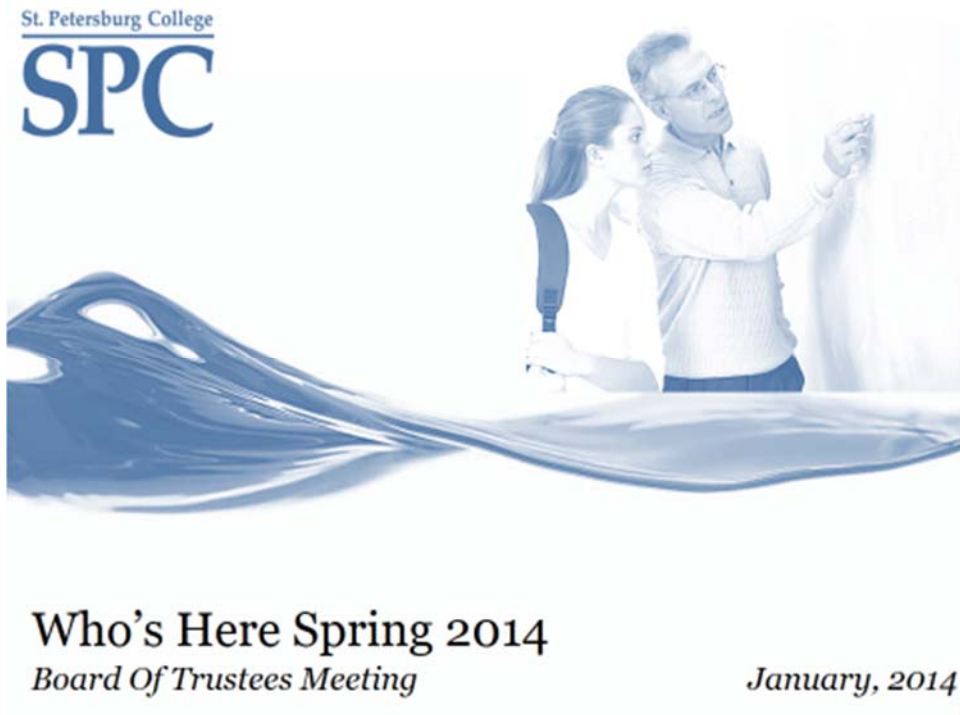
21

Questions?



St. Petersburg College
SPC

VII – A01 Spring 2014 Who’s Here



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.*

January 21, 2014

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

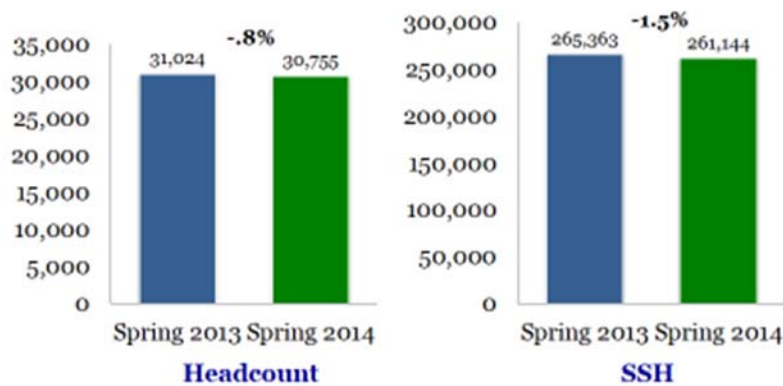
Source: BI Pulse, Course Enrollment dashboard,
Data extracted January 13, 2014.

January 21, 2014

Page 5



Opening Day Enrollment



Note: SSH = Student Semester Hours.

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

January 21, 2014

Page 7



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

January 21, 2014

Page 9

St. Petersburg College

SPC

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

January 21, 2014

Page 11

St. Petersburg College

SPC

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

SSH = Student Semester Hours

**Ethics, Humanities, Psychology, Speech, World Religion*

Source: SQL data extracted January 13, 2014

January 21, 2014

Page 13

St. Petersburg College

SPC

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

January 21, 2014

Page 15

St. Petersburg College

SPC

Questions?



January 21, 2014



VII – A.3 Developmental Education Reform Enrollment for Spring 2014

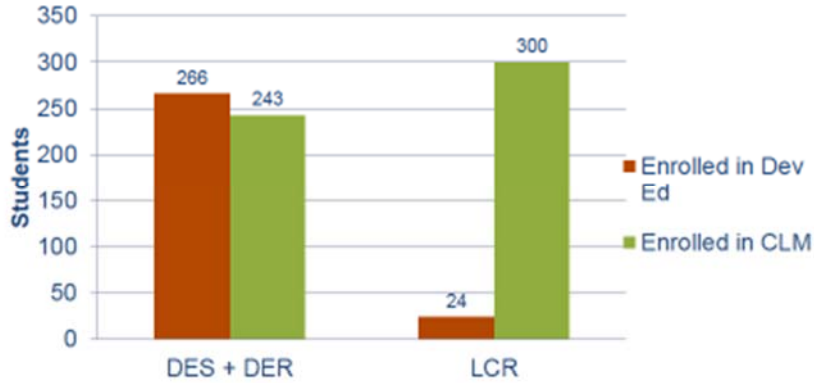


Developmental Education Reform Update



Spring 2014
Data as of
01/13/14

Developmental Education Math Predictions Flexible Placement Enrollment (Spring 2014)

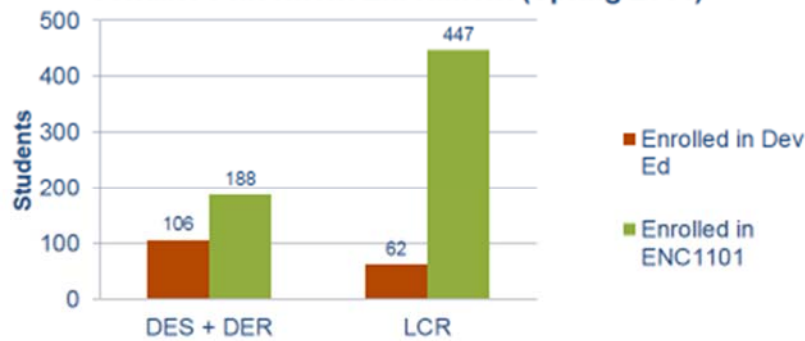


- 833 Flexible Placement students are enrolled in a Math course
- 509 of Flex Students were recommended to take a Dev Ed math course

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



Developmental Education Writing Predictions Flexible Placement Enrollment (Spring 2014)



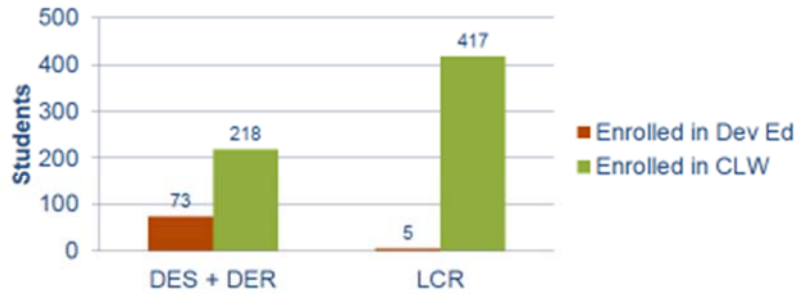
- 803 Flexible Placement students enrolled in a Writing course
- 294 of Flex Students were recommended to take a Dev Ed writing course

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



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



VII – B.1 Grants Update





* 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



Grant Highlights: January 2014

GRANT AWARD HIGHLIGHTS

U.S. Department of Education – Title III, Strengthening Institutions Program

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)

U.S. Department of Energy – Green Living Demonstration Center

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)

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

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

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted			
Effect. Date	Name	Department/Location	Title
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, Margarite 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,Cydney 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).

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).

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.

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.

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.

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

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.

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.

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.

January 21, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President *wdl*
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.

January 21, 2014

MEMORANDUM

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

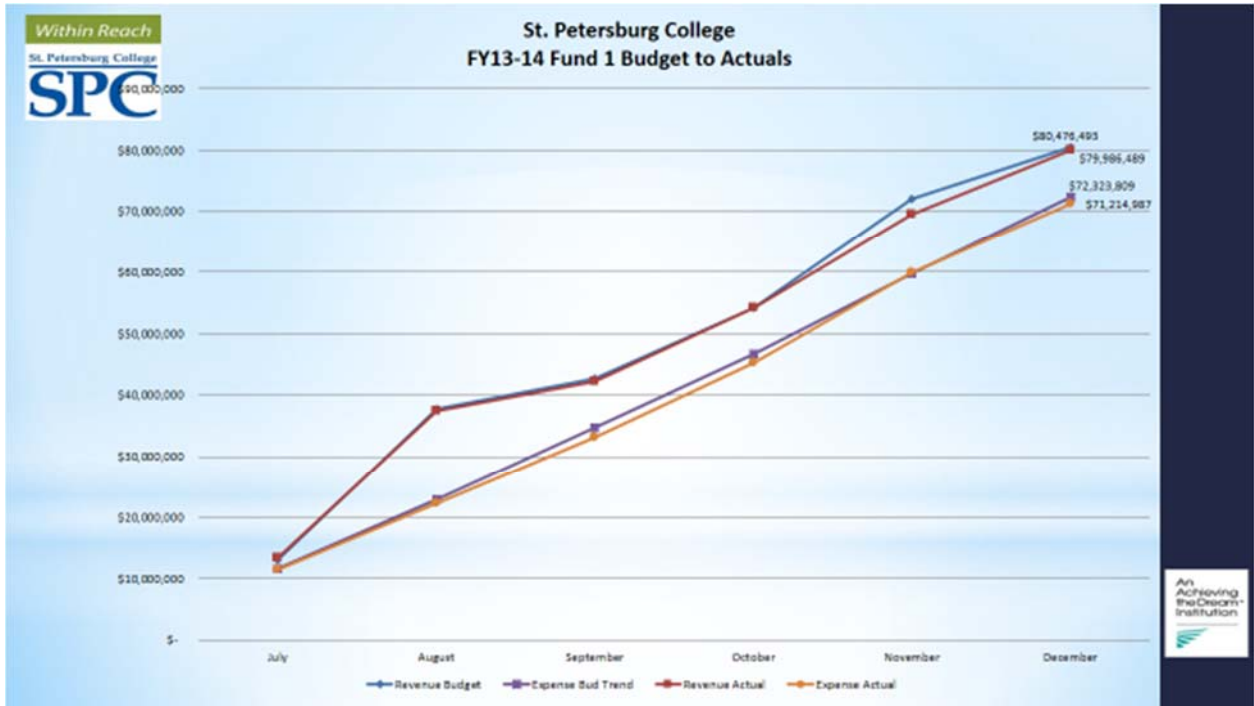
Attached for information is the Fund 1 financial report for FY13-14 July 1 – December 31 time period.

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.

VII – D.2a Financial Report



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

Revenue	FY12-14 Budget	FY12-14 YTD Actual	% of YTD Budget Revenue	Year to Date %	\$ YTD Variance	% YTD Variance
Revenue						
Student Tuition & Out-of-State Fees	\$ 38,534,324	\$ 44,311,248	116%		\$ (1,932,892)	-5%
Learning Support/Access Fee	\$ 1,209,054	\$ 747,232	62%		\$ 1,467,232	121%
State Appropriation - CCFM	\$ 52,818,253	\$ 38,598,452	73%		\$ 14,219,801	27%
State Appropriation - Letters	\$ 12,317,851	\$ -	0%		\$ -	0%
Operating Cost for New Facilities	\$ 104,358	\$ -	0%		\$ -	0%
Distance Learning Fee	\$ 3,334,425	\$ 2,207,836	66%		\$ 1,126,589	34%
Technology Fee	\$ 2,804,437	\$ 2,925,318	104%		\$ (120,881)	-4%
Lab Revenue Fees	\$ 2,232,142	\$ 1,419,476	64%		\$ 812,666	36%
Other Revenue	\$ 2,492,417	\$ 1,464,121	59%		\$ 1,028,296	41%
Other Student Fees	\$ 1,723,375	\$ 723,850	42%		\$ 1,000,525	58%
Fund Transfers In	\$ 2,462,481	\$ -	0%		\$ -	0%
Revenue Stabilization Reserve	\$ 2,473,839	\$ -	0%		\$ -	0%
One-Time Non-Recurring Funds	\$ 1,309,320	\$ -	0%		\$ -	0%
Total Revenue - Fund In	\$ 145,861,532	\$ 79,891,439	55%	55%	\$ (65,970,093)	-45%
Operating Costs						
Personnel & Benefits						
Instructional/Faculty-Full Time	\$ 26,454,115	\$ 14,875,134	56%		\$ 11,578,981	44%
Administrative	\$ 21,807,344	\$ 18,745,302	86%		\$ 3,062,042	14%
Center (Non-Instructional)	\$ 24,854,850	\$ 11,898,214	48%		\$ 12,956,636	52%
Adjunct/Supplemental	\$ 18,538,750	\$ 7,458,332	40%		\$ 11,080,418	60%
Other Academic	\$ 304,827	\$ 98,139	32%		\$ 206,688	68%
Non-Instructional OFS and Overtime	\$ 2,853,890	\$ 1,952,851	68%		\$ 901,039	31%
Student Assistants	\$ 508,808	\$ 321,848	63%		\$ 186,960	37%
Personnel Benefits	\$ 22,278,162	\$ 12,407,254	56%		\$ 9,870,908	44%
Total Personnel & Benefits	\$ 114,477,813	\$ 58,245,636	51%	51%	\$ 56,232,177	49%
Current Expenses						
Travel	\$ 902,864	\$ 279,881	31%		\$ 622,983	70%
Repairs & Maintenance	\$ 1,817,854	\$ 498,272	27%		\$ 1,319,582	27%
Rentals/Leases	\$ 478,211	\$ 554,832	116%		\$ (76,621)	-16%
Insurance (Non-Health)	\$ 1,728,368	\$ 1,933,114	112%		\$ (204,746)	-12%
Utilities	\$ 8,873,850	\$ 2,688,777	30%		\$ 6,185,073	71%
Services and Fees	\$ 5,448,479	\$ 1,814,866	33%		\$ 3,633,613	67%
Scholarship/Fee Waivers	\$ 1,218,842	\$ 468,115	38%		\$ 750,727	61%
Materials and Supplies	\$ 8,268,430	\$ 2,734,343	33%		\$ 5,534,087	67%
Tech Expense/Leasing	\$ 2,208,333	\$ 1,859,822	84%		\$ 348,511	16%
Mad Data/Unemployment Comp/Info	\$ 1,547,752	\$ (45,141)	-3%		\$ 1,592,893	103%
Other Current Expenses	\$ 1,409,857	\$ 458,721	32%		\$ 951,136	68%
Total Current Expenses	\$ 27,892,430	\$ 11,392,663	41%	41%	\$ 16,499,767	59%
Capital Spending						
Computer Refresh/Leases	\$ 2,408,850	\$ 1,203,840	50%		\$ 1,205,010	50%
Capital Purchases-Non-Recurring	\$ 888,241	\$ 402,821	45%		\$ 485,420	55%
Total Capital Spending	\$ 3,297,091	\$ 1,606,661	49%	49%	\$ 1,690,430	51%
Total Operating Costs - Fund In	\$ 145,861,532	\$ 71,244,961	49%	49%	\$ 74,616,571	51%
Total Remaining Funds (Surplus/Deficit)	\$ -	\$ 7,646,478			\$ 7,646,478	



Within Reach
 St. Petersburg College
SPC

FY13-14 Trends

FY2013-14	Budget	FY2013-14	Trend Impact
Revenue		Revenue	
Tuition	\$98,694,324	Tuition	\$57.5M
State Funding	\$65,593,473	State Funding	\$65.6M
Other Student Fees	\$11,436,300	Other Student Fees	\$9.6M
Other Revenue Sources (Includes \$2.1M Stabilization Reserve)	\$10,177,435	Other Revenue Sources (includes utilization of \$2.1M Stabilization Reserve)	\$8M
Total Revenue	\$145,861,532	Total Revenue	\$140.7M
Operating Expenses		Operating Expenses	
Personnel	\$114,677,813	Personnel	\$112.1M
Expense	27,902,410	Expense	\$25.2M
Capital	3,281,309	Capital	\$3.1M
Total Operating Expenses	\$145,861,532	Total Operating Expenses	\$140.4M
Surplus/Deficit	\$0	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

MEMORANDUM

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

MEMORANDUM

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 \$.00059 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

MEMORANDUM

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

MEMORANDUM

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.

Section A: Program Related Contracts

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 (CMDDET), 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 CMDDET 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

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

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

MEMORANDUM

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

MEMORANDUM

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

January 21, 2014

MEMORANDUM

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

VII – E.2 Baccalaureate Approval Process



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



New Program Highlights

- Bachelor of Applied Science in Arts and Entertainment Technology (BAS-AET)
 - Focus on Employability
 - Project-Based Experiential Learning Curriculum
 - Entrepreneurial Studies Embedded
 - Serving the Artist as well as the Technologist
 - Close Integration with Partners and Community-Based Initiatives

January 21, 2014

St. Petersburg College
SPC

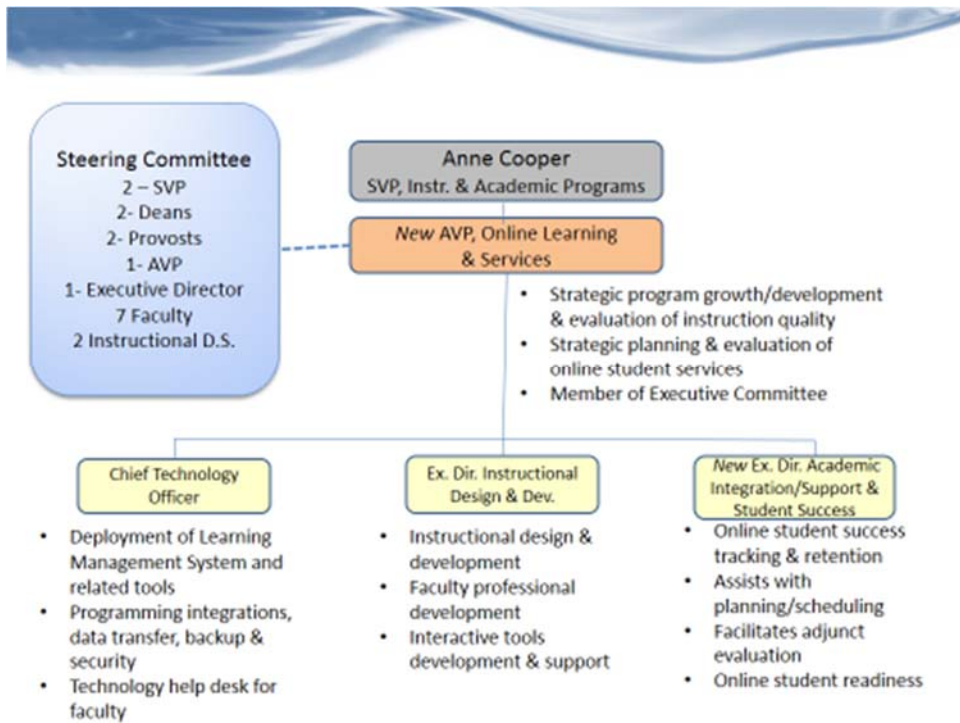
Questions?



January 21, 2014

St. Petersburg College
SPC

VII – E.3 Online Learning Revitalization



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

St. Petersburg College



January 21, 2014

Next steps – Spring 2014

Date	Action
January 28	Online Education Steering Committee <ul style="list-style-type: none"> • course standards • faculty certification
January 31	Online Revitalization Committee <ul style="list-style-type: none"> • review progress • UCF guest speaker
February	Professional Development <ul style="list-style-type: none"> • online pedagogy • course migration to Desire2Learn
Mid-February	<ul style="list-style-type: none"> • configuration of Desire2Learn • connection to SPC systems
May	Begin Desire2Learn pilot of initial migrated courses

St. Petersburg College



January 21, 2014

Questions?



January 21, 2014

St. Petersburg College
SPC