

MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, November 18, 2014 at the St. Petersburg College, St. Petersburg/Gibbs Campus, 6605 Fifth Avenue N, St. Petersburg, FL, Room SS-202 (Collegiate High School Bldg.). The following Board members were present: Chairman Robert Fine, Jr., Dale Oliver, Vice Chair, Deveron Gibbons and Lauralee Westine. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Jim Lang, representing Joseph H. Lang, Board Attorney. Trustee Bridgette Bello was absent. 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 AND NOTICE OF ADOPTION, AMENDMENT OR REPEAL OF RULES AND HEARING

The Board of Trustees of St. Petersburg College announces a public meeting to which all persons are invited.

DATE AND TIME: November 18, 2014; Board meeting commencing at 9:00 a.m.

PLACE: The meeting will be held at the St. Petersburg/Gibbs Campus of St. Petersburg College, in the Student Services Building, Room SS-202, 6605 Fifth Avenue North, St. Petersburg, Florida.

PURPOSE: The meeting will be held for the purpose of considering routine business, and such other matters that come before the Board including adopting or amending rules of the Board of Trustees pursuant to its rule-making authority.

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

The proposed rules and/or amendments, together with the purpose and effect and specific legal authority, will be posted no later than Friday, October 17, 2014, on the official bulletin boards as follows: at the St. Petersburg/Gibbs and Clearwater Campuses in the entrance to the libraries; at the Tarpon Springs Campus in the Lyceum Building across from Room LY 104; at the EpiCenter—Services Building, in the north corridor across from Room 168; at the EpiCenter, in the hall near Room 1-108; in Work Room 147 at the EpiCenter—District Office; on the south wall, across from the waiting area under the stairs, at the Health Education Center; outside Room TL 129 in the Technology Learning Center at the Seminole Campus; outside the Florida Room at the Allstate Center; in the lobby across from the admissions and registration desk of the SPC Downtown Center; on the wall adjacent to Room 105 at SPC Midtown and advertised in a newspaper of general circulation and in the Blue and White Faculty and Staff Announcements.

The Notice(s) of Rule Development on the foregoing rule(s) appeared in the Blue & White Faculty & Staff Announcements and were posted on each of the College's official bulletin boards on September 26, 2014. Said Notice(s) also appeared in the Business Observer on September 26, 2014.

Please note that the proposed changes to the rules attached do not reflect changes (if any) which are pending or have recently been approved by the Board of Trustees.

Any person wishing to be heard on the proposed rule(s) and/or amendments will be provided an opportunity to do so by appearing before the Board at said meeting.

MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

If requested within 21 days after the date of publication of this notice, a hearing on the proposed rule(s) or amendments thereto will be held at 9:00 a.m. or soon thereafter on November 18, 2014, at the St. Petersburg/Gibbs Campus of St. Petersburg College, in the Student Services Building, Room SS-202, 6605 Fifth Avenue North, St. Petersburg, Florida. See Section 120.54(3)(c), Florida Statutes.

Any person who is substantially affected by the above rules may seek an administrative determination of the invalidity of any proposed rule on the ground that proposed rule is an invalid exercise of the Board's delegated legislative authority. Such request shall be by Petition in writing and filed within 21 days after the date of publication of this notice. See Section 120.56(2), Florida Statutes.

Any person who wishes to provide the Board with information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within 21 days after the date of publication of this notice.

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](http://www.spcollege.edu) 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. See Section 286.0105, Florida Statutes.

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

Information regarding the proposed rule(s) and/or amendments for consideration and intended action is attached to this Notice.

NAME OF AGENCY: BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

RULES NOTICE DATE: October 17, 2014

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the following Rules will affect faculty, staff and students. There is no cost to the College associated with these amendments. There is no anticipated adverse effect on state or local government. There are no transactional costs associated with these amendments. There is no anticipated adverse impact on small business.

1. RULE TITLE: SEXUAL HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITIONS 6Hx23-2.011

MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

SUMMARY, PURPOSE AND EFFECT: The proposed changes will update the Rule to reflect current regulations and policy, and shift procedural portions to a College Procedure.

SPECIFIC AUTHORITY: 1001.64(2) & (4), F.S.

LAW IMPLEMENTED: Titled "VII of the Civil Rights Acts of 1964", as amended; the Florida Human Rights Acts of 1977, as amended; Title IX of the Educational Amendments Act of 1972, as clarified by the Civil Rights Restoration Act of 1988; EEOC Regulation 29 C.F.R. Section 1604.11 and 34 C.F.R. Section 106 et seq.; 1001.64(4); 6A-14.0262 (7)(e) & (8), 6A-14.0247(6).

14-194. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
NOVEMBER 18, 2014

ST. PETERSBURG/GIBBS CAMPUS
ROOM SS-202 (COLLEGIATE HIGH SCHOOL BLDG.)
6605 FIFTH AVENUE N.
ST. PETERSBURG, FLORIDA

SPECIAL MEETING: 9:00 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. Peg Connell (*Attending*)
 - 2. Carol Barber (*Attending*)
- B. Recognitions/Announcements
 - 1. Chancellor's Leadership Award

III. COMMENTS

- A. Board Chair
- B. Board Members

**MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

- C. President
- D. Public Comment pursuant to §286.0105 FS

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of October 21, 2014 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel
- C. Leslie Morrow, Chair, Career Service Steering Committee (*Presentation*)

VI. STRATEGIC FOCUS AND PLANNING

A. STRATEGIC PRIORITIES

1. International/Study Abroad Plan – Ms. Catherine Kennedy, Associate Vice President (*Presentation*)
2. Midtown Update – Mr. Tyrone Clinton, Associate Provost, Midtown and Dr. Kevin Gordon, Provost, Downtown/Midtown (*Presentation*)

B. STUDENT SUCCESS AND ACHIEVEMENT

1. Academic Workforce Program Goals- Dr. Jason Krupp, Director of Workforce Services (*Presentation*)
2. Economic Innovation and Leadership Symposium - Dr. Jim Connolly, Director, Corporate Training (*Presentation*)

C. BUDGET AND FINANCE

1. Financial Report – Ms. Jamelle Conner, Associate Vice President (*Presentation*)

D. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Renewal/Stop Loss (*Action*)
2. a. Selection of Contractor for the Allstate Chiller Plant project (*Action*)

E. ACADEMIC MATTERS

MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

1. Fulltime faculty and academic chair positions for the 2015-2016 Academic Year – Dr. Anne Cooper, Senior Vice President (*Action*)

VII. CONSENT AGENDA

- A. OLD BUSINESS (items previously considered but not finalized) - None
- B. NEW BUSINESS
 1. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. Florida Department of Military Affairs, Florida National Guard Counterdrug Program – Multijurisdictional Counterdrug Task Force Training (MCTFT) Program
 - b. National Science Foundation – Improving Undergraduate STEM Education (IUSE) – Engaged Student Learning: Exploration Program
 - c. State University System of Florida, Board of Governors – Targeted Educational Attainment (TEAm) Grant Program
 2. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000 – None
 3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
 - a. Approval of contract with Biltmore Construction for the Bay Pines project (*Action*)
 - b. Extension of Bilirakis Lease at Tarpon Springs Campus (*Action*)

VIII. INFORMATIONAL REPORTS

- A. Moving the Needle Conference, Dr. Jesse Coraggio, Associate Vice President (*Presentation*)

IX. PUBLIC ACCESS/UNAGENDAED ITEMS

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

XI. PRESIDENT'S REPORT

MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

A. Strategic Planning Workshop

XII. NEXT MEETING DATE AND SITE

**Strategic Planning Workshop
December 9, 2014, Epi Center, Collaborative Labs**

XIII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting November 18, 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: October 17, 2014

Confirmation of Publication

[Notice of meeting](#)

14-195. Under Item I, Call to Order

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

14-196. Under Item II, Preliminary Matters

Dr. Law recommended adoption of a retirement resolution for Peg Connell and Carol Barber. Ms. Connell and Ms. Barber were in attendance and, joined by colleagues, received their resolutions as presented by Chairman Fine and President Law

Chairman Fine acknowledged the attendance of former St. Petersburg/Gibbs Provost Jerry Odom and former Trustee, Ken Burke, Clerk of the Court, Pinellas County.

14-197. Under Item II-B, Recognitions/Announcements

Recognitions/Announcements – Chancellor’s Leadership Award

Dr. Tonjua Williams, Senior Vice President, Student Services, shared that St. Petersburg College was awarded the 2014 Chancellor’s Best Practice Award for its efforts with The College Experience. There were two recipients approved out of 30 applicants for the award. Dr. Williams emphasized that the award was earned by everyone at the College who had any connection to the

MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

College Experience, which is every member of the faculty, staff and administration. Dr. Williams shared that other colleges have contacted St. Petersburg College asking permission to listen in on the weekly College Experience webinars in order to learn more about it. Dr. Williams passed around the two trophies that were bestowed on the College for this award.

14-198. Under Item III, Comments

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

Mr. Oliver commented that he appreciated learning about the retirees and the College family that has supported their growth and successful careers with the College. Mr. Oliver also commented that he was amazed at all of the recognition and awards that the College gets. He stated that with the recognition, the College is moving to the higher echelons of the academic community. He added that with that achievement comes the expectation that the College stays at that level.

Mr. Gibbons shared that the retirees were leaving big shoes to fill, but was confident that the College could attract capable replacements and commended the College for creating a good benchmark of staff. He thanked the retirees for all their years of service.

After reviewing the Top 20 SPC News Item scroll, Mr. Gibbons also mentioned that the College has received another award for its service to Veterans. He mentioned other College successes: The boys and girls basketball teams, two Latino awards, the accreditation of the Vet Tech program and adjunct professor, Kathy Bryson (Seminole Campus) has published a book. Mr. Gibbons also noted that the College's student success rates continue to go up, and a group of students won top international honors at the Collegiate Model United Nations Conference. In addition, Mr. Gibbons recognized Dr. Linda Hogan, Executive Director of the Center of Excellence, for her work with The College Reach-Out Program (CROP) which motivates and prepares Pinellas County middle and high school students to succeed in college. Mr. Gibbons also recognized Ms. Frances Neu for a successful Innovation Grants luncheon.

Chairman Fine shared that he had distributed a survey to Board members to solicit input around how the Board conducts its meetings. Chairman Fine also mentioned that he attended the Innovations Award event and said that the Foundation doubled the amount of the grant. He shared that while listening to the professor's talk about their projects he noted that their passion was remarkable and that he would love to see this program grow.

Dr. Law noted that the College has been contacted by the Gates Foundation regarding the College Experience initiative. He shared that consultants will be asking for the details of this program in preparation of a gathering in Seattle in December on student success and developmental education. In addition, Dr. Law stated that the Aspen Institute has asked to work with Ms. Jamelle Connor, Associate Vice President, Planning, Budget & Compliance, in order to use our planning and budgeting process as a model for their programs.

**MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

There were no public comments.

14-199. Under Item IV, Review and Approval of Minutes

The minutes of the October 11, 2014 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Mr. Oliver moved approval of the minutes as submitted. Ms. Westine seconded the motion. The motion passed unanimously.

14-200. Under Item V, Monthly Reports

Under Monthly Reports, Chairman Fine requested a report of any new business from Mr. Jim Lang, representing Joseph Lang, Board Attorney and Ms. Suzanne Gardner, Acting General Counsel. Neither Mr. Lang nor Ms. Gardner had anything to report.

Chairman Fine called on Ms. Leslie Morrow, Chair, Career Service Steering Committee for her presentation. Ms. Morrow outlined a new approach to career service employee evaluations based on a dialog between the employee and his/her supervisor focused on growth and career opportunities. She shared that employee engagement should be as important as student success and that the existing evaluation system does not support this approach. Ms. Morrow shared that a diverse committee of 11 members was created and a survey was sent to all employees, with approximately two-thirds, or around 500 individuals, responding. Employee feedback was also instrumental in creating the process and the instrument guidelines. Ms. Morrow stated that the goal is to show how this approach has improved employee growth by the end of the year. Dr. Law commended Ms. Morrow for her fine work on this initiative and her presentation to the Board.

Mr. Gibbons shared that he had heard that “Mr. Jimmy” Gilas a security officer at the Tarpon Springs campus, had recently passed away. Mr. Gibbons asked the Board to consider establishing a scholarship in his name at the Tarpon Springs Campus.

14-201. Under Item VI - A, Strategic Priorities

Under Strategic Priorities,

1. International/Study Abroad Plan – Ms. Catherine Kennedy, Associate Vice President, University Partnership Center

Ms. Kennedy presented information regarding the internationalization of the St. Petersburg College curriculum. She shared that this effort began in 2008. She noted that the three most popular “World View” courses are: World Religions, Humanities East-West Synthesis and Elementary Spanish. Eighty-five percent of St. Petersburg College students are enrolled in one of these classes this fall term. Ms. Kennedy shared that faculty have been offered training through the Center of Excellence for Teaching and Learning (CETL) on ways to internationalize their curriculum. An estimated 60 faculty members will complete the certificate series in 2014-2015.

Ms. Kennedy shared that co-curricular events were also being internationalized through community and campus events. She noted that there were 134 events during the last academic

MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

year and that there have been 73 events so far this academic year. She stated that the annual goal is 150 events with participation of 3,000 students.

Ms. Kennedy shared that the growth in study abroad participants and scholarships have both grown largely through the efforts of Ms. Ramona Kirsch, Director, International Programs and her team. Goals for the 2015-2016 academic year are 200 students and \$80,000 in scholarships. A Study Abroad Industry Certification is being introduced for advisors to help better guide students going forward. In addition to offering St. Petersburg College study abroad opportunities in 13 countries, the College assists students in finding programs outside of St. Petersburg College. Opportunities to travel during next year's winter break are also being investigated.

Ms. Kennedy recognized several partners that support internationalizing St. Petersburg College. There are currently 32 partners in 18 different countries. In addition, there are currently 183 international students from 57 countries attending St. Petersburg College. She noted that the College's compliance with international reporting has been stellar. In addition, work is underway to address the potential threat imposed by the current Ebola outbreak.

Ms. Kennedy explained that a Strategic International Team has been formed to develop a five-year plan for internationalizing the College. One idea is to note a global distinction on a student's transcript that the student can earn through the accrual of points for participating in a number of programs relevant to international study. Mr. Gibbons asked what that global distinction would do for a student and Ms. Kennedy explained that it would help students who are pursuing higher degrees as well as give them a competitive advantage in the job market.

Chairman Fine asked how the College is handling Visas for students. Ms. Kennedy explained that the College issues F1 visas, but that only the International Office is privy to the information on the I20 forms. SPC only issues individual Form I-20s which then prospective international students take to the U.S. Embassy in their home country as proof that SPC has accepted them and invited them to study at our college. Only the U.S. Government (specifically the US Department of State, Bureau of Consular Affairs) issues US Visas.

2. Midtown Update – Mr. Tyrone Clinton, Associate Provost, Midtown and Dr. Kevin Gordon, Provost, Downtown/Midtown

Dr. Gordon and Mr. Clinton provided an update to the Board on the construction of the Midtown Campus. They shared slides of the property showing progress with the construction of the building. Dr. Gordon emphasized that it is the purpose of this campus to be a central education force in Midtown with a focus on workforce certifications and degrees that students can complete on that campus. The facility will also serve the community directly through shared library space, access to computers and meeting space. He stressed that the Learning Center will be unavoidable due to its location in the Lobby of the building.

MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Mr. Clinton addressed the current staffing efforts. Some staff positions have been filled, and some budgeted positions are not yet staffed. In addition, three career services positions are being considered in next year's budget. The timeline for staffing has been developed to meet an August 2015 opening of the campus.

Dr. Gordon explained that there have been two Collaborative Labs with the community as well as meetings with the Deans to bring class sections to Midtown. Discussions with the community have taken place to determine the feasibility of programs and where the projected job growth is expected. Areas that were highlighted are manufacturing, clinical medical assistance, and early childhood education.

Dr. Gordon shared the enrollment strategy for Midtown. Efforts include church visits, high school visits, appearances at the Deuces Live Sunday Market, phone outreach and door-to-door interactions with the community. He explained that there will be another Collaborative Labs on December 2 to address the expansion of the community center. Also, a marketing plan is under development to initiate communication with potential students. Chairman Fine asked if the building will be available for registration in April for the August opening and Mr. Gordon said that students can enroll online and will be able to come to the Midtown campus to register as well.

Mr. Gibbons commented that he passes by the building two or three times a week and he has noticed great progress. He mentioned that the Jamerson family may raise money for a bust of Mr. Jamerson and that he, Mr. Gibbons, pledged to pay for half of the cost. He also mentioned that he met with Michelle Robinson, from Verizon, who had expressed her excitement about the College's presence in that area of the county. Mr. Gibbons expressed that he believes the Midtown campus will change the way colleges do business in Florida.

Dr. Law stated that \$300K was budgeted in the current year to cover Midtown staffing requirements. He noted that final staffing levels are being determined. The state legislature provides some funding for new facilities and, while the final dollar amount has not been determined, the College can expect some support from the State.

Dr. Law also mentioned that the December 2, 2014 Midtown Collaborative Labs will address the funding of the gymnasium. He stated that community-based organizations who have approached the College or who have a presence in the area will be invited to participate. Dr. Law emphasized that it was the College's position to avoid having a preferred partner for this endeavor. Mr. Gibbons added that there is a major corporate donor who is willing to participate on this facility.

Ms. Westine remarked that the community outreach for the establishment of this campus has been exceptional.

14-202. **Under Item VI - B, Student Success and Achievement**
Under Student Success and Achievement,

MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

1. Academic Workforce Program Goals- Dr. Jason Krupp, Director of Workforce Services

Dr. Jason Krupp shared information on current enrollment in work-based learning opportunities and internships and projections for the balance of this academic year. He noted that over 400 program advisors recently met to help expand initiatives addressing the transition from college to career. Dr. Krupp noted a number of partnerships allow students in many disciplines to participate in work-based and internship programs to help them attain credit hours towards their certifications and degrees. Dr. Krupp shared the projected growth goals for a number of certifications, citing the use of the Burning Glass software to highlight which job openings exist and the certifications and skills required of applicants. He reported that many of these requirements are already embedded in the curriculum at St. Petersburg College.

Chairman Fine asked if the College was doing any specific marketing of the certification programs. Dr. Krupp explained that efforts are underway to work with the College's Marketing team to highlight the attainment of certifications within the curriculum. In addition, he shared that Corporate Training Services offers many certifications independent of degree programs.

2. Economic Innovation and Leadership Symposium - Dr. Jim Connolly, Director, Corporate Training (CTS)

Dr. Connolly presented that the College's Institute for Strategic Policy Solutions hosted the Economic Innovation and Leadership Symposium on October 30 and 31, 2014 at the Seminole Campus. The theme of the event was a focus on primary industries and high-paying jobs. The conference was a collaboration between business/industry, government and education. Primary industries represented at the conference included Manufacturing, Information Technology, Business and Finance, Healthcare and Supply Chain Management. Dr. Connolly noted that St. Petersburg College is collaborating with Pinellas County Economic Development. A recent prospect visit with Bristol Myers Squibb revealed that the company is hiring 600 people at an average pay of \$60K. Quick Response Grants are being used to provide training to other area organizations such as Tech Data, Jabil, Power Design and others. CTS also collaborates with Career Source Pinellas to take advantage of the Department of Labor's Hi-Tech Training Grant. Currently there are 200 unemployed participants, 128 completing students and 88 who have gained employment.

Dr. Connolly shared several local organizations that collaborate with St. Petersburg College in key industry areas. He highlighted a recent request by Mr. Bruce Haddock, City Manager of Oldsmar, for a training center located in Oldsmar. Dr. Connolly has asked several Oldsmar industries to provide hands-on training which would allow students to attend classes at the training center and then travel a very short distance for real-world training. Dr. Connolly shared that Pinellas County Commissioner Karen Seel recommended that the Symposium be an annual event. He also shared that Mr. Marty Rose, Chief Information Officer for Pinellas County expressed an interest in doing business with the College.

MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Ms. Westine shared that she attended both days of the Symposium and that a highlight for her was that despite the impression that Pinellas County's revenue comes from tourism, the reality is that it is coming from manufacturing. She expressed that the forum made the College look like "rock stars," but unfortunately not many attendees were aware of our capabilities. Ms. Westine expressed her belief that if the College provides training and a workforce, companies will come to Pinellas County.

14-203. Under Item VI - C, Budget and Finance

Under Budget and Finance,

1. Financial Report – Ms. Janelle Conner, Associate Vice President

Ms. Connor shared that the actuals presented were through October and approximately one-third of the way through the fiscal year. She shared that the College's budget is currently \$2M above in revenue and \$1M below in expenses. Revenues are at or above projected amounts. She also shared that expenses, particularly adjunct expenses, are being managed carefully.

14-204. Under Item VI - D, Administrative Matters

Under Administrative Matters,

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

Information regarding these items is as follows:

1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Renewal/Stop Loss (*Action*)
2. a. Selection of Contractor for the Allstate Chiller Plant project

Dr. Doug Duncan, Senior Vice President, Administrative, Business Services and Information Technology, shared that the carrier for the employee life insurance policy was changed and that the new carrier, Symetra Financial, agreed to maintain the current premium level.

Regarding the Allstate Chiller Plant replacement, Dr. Law shared that by replacing the old chiller, the College would be able to pay the cost for the renewal and the installation of up-to-date equipment. The College would borrow the money and repay it with the savings realized through energy efficiency. The Request for Process (RFP) was used and the Board was given recommendations for the contractor.

The Board considered Personnel Items VII-D.a, Selection of Contractor for the Allstate Chiller Plant project. Mr. Oliver moved approval. Ms. Westine seconded the motion. The motion passed unanimously.

MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

14-205. Under Item VI - E, Academic Matters

Under Academic Matters,

1. Fulltime faculty and academic chair positions for the 2015-2016 Academic Year – Dr. Anne Cooper, Senior Vice President (*Action*)

The Board considered Academic Matters Items VII-E.1.

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

Information regarding these items is as follows:

Dr. Cooper explained that approval was being sought for replacement positions that were vacated through 12 retirements, two resignations, one promotion, and one unfilled position. The number of positions was determined by looking at the student semester hours that each faculty teaches compared to the total student semester hours taught. The standard is a 55% ratio of full-time to adjunct instructors and reallocations are made across campuses to reach a balance with that standard. Other factors that were considered were program growth, new programs and the new campus. Dr. Cooper shared the proposed faculty and chair assignments and explained that these changes resulted in only a \$26,156 net increase in cost. She explained that this modest increase is partially due to the replacement of longer service, higher paid faculty with newer, less experienced faculty requiring lower salaries.

Dr. Cooper reviewed the hiring process with the Board. She emphasized that the College begins the process earlier in the academic year than other colleges, thus allowing an advantage of hiring “the cream of the crop.” A diverse group of faculty, deans and department chairs sit on the various Search and Screen Committees. The Committee submits candidate choices to the Deans who, in turn, perform five or six interviews. Both the Search and Screen Committee and the Deans interview candidates and a finalist interview is done by the Provosts. Final candidates are interviewed by Dr. Cooper and Dr. Law.

Chairman Fine noted that two positions remained unfilled and Dr. Law explained that those openings can be held and carried forward. Dr. Law also commended Dr. Cooper and the Deans for their work. He reminded the Board that this hiring plan covers the initial commitments at the Midtown campus.

The Board considered all Items VII under the Consent Agenda. Ms. Westine moved approval of Items VII. Mr. Oliver seconded the motion. The motion passed unanimously.

14-206. Under Item VII-A, Old Business

None

14-207. Under Item VII-B.1, Grants/Restricted Funds Contracts

Information regarding these items is as follows:

- a. Florida Department of Military Affairs, Florida National Guard Counterdrug Program

MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Multijurisdictional Counterdrug Task Force Training (MCTFT) Program

- b. National Science Foundation – Improving Undergraduate STEM Education (IUSE) – Engaged Student Learning: Exploration Program
- c. State University System of Florida, Board of Governors – Targeted Educational Attainment (TEAm) Grant Program

14-208. **Under Item VII-B.2, Bids, Expenditures and Contracts over \$325,000**
None

14-209. **Under Item VII-B.3, Capital Outlay, Maintenance, Renovation, and Construction**

The Board considered Items VII-B.3 Capital Outlay, Maintenance, Renovation, and Construction. Item VII-B.3 was accepted as information only.

Information regarding these items is as follows:

- a. Approval of contract with Biltmore Construction for the Bay Pines project (*Action*)
- b. Extension of Bilirakis Lease at Tarpon Springs Campus (*Action*)

14-210. **Under Item VIII, Informational Reports**

Moving the Needle Conference, Dr. Jesse Coraggio, Associate Vice President, Institutional Effectiveness, Research and Grants (*Presentation*)

Dr. Coraggio shared that the Moving the Needle Conference held at the College on November 6 & 7, 2014 was very successful. The focus of the conference was using real-time data to improve student success. Dr. Coraggio reported that other colleges had been visiting St. Petersburg College to see how data was being used. The idea of a conference emerged approximately seven months ago, and while the initial intention was to host a small conference of about 70 people, it quickly sold out and was expanded to include 150 people from 26 different institutions. Sponsors also asked to support the conference and some had to be turned away due to lack of room. Of the attendees, eight were presidents and 37 were vice presidents of their institutions.

There were three keynote speakers. Dr. Coraggio praised Dr. Mark David Milliron, Mr. John Streitmatter and Dr. Tonjua Williams for their presentations regarding the use of data by educational institutions. In addition to presentations and keynote speakers, there were two small collaborative sessions in which participants were able to use the Collaborative Labs technology to self-rate their institution on the use of data and their data culture. Social media was also used to allow live streaming and Twitter throughout the conference. Dr. Coraggio explained that there

MINUTES OF THE NOVEMBER 18, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

was also a pre-conference at the Seminole campus and participants were able to sit in on a College Experience webinar and get a tour of the campus.

14-211. **Under Item IX, Public Access/Unagendaed Items**
None

14-212. **Under Item X, Proposed Changes to BOT Rules Manual**
None

14-213. **Under Item XI, President's Report**
Under the President's Report, Dr. Law discussed the following:

Dr. Law explained to the Board that many of the topics presented in today's meeting were intended to provide a preview of topics for the upcoming Board Strategic Planning Workshop on December 9, 2014. In addition, Dr. Law shared that there was a conference call of Florida College System presidents last night to discuss the lifting of the moratorium on baccalaureate degrees. He shared that the Florida Legislature will most likely allow the State colleges to move forward with their plans for proposed new baccalaureate programs. St. Petersburg College has one such program ready to launch: a baccalaureate in Arts and Entertainment Technology.

Dr. Law added that St. Petersburg College has its own legislation for creating new programs and it will probably be repealed with no effect on the College. St. Petersburg College has not exercised this process since Dr. Law's presidency began. He assured the Board that St. Petersburg College meets all of the State requirements. Dr. Law predicted that the Legislature will vote on this around the holidays.

14-214. **Under Item XII, Next Meeting Date and Site**
The Board confirmed its next meeting date and site as Tuesday, December 9, 2014, Epi Center, Collaborative Labs for the Strategic Planning Workshop

14-215. **Under Item XIII, Adjournment**
Having no further business to come before the Board, Chairman Fine adjourned the meeting at 10:35 a.m.

William D. Law, Jr.

Secretary, Board of Trustees
St. Petersburg College
FLORIDA

Robert Fine

Chairman, Board of Trustees
St. Petersburg College
FLORIDA

Attachments
Board Memos and
Supplemental Materials

Board of Trustees Meeting
November 18, 2014

V- C Monthly Report Morrow

Career Service Employee Council

REVITALIZING THE CAREER SERVICE EVALUATION PROCESS

- Established May 2014
- Diverse 11-person Committee
- Survey Submissions:
Employees: 483
Supervisors: 108

And the survey said...

- Need clear growth plans/career paths
- Value ongoing dialogue

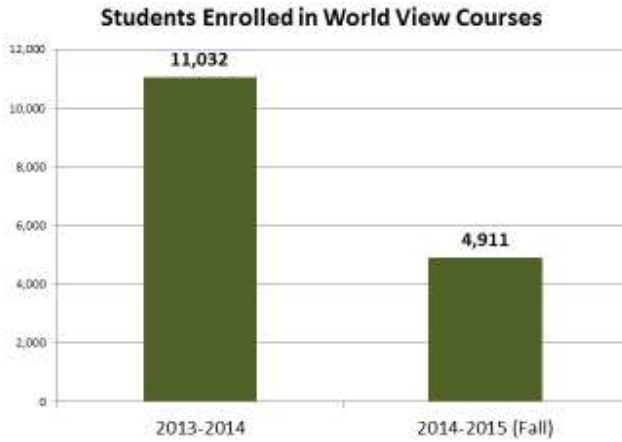
St. Petersburg College
SPC

Changing the Conversation

```
graph TD; Employee --> Supervisor; Supervisor --> Growth_Success[Growth & Success]; Growth_Success --> Employee;
```

VI – A.1 International Programs

Internationalizing the Curriculum



Out of 24 World View courses, the most popular are:

1. World Religions (REL 2300)
2. Humanities East-West Synthesis (HUM 2270)
3. Elementary Spanish I (SPN 1120)

85% of students are taking these three course this fall. In other words, out of the 4,911 enrolled, 4,205 are taking one of these three courses currently.

- This World View requirement began in 2008

November 2014 Board of Trustees

1

Internationalizing the Curriculum



Topics include:

- Internationalizing the Curriculum
- Developing Study Abroad Programs
- International Professional Development Opportunities

GOALS moving forward:

- Encourage faculty attendance
- Collaborative Online International Learning Workshop (COIL)

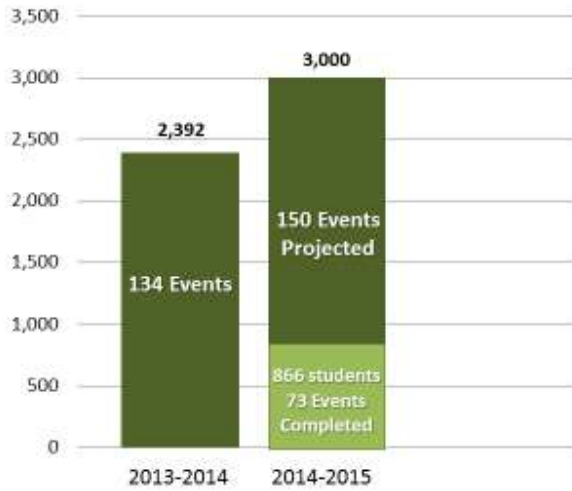
- Each faculty participant receives a certificate for e-portfolio

November 2014 Board of Trustees

2

Internationalizing Co-Curricular Events

Number of Events and Students Participating



Events focus on various cultures:

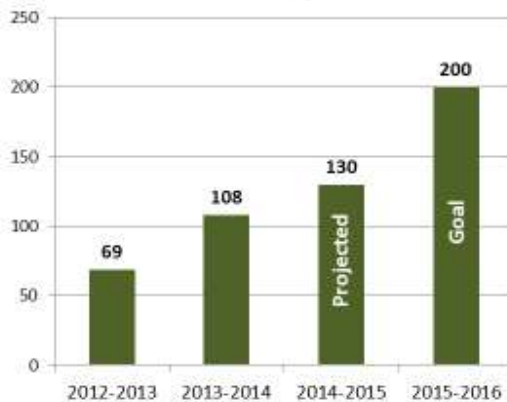
- African
- Brazilian
- Bulgarian
- Chinese
- French
- Greek
- Haitian
- Hispanic/Latino
- Indian
- Indonesia
- Italian
- Japanese
- Russian

November 2014 Board of Trustees

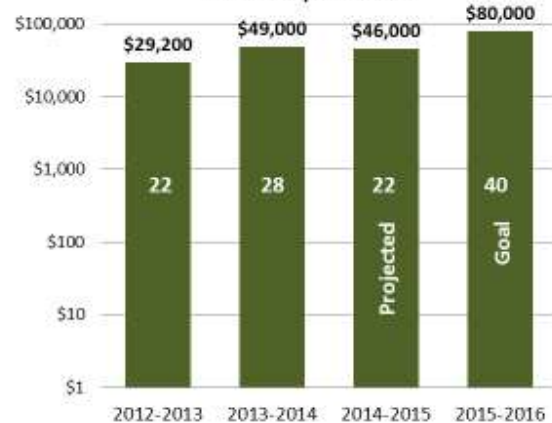
3

Study Abroad

Students Participation



Scholarships Awarded



GOALS moving forward:

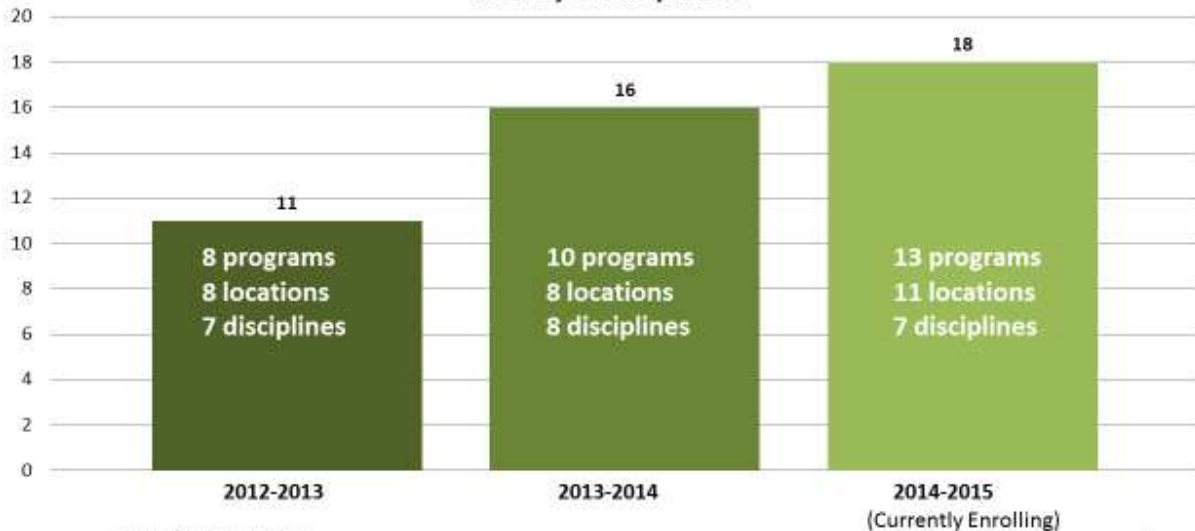
- Study Abroad Industry Certification for Advisors

November 2014 Board of Trustees

4

Study Abroad

Faculty Participation



Study Abroad

Location	Travel Dates	Department	Course(s) ADD CREDITS	Student Cost
Australia/NZ	5/14-25/2015	Communication	4 courses; 3 credits each	\$6,916.50
Bonaire	5/8-16/2015	Natural Science	2 courses; 3 credits each 1 lab; 1 credit	\$3,759.00
Canada	5/15-6/10/2015	Communication	2 courses; 3 credits each	\$3,339.50
Costa Rica Span	5/17-6/14/2015	Communication	2 courses; 4 credits each 2 courses; 3 credits each 1 course; 1 credit	\$2,616.56
Costa Rica VT	5/7-17/2015	Vet Tech	1 practicum; 1 credit	\$2,869.00
Ecuador	7/13-7/23/2015	Natural Science	1 course; 3 credits & 1 lab; 1 credit	\$3,844.25
England/London	5/15-23/2015	Humanities	2 courses; 3 credits each 1 course; 1 credit	\$4,153.00
Ireland	5/8-22/2015	Social Science	2 courses; 3 credits each	\$3,944.25
Italy HS	6/20-30/2015	Social Science	1 course; 3 credits	\$4,400.00
		Humanities	1 course; 3 credits	
Jamaica Dent	10/24-11/2/2014	Dental Hygiene	1 Practicum; 1 credit	\$2,089.51
Jamaica Ed	11/15-24/2014	College of Education	1 Practicum; 1 credit	\$1,920.00
South Africa	6/26-7/25/2015	Social Science	2 courses; 3 credits each	\$7,383.50
Spain	6/27-7/19/2015	Communication	2 courses; 4 credits 4 courses; 3 credits 1 Work Exp; 1-3 credits	\$3,832.00

International Partners by Type

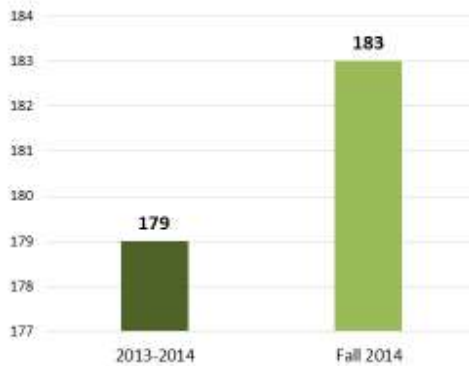
- International Associations in U.S.
 - *e.g., World Partnerships*
- Educational Institutions
 - *e.g., North West Regional College & University of Ulster, Northern Ireland*
- Government Entities
 - *e.g., Bulgarian Embassy*
- Local International Partners
 - *e.g., Tech Data, Costa Rica*
- Sister Cities
 - *e.g., Tarpon Springs/Kalymnos*



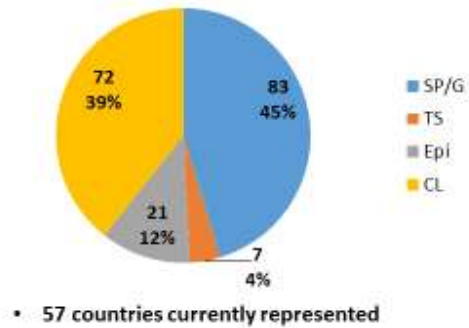
November 2014 Board of Trustees

7

Number of International Students



Enrollment by Campus



November 2014 Board of Trustees

8

Strategic International Team (SIT)

provide input and advice for an internationalization (INZ) plan

Areas of Focus for working subcommittees

- Education Abroad
- Internationalizing the Curriculum and Faculty Development
- International Student Services
- International Connections and Partnerships



Earn points from various categories

- Curricular with World View credits
- Co-curricular with attendance/participation
- Volunteering opportunities
- Research opportunities
- Study Abroad



VI – A.2 Midtown Updates

St. Petersburg College

Midtown Expansion– *Update*

**Board of Trustees
Presentation**
November 2014

Dr. Kevin Gordon
Tyrone Clinton



Midtown Expansion– *Update*

Purpose:



- To be a central force for education in the historically underserved Midtown and South St. Petersburg community.
- To support the revitalization of the Midtown Corridor by providing **workforce development, certificate and AS** programs and services in partnership with other community based businesses and organizations.
- To provide academic programs and services that allow students to **complete** a degree, certificate or training that will put them to work.

New Facility

- 3-story 45,000 sq. Ft. building
- Full service building
- Four times more space
- Two science labs
- Three computer labs
- Bookstore
- Community room
- Public access computers and small business services functions.



St. Petersburg College

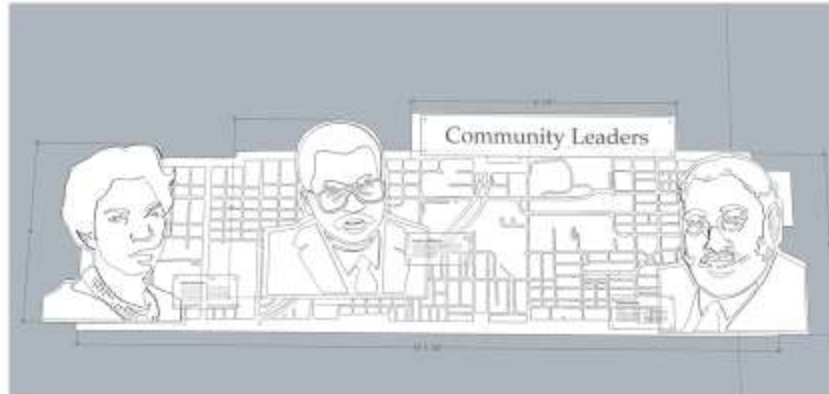
Other highlights



Proposed Career Center

St. Petersburg College

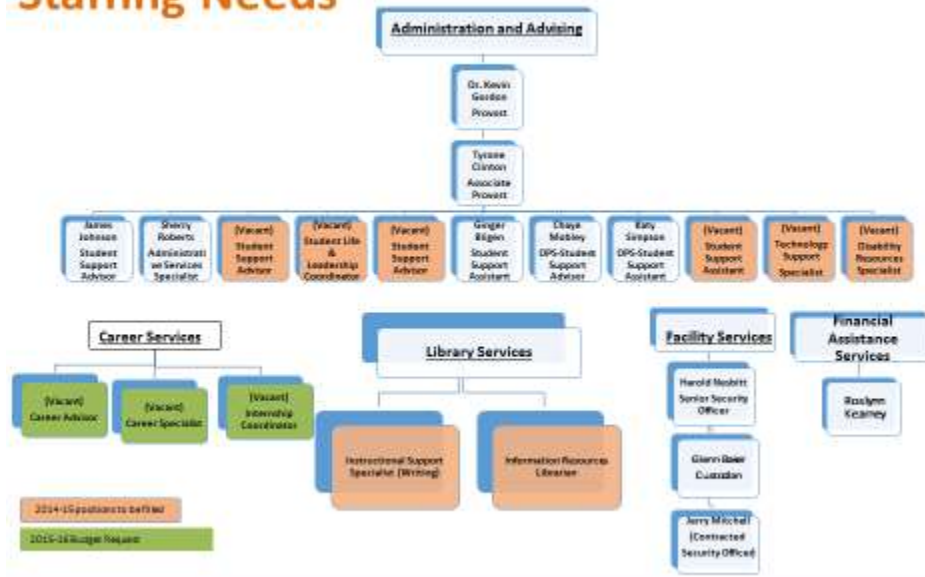
Other highlights cont.



Proposed Artwork

St. Petersburg College

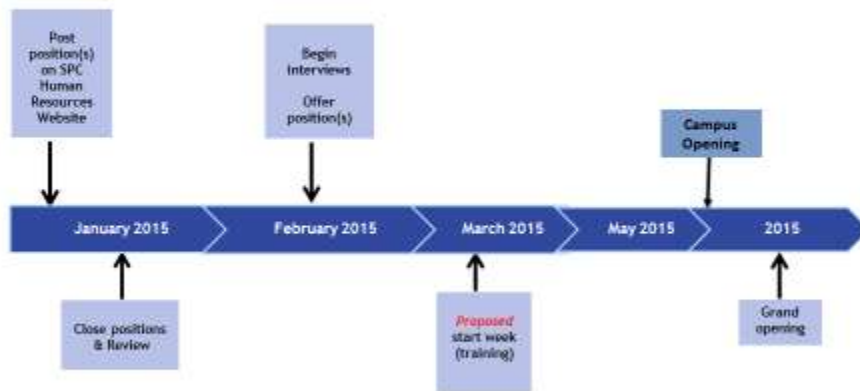
Staffing Needs





STR - 12/1/2014

Staffing Timeline



STR - 12/1/2014

Academic Programs



Phase I

- **Advanced Manufacturing** (Certificate)
- **Clinical Medical Assisting** (Certificate)
- **Early Childhood Education** (Certificate)
- **Emergency Medical Technician** (Certificate)
- **Entrepreneurship** (Certificate)
- **Computer Support CompTIAA+** (Certificate)
- **General AA**

Phase II

- **CCIT Certificates:**
 - Help Desk Support Technician
 - Information Technology Analysis
 - Information Technology Support Specialist
- **Human Services AS**
- **Business Administration AS**
- **Early Childhood BA**

Enrollment Strategy

Recruitment strategy:

- Visit all area churches
- Visit 5 High schools (Gibbs, Boca Ciega, Lakewood, St. Pete, and Northeast)
- Host an information table at Deuces Live Sunday Market
- Phone outreach to applicants
- Door to Door community walks with hang tags





- Conduct Community Collaborative Lab-Dec. 2, 2014
- Develop a Transition timeline
- Create Marketing & Advertisement Plan for Community
- Develop a Communication Plan for Students
- Determine time for ribbon cutting

Questions



VI – B.1 Academic Workforce Program Goals



Academic Workforce Program Goals

*Board of Trustees Meeting
November 18, 2014*



1



Discipline	2013-14 Actual	2014-15 Target	Fall 2014 Actual	Spring 2015*
College of Business	104	460	181	188
College of Education	532	670	291	357
College of Public Safety	25	280	70	146
Communications	21	13	11	2
Computer and Information Technology	119	138	63	80
Engineering Technology and Building Arts	21	30	4	23
Humanities and Fine Arts	83	98	29	51
Natural Sciences	12	44	7	20
Non-Clinical Health	148	149	78	38
Public Policy and Legal Studies	85	125	36	34
Social Sciences	39	82	21	54
Human Services	63	65	11	21
Grand Total	1252	2154	802	1014

*Projected

Internships & Work-Based Learning Courses



2



60 hours = 1 credit

- Internship / Cooperative Education Work Experience
- Service Learning
- Entrepreneurial Experiences
- Mentorship
- Simulated Enterprise
- Job Shadowing
- Business/Industry Visits
- Promote Career-Readiness
 - ✓ Apply content knowledge in real-world environments
 - ✓ Establish relationships and build a professional network
 - ✓ Demonstrate critical thinking, professionalism and ethical decision-making

Work-Based Learning



3



College of Business

Supply Chain

- Council of Supply Chain Management Professionals
- Amazon
- Port of Tampa Bay
- Hillsborough County Aviation Authority
- City of Tampa
- Great Bay Distributors
- Tampa Bay Times
- GE Instrument Transformers

Hospitality

- USF – Manatee
- Collegiate Chapter of Hospitality, Sales, and Marketing Association International

Music Industry Recording Arts

- Music Tampa Bay radio station
- Society of Broadcast Engineers
- Pinellas County Schools
- Operation Co-exist
- Lake Audio

Sign Language Interpretation Program

- Hillsborough County School Board
- Vocational Rehabilitation
- KSS Sign Language Agency

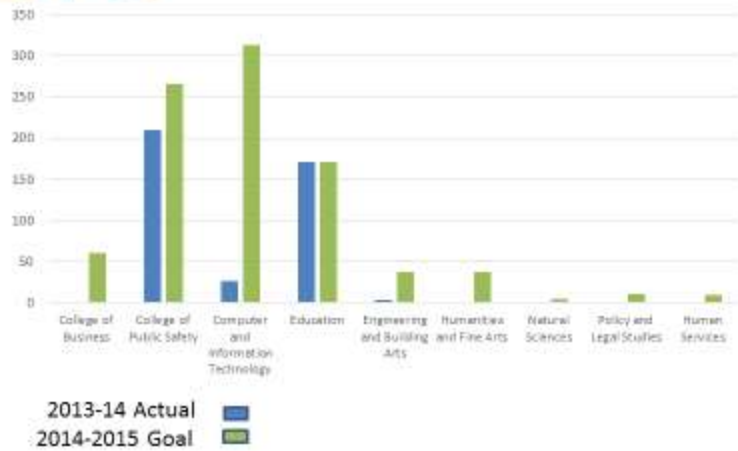
Policy & Legal Studies

- Clearwater Marine Aquarium

New Partnerships



4



2013-14
Total:
411

2014-15
Goal:
913

Industry Certifications Attained



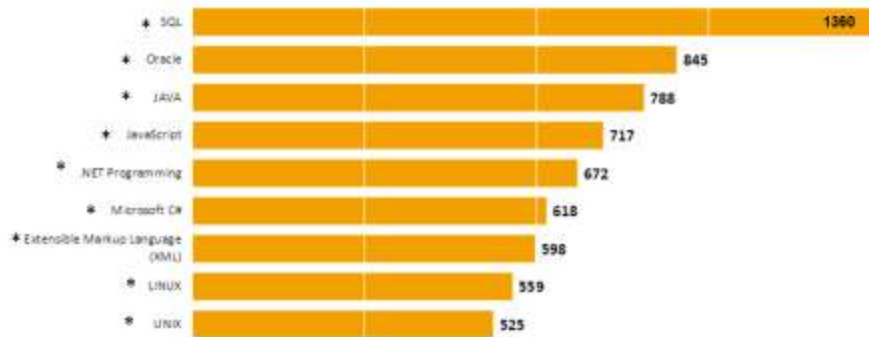
Certification Exams Embedded into courses:

*2013-14

**2014-15

Burning Glass IT Job Postings and Required Industry Certifications





*Skills embedded in courses

Burning Glass IT Job Postings and Listed Skills



Questions?

VI – B.2 Economic Innovation and Leadership Symposium



Overview of Economic Innovation and Leadership Symposium

- St. Petersburg College's, Institute for Strategic Policy Solutions hosted The Economic Innovation and Leadership Symposium at the Seminole Campus.
- The Symposium is a part of Pinellas County Economic Development's Pinellas by Design.
- Pinellas by Design was established in 2005.
 - The purpose was for redevelopment and to foster business development thus increasing 50k jobs.



1



Overview of Economic Innovation and Leadership Symposium, cont.



The Over Overarching Theme of this Symposium:

- Primary Industries and focus on high paying jobs
- Collaboration Between Business/Industry, Government, and Education



2



Primary Industries in Pinellas County/Region 14

Industry Certifications Offered	FY'14	FY'15	FY'16
Manufacturing	4	8	18
Information Technology	39	52	83
Business and Finance	3	10	22
Healthcare	3	7	23
Supply Chain Management	-	8	8
Other**	-	-	38
Total	49	85	213*

* Areas of growth, 213 total certificates in Region 14 that are 12 months or less. This is an additional 128 potential industry certificate offerings.

** This category includes Construction, Hospitality, Maintenance, etc.



SPC Collaboration with Pinellas County Economic Development

- Prospect Visits
– Bristol Myers Squibb
- Quick Response Training Grants (QRT)

Company Name	Jobs	Dollars
Tech Data	100	\$486,429.00
Jabil	85	\$102,829.00
Power Design	150	\$276,562.00
Instrument Transformers-GE Energy MFG/Digital Energy	143	TBD
Totals	478	\$865,820.00



SPC Collaboration with CareerSource Pinellas

Hi-Tech Training Grant/USDOL

Unemployed Participants:

- Attending – 200
- Completing – 128
- Gaining Employment – 88

Participant Demographics:

- 48% have some college
- 30% have Bachelor Degrees
- 13% are Veterans
- 9% Disabled

SPC Collaboration with Industry

Manufacturing

- Industry Certification Training Centers (ICTC) German Manufacturing
- Oldsmar Training Center

Information Technology

- Tech Data
- Tampa Bay Technology Forum

Business and Finance

- Internal Revenue Service
- Raymond James

Healthcare

- Pinellas County Medical Association
- Pinellas Osteopathic Medical Society



Conclusion of the Economic Innovation and Leadership Symposium


- Commissioner Seel
 - Based on the surveys submitted, this needs to be an annual event.



November 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: FY14-15 July 1 – October 31 Financial Report

Attached for information is the financial report for FY14-15 through October 31st.

Financial Report Highlights:

- Total operating revenue is approximately \$1.8 million above the budgeted revenue estimate through October primarily due to increased enrollment, which drives student tuition and fee revenues. Overall, the college has reached 55% of budgeted tuition for the year.
- Total operating costs are 1% below the budgeted estimate through October. This is primarily due to lower non-personnel expenses than estimated. Personnel expenses are at the budget estimate.

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

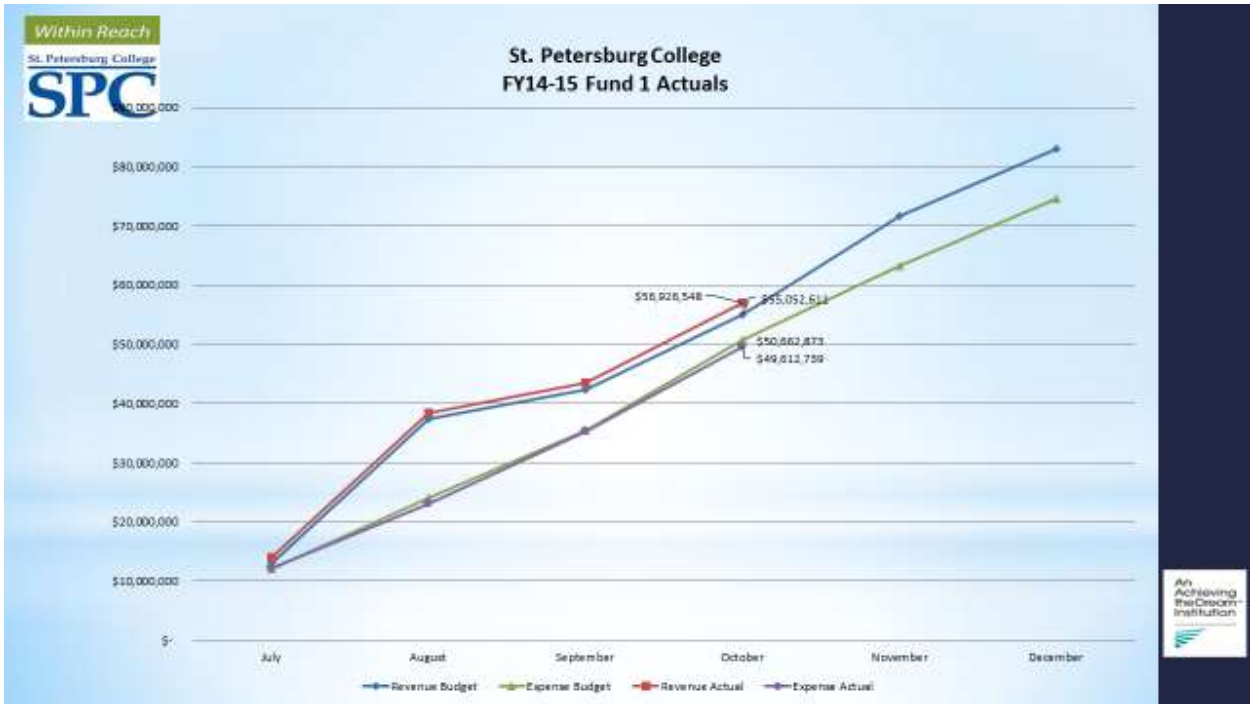
VI – C.1 Financial

Within Reach
St. Petersburg College
SPC

Board of Trustees Monthly Financial Report

Jamelle Conner
November 2014

An Achieving the Dream Institution



Revenue Focus

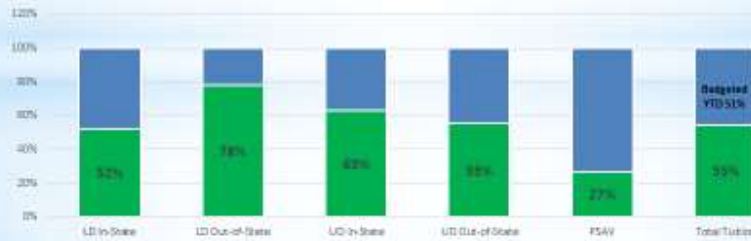
YTD Student Tuition and Fees



ST. PETERSBURG COLLEGE
FY14-15 OPERATING BUDGET TO ACTUAL REPORTING: July 1 - Oct 21

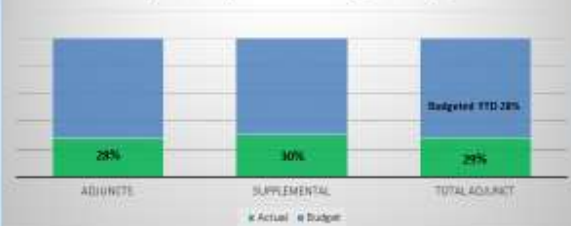
Revenue	FY14-15 Budget	FY14-15 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
Student Tuition & Out-of-State Fees	\$ 68,837,969	\$ 32,203,248	58%	
State Appropriation - CCFF	\$ 63,145,824	\$ 17,827,319	34%	
State Appropriation - Lottery	\$ 15,548,962	\$ -	0%	
Operating Cost for New Facilities	\$ 336,168	\$ -	0%	
Learning Support Access Fee	\$ 1,821,746	\$ 1,012,888	52%	
Distance Learning Fee	\$ 2,883,036	\$ 1,620,879	52%	
Technology Fee	\$ 2,883,100	\$ 1,681,888	54%	
Lab Revenue Fee	\$ 1,714,401	\$ 1,075,262	63%	
Industry Certifications	\$ 100,888	\$ -	0%	
Other Revenue	\$ 2,288,892	\$ 953,467	38%	
Other Student Fees	\$ 1,681,636	\$ 482,241	27%	
Fund Transfer In	\$ 2,145,628	\$ -	0%	
Revenue Stabilization Reserve	\$ 2,172,000	\$ -	0%	
One-Time Non-Recurring Funds	\$ 2,432,320	\$ -	0%	
Total Revenues - Fund 1x	\$ 151,047,868	\$ 68,926,548	38%	36%

Tuition Revenue Tracking to Budget

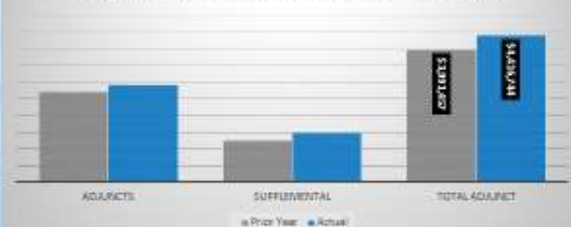


Expense Focus

Adjunct Expense Tracking to Budget



Year Over Year Adjunct Expense Comparison



Operating Costs	FY14-15 Budget	FY14-15 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
Personnel & Benefits				
Instructional Faculty Full Time	\$ 20,224,099	\$ 11,426,921	40%	
Administrative	\$ 21,425,640	\$ 6,940,888	32%	
Career/Non-Instructional	\$ 24,548,072	\$ 6,599,586	27%	
Adjunct Supplemental	\$ 18,471,075	\$ 4,416,744	29%	
Other Academic	\$ 356,927	\$ 34,949	15%	
Non-Instructional OPS and Overhead	\$ 2,887,850	\$ 886,519	34%	
Student Assistants	\$ 595,888	\$ 120,224	28%	
Personnel Benefits	\$ 23,883,974	\$ 3,172,848	40%	
Total Personnel & Benefits	\$ 116,599,664	\$ 38,716,888	34.1%	33.2%
Current Expense				
Travel	\$ 677,464	\$ 229,679	37%	
Repairs & Maintenance	\$ 302,192	\$ 401,899	41%	
Rentals/Leases	\$ 462,728	\$ 76,888	16%	
Insurance (Non-Health)	\$ 1,725,290	\$ 1,236,161	72%	
Utilities	\$ 8,888,000	\$ 2,127,248	31%	
Services and Fees	\$ 5,894,671	\$ 1,716,489	21%	
Scholarships/Fee Waivers	\$ 1,818,095	\$ 762,639	30%	
Materials and Supplies	\$ 6,793,180	\$ 1,822,674	22%	
Tech Expense/Licensing	\$ 2,674,911	\$ 1,266,286	47%	
Bad Debt/Unemployment	\$ 1,147,282	\$ 144,078	14%	
Comp/Blac	\$ -	\$ -	0%	
Other Current Expense	\$ 2,818,241	\$ 327,248	15%	
Total Current Expense	\$ 31,328,626	\$ 8,127,267	26%	24%
Capital Spending				
Computer Refresh/Leases	\$ 2,588,966	\$ 696,884	27%	
Capital Purchase-Non-Recurring	\$ 740,832	\$ 72,739	10%	
Total Capital Spending	\$ 3,329,829	\$ 767,283	23%	33%
Total Operating Costs - Fund 1x	\$ 151,847,810	\$ 48,612,738	30%	34%
Total Remaining Funds (Surplus/Deficit)	\$ -	\$ 7,213,889		



Within Reach
St. Petersburg College
SPC

Questions?

An Achieving the Dream Institution

November 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted			
Effect. Date	Name	Department/Location	Title
11/3/2014	Maisch,William Richard	Budget, Planning & Compliance	Accounting Support Specialist
10/20/2014	Martinez,Erika G	Student Activities SE	Administrative Svcs Specialist
11/3/2014	Diaz,Liza M	Admin Info Sys - Development	Analyst/Programmer
11/3/2014	James,Chinyere Y	Business Administration EpiCtr	Curriculum Dev Specialist
10/13/2014	Hernandez,Jose M	Custodial Services SPG	Custodian
11/3/2014	Doubleday,Scott A	Fac Plan/Construction DO	Facilities Specialist
11/3/2014	Hill,Richard L	Instructional Computing SE	Instructional Design Tech
11/3/2014	Jones,Betty J	Learning Resources SPG	Library Services Technician
11/10/2014	Gross,Jennifer Suzanne	Learning Resources SPG	Library Services Technician
10/27/2014	Charest,Marianne-Luz E	Nursing HC	Nursing Skills Facilitator
10/27/2014	Johnson,James Garland Garcia-	Scholarships/Stu Fin Assist SPG	Scholar&Stu Fin Assist Officer
10/13/2014	Provenzano,Angela	Campus Security - SE	Security Officer
10/13/2014	Hunter,Tara T	Academic Effective & Assessmt	Sr Administrative Svcs Assist
11/10/2014	Costello,Maureen Anne	Associate Provost CL	Sr Administrative Svcs Assist
11/10/2014	Hourigan,Maureen A	Associate Provost CL	Sr Administrative Svcs Assist
10/13/2014	Weston,Kelvin L	Provost CL	Sr Administrative Svcs Speclst
10/20/2014	Mullarkey,Amy L	OSSD - SP	Sr Instructional Supp Spec.
11/3/2014	Smith,Christina M	Learning Resources DT	Student Support Assistant
10/20/2014	Yu,Nancy	Student Support Services - CL	Student Support Specialist

11/10/2014	Atwater,Siedah S	Academic & Student Affairs	Student Support Specialist
10/27/2014	DiMattei,Jonathan	IT Network Help Desk	Technology Support Specialist
11/5/2014	Washington,Terry L	Corporate Training E&SS DO	Test Center Administrator

TRANSFER/PROMOTION Budgeted

Effect. Date	Name	Department/Location	Title
10/13/2014	Ganoo,Kelliann	Counseling & Advisement SPG	Student Support Advisor
10/4/2014	Wright,Nikishea A	Registration SPG	Student Support Advisor

HIRE Temporary/Supplemental

Effect. Date	Name	Department/Location	Title
10/13/2014	Craig,Paul L	Business Administration EpiCtr	Adjunct Bach Prog.
10/15/2014	Kondis,Peter	Business Administration EpiCtr	Adjunct Bach Prog.
10/13/2014	Law,Alicia A	Baccalaureate Programs/UPC	Adjunct Bach Prog.
10/13/2014	McLean,Gordon S	Baccalaureate Programs/UPC	Adjunct Bach Prog.
10/15/2014	Moccia,Joanna	Business Administration EpiCtr	Adjunct Bach Prog.
10/13/2014	Ritchie,Carol J	Business Administration EpiCtr	Adjunct Bach Prog.
10/13/2014	Selius,Claire	Business Administration EpiCtr	Adjunct Bach Prog.
10/13/2014	Siegel,Cary	Baccalaureate Programs/UPC	Adjunct Bach Prog.
11/3/2014	Knezevic,Slavisa	District Library DO	General Support
10/13/2014	Law,Alicia A	Business Technologies SP	Instructor, Temporary Credit
10/13/2014	Mills,Abigail R	Letters SE	Instructor, Temporary Credit
10/13/2014	Vivoda,Margaret A	Baccalaureate Programs/UPC	Instructor, Temporary Credit
10/27/2014	Marsters,Sylvia B	District Library DO	Librarian- Temporary
10/20/2014	Cash,Jacqueline T	District Library DO	OPS Career Level 1
11/10/2014	Marante,Margaret E	District Library DO	OPS Career Level 1
10/14/2014	Prasco,Richard A	Custodial Services DO	OPS Career Level 1
10/13/2014	Blair,Whitney P L	Student Support Services - SP	OPS Career Level 2
10/23/2014	Clavizzao,Alexis Karolin	SPC-Downtown	OPS Career Level 2
10/20/2014	Ford,Nykko Andrew	SPC-Downtown	OPS Career Level 2
10/13/2014	Green,Treniece Vyanna	Associate Provost SP	OPS Career Level 2
11/3/2014	Givens,Lori	Associate Provost HC	OPS Career Level 4
11/3/2014	Bailey,Travis A	District Library DO	OPS Career Level 5
10/20/2014	Clements,Briana Camille	Instructional Computing SE	OPS Career Level 5
10/27/2014	Hogg,Donna K	Provost HC	OPS Career Level 5
11/3/2014	Padron,Estela S	District Library DO	OPS Career Level 5

10/28/2014	Romanelli,Briana E	District Library DO	OPS Career Level 5
10/20/2014	Bartolotti,Sheryl L	Provost SE	OPS Career Level 6
10/13/2014	Martin,Camille R	Special Programs/Intl Educ DO	OPS Professional
10/13/2014	Martinez,Rafael	Facilities Plan & Inst Svcs	OPS Professional
10/22/2014	Schlanger,Lea K	Academic Effective & Assessmt	OPS Professional
10/29/2014	Young,Joseph A	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
10/13/2014	Arnold,Wendy C	Allstate Center Provost	Professional Trainer
10/27/2014	Cruz,Daniel Enrique	Criminal Justice AC	Professional Trainer
10/28/2014	Despirt,Erick S	Allstate Center Provost	Professional Trainer
10/27/2014	Gordon,Calvin L	Criminal Justice AC	Professional Trainer
10/27/2014	Greear,Thomas J	Allstate Center Provost	Professional Trainer
10/27/2014	Hatch,Michael A	Criminal Justice AC	Professional Trainer
11/3/2014	Hightower,Robert N	Allstate Center Provost	Professional Trainer
10/27/2014	Johnston,Richard O	Criminal Justice AC	Professional Trainer
11/3/2014	Moore,Richard C	Allstate Center Provost	Professional Trainer
10/13/2014	Newton,Amanda Lynn	Criminal Justice AC	Professional Trainer
11/15/2014	Tillman,Adrian D	Corporate Training E&SS DO	Professional Trainer
11/3/2014	Tucker,Diane D	Corporate Training E&SS DO	Professional Trainer
10/27/2014	Vater,Kevin P	Criminal Justice AC	Professional Trainer
11/10/2014	Williams,Mark A	Criminal Justice AC	Professional Trainer

EMPLOYEE CONTRACTS

Effect. Date	Name	Department/Location	Title
12/20/14-06/30/15	Jones,Patricia C	BusSVITSystems DO	AVP, Human Resources
12/20/14-06/30/15	Kirsch,Ramona	Provost SPG	Dir, International Program
12/20/14-07/31/15	Gilleland, Amanda	Natural Science SE	Chair, Natural Science
12/20/14-06/30/15	Clark, Shelly Lynn	Resource Development DO	Coordinator, LRMA PR & Grants

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES

Effect. Date	Name	Department/Location	Title
10/28/14-11/04/14	Lawless, Daniel	Communications SPG	Instructor

The purpose of this trip is to visit Paris, France, and attend the presentation, reading and symposium on Contemporary Poetry

and Literary Journals: An "Insider's View" with readings from Marilyn Hackers, Jeffrey Greene, Molly Freeman, Emmanuel Moses, and Claire Malroux. The benefit of this trip is the scholarly exchange of ideas/best practices regarding contemporary literary journals, the college experience, readings from internationally recognized poets and translators, and the promotion of St. Petersburg College as a center of creative writing excellence.

Funded by the Communications Department. Total estimated cost to the College is \$2,000.00.

05/08/15-05/30/15	Liebert, David	Social Science TS	Academic Department Chair
-------------------	----------------	-------------------	---------------------------

The purpose of this trip is to visit Londonderry, UK, and to offer St. Petersburg College students the educational opportunity to apply the sociological, psychological and historical culture of Northern Ireland to the study of PPE 2002: Social Psychology

and ISYG 2010: Sociology of Social Problems. The benefit to the College is to contribute to the international education of students by providing opportunities that encourage global awareness and perspectives.

Funded by the Social Science Department. Total estimated cost to the College is \$4,875.15.

05/08/15 - 05/16/15	Miller, Abraham	Natural Science TS	Instructor
05/08/15 - 05/16/15	Fernandes, Jennifer	Natural Science TS	Instructor

The purpose of this trip is to visit Kralendijk, Bonaire, and to offer St. Petersburg College students an educational opportunity to introduce them to coral ecology, turtle conservation, a desert island, and the human impact on island ecology by combining

lectures, labs and discovery-oriented investigative experiences. The benefit to the College is to contribute to the international education of students by providing opportunities that encourage global awareness and perspectives.

Funded by the Natural Science Department. Total estimated cost to the College is \$7,376.27.

05/15/15 - 05/23/15	Cooper, Scott	Fine & Applied Arts CL	Instructor
------------------------	---------------	------------------------	------------

The purpose of this trip is to visit London, UK, and to offer St. Petersburg College students an educational opportunity; acting Repertory TPP 2192 and Intro to Theatre Arts, THE 2000. The benefit to the College is to contribute to the international education of students by providing opportunities that encourage global awareness and perspectives.

Funded by the Fine & Applied Arts Department. Total estimated cost to the College is \$986.75.

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

SW1105141

November 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President *wdl*
SUBJECT: Renewal of College’s Stop Loss Policy

Confirmation is sought to renew the College’s stop-loss policy for its self-funded health plan effective January 1, 2015, according to the agreed-upon terms and with no cost increase. The College carries stop-loss coverage on specific (individual person) as well as overall aggregate (college-wide) claims to reduce its risk of catastrophic loss. The recommendation is to maintain coverage at the current deductible level. The College will re-evaluate the coverage levels as part of an overall review of the plan coverage leading into the 2016 plan year.

The College’s policy would continue with Symetra Financial. The Symetra Financial aggregate and specific stop-loss premium will not change and is locked in through Dec. 31, 2015 at \$338,860. The terms of the agreement are as follows:

2015 Terms and Options	
Specific Terms - Limit:	Unlimited/person, mandated by Health Care Reform legislation
Aggregate Terms:	Limit \$1-million, 125% aggregate margin
Covered Benefits:	Medical and Prescription Drugs
Third-Party Administrator:	Aetna
Current Renewal	
Contract:	12/15
Specific Deductible*:	\$350,000
Estimated Aggregate Deductible:	\$20,442,194
Composite Enrollment:	1,389
Composite Spec. Rate:	\$18.83
Composite Agg. Rate:	\$1.50
Annual Premium:	\$338,860

**Includes unlimited lifetime max feature mandated by Health Care Reform*

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

Ssw110314

November 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Selection for Energy Performance Contracting Services, Allstate Chiller

Pursuant to the Requests for Qualifications approved by the Board of Trustees at its October 15, 2013 meeting, the college received five submissions for consideration for Energy Performance Contracting Services, Allstate Chiller. The total cost of this project is estimated to be 3 to 3.5 million dollars, with two thirds to three quarters of the cost to be paid from energy savings derived from the installation. The balance has been allocated in this year's Capital Expenditure budget. Please recall that previous Board action separated the screening of the proposals from the interview and selection of the recommended firms.

The Chairperson of the Screening Committee determined to allow all five firms to move on to the Selection phase and make their presentations to the Selection Team. The Selection Team was comprised of Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Scott Fronrath, Provost, Allstate Center. The team interviewed the five unranked firms on November 7, 2014. The Selection Team meeting was held pursuant to the Florida Open Meetings Act.

Based upon the Board-adopted Request for Qualifications, the selection team provides the following recommendation to the Board in order of preference:

1. Johnson Controls
2. Con Ed Solutions
3. Honeywell

Authorization is requested for the following:

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

William D. Law, Jr., President; Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Scott Fronrath, Provost, Allstate Center; and Jim Waechter, Associate Vice President of Facilities Planning and Institutional Services, recommend approval

November 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Fulltime faculty and academic chair positions for the 2015-2016 academic year

The attached list contains the recommended requests for fulltime faculty and academic chair positions for the 2015-2016 academic year. The deans, provosts, and president's executive team reviewed and approved the requests for consideration by the Board of Trustees.

The process of review begins by generating the number of replacements due to retirements, resignations, promotions or non-renewals. This year we have 12 retirements, 2 resignations, 1 promotion and one unfilled position from last year.

Decisions to replace, reallocate, convert or hold a position are based on careful review of the number of college-wide and campus courses taught within the academic discipline by fulltime vs adjunct faculty. Our institutional goal is to reach and maintain a 55/45 fulltime to adjunct ratio of student semester hours taught. Utilizing workforce practitioners as adjuncts who bring real world, current experience and practical application into the classroom, is the driving force behind the maintenance of a 55/45 fulltime to adjunct faculty ratio. This ratio is determined by calculating the number of student semester hours (SSH) taught by fulltime faculty compared to the total number of student semester hours (SSH) within a discipline by campus for the academic year.

In addition to the fulltime adjunct faculty ratios, program growth, additions of new programs and/or facilities and the overall quality of our academic programs are also part of the review process. For example, a new AS degree in Biomedical Engineering Technology will begin on the Tarpon Springs campus and the new Midtown Center will open in fall, 2015. These needs can sometimes be met by reallocating or transferring positions from other campuses without a negative impact because of shifting enrollments. We may have a retirement in an administrative position from a former organizational structure that can now be converted to an Academic Chair position which better serves the needs of the program. Finally positions are considered where needs have not yet been by the aforementioned methods. This insures that we continue to build a strong professorial team for all our programs and campuses.

Attachment

Anne Cooper, Senior Vice President, Instruction and Academic Programs, recommend approval.

VI – E.1 Process for Determining Faculty – Chair Positions

St. Petersburg College
SPC

Process for Determining Faculty/Chair Positions



November, 2014
Board Of Trustees Meeting

Ask
Anything
You
Want
1

St. Petersburg College
SPC

Replacement Positions

Replacement	Number of replacements
Retirements	12
Resignations	2
Promotion	1
2014 Unfilled Position	1
Non-Renewal	0

November 18, 2014

Ask
Anything
You
Want
2

Determining Factors

- $\frac{\text{Fulltime SSH}}{\text{Total SSH}} = 55 \text{ Standard}$

Example:

Mathematics

Current -	<u>Campus A</u>	<u>Campus B-New Facility</u>
	70 Fulltime	50 Fulltime
	30 Adjunct	50 Adjunct

Decision - Reallocate or Transfer Position

Result -	<u>Campus A</u>	<u>Campus B</u>
	65 Fulltime	55 Fulltime
	35 Adjunct	45 Adjunct



Additional Determining Factors

- Program Growth/Expansion
 - Bachelor of Science Nursing
- New Program
 - AS Biomedical Engineering Technology Tarpon Springs
- New Facilities
 - Midtown Center – Enrollment Increase





Faculty/Academic Chair Positions 2015-2016

College/Department/School	Rel'd FY14	Comments	Faculty Request	Rel'd FY14	FY14-15 Budget (Salary Only)	FY14-15 Position # Change P	FY14-15 Budget Impact (Salary Only)
College of Education	SPG	Conversion/New Academic Chair	A&P Post Ten		\$68,000.00	\$68,754.00	\$1,679.00
College of Education	SPG	Conversion/New Academic Chair	A&P Post Ten		\$68,000.00	\$68,754.00	\$1,679.00
Communications/Center for Learning	HEC	Conversion/New Academic Chair	New		\$68,000.00	\$68,754.00	\$1,679.00
College of Computer and Information Technology	DTMT	New Academic Chair	New		\$68,000.00	\$68,754.00	\$1,679.00
College of Nursing/NAHS LO	HEC	New Academic Chair	New		\$68,000.00	\$68,754.00	\$1,679.00
Natural Sciences/NS and LO	DTMT	New Academic Chair	New		\$68,000.00	\$68,754.00	\$1,679.00
Social & Behavioral Sciences	DTMT	New Academic Chair	New		\$68,000.00	\$68,754.00	\$1,679.00
Biomedical Engineering	FS	New Faculty	Very AD Degree		\$68,000.00	\$68,754.00	\$1,679.00
Fine Arts/Humanities	HEC	Replacement Academic Chair	Replacement	\$78,492.00	\$85,765.00	\$14,787.00	
Natural Sciences/Phys LO	DTMT	Replacement Academic Chair	Replacement	\$83,312.00	\$85,765.00	\$2,453.00	
Social & Behavioral Sciences	DTMT	Replacement Academic Chair	Replacement	\$83,312.00	\$85,765.00	\$2,453.00	
College of Business/Bus LO & MGT/MS LO	DTMT	Replacement Faculty	Replacement	\$88,768.00	\$98,587.00	\$9,819.00	
College of Education - HR	DTMT	Replacement Faculty	Replacement	\$87,328.00	\$98,587.00	\$11,259.00	
College of Education - LSLS LO	DTMT	Replacement Faculty	Replacement	\$88,308.00	\$98,587.00	\$10,279.00	
College of Health Sciences/HS LO	HEC	Replacement Faculty	Reposition	\$94,058.00	\$98,587.00	\$4,529.00	
College of Education - ESL	DTMT	Replacement Faculty	Carry Forward Last Year	\$70,000.00	\$55,557.00	-\$14,443.00	
Natural Sciences/Phys LO	DTMT	Replacement Faculty	Replacement	\$83,798.00	\$98,587.00	\$14,789.00	
Natural Sciences/Phys LO	DTMT	Replacement Faculty	Replacement	\$94,468.00	\$98,587.00	\$4,119.00	
College of Nursing/NAHS LO	DTMT	Replacement Faculty	Replacement	\$63,478.00	\$58,558.00	-\$4,920.00	
College of Nursing/NAHS LO	DTMT	Replacement Faculty	Replacement	\$55,238.00	\$58,558.00	\$3,320.00	
Liberal Arts	DTMT	Replacement Faculty	Reposition	\$73,868.00	\$58,558.00	-\$15,310.00	
Communications/Center for Learning	DTMT	Replacement Faculty	Reposition	\$63,998.00	\$58,558.00	-\$5,440.00	
Mathematics/Math LO	DTMT	Replacement via Transfer	Reposition	\$55,498.00	\$58,558.00	\$3,060.00	
Mathematics/Math LO	DTMT	Replacement via Transfer	Reposition	\$63,758.00	\$58,558.00	-\$5,200.00	
College of Business	DTMT	Transfer	Transfer	\$57,818.00	\$57,818.00	\$0.00	
Total Request							\$26,256.00

November 18, 2014



Hiring Process



November 18, 2014



College/Department/School	Ratio FT/PT	Campus	Faculty Request	Rationale	Fund	Position #	FY14-15 Budget (Salary Only)	Position w/Changes *	FY15-16 Budget Impact (Salary Only)
College of Education		SPG	Conversion/New Academic Chair	Convert A&P Sr. Academic Program Coordinator/Internships Program Director position to Chair	12	9889	\$58,080.98	\$68,754.00	\$10,673.02
Communications/Letter-LD		SE	Conversion/New Academic Chair	Convert A&P Program Director position to Chair	10	190	\$84,521.97	\$63,705.00	-\$20,816.97
College of Computer and Information Technology		DTMT	New Academic Chair	New Academic Chair for DT/MT	10	NEW	\$0.00	\$63,705.00	\$63,705.00
College of Nursing/NUR-UD		HEC	New Academic Chair	New Academic Chair for Nursing UD	12	NEW	\$0.00	\$73,948.80	\$73,948.80
Natural Sciences/Biosci-LD		DTMT	New Academic Chair		10	NEW	\$0.00	\$63,705.00	\$63,705.00
Social & Behavioral Sciences		DTMT	New Academic Chair	Dual purpose of administrative support at both sites and teaching at Midtown.	10	NEW	\$0.00	\$63,705.00	\$63,705.00
Bio Medical Engineering		TS	New Faculty	New AS Degree	10	NEW	\$0.00	\$50,508.00	\$50,508.00
Fine Arts/Humanities		SE	Replacement Academic Chair	Retirement	10	10590	\$78,492.00	\$63,705.00	-\$14,787.00
Natural Sciences/Physci-LD		CLW	Replacement Academic Chair	Retirement	10	9945	\$83,312.00	\$63,705.00	-\$19,607.00
Social & Behavioral Sciences		SE	Replacement Academic Chair	Retirement	10	1930	\$90,505.75	\$63,705.00	-\$26,800.75
College of Business/BusTech-LD & MGTORG-UD	50/50	TS(50/50)	Replacement Faculty	Retirement	10	1246	\$86,768.00	\$55,557.00	-\$31,211.00
College of Education -ESE	46/54	TS/CLW	Replacement Faculty	Retirement	12	9973	\$87,308.50	\$55,557.00	-\$31,751.50
College of Education-EDUC-LD	45/55	DTMT	Replacement Faculty	Retirement	10	1720	\$68,203.50	\$50,508.00	-\$17,695.50
College of Health Sciences/HSA-UD	47/53	HEC	Replacement Faculty	Resignation	12	10513	\$59,085.00	\$55,557.00	-\$3,528.00
College of Education - ESOL	45/55	TS/CLW/SPG	Replacement Faculty	Carry Forward Last Year	12	10193	\$70,000.00	\$55,557.00	-\$14,443.00
Natural Sciences/Biosci-LD	58/42	SPG(54/46)	Replacement Faculty	Retirement	10	916	\$83,780.75	\$50,508.00	-\$33,272.75
Natural Sciences/Physci-LD	42/58	SE	Replacement Faculty	Retirement	10	10567	\$58,460.00	\$50,508.00	-\$7,952.00
College of Nursing/NUR-LD	77/23	HEC	Replacement Faculty	Retirement	10	3210	\$63,475.00	\$55,558.80	-\$7,916.20
College of Nursing/NUR-LD	77/24	HEC	Replacement Faculty	Retirement	10	10361	\$55,229.00	\$55,558.80	\$329.80
Ethics		CL	Replacement Faculty	Retirement	10	184	\$72,880.00	\$50,508.00	-\$22,372.00
Communications/Letter-LD	54/46	SPG	Replacement Faculty	Resignation	10	650	\$63,597.00	\$50,508.00	-\$13,089.00
Mathematics/Math-LD	70/30	DTMT(46/54)	Replacement via Transfer	Promotion	10	3520	\$55,460.00	\$50,508.00	-\$4,952.00
Mathematics/Math-LD	70/30	CL (45/55)	Replacement via Transfer	Retirement	10	880	\$80,731.00	\$50,508.00	-\$30,223.00
College of Business		DTMT	Transfer	Reallocate	10	10585	\$57,816.00	\$57,816.00	\$0.00
Total Impact									\$26,156.95
*Assumes Entry Salary for LD at Masters+30 and UD at Doctorate (Nursing +10%)									
These 2 positions will remain in the budget, but on hold and not filled in FY15-16									


College/Department/School	Ratio FT/PT	Campus	Faculty Request
College of Education		SPG	Conversion/New Academic Chair
Communications/Letter-LD		SE	Conversion/New Academic Chair
College of Computer and Information Technology		DTMT	New Academic Chair
College of Nursing/NUR-UD		HEC	New Academic Chair
Natural Sciences/Biosci-LD		DTMT	New Academic Chair
Social & Behavioral Sciences		DTMT	New Academic Chair
College of Business/HSPTOUR-LD	14/86	SEM	New Faculty
?????		DTMT	New Faculty Lead Instructor
Fine Arts/Humanities		SE	Replacement Academic Chair
Natural Sciences/Physci-LD		CLW	Replacement Academic Chair
Social & Behavioral Sciences		SE	Replacement Academic Chair
College of Business/ MGTORG-UD	50/50	TS(50/50)	Replacement Faculty
College of Education -ESE	46/54	TS/CLW	Replacement Faculty
College of Education-EDUC-LD	45/55	DTMT	Replacement Faculty
College of Health Sciences/HSA-UD	47/53	HEC	Replacement Faculty
College of Education - ESOL	45/55	TS/CLW/SPG	Replacement Faculty
Natural Sciences/Biosci-LD	58/42	SPG(54/46)	Replacement Faculty
Natural Sciences/Physci-LD	42/58	SE	Replacement Faculty
School of Policy, Ethics, and Legal Studies			Replacement Faculty
School of Policy, Ethics, and Legal Studies			Replacement Faculty
Mathematics/Math-LD	70/30	DTMT(46/54)	Replacement via Transfer
Mathematics/Math-LD	70/30	CL (45/55)	Replacement via Transfer
Communications/Letter-LD	72/28	DTMT(50/50)	Transfer
College of Business		DTMT	Transfer

Agenda Item VII – B.1a

November 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Florida Department of Military Affairs, Florida National Guard Counterdrug Program – Multijurisdictional Counterdrug Task Force Training (MCTFT) Program

Confirmation is sought for a contract that was submitted, subject to Board of Trustees' approval, to the Florida Department of Military Affairs by St. Petersburg College's Center for Public Safety Innovation (CPSI). Permission is also sought to accept funding for this contract, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the contract.

The goal of the contract between SPC and the State of Florida's Department of Military Affairs, in conjunction with the Florida National Guard, is to re-establish the 22-year old federally-funded counterdrug training program that provides all aspects of military and law enforcement counterdrug training support throughout the nation. The contract will be supplemented by individual Statements of Work that will detail specific training products/services to be delivered and the budget that has been allocated and approved for that particular project.

The estimated period of performance will be from October 1, 2014 through September 30, 2019. Anticipated revenue to the College will be approximately \$1,000,000 during Year One. The budget for the first Statement of Work received will be for approximately \$10,000 to initiate program start-up activities. The Board will be advised annually of the revenue anticipated for Years 2-5 as the contract amount is subject to the availability of federal funding each year. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; C. Scott Fronrath, Provost; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el1104142

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

Date of BOT Meeting: November 18, 2014

Funding Agency or Organization: Florida Department of Military Affairs,
Florida National Guard Counterdrug
Program

Name of Competition/Project: Multijurisdictional Counterdrug Task Force
Training (MCTFT) program

SPC Application or Sub-Contract: SPC Sub-Contract

Grant/Contract Time Period: **Start:** 10/1/14 **End:** 9/30/19

Administrator: C. Scott Fronrath

Manager: Eileen LaHaie

Focus of Proposal:

SPC and the State of Florida’s Department of Military Affairs, in conjunction with the Florida National Guard, will re-establish the 22-year old federally-funded counterdrug training program that provides all aspects of military and law enforcement counterdrug training support throughout the nation. The contract will be supplemented by individual Statements of Work that will detail specific training products/services to be delivered and the budget that has been allocated and approved for that particular project.

Budget for Proposal:

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

Salaries	\$ 197,090
Fringe Benefits	\$ 70,952
Travel	\$ 30,158
Consultants/Contractors	\$ 650,000
Supplies	\$ 1,800
College Administrative Support	<u>\$ 50,000</u>
Total Budget	\$1,000,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$1,000,000

Total amount from funder: \$1,000,000

Amount/value of match:	Cash: N/A
	In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	\$50,000 (5% of total contract)
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A


College Values, Strategic Initiatives and Activities Addressed:

Values:	<ol style="list-style-type: none"> 1. Professional Development 2. Partnerships
Strategic Initiative:	<ol style="list-style-type: none"> 1. Outreach
Strategic Activity:	<ol style="list-style-type: none"> 1. Expanded Workforce Offerings

November 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: National Science Foundation – Improving Undergraduate STEM Education (IUSE)
– Engaged Student Learning: Exploration Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the National Science Foundation (NSF) for the Improving Undergraduate STEM Education (IUSE) – Engaged Student Learning: Exploration grant opportunity. Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Known as STEM Outdoor Learning Cloud (STEM Cloud), SPC's proposal is an experiential learning project that uses mobile networking technology to enable flora and fauna at SPC's Seminole and Bay Pines campus nature parks to be the educator of science concepts. STEM Cloud uses high-bandwidth outdoor communication networks, sensors and geospatial technology to transmit educational data from objects in the natural environment to students' mobile devices (smartphones, tablets) when they enter the physical space served by the cloud. This creates an interactive and organic learning space in which students learn – not only about a particular species of tree or marine life – but the relationship each has to the other, and to humans.

STEM Cloud is an innovative approach to improving undergraduate STEM education that features free-learning opportunities, experiential learning strategies and interdisciplinary curricula. The overall goals of the project are to: 1) increase students' access to formal and informal experiential STEM learning opportunities; 2) increase students' knowledge about one or more STEM disciplines through interactive and personalized experiences; and 3) create engagement in STEM disciplines for undergraduate students experiencing STEM Cloud, and extended learning engagement after their initial educational experience.

The estimated period of performance will be from August 1, 2015 through July 31, 2017. The total project budget is estimated at \$250,000 over a two-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and John Chapin, Dean, Natural Sciences, recommend approval.

Attachment

js1104142

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

Date of BOT Meeting: November 18, 2014

Funding Agency or Organization: National Science Foundation (NSF)

Name of Competition/Project: National Science Foundation – Improving Undergraduate STEM Education (IUSE) – Engaged Student Learning: Exploration Program

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 8/1/15 **End:** 7/31/17

Administrator: John Chapin

Manager: Linae Boehme-Terrana

Focus of Proposal:

Known as STEM Outdoor Learning Cloud (STEM Cloud), the project is an innovative approach to improving undergraduate STEM education that uses mobile networking technology to enable natural habitats to be the educator of science concepts. STEM Cloud will provide students with formal STEM learning in courses that incorporate it into their curricula, and informal STEM learning by providing students with an outdoor environment in which they may explore multiple STEM disciplines on their own. Student research projects, conducted individually or with their peers in one or more STEM areas of study, are an integral component of the project. STEM Cloud will be implemented on the nature park at the Seminole campus during year one of the grant, and then at the Bay Pines site in year two, where it will serve as a STEM learning resource for the community at large, in addition to SPC students.

Budget for Proposal:

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

Personnel	\$ 69,928.00
Materials & Supplies	\$ 36,877.00
Consultants & Professional Services	\$ 81,500.00
Travel	\$ 5,000.00
Indirect Costs	<u>\$ 56,695.00</u>
Total Budget	\$ 250,000.00

Funding:

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

\$ 250,000.00

Total amount from funder:

\$ 250,000.00

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

College Values, Strategic Initiatives and Activities Addressed:

Values:

1. Academic Excellence
2. Culture of Inquiry
3. Innovation

Strategic Initiatives:

1. Instructional Support
2. Student Engagement
3. Outreach


Strategic Activity:

1. Student Success and Out-of-Classroom Support

November 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: State University System Board of Governors Targeted Educational Attainment (TEAm) Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by Florida State University, in conjunction with St. Petersburg College, to the State University System Board of Governors for the Targeted Educational Attainment (TEAm) Grant. Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The 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. Led by Florida State University, the Florida IT Career (FITC) Alliance was formed to help recruit, retain and employ Florida's next generation technology workforce by engaging academic and industry partners. Upon award, SPC was invited to join the Alliance, which also includes: Florida A&M University, Florida State College at Jacksonville, FSU Panama City and Tallahassee Community College.

As part of the project, SPC will recruit dual-enrollment students to its Smart Choice Baccalaureate program, offer a select number of scholarships to students in this program, and provide all students with internship opportunities en route to A.S. degree completion in Computer Programming and Analysis, Technology Management or Web Development, before earning a B.A.S. degree in Technology Development and Management, with a concentration in either Data Analytics or Software Development. Program activities also include College of Computer and Information Technology open houses at SPC for high school students, and summer camps with career exploration opportunities at the Clearwater, Seminole and St. Petersburg/Gibbs campuses.

The estimated period of performance will be from November 1, 2014 through March 15, 2015. The total project budget is estimated at \$2,981,386 over a five-month period. Of this amount, the College anticipates receiving approximately \$30,000 for its services over the same period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and Sharon Setterlind, Dean, College of Computer and Information Technology, recommend approval.

Attachment js1105142

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

Date of BOT Meeting: November 18, 2014

Funding Agency or Organization: State University System of Florida Board of Governors

Name of Competition/Project: Targeted Educational Attainment (TEAm) Grant

SPC Application or Sub-Contract: Subcontract

Grant/Contract Time Period: **Start:** 11/1/14 **End:** 3/1/15

Administrator: Sharon Setterlind

Manager: Sharon Setterlind

Focus of Proposal:

Through the TEAm grant and participation in the Florida IT Career (FITC) Alliance, led by Florida State University, SPC will prepare students for high-skill, high-demand occupations in Computer and Information Technology through administration of St. Petersburg College’s Smart Choice Baccalaureate program in Information Technology. SPC will offer a select number of scholarships to students in this program, and provide all students with internship opportunities en route to A.S. degree completion in Computer Programming and Analysis, Technology Management or Web Development, before earning a B.A.S. degree in Technology Development and Management, with a concentration in either Data Analytics or Software Development. Program activities also include College of Computer and Information Technology open houses at SPC for high school students, and summer camps with career exploration opportunities at the Clearwater, Seminole and St. Petersburg/Gibbs campuses.

Budget for Proposal:

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

Personnel Salaries & Fringe	<u>\$ 30,000</u>
Total Budget	\$ 30,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	<u>\$ 30,000</u>
Total amount from funder:	\$ 30,000

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

College Values, Strategic Initiatives and Activities Addressed:

Values:

1. Academic Excellence
2. Partnerships
3. Student Focus
4. Outstanding Service

Strategic Initiatives:


1. Outreach
2. Student Engagement
3. Student Support

Strategic Activities:

1. Accelerated Degree Programs
2. Expanded Workforce Offerings and Improved Placement Tracking

November 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Biltmore Construction – Design-Build Services

At its October 21, 2014 meeting, the Board approved the selection of Biltmore Construction for Design-Build Services for Construction of Marine Science Labs and Classrooms, Bay Pines. Subsequent contract negotiations are complete and that contract is presented for your review and approval.

Authorization is sought for approval of the contract between St. Petersburg College and Biltmore Construction for Construction of Marine Science Labs and Classrooms, Bay Pines and to proceed with the following:


- To issue all purchase orders including Direct Purchases, in accordance with the contract documents; and
- To adjust the amount of the purchase orders based on the subsequent Board of Trustees' approved construction documents and accepted Guaranteed Maximum Price.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Jim Waechter, Associate Vice President of Facilities Planning and Institutional Services, recommend approval.

November 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Lease Agreement between St. Petersburg College and the Honorable Gus Bilirakis, Member of the U.S. House of Representatives, for a Lease of Office Space at the Olympia/Michael and Evelyn Bilirakis Building, Tarpon Springs Campus

Authorization is requested to enter into a lease agreement with the Honorable Gus Bilirakis, member of the U.S. House of Representatives. This authorization also includes authority for the President to enter into any renewals of the foregoing lease under the same or similar terms and conditions.

St. Petersburg College in conjunction with the Honorable Gus Bilirakis, Member of the U.S. House of Representatives, has agreed to enter into a lease agreement for approximately five hundred and two (502) square feet of office space located in the Olympia/Michael and Evelyn Bilirakis Building at the Tarpon Springs Campus. The lease rate will be \$15.00 per square foot per year for a total annual lease rate of \$7,530 (502 square feet x \$15.00 per square foot). The term of this lease agreement will begin on January 3, 2015, and will expire on January 2, 2017.

The foregoing lease agreement is being provided to the Board of Trustees as required by Florida Statutes, Chapter 1013.15 Lease, rental, and lease-purchase of educational facilities and sites, Section (I):

Prior to entering into or executing any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

Marvin Bright, Provost, Tarpon Springs Campus; Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, recommend approval.

Attachment

VII – B.3 Lease Form

U.S. House of Representatives
Washington, D.C. 20515

District Office Lease

(Page 1 of 3 – 114th Congress)

Pursuant to 2 U.S.C.A. § 4313, and the Regulations of the Committee on House Administration (as modified from time to time by Committee Order) relating to office space in home districts, _____

_____, (Landlord's name) _____, (Landlord's street address, city, state, ZIP code)
("Lessor"), and _____, a Member/Member-Elect of the U.S. House of
Representatives ("Lessee"), agree as follows:

1. **Location.** Lessor shall lease to Lessee _____ square feet of office space located at _____

_____, (Office street address)
in the city, state and ZIP code of _____,
(Office city, state and ZIP)

2. **Lease Amenities.** Note that this checklist is for convenience only and the listed amenities are not required. However, the interior wiring of a CAT 5e or better and broadband internet access to the building will likely expedite the process for the office to be fully operational.

The Lease includes (please check any and complete all that apply):

- Telephone Service Available. (interior wiring CAT 5e or better)
 Broadband Internet Access to Building. (e.g., COMCAST, COX or like provider)
 Parking. _____ no. of assigned parking spaces _____ no. of unassigned parking spaces
 General off-street parking on an as available basis
 Utilities. Includes: _____
 Janitorial Services. Frequency: _____
 Trash Removal. Frequency: _____
 Carpet Cleaning. Frequency: _____
 Window Washing. Window Treatments.
 Tenant Alterations Included In Rental Rate.
 After Hours Building Access.
 Office Furnishings. Includes: _____
 Cable TV Accessible. If checked, Included in Rental Rate Yes No
 Building Manager. Onsite On Call Contact Name: _____
Phone Number: _____ Email Address: _____

3. **Term.** Lessee shall have and hold the leased premises for the period beginning _____, 20____ and ending _____, 20____. The term of this District Office Lease ("Lease") may not exceed two (2) years and may not extend beyond January 2, 2017, which is the end of the constitutional term of the Congress to which the Member is elected.
4. **Rent.** The monthly rent shall be _____, and is payable in arrears on or before the last day of each calendar month. Rent payable under this Lease shall be prorated on a daily basis for any fraction of a month of occupancy.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease(Page 2 of 3 – 114th Congress)

5. **Early Termination.** This Lease may be terminated by either party giving _____ days' prior written notice to the other party. The commencement date of such termination notice shall be the date such notice is delivered or, if mailed, the date such notice is postmarked.
6. **Payments.** During the term of this Lease, rent payments under Section 4 of this Lease shall be remitted to the Lessor by the Chief Administrative Officer of the U.S. House of Representatives (the "CAO") on behalf of the Lessee.
7. **District Office Lease Attachment for 114th Congress.** The District Office Lease Attachment attached hereto is incorporated herein by reference, and this Lease shall have no force or effect unless and until accompanied by an executed District Office Lease Attachment for the 114th Congress.
8. **Counterparts.** This Lease may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
9. **Section Headings.** The section headings of this Lease are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.
10. **Modifications.** Any amendments, additions or modifications to this Lease inconsistent with Sections 1 through 9 above shall have no force or effect to the extent of such inconsistency.
11. **Other.** Additionally, the Lessor and the Lessee agree to the following:

[Signature page follows.]

U.S. House of Representatives
Washington, D.C. 20515

District Office Lease
(Page 3 of 3 – 114th Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease as of the later date written below by the Lessor or the Lessee.

_____ <i>Print Name of Lessor/Landlord/Company</i>	_____ <i>Print Name of Lessee</i>
By: _____ <i>Lessor Signature</i>	_____
Name: _____	<i>Lessee Signature</i>
Title: _____	
_____	_____
<i>Date</i>	<i>Date</i>

This District Office Lease must be accompanied with an executed District Office Lease Attachment.

U.S. House of Representatives
Washington, D.C. 20515

District Office Lease Attachment

(Page 1 of 4 – 114th Congress)

1. **Incorporated District Office Lease Attachment.** Lessor (Landlord) and Lessee (Member/Member-Elect of the U.S. House of Representatives) agree that this District Office Lease Attachment ("Attachment") is incorporated into and made part of the Lease ("Lease") and, if applicable, District Office Lease Amendment ("Amendment") to which it is attached.
2. **Performance.** Lessor expressly acknowledges that neither the U.S. House of Representatives (the "House") nor its Officers are liable for the performance of the Lease. Lessor further expressly acknowledges that payments made by the Chief Administrative Officer of the House (the "CAO") to Lessor to satisfy Lessee's rent obligations under the Lease – which payments are made solely on behalf of Lessee in support of his/her official and representational duties as a Member of the House – shall create no legal obligation or liability on the part of the CAO or the House whatsoever. Lessee shall be solely responsible for the performance of the Lease and Lessor expressly agrees to look solely to Lessee for such performance.
3. **Modifications.** Any amendment to the Lease must be in writing and signed by the Lessor and Lessee. Lessor and Lessee also understand and acknowledge that the Administrative Counsel for the CAO ("Administrative Counsel") must review and give approval of any amendment to the Lease prior to its execution.
4. **Compliance with House Rules and Regulations.** Lessor and Lessee understand and acknowledge that the Lease shall not be valid, and the CAO will not authorize the disbursement of funds to the Lessor, until the Administrative Counsel has reviewed the Lease to determine that it complies with the Rules of the House and the Regulations of the Committee on House Administration, and approved the Lease by signing on page 4 of this Attachment.
5. **Payments.** The Lease is a fixed term lease with monthly installments for which payment is due in arrears on or before the end of each calendar month. In the event of a payment dispute, Lessor agrees to contact the Office of Finance of the House at 202-225-7474 to attempt to resolve the dispute before contacting Lessee.
6. **Void Provisions.** Any provision in the Lease purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the Lease purporting to vary the dollar amount of the rent specified in the Lease by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the Lease shall have no force or effect.
7. **Certain Charges.** The parties agree that any charge for default, early termination or cancellation of the Lease which results from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and shall not be paid by the CAO on behalf of the Lessee.
8. **Death, Resignation or Removal.** In the event Lessee dies, resigns or is removed from office during the term of the Lease, the Clerk of the House may, at his or her sole option, either: (a) terminate the Lease by giving thirty (30) days' prior written notice to Lessor; or (b) assume the obligation of the Lease and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the Lessee's successor. In the event the Clerk elects to terminate the Lease, the commencement date of such thirty (30) day termination notice shall be the date such notice is delivered to the Lessor or, if mailed, the date on which such notice is postmarked.

District Office Lease Attachment
(Page 2 of 4 – 114th Congress)

9. **Term.** The term of the Lease may not exceed the constitutional term of the Congress to which the Lessee has been elected. The Lease may be signed by the Member-Elect before taking office. Should the Member-Elect not take office to serve as a Member of the 114th Congress, the Lease will be considered null and void.
10. **Early Termination.** If either Lessor or Lessee terminates the Lease under the terms of the Lease, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, B-245 Longworth House Office Building, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
11. **Assignments.** Lessor shall not have the right to assign (by operation of law or otherwise) any of its rights, interests and obligations under the Lease, in whole or in part, without providing thirty (30) days prior written notice to Lessee, and any such purported assignment without such notice shall be void. Lessor shall promptly file a copy of any such assignment notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
12. **Sale or Transfer of Leased Premises.** Lessor shall provide thirty (30) days prior written notice to Lessee in the event (a) of any sale to a third party of any part of the leased premises, or (b) Lessor transfers or otherwise disposes of any of the leased premises, and provide documentation evidencing such sale or transfer in such notice. Lessor shall promptly file a copy of any such sale or transfer notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
13. **Bankruptcy and Foreclosure.** In the event (a) Lessor is placed in bankruptcy proceedings (whether voluntarily or involuntarily), (b) the leased premises is foreclosed upon, or (c) of any similar occurrence, Lessor agrees to promptly notify Lessee in writing. Lessor shall promptly file a copy of any such notice with the Office of Finance, U.S. House of Representatives, B-245 Longworth House Office Building, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
14. **Estoppel Certificates.** Lessee agrees to sign an estoppel certificate relating to the leased premises (usually used in instances when the Lessor is selling or refinancing the building) upon the request of the Lessor. Such an estoppel certificate shall require the review of the Administrative Counsel, prior to Lessee signing the estoppel certificate. Lessor shall promptly provide a copy of any such estoppel certificate to the Administrative Counsel by e-mail at leases@mail.house.gov.
15. **Maintenance of Common Areas.** Lessor agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, lobbies, elevators, escalators, entryways, exits, alleys and other like areas.
16. **Maintenance of Structural Components.** Lessor also agrees to maintain in good order, repair or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating systems or equipment (including window air conditioning units provided by the Lessor) serving the premises.

U.S. House of Representatives
Washington, D.C. 20515

District Office Lease Attachment
(Page 3 of 4 – 114th Congress)

17. **Lessor Liability for Failure to Maintain.** Lessor shall be liable for any damage, either to persons or property, sustained by Lessee or any of his or her employees or guests, caused by Lessor's failure to fulfill its obligations under Sections 15 and 16.
18. **Initial Alterations.** Lessor shall make any initial alterations to the leased premises, as requested by Lessee and subject to Lessor's consent, which shall not be unreasonably withheld. The cost of such initial alterations shall be included in the annual rental rate.
19. **Federal Tort Claims Act.** Lessor agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the Lessee to purchase private liability insurance. Lessee shall not be required to provide any certificates of insurance to Lessor.
20. **Limitation of Liability.** Lessor agrees that neither Lessee nor the House nor any of the House's officers or employees will indemnify or hold harmless Lessor against any liability of Lessor to any third party that may arise during or as a result of the Lease or Lessee's tenancy.
21. **Compliance with Laws.** Lessor shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act), both in the common areas of the building and the leased space of the Lessee.
22. **Electronic Funds Transfer.** Lessor agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
23. **Refunds.** Lessor shall promptly refund to the CAO, without formal demand, any payment made to the Lessor by the CAO for any period for which rent is not owed because the Lease has ended or been terminated.
24. **Conflict.** Should any provision of this Attachment be inconsistent with any provision of the attached Lease or attached Amendment, the provisions of this Attachment shall control, and those inconsistent provisions of the Lease or the Amendment shall have no force and effect to the extent of such inconsistency.
25. **Construction.** Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
26. **Fair Market Value.** The Lease or Amendment is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The Lessor and Lessee certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
27. **District Certification.** The Lessee certifies that the office space that is the subject of the Lease is located within the district the Lessee was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.

District Office Lease Attachment

(Page 4 of 4 – 114th Congress)

28. **Counterparts.** This Attachment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
29. **Section Headings.** The section headings of this Attachment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

Print Name of Lessor/Landlord

Print Name of Lessee

By:

Lessor Signature

Lessee Signature

Name:

Title:

Date

Date

From the Member's Office, who is the point of contact for questions?		
Name _____	Phone (____) _____	E-mail _____@mail.house.gov

This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.

Signed _____ Date _____, 20____.
(Administrative Counsel)

<i>Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515. Copies may also be faxed to 202-225-6999.</i>

VII – Moving the Needle Conference



Moving the Needle by the Numbers

- 150+ Attendees, 10 Sponsors
- 26 different college and universities
- 18 of the 28 FCS Colleges represented
- 8 Presidents, 37 Vice Presidents

“What I really like about this conference is it’s focused on actionable data - how to get the right information to the right folks at the right time.” – Polk State College



Keynote Presenters

- Dr. Mark David Milliron
- John Streitmatter
- Dr. Tonjua Williams



Conference Sponsors



"...I want to say that this is the most sponsor friendly conference I have ever attended" - Scott Johnson, Nuventive.

SPC St. Petersburg College

MOVING THE NEEDLE 2014
Join us! November 6th-7th Clearwater, FL

CHANGE YOUR DATA CULTURE

Home
 Keynote Speakers
 2014 Presentations
 Session Evaluations
 Sponsor / Vendor
 Travel Information
 Registration Update
 Resources
 SPC Homepage

SPC
 Join the Conversation - Tweet to #M1N2014

Live Event Streaming
 (Thursday and Friday)

In order to meet an unprecedented demand for accountability and student success decision-making in higher education has become predicated upon access to and use of 'real time' data and information.

This conference is designed for leadership team members to engage in collaborative discussions and debates regarding the improved use of data leading to student success.

MTN Conference Program

SPC St. Petersburg College

Pre-Conference

"Everything is great. We are here to not only try to 'move the needle' but we really got great ideas on how to build a better data culture." – South Texas College

MOVING THE NEEDLE
 Using 'Real Time' Data to Improve Student Success

Three photographs showing: 1) A large conference room with a presentation screen displaying charts and graphs. 2) A group of people standing outside near a blue bus. 3) A smaller meeting room with people seated around a table, looking at a screen.

Breakfast Activity



MOVING THE NEEDLE

Using 'Real Time' Data to Improve Student Success

Collaborative Labs



"I'm excited to say I've never seen anything that in-depth. To actually have, at one time, so many people sit down and focus on the overall idea of how to implement and change the overall scope of student success." - Tallahassee Community College

Conference Session Evaluations



<https://www.surveymonkey.com/s/MtNsessionevals>



Using 'Real Time' Data to Improve Student Success

Questions?



Using 'Real Time' Data to Improve Student Success

