

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES MARCH 18, 2014

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

REGULAR MEETING: 8:30 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption - **None**
- B. Recognitions/Announcements - **None**
- C. Public Comment pursuant to §286.0105 FS

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

- 1. Board of Trustees' Meeting of February 18, 2014 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel

VI. STRATEGIC FOCUS AND PLANNING

A. STRATEGIC PRIORITIES

- 1. Strategic Plan follow up and budget planning (*Presentation*)

B. STUDENT SUCCESS AND ACHIEVEMENT

1. Career Support for students; placement, internships, job readiness
(*Presentation*) (Dr. Jim Olliver and Dr. Jason Krupp)

C. BUDGET AND FINANCE

1. FY13-14 July 1- February 28 Fund 1 Financial Report (*Presentation*)

D. ADMINISTRATIVE MATTERS

1. Human Resources

- a. Personnel Report (*Action*)
- b. Semi-monthly Pay Schedule (*Information*)

2. Construction

- a. Approval of Construction Documents (Phase III) and Guaranteed Maximum Price (GMP), Project 1707-G-11-16, Construct Midtown Center, Site 16 (*Information*)

E. ACADEMIC MATTERS - **None**

VII. CONSENT AGENDA - (*Action*)

A. OLD BUSINESS (items previously considered but not finalized) - None

B. NEW BUSINESS

1. GRANTS/RESTRICTED FUNDS CONTRACTS

- a. American Council on Education – Change and Innovation Lab Grant
- b. Fender Music Foundation Grant

2. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000

- a. WorkNet Pinellas, Inc. dba CareerSource Pinellas-Training Agent Agreement
- b. Annual Membership Assessment in Florida College System Risk Management Consortium

3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION - None

VIII. INFORMATIONAL REPORTS

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

X. PRESIDENT’S REPORT

XI. NEXT MEETING DATE AND SITE

April 15, 2014, Epi Center

XII. ADJOURNMENT

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

Date Advertised: February 14, 2014

Confirmation of Publication

[Notice of meeting](#)

*Strategic Plan Follow Up and Budget Planning

Board of Trustees Meeting
March 18, 2014



* First Review - Funding Priorities

- Utilities: Stable
- Technology: Stable
- Compensation: To Be Determined
- Health Insurance: Stable
- Strategic Budget Requests: To Be Determined

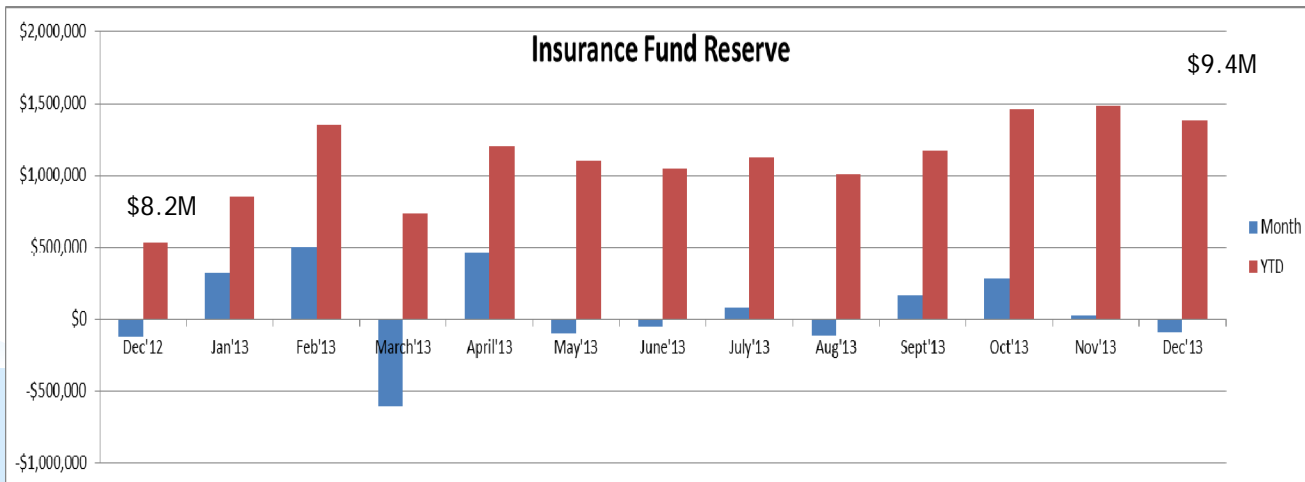
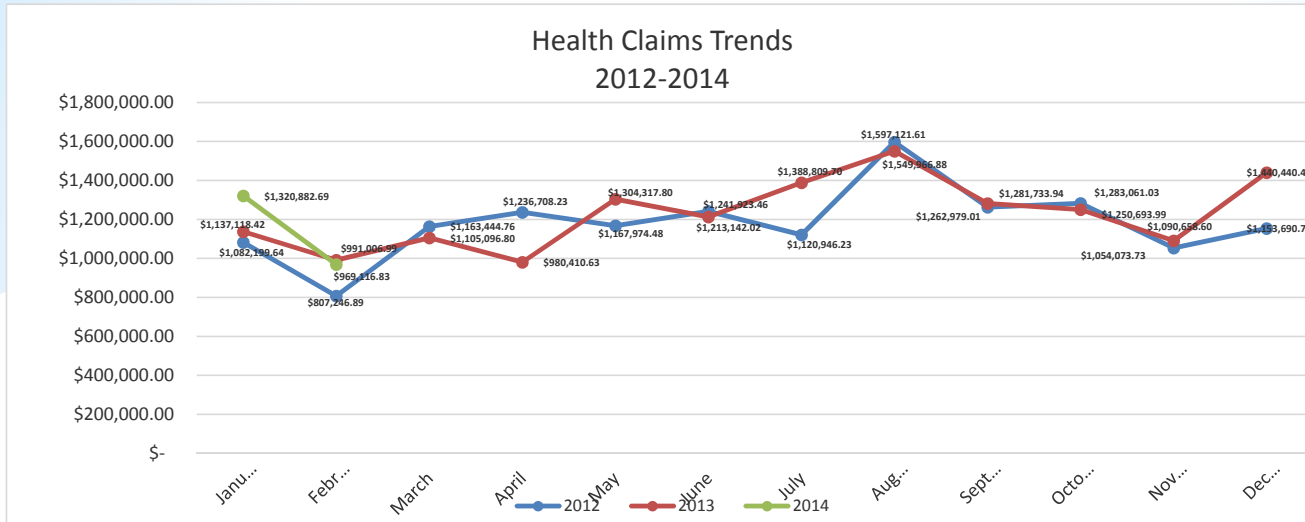


* Compensation Considerations

Personnel & Benefits Increase Amount	1%	2%	3%
Instructional/Faculty-Full Time	\$284,541	\$569,082	\$853,623
Administrative/Professional	\$210,072	\$420,145	\$630,217
Career (Non-Instructional)	\$240,547	\$481,094	\$721,640
Adjunct/Supplemental	\$150,508	\$301,015	\$451,523
Other Academic	\$3,569	\$7,139	\$10,708
Non-Instructional OPS and Overtime	\$28,839	\$57,678	\$86,517
Employee Benefits - Retirement	\$50,126	\$100,253	\$150,379
Employee Benefits - FICA/Medicare	\$56,240	\$112,480	\$168,719
Total Personnel & Benefits	\$1,024,442	\$2,048,885	\$3,073,327



* Health Insurance Considerations



3% Enrollment Growth Strategies (2014-15)

Recruitment	Retention	Engagement
<p>Inquiry-Application (What is the current conversion percentage rate and what is the goal for Fall 2014?)</p> <p>Application-Enrollment Conversions</p> <p>Auto Accept H.S. Seniors</p> <p>Auto Accept AA/AS-BAS/BS -early start</p>	<p>More Classroom Support Structure:</p> <ul style="list-style-type: none"> -Access to Syllabus -More faculty in tutoring centers -Learning Center embedded activities within the course -Timely Grade Feedback -50% increase in Learning Plans Entered (approx 17, 000) <p>Adaptive Math Course Design</p> <p>Prescribed academic pathways (help students with planning and program completion)</p>	<p>Student Communication - voice (better align the College's communication strategy college-wide)</p> <p>Financial Aid - review process to enhance services and address issues.</p> <p>Scholarships - redesign entire scholarship process and delivery timeline</p> <p>Career Center Expansion - expand services to address needs from start (career selection/program choice to finish (transfer/job preparation)</p>

Strategic
Budget
Request
Summary

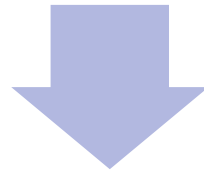
College Experience Student Success Initiative	• \$1.7M
Employee Professional Development	• \$135K
Enrollment Growth Plan	• \$1.3M
Expand College's Career Centers	• \$345K
Expanded Workforce Offerings and Improvements	• \$480K
Out-of-Class Student Learning Opportunities and Experiential Education	• \$745K
Reduce Student Loan Default Rates	• \$208K
Refocused Marketing and Information Campaign	• TBD

FY14-15 Strategic Requests: Next Steps

March 17 - 27: Prioritization by Academic, Student, and Systems Support Committees



March 31: Overall Prioritization by Strategic Issues Council



Recommendations made in line with Revenue Projections

Within Reach

St. Petersburg College

SPC

Questions

An
Achieving
the Dream[™]
Institution



CAREER SUPPORT FOR STUDENTS: A PLAN FOR TRANSITIONING

March 18, 2014



St. Petersburg College

SPC

Strategic Direction from the Board

2



“Expand and implement the college’s career centers to strengthen graduate placement; improve documentation of student placement; maintain/expand efforts related to job readiness”

Expanded Career Services Plan

3



Career Exploration

Career
Clarification/Preparation

Transition Services
(Job or Continue Education)

“Move from a transactional model focusing on helping students complete specific tasks, to a developmental model that works with students over time and includes teaching life skills, professional development, conflict resolution, financial literacy, and public speaking”
(Thorne, Franklin & Marshall).

Career Exploration

Career Exploration

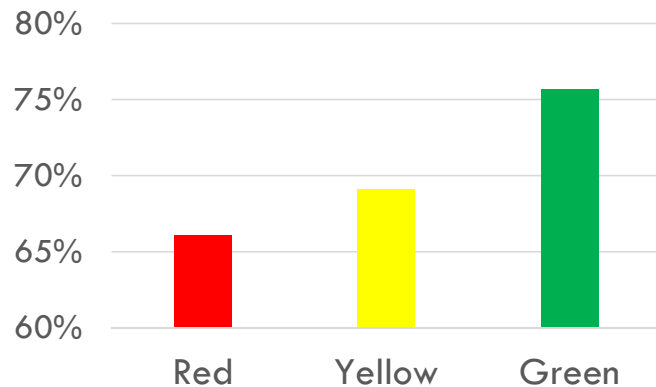
Career
Confirmation/Preparation

Transition Planning
(Job or Further Education)

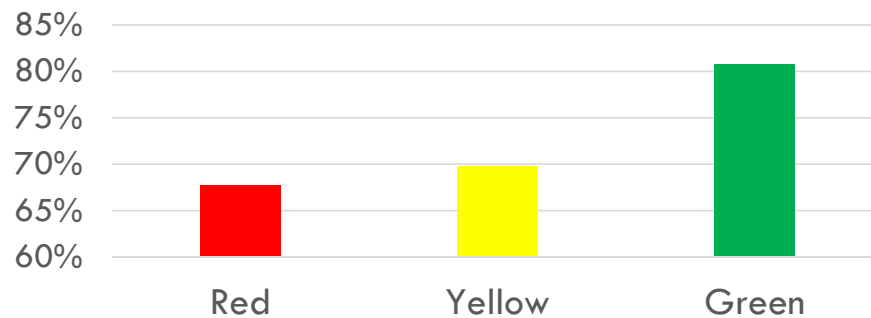
4

- Students receive comprehensive advising sessions that include academic and career advising
- Students classified as Red, Yellow, or Green (according to career selection confidence)
- Students receive career assessment tool (Focus 2) and intensive advising
- Students who are yet to be classified as Green receive ongoing intervention

Success Rate: Earned Grade A,B,C



Retained: Enrolled from Fall 2013 to Spring 2014



Career Confirmation & Preparation

Career Exploration

Career Confirmation/Preparation

Transition Planning
(Job or Further Education)

5

Confirmation

- Students will gain a deeper understanding of their chosen occupation, skills needed for that occupation, and career pathways (indicating where a new graduate would start and how to map out career ladder):
 - Job Shadowing
 - Industry Tours
 - Use of software and other electronic mediums
- Align their confirmed program of study according to their career choice
 - Update My Learning Plan (MLP)
 - Enhance understanding of current job market

Preparation

- Students will enhance employability skills through:
 - Understanding professional and soft skills for their chosen occupation
 - Simulated interviews and critique
 - Resume/Portfolio Development
 - Networking Activities
 - Participation in Professional Organizations
 - Internships

Transition Services

Career Exploration

Career
Confirmation/Preparation

Transition Planning
(Job or Continue Education)

6

Job Placement

- ❑ Student creates a profile *in the Employ Florida Marketplace* (State of Florida employment system) and other electronic employment systems
- ❑ Students will use effective job search strategies and implement skills learned
- ❑ Student will finalize resume and upload to job search databases
- ❑ Enhance the awareness of job opportunities and engage advisory committees to support internship and job placement.

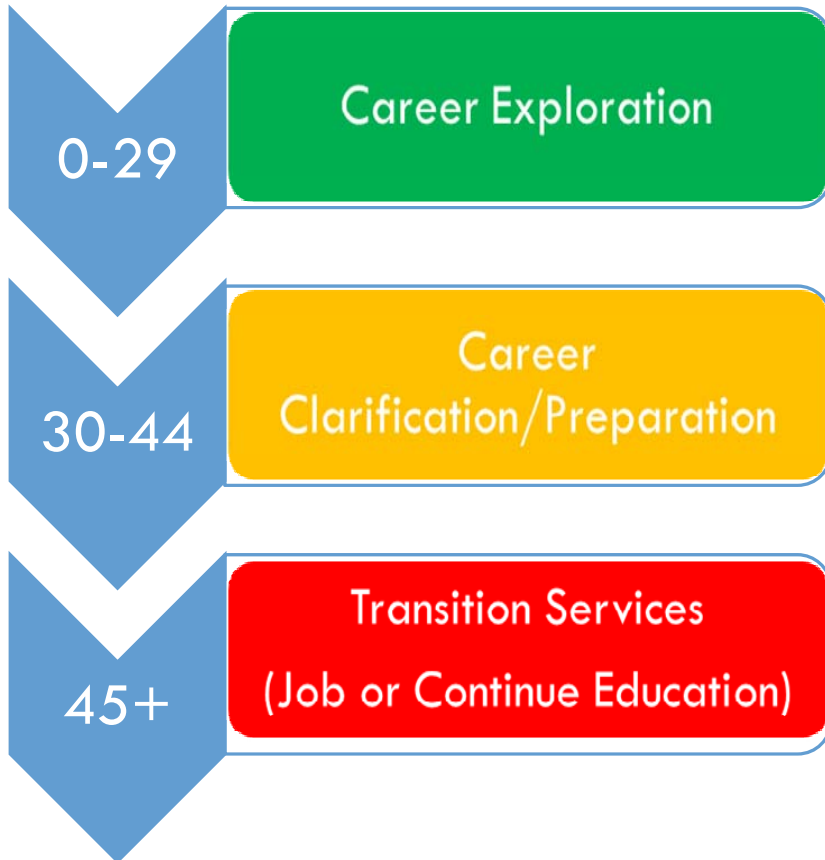
Continue Education

- ❑ Students will explore educational pathways at St. Petersburg College and other institutions.
- ❑ Students will confirm their program of study and preferred institution.
- ❑ Students will receive support from SPC advisors and the receiving institution for assistance with meeting admission requirements.
- ❑ Students will receive outreach and support for transfer goals throughout enrollment at SPC.

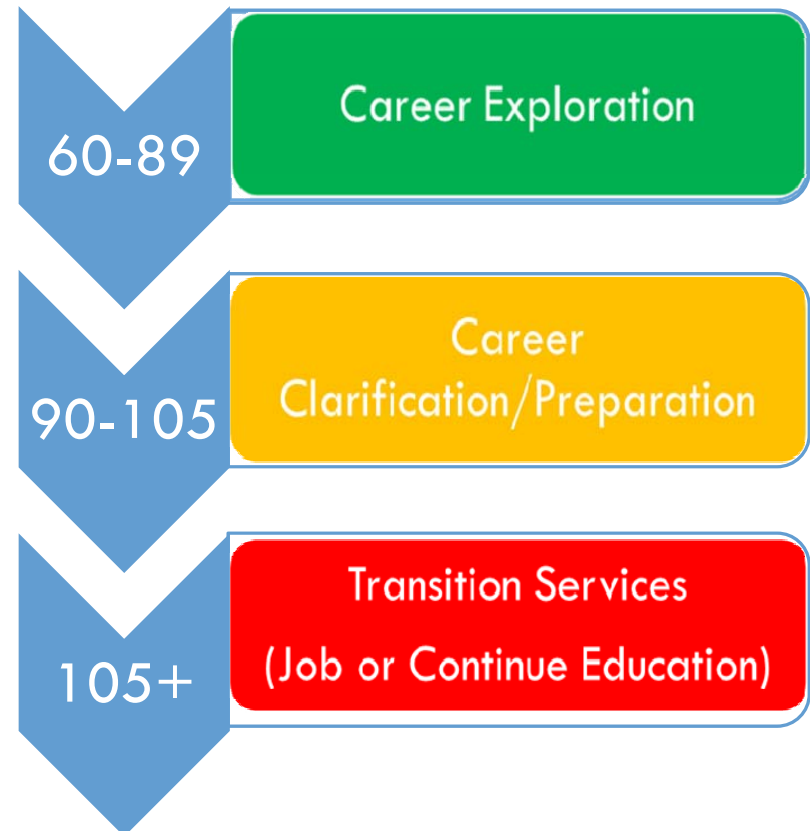
Career Service Outreach by Credits Completed

7

Associate Degree



Baccalaureate Degree



Next Steps

8


- Coordinate existing resources into one comprehensive services model that provides end-to end Career Services and maximizes effectiveness.
- Collaborate with Deans/Program Directors/Lead Instructors:
 - To integrate job preparation activities throughout the curriculum – especially Capstone courses
 - To broaden the scope of the Advisory Committees to include internships and employment opportunities.
- Improve visibility and awareness of Career Services:
 - Enhance facilities to make visibility of career services unavoidable
 - Design a strong communication plan, robust website and social media presence
- Secure new online tools that increase connectivity between SPC Programs, related career paths and employment opportunities.
- Develop and provide extensive staff training to support students throughout the career development continuum.

Questions



March 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: FY13-14 July 1 – February 28 Fund 1 Financial Report

Attached for information is the Fund 1 financial report for FY13-14 July 1 – February 28 time period.

Financial Report Highlights Through February 28:

- Overall revenue is 1% under budgeted revenue projections due to lower enrollment than anticipated.
- Total Operating Cost is currently 2% under budget primarily due to management of current expenses implemented early in the year.

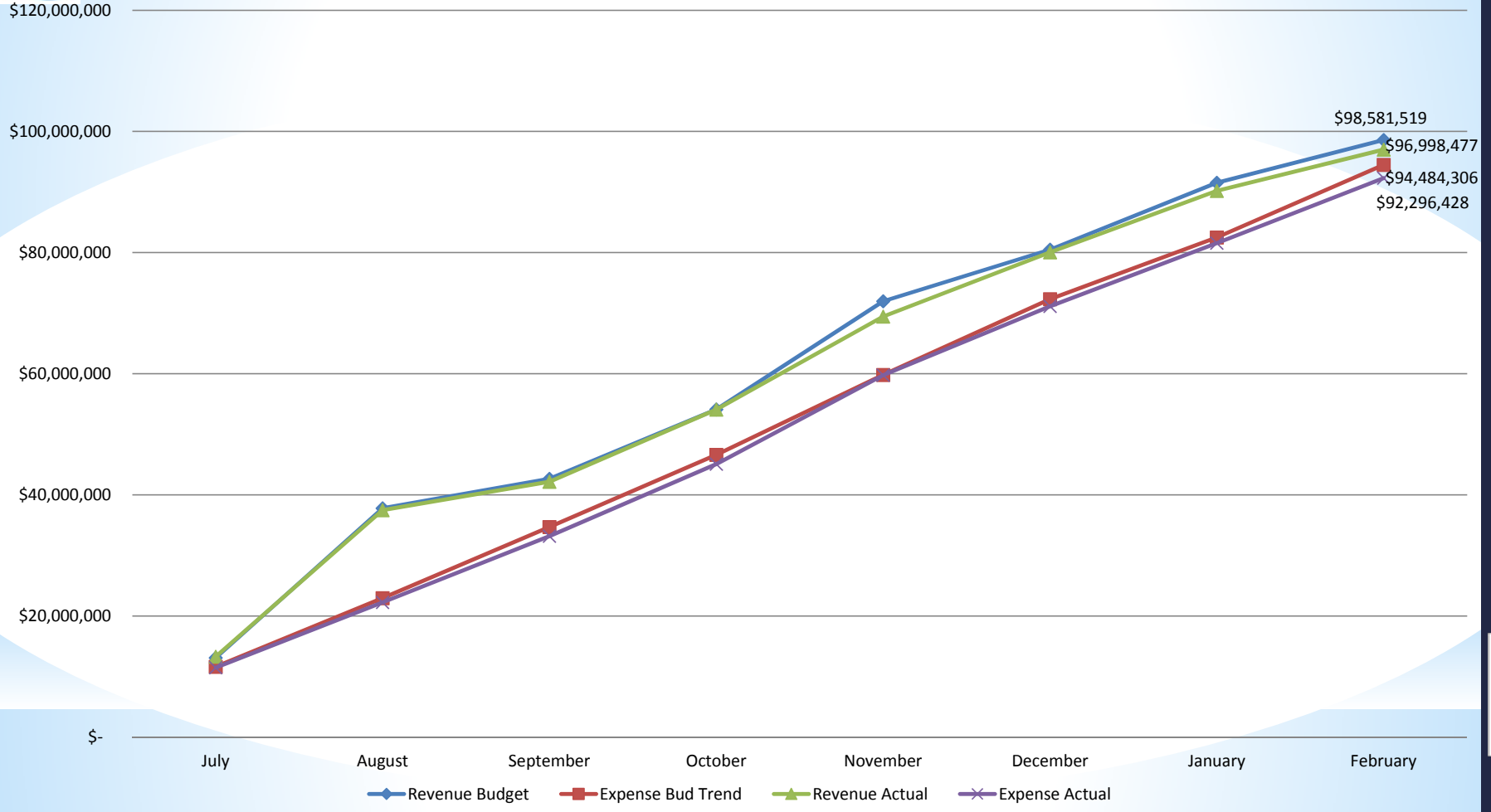
Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, Jamelle Conner, Associate Vice President, Strategic Execution and Systems Support, recommend approval.

Board of Trustees Financial Report

March 2014



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



Within Reach



ST. PETERSBURG COLLEGE

FY2013-2014 RECURRING OPERATING BUDGET TO ACTUAL REPORTING: July 1 -February 28

Revenue	FY13-14 Budget	FY13-14 YTD Actual	% of YTD Budgeted Revenue	Year to Date %
Revenue				
Student Tuition & Out-of-State Fees	\$ 58,654,324	\$ 47,290,803	81%	-
Learning Support Access Fee	\$ 1,289,004	\$ 807,977	63%	
State Appropriation - CCPF	\$ 52,970,253	\$ 35,443,960	67%	
State Appropriation - Lottery	\$ 12,517,061	\$ 4,172,354	33%	
Operating Cost for New Facilities	\$ 106,159	\$ -	0%	
Distance Learning Fee	\$ 3,284,455	\$ 2,550,463	78%	
Technology Fee	\$ 2,906,697	\$ 2,310,918	80%	
Lab Revenue Fees	\$ 2,232,165	\$ 1,543,833	69%	
Other Revenues	\$ 3,492,617	\$ 1,933,915	55%	
Other Student Fees	\$ 1,723,979	\$ 944,253	55%	
Fund Transfers In	\$ 2,942,481	\$ -	0%	
Revenue Stabilization Reserve	\$ 2,173,009	\$ -	0%	
One-Time Non-Recurring Funds	\$ 1,569,328	\$ -	0%	
Total Revenues - Fund 1x	\$ 145,861,532	\$ 96,998,477	67%	68%
Operating Costs				
	FY13-14 Budget	FY13-14 YTD Actual	% of YTD Expense	Year to Date %
Personnel & Benefits				
Instructional/Faculty-Full Time	\$ 28,454,115	\$ 18,388,924	65%	
Administrative	\$ 21,007,244	\$ 13,846,872	66%	
Career (Non-Instructional)	\$ 24,054,680	\$ 14,639,245	61%	
Adjunct/Supplemental	\$ 15,050,760	\$ 8,958,141	60%	
Other Academic	\$ 356,937	\$ 117,364	33%	
Non-Instructional OPS and Overtime	\$ 2,883,895	\$ 1,537,651	53%	
Student Assistants	\$ 500,000	\$ 281,251	56%	
Personnel Benefits	\$ 22,370,182	\$ 17,568,459	79%	
Total Personnel & Benefits	\$ 114,677,813	\$ 75,337,907	65.7%	65.2%
Current Expense				
Travel	\$ 602,964	\$ 403,640	67%	
Repairs & Maintenance	\$ 1,017,864	\$ 703,775	69%	
Rentals/Leases	\$ 478,271	\$ 222,083	46%	
Insurance (Non-Health)	\$ 1,725,368	\$ 1,209,126	70%	
Utilities	\$ 6,075,055	\$ 3,660,433	60%	
Services and Fees	\$ 5,446,079	\$ 2,078,804	38%	
Scholarships/Fee Waivers	\$ 1,510,895	\$ 759,042	50%	
Materials and Supplies	\$ 6,208,402	\$ 3,897,066	63%	
Tech Expense/Licensing	\$ 2,280,033	\$ 1,304,441	57%	
Bad Debt/Unemployment Comp/Misc	\$ 1,147,782	\$ (62,849)	-5%	
Other Current Expense	\$ 1,409,697	\$ 704,692	50%	
Total Current Expense	\$ 27,902,410	\$ 14,880,254	53%	65%
Capital Spending				
Computer Refresh Leases	\$ 2,400,968	\$ 1,624,417	68%	
Capital Purchases- Non-Recurring	\$ 880,341	\$ 453,850	52%	
Total Capital Spending	\$ 3,281,309	\$ 2,078,267	63%	76%
Total Operating Costs - Fund 1x	\$ 145,861,532	\$ 92,296,428	63%	65%
Total Remaining Funds (Surplus/Deficit)	\$ -	\$ 4,702,049		

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Questions?

March 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted			
Effect. Date	Name	Department/Location	Title
2/24/2014	Carr,Julie L	Corporate Training E&SS DO	Administrative Svcs Specialist
2/17/2014	Dickie,Laurance P	Facilities Plan & Inst Svcs	Facilities Project Coordinator
2/17/2014	Le,Man M	Director of Grants DO	Grants Management Specialist
2/17/2014	Ko,Eunmi	District Library DO	Instructional Supp Specialist
1/13/2014	Bailey,Richard S	Landscape Services TS	Landscaper
2/17/2014	Ouimet,Anne Elise	Institutional Advancement DO	Multi-Media Graphic Designer
2/17/2014	Boozy,Jonathan D	SPC-Downtown	Student Support Advisor
2/10/2014	Lloyd,George E	Special Programs/Intl Educ DO	Train & Dev Design Facilitator

FACULTY Contract Recommendations 2014-2015			
Effect. Date	Name	Department/Location	Title
08/01/14-12/19/14	Gilleland, Amanda	Natural Science SE	Academic Department Chair
08/14/14-12/19/14	Adams, Michael	Natural Science SE	Instructor

TRANSFER/PROMOTION Budgeted			
Effect. Date	Name	Department/Location	Title
2/15/2014	Sorice Jr,Paul Gerald	Special Programs/Intl Educ DO	Instructional Tech Analyst

HIRE Temporary/Supplemental			
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Effect. Date	Name	Department/Location	Title
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2/8/2014	Boone,Mikaela P	Letters CL	Faculty - credit adjunct
2/10/2014	Fleeman,Matthew C	Mathematics TS	Faculty - credit adjunct
2/10/2014	Gray,Peter E	Building Arts CL	Faculty - credit adjunct
2/18/2014	Koymarianos,Kiriaki	Business Administration CL	Faculty - credit adjunct
2/10/2014	Rivera,Joeel A	Social Science SPG	Faculty - credit adjunct
1/13/2014	Haynes,Patricia Ann	Mathematics CL	Faculty - credit adjunct
1/10/2014	Wallace,Michael J.	Emergency Medical Services HC	Faculty - full-time
2/17/2014	Fayad,Eric C	EMS/CME - HC	Faculty - non-credit adjunct
2/19/2014	Gerardo,Michael J	Fire Science AC	Faculty - non-credit adjunct
2/10/2014	Gillen,Staci A	Corporate Training E&SS DO	Faculty - non-credit adjunct
2/17/2014	LoRusso,Anthony J	Fire Science AC	Faculty - non-credit adjunct
2/10/2014	O'Berry,Michael R.	Corporate Training E&SS DO	Faculty - non-credit adjunct
2/24/2014	Spafford,Christopher W	Fire Science AC	Faculty - non-credit adjunct
2/19/2014	Tinter,Jeremy J	EMS/CME - HC	Faculty - non-credit adjunct
2/22/2014	Bawell,Jennifer D.	Business Technologies SP	Faculty - supplemental
2/7/2014	Beck,Rosanne	Allstate Center Provost	Faculty - supplemental
2/7/2014	Bley,Lauren Dupont	Allstate Center Provost	Faculty - supplemental
2/24/2014	Beals,Jill Christine	Natural Science SPG	OPS Career Level 1
2/6/2014	Figuroa III,Adolfo	Academic & Student Affairs	OPS Career Level 1
2/17/2014	Kugeares,Christina	District Library DO	OPS Career Level 1
2/24/2014	Petit-Bois,Merlande	Natural Science CL	OPS Career Level 1
1/17/2014	Barto,Denise L	Academic & Student Affairs	OPS Career Level 1
1/17/2014	Cassidy,Karen D	Academic & Student Affairs	OPS Career Level 1
1/17/2014	Lanier,Jeanne F.	Academic & Student Affairs	OPS Career Level 1
1/17/2014	Palmer,Peter L	Academic & Student Affairs	OPS Career Level 1
1/17/2014	Sanchez,LaDonna L	Academic & Student Affairs	OPS Career Level 1
1/17/2014	Tremain,Joyce A	Academic & Student Affairs	OPS Career Level 1
1/17/2014	Wallace,Tina M	Academic & Student Affairs	OPS Career Level 1
2/10/2014	Moore,Robert R	Fac Plan/Construction DO	OPS Career Level 2
2/19/2014	Selover,Terence M	Facilities Plan & Inst Svcs	OPS Career Level 2
1/17/2014	Entwistle,Mary	Academic & Student Affairs	OPS Career Level 2
1/17/2014	O'Donnel,Sharon E	Academic & Student Affairs	OPS Career Level 2
1/17/2014	Pernayan,Rosalind B	Academic & Student Affairs	OPS Career Level 3
1/17/2014	Sherman,Kassandra M	Academic & Student Affairs	OPS Career Level 3
1/17/2014	Williams,Elida C	Academic & Student Affairs	OPS Career Level 3
2/10/2014	Collins,Christopher Wade	Fac Plan/Construction DO	OPS Career Level 5
2/25/2014	Fyfe,Alec Labdon	Business Technologies CL	OPS Career Level 5
2/24/2014	Voorhees,Theodore D	Baccalaureate Programs/UPC	OPS Career Level 5
2/17/2014	Reynolds,Donna K	Provost SE	OPS Career Level 6
2/17/2014	Barlog,Paul S	Admin Information Systems	OPS Professional
2/22/2014	Feinman,Mark A	Fine & Applied Arts SPG	OPS Professional
2/19/2014	Krolick,Dana	Student Activities HC	OPS Professional
2/24/2014	Reddington,Melissa B	Resource Development DO	OPS Professional
2/18/2014	Richardson,John W	Fine & Applied Arts SPG	OPS Professional

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES

Effect. Date	Name	Department/Location	Title
7/28/14-8/8/14	Fernandez, Roberto	Business Technology TS	Academic Department Chair

To visit Alajuela, Costa Rica, and to teach students while studying in Costa Rica, firsthand experience on how to do business in Latin American countries through the Intercultural Relations in Business course. The academic program will benefit the College by meeting the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives." Funded by the Business Technology Department. Total estimated cost to the College is \$2,356.80


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

Ssw0225141

March 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Semi-Monthly Pay Schedule for Administrative & Professional Employees

Provided for information: A plan to adjust the pay schedule for Administrative & Professional (A&P) employees, from a biweekly to a semi-monthly cycle to avoid potential audit criticism for compensation overpayment.

Beginning in July 2014, Administrative & Professional (A&P) college employees will be moving to a new pay cycle. Instead of every other Friday, their pay days will be the middle and end of each month. This change will mean each paycheck will be larger than paychecks employees currently receive.

Background

- Historically the college has paid the annual contracted salary in 26 installments (pay days).
- At the end of the fiscal year the gross amount of pay is equal to the annual contracted salary.
- However, in 2010-11, calendar shifts resulted in 27 pay dates during the July-to-June fiscal year (one pay more than the 26 biweekly installments specified in the Administrative & Professional contract).
- At that time — and each year since then — the college has credited that 27th pay in June to the next contract year, essentially prepaying into the next fiscal year. This shifted the problem forward, but did not fix it.

Contract Year	1 of 26 pays	26 of 26 pays
2010-11	July 2, 2010	June 17, 2011
2011-12	June 30, 2011	June 15, 2012
2012-13	June 29, 2012	June 14, 2013
2013-14	June 28, 2013	June 17, 2014

- Without correction, the problem will continue to occur in future years, causing an additional pay cycle to fall in the current year. The new pay cycle will eliminate the need for additional changes in the future.

The New Semi-Monthly A&P Pay Cycle

- The final pay under the current biweekly pay schedule will be Friday, June 13, 2014. Technically, all compensation due to the employee in the 2013-14 year will be paid at that time.
- A transitional paycheck (for the 2014-15 fiscal year only) will be issued on Tuesday, July 1, 2014.
- This transitional check is for 1/25th of the 2014-15 pay, but most importantly moves all 2014-15 compensation into the year beginning on July 1, 2014. The last pay date for 2014-15 will occur on June 30, 2015.
- In the 2015-16 year, A&P employees will continue to receive semimonthly checks, but the checks will then reflect 24 pay periods;
- This change to semi-monthly checks will mean larger paychecks than A&P employees currently receive (see example at end of memo).
- Pay days will be in the middle and end of each month — usually the 15th and 31st.
- If either of those days falls on a weekend or holiday, the pay day will be the closest work day prior to that date.
- At the end of the fiscal year, the gross amount of pay will equal the annual contracted salary.
- This means there will be 25 pay days in 2014-15 (including the July 1 transitional paycheck).
- In 2015-16 and future years, there will be 24 pay days for A&P employees.

Transition Year Pay Cycle		
	1 of 25 pays	25 of 25 pays
2014-15	July 1, 2014	June 30, 2015
New Pay Cycle		
	1 of 24 pays	24 of 24 pays
2015-16	July 15, 2015	June 30, 2016

The Transition

- The July 1 check for A&P employees will be the first check of the 2014-15 fiscal year
 - By adding a transitional check, for the 2014-15 fiscal year only, A&P employees will receive 25 pays in the annual contracted salary
 - This transitional check will help employees avoid a lengthy period between the last pay of 2013-14 (6/13/14) and what would otherwise be the first paycheck of the new fiscal year (7/15/14).
 - After the July 1 transitional paycheck, the remaining 24 pays will occur in the middle and end of each remaining month, ending on June 30, 2015.

A&P Contract	Annual \$40,000		Annual \$50,000		Annual \$60,000	
	# pays	Gross Pay	# pays	Gross Pay	# pays	Gross Pay
<i>Examples</i> Current (2013-14)	26	\$ 1,538.46	26	\$ 1,923.08	26	\$ 2,307.69
Transition (2014-15)	25	\$ 1,600.00	25	\$ 2,000.00	25	\$ 2,400.00
New (2015-16)	24	\$ 1,666.67	24	\$ 2,083.33	24	\$ 2,500.00

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; and Patty Curtin Jones, Vice President, Human Resources, are bringing this forward.

March 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Approval of Construction Documents (Phase III) and Guaranteed Maximum Price (GMP), Project 1707-G-11-16, Construct Midtown Center, Site 16

Approval is requested for the 100% Construction Documents (Phase III) and the Guaranteed Maximum Price (GMP), subject to further refinements of the terms, conditions, and bidding, and to issue all necessary purchase orders.

In collaboration with college staff, Harvard Jolly Architecture has completed the 100% Construction Documents and Lema Construction has developed the Guaranteed Maximum Price (GMP) for Project 1707-G-11-16, Construct Midtown Center, Site 16.

This Type I Large Construction Project will consist of a new three-story classroom/student services/joint-use library/community services building with 49,756 square feet. This project is intended to be completed in accordance with college standards including but not limited to “sustainable” design standards. The Guaranteed Maximum Price (GMP) for this 49,756 square foot project is \$12,798,226 with a total project budget of \$15,000,000. At its November, 2013 meeting, the Board authorized the President to approve purchase orders needed to keep the project on schedule until this GMP was brought to the Board. Those authorizations amount to \$1,325,000.00, and that amount is included in this GMP

The anticipated date for substantial completion is March 5, 2015. This GMP is subject to mandatory reviews for building codes, safety-to-life, the Americans with Disabilities Act (ADA) and further refinements.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Vice President of Design and Construction, Facilities Planning and Institutional Services; James Pedicone, Director of Design and Construction, Facilities Planning and Institutional Services; Ward J. Friszolowski, Executive Vice President, Harvard Jolly Architecture, recommend approval.

March 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President



SUBJECT: American Council on Education – Change and Innovation Lab Grant Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the American Council on Education by St. Petersburg College for the Change and Innovation Lab grant opportunity. Permission is sought to accept an estimated \$5,500 in funding over one year for this proposal if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The American Council on Education's Change and Innovation Lab (CIL), funded by a grant from the Lumina Foundation, is an executive leadership training opportunity to engage higher education institutional leaders throughout the country to develop new methods and practices for increasing postsecondary attainment rates for first-time-in-college and nontraditional students. The CIL will lead four senior administrative staff members from each of the selected institutions through a planning process focusing on three components of transformational change: leadership practices, faculty engagement and smart use of data. The CIL grant provides an opportunity for SPC to further institutionalize efforts to improve student success through The College Experience, Achieving the Dream and other student-centric initiatives underway at the College.

The estimated period of performance will be from March 1, 2014 through February 28, 2015. The total project budget is projected to be \$5,500 over the one-year period. See attached Information Summary for additional information.

Suzanne L. Gardner, General Counsel and Anne Cooper, Senior Vice President of Instruction and Academic Programs, recommend approval.

Attachment

js0226142

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

Date of BOT Meeting: March 18, 2014

Funding Agency or Organization: American Council on Education

Name of Competition/Project: Change and Innovation Lab (CIL)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 3/1/14 **End:** 2/28/15

Administrator: Anne Cooper

Manager: TBD

Focus of Proposal:

The American Council on Education’s Change and Innovation Lab (CIL) will convene 10 teams of higher education institutional leaders throughout the country to develop new methods and practices for increasing postsecondary attainment rates for first-time-in-college and nontraditional students. The CIL grant opportunity will identify concrete steps for broader mobilization of methods and practices conceived through the program within the teams’ institutions. Using professional facilitators and design thinking methods, the CIL will focus on promoting coherent discussion, developing a collective understanding, and ultimately supporting the development of robust, concrete, campus-based plans for change. The CIL will lead selected institutions through a planning process focusing on three components of transformational change: leadership practices, faculty engagement and smart use of data. Methods and practices for increasing postsecondary attainment rates identified through the CIL must begin to be implemented at SPC no later than Spring 2015. Grant funds will be used to help defray travel costs for SPC’s four-person leadership team to travel twice to Washington, DC for mandatory two-day training sessions during the program period.

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.)

Travel	<u>\$ 5,500</u>
Total Budget	\$ 5,500

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	<u>\$ 5,500</u>
Total amount from funder:	\$ 5,500

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. Leadership and Empowerment

Strategic Initiatives:

1. Faculty and Staff Development
2. Improved Processes


Strategic Activities:

1. College Experience Enhancements
2. Comprehensive Staff Training

March 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: The Fender Music Foundation– Instrument Grant Application Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to The Fender Music Foundation by St. Petersburg College for the Instrument Grant Application program. Permission is sought to accept donated musical instruments and/or equipment with an estimated value between \$5,000 and \$60,000 if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The Fender Music Foundation's Instrument Grant Application Program donates lightly used, blemished or otherwise imperfect musical instruments and/or equipment to music instruction programs. Students in SPC's Music Industry/Recording Arts (MIRA) program will have access to these instruments and/or equipment for the purpose of learning to play, perform and/or record music.

The estimated period of performance will be from May 1, 2014 through April 30, 2015. The value of this equipment is estimated to be between \$5,000 and \$60,000, depending on the type of instruments and equipment available through the Foundation at the time grant awards are made. See attached Information Summary for additional information.

Suzanne L. Gardner, General Counsel; Anne Cooper, Senior Vice President of Instruction and Academic Programs; and Jonathan Steele, Dean of Humanities and Fine Arts, recommend approval.

Attachment

js0227142

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

Date of BOT Meeting: March 18, 2014

Funding Agency or Organization: The Fender Music Foundation

Name of Competition/Project: Instrument Grant Application Program

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 5/1/14 **End:** 4/30/15

Administrator: Jonathan Steele

Manager: Nancy Smith

Focus of Proposal:

The Fender Music Foundation awards traditional instruments and equipment to music instruction programs that are part of 501c3 organizations or public schools. Items are lightly used, blemished or otherwise imperfect and have been collected from manufactures and retailers. Currently, acoustic guitars, electric guitars, acoustic-electric guitars, bass guitars and the equipment necessary to play these instruments are being awarded. However, recording equipment, sound systems, microphones, lighting and related equipment are being added to the inventory of available equipment. SPC would be required to pay \$10 to \$30 per instrument donated for shipping charges.

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.)

Total Budget \$ 0.00

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 0.00

Total amount from funder: \$ 0.00

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

Required match or cost sharing: No X Yes

Voluntary match or cost sharing: No X Yes

Source of match/cost sharing: N/A

Negotiated indirect cost: N/A

(Fixed) administrative fee: N/A

Software/materials: N/A

Equipment:	\$5,000 - \$60,000
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. Academic Excellence2. Student Focus3. Partnerships
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Strategic Initiatives:	<ol style="list-style-type: none">1. Instructional Support2. Student Support
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Strategic Activities:	<ol style="list-style-type: none">1. Student Success and Out of Classroom Support
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March 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas—Training Agent Agreement

Approval is sought for an Agreement with WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas (CareerSource) whereby the College will provide training to those eligible individuals sent to SPC by CareerSource staff working in the One-Stop Centers for CareerSource in Pinellas County. Permission is also sought to enter into any extensions or amendments, as may be necessary.


Under the terms of the Agreement, CareerSource will provide funding for certain training of eligible individuals under Title I of the Workforce Investment Act and other special project training funds to St. Petersburg College as the Training Agent for payment of tuition, fees, materials and supplies, etc. The Agreement period commences April 1, 2014 and will continue for the period of one year. The estimated revenue that may be received during this period is approximately \$275,000.

Suzanne L. Gardner, General Counsel; Anne Cooper, Senior Vice President, Academic & Student Affairs; and Jason Krupp, Director of Workforce Services, recommend approval.

jk0225141

March 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Annual Membership Assessment in Florida College System Risk Management Consortium

Authorization is requested to pay the St. Petersburg College (SPC) 2014-2015 membership assessment in the Florida College System Risk Management Consortium (FCSRMC) for the policy period of March 1, 2014 through February 28, 2015 in the amount of \$1,745,559. This amount represents an increase of 6.3% above the previous policy period.

Following are the FCSRMC calculations for the policy period of March 1, 2014 through February 28th, 2015:

2014-2015 Annual Assessment for SPC	1,650,182
Worker’s Compensation Assessment (Experience)	66,641
Property Value Assessment	28,736
Less Prior Year Refund	<u>0</u>
Adjusted Annual Assessment	\$1,745,559

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; and Kara Schrader-Smith, Risk Management Coordinator, recommend approval.

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