

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

The Board of Trustees of St. Petersburg College met on Tuesday, March 18, 2014 at the St. Petersburg College EpiCenter, 13805 – 58th Street N., Largo, Florida. The following Board members were present: Chairman Deveron M. Gibbons, Bob Fine, Vice Chair, Dale Oliver, Bridgette Bello and Lauralee Westine. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 8:30 a.m. on Tuesday, March 18, 2014, at the EpiCenter, Room 1-453, 13805 58th Street North, Largo, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

14-037. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES

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

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

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

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

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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](#)

14-038. Under Item I, Call to Order

The meeting was convened by Chairman Gibbons at 8:37 a.m. The invocation was given by Ms. Westine and was immediately followed by the Pledge of Allegiance.

14-039. Under Item II, Preliminary Matters

None

14-040. Under Item II-B, Recognitions/Announcements

Dr. Law, President, asked Dr. Tonjua Williams, Senior Vice President of Student Services, and Mr. Mark Strickland, Associate Provost and Athletic Director, to introduce Mr. Earnest Crumbley, Head Coach, Men’s Basketball. Mr. Crumbley has been inducted into the Florida

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College System Activities Association (FCSAA) Men's Basketball Hall of Fame – Class of 2014. Mr. Strickland stated that Coach Crumbley has been with St. Petersburg College for 16 years and his team won a championship in 2002. Mr. Strickland added that Mr. Crumbley is also a champion in life and stands for everything the College believes in.

Coach Crumbley thanked the leadership of the College for the opportunity to work at the College, stating that it is a labor of love for him. Mr. Oliver added his thanks to Coach Crumbley. Chairman Gibbons stated that Coach Crumbley has shaped boys into men and added his appreciation for all the coach has done for the College and the community. Chairman Gibbons noted that St. Petersburg College's students are also athletes and that the coach keeps them focused on what comes after they graduate from college.

14-041. Under Item III, Comments

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

There were no comments from the Board. Dr. Law expressed his thanks to everyone who participated in the Midtown Campus ground-breaking ceremony. He added that he would have brief legislative updates later in the meeting. Dr. Law also recognized Ms. Suzanne Gardner, Acting General Counsel, for her recent nomination as a Top Corporate Counsel by the Tampa Bay Business Journal. Ms. Bello added that Ms. Garner is a finalist for this recognition.

Mr. Oliver stated that the Mid-town project is progressing: the site is prepared, the parking lots are in order and the metal structure and elevator shafts are in place.

14-042. Under Item IV, Review and Approval of Minutes

The minutes of the February 18, 2014 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Ms. Westine moved approval of the minutes as submitted. Mr. Oliver seconded the motion. The motion passed unanimously.

14-043. Under Item V, Monthly Reports

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

Mr. Lang, Board Attorney, did not have a report this month. Ms. Suzanne Gardner, Acting General Counsel reported that the College would be revising policies and procedures relating to the possession of concealed firearms on the campuses. She stated that recent code changes supporting the right to possess firearms in a vehicle cannot be preempted by institutional policy. Ms. Gardner added that there is ongoing work to resolve this issue. Meanwhile, the College will be reviewing the Student Code of Conduct as well as faculty and staff policies to bring the College into compliance with the current law.

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Chairman Gibbons asked Ms. Gardner if the College could require an individual to notify the College that they have a concealed weapon in their vehicle. Ms. Gardner responded that the code prohibits that. Dr. Law added that the College has engaged outside counsel to assist with this code change and asked Board members to forward any questions they might have to Ms. Gardner so she can address those concerns in next month's Board meeting.

Ms. Westine asked Ms. Gardner to research the amount of damages from recent cases and Ms. Gardner replied that she would do so. Chairman Gibbons expressed his gratitude that outside counsel is being employed to assist with this issue and added that the College also has an obligation to protect all its staff and students.

14-044. Under Item VI - A, Strategic Priorities

Under Strategic Priorities, Strategic Plan follow up and budget planning presentation, Ms. Jamelle Conner, Associate Vice President of Business Services, shared an update on the budget process and how it is aligning with the College's strategic priorities for the 2014-15 Fiscal year. She noted that she did not anticipate changes to the utilities or technology budgets for the coming year. Ms. Westine asked if the new software conversion, Desire2Learn, for online learning was included in the budget. Ms. Conner replied that other technology funds were being reallocated for this. Dr. Law informed the Board that the College has implemented a technology schedule for hardware and software expenses. In addition, the technology fee and the distance learning fee are used to support these expenses. Dr. Law stated that he felt these expenses have been stabilized through these efforts.

Ms. Conner shared three scenarios for a possible staff compensation budget: one-, two- or three-percent increases. She added that each percentage of increase represented approximately \$1M additional expense for compensation.

Ms. Conner noted that the budget for health care has been stable for the past two years and anticipates it will remain stable for the next budget year.

Ms. Conner reviewed the strategic budget requests that are linked to last December's Board meeting on budget priorities. Each of the priorities has been assigned a budget amount with the exception of Marketing. Ms. Conner reminded the Board of last month's presentation by Ms. Diana Sabino, Executive Director of Marketing and Public Information. Ms. Conner stated that reallocations are being reviewed and that the Board would be provided with an update for this area.

Ms. Conner explained that, between March 17 and March 27, 2014, the budget requests would be split out and prioritized by academic, student and systems support committees. By March 31, 2014 the Strategic Issues Council will complete an overall prioritization. Final recommendations will be made to align with revenue projections. Dr. Law added that budget recommendations from the Florida House and Senate should be issued soon and noted that St. Petersburg College

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is in good standing in terms of performance. He added that the 3% enrollment growth plan is still being reviewed and that, by next month, the Board would see how revenues and expenditures will be aligned.

In terms of compensation, Dr. Law asked for input from the Board on a modest increase in salary for staff. The Board members acknowledged that they would support that. Ms. Westine asked if it were possible to explore a one-time, non-recurring “bonus” rather than a fixed, recurring increase. She added that she would like to see a larger percentage allocated to lower levels of compensation. Ms. Bello added that she would like to see an alignment of salary increase to performance. Mr. Fine added his agreement with this idea. Chairman Gibbons commented that there have been one-time non-recurring adjustments in the past.

Ms. Westine asked when the last salary increase was given and Dr. Law responded that last year a 2.5% increase was given. He added that this was in addition to holding health care premiums and deductibles stable. Dr. Law stated that he would present a package of options to the Board for their review.

14-045. Under Item VI - B, Student Success and Achievement

Under Student Success and Achievement, Career Support for students; placement, internships, job readiness presentation by Dr. Jim Olliver, Provost, Seminole Campus and Dr. Jason Krupp, Director of Workforce Services.

Dr. Olliver stated that the strategic direction recommendation from the Board regarding Career Services was to “expand and implement the College’s career centers to strengthen graduate placement; improve documentation of student placement; maintain/expand efforts related to job readiness.” This recommendation was used as the foundation of a three-part model that will include Career Exploration, Career Clarification and Preparation, and Transition Services for job placement or continuing education. Dr. Olliver described this model as less transactional and more developmental and longer term. He went on to describe the various components of each of the three segments of the model.

Under Career Exploration, Dr. Olliver linked student success to early identification of career focus. Students will receive comprehensive advising sessions and will be coded red, yellow or green, corresponding to little or no career identification (red) to some idea of career identification (yellow) to a firm career identification (green). As students progress through their studies, those identified as red or yellow status will receive more focused advising with assessments to help them firm up career identification.

For the second stage, Confirmation and Preparation, Dr. Olliver described efforts such as job shadowing and tours to help students become better informed about their career choices. Students would also update their “My Learning Plan” and receive information regarding the current job market. To better prepare students for their chosen career, they would receive

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guidance around resume writing and interviewing, networking, participation in professional organizations and internship opportunities.

The third phase, Transition Services, would focus on Job Placement or Continuing Education. Dr. Krupp described various activities that would support the student's job search efforts. If the student opts to continue his or her education, guidance would be provided around either continuing at St. Petersburg College or transferring to other institutions. Dr. Krupp then presented a simple illustration of the three phase model as it aligns to credits completed.

Dr. Olliver described the next steps in supporting this three-phase model. He reported that internal resources would be coordinated to provide end-to-end services. He noted that job preparation activities would be articulated throughout the curriculum. There would be improved visibility and awareness of career services to students. A robust communication plan will be designed to make use of the website and social media. Dr. Olliver said that an effort will be made to continually monitor and communicate with students to ensure they are moving along with their career decisions and plans.

Dr. Krupp mentioned an online tool from Burning Glass Technologies that allows students to match their skills to job opportunities. The tool includes resume building and interest tools. Dr. Krupp stated that College staff would also be trained on the use of this and other tools.

Ms. Westine asked what percentage of St. Petersburg College's four-year program graduates go on to graduate school. Dr. Olliver replied that this number is hard to clarify due to the lack of tracking and tools that cross state boundaries. Dr. Law added that the College's focus has been on preparing students for work, not necessarily towards continuing education. Ms. Westine stated that she felt this was a key statistic that could be used as a selling tool.

Dr. Jesse Coraggio, Associate Vice President, Institutional Effectiveness, Research, and Grants, shared some figures from a website hosted by the Florida Department of Education called Smart-College-Choices.com. The source of this data is the Florida Education and Training Placement Information Program (FETPIP) which provides follow-up statistics on students. Dr. Coraggio demonstrated several methods of querying the website's information, but noted the data is approximately two years old.

Dr. Krupp commented that the Board asked that students be assisted with career planning from entry to exit. He stated that the work on the front end has been good and the focus is on strengthening the exit strategy to either employment or continuing education. Ms. Bello stated that her organization is no longer allowed to host unpaid internships. Dr. Krupp commented that there have been more opportunities for paid internships and Dr. Olliver added that the demand from students for paid internships has gone up.

Chairman Gibbons commented that internships can be considered a strong recruiting mechanism. He applauded the work done by Dr. Sybil Collins Mobley at Florida A & M University, School

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of Business and Industry in offering competitive internships for students. He recommended talking to her about her successful approach.

14-046. Under Item VI - C, Budget and Finance

Under Budget and Finance, FY13-14 July 1- February 28 Fund 1 Financial Report

Dr. Doug Duncan, Senior Vice President Administrative/Business Services and Information Technology, reported that there has been a shift, as anticipated, in the trend line for revenues to expenses. The gap between revenues and expenses is narrowing. Dr. Duncan stated that the College has received about 80% of the expected annual revenue and about 30% of the State Lottery funds. He noted that spending will be closely monitored to stay in line with revenue through the end of the fiscal year.

14-047. Under Item VI - D, Administrative Matters

Under Administrative Matters, the Board considered Personnel Items VII-D.1a. Ms. Westine moved approval. Mr. Oliver seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

Semi-monthly Pay Schedule (Information)

Ms. Patty Jones, Vice President of Human Resources, provided information regarding a shift of the Administrative & Professional (A & P) pay-schedule that will eliminate a discrepancy between the gross pay at the end of the fiscal year and the annual contracted salary. The change to a semi-monthly pay cycle will be phased starting in 2014-15 and fully implemented for the 2015-16 fiscal year. With the exception of July 2014, when A&P employees will receive a “transition pay” on July 1. A&P employees will be paid twice a month, typically on the 15th or 31st, instead of bi-weekly. She assured the Board that there would be abundant communication to employees before and during transition to the new schedule.

The Board considered Approval of Construction Documents (Phase III) and Guaranteed Maximum Price (GMP), Project 1707-G-11-16, Construct Midtown Center, Site 16, Items VII-D.2a. Mr. Oliver moved approval. Mr. Fine seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

Mr. Jim Waechter, Associate Vice President, Facilities Planning & Institutional Services presented an update on the Midtown Campus construction project. He stated that LEMA Construction had not done a detailed cost estimation at the time of the Board’s approval of the funding to begin the project. Mr. Waechter submitted the Construction Documents and Guaranteed Maximum Price of \$12,798,226 to the Board for approval. Mr. Waechter stated that

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the \$1.325M approved earlier to begin the project is included in \$12,798,226. He stated that the project so far is within budget and on schedule.

Chairman Gibbons asked what percentage of the contracts awarded so far have been given to minority contractors. Mr. Waechter replied that low bid and Building Construction Industry (BCI) are both factors in considering contractors, but felt that, so far, the 30% goal has been achieved.

14-048. Under Item VI - E, Academic Matters

None

14-049. Under Item VII-A, Old Business

None

14-050. Under Item VII-B.1, Grants/Restricted Funds Contracts

Information regarding these items is as follows:

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

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

14-051. Under Item VII-B.2, Bids, Expenditures and Contracts over \$325,000

Information regarding these items is as follows:

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

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

14-052. Under Item VII-B.3, Capital Outlay, Maintenance, Renovation, and Construction

None

14-053. Under Item VIII, Informational Reports

None

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14-054. **Under Item IX, Proposed Changes to BOT Rules Manual**
None

14-055. **Under Item X, President's Report**
Under the President's Report, Dr. Law discussed the following:

Dr. Law repeated that the two things he wanted to present to the Board today were the issue of changing the pay cycle to 24 pays a year and the legislative discussions regarding budget matters. He had nothing else to report.

Chairman Gibbons asked that the Men's Basketball Team be recognized more formally at the next Board meeting. He encouraged the Board members to attend the College's sporting events.

14-056. **Under Item XI, Next Meeting Date and Site**
The Board confirmed its next meeting date and site as Tuesday, April 15, 2014, 8:30 a.m., at the Epi Center.

Ms. Westine requested that the starting time of the Board meetings be adjusted to 9:00 a.m. The Board members agreed to make this change effective with the April 15, 2014 meeting.

14-057. **Under Item XII, Adjournment**
Having no further business to come before the Board, Chairman Gibbons adjourned the meeting at 9:47 a.m.

William D. Law, Jr.

Secretary, Board of Trustees
St. Petersburg College
FLORIDA

Deveron Gibbons

Chairman, Board of Trustees
St. Petersburg College
FLORIDA

Attachments
Board Memos and
Supplemental Materials

Board of Trustees Meeting
March 18, 2014

V – B General Counsel’s Update

March 18, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President
SUBJECT: Weapons and Firearms on Campus Policy --
Board of Trustees’ Rules and College Procedure Update

The College’s policy since 1981 has been no deadly weapons or firearms on campus, with specific exceptions related to law enforcement officers and the programs of the Allstate Center. This policy implements the statutory provisions of §790.06, Florida Statutes which regulates the licensing of concealed weapons or firearms,¹ and provides at subsection (12)(a); **“A license issued under this section does not authorize any person to openly carry a handgun or carry a concealed weapon or firearm into:13. Any college or university facility unless the licensee is a registered student, employee, or faculty member of such college or university and the weapon is a stun gun or nonlethal electric weapon or device designed solely for defensive purposes and the weapon does not fire a dart or projectile.”**

The College’s current institutional policy is under review for compliance with state law, and, in particular, the decision in a recent case (involving a state university) interpreting the above statute and §790.25(5), Florida Statutes, which upheld the right to **“possess a concealed firearm or other weapon for self-defense or other lawful purpose within the interior of a private conveyance.”** The provisions of the Student Code of Conduct, a College Procedure, are in the process of being modified administratively to reflect the law. A second College Procedure is proposed to mirror the revisions to the Student Code of Conduct and will apply to students, employees and visitors to campus.

The following Board of Trustees’ Rules which refer to College policy concerning weapons and firearms have been properly noticed for consideration at the April Board of Trustees’ meeting for adoption and approval:

Board of Trustee Rule 6Hx23-1.232, Threats, Violence, Stalking, and/or Possession of Explosives, Destructive Devices, Firearms and/or Weapons (which incorporates provisions of the Student Code of Conduct regarding weapons and firearms)

¹ “Concealed weapons or concealed firearms” are defined as a “handgun, electronic weapon or device, tear gas gun, knife or billie” but not a machine gun.

Board of Trustee Rule 6Hx23-2.19, *Employment of Career Service Employees—Standards of Conduct, Discipline and Corrective Action (which includes a reference to the unauthorized possession of weapons and firearms)*

PROCEDURE

SUBJECT	PROCEDURE: FIREARMS AND WEAPONS ON CAMPUS	PAGE
		P1.232-1
LEGAL AUTHORITY	P6Hx23-1.232	3/ /14 Revision #14-3

P6Hx23-1.232 PROCEDURE: FIREARMS AND WEAPONS ON CAMPUS

This procedure applies to all students, staff, faculty, administration, employees and invitees to St. Petersburg College property/campuses.

I. INTRODUCTION

St. Petersburg College is committed to maintaining an educational and workplace environment that is free of violence. The College further recognizes the existence of extensive legislative acts and constitutional provisions pertaining to the rights and obligations of those who own or possess firearms, especially those addressing the right to carry, store, and transport firearms on one's person and within motor vehicles.

II. AUTHORITY

A. While on College grounds or facilities or at College-sponsored activities and events, students, staff, faculty, administration, employees and invitees, hereinafter referred as "person," are prohibited from introducing, exhibiting, possessing, using, storing, buying or selling weapons, firearms, destructive devices, or explosives.

B. Exceptions: The following circumstances shall not be a violation of this policy/procedure:

1. It is lawful and is not a violation of Florida Statutes or St. Petersburg College Board of Trustees Rules and Procedures for a person 18 years of age or older to possess a concealed firearm or other weapon for self-defense or other lawful purpose within the interior of a private vehicle (conveyance), without a license, if the firearm or other weapon is securely encased or is otherwise not readily accessible for immediate use. Nothing in this policy prohibits the carrying of a legal firearm other than a handgun anywhere in a private conveyance when such firearm is being carried for lawful use.

PROCEDURE

SUBJECT	PROCEDURE: FIREARMS AND WEAPONS ON CAMPUS	PAGE
		P1.232-2
LEGAL AUTHORITY	P6Hx23-1.232	3/ /14 Revision #14-3

2. A firearm in the possession of a law enforcement officer who is authorized to possess the firearm whether on or off duty, by the employing law enforcement agency. Law enforcement officers not on duty or not in official uniform must conceal their weapons. When carrying concealed weapons on St. Petersburg College property, law enforcement officers must be ready to display officially issued badge, shield or law enforcement identification upon request.
3. A firearm in the possession of a student or instructor while actively involved as a student or instructor at the Criminal Justice Institute facility on campus or persons actively utilizing the Allstate Center's indoor firing range, **but only** while actively involved in these two activities or directly and immediately going to or coming from those activities. All such firearms must be completely unloaded, with any clip removed, until the student or instructor arrives at the Criminal Justice Institute facility, and before leaving the facility to go to a parked automobile or to leave campus..
4. It is lawful and is not a violation of Florida Statutes or St. Petersburg College Board of Trustees Rules and Procedures for a person who is licensed to carry a concealed weapon and who is also a registered student, employee or member of St. Petersburg College's faculty to have a stun gun or nonlethal electric weapon or device designed solely for defensive purposes if the weapon does not fire a dart or projectile.
5. Any other possession of a firearm specifically authorized pursuant to the provisions of Florida Statutes.

History: To Be Adopted: 3/ /14. Proposed Date To Become Effective- Upon Approval.

VI - A.1 Strategic Planning Follow-up



Within Reach
St. Petersburg College
SPC

*** Strategic Plan Follow Up and
Budget Planning**

Board of Trustees Meeting
March 18, 2014

An Achieving the Dream[®] Institution

This slide features a light blue background with a faint image of a building. The title is in a large, bold, black font with a red asterisk. The date and meeting name are centered below the title. Logos for 'Within Reach St. Petersburg College SPC' and 'An Achieving the Dream Institution' are located in the top left and bottom right corners, respectively.



Within Reach
St. Petersburg College
SPC

*** First Review - Funding Priorities**

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

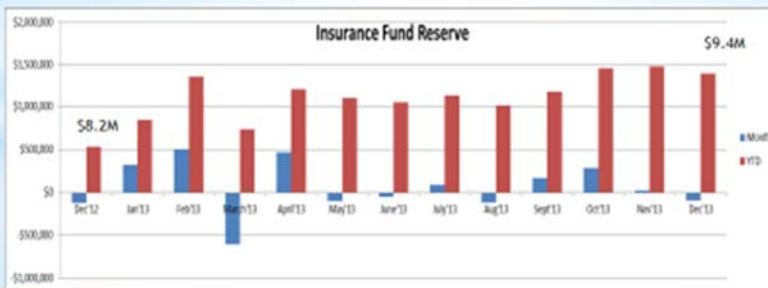
An Achieving the Dream[®] Institution

This slide features a light blue background with a faint image of a building. The title is in a large, bold, black font with a red asterisk. A bulleted list of funding priorities is centered on the slide. Logos for 'Within Reach St. Petersburg College SPC' and 'An Achieving the Dream Institution' are located in the top left and bottom right corners, respectively.

* 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



Questions

Within Reach
St. Petersburg College
SPC

An Achieving the DreamSM Institution

CAREER SUPPORT FOR STUDENTS: A PLAN FOR TRANSITIONING

March 18, 2014



St. Petersburg College

SPC

Strategic Direction from the Board

3



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

St. Petersburg College

SPC

Expanded Career Services Plan

5



"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).

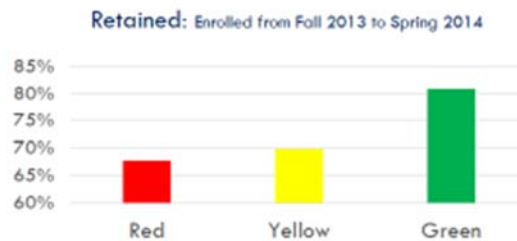


Career Exploration

7



- 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



Career Confirmation & Preparation

Career Exploration

Career Confirmation/Preparation

Transition Planning (Job or Further Education)

9

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)

11

Job Placement

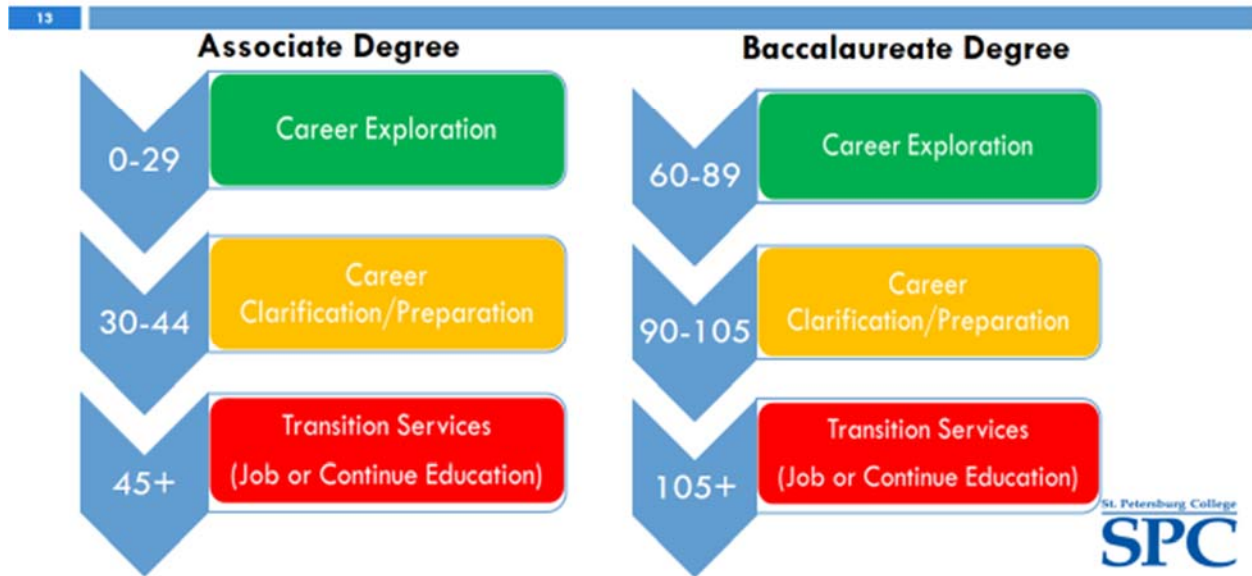
- Student creates a profile *in the Employ Florida Marketplace* (State of Florida employment system) and other electronic employment systems
- Students will use effective job search strategies and implement skills learned
- Student will finalize resume and upload to job search databases
- Enhance the 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



Next Steps

- 15
- ❑ 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


17



St. Petersburg College
SPC

March 18, 2014

M E M O R A N D U M

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

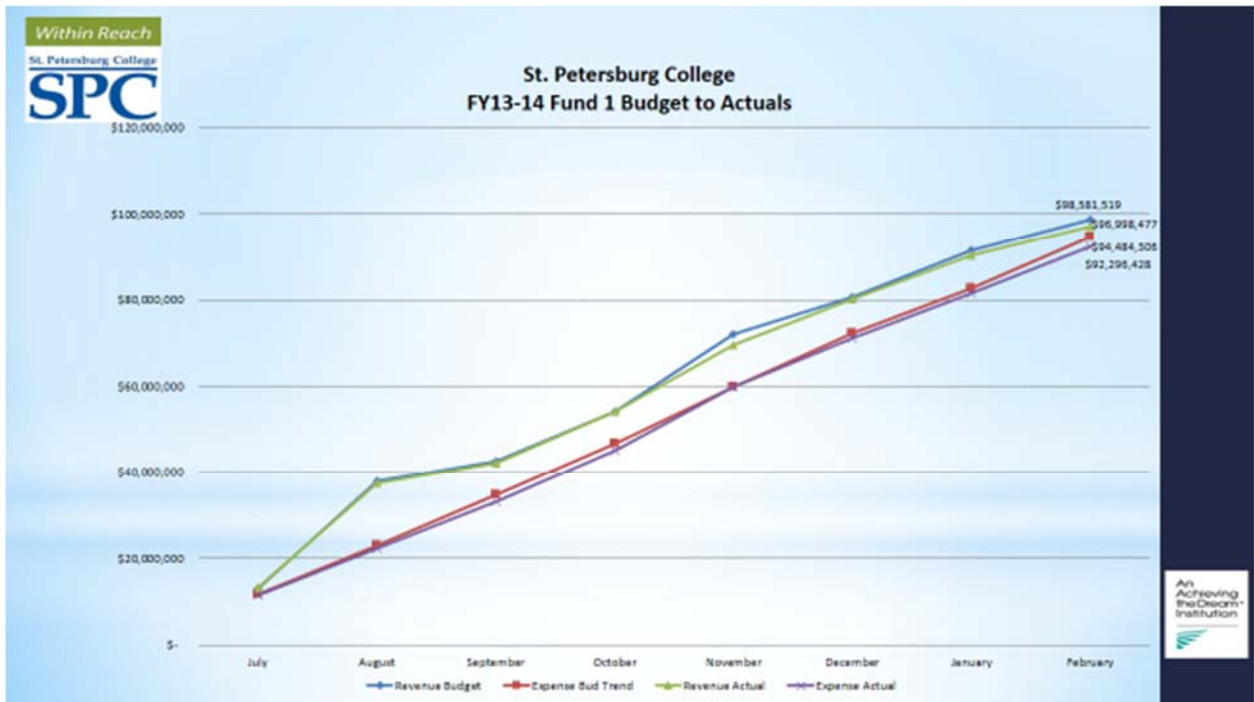
VI - C.1att BOT Financial Report

Within Reach
St. Petersburg College
SPC

Board of Trustees Financial Report

March 2014

An Achieving the Dream[®] Institution



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	\$ 16,954,324	\$ 47,290,163	91%	
Learning Support Access Fee	\$ 1,204,004	\$ 907,927	52%	
State Appropriation - CCF	\$ 52,979,253	\$ 36,483,166	67%	
State Appropriation - Lottery	\$ 17,617,841	\$ 4,172,364	23%	
Operating Cost for New Facilities	\$ 106,159	\$ -	0%	
Distance Learning Fee	\$ 3,204,456	\$ 2,560,463	79%	
Technology Fee	\$ 2,205,887	\$ 2,250,518	102%	
Late Payment Fees	\$ 2,232,186	\$ 1,643,833	73%	
Other Revenues	\$ 3,492,617	\$ 1,933,915	55%	
Other Student Fees	\$ 1,723,879	\$ 944,283	55%	
Fund Transfers In	\$ 2,942,481	\$ -	0%	
Revenue Stabilization Reserve	\$ 2,173,009	\$ -	0%	
One-Time Non-Recurring Funds	\$ 1,699,328	\$ -	0%	
Total Revenues - Fund Tx	\$ 145,961,532	\$ 16,991,477	47%	66%
Operating Costs	FY13-14 Budget	FY13-14 YTD Actual	% of YTD Expense	Year to Date %
Personnel & Benefits				
Instructional Faculty-Full Time	\$ 26,454,116	\$ 18,388,624	69%	
Administrative	\$ 21,007,244	\$ 13,949,872	66%	
Career (Non-Instructional)	\$ 24,054,800	\$ 14,629,245	61%	
Adjunct Supplemental	\$ 16,069,740	\$ 8,769,141	54%	
Other Academic	\$ 308,937	\$ 517,264	167%	
Non-Instructional OPS and Overtime	\$ 2,883,886	\$ 1,637,661	57%	
Student Assistants	\$ 566,000	\$ 281,251	49%	
Personnel Benefits	\$ 22,370,182	\$ 17,569,469	78%	
Total Personnel & Benefits	\$ 114,677,813	\$ 76,337,867	66%	66.2%
Current Expense				
Travel	\$ 882,964	\$ 403,640	46%	
Repairs & Maintenance	\$ 1,017,864	\$ 703,735	69%	
Service Leases	\$ 478,271	\$ 222,603	47%	
Insurance (Non-Health)	\$ 1,725,348	\$ 1,209,126	70%	
Utilities	\$ 6,075,856	\$ 3,099,433	51%	
Services and Fees	\$ 6,499,679	\$ 2,078,164	32%	
Scholarships/Fee Waivers	\$ 1,250,186	\$ 759,142	61%	
Materials and Supplies	\$ 6,208,462	\$ 3,897,466	63%	
Tech Expense/Licensing	\$ 2,200,033	\$ 1,304,441	60%	
Bad Debt/Unemployment Comp/Misc	\$ 1,147,282	\$ 182,069	16%	
Other Current Expense	\$ 1,409,687	\$ 704,682	50%	
Total Current Expense	\$ 27,952,416	\$ 14,993,254	54%	66%
Capital Spending				
Computer Refresh Leases	\$ 2,400,848	\$ 1,624,417	68%	
Capital Purchases - Non-Recurring	\$ 880,341	\$ 453,880	52%	
Total Capital Spending	\$ 3,281,189	\$ 2,078,297	63%	79%
Total Operating Costs - Fund Tx	\$ 145,961,532	\$ 10,296,428	71%	60%
Total Remaining Funds (Surplus/Deficit)	\$ -	\$ 4,724,049		



Within Reach
St. Petersburg College
SPC

Questions?

An Achieving the Dream Institution

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 Institutional Advancement	Landscaper
2/17/2014	Ouimet, Anne Elise	DO	Multi-Media Graphic Designer
2/17/2014	Boozy, Jonathan D	SPC-Downtown Special Programs/Intl Educ	Student Support Advisor
2/10/2014	Lloyd, George E	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			
Effect. Date	Name	Department/Location	Title
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,Joel A	Social Science SPG	Faculty - credit adjunct
1/13/2014	Haynes,Patricia Ann	Mathematics CL Emergency Medical Services	Faculty - credit adjunct
1/10/2014	Wallace,Michael J.	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 Corporate Training E&SS	Faculty - non-credit adjunct
2/10/2014	Gillen,Staci A	DO	Faculty - non-credit adjunct
2/17/2014	LoRusso,Anthony J	Fire Science AC Corporate Training E&SS	Faculty - non-credit adjunct
2/10/2014	O'Berry,Michael R. Spafford,Christopher	DO	Faculty - non-credit adjunct
2/24/2014	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 Sherman, Cassandra	Academic & Student Affairs	OPS Career Level 3
1/17/2014	M	Academic & Student Affairs	OPS Career Level 3
1/17/2014	Williams, Elida C Collins, Christopher	Academic & Student Affairs	OPS Career Level 3
2/10/2014	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
2/22/2014	Vickrey, Austin T.	Fine & Applied Arts SPG	OPS Professional

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
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Effect. Date	Name	Department/Location	Title
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7/28/14-8/8/14	Fernandez, Roberto	Business Technology TS	Academic Department Chair
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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.

VI – D.1batt Semi-Monthly Pay Schedule for Administrative & Professional Employees



New Semi-monthly Pay Cycle for Administrative & Professional Employees

How we got here

Fiscal 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

Transition Year

Fiscal Year	1 of 25 Pays	25 of 25 Pays
2014-15	July 1, 2014	June 30, 2015

New Cycle


Fiscal Year	1 of 24 Pays	24 of 24 Pays
2015-16	July 15, 2015	June 30, 2016



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	\$ 5,500
Total Budget	\$ 5,500

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 5,500
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
Strategic Initiatives:	<ol style="list-style-type: none">1. Instructional Support2. Student Support
Strategic Activities:	<ol style="list-style-type: none">1. Student Success and Out of Classroom Support

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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