


August 19, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: 2014 - 2015 Proposed Board of Trustees Meeting Schedule

Approval is sought to schedule the 2014-2015 St. Petersburg College Board of Trustees meetings according to the proposed schedule below.

Proposed meeting dates and locations:

August 19, 2014	Epi Center
September 16, 2014	Joint Meeting with the Pinellas County School Board at PCSB Administration Building, 301 4 th Street SW, Largo, FL
October 21, 2014	Epi Center
November 18, 2014	St. Petersburg/Gibbs Campus
December 9, 2014	Epi Center, Collaborative Labs (Board Workshop)
January 20, 2015	Epi Center
February 17, 2015	Health Education Center
March 17, 2015	Epi Center
April 21, 2015	Epi Center
May 19, 2015	Seminole Campus
June 16, 2015	New Midtown Campus
July 15, 2015	None

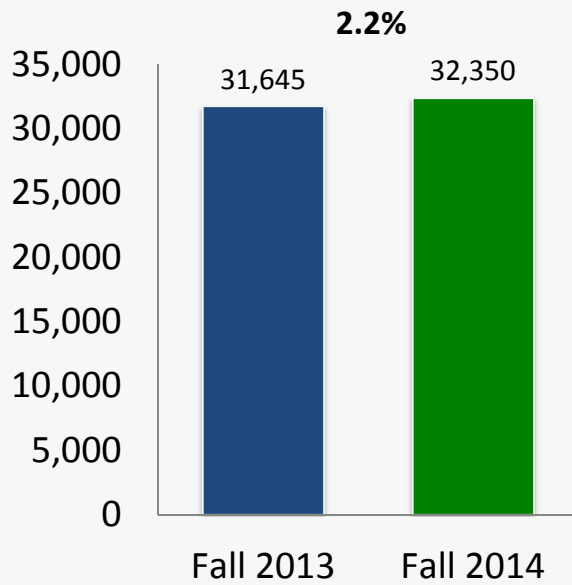
William D. Law, Jr., President, recommends approval.

Attachment

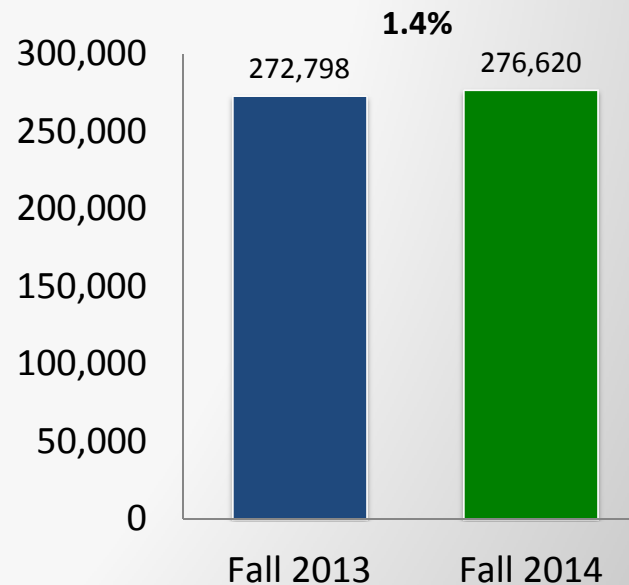


Fall 2014 Who's Here

SPC Board of Trustees Meeting
August 19, 2014



Headcount

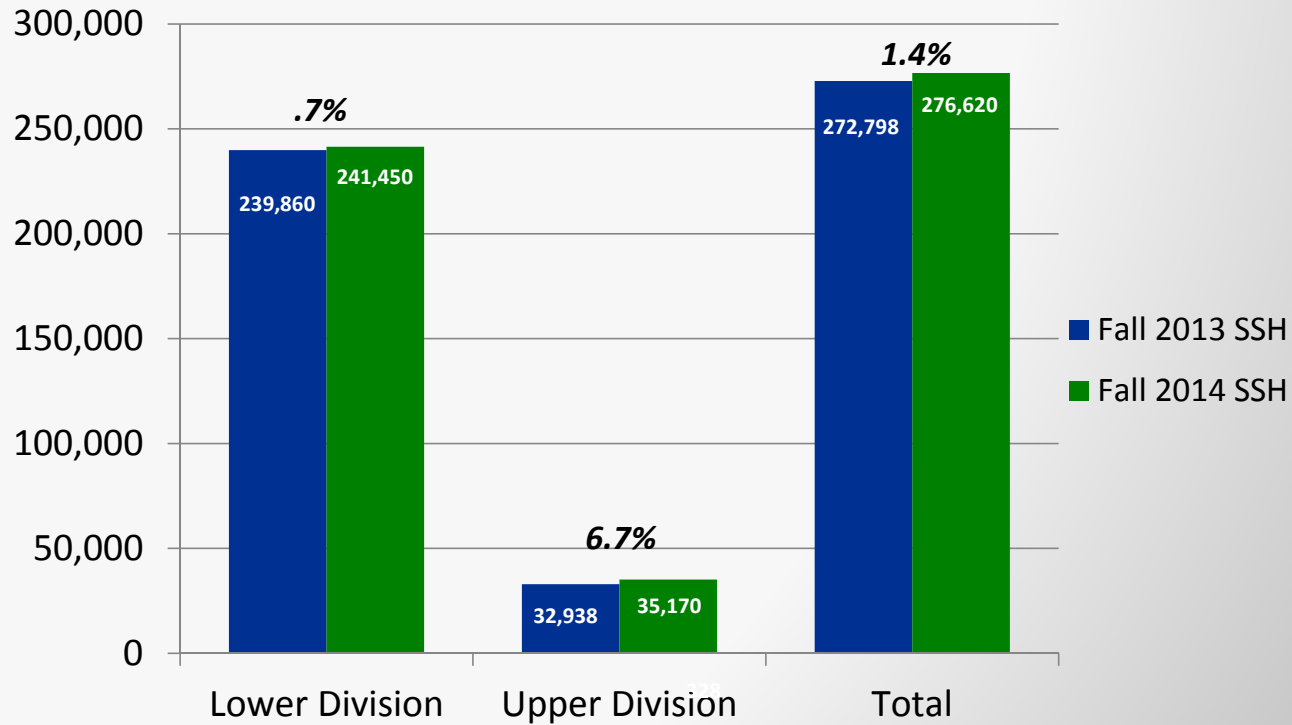


SSH

Opening Day Enrollment

Note: SSH = Student Semester Hours.

Source: BI, Pulse – Headcount and Enrollment By Day Dashboards, Data Extracted August 18, 2014



SSH – Student Semester Hours

Lower & Upper Division - SSH

Source: BI, Daily Enrollment Trends, Data Extracted August 18, 2014

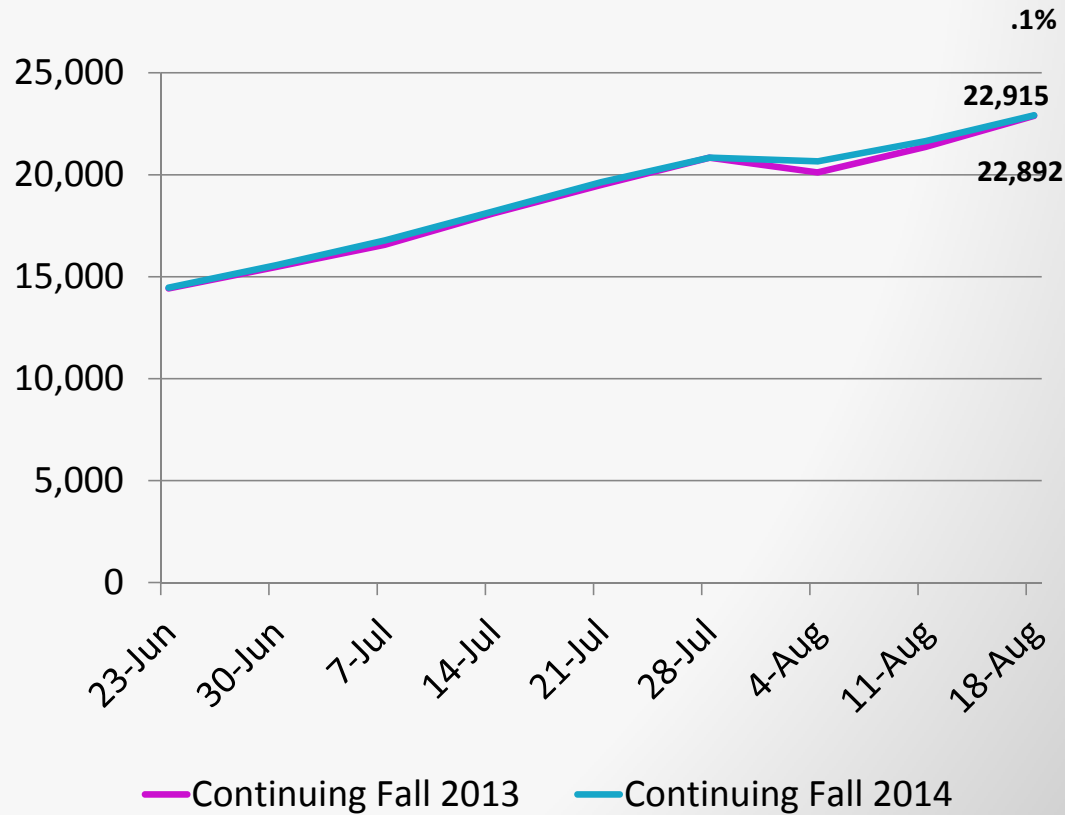
- 6.7% growth from last Fall
- Nursing +21.6% (5,920 SSH)
- Business Administration +10.6% (11,142 SSH)
- Education +2.2% (6,406 SSH)

Baccalaureate Enrollment as a Percent of
Opening Day Enrollment (SSH)

Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014
9.4%	10.2%	11.0%	11.4%	12.0%	12.7%

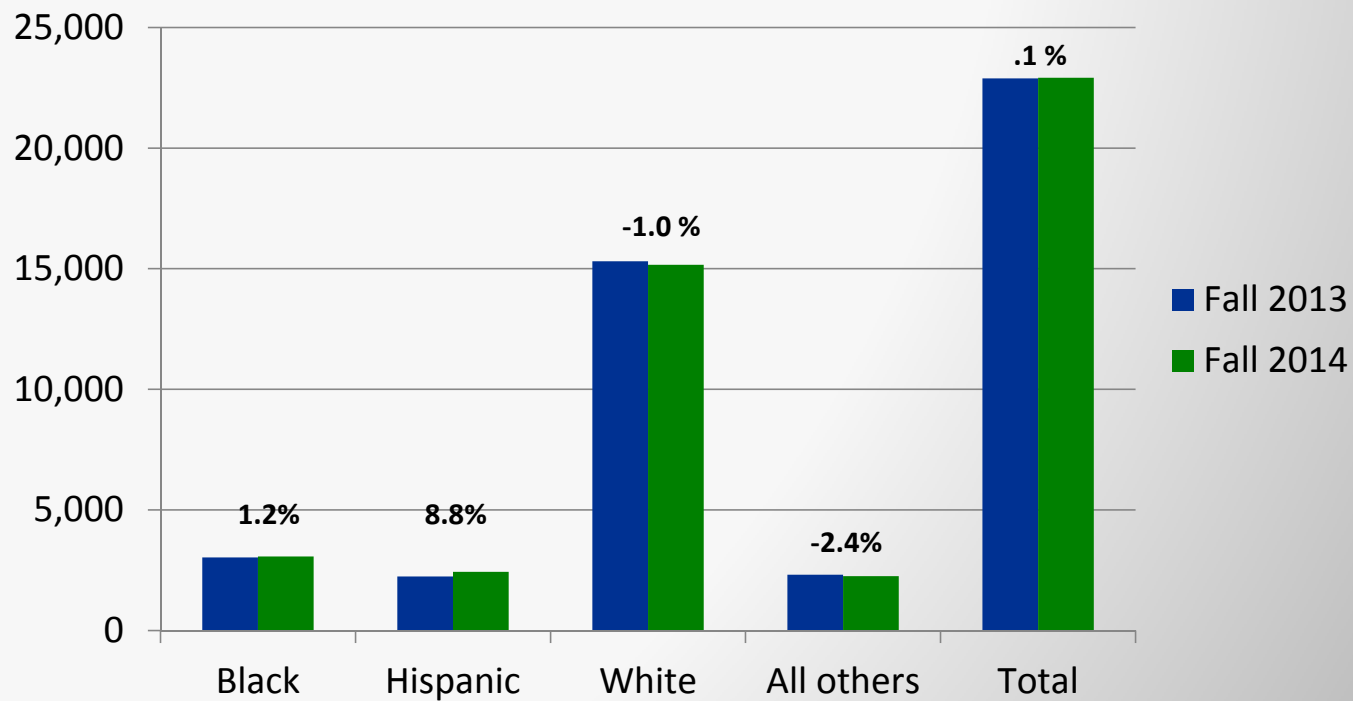
Baccalaureate Enrollment

Source: BI, Pulse Daily Enrollment Trends and Daily Enrollment Report , Data Extracted 8/18/14



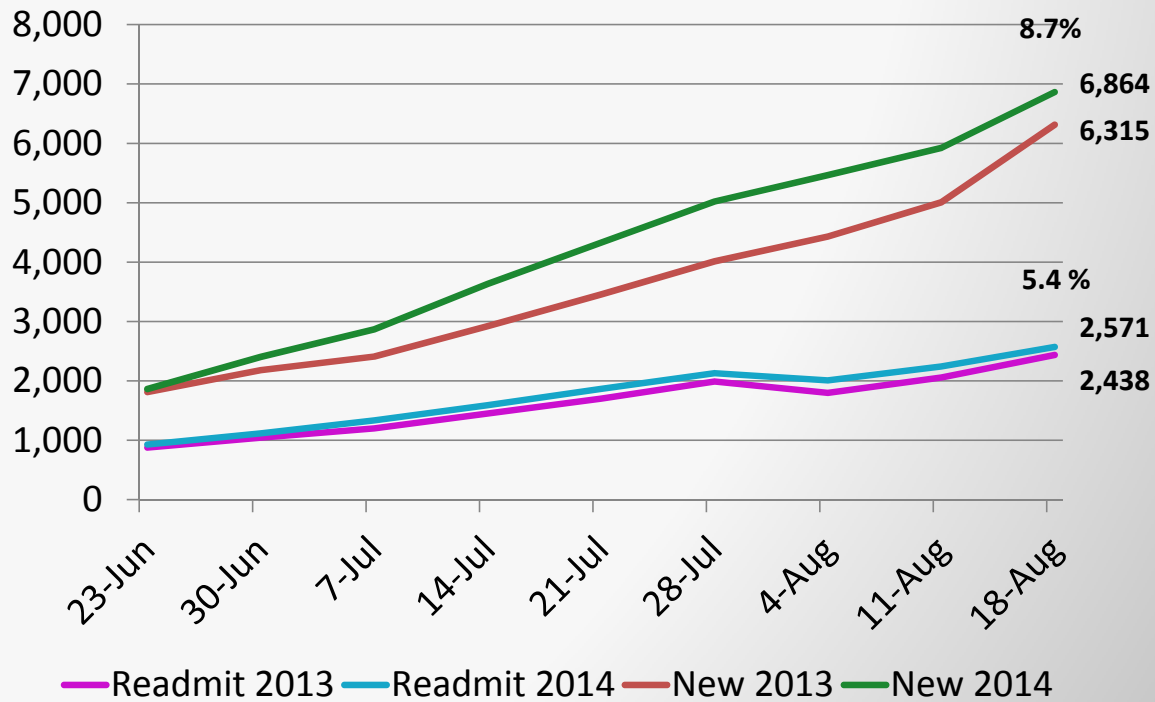
Continuing Student Trend

Source: BI – Headcount Enrollment By Day Dashboard, Data Extracted August 18, 2014



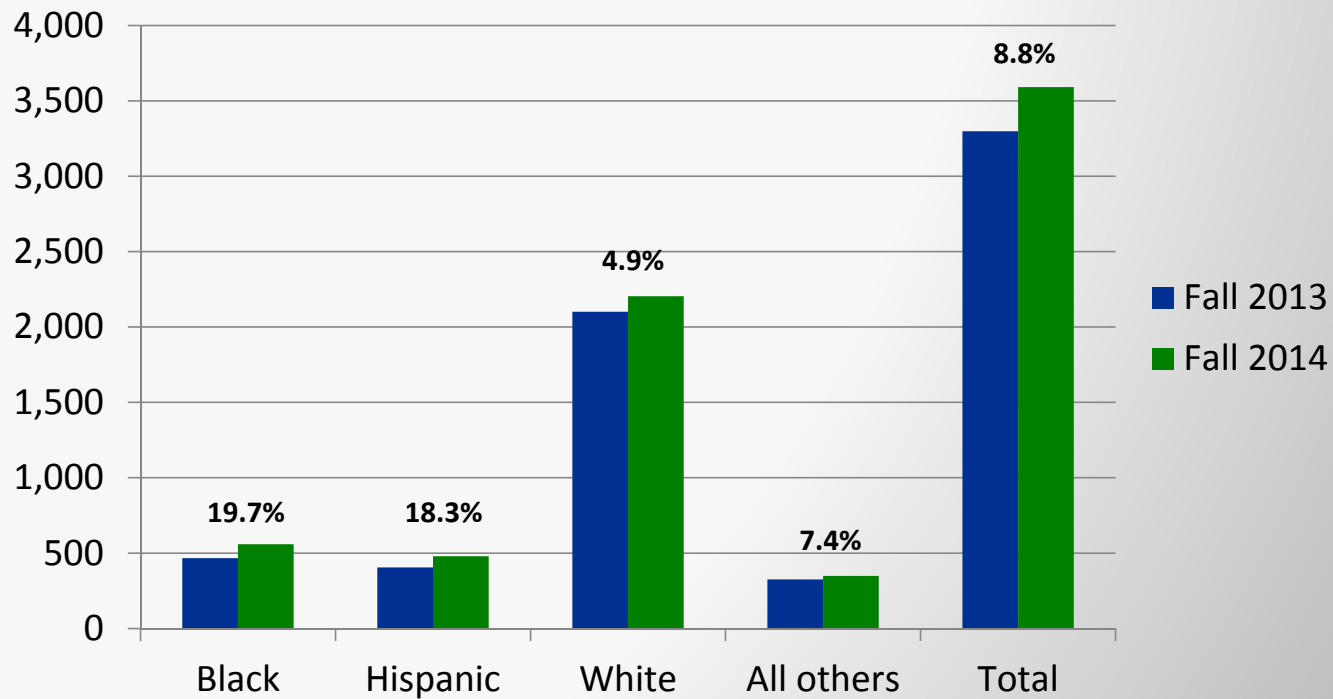
Continuing Students - Ethnicity

Source: BI – Headcount Enrollment By Day Dashboard, Data Extracted August 18, 2014



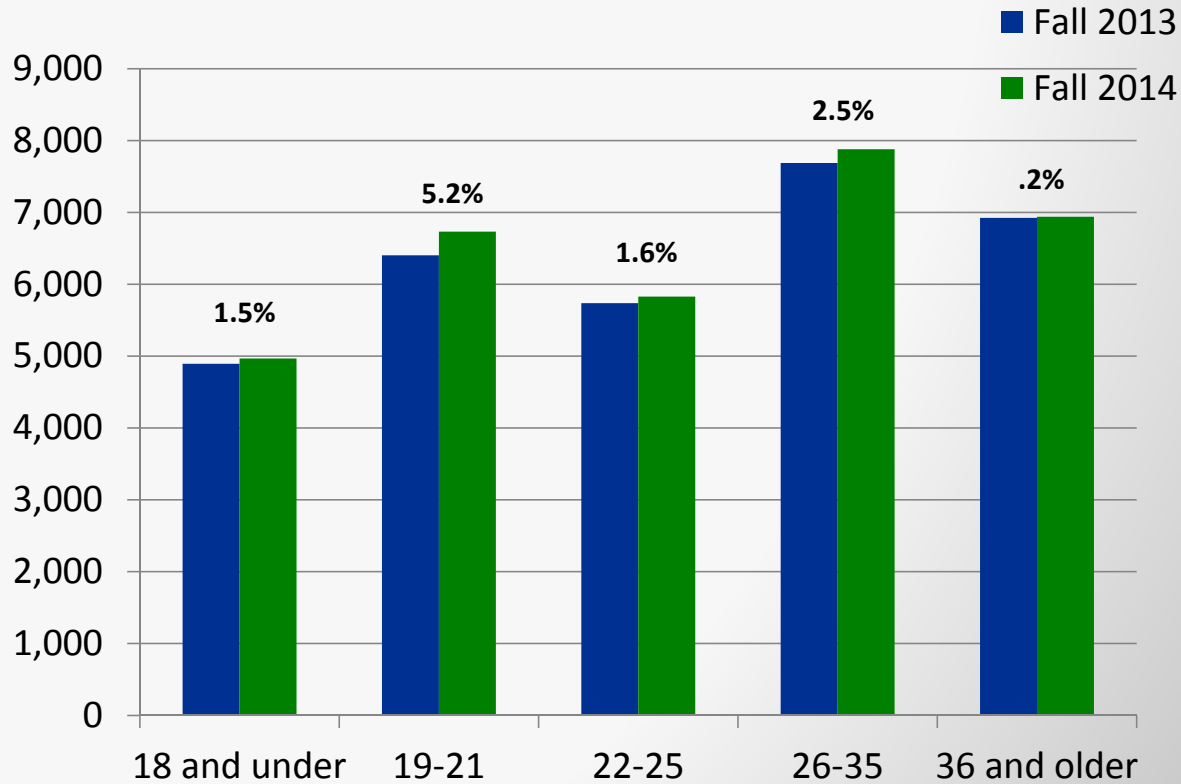
New and Readmit Student Trend

Source: BI – Headcount Enrollment By Day Dashboard, Data Extracted August 18, 2014



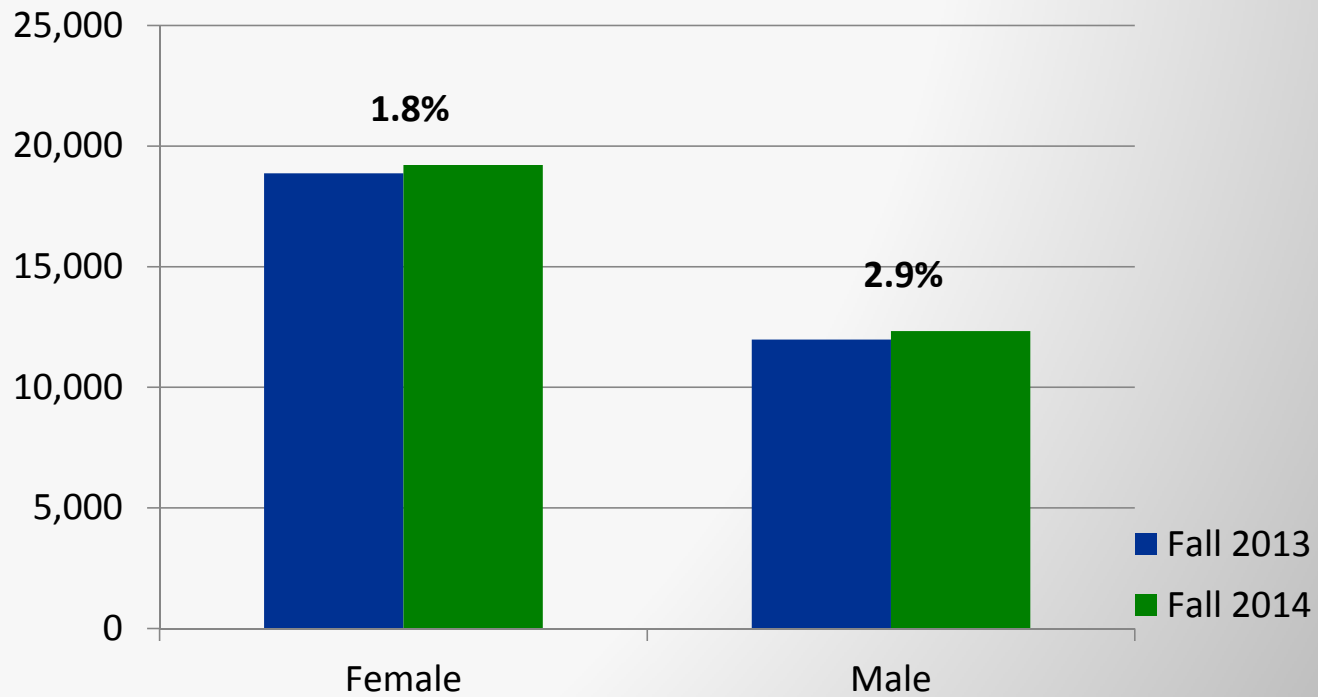
First Time in College

Source: BI – Headcount Enrollment By Day Dashboard, Data Extracted August 18, 2014



Headcount by Age

Source: BI – Headcount Enrollment By Day Dashboard, Data Extracted August 18, 2014



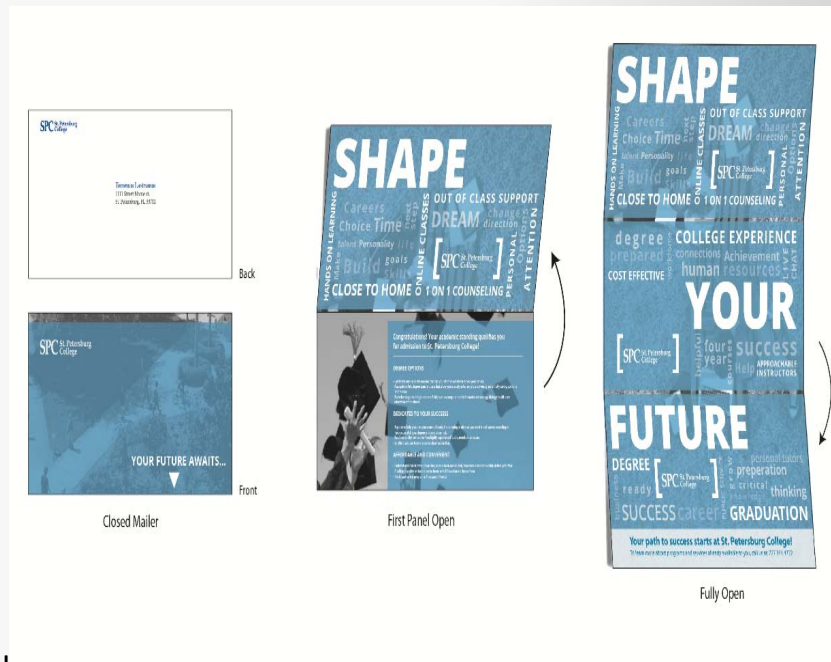
Headcount by Gender

Source: BI – Headcount Enrollment By Day Dashboard, Data Extracted August 18, 2014

- 2.2% increase in student headcount and 1.4% increase in Student Semester hours
- 6.7% Increase in Baccalaureate Enrollment
- 8.7% Increase in New Students
- 8.8% Increase in overall FTIC
- 19.7% Increase in FTIC African American students
- 18.3% Increase in FTIC Hispanic students
- 3.6% increase in Traditional age (21 and under)

Noteworthy Observations

- Restructured the enrollment process (prospect-enrollee)
- Removed obstacles to enrollment
- Enhanced marketing and publications – social media
- Improved communication (phone calls, emails, letters) to be more personal and timely
- Implemented a weekly Fall 2014 Enrollment Webinar (pre-enrollment, enrollment, % courses full, payment/financial aid processing)



Fall 2014 Enrollment Strategies

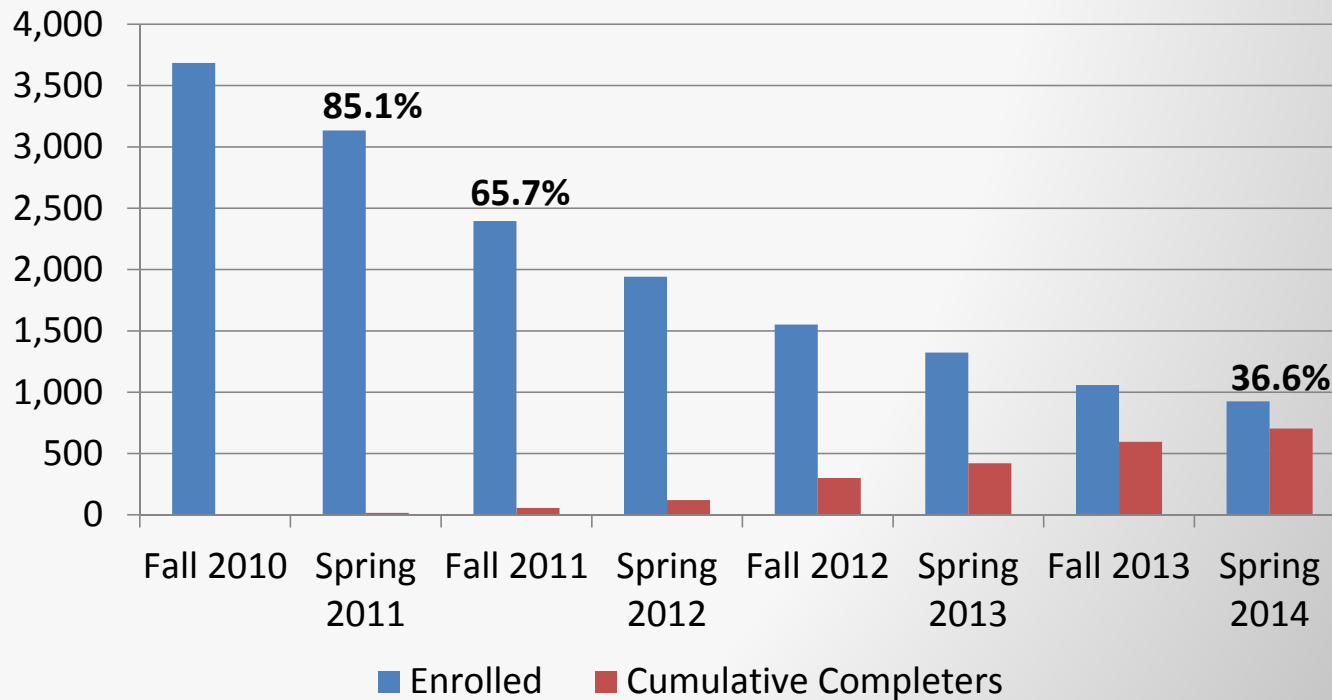
- **19,213 students awarded \$ 145 million!**
 - Average award package - \$7,540/yr.
- **Pell Grant - 13,508 students received \$ 60 million.**
 - Average award - \$4,428 per year.
- **Student Loans – 15,162 students, \$74 million.**
- Lower Division – average loan - \$ 4,662 per year
- Upper Division – average loan - \$ 6,328 per year

Financial Aid Awards

Ceannate\i3Group Loan Counselors

- SPC Current Delinquent Loan Accounts – 4,919.
- i3 Group Loan Counselor Calling began on 6/20/14.
- **“Cured” Accounts – 1,148 as of 8/8/14 !**
- Ongoing status conference calls every 2 weeks.

Financial Aid – Cohort Default Rates



Fall 2010 FTIC Cohort Retention

Source: BI – Various Pulse BI Dashboards with Analysis, Data Extracted August 8, 2014
 Note: Retention Rate includes still enrolled or graduated by the end of the reported term.

Retention Rates	By End of Spring 2011	By End of Spring 2014
Males	82.2%	32.0%
African American	87.2%	23.6%
Hispanic	85.1%	35.1%
African American Male	85.9%	17.5%
Hispanic Male	84.7%	27.7%

FTIC Retention Rates

*Source: BI – Various Pulse BI Dashboards with Analysis, Data Extracted August 8, 2014
 Note: Retention Rate includes still enrolled or graduated by the end of the reported term.*

- 760 awards by 680 individual students
- Overall Graduation Rate by end of Spring 2014 is 18.5%

Four Year Graduation Rate	By End of Summer 2014
Started Fulltime	35.0%
Started Part-time	9.0%
Males	17.3%
African American	6.2%
Hispanic	16.7%
African American Male	5.6%
Hispanic Male	18.2%

FTIC Graduation Rate

*Source: BI – Various Pulse BI Dashboards with Analysis, Data Extracted August 8, 2014
 Note: Retention Rate includes still enrolled or graduated by the end of the reported term.*

- Fall-to-Fall Overall Retention was 85.1%; Fall-to-Spring Overall Retention was 65.7%
- Retention Rate by End of Spring 2014 was 36.6%
- By End of Spring 2014...
 - 51.7% retention rate for students starting full-time vs. 27.9% for those starting part-time
 - African American students had a retention rate of 23.6% as compared to 35.1% for Hispanic students and 39.5% for White students
- By End of Summer 2014...
 - 760 awards by 680 individual students
 - Overall Four Year Graduation Rate by End of Spring 2014 is 18.5%

Noteworthy Observations



Questions

Save the Date – November 6-7 – Clearwater, FL




Institutions will be sharing their transformational data strategies and best practices

Moving the Needle 2014

August 19, 2014

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Selection for Construction Manager at Risk Services, Clearwater Joint-Use Library

Pursuant to the Requests for Qualifications approved by the Board of Trustees at its May 20, 2014, the college received seven submissions for consideration for Construction Manager at Risk Services for the Clearwater Joint-Use Library. Please recall that previous Board action separated the screening of the proposals from the interview and selection of the recommended firms.

The screening committee was comprised of the following members: Lauralee Westine, Board Member and Board Appointed Chairperson; Mr. Ken Burke, Board Appointee and Community Member; Dr. Donald C. Thomas, III, MD, Board Appointee and Community Member; Maria Edmonds, Board Appointee, Former SPC Associate Provost and Community Member; Mr. Bob Clifford, Board Appointee and Executive Director of Clearwater Chamber of Commerce; Barbara Pickell, City of Clearwater, Director of Libraries; Scott Rice, City of Clearwater, Assistant City Engineering Director; Barbara Ann Murphey, President of the Clearwater Library Board; Dr. Stan Vittetoe, Provost of Clearwater Campus; Joseph Leopold, SPC Director of Learning Resources; Diana Wright, SPC Director of Facilities Services. The screening committee reviewed all submissions and forwarded four names (unranked) to the selection team for presentations and interviews. The selection team was comprised of Trustee Westine; Clearwater City Manager Mr. Bill Horne and President Law. The team interviewed the four unranked firms on August 8, 2014. The meetings of both the screening committee and the selection team were held pursuant to the Florida Open Meetings Act.

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

1. Creative Contractors, Inc.
2. Gilbane Building Company
3. A.D. Morgan Corporation

Authorization is specifically requested for the following:

- To approve the selection team's recommendation and to proceed with contract negotiations with the #1 ranked firm;

· Should the negotiations not result in a satisfactory contract deemed to be fair and competitive, negotiations will be undertaken with the second most qualified firm and thereafter, if necessary, with the third.

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

LEASE AGREEMENT

THIS LEASE is entered into by and between the Board of Trustees of St. Petersburg College, Florida, P.O. Box 13489, St. Petersburg, Florida 33733, hereinafter referred to as "Landlord" and the Pinellas Police Standards Council, Allstate Center, 3200 34th Street S., Suite 135, St. Petersburg, Florida 33711, hereinafter referred to as "Tenant."

1. **PREMISES.** Landlord hereby leases to Tenant the premises more specifically described on Exhibit A attached hereto, and located at the Allstate Center Building, 3200 34th Street South, St. Petersburg, Florida, 33711 ("Premises") together with the right to use common hallways and restroom facilities and other appropriate areas as necessary.
2. **TERM.** The term of said lease shall be a period of one (1) year commencing October 1, 2014 and continuing through September 30, 2015, subject to the terms and conditions herein.
3. **RENTAL.** Tenant shall pay Landlord \$5,720 ("Rental Fee") for use of the Premises during the term of the Lease. Payments shall be paid in quarterly equal installments of \$1,430 on October 1st, January 1st, April 1st, and July 1st during the Lease. Should these rental sums be subject to taxation pursuant to Florida Statutes, Chapter 212, then Tenant shall remit such taxed sums to Landlord. As part of the Rental Fee, Landlord shall provide janitorial services for the Premises, as well as computer support services and use of four (4) Dell desktop computers. Tenant, at its sole cost and expense, shall be responsible maintaining its own phone system and paying its phone bills.
4. **NOTICE OF CANCELLATION.** Landlord reserves the right to cancel and terminate this Lease at any time during the term of this Lease provided, however, Landlord shall give Tenant ninety (90) days written notice of its intention to terminate the Lease.
5. **HOLDOVER.** Should Tenant holdover beyond the term of this Lease or beyond the date of termination following Landlord's Notice of Cancellation, then Landlord shall be entitled to collect rent for each day held over by Tenant. This provision does not relieve Tenant of its obligation to remove itself and its belongings in a timely fashion from the Premises.

LEASE AGREEMENT

6. **DEFAULT.** Should Tenant holdover beyond the term of this Lease or beyond the ninety (90) day period stated in Landlord's Notice of Cancellation of the Lease, or should Tenant otherwise breach any promise, covenant, or condition of this Lease, then Landlord shall have cause to terminate this Lease and Landlord shall have the immediate right to possession and the right to remove Tenant by eviction proceedings entitling the Landlord to the Premises, holdover sums as provided in Section 5 above, attorney's fees at trial and on appeal, and costs connected with said eviction proceedings, if necessary, including fees and costs for any Appellate proceeding. Tenant waives any statutory right to an eviction notice and Landlord may proceed immediately with the filing of a complaint for the removal of the Tenant and shall be entitled to summary procedures provided for by Florida Statute §51.011.

7. **USE.** Premises shall be used and occupied by Tenant solely for the purposes announced in its Articles of Incorporation and for no other use or business purpose. Tenant shall at all times use the Premises in conformity with Landlord's rules and procedures and shall further comply with any ordinance, law or regulation of any governmental body.

8. **ACCEPTATION OF THE PREMISES.** Tenant accepts the Premises in its "as is" condition.

9. **TENANT'S CARE.** Tenant will take good care of Premises and the fixtures and appurtenances in good condition therein except for reasonable wear and tear. Tenant will cause or suffer no active or permissive waste or injury to the Premises and should any waste, damage or injury to the premises occur, Tenant shall pay Landlord for repair of any injury or damage, whether structural or nonstructural, to the Premises or any other part of the Allstate Center wherein Tenant causes waste, injury or damage.

10. **ALTERATIONS AND IMPROVEMENTS.** Tenant will not, without Landlord's written consent, make any changes, alterations, additions or improvements to the Premises. Should Tenant desire to make any alterations or improvements to the Premises, Tenant shall submit detailed plans and specifications for each proposed alteration or improvement to Landlord for approval prior to the commencement of any such alteration or improvement. All alterations and improvements, if approved by Landlord, shall be made and

LEASE AGREEMENT

performed in accordance with the Florida Building Code, the State Requirements for Educational Facilities (“SREF”) and Landlord’s rules and procedures as may be amended from time to time.

11. **MECHANIC'S LIENS.** No contractor, subcontractor, mechanic, laborer, material man or any other person or entity who may perform work upon the Premises shall be entitled to record any lien against the Premises or any property owned or operated by Landlord. All persons or entities working directly or indirectly for or with Tenant may look only to Tenant and not to the Premises as security for payment.

12. **REMOVAL AT THE END OF THE TERM OR UPON TERMINATION.** At the end of term or upon termination in accordance with Section 4 above, Tenant shall remove all of Tenant's property, pay for repair of all injury, damage or waste done by or in connection with the installation or removal of said property, or use of the Premises, and surrender the Premises (together with all keys to the Premises) in as good a condition as the Premises was prior to Tenant’s occupancy, reasonable wear and tear excepted.

13. **HOURS OF USE.** Tenant shall be permitted to use the Premises only during the hours of 7 a.m. to 10 p.m. Monday through Friday. The Premises will be closed on Saturday, Sunday and College holidays and Tenant shall obtain written permission from the Campus Executive Officer, Allstate Center, to use the Premises at any time other than times referred to above.

14. **ASSIGNMENT AND SUBLETTING.** Tenant shall not assign or sublet this Lease or any interest thereunder, sublet the premises or any part thereof. Should any assignment or subletting occur, Landlord may immediately terminate this Lease and pursue removal of Tenant and any assignee or sublessee.

15. **TENANT'S PURPOSE.** Tenant's purpose for leasing the Premises is to provide a personnel processing service for law enforcement agencies in Pinellas County. Tenant's use of the Premises shall be limited to the foregoing purpose, unless specifically authorized in writing by the Landlord.

16. **INSPECTION AND ACCESS TO PREMISES.** Landlord shall have the right to enter the Premises at all times, upon reasonable notice to Tenant except for

LEASE AGREEMENT

in the case of an emergency, or to examine the physical condition of the Premises as the Landlord may deem necessary or desirable.

17. **INDEMNITY.** Tenant covenants and agrees to indemnify and hold harmless Landlord, its trustees, officers, employees and agents from and against any and all losses, claims, liabilities, fines, injuries and damages to persons or property (including personal and real property of Landlord), penalties, suits, and expenses of all kinds or nature including reasonable attorney's fees (through appeal) which may be imposed upon, incurred by or asserted against Landlord by reason of or arising out of any damages or injuries to personal property, real property, or to persons caused by or resulting from the Tenant's operations, use or occupancy of the Premises. Provisions of this paragraph shall survive termination of this Lease with respect to any loss, damage, death or injury occurring prior to termination.

18. **INSURANCE.** Tenant shall obtain and maintain at all times during its occupancy of the Premises, general liability insurance for personal injury and bodily injury, including death, of not less \$1,000,000 per occurrence, and \$2,000,000 aggregate. Tenant shall also obtain and maintain hazard insurance covering tenant's personal property located on or about the Premises and proof of statutory Workers' Compensation coverage. Tenant shall provide Landlord a Certificate of Insurance on each policy, evidencing such coverage upon execution of this Lease. The Board of Trustees of St. Petersburg College shall be named as additional insured on liability policies.

19. **DISCRIMINATION.** Neither Tenant nor Landlord shall discriminate in its employment practices, admission of students or otherwise on the basis of race, color, ethnicity, national origin, religion, age, sex, sexual orientation, gender identity, genetic information, marital status nor will either party discriminate against any qualified individual with disabilities. Landlord and Tenant acknowledge that sexual harassment constitutes discrimination on the basis of sex.

20. **PARKING.** Tenant and its employees shall at all times park all of their vehicles in the east parking lot of the Premises.

21. **MISCELLANEOUS PROVISIONS.**

A. The rights of Landlord contained herein are cumulative and are in addition to statutory or common law rights.

LEASE AGREEMENT

- B. The only relationship hereunder is that of Landlord and Tenant. Tenant acknowledges and represents that it is a nonprofit entity organized and existing under the laws of the State of Florida and that Tenant is in good standing. Tenant covenants that it shall not use Landlord's name (i.e. St. Petersburg College or the Board of Trustees of St. Petersburg College) in conjunction with Tenant's literature or advertising other than to state that Tenant is located at the Allstate Center, 3200 34th Street South, St. Petersburg, Florida, 33711. A breach of this covenant shall entitle Landlord to immediate termination of this Lease and possession of the Premises.
- C. Tenant covenants it has the authority to enter into this Lease in accordance with its Board of Directors.
22. **GOVERNING LAW AND VENUE.** The laws of the State of Florida shall govern this Lease. Venue for any action brought in state court shall be in Pinellas County, St. Petersburg Division. Venue for any action brought in federal court shall be brought in the Middle District of Florida, Tampa Division, unless a division is created in St. Petersburg or Pinellas County, in which case the action shall be brought in that division. Each party hereto waives any defense, whether asserted by motion or pleading, that the aforementioned courts are an improper or inconvenient venue.
23. **PUBLIC RECORDS.** Tenant acknowledges that Landlord is subject to and must comply with Florida's Public Records Law, Chapter 119, Florida Statutes. In the event Tenant refuses to disclose any documents or materials related to this Lease and not otherwise exempt from disclosure, Landlord may immediately terminate this Agreement without further liability.
24. **COMPLETE AGREEMENT.** This Lease constitutes the entire understanding of the parties with respect to the subject matter hereof and may not be modified except by an instrument in writing and signed by the parties hereto.

IN WITNESS WHEREUNTO the parties have set their hands and seals on the dates set forth below.

LEASE AGREEMENT

Witnesses as to the Landlord:

**BOARD OF TRUSTEES OF
ST. PETERSBURG COLLEGE**

By: _____

Date: _____

Witnesses as to Tenant:

**PINELLAS POLICE STANDARDS
COUNCIL**

By: _____

Ray Kaminskas,
Chairman of Pinellas Police Standards
Council, Pinellas County, Florida

Date: _____

Memorandum of Understanding

Between

The St. Petersburg College Alumni Association, Inc.

and

The St. Petersburg College Foundation, Inc.

The following has been reviewed and unanimously approved by the SPC Foundation Board of Directors and the SPC Alumni Association Board of Directors. Pending the approval of the Board of Trustees, this agreement would be effective as of April 1, 2014. This Memorandum of Understanding (MOU) sets forth the terms and understanding should the Association Board of Directors accept this invitation.

Background

The St. Petersburg College Alumni Association is a non-profit organization which has a separate corporate and tax status. As such, the Association requires a separate annual audit, as well as regular financial management and record keeping. The Association is the only such organization in the State that is a separate 501(c)(3), all the others are part of their College's Foundation.

The intent of this undertaking is to bring greater organization, efficiency and effectiveness to the Association and its efforts as well as to create a cost savings to the Association in terms of annual audit fees, etc.

Terms and Conditions

Should the Association accept the Foundation's invitation, the following terms and conditions will follow:

- The Association will dissolve its 501(c)(3) status.
- The Association will become an advisory body to the Foundation Board of Directors and will operate under the Foundation by-laws and policies.
- The Association will be named the St. Petersburg College Alumni Association.
- The Association will hold regular, separate meetings. It will appoint its members and submit the names for approval to the Foundation Board of Directors. The Association will have decision-making authority over the spending of its funds and will continue to oversee the annual selection of the:
 - SPC Outstanding Alumnus
 - Apollo Scholarship Recipient
 - Achievement Scholarship Recipient
- With the signing of this document, the Foundation will appoint one member of the current Association Board of Directors to serve on the Foundation Board of Directors. This individual shall serve a one-year term. Following this term, a minimum of one seat on the Foundation Board will be

reserved for an individual with an interest in alumni affairs. Said appointee will report the activities of the Association to the Foundation Board on a regular basis.

The Foundation will create a separate fund for the Association named the Alumni Program Fund. Association funds on deposit with the College will transfer to this new fund and be invested and managed in accordance with the Foundation's Investment Policy Statement. Future contributions generated by the Association including, but not limited to, dues, gifts, royalties and earnings will be placed in the fund. The Association will have discretion over the fund for scholarships and alumni promotional activities. Fund activity reports will be created and provided to the Association and Foundation Board on a regular basis.

Duration

This MOU is shall become effective upon signature of the authorized officials of both parties and shall remain in effect until terminated in writing by mutual consent.

Contact Information

St. Petersburg College Alumni Association, Inc.
John Brown, Chairman
Phone: 727 710 1526
Email: jbintegrity@gmail.com

St. Petersburg College Foundation, Inc.
Kenneth P. Cherven, Chairman
Phone: 727 415 8332
Email: kpc1059@yahoo.com

For the Association:

John Brown

Date

For the Foundation:

Kenneth P. Cherven

Date